

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.E.**

FROM: Monique Madrid, Acting General Manager  
Paavo Ogren, Strategic and Organizational Advisor

Meeting Date: January 17, 2019      Subject: DISCUSSION AND CONSIDERATION OF APPOINTMENT OF FINANCE, RESOURCES & INFRASTRUCTURE, AND POLICY COMMITTEE MEMBERS AND TO PROVIDE OVERALL DIRECTION TO EACH COMMITTEE

**RECOMMENDATIONS:**

Staff recommends that the Board of Directors appoint members to the Finance, Resources & Infrastructure, and Policy Committees and provide overall direction to the committees as deemed appropriate. Staff is also seeking direction from the Board to create a bylaw template for the three (3) committees, bring the template back to the Board for approval, and then to provide it to the committees so that they can develop their own sets of bylaws for committee guidance.

**FISCAL IMPACT:** None.

**DISCUSSION:**

At the special meeting on January 3, 2019, the Board appointed one (1) Director to each of the standing committees, which is illustrated in the following table along with the other existing committee members.

**2019 COMMITTEE AND SUBJECT MATTER ASSIGNMENTS**

STANDING COMMITTEE ASSIGNMENTS			
	Director	Public Member	
<b>Finance</b>	Steidel	Ted Siegler Dewayne Lee Vacant Vacant Vacant	2019 TBD
<b>Resources &amp; Infrastructure</b>	Howell	Karen Dean Mike Lyons Vacant Vacant Vacant	2019 TBD
<b>Policy</b>	Rice	Vacant Vacant Vacant Vacant Vacant	2019 TBD

The Board also established that the committees will include five (5) members of the public, to be appointed by the Board after considering recommendations that may be provided by individual Board members. District staff has posted a notice of committee vacancies on the District's website at <https://www.cambriacsd.org/finance-policy-and-resources-infrastructure-standing-committee-vacancies> with an application for interested individuals to complete and submit. Applications received on or before Wednesday, January 16, 2019, will be provided to Board members (with copies available to the public) so that the Board can consider filling appointments at the January meeting.

In addition, at the January 3, 2019 meeting, the Board discussed providing general direction to the committees, while seeking detailed feedback from them. For example, the Board discussed that the role of Director, acting as the committee chair, would include: a) providing guidance to the committee, so that its efforts are aligned with District goals, b) setting the committee agenda, and c) staff coordination.

Staff also met with the Board President and Vice President during normal agenda review to discuss committee roles. The following is a list that the Board may wish to consider in providing direction or guidance to standing committees.

- The Director appointed to a committee shall be the committee chair, with the following roles:
  - To set the agendas.
  - To provide guidance.
  - To coordinate with staff.
  - To vote in the event of a tie.
- The committees shall appoint other officers:
  - The committees shall appoint a vice-chair and a secretary.
  - The secretaries shall be responsible for taking minutes of the meetings.
- The Board assigned specific goals to the committees, which are reflected in Attachment "A."
  - Committees need to review the goals and recommend priorities to the Board.
  - Committees should consider additional goals that they may wish to recommend to the Board.
  - Committees should develop mission statements or comparable statements for Board consideration that provide the public with an overall understanding of the purpose and scope of the committee.
  - Committees need to establish their meeting dates while considering the timing of Board meetings and the other committees.
  - Committees that choose to record their meetings will need to provide the recordings to staff to comply with records retention requirements.
- The committees shall provide direction to staff to identify and develop bylaws for review.
  - Staff will create a draft bylaw template for each standing committee.

- Committees need to review the bylaws that are developed and provide revisions to the Board. Committees can consider additional bylaws that they may wish to recommend to the Board.
- Staff will customize the bylaws based on the committees' recommendations.
- The committee bylaws will be brought forth to the Board for approval.

