



CAMBRIA COMMUNITY SERVICES DISTRICT

| MEETING            | TIME & DATE                            | LOCATION   |
|--------------------|--|--|
| Board of Directors | 1:00 PM<br>Thursday,<br>March 14, 2024 | Cambria Veterans'<br>Memorial Hall 1000<br>Main Street, Cambria,<br>CA 93428 |

## **AGENDA**

**AMENDED 3/12/2024**

### **Regular Board of Directors Meeting**

**Thursday, March 14, 2024 1:00 PM**

**In person at:**

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

**AND via Zoom at:**

**Please click the link to join the webinar: [HERE](#)**

**Webinar ID: 821 5434 1356**

**Passcode: 150418**

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**

**1.A Call to Order**

**1.B Pledge of Allegiance**

**1.C Establishment of Quorum**

**1.D Report from Closed Session**

**1.E President's Report**

**1.F 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. CONSENT AGENDA**

**4.A** Consideration of Approval of the Management and Confidential Employees (MCE) Group Payment and Compensation Plan

**5. REGULAR BUSINESS**

**5.A** Discussion and Consideration to Adopt the District Strategic Plan Update

**5.B** Discussion and Consideration of an Annual Review of the Affordable Housing Unit Allocation

**5.C** Discussion and Consideration of Adoption of Policy 2150: Reserve Policy Recommended by the Staff and Finance Committee

**5.D** Discussion and Consideration of the CCSD-Owned Vehicle Policy Amended 3/12/2024

**6. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS**

**6.A** Finance Committee's Report

**6.B** Policy Committee's Report

**6.C** PROS Committee's Report

**6.D** Resources & Infrastructure Committee's Report

**6.E** Other Liaison Reports & Ad Hoc Committee Reports

**7. 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.

**8. ADJOURN**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A**

FROM: Matthew McElhenie, General Manager

---

Meeting Date: March 14, 2024

Subject: Consideration of Approval of the Management and Confidential Employees (MCE) Group Payment and Compensation Plan

---

**FISCAL IMPACT:**

The first-year impact will be a 3% salary increase, effective January 18, 2024, for approximately six months of the fiscal year. Any necessary budget adjustments will be addressed in a future financial reporting cycle. This increase is approximately \$6,000, of which \$4,000 is General funded and \$2,000 is Enterprise funded. The fiscal impact of increasing the administrative leave from 40 to 80 hours per fiscal year will be approximately \$23,000 annually.

**DISCUSSION:**

The Board of Directors held closed sessions on December 7, 2023, December 14, 2023, and February 15, 2024 to discuss the updated MCE Payment and Compensation Plan, and to provide direction to its negotiator. The updated Payment and Compensation Plan for the Management and Confidential Employees Group includes the following additions:

- Returning the Fire Chief position to the MCE group.
- Eliminating current section 4.10 regarding tuition reimbursement and adding a new section 4.10, authorizing the General Manager to provide the Fire Chief with a vehicle for business-related use.
- Eliminating section 4.11 regarding relocation allowance.
- Eliminating section 4.8.A.2 regarding providing employees in the Operations & Maintenance Unit a boot and safety shoe allowance of \$150 per year.
- Eliminating section 4.8.A.3 regarding employees in the Operations & Maintenance Unit receiving a clothing allowance of \$250 in July.
- Updating section 4.8.A.2 to read "Employees shall maintain their uniforms and other clothing on the job in neat and clean condition."
- Updating section 4.8.A.3 to include boots, as needed.
- Increasing administrative leave to 80 hours. MCE will receive 40 hours every July 1 and January 1.
- Increasing the probationary period from six months to one year for new MCE employees. A 9% salary increase over three years starting January 18, 2024. For employees at the top step for their position, granting the General Manager discretion to increase salary by up to 5% based on outstanding performance.

It is recommended that the Board of Directors approve the updated MCE Payment and Compensation Plan.

**ATTACHMENTS:**

1. [CCSD Payment and Compensation Plan - Management and Confidential Employees](#)

**CAMBRIA COMMUNITY SERVICES DISTRICT  
PAYMENT AND COMPENSATION PLAN  
MANAGEMENT AND CONFIDENTIAL  
EMPLOYEES**



**MARCH 2024**

# Table of Contents

|   |           |
|---|-----------|
| <b>ARTICLE 1 - DEFINITIONS.....</b>         | <b>3</b>  |
| 1.1 Definitions.....                        | 3         |
| <b>ARTICLE 2 - HOURS OF WORK.....</b>       | <b>3</b>  |
| 2.1 Workday and Workweek .....              | 3         |
| 2.2 Work Schedule .....                     | 3         |
| 2.3 Pay Period.....                         | 3         |
| 2.4 Rest Periods .....                      | 3         |
| 2.5 Emergency Response .....                | 3         |
| <b>ARTICLE 3 - FRINGE BENEFITS.....</b>     | <b>3</b>  |
| 3.1 Holidays .....                          | 3         |
| 3.2 Other Holiday Provisions .....          | 4         |
| 3.3 Vacation .....                          | 4         |
| 3.4 Sick Leave.....                         | 5         |
| 3.5 Leave of Absence.....                   | 7         |
| 3.6 Health Insurance.....                   | 8         |
| 3.7 Health Reimbursement Account.....       | 8         |
| 3.8 Dental Insurance .....                  | 8         |
| 3.9 Life Insurance.....                     | 8         |
| 3.10 State Disability Insurance .....       | 9         |
| 3.11 Deferred Compensation.....             | 9         |
| 3.12 Retirement .....                       | 9         |
| 3.13 Domestic Partner.....                  | 10        |
| <b>ARTICLE 4 - WAGES AND SALARIES .....</b> | <b>10</b> |
| 4.1 Salary Ranges .....                     | 10        |
| 4.2 Step Increases .....                    | 10        |
| 4.3 Probationary Period .....               | 11        |
| 4.4 Promotional Advances.....               | 11        |
| 4.5 Working Out of Position.....            | 11        |
| 4.6 Bilingual Premium Pay.....              | 11        |
| 4.7 Meal Provision during Emergencies.....  | 11        |
| 4.8 Other Allowances .....                  | 12        |
| 4.9 Phone and Internet Allowance.....       | 12        |
| 4.10 Vehicle for Business Related Use.....  | 12        |

The Payment & Compensation Plan covers the following Management & Confidential Employee positions: General Manager, Confidential Administrative Assistant, Administrative Department Manager, Fire Chief, Facilities & Resources Manager, Utilities Department Manager, Wastewater Systems Superintendent, Water Systems Superintendent, and Program Manager.

## **ARTICLE 1 - DEFINITIONS**

### **1.1 Definitions**

Definitions shall be as provided in the District's Personnel Policies, Procedures, and Rules.

## **ARTICLE 2 - HOURS OF WORK**

### **2.1 Workday and Workweek**

Employees work a 9/80 work schedule, Monday through Friday, consisting of a total of eight nine-hour days, one eight-hour day, and one Friday day off spread over a two-workweek period.

### **2.2 Work Schedule**

Due to the varying needs of the different departments of the District, work schedules in each department shall be as determined and subject to approval by the General Manager.

### **2.3 Pay Period**

Paydays shall be bi-weekly on alternate Fridays. If a payday falls on a holiday, checks will be issued on the last workday prior to the normal payday.

### **2.4 Rest Periods**

Each employee shall be entitled to two ten (10) minute rest periods per day, one before and one after the meal period at times.

### **2.5 Emergency Response**

In the event of a declared emergency, the General Manager or their designee shall have the authority to suspend all leave and notify all employees to return to duty.

## **ARTICLE 3 - FRINGE BENEFITS**

### **3.1 Holidays**

The following are paid holidays observed by this District:

|                |                        |                  |                        |
|----------------|------------------------|------------------|------------------------|
| New Year's Day | Martin Luther King Day | President's Day  | Day after Thanksgiving |
| Memorial Day   | Independence Day       | Labor Day        | Christmas Day          |
| Columbus Day   | Veterans' Day          | Thanksgiving Day |                        |

### 3.2 Other Holiday Provisions

- A. In lieu of Lincoln’s Birthday, Admissions Day, and half day for Christmas Eve/New Year’s Eve, twenty (20) hours of holiday time shall be provided to each employee employed by the District on July 1 of each fiscal year, provided the employee was employed by the District on, or before the previous January 1.
- B. Unless otherwise provided in the Article, when a holiday listed herein falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day listed, and when a holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day listed.

### 3.3 Vacation

- A. Every full-time employee shall earn paid vacation at the prescribed rate below. Employees shall also earn vacation credit during any paid leave. The amount of paid vacation is earned at the following rate.

| <b>Years of Service</b>   | <b>Workdays</b>     | <b>Number of Hours Per Year</b> |
|---|---------------------|---------------------------------|
| 1 through the end of the 5 <sup>th</sup> year of service (60 months)    | 3.08 hours biweekly | 80 hours per year               |
| 5 through the end of the 10 <sup>th</sup> year of service (120 months)  | 4.61 hours biweekly | 120 hours per year              |
| 10 through the end of the 15 <sup>th</sup> year of service (180 months) | 6.15 hours biweekly | 160 hours per year              |
| 15 years or more (180 months plus one day)                              | 7.69 hours biweekly | 200 hours per year              |

- B. Vacation earned is accrued to the employee’s leave balances biweekly.
- C. During the initial probationary period (not promotional probation) a full-time employee will accrue vacation time to their account at the rate of 3.08 hours biweekly but may not use any accrued vacation time until probation has been satisfactorily completed. Exception to this limitation may be made by the General Manager.
- D. On June 30 of each year, an employee shall have on accrual no more than the number of vacation days they are entitled to earn in two years of employment. If an employee’s accrued vacation time exceeds such accrual limitation on June 30, the employee shall promptly be paid cash for the excess number of unused vacation days. An exception to the number of days carried over may be made at the discretion of the General Manager.

- E. An employee's proposed vacation schedule must be approved by their supervisor or General Manager two weeks in advance in order to ensure it does not unduly interfere with District operations. The General Manager may make an exception.
- F. Vacation cannot be taken before it is earned.
- G. An employee who has accrued vacation time will be entitled to cash payment for unused vacation leave upon separation from District service. Payment will be at the employee's current salary rate at the time of separation.
- H. The General Manager is authorized to provide an increase of accrual rates up to two (2) weeks annually (i.e., vacation or administrative leave).

