

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS SPECIAL MEETING MINUTES**  
Thursday, January 3, 2019 5:30 PM

**1. OPENING**

**A. Call to Order**

President Pierson called the meeting to order at 5:30 p.m.

**B. Pledge of Allegiance**

President Pierson led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

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

Staff present: Acting General Manager Monique Madrid, Finance Manager Pamela Duffield, Strategic & Organizational Advisor Paavo Ogren and Deputy District Clerk Haley Dodson.

**2. REGULAR BUSINESS**

**A. DISCUSSION AND CONSIDERATION OF 2019 BOARD GOALS AND OBJECTIVES (Limited to 90 Minutes) (Public Comment Limited to 30 Minutes)**

Ms. Madrid introduced the item and provided a brief summary to the Board.

Public Comment:  
Christine Heinrichs  
Jim Bahringer  
Henry Kzrnick  
Mike Lyons  
Mike Calderwood  
Julia Stanert

President Pierson thanked the public for their comments and asked the Directors for their comments.

Director Howell thinks public outreach is the single most important thing to look at.

Vice President Farmer discussed his goals, objectives and priorities:

1. Hiring a General Manager
2. Realistically assessing staff and department needs
3. Being fiscally responsible
4. Spend more time on Water and Wastewater infrastructure needs and improvements
5. Creating standing committees for water efficiency and grant opportunities
6. Developing greater trust, openness and trust within our town

Director Steidel suggests looking at outsourcing some things due to staffing issues. We need to get to a point where we are not dealing with reactive management but solidifying what we do. We need strong policies. We need to look at policies and structure. I think the final permitting and the operation of the SWF is very important. We need to look at the District code for affordable housing.

Director Rice agrees that fewer goals is a good thing but it's good to have a 30,000-foot view. Communication, collaboration and a sense of putting things in order. It's important that we stay on the right side of our jobs which is to establish policies for the operation of the district. A review of our ordinances is critical. The Capital Improvement Plan seems more like a list of to-do's and not a road map of things to get done. We need to review the emergency services. We don't have an evacuation plan. We need to work with the County on affordable housing and the process for intent to serve letters. We should have listening sessions for the General Manager. We need a plan for going through the process. I reached out to Jon Rokke and I'm hoping we can set up a meeting regarding this project in a conceptual view and regarding the permits required. We need to see what we can do regarding vacation rentals. 1.10 should be a sub goal of 1.4.

President Pierson thinks the number one priority is emergency services and public outreach. He agrees that 1.10 should be a sub goal of 1.4.

Director Howell stated a broad goal is 1.3 advancing the District's strategic planning efforts. The BRPCC report is to implement the program as proposed is rather a lengthy process and in order to move forward is when and how the Emergency Water Supply will be used and it's dependent on the BRPCC plan being implemented. I suspect it will take more than a year to complete, but I firmly believe it needs to be agendized and discussed.

Public Comment:

Tony Church

Mike Lyons

Christine Heinrichs

President Pierson stated we've taken over 4 years to get the CDP and we still don't have it. It's important, we need to get it done and we need the County and Coastal Commission to approve it.

Mr. Ogren provided input. It's important to be able to be focus on decisions the community will make, decisions staff will make and decisions the Board will make. The energy reduction program and greenhouse gases are being addressed. Staff met with PG&E regarding replacing pumps, etc. This may be a goal of the Infrastructure Committee.

President Pierson would like to have a listening session regarding the vacancy of the General Manager next month. The Board decided on the following:

- 1.1 General Manager: Ad Hoc Committee with President Pierson and Director Rice.
- 1.2 Public Outreach: #1 goal for the full Board
- 1.3 Advance the District's Strategic Planning Efforts: Policy Committee
- 1.4 Complete the Regular Permitting and Other Actions Relating to the Sustainable Water Facility: Ad Hoc Committee
- 1.5 Finalize the Multi-Year Infrastructure Capital Improvement Program (CIP): Infrastructure Committee

- 1.6 Develop the Annual Prop 218 Rate Review Process: Finance Committee
- 1.7 Review the District Code and Consider Whether Direction Should be Provided to Draft Amendments: Policy Committee
- 1.8 Review the District Fee Schedule and Consider Whether Direction should be Provided to Make Amendments: Finance Committee
- 1.9 Emergency Services Review: Ad Hoc Committee
- 1.10 Buildout Reduction Program: Add to item 1.4
- 1.11 Committee and Liaison Goals: Board assigns goals, the committee achieves them, and the Board makes sure the committees are headed on the right path

Director Howell proposed that the minutes reflect a brief summary of public comment.

President Pierson suggests that if a member of the public wants to turn in a summary that they'd like to include in the recorded minutes, they can turn it into the District Clerk.

Director Howell agreed.

Public Comment:  
Mrs. Lee

President Pierson would like to take Jim Bahringer's suggestion of creating a mission statement and make it the #2 Board goal.

Public Comment:  
Julia Stanert  
Mike Calderwood

The Board took a break at 7:11 p.m. and reconvened at 7:17 p.m.

