

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
Thursday, January 16, 2020 2:00 PM

**1. OPENING**

**A. Call to Order**

President Farmer called the meeting to order at 2:00 p.m.

**B. Pledge of Allegiance**

President Farmer led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

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

Staff present: General Manager John F. Weigold IV, District Counsel Timothy Carmel, Administration Department Manager Monique Madrid and Finance Manager Pamela Duffield.

**D. Report from Closed Session**

District Counsel reported the Board provided direction to labor negotiators, which resulted in item 4A on today's agenda, and briefly discussed the General Manager's performance and potential litigation. There was no formal action to report. On January 9, 2020, during the Special Meeting, the Board discussed the General Manager's performance at length.

Director Rice stated for future agendas we don't follow the estimated time listed on the agenda.

President Farmer stated it always says fifteen minutes, but we know that's not the way it works out.

**E. Agenda Review: Additions/Deletions**

President Farmer asked for any additions or deletions. There were none.

Director Rice commented that the time allotted for each agenda item may be inaccurate. It should reflect the actual time anticipated.

**2. ACKNOWLEDGEMENTS AND PRESENTATIONS (Estimated Time: 5 Minutes per item)**

**A. PROS Chairman's Report**

PROS Chairman Steve Kniffen provided a brief review of PROS Commission meeting and goals. There is work being done to attain grant money from the Cambria Tourism Board.

**3. PUBLIC COMMENT (Estimated time: 30 minutes. At President's discretion additional comments may be heard at the end of meeting.)**

Public Comment:  
Christine Heinrich  
Elizabeth Bettenhausen  
Hank Kruzciak

**4. CONSENT AGENDA (Estimated time: 15 Minutes)**

**A. CONSIDERATION OF ADOPTION OF RESOLUTION 01-2020 RATIFYING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CAMBRIA COMMUNITY SERVICES DISTRICT AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 620 AND ADOPTION OF RESOLUTION 02-2020 AMENDING THE DISTRICT'S SALARY SCHEDULE**

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

Director Rice acknowledged negotiations happened in closed session. The MOU is a 5-year contract. She had specific questions regarding longevity pay and prior salary schedules which were answered. The General Manager responded to my questions. One item we did in this negotiation is separate the office and operations and maintenance employees into two groups. The two groups will be getting two different increases. Operators and Maintenance positions have been near the bottom of the pay scale whereas the office wasn't at the bottom of the salary list. This is the reason the Maintenance and Operations are getting a bigger raise to better align with the office staff. One concern is Admin Leave which only applies to Admin Staff and not for the Operations and Maintenance group. The salary schedule shows the columns for longevity pay but nothing for exempt employees. She wanted a five-year salary schedule and has concerns about one group receiving Admin Leave when the other group doesn't. She doesn't want to hold up the contract for that reason.

**Title: Motion to approve the consent agenda as exists.**

*Made by: Director Pierson*

*Director Howell seconded the motion.*

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

**Roll Call Vote:**

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

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

**A. DISCUSSION ON THE ISSUANCE OF INTENT TO SERVE LETTERS AND POSITION TRANSFERS**

Mr. Weigold introduced the item and advised that staff is available to provide a presentation.

Public Comment:  
Mike Lyons  
Christine Heinrich  
Ryan Broysma  
Elizabeth Bettenhausen

Ms. Bland provided a presentation with information regarding Intent to Serve letters and Will Serve letters.

Director Pierson asked for a list of positions to be provided to the full Board.

Director Rice stated number 2 remodels on page 46 of agenda packet, cannot exceed their current EDU allocation. She indicated she has a list of questions that she would like to have the Board review. She wants to ensure the General Manager has the money to fund the work required to be performed. She asked about lot retirements, transfers and mergers.

Director Howell asked to review the Municipal Code and perhaps also have it sent to the Policy Committee and have them provide a series of recommendations.

President Farmer and Director Howell discussed revisiting policy and determine if issuing Intent to Serve letters should be the decision of staff and the General Manager or if it should come before the Board for discussion with the public.

Director Rice stated the Board could look at a policy that would require approval for any project that requires retrofit points or impact fees.

## **B. DISCUSSION AND CONSIDERATION OF ANNUAL REVIEW OF BOARD OF DIRECTORS BYLAWS**

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

Public Comment:

Mike Lyons

Elizabeth Bettenhausen

Director Rice asked to add guidelines for the release of the agenda packet (page 54, #3 agendas) and language in agenda section related to releasing the agenda packet, either complying to the 72-hours or on Friday. If something isn't ready for publishing, then it is pulled. We should have a reasonable amount of items on the agenda for a three hour limit. She'd like to see number 6.3.C Authority of the Directors and we should add oversight and evaluation to appointment. We should possibly consider adding information about District Counsel. Other things are minor language changes in section 9 regarding the committee section and Mr. Lyon's suggestions seem to be more appropriate for committee bylaws. Under 7.1 Communication, when the Board members asking for information, the General Manager should provide the response to all Board members.

Director Pierson asked to add a paragraph on how to fill vacancies with a resignation under section 1. Do we want to put in something about transitioning and making sure that the Vice President is not up for election in the year that he/she is serving? There's some transition of agenda knowledge going forward.

Director Pierson suggested forming an ad hoc committee to come back in February with recommendations and work with staff.

President Farmer would like to form an ad hoc committee to come back with revisions. He suggested appointing Director Rice and himself.

Director Pierson stated the task is to work with staff to make revisions to the Board Bylaws and put in context for the Board of Directors to vote on individual items at the February meeting.

Director Howell wants to see the vacancy process, organize the election of officers and appointment to committees with a friendly process.

