



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF MARCH 4, 2024, ADJOURNED SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

An adjourned special meeting of the Board of Directors of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall, located at 1000 Main Street, Cambria, CA 93428, on Monday, March 4, 2024, at 9:00 AM

1. **OPENING**

1.A **Call to Order**

President Gray called the meeting to order at 9:00 a.m.

Director Dean moved to extend the meeting to 3:00 p.m.

Vice President Scott seconded the motion.

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

1.B **Pledge of Allegiance**

This item was done on February 26, 2024.

1.C **Establishment of Quorum**

A quorum was established.

Directors present: Tom Gray, Debra Scott, Harry Farmer, Karen Dean, and Michael Thomas.

Staff present: General Manager Matthew McElhenie, Assistant District Counsel David Hirsch, Administrative Department Manager Denize Fritz, Confidential Administrative Assistant Haley Dodson, Fire Chief Michael Burkey, Facilities & Resources Manager David Aguirre, Utilities Department Manager Jim Green, and Program Manager Tristan Reaper

Workshop participants: Dick Clark and David Pierson.

2. **PUBLIC COMMENT ON AGENDA ITEMS**

This item was discussed on February 26, 2024.

3. **REGULAR BUSINESS**

3.A **Receive Additional Community Input for Strategic Plan Accomplishments, Current Internal Strengths, Current Internal Weaknesses, Opportunities and Threats (SWOT) Analysis and Vision for Cambria**

This item was discussed on February 26, 2024.

3.B Discuss and Consider the Agenda and Preparations for the March 4, 2024 Strategic Planning Workshop

This item was discussed on February 26, 2024.

3.C On Monday, March 4, 2024, at 9:00 a.m., the Board of Directors Will Hold an Adjourned Special Meeting to Facilitate a Workshop to Update the Cambria Community Services District's (CCSD) Strategic Plan and Set a Date for the Next Strategic Planning Workshop

General Manager McElhenie introduced the item and provided a brief summary.

Mr. Clark provided a brief summary.

The Board of Directors and staff discussed the following items:

- Accomplishments of the Cambria Community Services District since the January 31, 2023 Strategic Planning Workshop.
- Current Internal Strengths of the Cambria Community Services District.
- Current Internal Weaknesses/Challenges of the Cambria Community Services District.
- External Factors/Trends (e.g., social, economic, political, environmental, technological, attitudinal) that will/might have a positive impact on the Cambria Community Services District.
- External Factors/Trends (e.g., social, economic, political, environmental, technological, attitudinal) that will/might have a negative impact on the Cambria Community Services District.

The Board of Directors and staff took a break at 10:45 and reconvened at 10:55 am.

The Board of Directors and staff discussed the vision of the Cambria Community Services District they want future generations to inherit.

The Board of Directors and staff agreed that the vision would be “Our vision is to serve our community by delivering sustainable, cost-effective services while practicing environmental stewardship and preserving the unique charm and atmosphere that make Cambria special.”

The Board of Directors and staff took a lunch break at 11:45 and reconvened at 12:20.

The Board of Directors and staff made the following updates to the Core Values:

- Eliminate “not in priority order.”
- Safety: We follow strict safety policies, procedures, and regulations to protect our district personnel, our services, and our Community.
- Fiscal Responsibility: We manage our finances in a prudent manner to sustain and protect the assets of the District, while considering Community needs.
- Customer Service: We provide exemplary services and support with a focus on the needs of the Community.
- Teamwork: We recognize the qualities, abilities, and contributions of others and seek to work collaboratively across departments to carry out the District’s Mission and Strategic Plan.
- Transparency: We strive to conduct the business of the District in an open, honest, and direct manner while encouraging input and feedback from our Community.
- Stewardship: We strive to leave our infrastructure, community, and environment in better condition for future generations.

