

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
Thursday, September 14, 2023 1:00 PM

**1. OPENING**

**A. Call to Order**

AGP experienced technical issues, and the meeting didn't start until 1:31 p.m.

President Dean called the meeting to order at 1:31 p.m.

**B. Pledge of Allegiance**

President Dean led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

Directors present: Karen Dean, Tom Gray, Harry Farmer, Debra Scott, and Michael Thomas.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz, Confidential Administrative Assistant Haley Dodson, Utilities Department Manager/District Engineer Ray Dienzo and Program Manager Tristan Reaper.

Staff present via Zoom: District Counsel Timothy Carmel and Wastewater Systems Superintendent John Allchin.

**D. Report from Closed Session**

District Counsel reported on September 7, 2023, the Board of Directors held a special closed session meeting, and the Board had a conference with legal counsel to consider initiating litigation pursuant to Government Code Section 54956.9(d)(4). No action was taken. Additionally, the Board discussed the General Manager's performance pursuant to Government Code Section 54957(b). This was not the General Manager's comprehensive semi-annual evaluation, pursuant to his Employment Agreement. That evaluation process will be discussed in agenda item 6E later today. It was a short evaluation addressing some specific performance issues. No action was taken.

**E. President's Report**

President Dean reported she attended the 2023 CSDA conference in Monterey from August 28<sup>th</sup> to August 31<sup>st</sup> and discussed the training she attended.

Public Comment:  
Tina Dickason, Cambria

**F. Agenda Review**

President Dean asked for any changes to the agenda.

President Dean would like to keep the PROS items 6A, 6B and 6D together and then discuss 6C and 6F. 6E will be discussed last.

**2. BOARD MEMBER COMMUNICATIONS**

Director Farmer reported that today is Director Thomas's 70<sup>th</sup> birthday.

**3. COMMISSION REPORT**

**A. PROS Chairman's Report**

PROS Chairman Steve Kniffen didn't have anything to report.

**4. PUBLIC COMMENT**

Public Comment:

Donald Archer, Cambria (also submitted a written comment and pictures for the record)

Christine Heinrichs, Cambria

Gordon Heinrichs, Cambria

Tina Dickason, Cambria

Elizabeth Bettenhausen, Cambria

William Carson, Inverness, FL (the confidential administrative assistant read a written comment into the record)

Terry O'Bright (the confidential administrative assistant read a written comment into the record)

Steve Schlopp (the confidential administrative assistant read a written comment into the record)

Marilyn Kirkey, Cambria (the confidential administrative assistant read a written comment into the record)

**5. CONSENT AGENDA**

**A.** Consideration of Approval of Public Works Agreement with Thoma Electric to Relocate the Electric Vehicle (EV) Charging Station at the Veterans' Hall and Adoption of Resolution 51-2023 for a Budget Adjustment of \$24,831

**B.** Consideration of Adoption of Resolution 48-2023 Updating the Assignment of Banking Powers for Cambria Community Services District

**C.** Consideration to Approve an Agreement with the County of San Luis Obispo for Local Area Grant Funding for a Bathroom at the Cambria Skatepark

President Dean introduced the consent agenda.

Public Comment:

Christine Heinrichs, Cambria

Tina Dickason, Cambria

Director Farmer pulled consent agenda item 5C.

Vice President Gray moved to approve agenda items 5A and 5B.

Director Thomas seconded the motion.

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

Public Comment:  
Elizabeth Bettenhausen, Cambria

Director Farmer moved to approve agenda item 5C.

Vice President Gray seconded the motion.

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

## **6. REGULAR BUSINESS**

- A.** Discussion and Consideration of Appointments to the Parks, Recreation and Open Space Committee and Designation of a Member of the Board of Directors to be a Chairperson

General Manager McElhenie introduced the item and provided a summary.

Vice President Gray moved to appoint the four current PROS Commissioners willing to serve to the PROS Committee and start the application process for the open position.

Director Farmer seconded the motion.

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

Public Comment:  
Christine Heinrichs, Cambria  
Donn Howell, Cambria  
Kermit Johannson, Cambria  
Shannon Sutherland, Cambria  
Laura Swartz, Cambria  
Tina Dickason, Cambria

Vice President Gray moved to nominate Director Thomas as Chair of the PROS Committee.

Director Scott seconded the motion.

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

- B.** Discussion and Consideration to Direct Staff to Advertise for an Open Position on the PROS Committee

General Manager McElhenie introduced the item and provided a summary.

Public Comment:  
Steve Kniffen, Cambria  
Tina Dickason, Cambria  
Kitty Connolly, Cambria

Vice President Gray moved to direct staff to advertise for an open position on the PROS Committee.

Director Thomas seconded the motion.

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

The Board of Directors took a break at 3:03 p.m.