### **3.4 Sick Leave**

- A. Each full-time employee will earn sick leave from the date of employment at the rate of 3.70 hours per biweekly pay period (96 hours/year). Unused sick leave may be accumulated without limit. Employees may use up to one-half of one year's annual accrual (e.g., 48 hours for full-time employees) for family sick leave purposes.
- B. Sick leave may be used for reasons such as personal illness or injury; required attendance of an employee upon a sick or injured spouse, child, or other immediate family member residing with the employee; medical or dental appointments to the extent that such appointments cannot be scheduled outside the workday. An employee may be granted sick leave only in the case of actual sickness as defined herein. No employee who is on sick leave shall engage in work or other activities that would negatively affect the employee's ability to return to work and perform the duties assigned.
- C. An employee requesting sick leave shall notify their supervisor or General Manager no later than one (1) hour before the time their work shift begins or immediately when taken ill during work hours. Failure to do so without good reason, as determined by their supervisor or General Manager, may result in that day of absence being treated as a leave of absence without pay. The employee, or the employee's designee, will first attempt to personally notify their supervisor or General Manager before utilizing voicemail, email, and/or text message to make the sick leave request.
- D. In the event that an employee has requested or taken sick leave for three (3) or more workdays, the District may require the employee to immediately, or as soon as possible, provide a physician's certificate as to the illness or injury, duration, the treatment recommended for it, and/or approval of the employee's intended return to work. However, the District may require such certification regarding sick leave use at any time, including when the District has reason to believe that sick leave is being abused. The General Manager may terminate or withhold said benefits if the employee fails to furnish satisfactory or non-falsified proof of illness or accident.
- E. An employee is subject to disciplinary action for abuse of sick leave, which is defined as a claim of entitlement to sick leave when the employee does not meet the requirements of sick leave as



defined above, when they engage in work or other activities which negatively affect their ability to return to work, or when they furnish falsified proof of illness or accident.

- F. Excessive use of unprotected sick leave may be considered in establishing the performance rating. Unprotected sick leave is sick leave that is not used in connection with Family Sick Leave, a reasonable accommodation for a disability, or any other leave that is provided under the law for which sick leave may be used. Excessive use of sick leave, tardiness, and failing to use the call-in procedures when absent or tardy can negatively impact the performance of your job or affect others in the performance of their job. Examples of excess use may include whether an employee's sick leave use indicates a pattern of use on or around specific days of the week, the number of absences compared to other employees, whether absenteeism is limited to a finite time period or whether it continues over time, the basis for the absenteeism and the significance of the impact on the performance of the employee's job or of others.
- G. Upon termination of a full-time employee in good standing (i.e., resignation/retirement, excluding disciplinary termination and resignation/retirement in lieu of disciplinary termination), the employee will be paid for 50% of accumulated but unused sick leave, up to a maximum accrual of 720 hours. Therefore, the maximum that will be paid is  $50\% \times 720 \text{ hours} = 360 \text{ hours}$ .
- H. Twenty-four (24) hours of sick leave may be converted to vacation or pay if an employee uses no sick leave during the calendar year, provided that the employee was employed continuously from January 1 through December 31. The employee must request the conversion during January for the previous calendar year. Failure to request the conversion during January will result in ineligibility for conversion for the previous calendar year. All requests for conversion are non-reversible and shall require prior approval by the General Manager.
- I. Employees may voluntarily transfer up to forty (40) hours of unused sick leave per fiscal year in one (1) hour increments to a "sick leave bank" under the conditions established herein. The sick leave transfer shall be on an hour-for-hour basis and subject to the following conditions:
  - 1. The employee donating the sick leave must have a minimum of eighty (80) hours of accrued sick leave available after the donation. No transfers of sick leave shall be allowed when the donating employee is terminated, separated, or retires from the District within nine (9) months after the donation. All transfers to the "sick leave bank" shall be non-reversible, and donations shall be processed on the District's Personnel Action Form in the same manner as any other leave request.
  - 2. Employees eligible to receive sick leave hours from the "sick leave bank" must have been employed by the District for a minimum of eighteen (18) months, have exhausted all paid leave, and are suffering from a long-term illness or injury that will result in the loss of work for a period of at least twenty (20) consecutive working days. These "sick leave bank" provisions shall extend to the required attendance of an employee for the care of a spouse, child, or other immediate family member residing with the employee. The General Manager shall review, approve, modify, or deny requests for use of the "sick leave bank" based on the employee request and the criteria established in this section.
  - 3. Employees utilizing the "sick leave bank" may integrate these benefits with the provisions of Section 3.10 of this Payment and Compensation Plan for State Disability Insurance, as well

as Worker's Compensation, provided, however, that the total compensation from these sources combined shall not exceed the employee's base salary.

4. The District reserves the right to request additional information on the nature of the injury or illness and/or require verification from a medical doctor regarding the diagnosis prior to making an eligibility determination.
5. The maximum sick leave available for use by an eligible employee during any twelve (12) month period shall be the lesser of 1,056 hours or the amount of sick leave available in the "sick leave bank." Allocation of hours from the "sick leave bank" shall commence on the date that all other leave of the requesting employee is exhausted. Subsequent eligibility by additional employees for use of the "sick leave bank" shall result in the concurrent use of available hours in the "sick leave bank."

### **3.5 Leave of Absence**

- A. Each employee shall be eligible for bereavement leave without loss of salary, upon the death of any member of the immediate family. Please refer to CCSD Personnel Policies, Procedures & Rules regarding Bereavement Leave.
- B. Full-time tenured employees shall be eligible for benefits under the California Family Rights Act or Federal Family Medical Leave Act pursuant to state and federal law or District policy. Leave of absence will run concurrently with the CFRA or FMLA when applicable.
- C. Unpaid leave for illness or injury is available to full-time tenured employees for periods beyond that covered by an employee's accumulated sick leave. Such unpaid leave shall not exceed six (6) months.
- D. For full-time tenured employees, the General Manager may authorize up to ninety (90) calendar days of unpaid leave of absence upon determination that special circumstances warrant approval of such leave.
- E. During such authorized unpaid leave of absence as provided for in this Section 3.5, the employee's insurance benefits may be continued provided that the employee makes a written commitment to return to active service with the District by the end of the authorized leave of absence and the employee makes prior payment of all insurance premiums due during the leave of absence.
- F. If an employee does not return to active duty within the District by the end of the authorized unpaid leave of absence, then the employee will be considered as terminated from employment with the District.
- G. Ten (10) days of Administrative Leave shall be provided for each Management and Confidential Employee annually; forty (40) hours every July 1 and January 1. Unused Administrative Leave shall be paid off in June of each year.
- H. Employees who are called or required to serve as a trial juror upon notification and appropriate verification submitted to their supervisor shall be entitled to be absent from their duties with the District during the period of such service or while necessarily being present in court as a result of

such call. Please refer to CCSD Personnel Policies, Procedures & Rules regarding Jury Duty Leave/Subpoenaed or Court-Ordered Witness Leave.

- I. Other provisions of Administrative Leave policies are delineated in the District's Personnel Policies, Procedures, and Rules.

### **3.6 Health Insurance**

- A. Effective January 1, 2017, the District pays 85% of the health premiums currently in effect for employee & dependent coverage for the lowest cost plan available to district employees through CalPERS. The District payment is inclusive of the CalPERS minimum health contribution (PEMCHA minimum). In the event an employee elects higher cost coverage, the employee shall pay the increased cost for that plan. District premium payments apply to retirees and their dependents as applied to active employees and their dependents for employees/retirees hired before October 1, 2012.
- B. Employees hired after October 1, 2012, shall be eligible to receive retiree health contributions in an amount equal to the CalPERS minimum health contribution only.
- C. In the event legislation is passed allowing for local PERS agencies to reduce contributions for retiree health insurance coverage, all employees retiring after the effective date of such legislation shall be provided health insurance coverage at the same ratio as current employees. Employees retiring prior to such legislation shall have insurance coverage as currently provided.

### **3.7 Health Reimbursement Account**

- A. Regular employees, after completion of the probationary period, shall be eligible for the Health Care Reimbursement Program. Eligible employees shall receive a credit of \$1300 in the approved program for eligible costs each January 1. An approved third-party provider shall administer this program and shall conform to all applicable laws, rules, and regulations.
- B. Probationary employees shall become eligible for this benefit upon successful completion of twelve (12) months of service. The benefit is prorated for new employees and is not retroactive. Employer contributions are \$50 per pay period for the remaining periods in the calendar year after passing probation.

Promotional probationary employees are covered under paragraph (i) above.

- C. This benefit extends into retirement for employees who were hired before July 1, 2006. This benefit does not extend to the spouse of a retired employee. Employees hired on or after July 1, 2006, will not be eligible for this benefit after separation from the District, whether through retirement, voluntary separation, or any other means.

### **3.8 Dental Insurance**

The District pays 90% of the dental premiums currently in effect for employee & dependent coverage for the lowest cost plan available to district employees.

### **3.9 Life Insurance**

A Group Life Insurance Plan will be provided for all regular employees working half-time or more with a \$25,000 life insurance policy for each full-time employee, a \$1,000 policy for each employee's spouse, and a \$1,000 policy for each employee dependent under the age of 21. The District will pay the full monthly premium for each unit member, spouse, and dependent children.

### **3.10 State Disability Insurance**

The District shall provide for the integration of S.D.I. benefits with sick leave or vacation time on a pro-rata basis. This procedure shall not allow the employees to receive more than they would have received if the employee were on duty but shall allow the employee to receive a full salary for as long as their sick leave/vacation reserves allow through integration.

### **3.11 Deferred Compensation**

- A. The District offers a Deferred Compensation 457 matching monthly contribution of \$100.
- B. The District offers a 457(b) deferred compensation plan to eligible employees as part of their employee benefits and offers a 401(a) deferred compensation plan. Both plans allow for pre-tax contributions for tax-deferral purposes. While the employee can adjust individual contributions to their 457(b) deferred compensation plan, the District, as the employer, must specify the amount employees must contribute to their 401(a) deferred compensation plan, should the employee choose to participate.

### **3.12 Retirement**

#### **A. Non-Safety Employees**

The District provides a Retirement Program for all regular employees working half-time or more. The Retirement Program may be provided through a contract with the California Public Employees Retirement System (CalPERS), as is currently provided. It may be integrated with the Federal Social Security Program, as is currently provided. The District shall provide the CalPERS 3% @ 60 retirement plan for covered employees hired prior to October 1, 2012, including single highest year computation and credit for unused sick leave. The District shall provide the CalPERS 2% @ 60 retirement plan for covered employees hired on or after October 1, 2012, up through December 31, 2012, including the 36 highest consecutive months' final compensation provision. All covered employees hired on or after January 1, 2013, who are defined as "new members" under PEPR, will be covered by the 2% @ 62 retirement plan and the 36 highest consecutive months' final compensation provision.

- B. All employees shall pay 100% of the PERS employee contribution. Employees receiving the 3% @ 60 retirement plan currently pay the 8% employee contribution, and employees receiving the 2% @ 60 retirement plan currently pay the entire 7% employee contribution, as determined by statute and CalPERS. All covered employees hired on or after January 1, 2013, who are defined as new members under PEPR, will pay 50% of the total normal cost of the retirement benefit, as determined by CalPERS.

