

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, December 13, 2018 2:00 PM

1. OPENING

A. Call to Order

President Rice called the meeting to order at 2:02 p.m.

B. Pledge of Allegiance

President Rice led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors present: Amanda Rice, Harry Farmer and David Pierson.

Staff Present: Acting General Manager Monique Madrid, District Counsel Timothy Carmel, Finance Manager Pamela Duffield, District Engineer Bob Gresens and Deputy District Clerk Haley Dodson.

President Rice asked that the Board consider switching agenda review and election of Board of Director Officers. The Board agreed.

D. Accept Certification by San Luis Obispo County Clerk-Recorder of November 6, 2018 Election Results

The Board accepted certification by the San Luis Obispo County Clerk-Recorder for the November 6, 2018 election results.

E. Administer Oath of Office to Newly Elected Directors

Haley Dodson administered the Oath of Office to David Pierson, Cindy Steidel and Donn Howell.

F. Election of Board of Director Officers

President Rice opened the nominations for President.

Director Howell moved to nominate David Pierson as President.

Director Steidel seconded the motion.

Public Comment:

Tom Gray
Christine Heinrichs
Donald Archer

President Rice closed the nominations for President.

Roll Call Vote:

Director Howell- Aye
Director Steidel- Aye
Director Pierson- Aye
Director Farmer- Aye
Director Rice- Aye

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

President Pierson opened the nominations for Vice President.

Director Rice moved to nominate Donn Howell as Vice President.

The motion died for the lack of a second.

Director Howell moved to nominate Harry Farmer as Vice President.

Director Steidel seconded the motion.

Roll Call Vote:

Director Howell- Aye
Director Steidel- Aye
Director Rice- Nay
Director Farmer- Aye
President Pierson- Aye

Motion Passed 4-Ayes (Howell, Steidel, Farmer, Pierson), 1-Nay (Rice), 0-Absent

G. Agenda Review: Additions/Deletions

President Pierson asked for any additions or deletions.

There were no additions or deletions.

H. Report from Closed Session

District Counsel reported there was no formal action, but that the Board discussed the status of the recruitment of a General Manager.

2. PUBLIC SAFETY (Estimated time 5 Minutes per item)

A. Sheriff's Department Report

Commander Manuelle provided a summary of recent activities in Cambria for the Sheriff's Department.

B. CCSD Fire Chief's Report

Chief Hollingsworth provided a report of recent activities in Cambria.

Public Comment:

Elizabeth Bettenhausen
Kathe Tanner

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

Public Comment:
Elizabeth Bettenhausen

4. CONSENT AGENDA (Estimated time: 15 Minutes)

- A. CONSIDERATION TO ADOPT THE OCTOBER 2018 AND NOVEMBER 2018 EXPENDITURE REPORTS
- B. CONSIDERATION TO ADOPT THE NOVEMBER 15, 2018 REGULAR MEETING MINUTES
- C. CONSIDERATION OF ADOPTION OF RESOLUTION 41-2018 APPOINTING TERI LORD TO THE PARKS, RECREATION AND OPEN SPACE COMMITTEE
- D. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 37-2018 AMENDING DISTRICT SIGNATORIES FOR MANAGEMENT OF LOCAL AGENCY INVESTMENT FUND (LAIF) MONIES
- E. CONSIDERATION OF ADOPTION OF RESOLUTION 42-2018 UPDATING THE ASSIGNMENT OF BANKING POWERS FOR CAMBRIA COMMUNITY SERVICES DISTRICT

President Pierson asked for any items to be pulled.

Director Rice pulled item 4.C.

Public Comment:
None

Director Rice moved to approve the consent agenda with the exception of item 4.C.

Director Steidel seconded the motion.

Roll Call Vote:
Director Rice- Aye
Director Steidel- Aye
Director Howell- Aye
Vice President Farmer- Aye
President Pierson- Aye

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

Director Rice moved to approve item 4.C. and recognized Teri Lord for volunteering to step up for this.

Director Howell seconded the motion.

Roll Call Vote:
Director Rice- Aye
Director Howell- Aye
Director Steidel- Aye
Vice President Farmer- Aye
President Pierson- Aye

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

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

A. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 38-2018 ESTABLISHING THE 2019 CCSD REGULAR BOARD MEETING SCHEDULE

Acting General Manager Madrid introduced the item and provided a brief summary of the item.