The Board of Directors and staff reviewed and updated the following Objectives & Supporting Actions for Strategic Goals:

Cambria Community Services District

Three-Year Strategic Goals 2022-2025

Objectives Status Report

Updated **January 31, 2023** **March 4, 2024**

CORE AREA: Water Services - General					
STRATEGIC GOAL: Meet the Ongoing Challenges of Effectively and Reliably Managing Water Resources in our Sensitive Ecosystem					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Implement the Water Meter Replacement Program	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2024	Board approved on 8/10/2023 and procurement of materials in progress. Completed the contract for billing integration and training. Staff are finalizing inventory. Started incrementally installing the endpoints. We have 10 endpoints installed. Stage 1 register update installation in June 2024.
☞ Present to the Board the implementation plan for the previously approved Water Meter Replacement Program.	Utilities Manager	6/28/2022	9/15/2022	First Quarter 2024	A budget adjustment will be brought to the Finance Committee for approval.
Complete the Stuart Street Tank Construction	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2025 ⁴	<u>Board</u> approved MKN contract on 1/11/2024. Permit duration expected to be 4-8 months total. Once permitting is completed, RFP for installation will ensue.
☞ Present to the Board the implementation plan for the Stuart Street tank construction (dependent upon receipt of appropriations monies).	Utilities Manager	6/28/2022	9/15/2022	First Quarter 2024	Staff expects to receive 70% design/build by end of First Quarter 2024.
Permanent Replacement of San Simeon Water Line & Effluent Line	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2025	Board approved on 8/10/2023. Staff held a kickoff meeting with Cannon on 8/29/2023. Environmental/permitting began on 9/18/2023. The preliminary design review (PDR) is being presented to the R&I Committee in February 2024.
☞ Present to the Board of the Results of the RFP.	Utilities Manager	1/31/2023	Summer 2023	8/10/2023	Board approved on 8/10/2023.

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Research Long-Term Water <u>Supply & Storage Solutions</u>	Utilities Manager with R&I Committee	1/31/2023	Not established		Ongoing. Ad Hoc Committee and staff are currently reviewing all possibilities for increasing our water portfolio.
☞ To revitalize the R&I Ad Hoc Committee concerning long-term <u>water supply & storage solutions</u> .	Utilities Manager with R&I Committee	1/31/2023	April 2023	April 2023	R&I revitalized the Ad Hoc Committee consisting of Mr. Webb & Mr. Williams.
☞ Complete the research for long-term <u>water supply & storage solutions</u> .	Utilities Manager with R&I Committee	6/8/2023	Not established		The Ad Hoc Committee provided a thorough report at the R&I Committee meeting. Board received Long-Term Water Supply & Storage Alternatives Report from the Ad Hoc Committee on 11/9/2023. Research and funding are ongoing.
☞ <u>Update our groundwater model in the San Simeon and Van Gordon groundwater basin.</u>	Utilities Manager	3/4/2024	Second Quarter 2025		

CORE AREA: Water Services – Water Reclamation Facility					
STRATEGIC GOAL: Advance Coastal Development Permit (CDP) to Achieve County and Coastal Commission Approval					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Resolve the Brine Waste Disposal Issue	Utilities Manager	1/31/2023	Not established	First Quarter 2025	The Zero Liquid Discharge made it through the Department of Energy review, and we are now waiting on specifics on the accounting processes based on grant requirements.
Investigate and complete study for new cost-effective options and technologies for reduction/disposal of brine waste, including costs. Present a report to the Board upon conclusion of the study.	Utilities Manager with R&I Ad Hoc Committee	6/28/2022	9/8/2022	Second Quarter 2024	Staff is in the process of scheduling a pilot program based on alternatives analysis for the Zero Liquid Discharge Program.
Board approval of Zero Liquid Discharge pilot testing program.	General Manager	6/8/2023	Not established	Second Quarter 2024	Pilot testing program update to Finance & R&I Committees before Board approval.
Complete the Instream Flow Study Task 1 & 2 to Include Van Gordon Creek	Utilities Manager	6/28/2022	12/8/2022	Second-Third Second-Fourth Quarter 2024	Ongoing.
Add additional scope to Instream Flow Study to include Van Gordon Creek.		7/13/2023	Fourth Quarter of 2023	9/14/2023	Board approved on 9/14/2023 and analysis will begin in October 2023.
Report results to the Board.		6/28/2022	12/8/2022	Fourth Quarter 2024	
Complete the CDP Application	Utilities Manager	6/28/2022	December 2022	Second-Third Second-Third Quarter 2024	
Revisit the CDP project description to our CDP application.		1/31/2023	Second Quarter of 2023	Second Quarter 2024	Staff selected SWCA as the consultant and they worked with staff and the Ad Hoc Committee to update the CDP project description and scope. Staff will bring the CDP project description to the Board for a Public Hearing in Second Quarter 2024, and with Board approval, subsequently submit formal application submission to the County.
Submit the data needed to complete the CDP application for the County.		6/28/2022	December 2022	Third Quarter 2024 (if needed)	Potential information hold response could be required if requested.

