



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF FEBRUARY 22, 2024 REGULAR POLICY COMMITTEE MEETING OF THE POLICY COMMITTEE OF CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Policy Committee of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall, located at 1000 Main Street, Cambria, CA 93428, on Thursday, February 22, 2024, at 3:00 PM

1. OPENING

1.A Call to Order (0:20)

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

1.B Establishment of Quorum (0:36)

A quorum was established.

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

Staff members present: Confidential Administrative Assistant Haley Dodson, General Manager Matthew McElhenie, Utilities Department Manager Jim Green, and Program Manager Tristan Reaper.

Members of the public present: Rich Davega, Christine Heinrichs, and Crosby and Laura Swartz (via Zoom)

1.C Chair Report (1:19)

There was no report from the Chair.

1.D Ad Hoc Subcommittee Report(s) (1:32)

There were no ad hoc subcommittee reports.

1.E Committee Member Communications (1:37)

There were no committee member communications.

2. PUBLIC COMMENT (1:48)

There was no public comment at this time.

3. CONSENT AGENDA (3:09)

3.A Consideration to Approve the January 25, 2024 Regular Meeting Minutes

Motion: to approve the meeting minutes.

Motion by: Townsend

Second by: Heinrichs

Call for public comment. (4:20)

There was no public comment on this item.

Motion passed: Ayes – 5; Nays – 0; Chair not voting. (4:37)

4. REGULAR BUSINESS (4:47)

Committee Chair Scott stated that without objection she would like to take item 4.B first.

4.B Review and Discussion of the CCSD-Owned Vehicle Policy (5:12)

As a next iteration in bringing the District’s policy up to date, Utilities Manager Green presented the latest version which incorporates the Committee’s suggestions from its last meeting. The Committee recommended a few editorial changes as seen the motion below.

Public comment was offered by Christine Heinrichs (18:17, 25:03) and Rich Davega (21:39). during discussion of Paragraph III.A on emergency use.

During discussion of Paragraph III.B on personal use (44:25) it was determined that currently, except for “on call” operators, no CCSD vehicles are used for commuting. Furthermore, the GM doesn’t plan to offer this benefit to any District employees in the future.

Chair Scott called for Public Comment. (57:46)

There was no further public comment.

Motion: That the CCSD-Owned Vehicle Policy, Sections I [*Purpose*] and II [*Vehicle Usage-General*] as presented in our agenda packet be recommended to the Board for adoption. with the editorial changes below:

- change II.C. “Risk Manager” to “person who is responsible for risk management”,
- change II.D. “Smoking” to “Smoking and Vaping”, and
- in II.I. insert a reference to the Travel policy and include the CCSD Travel policy as an appendix.

And further, that CCSD-Owned Vehicle Policy, Section III [*Vehicle-Usage-Commuting*] be reserved for discussion a later time.

Motion by: Howell (57:09)

Second by: Key (59:01)

Motion passed: Ayes – 5; Nays – 0; Chair not voting. (59:04)

4.A Review, Discussion, and Consideration of the Draft CSDA Policy 1045 Legal Counsel and Auditor (59:28)

This item was continued from our last meeting in order that some of Member Heinrichs’ concerns could be addressed. During discussion, members brought forth additional concerns.

The following additions to the policy were suggested.

- Modify the penultimate sentence of paragraph 1045.2 to read “Legal Counsel shall present and report on all legal issues and any closed session meeting item numbers, topic description and all disclosable information listed on the Board of Directors’ agenda. Public comment will be taken prior to the closed session meeting. Legal Counsel shall report after

the closed session meeting to the public of the status details of any action taken in the closed session with the vote or abstention on that action of every member present.

- Add the following [probably as subparagraph (b)] to 1045.2. “From time to time the Board of Directors shall issue a request for proposal (RFP) for legal services.” (1:26:02)
- Change the last sentence of 1045.3 regarding the district auditor to “The Administrative Department Manager and General manager will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District, including total indebtedness and total annual debt service. (1:40:17)

Christine Heinrichs provided public comment on this agenda item. (1:37:06)

The Committee reached consensus that Secretary Howell would prepare an edited copy of this policy, including the additional wording provided by Committee members, to be discussed at the Committee’s next meeting. (1:38:42)

4.C Review, Discussion, and Consideration of the CSDA Policy 1055 Legislative Advocacy Policy (1:42:00)

The Committee reached consensus to table this item until the February meeting (1:43:25)

5. FUTURE AGENDA ITEM(S) (1:43)

- Tabled item 4.C above.
- Draft Policy 1045 Legal Counsel . . . with additional edits
- Review of New Personnel policy after Board approval

6. ADJOURN (1:46:13)

Committee Chair Scott adjourned the meeting at 4:46 p.m.