#### **C. Safety Employees**

The CCSD provides a Retirement Program for all regular employees working half-time or more. The Retirement Program may be provided through a contract with the California Public Employees Retirement System (CalPERS), as is currently provided. It may be integrated with the Federal Social Security Program, as is currently provided. The CCSD shall provide the PERS 3% @ 50 safety retirement plan for covered employees, including the single highest year computation, for all employees hired before December 28, 2012. All covered employees hired on or after December 28, 2012, who are not defined as “new members” under the Public Employees’ Pension Reform Act (“PEPRA”) will be covered by the 3% @ 55 retirement formula and the 36 highest consecutive months’ final compensation provision. All covered employees hired on or after January 1, 2013, and who are defined as “new members” under PEPRA will be covered by the 2.7% @ 57 retirement formula and the 36 highest consecutive months’ final compensation provision.

The current employee share contribution to the CalPERS Retirement Program is 9% of wages and is subject to change.

Safety employees currently pay the entire 9% employee portion of the CalPERS retirement contributions.

The employee’s share of mandated Social Security contributions is paid 100% by the employee, by payroll deduction. The employer’s share of mandated Social Security contributions is paid 100% by the employer.

### **3.13 Domestic Partner**

Domestic partners (as defined by Family Code Section 297 and registered with the State of California) shall be included as dependents and eligible for specific benefits as are legally required. By extending to an employee the specific benefits defined by this Article, the District does not intend to confer or imply any other unspecified benefits to such employee or to the employee’s domestic partner.

## **ARTICLE 4 - WAGES AND SALARIES**

### **4.1 Salary Ranges**

Except for the General Manager, whose salary is separately determined by the Board under the terms of his or her contract, all full-time employees are placed on a five-step (5) step salary range, which shall be applied as follows. The ranges usually reflect approximately 5% between steps in the range. All salary adjustments for Management and Confidential Employees shall be subject to satisfactory job performance as determined by their supervisor and General Manager.

Normally, newly appointed employees are placed upon the “A” step of their salary range. However, upon the determination of the General Manager that the needs of the District Service and the qualifications of newly appointed employees may warrant such placement, employees may be started on any step of the salary range.

### **4.2 Step Increases**

Progression from one step of the salary range to the next shall be based upon a satisfactory written employee evaluation of the employee’s performance by their supervisor and General Manager.

Progression from “A” step to “B” step will normally be at the satisfactory completion of the twelve-month probationary period. If the probationary period is extended, the initial step increase from “A” to “B” step will not be granted until the satisfactory completion of the extended probationary period. All other step increases (“B” to “C” step and above) will be at one-year intervals between steps, but only

upon satisfactory performance review and merit increase recommendation by the employee's supervisor to the General Manager and with the General Manager's concurrence. (Note that a probationer who was initially appointed above the "A" step may satisfactorily complete probation in twelve months but will not be eligible for merit step increase until one year from initial employment unless the General Manager determines that outstanding performance during probation warrants a merit increase at the completion of probation.) For employees who have reached the top step for their position, the General Manager shall have discretion to increase their salary by up to 5% based on outstanding performance.

### **4.3 Probationary Period**

All probationary and promotional probationary periods shall be for twelve months unless extended by the General Manager.

### **4.4 Promotional Advances**

Whenever a full-time employee is promoted to a higher position in the District's service, the employee will be placed on a step in the salary range of the new position, which will result in at least a 5% increase compared to the employee's existing pay range. If the top of the new position's salary range ("E" step) does not allow such 5% improvements, then the promotion shall be made to the "E" step of the promotional position's range.

### **4.5 Working Out of Position**

The General Manager is authorized to increase the salary of up to 10% for working out of positions not to exceed one year.

### **4.6 Bilingual Premium Pay**

- A. The District, at its discretion, may designate a certain number of employees who will be called upon to speak, translate, read, or write in Spanish as part of their regular duties. Such circumstance(s) will not be interpreted as the employee working out of their classification.
- B. The General Manager or their designee, within their discretion, will determine the number of employees assigned and which eligible employees will be offered and/or retain a bilingual designation.
- C. Eligible employees, as defined below, who receive a bilingual assignment will receive bilingual premium pay in the amount of twenty-five (\$25) dollars per pay period for all pay periods worked.
  - I. Employees must pass a proficiency test as determined appropriately by the District. The proficiency test may measure, among other skills, an employee's ability to communicate, read, or write fluently, directly, and accurately in both English and Spanish.
  - II. The District, in its discretion, may re-test employees' proficiency to determine continued eligibility for a bilingual designation.

### **4.7 Meal Provision during Emergencies**

Whenever a major emergency results in employees being required to remain at an emergency work site for a long-extended period of time, the District will typically provide appropriate meals and beverages (coffee, etc.) at the work site. If this is not possible, then the District will reimburse the employees the current meal allowance reimbursement rate as approved by the Board of Directors.

#### **4.8 Other Allowances**

##### **A. Operations and Maintenance Unit—Shoe and Clothing Allowance**

1. The Operations and Maintenance Unit covers the following positions: Utilities Department Manager, Wastewater Systems Superintendent, Water Systems Superintendent, and Facilities & Resources Manager.
2. Employees shall maintain their uniforms and other clothing on the job in neat and clean condition.
3. In addition, the District may, at its sole discretion following inspection of the previous year's clothing, provide the following articles of clothing once annually:
  - Five long sleeve shirts
  - Five short sleeve shirts
  - One jacket
  - plus hats and boots, as needed
4. Employees shall be required to wear these items while on duty.

##### **B. Operations and Maintenance Unit-Prescription Safety Glasses**

The District agrees to provide each employee a maximum allowance of up to one-hundred-fifty hundred dollars (\$150) per fiscal year for medically required prescription safety glasses. Employees will purchase approved prescription safety glasses from a vendor of their choice and submit a request for reimbursement. Upon reimbursement by the District, the employee shall maintain and wear such prescription safety glasses when performing his/her duties with the District.

#### **4.9 Phone and Internet Allowance**

The General Manager is authorized to provide a monthly allowance up to \$100.

#### **4.10 Vehicle for Business Related Use**

The General Manager is authorized to provide the Fire Chief with a vehicle for business-related use. The Fire Chief's response vehicle shall be equipped with the necessary equipment to facilitate emergency response, and command and control communications. The vehicle may be used by the Fire Chief for normal business activities, travel to and from work, call outs and inspections, attendance at professional meetings, training programs, seminars, conferences, and for attendance at community and regional meetings, events, and any functions related to the Fire Chief's official capacity.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A**

FROM: Matthew McElhenie, General Manager

---

Meeting Date: March 14, 2024

Subject: Discussion and Consideration to Adopt the District Strategic Plan Update

---

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

On February 8, 2024, and February 26, 2024, the Board of Directors received community input for the Strategic Plan Accomplishments, Current Internal Strengths, Current Internal Weaknesses, Opportunities, and Threats (SWOT) Analysis, and Vision Statement for Cambria for the Strategic Plan workshop. The Board of Directors utilized this public input in updating the District's Strategic Plan Objectives, Core Values and Vision Statement.

The Board adjourned the February 26, 2024, meeting to March 4, 2024, and held a daylong Board workshop facilitated by Dick Clark, which the community was able to attend. The Board of Directors utilized community input to develop and update the District's Objectives, Core Values and added a Vision Statement.

It is recommended that the Board of Directors consider the adoption of the District's updated Core Values, Vision Statement and Objectives from the March 4, 2024, Strategic Plan Workshop.

**ATTACHMENTS:**

1. [CCSD Mission Statement, Vision Statement, Core Values & Three-Year Goals](#)
2. [Objectives Status Report](#)



# **CCSD STRATEGIC PLAN**

**Revised March 4, 2024**

## **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.

## **VISION STATEMENT**

Our vision is to serve our community by delivering sustainable, cost-effective services while practicing environmental stewardship and preserving the unique charm and atmosphere that make Cambria special.

## **CORE VALUES**

### **➤ CUSTOMER SERVICE**

We provide exemplary services and support with a focus on the needs of our Community.

### **➤ FISCAL RESPONSIBILITY**

We manage our finances in a prudent manner to sustain and protect the assets of the District, while considering Community needs.

### **➤ RESPECT**

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

### **➤ SAFETY**

We follow strict safety policies, procedures, and regulations to protect our district personnel, our services, and our Community.

### **➤ TEAMWORK**

We recognize the qualities, abilities, and contributions of others and seek to work collaboratively across departments to carry out the District's Mission and Strategic Plan.

### **➤ TRANSPARENCY**

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

### **➤ STEWARDSHIP**

We strive to leave our infrastructure, community, and environment in better condition for future generations.

**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

### Objectives Status Report

Updated March 4, 2024

#### 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  |
|---|-------------------------|--------------------|---------------------------------|--------------------------------|---|
| <b>Implement the Water Meter Replacement Program</b>  | Utilities Manager       | 1/31/2023          | Not established                 | Fourth Quarter 2024            | Board approved on 8/10/2023 and procurement of materials in progress. Completed the contract for billing integration and training. Staff are finalizing inventory. Started incrementally installing the endpoints. We have 10 endpoints installed. Stage 1 register update installation in June 2024. |
| ↳ Present to the Board the implementation plan for the previously approved Water Meter Replacement Program.                               | Utilities Manager       | 6/28/2022          | 9/15/2022                       | Second Quarter 2024            | A budget adjustment will be brought to the Finance Committee for approval.  |
| <b>Complete the Stuart Street Tank Construction</b>   | Utilities Manager       | 1/31/2023          | Not established                 | First Quarter 2025             | Board approved MKN contract on 1/11/2024. Permit duration expected to be 4-8 months total. Once permitting is completed, RFP for installation will ensue.   |
| ↳ 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.   |
| <b>Permanent Replacement of San Simeon Water Line &amp; Effluent Line</b>   | Utilities Manager       | 1/31/2023          | Not established                 | Fourth 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. The preliminary design review (PDR) is being presented to the R&I Committee in February 2024.  |
| ↳ Present to the Board of the Results of the RFP.   | Utilities Manager       | 1/31/2023          | Summer 2023                     | 8/10/2023                      | Board approved on 8/10/2023.  |

| WHAT (Objectives & Supporting Actions)   | WHO (Responsible Party)              | DATE ADDED TO PLAN | ORIGINAL TARGET COMPLETION DATE | UPDATED TARGET COMPLETION DATE | COMMENTS  |
|--|--------------------------------------|--------------------|---------------------------------|--------------------------------|---|
| <b>Research Long-Term Water Supply &amp; Storage Solutions</b>                     | Utilities Manager with R&I Committee | 1/31/2023          | Not established                 |                                | Ongoing. The Ad Hoc Committee and staff are currently reviewing all possibilities for increasing our water portfolio.   |
| ↳ To revitalize the R&I Ad Hoc Committee concerning long-term supply & 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.   |
| ↳ Complete the research for long-term supply & 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. Board received Long-Term Water Supply & Storage Alternatives Report from the Ad Hoc Committee on 11/9/2023. Research and funding are ongoing. |
| ↳ Update our groundwater model in the San Simeon and Van Gordon groundwater basin. | Utilities Manager                    | 3/4/2024           | Second Quarter 2025             |                                |   |