CORE AREA: Wastewater Services					
STRATEGIC GOAL: Execute Phased Repairs and Upgrades for the Wastewater Treatment System					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Define methodology for identification of required reporting to dissemination agent	WWTP Financing Working Group— Director Dean (lead), President Gray, General Manager & Finance Manager	6/28/2022	Not established	4/13/2023	Staff selected NBS as the dissemination agent.
Hold initial meeting of WWTP Financing Working Group to determine methodology for review and identification of reporting documentation and agreements related to CSDA, Trustee and Underwriter.		11/17/2022	Nov 2022		Completed.
Establish a reporting system.		1/31/2023	First Quarter of 2023		Completed.
Conduct Working Group review of contractual documents and formally document required actions, timelines and recommended internal processes.		11/17/2022	Nov 2022		Report included under Ad Hoc Committee Reports at the April 13, 2023, Regular Board meeting.
Monitor project expenditures and performance during the construction phase	Utilities Manager & Finance Manager	1/31/2023	Not established	Ongoing	Ongoing monthly review of project expenditures with Utilities Department Manager, Wastewater Systems Superintendent and Water Systems Superintendent.
Quarterly report supplement to Finance and Resources & Infrastructure Committees.		1/31/2023		Ongoing	Quarterly reports to Finance and Resources & Infrastructure Committees, and Board of Directors.
Revise any District Policies or Procedures to incorporate findings, as appropriate based on learnings from tracking project	General Manager, Finance Manager & Wastewater Superintendent	11/17/2022	Jan 2023		Future objective.
Establish priorities and an implementation plan for CIP wastewater projects not in the SST.	Utilities Manager	6/28/2022	Not established	Second Quarter 2024	R&I Ad Hoc Committee has been formed to prioritize non-SST projects.
Define the extent of repairs needed to reduce the inflow and infiltration.	Utilities Manager	3/4/2024	Second Quarter 2025		

CORE AREA: Fire Protection and Emergency Services STRATEGIC GOAL: Provide Optimal Fire Protection, Water Rescue, and Emergency Medical Services on a 24/7 Basis					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Update the CCSD Board to all changes to evacuation planning within the District.	Director Dean, President Gray, working with Fire Chief and Fire Safe Focus Group coordinator	1/31/2023	Quarterly Report	Fourth Quarter 2024	Ongoing.
☞ Report on development of procedures for evacuation of residents needing extra help.		6/28/2022	1/12/2023		The Fire Chief is working with the County OES on notification processes for the residents and County OES. Report to the Board by committee report.
☞ Report on development of evacuation routes.		6/28/2022	1/12/2023		A letter was reviewed and approved by the Board on 7/13/2023. The letter was mailed to the property owners. The CCSD is still engaging in dialogue with the property owners.
☞ Report on progress of safe haven-refuge locations.		6/28/2022	1/12/2023	Fourth Quarter 2024	
☞ <u>Engage County, CAL FIRE, and County OES to update Cambria Fire preplanning and evacuation planning.</u>	<u>General Manager, Fire Chief, and Fire Safe Focus Group coordinator.</u>	<u>3/4/2024</u>	<u>Third Quarter 2024</u>		
Prepare and provide to the Board a Fire Prevention Plan for Cambria for Board consideration.	Fire Chief, working with General Manager, District Counsel & Fire Safe Focus Group	1/31/2023	Third Quarter of 2023	First Quarter 2025	
☞ Provide organizational chart.		1/31/2023	Third Quarter of 2023	First Quarter 2025	
☞ Provide defensible space ordinance.		6/28/2022	12/8/2022	First Quarter 2025	
☞ Provide budget and funding alternatives for the plan.		1/31/2023	Third Quarter of 2023	First Quarter 2025	