At the January 8, 2019 Resources and Infrastructure Committee meeting, the draft guidelines referenced below were considered. The committee recognized that the Board had set some direction and took action to recommend the following for Board consideration at this time:

1. Membership – The committee requests the ability to add additional members of the public to any ad-hoc committee established by the standing committee, so that that more than two members of the public can participate in ad-hoc deliberations while maintaining compliance with the Brown Act.
2. CCSD Director on committees? – No action was taken by the committee.
3. Liaison Members of each committee – The committee acted to recommend that the committee chairs of the Resource and Infrastructure Committee and the Finance Committee act as liaisons with each other to help ensure the efficient coordination between the two committees.
4. Terms of Service – The committee recommends two-year terms coinciding with normal election cycles, and that correspondence with committee members in December of each year requesting each public member confirm whether they will continue to serve for the second year.
5. Combining Committees – No action was taken by the committee.
6. Meeting Minutes and Recordings – The committee recommended that they should be allowed to:
  - a. Record meetings that will be downloaded to the District website and maintained for at least one year
  - b. Take “action” minutes
  - c. Allow public to submit written statements for the record
7. Timing of meetings – Item deferred until the full committee has been appointed by the Board.
8. Committee Officers – The committee requests that they are allowed to appoint a committee secretary from the public who may not be a committee member.
9. Concerns of the Infrastructure Committee - Item deferred until the full committee has been appointed by the Board, so that their statement can be prepared consistent with the Board's guidance on mission statements or an equivalent statement.

Lastly, similar to the Resources and Infrastructure committee, the Finance Committee agenda for January 10, 2019 includes an item to consider their structure and recommendations to the Board; however, the Finance Committee agenda was not available sufficiently in advance of the posting requirements for this agenda packet. As a result, the Finance Committee recommendations will be separately transmitted.

Attachments: T, Gray's Application for Resources & Infrastructure Standing Committee  
M, Dorin's Application for Resources & Infrastructure Standing Committee  
J, Webb's Application for Resources & Infrastructure Standing Committee  
B, Fowles's Application for Resources & Infrastructure Standing Committee  
M, Lyons's Application for Resources & Infrastructure Standing Committee

P, Nugent's Application for Resources & Infrastructure or Policy Standing Committee

J, Bahringer's Application for Policy Standing Committee

J, Nixon's Application for Policy Standing Committee

J, Rohrbaugh's Application for Policy Standing Committee

C, McDowell's Application for Finance Standing Committee

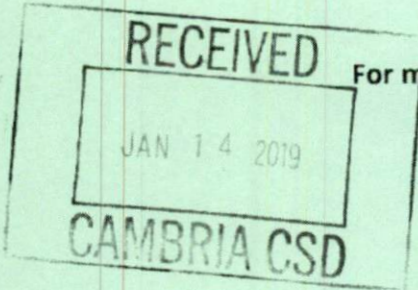
M, Maher's Application for Finance Standing Committee

M, Corne's Application for Finance Standing Committee

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BOARD ACTION:    Date \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

UNANIMOUS:    \_\_\_PIERSON\_\_\_ FARMER\_\_\_ RICE\_\_\_ STEIDEL\_\_\_ HOWELL\_\_\_



**COMMITTEE MEMBER APPLICATION**

For more information, please visit: [www.cambriacsd.org](http://www.cambriacsd.org)

Return the completed application to:  
Cambria Community Services District  
Attention: Deputy District Clerk  
P.O. Box 65  
1316 Tamsen Street, Suite 201  
Cambria, CA 93428

The Political Reform Act (Government Code Section 82000, etc. Seq.) requires most state and local government officials and employees to publicly disclose their personal assets and income. Individuals must also disqualify themselves from participating in decisions, which may affect their personal financial interests. Finance, Policy and Resources & Infrastructure Standing Committees are required by law to file a Statement of Economic Interest form.

STANDING COMMITTEE (Please include which committee you're applying for): Resource & Infrastructure

NAME: Dorin Melvin

Last First MI

Home Address: [Redacted] Cambria CA 93428

Street City Zip

Home Phone: \_\_\_\_\_ Cell Phone: [Redacted]

E-mail address: [Redacted]

I have been a registered voter at the address listed above since: 2014

Year

If less than 6 months, place and date of last voter registration: \_\_\_\_\_

Address Date

Are you a registered voter in Cambria?  yes  no

**Enter qualifications and interest in the position below.**

I successfully managed a \$64 million product line for a Fortune 500 company for over eleven years  
I owned and successfully managed a \$2 million/year small retail business for over four years  
I am thoroughly experience in financial and resource management and risk analysis  
I am interested in the Cambria Community and preserving our unique quality of life  
I have no financial conflicts in serving on the Resource & Infrastructure Committee

If additional space is needed, please use the reverse side of the application.