The Board reached consensus to form an ad hoc committee consisting of President Farmer and Director Rice to work with staff to make revisions to the Board of Director Bylaws and to bring this item back for Board discussion at the February meeting.

The Board took a break at 3:51 p.m.

The Board reconvened at 4:00 p.m.

**C. DISCUSSION AND CONSIDERATION TO DEVELOP THE BOARD'S STRATEGIC FOCUS AND PLAN**

Mr. Weigold introduced the item and provided information to the Board to discuss and consider creation of a strategic focus. This is intended to be a guide for the Board, community, staff and committee members. He suggests setting up an ad hoc committee to determine a facilitator. The facilitator can meet with staff.

Public Comment:  
Christine Heinrichs  
Elizabeth Bettenhausen

Director Rice supports this process to get this together. Facilitator would be useful to stay focused. NCAP and goals may be good to include in the guiding principles. The County's goals are different from CCSD goals.

Vice President Steidel agrees with Director Rice's statement of having a facilitator to allow all Board members to participate. She believes in this idea and lack of having some of these things in place has caused CCSD to be a reactive agency instead of proactive agency.

Director Pierson recommends forming an ad hoc committee to work with staff and get a facilitator. The ad hoc committee would specifically work with staff in finding a consultant and bringing back to the Board a plan with proceeding with a consultant A or consultant B.

Vice President Steidel volunteered to be an ad hoc committee member.

Director Howell has one reservation about the direction and plan to move forward. Boards are temporary and behooves us as we move forward to whatever planning involves engaging the public for substantial agreement.

**Title: Moved to approve an ad hoc committee with Director Steidel and Director Pierson as members to put together an initial plan for Board's Strategic Focus and Plan.**

*Made by: Director Rice*

*Director Howell seconded the motion.*

**Motion Passed Ayes - 4 Nays - 1 (Farmer) Absent - 0**

**Roll Call Vote:**

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

**D. DISCUSSION AND CONSIDERATION TO APPOINT AN AD HOC COMMITTEE TO EXPLORE THE POTENTIAL CREATION OF A REGIONAL WASTEWATER FACILITY**

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

Public Comment:  
Hank Kruziac  
Christine Heinrich

Director Pierson recommends the ad hoc committee consist of President Farmer and Director Rice.

**Title: Moved to establish an ad hoc committee to explore the potential creation of a regional wastewater facility with the participants of that ad hoc committee be President Farmer and Director Rice.**

*Made by: Vice President Steidel*

*Director Pierson seconded the motion.*

Director Rice stated she can't participate in the committee.

President Farmer would be willing to be on the Ad Hoc Committee.

Director Howell would volunteer to be on the Ad Hoc Committee.

**Title: Moved to amend the motion to have the participants for the said ad hoc committee be President Farmer and Director Howell.**

*Made by: Vice President Steidel*

*Director Pierson seconded the motion.*

**Motion Passed Ayes - 4 Nays – 1 (Rice) Absent - 0**

**Roll Call Vote:**

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

**Nays: Rice**

**E. DISCUSSION AND CONSIDERATION OF ADOPTION OF POLICY 1030: CODE OF ETHICS AND TO DEVELOP AN APPROACH FOR IMPLEMENTING AND UNDERSTANDING THE POLICY**

Director Rice left the meeting at 4:37 p.m.

Mr. Weigold introduced the item and turned it over to Director Howell who provided a brief summary. He asked the Board to hold off on core values as it's intended to be part of the Strategic Focus.

Public Comment:  
Christine Heinrichs

Vice President Steidel listed these items:

1. Section A: would recommend some language changes.
2. Section B: to promote and maintain high standards. What is highest?

Director Pierson stated he is not in favor of legislating ethics of others. We have training every year and we don't need to legislate behavior.

Vice President Steidel agreed with Director Pierson.

Public Comment:  
Claudia Harmon

Director Howell recommends the Board thank the Policy Committee for their work.

**F. DISCUSSION AND CONSIDERATION OF APPROVAL OF RESOURCES & INFRASTRUCTURE COMMITTEE'S PROPOSED MISSION STATEMENT, OBJECTIVES AND GOALS**

Mr. Weigold introduced the item and turned it over to Director Pierson who provided a brief summary.

**Title: Moved to continue the meeting to 5:30 p.m.**

*Made by: Director Pierson*

*Vice President Steidel seconded the motion.*

**Motion Passed Ayes - 4 Nays - 0 Absent – 1 (Rice)**

**Roll Call Vote:**

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

Public Comment:  
Christine Heinrichs

**Title: Moved to adopt the Resources and Infrastructure Committee's proposed mission statement, goals and objectives.**

*Made by: Director Howell*

*Vice President Steidel seconded the motion.*

**Motion Passed Ayes - 4 Nays - 0 Absent – 1 (Rice)**

**Roll Call Vote:**

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

**6. FUTURE AGENDA ITEM(S) (Estimated time: 15 Minutes)**

President Farmer asked for any future agenda items. He would like to discuss and determine the appropriate email retention policy for the District in February and consider putting the discussion of future agenda items at the beginning of the meeting and at the end of the meeting.

The Board reached consensus to put the future agenda item on the February agenda.

Director Howell suggests the Policy Committee could work on the email retention policy with staff.

Director Pierson suggests the Board review it first.

The Board reached consensus to put the email retention policy on the February agenda.

**7. ADJOURN TO CLOSED SESSION (Estimated time 60 Minutes)**

President Farmer asked for public comment. There was none.

President Farmer adjourned the meeting to closed session at 4:51 p.m.

**A.** Public Comment

**B.** CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6 Agency Designated Representatives: General Manager, John F. Weigold, IV and Che Johnson; Employee Group: International Association of Fire Fighters (IAFF)