**CORE AREA: Water Services – Water Reclamation Facility**

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

| <b>WHAT (Objectives &amp; Supporting Actions)</b>  | <b>WHO (Responsible Party)</b>              | <b>DATE ADDED TO PLAN</b> | <b>ORIGINAL TARGET COMPLETION DATE</b> | <b>UPDATED TARGET COMPLETION DATE</b> | <b>COMMENTS</b>   |
|--|---|---------------------------|--|---------------------------------------|---|
| <b>Resolve the Brine Waste Disposal Issue</b>  | Utilities Manager                           | 1/31/2023                 | Not established                        | First Quarter 2025                    | The Zero Liquid Discharge made it through the Department of Energy review, and we are now waiting on specifics on the accounting processes based on grant requirements.   |
| ↳ 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                        | Second Quarter 2024                   | Pilot testing program update to Finance & R&I Committees before Board approval.   |
| <b>Complete the Instream Flow Study Task 1 &amp; 2 to Include Van Gordon Creek</b>   | Utilities Manager                           | 6/28/2022                 | 12/8/2022                              | Fourth Quarter 2024                   | Ongoing.  |
| ↳ Add additional scope to Instream Flow Study to include Van Gordon Creek.   |   | 7/13/2023                 | Fourth Quarter of 2023                 | 9/14/2023                             | Board approved on 9/14/2023 and analysis will begin in October 2023.  |
| ↳ Report results to the Board.   |   | 6/28/2022                 | 12/8/2022                              | Fourth Quarter 2024                   |   |
| <b>Complete the CDP Application</b>  | Utilities Manager                           | 6/28/2022                 | December 2022                          | Third Quarter 2024                    |   |
| ↳ Revisit the CDP project description to our CDP application.  |   | 1/31/2023                 | Second Quarter of 2023                 | Second Quarter 2024                   | Staff selected SWCA as the consultant and they worked with staff and the Ad Hoc Committee to update the CDP project description and scope. Staff will bring the CDP project description to the Board for a Public Hearing in Second Quarter 2024, and with Board approval, subsequently submit formal application submission to the County. |
| ↳ Submit the data needed to complete the CDP application for the County.   |   | 6/28/2022                 | December 2022                          | Third Quarter 2024 (if needed)        | Potential information hold response could be required if requested.   |

**CORE AREA: Wastewater Services**

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

| <b>WHAT (Objectives &amp; Supporting Actions)</b>  | <b>WHO (Responsible Party)</b>                               | <b>DATE ADDED TO PLAN</b> | <b>ORIGINAL TARGET COMPLETION DATE</b> | <b>UPDATED TARGET COMPLETION DATE</b> | <b>COMMENTS</b>   |
|--|--|---------------------------|--|---------------------------------------|---|
| <b>Monitor project expenditures and performance during the construction phase</b>  | Utilities Manager & Finance Manager                          | 1/31/2023                 | Not established                        | Ongoing                               | Ongoing monthly review of project expenditures with Utilities Department Manager, Wastewater Systems Superintendent and Water Systems Superintendent. |
| ↳ 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.   |
| <b>Revise any District Policies or Procedures to incorporate findings, as appropriate based on learnings from tracking project</b> | General Manager, Finance Manager & Wastewater Superintendent | 11/17/2022                | Jan 2023                               |                                       | Future objective.   |
| <b>Establish priorities and an implementation plan for CIP wastewater projects not in the SST.</b>                                 | Utilities Manager  | 6/28/2022                 | Not established                        | Second Quarter 2024                   | R&I Ad Hoc Committee has been formed to prioritize non-SST projects.  |
| <b>Define the extent of repairs needed to reduce the inflow and infiltration.</b>  | Utilities Manager  | 3/4/2024                  | Second Quarter 2025                    |                                       |   |

**CORE AREA: Fire Protection and Emergency Services**

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

| <b>WHAT (Objectives &amp; Supporting Actions)</b>   | <b>WHO (Responsible Party)</b>   | <b>DATE ADDED TO PLAN</b> | <b>ORIGINAL TARGET COMPLETION DATE</b> | <b>UPDATED TARGET COMPLETION DATE</b> | <b>COMMENTS</b>  |
|---|--|---------------------------|--|---------------------------------------|--|
| <b>Update the CCSD Board to all changes to evacuation planning within the District.</b>                   | Director Dean, President Gray, working with Fire Chief and Fire Safe Focus Group coordinator | 1/31/2023                 | Quarterly Report                       | Fourth Quarter 2024                   | Ongoing.   |
| ↪ Report on development of procedures for evacuation of residents needing extra help.                     |  | 6/28/2022                 | 1/12/2023                              |                                       | The Fire Chief is working with the County OES on notification processes for the residents and County OES. 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 refuge locations.  |  | 6/28/2022                 | 1/12/2023                              | Fourth Quarter 2024                   |  |
| ↪ Engage County, CAL FIRE, and County OES to update Cambria Fire preplanning and evacuation planning.     | General Manager, Fire Chief, and Fire Safe Focus Group coordinator                           | 3/4/2024                  | Third Quarter 2024                     |                                       |  |
| <b>Prepare and provide to the Board a Fire Prevention Plan for Cambria for Board consideration.</b>       | Fire Chief, working with General Manager, District Counsel & Fire Safe Focus Group           | 1/31/2023                 | Third Quarter of 2023                  | First Quarter 2025                    |  |
| ↪ Provide defensible space ordinance.   |  | 6/28/2022                 | 12/8/2022                              | First Quarter 2025                    |  |
| ↪ Provide budget, funding alternatives and organizational chart for the plan.                             |  | 1/31/2023                 | Third Quarter of 2023                  | First Quarter 2025                    |  |
| <b>Identifying training resources needed to meet State &amp; Federal mandates for emergency personnel</b> | General Manager, Fire Chief & Finance Manager  | 3/4/2024                  | Second Quarter of 2024                 |                                       |  |

| WHAT (Objectives & Supporting Actions)        | WHO (Responsible Party)                       | DATE ADDED TO PLAN | ORIGINAL TARGET COMPLETION DATE | UPDATED TARGET COMPLETION DATE | COMMENTS |
|---|---|--------------------|---------------------------------|--------------------------------|----------|
| ↳ Present a report to the Board of Directors. | General Manager, Fire Chief & Finance Manager | 3/4/2024           | Second Quarter of 2024          |                                |          |



**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**

| <b>WHAT (Objectives &amp; Supporting Actions)</b>  | <b>WHO (Responsible Party)</b>   | <b>DATE ADDED TO PLAN</b> | <b>ORIGINAL TARGET COMPLETION DATE</b> | <b>UPDATED TARGET COMPLETION DATE</b> | <b>COMMENTS</b>  |
|--|--|---------------------------|--|---------------------------------------|--|
| <b>Define future use and funding for the Veterans' Hall</b>  | General Manager, Facilities & Resources Manager, working with a Board Ad Hoc Committee | 6/28/2022                 | 10/20/2022                             | Fourth Quarter 2024                   | Ongoing.   |
| ↳ Seeking non-CCSD funding sources for maintenance and operations.   |  | 1/31/2023                 | Second Quarter of 2023                 |                                       | Ongoing.   |
| ↳ Improving outreach to promote more community use.  |  | 1/31/2023                 | Second Quarter of 2023                 |                                       | Ongoing.   |
| ↳ Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall.                               |  | 1/31/2023                 | Second Quarter of 2023                 |                                       | Ongoing.   |
| ↳ Review of rental rates.  |  | 1/31/2023                 | Second Quarter of 2023                 |                                       | Staff is working with Bartle Wells on updating the CCSD Fee Schedule, which will include reviewing and updating the rental rates.  |
| <b>Complete Skatepark project</b>  | Utilities Manager  | 1/31/2023                 | Not established                        | Second Quarter 2025                   |  |
| ↳ Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed. |  | 1/31/2023                 | Third Quarter of 2023                  | 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. On December 4, 2023, the CCSD was selected as one of the sixteen projects to proceed with post-selection federal requirements to create a new skatepark facility. The \$600,000 will be used to create a new skatepark facility with a seating section with shade structure, landscaping, parking lot, and restroom stall. |
| <b>Complete the East Ranch Restroom project</b>  | 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            | Minor Use Planning permit 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            |   |
| <b>Present updated Community Park Plan to the Board of Directors</b>   | PROS Committee   | 3/4/2024           | Fourth Quarter 2024             |                                |   |
| <b>Develop a Management Plan for CCSD-owned undeveloped parcels</b>  | General Manager, Fire Chief, Facilities & Resources Manager, & Fire Safe Focus Group | 3/4/2024           | Fourth Quarter of 2024          |                                |   |

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.B**

FROM: Matthew McElhenie, General Manager  
Jim Green, Utilities Department Manager

---

Meeting Date: March 14, 2024      Subject: Discussion and Consideration of an Annual Review  
of the Affordable Housing Unit Allocation

---

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

It is recommended that the Board of Directors review the Affordable Housing Program (AHP) unit allocations in accordance with CCSD Municipal Code Section 8.04.110. The recommended Board action is to maintain the current allocation of 56 units.

Background

CCSD Municipal Code Section 8.04.110.B previously provided for the allocation of 6 residential housing units per calendar year under the AHP with unused AHP units carried forward to the next year. Since few such projects were completed over several decades, an accumulation of 56 unused AHP unit allocations resulted, which staff concluded were more units than necessary to meet the projected needs for affordable housing projects in Cambria for the foreseeable future. At its January 17, 2013 meeting, the Board of Directors, after considering the status of AHP and the number of units that had been accumulated, concluded that it was not necessary to continue to add more AHP unit allocations beyond the 56 that had already been accumulated.

Thereafter, in April 2013 the Board amended Section 8.04.110.B to provide that “The Board of Directors has determined that these fifty-six (56) units are an adequate number for the foreseeable future, and therefore no additional units shall be added to the affordable housing unit allocation unless otherwise determined by the board.” That Section also now provides that “The board of directors shall annually review the status of the affordable housing program and determine whether the affordable housing unit allocation contains a sufficient number of units to meet the needs of the community.” Subsequent annual reviews have determined that the current AHP allocation is sufficient. Accordingly, this report is being presented to the Board to review the AHP unit allocations.

Current Status of AHP

As of the writing of this report, the AHP remains on hiatus while ongoing water resource planning efforts, including the Instream Flow Study and permitting for the Water Reclamation Facility, continue.

Due to the foregoing, it is recommended that the Board maintain the current allocation of 56 units.