Signature: Melvin Dorin

Date: January 13, 2019



JAN 14 2019

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STANDING COMMITTEE (Please include which committee you are applying for): RESOURCES & INFRASTRUCTURE

NAME: WEBB JAMES S  
Last First MI

HOME ADDRESS: [REDACTED] CAMBRIA 93428  
Street City Zip

Home Phone: [REDACTED] Cell Phone: \_\_\_\_\_

E-mail address: [REDACTED]

I have been a registered voter at the address listed above since: 1988  
Year

If less than 6 months, place and date of last voter registration:  
Address Date

Are you a registered voter in Cambria?  yes  no

**Enter qualifications and interest in the position below.**

MANY YEARS OF INVOLVEMENT WITH PUBLIC RESOURCE AGENCY PROJECTS: 1998-1999  
NEARSHORE FISHERY MGMT PLAN, 2000-2007 MARINE LIFE PROTECTION ACT IMPLEMENTATION,  
2007-NOW CCRP (Fish tagging w/ Cal Poly.) B.S. in Philosophy/Psychology U of O

If additional space is needed, please use the reverse side of the application.

Signature: [Signature] Date: 1/14/19



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JAN 15 2019

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STANDING COMMITTEE (Please include which committee you're applying for): RESOURCES & INFRASTRUCTURE

NAME: FOWLES BRAD  
Last First MI

Home Address: [REDACTED] CAMBRIA 93428  
Street City Zip

Home Phone: \_\_\_\_\_ Cell Phone: [REDACTED]

E-mail address: [REDACTED]

I have been a registered voter at the address listed above since: 2017  
Year

If less than 6 months, place and date of last voter registration: \_\_\_\_\_  
Address Date

Are you a registered voter in Cambria?  yes  no

***Enter qualifications and interest in the position below.***

(SEE BACK) AS A DESIGNER/ARCHITECT INTERESTED IN  
INFRASTRUCTURE

If additional space is needed, please use the reverse side of the application.

Signature: [Signature] Date: 1/14/2019

**List of qualifications:**

- **Landscape Architecture UCLA, 1980**
- **Licensed California Contractor, 1985, # 472075**
- **Certified Landscape technician, 1982**
- **Chairman California Landscape Certification programs, 1986-1988**
- **Development of Landscape Standards City of Thousand Oaks, CA. 1988**
- **Water management certification through the California Landscape Association.**
- **Private Construction Business 1985 - 2015**





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CAMBRIA 550

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STANDING COMMITTEE (Please include which committee you're applying for): Resources & Infrastructure

NAME: Lyons Mike

Home Address: [Redacted] Cambria 93428

Street City Zip

Home Phone: [Redacted] Cell Phone: [Redacted]

E-mail address: [Redacted]

I have been a registered voter at the address listed above since: 2014  
Year

If less than 6 months, place and date of last voter registration: \_\_\_\_\_  
Address Date

Are you a registered voter in Cambria?  yes  no

**Enter qualifications and interest in the position below.**

current citizen member of Resources & Infrastructure Subcommittee,  
North Coast Advisory Council, Treasurer  
Land Use Committee, NCAC, co-chair

If additional space is needed, please use the reverse side of the application.

