

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS SPECIAL MEETING MINUTES**  
Monday, March 23, 2020 10:00 AM

**1. OPENING**

**A. Call to Order**

President Farmer called the meeting to order at 10:03 a.m.

**B. Pledge of Allegiance**

President Farmer led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

Directors present via Zoom: Harry Farmer, Cindy Steidel, Amanda Rice, David Pierson and Donn Howell.

Staff present via Zoom: General Manager John F. Weigold IV, District Counsel Timothy Carmel, Fire Chief William Hollingsworth, Finance Manager Pamela Duffield, Facilities & Resources Supervisor Carlos Mendoza, Utilities Department Manager/District Engineer Ray Dienzo and Deputy District Clerk Haley Dodson.

**2. PUBLIC SAFETY**

**A. CCSD Fire Chief Report**

Chief Hollingsworth provided a detailed summary of the Coronavirus (COVID-19) pandemic. He encouraged the public to visit [readyslo.org](https://readyslo.org) for updates.

**3. MANAGER UPDATES**

**A. General Manager Update**

Mr. Weigold provided an update on the Coronavirus (COVID-19) pandemic, staff safety, future planning and continuity of staff operations.

**B. Finance Manager Update**

Ms. Duffield provided an update on the administrative office. Staff posted an update on 3/20/2020 on the website letting the public know the office is closed and the staff would be working remotely. If the public needs to get hold of staff, they should call the main office number and the call will be forwarded to Ability Answering Service and an email will be sent to staff. Staff will be working with our customers to do everything electronically. The public can place items in the mail or drop boxes, but requests that no cash payments are left in the drop boxes because staff can't ensure the safety of cash payments. Today is the deadline for the November/December billing shutoffs. Staff is working with each individual to get a payment plan and staff won't be doing shutoffs.

**C. Facilities & Resources Update**

Mr. Mendoza provided an update. The restrooms were closed over the weekend. Veterans' Hall events have been cancelled for March and April. The Eroica and Wildflower Show events have been cancelled. The only event that is happening at the Vets Hall is the Farmer's Market. The restrooms are closed during the Farmer's Market. He's been inspecting the Fiscalini Ranch and has seen an increase of the public on the ranch. Staff has concerns regarding individuals keeping their distance on the ranch, so signage will be installed on all the entrances to ask members of the public to keep their distances on trails. The Bluff Trail doesn't accommodate for 6' of distance, so the Bluff Trail and Marine Terrace Trail will become one-way trails. This is being done by Friends of the Fiscalini Ranch. Staff will be mowing trails to allow for the 6' foot distance requirement. He reported having 9-10 homeless camps on the Fiscalini Ranch. Staff is not asking them to leave, but is documenting where they are. The dog park has an increase of visitors. Staff is moving benches around the park to minimize exposure. Staff will be assessing 30+ dead trees behind homes and on trails.

Director Rice suggests staff not inspect the dead trees at this time, unless it's a danger to someone's home.

President Farmer suggests installing a sign recommending the public wear gloves when they open the gate, so their hands won't be touching the gate.

**D. Utilities Department Manager/District Engineer Update**

Mr. Dienzo provided an update. He reminded everyone to not flush disinfectant wipes or paper towels down the toilets. The Utilities Dept. is maintaining social distancing. Staff is avoiding public contact. If public contact is unavoidable, they'll maintain the social distancing requirement. The department is sending out vehicles with one staff member per vehicle and taking steps for predictive maintenance. If they anticipate manholes or sewer areas that may clog, they'll address those problem areas and not wait for an emergency. They are working on standard operating procedures (SOP).

**4. PUBLIC COMMENT ON AGENDA ITEMS**

Public Comment:

Elizabeth Bettenhausen, Cambria (the Deputy District Clerk read the written comment into the record)

Tina Dickason, Cambria (the Deputy District Clerk read the written comment into the record)

**5. REGULAR BUSINESS**

**A. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 2020-09  
DECLARING AN EMERGENCY AND TEMPORARILY AUTHORIZING THE INCREASED  
AUTHORITY OF THE GENERAL MANAGER**

Mr. Weigold introduced the item and provided a brief summary.