**ATTACHMENTS:**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.C**

FROM: Matthew McElhenie, General Manager  
Denise Fritz, Administrative Department Manager

---

Meeting Date: March 14, 2024      Subject: Discussion and Consideration of Adoption of  
Policy 2150: Reserve Policy Recommended by the  
Staff and Finance Committee

---

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

District staff worked with the Finance Ad Hoc Committee consisting of Keith Hinrichsen, Scott McCann and Karen Chrisman to review and combine the Fund Balance Cash Reserve Policy and Reserve Policy. On February 27, 2024, the Finance Committee reviewed the updated Reserve Policy 2150, and recommended approval by a 5-0 vote.

It is recommended that the Board of Directors consider adoption of Reserve Policy 2150 recommended by the staff and Finance Committee.

**ATTACHMENTS:**

1. [Reserve Policy Number 2150](#)



**POLICY TITLE: Reserve Policy**

**POLICY NUMBER: 2150**

**Purpose:** The Cambria Community Services District shall maintain reserve funds from existing unrestricted funds as designated by the District’s Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve goals, including the following:

- A. Maintain operational sustainability in periods of economic uncertainty.
- B. Fund contingencies (i.e., unplanned but necessary expenditures, emergencies, disasters, etc.).
- C. Fund replacement and major repairs for the District’s major assets and infrastructure.
- D. Fund multi-year capital improvements.
- E. Fund designated projects/programs or other special uses not otherwise funded by current operational income, grants, or other available sources.

The District will account for reserves as required by Governmental Accounting Standards Board (GASB) Statement No. 54, distinguishing reserves among these classes: non-spendable, restricted, committed, assigned, and unassigned. This policy will refer to “unassigned” and “assigned” reserves.

**Policy:** Use of District funds is limited to available “unassigned” funds, including donations, earned interest income, fees for service, tax revenues, or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors.

- A. Reserve funds will be set aside in the District’s three funds (General, Water, and Wastewater). The planned amount to be set aside as reserves will be approved by the Board of Directors as line items in the annual budget process. At a minimum, the lesser of \$1,000 or 0.1% of revenue will be set aside. If any of the District’s funds receive material, unanticipated eligible revenue (e.g., a windfall), or budget surplus, all unanticipated revenue or surplus will be set aside for reserves before committing expenditure for other purposes. Assigned reserve funds shall not exceed the specific purpose for which they are accumulated.
- B. Reserves will be set aside for the following purposes:
  - a. Vehicle Fleet Reserve: expenditures for purchases to support District operations.
  - b. Budget Stabilization Reserve: to provide for economic uncertainty where revenues are interrupted or otherwise insufficient to offset operating expenditures and to provide for known or unknown future obligations.
  - c. Emergency Disaster Reserve: to provide for significant unforeseen liabilities and events such as natural disasters and catastrophes.
  - d. Capital Improvement Reserve: to purchase necessary capital assets or to repair, replace, or extend the life of existing assets.
  - e. Special Projects Reserves: identified by District Staff or the Board of Directors, including responses to regulatory requirements.
  - f. OPEB: GASB 45 unfunded post-employment benefits other than pensions (retiree health care).



## Funding Targets

In recognition of the CCSD's limited ability to raise revenue and its subject to unexpected negative variances in revenues and expenses, the goal will be to set aside 10% of operating expenditures in each fund to contribute to reserves through the budget process.

**Monitoring Reserve Levels:** The reserve policy will be reevaluated each year before December 31<sup>st</sup> and adjusted based on budget variances summarized from annual budget results.

In collaboration with the Finance Manager, the General Manager will report reserve balances and activity semi-annually to the Board of Directors. Additional information will be provided:

- a. When a major change in conditions threatens the reserve levels established by this policy;
- b. When a major change in conditions calls the effectiveness of this policy into question; or
- c. Upon Board of Directors' request.

## Conditions for Use of Reserves

All reserve expenditures are requested through the budget process as a unique request or through the Capital Improvement Projects (CIP) list. The General Manager is authorized to make recommendations to the Board of Directors for the use of reserves at any time of the year through the Board approval process.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.D**

FROM: Matthew McElhenie, General Manager

---

Meeting Date: March 14, 2024

Subject:

Discussion and Consideration of the CCSD-Owned Vehicle Policy

---

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

The Policy Committee met on January 25, 2024, and February 22, 2024, to review and discuss the attached draft CCSD-Owned Vehicle Policy. The Committee made minor revisions, including limiting the policy to Sections I and II, approved the draft policy, and recommended forwarding it to the Board of Directors for consideration and adoption. Section III of the policy gives guidelines for commuting using CCSD-owned vehicles. The Committee requested the Board review this portion of the policy later to decide if the Board will direct the Policy Committee to address this issue in the policy. The Committee's recommendations, with District Counsel's suggested revisions in redline, are attached for the Board's consideration.

**ATTACHMENTS:**

1. [CCSD-Owned Vehicle Policy - Amended 3/12/2024](#)



# CAMBRIA COMMUNITY SERVICES DISTRICT

P.O. Box 65 • Cambria, CA 93428 • Telephone: (805) 927-6223 • Fax: (805) 927-5584

## CCSD-OWNED VEHICLE POLICY

### I. PURPOSE

- A. This policy of the Board of Directors for the Cambria Community Services District (“CCSD”) establishes policies and procedures for using CCSD-owned vehicles. For the purpose of this policy, vehicles leased or rented by the CCSD are considered CCSD-owned vehicles.

### II. VEHICLE USAGE-GENERAL

- A. All CCSD employees are required to have and maintain a valid California Driver’s License. Employees shall follow all jurisdictions’ laws, rules, and regulations while operating a vehicle on CCSD business. Any fines or other penalties incurred by an employee shall be the responsibility of the employee.
- B. Individuals not employed by the CCSD shall never operate CCSD-owned vehicles except for individuals performing approved maintenance/repair services on the vehicle.
- C. If a motor vehicle accident occurs while on CCSD business, the appropriate law enforcement agency shall be contacted immediately, and every attempt shall be made to have a report completed. If the law enforcement agency declines to prepare a report, the employee shall record the name of the party contacted at the law enforcement agency, the time that they were contacted, and a written report of the facts and circumstances surrounding the accident shall be completed by the employee at the earliest opportunity. The employee’s report will include the contact information of all parties involved in the accident, including vehicle descriptions and insurance ~~coverage~~ information, if available. The employee’s supervisor shall be notified of the accident at the earliest opportunity, but in any event, no later than by the next business day. The supervisor is responsible for having the accident reported to the individual responsible for risk management or his/her designee at the earliest opportunity but in no event later than by the end of the next business day.
- D. Smoking and/or vaping is strictly prohibited in any CCSD-owned vehicles.



- E. All CCSD vehicles shall be appropriately marked with CCSD identification unless otherwise approved by the General Manager.
- F. A daily inspection of each vehicle ~~prior to use~~ is to be performed prior to the operation of any District-owned vehicle.
- G. No CCSD-owned vehicle shall be driven if it is known to be in an unsafe condition. Any mechanical problems related to a CCSD-owned vehicle shall be immediately reported. When using CCSD-owned vehicles, employees shall not abuse the vehicle in any way.
- H. Use of a CCSD vehicle is prohibited while on vacation or on other leave. Transporting family members in CCSD-owned vehicles is also prohibited, except where such persons are also CCSD employees or are otherwise on official CCSD business, ~~in CCSD-owned vehicles is also prohibited, exceptor~~ in emergency situations. Transporting friends or other persons in CCSD-owned vehicles is also prohibited, except where such persons are also CCSD employees or are otherwise on official CCSD business, ~~in CCSD-owned vehicles is also prohibited~~.
- I. When utilizing a CCSD or privately-owned vehicle for ~~Travel~~travel, the vehicle may be used to attend meals and other activities directly related to the training, conference, or other ~~Travel~~travel function, as defined by the District's Travel Policy.

J.

**Report on the February 27, 2024, Finance Standing Committee meeting, for the March 14, 2024, CCSD Board Agenda**

The February 23, 2024, Regular Meeting of the Finance Standing Committee was held at the Veterans Memorial Hall in person and via Zoom.

Committee Chair Tom Gray **called the meeting to order** at 10:01 a.m.

Present were Mr. Gray, Vice Chair Cheryl McDowell and Committee members David Pierson, Karen Chrisman, Scott McCann and Keith Hinrichsen. Staff present were CCSD General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz and Confidential Administrative Assistant Haley Dodson.

There were no reports from **Ad hoc subcommittees**. However, reports from two of the subcommittees were discussed and considered as part of **Regular Business** (see below).

On the **Consent Agenda**, the Committee approved the January 23, 2024 Regular Meeting Minutes by a vote of 5-0.

**Regular Business** included the following items:

**1) Discuss and Consider the Report and Recommendations from Ad Hoc Subcommittee on Revenue Enhancement:**

Mr. Pierson reviewed the report, and both Mr. McCann and Mr. Hinrichsen commented.

Public comment was received from Mahala Burton (in writing), Dennis Dudzik, Jim Bahringer, Tina Dickason, Elizabeth Bettenhausen, and Laura and Crosby Swartz.

Discussion by Committee members included questions regarding the possibility of the Tourism Board contributing funds to help maintain the Fiscalini Ranch Preserve, replacing the CCSD Fire Department with CalFire, and of how the personnel accounting in Recommendation 1.

Mr. Pierson discussed the question of how much added revenue is needed to meet current and future needs in the General Fund. He offered a rough estimate of about \$500,000 a year.

In response to a question about the costs of pursuing incorporation, Mr. McElhenie outlined the process, including an initial feasibility study, at a cost of \$50,000 to \$150,000, followed by a “more in-depth” study to meet LAFCO requirements.

Mr. Gray noted that the incorporation feasibility study was only one of four recommendations from the ad hoc subcommittee. He said two of the other recommendations – for an audit of CCSD personnel time spent on maintaining open space, and for an agreement on maintenance responsibilities between the CCSD and the Friends of the Fiscalini Ranch Preserve – do not appear controversial. He expressed skepticism about the feasibility of the third recommendation, for a benefit assessment district to fund Ranch maintenance. He also suggested reaching out to the Tourism Board for Ranch support. On the topic of incorporation, he said an ad hoc committee of the Board of Directors may be appointed to consider the non-financial aspects of incorporation.

Mr. Pierson moved to forward the report and recommendations, without additions or changes, to the Board of Directors for consideration.

Mr. Hinrichsen seconded.

Motion passed 4-1, with Ms. McDowell dissenting.

**2) Discuss, Review and Receive the Investment Report for the Quarter Ended December 31, 2023 and Provide Feedback to the CCSD Board of Directors:**

Ms. Fritz reviewed the report and asked if the report should come before the Finance Committee each quarter or just go to the Board. It was decided that the report should come to the Committee and preferably with the quarterly budget report.