Signature: Mike Lyons

Date: January 11, 2019



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### COMMITTEE MEMBER APPLICATION

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JAN 16 2019

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CAMBRIA OSD

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STANDING COMMITTEE (Please include which committee you're applying for): Infrastructure & Resources, Policy

NAME: Nugent II Paul Darrel  
Last First MI

Home Address: [Redacted] Cambria 93428  
Street City Zip

Home Phone: [Redacted] Cell Phone: \_\_\_\_\_

E-mail address: [Redacted]

I have been a registered voter at the address listed above since: 2018  
Year

If less than 6 months, place and date of last voter registration: [Redacted]  
Address Date

Are you a registered voter in Cambria?  yes  no

**Enter qualifications and interest in the position below.**

I am a new member to the community that has taken specific interest and investment in addressing our communities opportunities since I have moved here. I have experience implementing business plans as well as being part of think tanks for organizations I have worked for in the past. I have first hand working experience from the scale of mom and pop businesses and being a business owner to working for one of the worlds largest corporations in operations and administration.

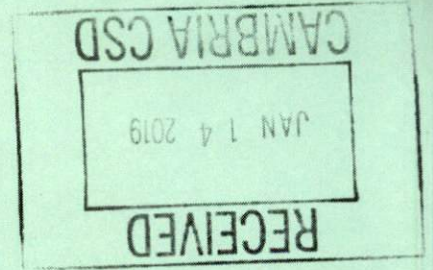
If additional space is needed, please use the reverse side of the application.

*More on back...*

Signature: [Signature]

Date: 1/11/2019

I feel that my experience and enthusiasm will make a positive impact on the CCSD achieving its goals for the community. I care about the people and natural resources of Cambria and its surrounding areas and would be honored to be able to make a contribution to better our position for years to come. Thank you.



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STANDING COMMITTEE (Please include which committee you're applying for): Policy Committee

NAME: Bahringer James P  
Last First MI

Home Address: [Redacted] Cambria CA 93428  
Street City Zip

Home Phone: [Redacted] Cell Phone: [Redacted]

E-mail address: [Redacted]

I have been a registered voter at the address listed above since: 1999  
Year

If less than 6 months, place and date of last voter registration: \_\_\_\_\_  
Address Date

Are you a registered voter in Cambria?  yes  no

**Enter qualifications and interest in the position below.**

Post Director CCS D

If additional space is needed, please use the reverse side of the application.

Signature: [Signature] Date: 01/14/19



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CAMBRIA OSD

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STANDING COMMITTEE (Please include which committee you're applying for): Policy Standing Committee

NAME: Nixon John S

Last First MI

Home Address: [Redacted] Cambria 93428

Street City Zip

Home Phone: [Redacted] Cell Phone: [Redacted]

E-mail address: [Redacted]

I have been a registered voter at the address listed above since: 2011  
Year

If less than 6 months, place and date of last voter registration: \_\_\_\_\_  
Address Date

Are you a registered voter in Cambria?  yes  no

***Enter qualifications and interest in the position below.***

As a permanent resident of Cambria, I am eager to serve the community. I am a member of the North Coast Advisory Council, and a board member of the Cambria Scarecrow Festival and of the Friends of the Fiscalini Ranch Preserve. As a retired college president, I have significant experience in organizational management, human resources, public policy, and leadership. I believe that my experience and commitment to Cambria will serve the committee well.

If additional space is needed, please use the reverse side of the application.

Signature: [Handwritten Signature]

Date: January 12, 2019



JAN 16 2019

### COMMITTEE MEMBER APPLICATION

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STANDING COMMITTEE (Please include which committee you're applying for): POLICY

NAME: ROHRBAUGH JOHN W  
Last First MI

Home Address: [REDACTED] CAMBRIA 93428  
Street City Zip

Home Phone: [REDACTED] Cell Phone: [REDACTED]

E-mail address: [REDACTED]

I have been a registered voter at the address listed above since: 2016  
Year

If less than 6 months, place and date of last voter registration: \_\_\_\_\_  
Address Date

Are you a registered voter in Cambria?  yes  no

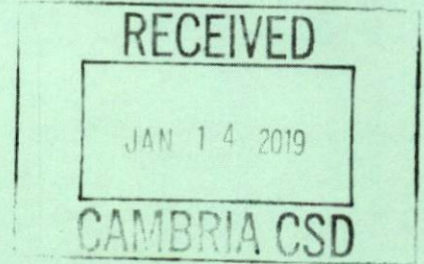
**Enter qualifications and interest in the position below.**

RETIRED: PROFESSOR OF PUBLIC ADMINISTRATION AND PUBLIC POLICY  
STATE UNIVERSITY OF NEW YORK - ALBANY (1977 - 2015)  
ASSOCIATE DEAN, ROCKEFELLER COLLEGE OF PUBLIC  
AFFAIRS AND POLICY

FELLOW, NEW YORK STATE ACADEMY OF PUBLIC ADMINISTRATION

If additional space is needed, please use the reverse side of the application.

