



CAMBRIA COMMUNITY SERVICES DISTRICT

I, Amanda Rice, President of the Cambria Community Services District Board of Directors, hereby call a Special Meeting of the Board of Directors pursuant to California Government Code Section 54956. The Special Meeting will be held: **Wednesday, November 22, 2017, 9:00 AM, 1000 Main Street Cambria, CA 93428**. The purpose of the Special Meeting is to discuss or transact the following business:

AGENDA

SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

**Wednesday, November 22, 2017, 9:00 AM
1000 Main Street Cambria, CA 93428**

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the District Clerk, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

1. OPENING

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Establishment of Quorum**

2. REGULAR BUSINESS (Estimated time: 15 Minutes per item)

- A. DISCUSSION AND CONSIDERATION TO APPOINT AD HOC COMMITTEE FOR THE RATE AND FEE STUDY FOR WATER AND SEWER RATES AND CAPACITY FEES**
- B. DISCUSSION AND CONSIDERATION TO FILL THE VACANCIES ON AD HOC COMMITTEES AND LIASON POSITIONS CREATED BY THE RESIGNATION OF GREG SANDERS**
- C. DISCUSSION AND CONSIDERATION OF RECOMMENDATIONS OF AD HOC COMMITTEE ON PROCEDURE TO FILL THE VACANCY ON THE CCSD BOARD OF DIRECTORS CREATED BY THE RESIGNATION OF GREG SANDERS, APPROVE A PROCEDURE AND SCHEDULE A SPECIAL MEETING TO INTERVIEW CANDIDATES AND MAKE AN APPOINTMENT**

3. ADJOURN TO CLOSED SESSION Closed Session shall be held at the Veterans Hall Fireside Room located at 1000 Main Street, Cambria, CA (Estimated time 60 Minutes)

- A.** CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Pursuant to Government Code Section 54956.9 (d)(2)
One potential case.

- B.** PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957
Title: General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **2.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: November 22, 2017 Subject: DISCUSSION AND CONSIDERATION
 TO APPOINT AD HOC COMMITTEE
 FOR THE RATE AND FEE STUDY
 FOR WATER AND SEWER RATES
 AND CAPACITY FEES

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider appointing an ad hoc committee to work with the General Manager and the consultant, Bartle Wells Associates, on matters related to the rate and fee study for water and sewer rates and capacity fees.

FISCAL IMPACT:

No fiscal impacts have been identified related to this agenda item.

DISCUSSION:

At the October 26, 2017 meeting, the Board of Directors approved entering into a consultant services agreement with Bartle Wells Associates to develop a rate study for water and sewer rates and capacity fees for the CCSD. The study will assist the District in developing water and sewer rates that are sufficient to provide for all water and wastewater operations, as well as required maintenance and capital improvements over the next ten years.

Staff believes it would be beneficial to have an ad hoc committee of two Board Members to work with the General Manager and consultant on issues related to the rate study. Accordingly, this item is being presented to the Board for consideration to appoint such an ad hoc committee.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___ BAHRINGER ___ WHARTON

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **2.B.**

FROM: Amanda Rice, Board President

Meeting Date: November 22, 2017 Subject: DISCUSSION AND CONSIDERATION
TO FILL THE VACANCIES ON AD HOC
COMMITTEES AND LIAISON
POSITIONS CREATED BY THE
RESIGNATION OF GREG SANDERS

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider filling the vacancies on the ad hoc committees and liaison positions created by the resignation of former Vice President Greg Sanders.

FISCAL IMPACT:

No fiscal impacts have been identified related to this agenda item.

DISCUSSION:

As the Board of Directors is aware, Vice President Greg Sanders announced his resignation from the Board, effective October 31, 2017. Accordingly, it is appropriate for the Board to consider filling former Vice President Sanders' liaison positions and ad hoc committee appointments. Vice President Sanders served on the 2017 Finance Ad Hoc Committee, Fire Department Ad Hoc Committee, Water Supply Committee, and the Cambria Healthcare District liaison.