President Pierson suggests having two meetings a month.

Director Howell agrees with having two meetings a month and suggests consideration of an evening meeting.

Director Rice suggested setting two meetings in January. One meeting would be a town hall meeting to discuss the 2019 goals and another meeting for regular Board business.

Director Howell moved to have the January meeting as proposed and to have a town hall meeting to discuss the matter and have the executive committee meet with staff and determine costs and problems with having two meetings a month.

President Pierson suggests amending the motion to include committees and designation of who is on each committee and a meeting to discuss 2019 goals at the town hall meeting.

Director Howell accepted the amendment.

There was no roll call vote.

District Counsel stated that the bylaws require that we establish regular meeting dates and times by resolution and the resolution needs to be modified.

President Pierson moved that the January and February meetings both be at 2:00 p.m.

Director Rice seconded the motion.

There was no roll call vote.

District Counsel stated the title will be changed to a Resolution of the Board of Directors of the Cambria Community Services District Establishing the January and February 2019 CCSD Regular Meeting Dates. Be it resolved that the Board of Directors of the Cambria Community Services District does hereby establish the January regular meeting date as January 17, 2019 at 2:00 p.m. and the February regular meeting date as February 28, 2019 at 2:00 p.m.

Director Rice moved to approve Resolution 38-2018 as amended by District Counsel.

Vice President Farmer seconded the motion.

Roll Call Vote:
Director Rice- Aye
Vice President Farmer- Aye
Director Steidel- Aye
Director Howell- Aye
President Pierson- Aye

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

Director Rice asked to set a date for the town hall meeting.

President Pierson stated the town hall meeting will be a special meeting and will consist of discussing the formation of standing committees, committee assignments and 2019 Board goals.

Director Rice moved to set a special meeting town hall meeting to discuss committee assignments, organization and 2019 Board goals on January 3, 2019 at 5:30 p.m.

Director Howell seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Howell- Aye

Director Steidel- Aye

Vice President Farmer- Aye

President Pierson- Aye

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

B. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 39-2018 ESTABLISHING A 180-DAY WAIT PERIOD EXCEPTION AND TO HIRE ROBERT GRESENS AS A RETIRED ANNUITANT

Acting General Manager Madrid introduced the item and provided a brief summary of the item.

Public Comment:

Christine Heinrichs

Director Rice moved to approve Resolution 39-2018 establishing a 180-day wait period exception and to hire Robert Gresens as a retired annuitant.

Director Steidel seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Steidel- Aye

Director Howell- Aye

Vice President Farmer- Aye

President Pierson- Aye

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

C. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 40-2018 AMENDING THE DISTRICT SALARY SCHEDULE TO ESTABLISH A PAY SCHEDULE FOR THE POSITION OF STRATEGIC AND ORGANIZATIONAL ADVISOR AND APPROVAL OF AN EMPLOYMENT AGREEMENT WITH PAAVO OGREN

Acting General Manager Madrid introduced the item and turned it over to District Counsel, who provided a brief summary of the item.

Public Comment:

Christine Heinrichs

Mr. Ogren was available to answer questions.

Director Rice moved to adopt Resolution 40-2018 amending the district salary schedule to establish a pay schedule for the position of Strategic and Organizational Advisor and approval of an employment agreement with Paavo Ogren.

Director Steidel seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Steidel- Aye

Director Howell- Aye

Vice President Farmer- Aye

President Pierson- Aye

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

Mr. Ogren provided the Board with an introduction.

D. DISCUSSION AND CONSIDERATION OF PURCHASE OF A SERVICE/CRANE TRUCK AND APPROVAL OF RESOLUTION 43-2018 TO FINANCE THE PURCHASE

Acting General Manager Madrid introduced the item and turned it over to District Engineer Robert Gresens, who provided a brief summary of the item.

Director Rice moved to purchase a service/crane truck with cash from the Wastewater Department Fund.

Director Howell seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Howell- Aye

Director Steidel- Nay

Vice President Farmer- Aye

President Pierson- Nay

Motion Passed: 3-Ayes (Rice, Howell, Farmer), 2-Nays (Steidel, Pierson), 0-Absent

The Board took a 5-minute break and reconvened at 4:38 p.m.