Signature: John W. Rohrbaugh Date: 1/16/19



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STANDING COMMITTEE (Please include which committee you're applying for): Finance

NAME: McDowell Cheryl G.

Home Address: [Redacted] Cambria 93428

Home Phone: [Redacted] Street [Redacted] City [Redacted] Zip [Redacted]

E-mail address: [Redacted]

I have been a registered voter at the address listed above since: 1986

If less than 6 months, place and date of last voter registration: Year

Are you a registered voter in Cambria?  yes  no

**Enter qualifications and interest in the position below.**

I have an accounting background which includes payroll, A/P, A/R, P&L, withholding taxes, workers compensation, Cal Pers, bank reconciliation stmts, purchase orders, etc.

I have participated at the finance meetings & feel I would be an asset to this committee.

If additional space is needed, please use the reverse side of the application.

Signature: Cheryl McDowell Date: 1/11/19



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CAMBRIA OSD

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STANDING COMMITTEE (Please include which committee you're applying for): Finance

NAME: Mahe Mary C.  
Last First MI

Home Address: [Redacted] Cambria, CA 93428  
Street City Zip

Home Phone: [Redacted] Cell Phone: [Redacted]

E-mail address: [Redacted]

I have been a registered voter at the address listed above since: May 2018  
Year

If less than 6 months, place and date of last voter registration: [Redacted] Cambria  
Address Date

Are you a registered voter in Cambria?  yes  no

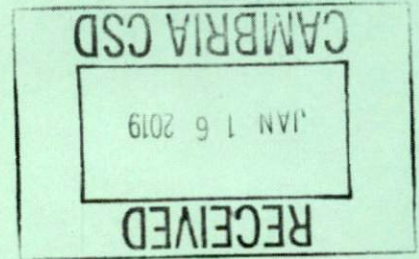
Enter qualifications and interest in the position below.

I have a degree in Industrial Engineering and worked for Boeing for 27 years in various capacities. My 2 most recent assignments were: Business Manager - led 13 business teams across the Boeing enterprise in the management and oversight of a \$1B budget. Project Manager - led interdisciplinary team in the implementation of enterprise manufacturing and procurement systems.

I am interested in working together with others to help improve the operation of the CCSD.  
If additional space is needed, please use the reverse side of the application.

Signature: Mary C. Mahe Date: 1-15-19





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STANDING COMMITTEE (Please include which committee you're applying for): FINANCE

NAME: CORNE MARVIN H.  
Last First MI

Home Address: [REDACTED] CAMBRIA, CA 93428  
Street City Zip

Home Phone: [REDACTED] Cell Phone: [REDACTED]

E-mail address: [REDACTED]

I have been a registered voter at the address listed above since: 1  
Year

If less than 6 months, place and date of last voter registration: \_\_\_\_\_  
Address Date

Are you a registered voter in Cambria?  yes  no

**Enter qualifications and interest in the position below.**

43 YEARS IN BANKING + FINANCE RETIRED PRES. + CEO WORLD FINANCIAL  
CAPITAL BANK MANAGEMENT POSITIONS WITH Citi group, Morgan Stanley,  
DEAN WITTER, ASSOCIATES FIRST CAPITAL AND OTHERS SERVED ON BOARDS OF  
MANY NON-PROFIT ORGANIZATIONS BBB EAST IN STATE U.  
PLAN TO LIVE IN CAMBRIA REST OF MY LIFE - WANT TO CONTRIBUTE WHAT I  
CAN.

If additional space is needed, please use the reverse side of the application.

Signature: [Handwritten Signature] Date: 1/16/19