Mr. Pierson moved to forward the report to the Board of Directors.

Mr. Hinrichsen seconded.

The motion passed 5-0.

**3) Discuss, Review and Approve the Reserve Policy Revisions and Approve Recommendations to the CCSD Board of Directors:**

Ms. Fritz and Ms. Chrisman reviewed the new policy.

Public comment was received from Crosby and Laura Swartz

Mr. Pierson questioned why there was no minimum reserve requirement. Discussion followed on the question of whether to and discussion was about a minimum and a maximum which were deemed not required pending work on a long term planning effort.

Ms. Chrisman moved to approve the new policy and forward it to the Board of Directors for their consideration.

Mr. Hinrichsen seconded.

The motion passed 4-1, Mr. Pierson dissenting.

As **Future Agenda Items**, Ms. Fritz and the Committee proposed an update of the CCSD Investment Policy, consideration of the Audit Report for 2022/23 and discussion of long-term financial planning.

Mr. Gray **adjourned** the meeting at 11:56 a.m.

*--Respectfully submitted by  
Tom Gray, Chair, Finance Standing Committee  
March 14, 2024*

To: CCSD Board of Directors

From: Debra Scott, Chair, Policy Committee

Re: Regular Meeting, Thursday, February 22, 2024

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, James Townsend, and Claudia Harmon-Worthen, committee members. Staff present was Haley Dodson, Confidential Administrative Assistant, Matthew McElhenie, General Manager, Jim Green, Utilities Department Manager, and Tristan Reaper, Program Manager.

Two public members were present in person, Rich Davega and Christine Heinrichs. Laura Schwartz attended on Zoom.

**CHAIRMAN'S REPORT:** There was no Chair's report.

**PUBLIC COMMENT:** The public members stated that they would comment on agenda items as they were presented.

**CONSENT AGENDA:** The January 25, 2024 Regular Meeting Minutes were approved as written.

**REGULAR BUSINESS:**

**4.B. Review and Discussion of the CCSD-Owned Vehicle Policy**

This agenda item was presented as the first agenda item because two of the District staff were present to speak to this agenda item. Mr. Green presented the policy with changes based on the committee's discussion at its January meeting. There was extensive discussion again about Section III VEHICLE USAGE-COMMUTING with several of the committee members having continued concerns about the cost and environmental impact of District vehicles being used for commuting. Mr. Green stated that Department managers have refrained from using District vehicles for commuting. Those employees who are on call drive the District vehicles home so that they can respond to emergencies in a timely manner. Some committee members and both of the public members present still had concerns about this practice. After additional discussion, the committee agreed on the wording for Sections I and II of the policy. The committee decided to approve the policy as only Sections I and II. The concept in Section III will be presented to the Board as a request for direction to the committee if the Board wishes for the committee to pursue a change in this part of the policy. Two edits were made to Sections I and II which included changing the words, "Risk Manager" to "person responsible for risk management" and to add that not only smoking, but also, vaping is strictly prohibited in any CCSD-owned vehicles. The policy as edited to include only Sections I and II was approved unanimously by the committee.

**4.A Review, Discussion and Consideration of the Draft CSDA Policy 1045 Legal Counsel and Auditor**

This policy was considered by the Board in December. Directors gave several recommendations for edits to the policy as written. Chairperson Scott made those edits to the policy which were indicated in blue on the draft policy reviewed by the committee. The committee members reviewed the suggested changes and the consensus was that the recommended changes were positive. The committee further edited the policy with the following suggestions:

1. Under 1040.2.3.1, Change the word “support” to “acknowledge and respect” final decisions made by the Board, as a whole, ...
2. Under 1040.2.4.1, Change the first sentence of this section to read, “If the subject matter related to questions or complaints ~~about operational matters~~ related to the operations of the District, the Director will acknowledge receipt of the correspondence ...” (This wording was suggested by GM McElhenie.)

Chair Scott made the above changes to the policy and it was presented to the committee along with suggested changes offered by Vice Chair Heinrichs. Extensive discussion ensued during which some of the changes suggested by Vice Chair Heinrichs were accepted by the committee. Those changes will be made to the policy which will be returned to the committee at its March meeting for final approval.

#### **4.C. Review, Discussion, and Consideration of the CSDA Policy 1055 Legislative Advocacy Policy**

The committee suggested that this agenda item be continued until the March, 2024 Policy Committee meeting.

#### **5. FUTURE AGENDA ITEMS**

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

1. Legislative Advocacy Policy
2. Legal Counsel and Auditor Policy
3. After direction from the Board of Directors, possibly the CCSD-Owned Vehicle Usage for Commuting Policy

The Policy Committee Meeting was adjourned at 4:45 p.m.

## **PROS Committee Meeting Report for the March 14, 2024 CCSD Board Meeting**

The Parks, Recreation and Open Space Committee has met twice since reporting at the January 11, 2024 CCSD Board Meeting. Approximate starting times are shown to make it easier to review recorded meetings.

### **At the PROS Committee Special Meeting Wednesday, January 31, 2024, 1:00-2:30 PM:**

We had a quorum, with all Committee members present, and Facilities & Resources Manager David Aguirre attending. We had an excellent turnout from the public, with Kitty Connolly, Tom Loganbill, John Nixon, Sherry Robasciotti, Dianne Anderson, Marvin Josephson, Mary Maher, and Laylon Whittaker attending in person, and Director Harry Farmer, Jose Luis Sanchez, Jeff Kwasny, Tony Church and Crosby and Laura Schwartz attending on zoom.

**Ad Hoc Subcommittee Reports:** We had brief reports from the 2 Ad Hoc Committees, Community Park Signage and Facilities Style Guide; and East Ranch Community Park Plan. No significant milestones.

### **Committee Member Communications:**

Kermit Johansson reported on contacts and discussions with the County and CalTrans regarding various community path and road crossing concerns. Work in progress.

Jeff Wilson raised 3 topics:

- Need for better clarity on current status of Skatepark funding and contingency planning;
- Need for better clarity the responsibilities of CCSD Board, PROS Committee and FFRP on Fiscalini Ranch Preserve;
- Need for better coordination regarding CCSD owned parcels.

Steve Kniffen reported on a recent meeting and potential synergies with the SLO [County Parks and Recreation Commission](#).

### **Public Comment, 1:18 PM:**

Laylon Whittaker raised the issue of noise from the Dog Park.

Crosby Swartz commented on the need for paving Rodeo Grounds Road, and CCSD funding of the SLO County North Coast Road Improvement Fund.

**Facilities & Resources Manager's Report, 1:21 PM:** Mr. Aguirre reported that F&R has lost their newly hired Maintenance Tech one day after starting this week. A new hire is scheduled to start Feb 5, and working to fill the open slot.

**FFRP Report, 1:23 PM:** Kitty Connolly reported on new FFRP Board members Marvin Josephson, Shari Robasciotti, and Cathleen Campe. 23 docent walks in 2023 with 300+ participants and 170 students served in educational programs, the beautiful new Harootunian stone bench recently installed just below the Ridge Trail, and volunteer trail restoration and weed control efforts, working closely with F&R.

### **In Regular Business:**

**FFRP Linking Boardwalk Project Proposal, 1:27 PM;** Kitty Connolly delivered a PowerPoint presentation highlighting all aspects of the Linking Boardwalk project. After a brief discussion, the Committee found the information provided was sufficiently complete to bring to the CCSD Board with wholehearted support from the Committee.

**PROS Committee 2024 Goals, 1:47 PM;** the PROS Committee discussed the draft goals established at the 12/5/2023 meeting, and our plan for focusing our efforts to achieve them. We will bring these draft goals to the Board for discussion and consideration.

**At the PROS Committee Regular Meeting Tuesday, February 20, 2024, 2:00-4:15 PM:**

- We had a quorum, with all Committee members present, and the GM, F&R Manager, Utilities Manager, Program Manager, and Confidential Administrative Assistant attending portions of the meeting.
- Public present: Laura Swartz, Tony Church, Dick Clark, Allan Dean, Juli Amodei, Shelly Becker.
- Public attending on Zoom: Director Harry Farmer, Karin Argano, Kitty Connolly, Crosby Swarz, and Karen.

**Ad Hoc Subcommittee Reports:** We had brief reports from the ad hoc committees, Community Park Signage, Community Park Plan and Open Space Inventory. No significant milestones.

**Committee Member Communications:**

- Committee member Johansson reported on the [County 5 Year Capital Improvement Plan](#), and the potential ½ cent sales tax Measure, [Local Road Repair & Transportation Safety Investment Plan Summary](#), recommending that we be more proactive with the County on funding.

**FFRP Report, 2:20 PM:** Kitty Connolly reported a group of homeschooled children received an educational docent walk on the Ranch, Leffingwell HS students joined in with FRP volunteers on ice plant removal, recent planting of 100 Monterey Pines with seedlings donated by Greenspace, the restoration nursery has been temporarily relocated to Rancho Marino, and the Wildflower Show is slated for April 27.

**Greenspace Report, 2:22 PM:** ED Argano reported that their Earth Day event will be at Creekside Reserve on April 21. The theme is Planet vs. Plastics. Strawberry Canyon is the Greenspace 2024 project focus, with goal of improving trails. Creekside Reserve undergoing another round of California native plantings and the Learning Center shed finished.

**Skate Cambria, 2:24 PM:** Julie Amodei reported progress towards the OGALS grant is going well, with current request for tribal input. Fundraising continues with goal to reduce CCSD commitment level. No funding appears to be forthcoming from San Simeon Tourism. Upcoming June fundraiser “Rhythm and Ramps”, more details to follow.

**Dog Park, 2:29 PM:** Shelly Becker reported they now have access to the \$46,000 in funding which may help fund gazebos. Working with Park participants to help reduce noise impacts, with new signs and messaging on Nextdoor.

**Cambria Forest Committee, 2:32 PM:** Laura and Crosby Swartz reported on Fern Canyon, regarding Utilities Department access to the 3 manholes, and fuel reduction techniques.

**In Regular Business:**

**East Ranch Restroom Location, 2:41 PM:** after substantial public input and discussion among the Committee, the Committee voted to bring a recommended location to the Board, hopefully in March to enable the Utilities Department to proceed with this detail resolved. The recommended location faces the playground area, and is closer to the parking lot, reducing construction cost.

**PROS Committee Goals, 3:18 PM:** the Committee discussed feedback from the Board, removed the Coastal Trail and Skatepark, and discussed the path forward to revise the Goals and bring them back to the Board.

The next PROS Committee Regular Meeting is scheduled Tuesday, March 19, 2024.

Respectfully submitted,  
Michael Thomas, Director and PROS Committee Chair

## Resources & Infrastructure Committee Report for March 14, 2024, CCSD Board Meeting

The Resources and Infrastructure Committee Meeting was held on February 12, 2024, in person and via Zoom. The meeting was called to order at 2:00pm, and a quorum was established.