E. DISCUSSION AND CONSIDERATION OF APPROVAL OF BUDGET POLICY

Acting General Manager Madrid introduced the item and turned it over to Director Howell, who provided some revisions to the policy.

The Board discussed the policy and suggested revisions.

Director Steidel discussed the final revisions to the budget policy:

1.F. Overhead allocation: allocation to the enterprise funds are necessary, should be is necessary.

2.D. second paragraph: temporary employees will be represented in chart of the number of staffing to fill the need of District, should be temporary employees represented in org chart to give a clear picture of the staffing required to fill the needs of the District.

Item 1: second paragraph, third bullet establish spending controls, insert District needs and Board objectives.

The next paragraph down, "or" other policies.

Page 2:

D: second paragraph next to last sentence, temporary employees will be represented in org chart to give a clear picture of the staffing required to fill the needs of the District.

E: second sentence. Each year prior to budget preparation, the GM should evaluate the needs and solicit appropriate committee feedback relative to acquiring or replacing.

Page 3:

Under F overhead allocation the last sentence the word are is changed to is necessary.

3rd paragraph single sentence: the best method of the four criteria defined above.

G: second paragraph first sentence arbitrary changed to discretionary.

H: Structure the last sentence must contain the best estimates of the following Loan repayments: spaces after loan emergency.

Add departments to Overhead Allocation.

Remove reference to Proposition 218.

Director Rice moved to approve the budget policy as amended by Director Steidel.

Director Howell seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Howell- Aye

Director Steidel- Aye

Vice President Farmer- Aye

President Pierson- Aye

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

F. DISCUSSION REGARDING AMENDING SECTION 8.04.110 OF THE CCSD MUNICIPAL CODE RELATING TO THE AFFORDABLE HOUSING PROGRAM AND PROVIDING DIRECTION TO STAFF

Acting General Manager Madrid introduced the item and turned it over to District Counsel, who provided a brief summary of the item.

President Pierson suggested giving the item back to staff to come up with clear verbiage of what the old ordinance says and what the new one says and to add the breakdown to the staff report. The County has a provision for enforcement and that information will make it much clearer how the Board can move forward. He made a phone call to Peoples' Self-Help Housing and they are going to be in front of the Planning Commission on 1/10/2019; they asked if the Board would support their position. He

stated he didn't know if the Board could pass a resolution here to support them because it's not on the agenda, but it would be appropriate for someone to go to the meeting. There would be two years of funding and construction would start as early as 2021.

Director Rice stated the County will update the housing element. This is a timely change a little ahead of schedule and she tends to think that there are some issues with changes. If District Counsel thinks it's not much of a workload going forward, Director Rice does want to incentivize the lowest side and would like to see something preventing it from becoming a hotel.

Director Pierson would suggest establishing an ad hoc to work with District Counsel.

President Pierson would like Director Rice and Director Steidel to work with District Counsel to come up with proper wording and work on 50% off on connection fees.

G. DISCUSSION REGARDING POTENTIAL EXPANSION OF FIRE HAZARD FUEL REDUCTION PROGRAM AND DEVELOPMENT OF A DEFENSIBLE SPACE PROGRAM

Acting General Manager Madrid introduced the item and turned it over to Chief Hollingsworth, who provided a brief summary of the item.

Public Comment:
Crosby Swartz

Director Howell moved to direct staff to pursue it at a lower level and bring it back to the Board at some point with more information.

President Pierson suggesting letting the Fire Safe Focus Group do the study and bring the information to the Board.

The Board reached consensus to do this.

H. DISCUSSION AND CONSIDERATION OF APPROVAL OF A CONSULTANT SERVICES AGREEMENT WITH CIO SOLUTIONS AND TO AUTHORIZE THE ACTING GENERAL MANAGER TO EXECUTE THE AGREEMENT

Acting General Manager Madrid introduced the item and provided a brief summary of the item.

Director Rice moved to approve a consultant services agreement with CIO Solutions and to authorize the Acting General Manager to execute the agreement.

Director Howell seconded the motion.