OPTIONS:

1. Appoint a sitting Board member to fill the vacancies listed above until new committees are assigned in January 2018.
2. Postpone filling the vacancies until Vice-President Sanders' replacement has been appointed. Ad Hoc Committees do not have regular meeting schedules, but instead meet "as needed."

CURRENT AD HOC COMMITTEE AND LIAISON POSITIONS:

Finance Ad Hoc Committee: President Rice and Vacant

Task: Evaluate budget for Fiscal Year 2017-2018, assess fiscal policies and priorities.

Fire Department Ad Hoc Committee: Vacant and Vacant

Task: Fire Department.

Infrastructure Ad Hoc Committee: Director Bahringer and Director Farmer

Task: Water Department, Wastewater Department and technology infrastructure (hardware and software) in all departments.

Parks, Recreation and Open Space (PROs) Ad Hoc Committee: Director Bahringer and Director Wharton

Task: Parks & Recreation and Facilities Departments (including Veterans Memorial Hall).

Water Supply (formerly Sustainable Water Facility Water Permitting & EIR Ad Hoc Committee): President Rice and Vacant

Task:

- ✓ Support staff's work on water supply permitting for the Sustainable Water Facility regular Coastal Development Permit and Environmental Impact Report.
- ✓ Review 2015 UWMP and progress on water efficiency program goals.
- ✓ Report to Board and suggest needed policy reviews for consistency.

Information Technology Ad Hoc Committee: President Rice and Director Bahringer

Task: The Technology Ad-Hoc Committee is responsible for pending technology infrastructure issues (hardware and software) in all departments.

To Fill Board Vacancy Ad Hoc Committee: Vice President Farmer and Director Wharton

Task: to develop the procedure to fill the vacancy on the CCSD Board of Directors created by the resignation of Greg Sanders

Liaison Appointments:

- ✓ North Coast Advisory Council – Director Bahringer
- ✓ Coast Union School District – President Rice
- ✓ Cambria Healthcare District – Vacant
- ✓ Cambria Forest Committee – Director Farmer
- ✓ Cambria Tourism Board – Director Bahringer
- ✓ Cambria Fire Safe Focus Group – Director Wharton
- ✓ Friends of Fiscalini Ranch Preserve – Director Farmer
- ✓ San Simeon CSD – Vacant
- ✓ Regulatory and other local, state, or federal agencies – President Rice

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___ BAHRINGER ___ WHARTON

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **2.C.**

FROM: Jerry Gruber, General Manager

Meeting Date: November 22, 2017 Subject: DISCUSSION AND CONSIDERATION
OF RECOMMENDATIONS OF AD HOC
COMMITTEE ON PROCEDURE TO FILL
THE VACANCY ON THE CCSD BOARD OF
DIRECTORS CREATED BY THE
RESIGNATION OF GREG SANDERS,
APPROVE A PROCEDURE AND
SCHEDULE A SPECIAL MEETING TO
INTERVIEW CANDIDATES AND MAKE AN
APPOINTMENT

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider the recommendations of the ad hoc committee appointed to develop the procedure by which the vacancy created by the resignation of Vice President Greg Sanders will be filled, select a procedure, and schedule a Special Meeting to interview candidates and make an appointment.

FISCAL IMPACT:

Miscellaneous costs associated with staff time and document preparation.

DISCUSSION:

Former Vice President Greg Sanders tendered his resignation from the Board, effective as of October 31, 2017. Pursuant to Government Code § 1780(c), a vacant office may be filled either by appointment or by calling an election, as further discussed below.

The remaining District Board members may fill the vacancy by appointment. Such appointment must be made within sixty (60) days from the effective date of the vacancy (in this case the appointment must be made by December 30, 2017). A notice of the vacancy must be posted in three (3) or more conspicuous public places within the District at least fifteen (15) days before an appointment is made.

