



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF MARCH 21, 2024, REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Board of Directors of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall located at 1000 Main Street, Cambria, CA 93428, on Thursday, March 21, 2024, at 1:00 PM

1. OPENING

1.A Call to Order

President Gray called the meeting to order at 1:00 p.m.

1.B Pledge of Allegiance

President Gray led the Pledge of Allegiance.

1.C Establishment of Quorum

A quorum was established.

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

Staff present: General Manager Matthew McElhenie, Confidential Administrative Assistant Haley Dodson, Facilities & Resources Manager David Aguirre, Utilities Department Manager Jim Green, Water Systems Superintendent Cody Meeks, Program Manager Tristan Reaper, and Maintenance Technician Oscar Mora.

Staff present via Zoom: District Counsel Timothy Carmel and Administrative Department Manager Denize Fritz.

1.D Report from Closed Session

District Counsel reported that on March 14, 2024, the Board of Directors held a special meeting and a closed session for a conference with its real property negotiators pursuant to Government Code Section 54956.8. The property is 2950 Santa Rosa Creek Road in Cambria. The Assessor's Parcel Number is 013-081-075. The Agency's negotiators are General Manager Matthew McElhenie and District Counsel Timothy Carmel. The negotiating party is the Coast Unified School District. Under negotiation is a lease or easement/fee purchase, purchase price, and terms of payment. No action was taken. The Board also had a conference with legal counsel pursuant to Government Code Section 54956.9(d)(1) involving one case, Vincent versus the Cambria Community Services District, et al. No action was taken.

President Gray asked for public comment on the closed session. There was none.

1.E President's Report

President Gray didn't have a report.

1.F Agenda Review

President Gray asked for any changes to the agenda. There were none.

2. BOARD MEMBER COMMUNICATIONS

There were none.

3. PUBLIC SAFETY

3.A Sheriff's Department Report

Commander Stuart MacDonald provided a brief report of recent Sheriff's Department activities in Cambria for February.

3.B CCSD Fire Chief's Report

General Manager McElhenie provided a brief report of recent Fire Department activities in Cambria for February.

4. PUBLIC COMMENT

Christine Heinrichs, Cambria

Donald Archer, Cambria

Scott Anderson, Cambria

Kitty Connolly, Cambria

Shar Silva, Cambria (Confidential Administrative Assistant Dodson read a written comment into the record)

5. MANAGER REPORTS

5.A General Manager's Report

General Manager McElhenie provided a summary of the General Manager's Report.

Public Comment:

Donald Archer, Cambria

5.B Facilities & Resources Manager's Report

Facilities & Resources Manager Aguirre provided a report.

Mr. Mora introduced himself as the new Maintenance Technician.

5.C Finance Manager's Report

Administrative Department Manager Fritz provided a summary of the Finance Manager's Report.

5.D Utilities Report

Water Systems Superintendent Cody Meeks provided a summary of the Water Report.

Utilities Department Manager Green provided a summary of the Utilities Report.

Public Comment:

Christine Heinrichs, Cambria

6. CONSENT AGENDA

6.A Consideration to Adopt the February 2024 Expenditure Report

6.B Consideration to Adopt the February 8, 2024 and February 15, 2024 Regular Meeting Minutes and February 14, 2024 and February 26, 2024 Special Meeting Minutes

6.C Consideration to Postpone the General Manager's Performance Evaluation to a Date Certain

Vice President Scott pulled agenda item 6C.

The Board of Directors agreed to pull that item.

Director Thomas had one correction to the February 8, 2024 meeting minutes. Under regular business item 4A, replace “and” with “in the” so it reads “increase the volume in the San Simeon Groundwater Basin.”

Director Dean moved to approve the consent agenda items 6A and 6B.

Director Farmer seconded the motion.

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

President Gray provided a summary of consent agenda item 6C. The General Manager’s last performance evaluation was on November 9, 2023.

Director Dean suggested November 14, 2024.

Director Thomas suggested the Board start the evaluation process in October.

Vice President Scott suggested that the Board check in with the General Manager in May or early June.

President Gray suggested a brief closed session for a progress report and to work out the details of the timing of a full evaluation in October.

Public Comment:

Christine Heinrichs, Cambria

Director Thomas moved to schedule a closed session for an interim performance evaluation in April or May and we will start the annual performance evaluation process at one of the Board meetings in September and finish on October 17, 2024.

Vice President Scott seconded the motion.

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

The Board of Directors took a break at 2:38 p.m.

The Board of Directors reconvened the meeting at 2:48 p.m.

7. REGULAR BUSINESS

7.A Discussion and Consideration of Adoption of Resolution 03-2024 Adopting a Records Retention Schedule and Authorizing the Destruction of Certain Agency Records and Rescinding Resolution 6-2000

General Manager McElhenie introduced the item and provided a summary.

Public Comment: none.

Director Farmer moved to adopt Resolution 03-2024, adopting a Records Retention Schedule and authorizing the destruction of certain agency records, and rescinding Resolution 6-2000.

Director Dean seconded the motion.

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

7.B Discussion and Consideration to Approve the Capital Improvement Project (CIP) List Format

General Manager McElhenie introduced the item and provided a summary.

Public Comment: none.

Director Dean moved to approve the Capital Improvement Project (CIP) format in the agenda packet.

Director Thomas seconded the motion.

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

Director Thomas volunteered to be on the Ad Hoc Committee.

President Gray will consider volunteering and will get back to the Board.

Director Dean offered to volunteer if President Gray declined.

7.C Discussion and Consideration of Adoption of Policy 1045 Legal Counsel and Auditor Policy

Vice President Scott introduced the item and provided a summary.

Public Comment: none.

Director Thomas moved to direct the Policy Committee to revise CSDA Policy 1045 Legal Counsel and Auditor Policy to reflect the discussions at this meeting.

Vice President Scott announced the following additions:

- Add parliamentary under bullet 2 under 1045.2.
- Remove the second sentence from the second bullet.
- Remove the second sentence from the third bullet.
- Under 1045.3 put Chief Financial Officer and remove Administrative Department Manager.

Director Thomas concurred with the amendments.

Vice President Scott seconded the motion.

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

The Board of Directors unanimously extended the meeting to 4:15 p.m.

7.D Discussion and Consideration of Approval of an Agreement for Contractor Services to Replace the San Simeon Well 3 (SS3) Pump

Utilities Department Manager Green introduced the item and provided a summary.

Public Comment: none.

Director Thomas moved to approve an Agreement for Contractor Services to replace the San Simeon Well 3 (SS3) Pump with Precision Hydro.

Director Dean seconded the motion.

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

7.E Discussion and Consideration of Approval of a Consultant Services Agreement with TruePani, Inc. to Develop a Water Service Line Materials Inventory and Assistance with Lead Service Line Reporting Requirements

Utilities Department Manager Green introduced the item and provided a summary.

Public Comment:

Jeff Wilson, Cambria (Confidential Administrative Assistant Dodson read a written comment into the record)

Director Dean moved to approve the Consultant Services Agreement with TruePani, Inc. to develop a Water Service Line Materials Inventory and assistance with Lead Service Line Reporting Requirements.

Director Thomas seconded the motion.

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

8. FUTURE AGENDA ITEM(S)

President Gray asked for any future agenda items. There were none.

Confidential Administrative Assistant Dodson announced the agenda items for the April Board meetings.

9. ADJOURN

President Gray adjourned the meeting at 4:01 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/static/meetings-CCSD.php>. CCSD's written comments can be reviewed on the District's meeting webpage.