The Board of Directors reconvened the meeting at 3:12 p.m.

- C. Discussion and Consideration of Approval of a Public Works Contract with Paradise Tree Service for Emergency Vegetation Removal at Van Gordon Creek for Flood Control Purposes, Authorizing the General Manager to Execute the Contract, and Adoption of Resolution 49-2023 for a Budget Adjustment of \$59,000

General Manager McElhenie introduced the item and provided a summary.

Logan Wais from Paradise Tree Service was available for questions.

Public Comment:

Tina Dickason, Cambria

Claudia Harmon Worthen, Cambria (the confidential administrative assistant read a written comment into the record)

Vice President Gray moved to approve a Public Works Contract with Paradise Tree Service for emergency vegetation removal at Van Gordon Creek for flood control purposes and authorize the General Manager to execute the contract and adopt Resolution 49-2023 for a budget adjustment of \$59,000.

Director Scott seconded the motion.

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

- D. Receive Presentation from PROS Committee on a Concept Plan for a Disc Golf Course at the East Ranch Community Park and Discuss and Consider Directing the PROS Committee to Develop Recommendations for a Community-Wide Survey for East Ranch Recreational Options

General Manager McElhenie introduced the item and provided a summary.

Shannon Sutherland gave a presentation.

Public Comment:

Leonard Muise

Mark Garman, Cambria

Kitty Connolly, Cambria

Steve Kniffen, Cambria

Lourdes Nilon, Cambria

At 3:52 p.m., the Board of Directors agreed to extend the meeting to 4:45 p.m.

Public Comment:

Aleta Francis, Cambria (the confidential administrative assistant read a written comment into the record)

Claudia Harmon Worthen, Cambria (the confidential administrative assistant read a written comment into the record)

Shannon Sutherland, Cambria

Juli Amodei, Cambria

Steve Kniffen, Cambria

Director Thomas moved that the Board direct the PROS Committee to discuss and consider whether any additional community-wide survey is needed and if so, the nature of information needed.

Director Scott seconded the motion.

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

**E. Discussion and Consideration of General Manager Performance Evaluation Process and Modifying the Form Used for Review of General Manager's Performance**

General Manager McElhenie introduced the item and provided a summary.

Vice President Gray briefly summarized the Ad Hoc Committee report.

At 4:56 p.m., the Board of Directors agreed to extend the meeting to 5:15 p.m.

The Board of Directors agreed with the process, but the evaluation form needs work.

President Dean moved to appoint Director Scott and Director Thomas to an ad hoc committee to fine tune the wording and content in the evaluation process form and bring it back to the Board of Directors on October 12, 2023.

Vice President Gray seconded the motion.

Public Comment:

Tina Dickason, Cambria

Dennis Dudzik, Cambria

It was determined that there was no need for a motion, so no vote was taken.

At 5:15 p.m., the Board of Directors agreed to extend the meeting to 5:20 p.m.

At 5:20 p.m., the Board of Directors agreed to extend the meeting to 5:30 p.m.

**F. Discussion and Consideration of Approval of Amendment to Agreement for Consultant Services with Stillwater Sciences for an Expanded Scope of Work for the Instream Flow Study and Adoption of Resolution 50-2023 Amending the FY 2023/24 Budget**

General Manager McElhenie introduced the item and provided a summary.

Public Comment:

Christine Heinrichs, Cambria

Tina Dickason, Cambria

Dennis Dudzik, Cambria (also submitted a written comment for the record)

Vice President Gray moved to approve an Amendment to Agreement for Consultant Services with Stillwater Sciences for an expanded scope of work for the Instream Flow Study and adoption of Resolution 50-2023 amending the FY 2023/24 Budget.

Director Farmer seconded the motion.

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

At 4:34 p.m., the Board of Directors agreed to extend the meeting to 5:00 p.m.

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

**A. Finance Committee's Report**

There was no Finance Committee meeting in August.

**B. Policy Committee's Report**

A written report was included in the agenda packet.

**C. Resources & Infrastructure Committee's Report**

A written report was included in the agenda packet.

**D. Other Liaison Reports and Ad Hoc Committee Reports**

Written reports were included in the agenda packet.

**8. FUTURE AGENDA ITEM(S)**

President Dean asked for any future agenda items.

General Manager McElhenie requested that the Board of Directors discuss 2024 weed abatement deadlines and potential changes in the future.

Vice President Gray suggested reviewing penalties, too.

Director Farmer suggested hiring a part-time or full-time grant writer.

**9. ADJOURN**

President Dean adjourned the meeting at 5:28 p.m.

For further details on the CCSD meeting, please visit the District's website to review the meeting recording or visit SLO-Span's website <https://slo-span.org/meetings/CCSD/>. CCSD's written comments can be reviewed on the District's meeting webpage.