**B. DISCUSSION AND CONSIDERATION REGARDING STANDING AND AD HOC COMMITTEE AND LIAISON ASSIGNMENTS (Limited to 60 Minutes) (Public Comment Limited to 30 Minutes)**

President Pierson introduced the item and provided a brief summary. The first item of discussion is standing committees.

Public Comment:  
Jim Bahringer

President Pierson would like the difference between the PROS Commission and an Ad Hoc Committee.

Ms. Madrid gave a brief description of the differences.

Mr. Ogren stated the commission may have real powers even if they're subject to appeal to the Board of Supervisors. It's important we consult with legal counsel regarding Brown Act compliance.

Director Rice suggested a Board member or two present at the meetings. She suggests a Board member chair the meeting with no voting privileges and 6 total people.

Director Howell concurred with Director Rice. A chairman usually doesn't make a motion or have voting privileges.

Vice President Farmer stated Board members help run the committees more efficiently. My feeling in having attended the standing committee meetings is everyone is very comfortable with who is on the committee, whether it's a Board member or not. I'm fine if the Board member doesn't have voting privileges.

President Pierson agrees. I would agree that the standing committees didn't accomplish as much as the might have. I think that one public member recommended by each Director would be a fine way to go. If you're interested in joining a standing committee, please submit a statement of interest or qualifications so Board members will have a pool of people to choose from.

Director Howell moved to approve standing committees to have 5 members, 1 Board member, the Board approves the committee members being on the committee, and the Board member will be the Chairman with no voting privileges.

Director Steidel seconded the motion.

Roll Call Vote:

Director Howell- Aye

Director Steidel- Aye

Director Rice- Aye

Vice President Farmer- Aye

President Pierson- Aye

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

President Pierson asked how many standing committees are we going to have? I'm reluctant to burden staff with another standing committee, but it's needed. I would like to have a policy standing committee.

Director Steidel agrees to having three standing committees.

Director Rice stated we might be able to broaden the Infrastructure Committee to resource stewardship. Their goal would be to look at resources and infrastructure.

Vice President Farmer moved to have a Resources and Infrastructure Committee.

Director Rice seconded the motion.

Roll Call Vote:

Vice President Farmer- Aye

Director Rice- Aye

Director Howell- Aye

Director Steidel- Aye

President Pierson- Aye

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

Ms. Madrid recommends the committees work with staff on upcoming meeting dates.

Public Comment:

Karen Dean

Director Rice moved to have a standing Finance Committee and standing Policy Committee.

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

President Pierson suggested setting goals for the three standing committees, allow the committees to meet, discuss what they intend to accomplish and have the Board approve their goals after they've had a chance to review them. We need to appoint a Chairman for each standing committee.

Director Rice would like to be the Chairman on the Policy Committee.

Director Howell would like to be the Chairman on the Resources & Infrastructure Committee.

Director Rice recommended Director Steidel be the Chairman of the Finance Committee.

Director Rice moved that Director Howell will be Chair of the Resources and Infrastructure Committee, Director Steidel as the Chair of the Finance Committee and Director Rice as Chair of the Policy Committee.

Vice President Farmer seconded the motion.

Roll Call Vote:

Director Rice- Aye

Vice President Farmer- Aye

Director Howell- Aye

Director Steidel- Aye

President Pierson- Aye

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

The Board discussed Ad Hoc assignments and assigned Directors to the following ad hoc committees:

Tyler Incode - Director Howell and Vice President Farmer

Audit - President Pierson and Director Steidel

Grants - Move to Finance Standing Committee

SWF - President Pierson and Director Rice

Water Efficiency - Move to Resources & Infrastructure Committee

Emergency Services - President Pierson and Director Steidel

General Manager Search - President Pierson and Director Rice

Community Outreach - Move to Board goal

Director Rice moved to approve the Ad Hoc Committee assignments.

President Pierson seconded the motion.

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

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

The Board discussed liaison assignments and assigned Directors as follows:

CCHD Liaison – No longer needed  
NCAC Liaison – Director Howell  
Coast Unified School District Liaison – No longer needed  
Fire Safe Focus Group Liaison – President Pierson  
FFRP Liaison – Vice President Farmer  
Forest Committee Liaison – Vice President Farmer  
PROS Liaison – The PROS Commission Chairman or designee to speak at every regular Board meeting after the Fire Chief and update us on what they've done.  
San Simeon CSD Liaison– Director Rice  
Tourism Board Liaison– No longer needed  
Chamber of Commerce Liaison– No longer needed

Director Rice would like to coordinate with the Greenspace Committee.

Vice President Farmer will ask if they'd like a Board member involved with the Greenspace Committee.

Director Rice moved to approve the liaison assignments.

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

President Pierson stated that if the dining hall is available during the Farmer's Market, one Director could sit in the dining hall from 3:00 p.m. to 4:00 p.m. and have an open forum to answer questions and take comments.

The Board reached consensus to do this.

Vice President Farmer read his vision for Cambria.

### **3. ADJOURN**

President Pierson adjourned the meeting at 8:31 p.m.