Committee members present were Committee Chairperson Karen Dean, Vice Chair Steven Siebuhr, Secretary Derrik Williams, and Committee members Mark Meeks, Julie Amodei, and James Webb.

Staff present were General Manager Matthew McElhenie, Utilities Manager Jim Green, Program Manager Tristan Reaper, and Water Systems Supervisor Cody Meeks.

Community members present in person were Chris Siebuhr, Allan Dean, Donn Howell, Jeff Hellman, and Dennis Dudzik. There were two directors present on Zoom as well as several additional community members.

During the Chairperson's report, Chair Dean discussed the workshop that she, along with General Manager McElhenie, Confidential Administrative Assistant Haley Dodson, and Committee Members Amodei and Meeks, attended regarding the grant application guidelines for the Climate Adaptation and Resiliency Planning Grant. The District is considering this grant for fire related projects and evacuation routes, and the application is due May 13.

An update was given by Committee member Derrick Williams on the status of the CIP Ad Hoc Committee work on the prioritization of the CIP list projects. The ad hoc, which consists of Committee members Williams, Meeks, and Siebuhr, has met twice in January. They have reviewed the wastewater CIP and part of the water CIP and expect to have a report ready for review and comment on the entire CIP by late March.

There were no Committee Member Communications.

Utilities Manager Jim Green reported on the following:

The District has contracted with Kevin Merk Associates to develop a biological report of the Skatepark site.

The District has submitted a soil report and final environmental monitoring plan for the East Ranch restroom. Some modifications may be needed to the monitoring plan.

The District has paved Heath Lane to the WWTP.

The State required annual report for wastewater has been submitted. The District is currently developing the State required annual report for water. Both reports will come to R&I at a future meeting.

Water Systems Supervisor Cody Meeks reported on the water meter replacement program.

Ten pilot meters have been installed.

The District is calculating the number of meter lids that need to be replaced.

The District is pursuing quotes for meter installation, however will try to install as many as possible with in-house staff.

Committee member Webb asked how Van Gordon Creek did during the recent storms. Water System Supervisor Meeks reported that the debris removal was successful and there was no flooding.

There was no public comment on the previous items.

On the Consent Agenda: the December 11, 2023, meeting minutes were reviewed. There was one correction for punctuation. Committee member Meeks moved to accept the minutes as corrected, motion was seconded by Committee member Amodei. Motion was approved with 5-ayes, 0-nays.



The Board Approved Agreement with MKN for Consultant Services for engineering design and bid/construction phase services for replacement of the Stuart St water tanks was reviewed.

Utilities Manager Jim Green reported that the District is in the process of performing some of the required studies for the CEQA analysis, including a site evaluation by an arborist, Geotechnical studies, and previous archaeological reports. Utilities Manager Green explained that due to new seismic code requirements the tanks will need to be three feet higher than the current tanks. The tanks will be replaced one at a time, taking roughly 6 weeks each to remove and rebuild. It is estimated that the project should be ready for construction late September or early October. Mr Green discussed some options for fencing and tank color, and the Committee members agreed that the new chain link fence around the tank area should include privacy slats and be topped with two strand barbed wire, and the Committee chose Sherwin Williams Torque Tan as the preferred color to paint the tanks.

The Agreement for Contractor Services for the San Simeon Well 3 Pump Replacement was brought back to the Committee for discussion due to the original contractor chosen not being able to get bonding. The Committee reviewed new quotes from three contractors, and recommended Precision Hydro to replace the San Simeon Well 3 pump.

Motion was made by Committee member Meeks to forward this recommendation to the Board of Directors, motion was seconded by Committee member Siebuhr. Motion was approved with 5-eyes, 0-nays.

A presentation on the San Simeon Well Field Transmission Line and Secondary Effluent Line Replacement project was given by Utilities Manager Jim Green. The Pros and Cons of each of the four alternative alignments were presented in this preliminary design report, including right-of- ways that would need to be acquired, length of pipelines, obstacles to overcome in the various alignments, geological and environmental issues, etc.

Committee member Meeks stated he received an email from Mr Warren suggesting a different alignment, that email was forwarded to District Staff.

Community member David Pierson asked how the project would be funded, Mr Green indicated that finances have not been discussed yet.

After much discussion, the committee recommended Alternative 3-HDD as the preferred alternative. Committee member Williams moved to forward a recommendation to the Board of Directors for proceeding with Alternative 3-HDD as the preferred alternative for the San Simeon Well Field Transmission Line and Secondary Effluent Line Replacement. Committee member Siebuhr seconded the motion. Motion was approved with 4-eyes, 0-nays, 1- abstain (Meeks).

The Ad Hoc Committee on Water Supply Alternatives Options reported on their findings.

Committee Member Webb reported on the “Working with Upstream Riparian Water Users” section of the report. Some of the upstream riparian water users are trying techniques to slow the length of time it takes for the time the watersheds to drain to enable better aquifer recharge. The more slowly the water drains from the hills, the more time it has to soak in. One of the techniques they are trying is to slow the runoff by roughing up the water shed so runoff has to navigate a slower path. The other technique is to temporarily store runoff in holding ponds and slowly released to lengthen the time for aquifer recharge.

There are pros to working with the upstream water rights users such as low cost recharge, water supply and environmental benefits. The cons would be that water rights might prohibit water storage, and the landowners may not want to work with the District unless it is financially advantageous to them.

. The suggested next steps for this option could be a legal analysis of water rights associated with water storage, approaching the upstream water rights holders regarding water storage and of slowing runoff.

Public comment:

Mr Dudzik asked if the AdHoc Committee looked at projects that have stormwater/flood protection as a goal. That has not been looked at for this report and will be a separate item moving forward.

Mr Howell asked if riparian users would need to alter their diversion permits. We do not know the answer to that, or if they have diversion permits as riparian users.

Mr Pierson asked if the Committee has looked at Direct Potable Reuse. That is an upcoming R&I agenda discussion.

Committee member Meeks presented a report on atmospheric water generation. These systems extract water from the air and are being used in several drought stricken areas. One residential solar hydropanel panel can produce 1.3 gallons of water per day under ideal weather conditions, but are less effective during very cold weather, and cloudy or rainy weather. It is estimated that it would take 1,095 panels to produce 400,000 gallons (1.23AF) at \$2,000 per panel, a total cost of \$2,191,000.

The advantages of this system is that it directly produces potable water with low energy consumption such as solar, the disadvantages are that it produces limited water volume.

Public comment: Mr Dudzik suggested that the cost could be more reasonable if the units are programmed to be used when energy costs are low, and if the moratorium were lifted new water meters could provide revenue to help pay for the system.for the system.

Committee member Meeks will look further into panel size and cost.

Committee member Williams reported on Geophysical Aquifer Mapping.

Airborne electromagnetics use a wire loop suspended below a helicopter to transmit electrical signals and can map the resistivity of sediments to a depth of 1,000 feet, somewhat like an MRI of the subsurface materials to see if they may be conducive to aquifers. There has been a study of this type done recently in Paso Robles.

Another method is towed time-domain electromagnetics. This covers a smaller area and uses a sled unit towed behind a tractor to transmit the electrical signals. This technique has been recently used in orchards.

The Committee requested that Mr Williams develop high level costs for geophysical aquifer mapping and bring that information back to the next R&I meeting.

Public comment: Mr Howell stated that the water developed from the WRF does not count towards allowing the District to pump more water than its permit allows. He requests clarification on whether Direct Potable Reuse would count against our permit.

Future agenda items:

Discussion on Wastewater Treatment Plant SST Projects.

Meeting was adjourned at 3:59pm.

Respectfully submitted,

Director Karen Dean, R&I Committee Chair.



**LIAISON REPORT TO CCSD BOARD OF DIRECTORS ON THE SAN SIMEON COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING ON FEBRUARY 1, 2024**

The regular San Simeon Community Services meeting was held in the Cambria Coast Unified Board Room. Acting Chair Tiwana called the meeting to order at 6:00 pm. Directors Tiwana, Diamond, Donahue and Lee were present. Interim General Manager Faverty was also in attendance.

**C. PUBLIC COMMENT: (This part of the agenda was taken out of order.)**

A member of the public stated that the District should send a letter to a previous Board member who had alleged racism against him to state that he owed the District for the legal fees that were incurred because of his “false” allegations about his treatment by the Board. Another member of the public alleged that because the District hadn’t met the requirements to respond to the Coastal Commission, his plans for his property improvement have been denied. The Board didn’t respond to either statement.

**A. PRESENTATIONS AND REPORTS:**

Several issues came to light during the staff reports. These included:

1. The GM reported that the District’s decision to move in the direction of divestiture has taken much of his time in the last two months. He reported that the amount of money (1.4 million) that the District has in their account probably will not be sufficient to complete the projects that have been assigned to be done by the District.
2. District Counsel had no report.
3. The sheriff was not in attendance so there was no report.

**B. CONSENT AGENDA ITEMS**

The December/January Disbursements Journal was approved as written.

Public comment: One member of the public stated that the minutes were drastically lacking in information.

Acting Chair Tiwana removed the December 7, 2023, minutes from the Consent Agenda. She recommended that the minutes be reviewed and staff reissue updated minutes at the next Board meeting.

**F. BUSINESS ACTION ITEMS:**

**1. DIVESTITURE UPDATE – CONSIDER AN URGENCY RESOLUTION**

The Acting GM suggested that the Board consider an urgency resolution to begin the process of divestiture. In addition, the district still owes the Federal Government \$400,000. The District still has projects that will cost the District another \$20 million.

Public Comment: J. Tacker made a comment about that rates should have been increased in 2019. Another member of the public made statements, but it was difficult to understand her comments.

Acting Chair Tiwana made a motion to have the GM do an urgency resolution to begin divestiture. It was passed unanimously.

**2. CHRP EXTENSION UPDATE**

An extension of the CHRP will need to have changes based on what is happening with the District based on the divestiture.

Public Comment: J. Tacker related her experiences with being on the Board for another district which had to declare bankruptcy.

### **3. PIPE BRIDGE AND OUTFLOW PIPE UPDATE**

The Acting GM gave an update. He stated that the District can complete the Pipe Bridge project before the divestiture takes place.

### **4. STAIRWAY UPDATE**

The Acting GM gave an update. He stated that the walkway is crumbling and that the Coastal Commission stated that because SSCSD built the stairway, the District must repair it. The District does not want to repair it because it is too far gone. The Acting Chair suggested that the staff consider demolition and inform the Coastal Commission of their decision.

Public Comment: J. Tacker gave some history about the stairway and suggested demolition.

### **5. SPRINGBROOK BILLING**

Acting Chair Tiwana presented this agenda item. She identified the information on the agenda came from the bid email. The information will be forwarded to counsel for contract formulation.

Public Comment. J. Tacker supported referring the item to Board Counsel. Another public member asked if there were any other bids.