Roll Call Vote:
Director Rice- Aye
Director Howell- Aye
Director Steidel- Aye
Vice President Farmer- Aye
President Pierson- Aye

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

I. DISCUSSION AND CONSIDERATION TO APPOINT A DELEGATE TO VOTE ON BEHALF OF THE CCSD FOR THE LAFCO SPECIAL DISTRICT REPRESENTATIVE AT THE ANNUAL CALIFORNIA SPECIAL DISTRICT

ASSOCIATION MEETING; CONSIDERATION OF ALTERNATIVE QUORUM PROCEDURE, NOMINATING A BOARD MEMBER AS A CANDIDATE, AND SELECTION OF A CANDIDATE TO SUPPORT

District Counsel introduced the item and provided a brief summary of the item.

Director Rice moved to appoint President Pierson to represent the District at the CSDA annual meeting and to approve the alternative quorum procedure.

Director Steidel seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Steidel- Aye

Director Howell- Aye

Vice President Farmer- Aye

President Pierson- Aye

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

6. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

A. Board Member, Committee and Liaison Reports

Vice President Farmer attended the PROS meeting and addressed the PROS goals regarding establishing bike paths and installing bike racks in Cambria. They discussed moving the Schoolhouse to the Pocket Park at the end of Bridge Street and making a possible easement across the creek into Tin City. The move needs to take place by February 2020. The FHFRP had 18 Cal Poly students plant seedlings in the forest for Monarch butterflies. The Forest Committee had three grants regarding the Monterey Pine plan. The NCAC meeting was on 11/28 and a new facility opened on 12/3 next to the Chevron station. There will be a meeting on vacation rentals at the next NCAC meeting on 1/16 at the Vets Hall from 5:30 p.m.- 6:30 p.m. The regular NCAC meeting will follow at 6:30 p.m.

Director Rice reported that she's resigning from the Finance Committee, so there isn't a Brown Act issue. The emergency access road seriously misrepresented the Board discussion; she wrote a letter and it went through District Counsel. It was fairly significant.

President Pierson would like the PROS recommendation on next month's agenda.

i. Infrastructure Committee Report

Karen Dean provided a report to the Board.

Director Rice moved to extend the time past the four-hour limit to 6:45 p.m.

Director Steidel seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Steidel- Aye

Director Howell- Aye

Vice President Farmer- Aye

President Pierson- Aye

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

ii. David Pierson - Finance Committee Report

President Pierson reported on the Finance Committee. They made progress on policies and created an Ad Hoc Committee and the Acting General Manager was able to go to a meeting and get a PowerPoint on how to write a Reserve Policy and it's being forwarded to the Ad Hoc Committee. The next meeting is on January 10, 2019 at the fire station to look at the mid-year budget and in February they will look at the final monies and budget for the rest of this fiscal year. The February meeting will be in the Vets Hall kitchen area.

7. MANAGER'S REPORT

A. Acting General Manager's Report

Acting General Manager Madrid provided a brief summary of the General Manager's report.

President Pierson asked that staff bring back list of mandatory trainings to the Board and said he would like to see a copy of the SDRMA report.

President Pierson doesn't want to repair streetlights. He would like PG&E to replace the lights.

B. Finance Manager's Report

Finance Manager Pamela Duffield provided a brief summary of the Finance Manager's report.

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

Director Rice would like to add amending the bylaws, which includes changes to the meeting schedule and potential changes to the 4-hour limit if the Board ends up with two meetings. She voiced the need to have the Historical Society issue before the Board and said she would like to see the street lighting information come to the Board, but that it doesn't have to be in January. She would like to create a policy to shut the lights off at night.

Director Rice moved to have a resolution recognizing the service of Director Bahringer. He's been here eight years and elected twice and he continues to want to serve the community. She thinks it would be appropriate to have one for Robert Gresens and Aaron Wharton as well.

President Pierson seconded the motion.

Roll Call Vote:

Director Rice- Aye

President Pierson- Aye

Director Steidel- Aye

Director Howell- Aye

Vice President Farmer- Aye

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

9. ADJOURN TO CLOSED SESSION (Estimated time 60 Minutes)

President Pierson adjourned to closed session at 6:22 p.m.

- A.** PUBLIC EMPLOYMENT Pursuant to Government Code Section 54957
Title: General Manager