Public Comment:

Christine Heinrichs, Cambria (the Deputy District Clerk read the written comment into the record)

The Board held an extensive discussion regarding this item.

**Title: Moved to adopt Resolution 09-2020 as written with the amendment of keeping the General Manager's spending authority at \$25,000 and allowing up to \$50,000 with the President and District Counsel's approval. The Board of Directors shall review the resolution at each regular or special meeting to determine if a local emergency still exists. The resolution date certain will be April 16, 2020.**

*Made by: Director Pierson*

*Director Howell seconded the motion.*

*Director Rice suggests reviewing it after a certain number of days and it's under the Board's control to lift the emergency.*

**Motion Passed Unanimously Ayes – 5 Nays - 0 Absent - 0**

**Roll Call Vote:**

**Ayes: Howell, Pierson, Rice, Steidel, Farmer**

Public Comment:

Tina Dickason, Cambria (the Deputy District Clerk read the written comment into the record)

**B. DISCUSSION REGARDING OPERATIONAL AND FISCAL IMPACTS OF THE CORONAVIRUS PANDEMIC**

This item was discussed before regular business item 5.A.

Mr. Weigold introduced the item and provided a summary.

Ms. Duffield provided a summary and discussed fiscal scenarios.

Director Pierson doesn't think across the board cuts are advisable or necessary. He recommends using good sense and allowing the General Manager and Finance Manager to continue to use the processes they currently have with leniency and payment plans on a case-by-case basis.

Vice President Steidel supports Director Pierson's response.

Director Rice stated to be sensitive to the community.

Public Comment:

Tina Dickason, Cambria (the Deputy District Clerk read the written comment into the record)

Ms. Duffield reminded the public to call the main line and staff will return your call. The administrative office's answering service is bilingual, and they have an AM and PM on shift during that time.

Director Howell suggests waiving the late fees as staff is suggesting. Staff has the appropriate discretion to make the decisions to waive the late fees. If the staff decision is not satisfactory to the customer, the customer can appeal the decision to the Board.

Director Pierson suggests waiting to see what the impact is on the hotel and commercial accounts. If it's possible at the end of March we can do a drive by meter read to get a

midway through the billing cycle to see how it's looking, prior to the Board meeting in April. We'll have some idea as to shortfall or everything looking okay for March.

Ms. Duffield stated reading the town is a very laborious task. Our billing program cannot operate remotely. In order to receive the data, we'd have to have staff present. We have 500 meters that need to be read, and it takes staff 3-5 days to read those meters.

President Farmer suggests doing a drive-by on Moonstone Beach Drive.

Mr. Weigold stated he's contacted Mr. Dienzo on overall usage. There may see an increase in residential use. There are a lot of unknowns right now.

Vice President Steidel agrees with the monitoring approach. If we need it for a worst-case scenario, we can always take historic data for a billing period and use the commercial water and use it for a one-month period. It would give the lower end of revenue expectation. She's in agreement that it's early in the process to be making this decision. We should monitor and do it as a case-by-case basis.

Director Rice agrees that it will give us some idea on the change and if it comes to it, we can do a mid-cycle read.

Director Howell asked in terms of current liabilities, do we have a sufficient income to make loan payments?

Director Pierson stated the loan payment is covered by the base charge on the SWF and doesn't see the District missing that loan payment.

Ms. Duffield agreed with Director Pierson. We need to prepare for potential deferral in revenue, but we don't need to put anything in place at this point. This is a scary situation but if we are monitoring and prudent about what we spend, we will get through this.

Public Comment:

Tina Dickason, Cambria (the Deputy District Clerk read the written comment into the record)

President Farmer stated the upcoming rate increase is on 7/1/2020 and the Board might consider holding off on the rate increase for one billing period of two months and address it as we see financial circumstances unfolding for the district and community.

## **6. ADJOURN**

President Farmer adjourned the meeting at 12:26 p.m.