It was moved and seconded to forward the item to Board Counsel for formulation of the contract and to ask whether or not they need to have two more bids. Passed unanimously.

### **6. PAVEMENT POTHoles/REPAVING ISSUES**

The District will put out an RFP for contractors who are interested in completing this work. Board Counsel stated that there needs to be a resolution approved by the Board to put out an RFP.

It was moved and seconded to have Counsel write a resolution to be considered at the next meeting of the Board. The motion passed unanimously.

### **7. SHERRY BRACICH REQUEST FOR REIMBURSEMENT OF WATER DEPOSIT**

This item was moved to a future agenda.

### **G. CLOSED SESSION**

There was no public comment on Closed Session agenda items. The Board went into Closed Session at 6:45 pm and returned from Closed Session at 8:09pm.

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code 54956.9: Two (2) Potential Cases**

### **H. Report Upon Conclusion of Closed Session**

The Closed Session reopened at 8:09 pm and Board counsel reported that the Board gave direction to staff in relation to the two potential cases.

### **I. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS--NONE**

The meeting was adjourned at 8:12 pm.

The San Simeon CSD's Water and Wastewater Services Divestiture Services Description, History, Challenges, and Plan is available for review [here](#).

Submitted by Debra Scott, CCSD Director

## NCAC February 21, 2024 Meeting Summary for the CCSD Board of Directors

The North Coast Advisory Council held a meeting February 21, 2024, 6:00 – 8:45 PM via Zoom. This report summarizes some of the more salient points discussed. For the convenience of those watching the recorded meetings, approximate start times are noted. For further detail, please visit the well-organized NCAC website:

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

### Public/ Council Comment:

6:04 PM, oral report from Supervisor Gibson, discussing a range of topics, including:

- Upcoming Board of Supervisors meeting topics, including housing, homelessness, budget shortfalls, and the Independent Redistricting Commission,
- Potential safety hazards associated with road damage, construction, parking and emergency vehicle access; the CCSD GM and Fire Chief committed to assessing access at Pine Knolls, and
- Ways for Cambria to ensure our needs from the County are clearly defined and communicated in a way that enables our community to get its fair share in the [County 5 Year Capital Improvement Plan](#).

### Regular Public Agency Reports:

- Public Safety, 6:53 PM: the Sheriff's Department provided a written report, and discussed the nature of each grouping of calls.
- The CHP written report shows declines in most statistics from 2022 to 2023.
- CCSD Fire Chief, 6:59 PM: Chief Burkey provided an oral report. The Fire Chief and GM addressed questions including how we will ensure the 2024 Fire Hazard Fuel Reduction program is more successful than last year.
- CCSD, 7:17 PM: Director Thomas provided a written report, highlighting the upcoming Strategic Planning Workshop.
- Cambria Fire Safe Focus Group: Dave Pierson provided a written report.
- CCHD, 7:25 PM: Cecilia Montalvo provided an oral report.

### Reports from Standing Committees and Special Interest Representatives:

- Land Use Committee (LUC), 7:27 PM: Jeff Kwasny provided a written report, and led an hour long discussion regarding considerations the LUC will bring to the Planning Commission Meeting February 23 regarding approval of the 15 year Coastal Development Permit for the Cambria Christmas Market. In addition to the 4 conditions outlined in the draft letter prepared by the LUC, a 5<sup>th</sup> condition was added to reduce the permit term to 10 years.
- Traffic/ Transportation Committee, 8:26 PM: Kermit Johansson provided an oral report, discussed ways to clarify our top needs from the County.

The next NCAC Meeting will be March 20, 2024, at 6:00 PM via Zoom.

Respectfully submitted,  
Michael Thomas, CCSD Board of Directors

## February 9, 2024 Cambria Forest Committee meeting summary

In attendance were Chair Crosby Swartz, Secretary Christine Heinrichs, Treasurer Laura Swartz, CFC Director Julie Jorgensen, FFRP Executive Director Kitty Connolly, Greenspace Executive Director Karin Argano, CA Native Plant Society local representative Neil Havlik, and Rancho Marino Reserve Director Keith Seydel. PROS Committee member Jeff Wilson joined the meeting at about 10:45.

Chair Swartz called the meeting to order at 10:05 AM. He began by commenting on a recent article in the local New Times regarding fuel reduction practices. And while the story mostly leaned favorably toward Cal Fire, Crosby expressed his appreciation that near the end opposing points of view were presented, including a nice discussion with Bryant Baker, Los Padres Forest Watch Director of Conservation and Research,, as well as comments from Crosby himself, as to what it's like to live in an urban interface forested area. Crosby then read a letter he received from Mr Baker, saying he'd had a long conversation with Taylor O'Conner, the reporter who wrote the article, that Bryant hoped there would be a follow up story in the future, and if anyone were interested in coauthoring an article regarding these troublesome Cal Fire and U.S. Forest Service fuels projects with him to let him know. Crosby said he would possibly get involved.

Crosby then referenced a discussion at last month's CFC meeting where Director Julie Jorgensen broached the possibility of a story being done on CNN, in this case the large fuel reduction project being proposed the U.S. Forest Service in the Las Padres National Forest. Laura suggested including Cambria in any story would be helpful, as our community has national name recognition. Crosby then pointed out that cutting down trees to prevent homes being destroyed by fire versus implementing time tested home hardening techniques is an issue all throughout the western United States. Julie then expressed her concern as to whether some of the excessive fuel reduction projects that have recently occurred were leading to any erosion as a result of the recent rains we've had.

Crosby then briefly commented that Minutes from the CFC meetings were being provided by CCSD Board Director Harry Farmer's monthly liaison reports.

Laura then gave the Treasurer's report that featured no outstanding bills or checks.

Organization Reports were next on the Agenda. Neil Havlik had nothing to report. Kitty Connolly reported a planting was done on the Ranch on Friday, February 2nd, using trees that had been sold to FFRP at a discount price by Greenspace. Kitty said the trees were being planted in sandy soil, which was a "real dream", especially after the recent rain. When asked, Kitty said the trees were planted near the Monterey Cypress close to the Dolphin Bench. Laura then inquired if there was also a plan to plant some understory in the area. Kitty respond coffee berry, currant and other plants were being grown for FFRP by the Santa Barbara Botanical Garden. Karin Argano then gave an update on the Greenspace fuel reduction forest health project in Strawberry Canyon this Spring in conjunction with the RCD (Upper Salinas-Las Tablas Resource Conservation District), and that Greenspace is waiting to hear from Cal Fire as to whether the grants applied for that would provide funding for the project had been approved. She added that GS is both excited and busy, plus their two new Board members are both bat experts, so that some night bat activities would be taking place. She then highlighted other areas of expertise they brought to the plate that would be helpful moving forward. Karin also remarked on wanting to create a more eco friendly space for the wildlife. Keith Seydel from Rancho Marino stated nothing new was happening, and that he was still waiting on a contract being approved before moving forward with their fuel reduction, forest enhancement project. Crosby stated he'd received an email from US-LT RCD Project Manager Spencer Gordon saying he had nothing new to report.

Crosby also reported he's sent out an article on Nature Based Solutions authored by some well known and respected environmental scientists regarding the importance of intelligently instead of arbitrarily cutting down



trees, and if you let the forest take care of itself this process works better than intervention by humans. Crosby also referenced the Forest Surrogate Study done by UC Berkeley that had been previously discussed at CFC meetings. Crosby mentioned he didn't necessarily agree with all of their findings. Julie then pointed out that due to the relatively short life span of Monterey Pines that it was important to leave the younger trees alone and let them grow. The link to the article can be found at the Cambria Forest Committee web site: [cambriaforestcommittee.org](http://cambriaforestcommittee.org)

In further discussion, Laura asked if anyone knew how long Monterey Pine seeds last in a seed bank. Neil replied that once the seed is out of the cone it would last a few years at the most. Neil said the Monterey Pine seeds don't last that long, though there is much germination of all types taking place in Cambria. The importance is the health of the soil in which the seeds are germinating. A discussion continued on this topic. At one point Karin spoke about the recent tree survey of Strawberry Canyon done by Greenspace and the Resource Conservation District, and how encouraged they were as to the number of young Pines and Oaks that are coming up. She also remarked that Greenspace actually has *pinus radiata* seeds harvested from Strawberry Canyon originally organized by former Greenspace Executive Director Rick Hawley currently being stored in a Seed Bank in sterile, temperature controlled conditions that will probably last for decades. Kitty then added that, from her experience, germination really drops off after the first year, and as a result, FFRP collects fresh seeds every year.

At this point, Jeff Wilson arrived at the meeting, having just returned from the site visit in Fern Canyon conducted by PROS Chair and CCSD Board member Michael Thomas, Facilities and Resources Supervisor David Aguirre, and himself. He said concern was expressed regarding critical infrastructure issues with the sewer line, as well as erosion of the trail. As a result, David was asked to come up with a high priority plan as to what areas have the most risk associated with them. How to get materials and equipment in the area to address the problems will be a challenge. This topic will soon come before the PROS Committee. Crosby then observed that where the sewer line crosses the creek has been a major issue for years and has had to be addressed many times. It was also noted there are two manhole covers in the Canyon itself, and how problematic it would be to get needed equipment, including the Vactor truck, into the area when a problem occurred. Jeff also stated that David has been in contact with the Land Conservancy of San Luis Obispo, and they would need to be involved as well. Julie then asked if renting smaller pieces of equipment to do the work would be feasible. Jeff said the pros and cons of this and other concerns would be discussed. He added that the two hour visit was quite productive, and that whatever work that would take place would be brought before the Forest Committee. Crosby suggested perhaps lighter footprint equipment could be rented to do the work needed on the manholes.

When approached by Jeff about her closeness to Fern Canyon. Julie stated she lived right above it, that she knows much about the soil composition, has done much Cape Ivy clearance, and would love to be involved in whatever work needed to be done. She especially expressed her concern regarding work on the sewer line while keeping the canyon intact, as well as the amount of erosion taking place into the creek. Julie also spoke to how damp the area was. Moments later Neil said it might be good idea to plant redwoods in the canyon. Laura said there was already one growing there. Julie added she had one growing on her property as well, plus there were others growing nearby, all of which are unbelievably healthy, and that the area was essentially its own ecosystem totally different from anywhere else in Cambria. She added that because of these circumstances her fire insurance company consider her to be in a low risk area.

Crosby wound down the meeting by asking if anyone had topics for discussion to report to the CCSD PROS ( Parks, Recreation and Open Space) Committee, as well as any future Agenda items. Jeff then added it might be helpful if Crosby and Laura attended the next PROS meeting to voice their concerns regarding Fern Canyon. Laura added if this were the case she would bring some banana slugs for show and tell.

The meeting was adjourned at 11:07 AM.

The next Forest Committee meeting will be Friday, March 15 at 10AM via Zoom.

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