Government Code § 1780(d)(2) states that "If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office." Vice President Sanders was originally appointed to the CCSD Board of Directors on October 19, 2015 to fill the vacancy created by the resignation of Muril Clift. He was re-elected in the

November 8, 2016 General Election, thus the person appointed will only fill the office until the winner of the next General Election, to be held November 6, 2018, is qualified. The winner of that election will then fill the remainder of the term, which expires in December of 2020.

In lieu of making an appointment, the remaining members of the Board may, within sixty (60) days of the effective date of the vacancy, call an election to fill the vacancy. The election shall be held on the next available election date that is one hundred thirty (130) or more days after the vacancy occurs. It should also be noted that if the vacancy is not filled by the Board, or if the Board has not called an election within sixty (60) days of the vacancy, the County Board of Supervisors may fill the vacancy within ninety (90) days of the vacancy or the Board of Supervisors may order the District to call an election to fill the vacancy.

State law does not require any specific procedure when a community services district board of directors seeks to fill a vacancy by appointment. At its October 26, 2017 regular meeting, the Board appointed an ad hoc committee to develop the procedure by which the vacancy created by the resignation of Vice President Sanders would be filled and make recommendations to the Board. The ad hoc committee provided information and recommendations at the November 16, 2017 regular meeting and agreed to meet again to further refine the process. Accordingly, it is appropriate for the Board of Directors to discuss and consider the recommendations of the ad hoc committee and select a procedure by which to fill the vacancy.

The Board of Directors should select a date for a Special Meeting to consider appointment. Staff posted a Notice of Vacancy on November 17, 2017 in order to satisfy the statutory requirement. The Notice of Vacancy advised that applications are available for those interested in applying for the vacancy, and such applications are due by December 1, 2017 at 4:00 p.m.

Attachment: Application for Appointment to CCSD Board of Directors to Fill Vacancy

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE___ FARMER ___ BAHRINGER___WHARTON

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

AMANDA RICE, President
HARRY FARMER, Vice President
JIM BAHRINGER, Director
AARON WHARTON, Director
VACANT, Director



OFFICERS:

JEROME D. GRUBER, General Manager
MONIQUE MADRID, District Clerk
TIMOTHY J. CARMEL, District Counsel

1316 Tamsen Street, Suite 201 • P.O. Box 65 • Cambria CA 93428
Telephone (805) 927-6223 • Facsimile (805) 927-5584

REVISED – November 17, 2017

APPLICATION FOR APPOINTMENT TO CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO FILL VACANCY EFFECTIVE OCTOBER 31, 2017

RETURN TO: DISTRICT CLERK
P.O. BOX 65
1316 TAMSEN STREET, SUITE 201
CAMBRIA, CA 93428

INSTRUCTIONS: Please complete each item below. All applications must be received at the Cambria Community Services District Office by Friday, December 1, 2017 at 4:00 p.m. For further information, please contact the District Clerk at 927-6223. This application shall be maintained for a period of one year only for the purpose of filling a director vacancy. **Please print in ink or type.**

DATE TO REMEMBER: Please be advised that the Cambria Community Services District Board of Directors has not yet scheduled a **Special Board Meeting** to interview the candidates.

APPLYING FOR: APPOINTMENT TO BOARD OF DIRECTORS – VACANT POSITION

Name: _____
(Last) (First) (Middle)

PRIMARY RESIDENCE

(Number) (Street)

(City) (Zip Code)

Are you a registered voter in Cambria? yes no

CONTACT INFORMATION

Home:

Business:

Mobile:

Email:

REFERENCES: Give names and addresses of three persons, not relatives, who have knowledge of your character, experience, community involvement, and abilities.

Name	Address	Telephone Number	Occupation
1.			
2.			
3.			

MEMBERSHIPS: (List any memberships on Boards, Commissions or Committees. Indicate whether past or current.)

District: _____

Other governmental agencies: _____

Are you or have you been employed by the District? yes no

CAMBRIA COMMUNITY SERVICES DISTRICT (CCSD)
General Question for Board Candidates
November 16, 2017

1. Why do you want to serve on the CCSD Board of Directors?