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<u>Identifying training resources needed to meet State & Federal mandates for emergency personnel.</u>	<u>General Manager, Fire Chief & Finance Manager</u>	<u>3/4/2024</u>	<u>Second Quarter 2024</u>		
<u>Present a report to the Board of Directors.</u>	<u>General Manager, Fire Chief & Finance Manager</u>	<u>3/4/2024</u>	<u>Second Quarter 2024</u>		
<u>Report on the progress of implementing the Zonhaven System and the emergency alert system.</u>	<u>Fire Chief</u>	<u>6/28/2023</u>	<u>1/12/2023</u>	<u>November 2023</u>	<u>The Fire Chief implemented the Genasys (Zonhaven) System and emergency alert system in November 2023. Public outreach is ongoing.</u>
<u>Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund.</u>	<u>Finance Committee</u>	<u>1/31/2023</u>	<u>First Quarter of 2023</u>	<u>November 2023</u>	
<u>Review of Budget Policy.</u>	<u>Finance Committee</u>	<u>1/31/2023</u>	<u>First Quarter of 2023</u>	<u>12/14/2023</u>	<u>Board approved the Budget Policy on 12/14/2023.</u>

CORE AREA: Facilities and Resources					
STRATEGIC GOAL: Manage and Provide Stewardship of District Assets, Parks, Recreation, and Open Space in a Timely, Cost-Effective, and Environmentally Sensitive Manner					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Define future use and funding for the Veterans' Hall	General Manager, Facilities & Resources Manager, working with a Board Ad Hoc Committee	6/28/2022	10/20/2022	Fourth Quarter 2024	Ongoing.
↳ Seeking non-CCSD funding sources for maintenance and operations.		1/31/2023	Second Quarter of 2023		
↳ Improving outreach to promote more community use.		1/31/2023	Second Quarter of 2023		
↳ Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall.		1/31/2023	Second Quarter of 2023		
↳ Review of rental rates.		1/31/2023	Second Quarter of 2023		Staff is working with Bartle Wells on updating the CCSD Fee Schedule, which will include reviewing and updating the rental rates.
Complete Skatepark project	Utilities Manager	1/31/2023	Not established	Second Quarter 2025	
↳ Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark.		6/28/2023	11/10/2023	11/17/2023	Completed 11/17/2023; subject to Planning Commission approval in third quarter 2024. The minor use permit is still in process.
↳ Present final construction <u>estimate</u> to Board for consideration and status of funding to determine whether the project can proceed.		1/31/2023	Third Quarter of 2023	Third Quarter 2024	The final construction estimate is TBD.

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
☞ Receive update on status of grant	General Manager	7/13/2023	11/10/2022	First Quarter 2024	Land and Water Conservation Fund grant application submitted on 6/1/2023. Grant awards are expected in late 2025. On December 4, 2023, the CCSD was selected as one of the sixteen projects to proceed with post-selection federal requirements to create a new skatepark facility. The \$600,000 will be used to create a new skatepark facility with a seating section with shade structure, landscaping, parking lot, and restroom stall.
Complete the East Ranch Restroom project	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2024	
☞ Obtain construction permit and present to the Board for consideration the construction RFP for the East Ranch restrooms.		6/28/2022	11/10/2022	Second Quarter 2024	Minor Use Planning permit was submitted on 9/14/2023, currently under review by County Planning. Staff received zoning clearance.
☞ Construct the restroom.		1/31/2023	Not established	Fourth Quarter 2024	
Present updated Community Park Plan to the Board of Directors	PROS Committee	3/4/2024	Fourth Quarter 2024		
Develop a Management Plan for CCSD-owned undeveloped parcels	General Manager, Fire Chief, Facilities & Resources Manager, & Fire Safe Focus Group	3/4/2024	Fourth Quarter 2024		
Present options and estimated construction and maintenance costs and possible funding sources for future Community Park projects to the Board	PROS Committee	1/31/2023	Third Quarter of 2023	Second Quarter 2024	
☞ Frisbee golf		1/31/2023			Address at next strategic planning workshop.
☞ Exercise circuit		1/31/2023			Address at next strategic planning workshop.
☞ Multi-use trail		1/31/2023			Address at next strategic planning workshop.
☞ Picnic tables		1/31/2023			Address at next strategic planning workshop.
Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund.	Finance Committee	1/31/2023	First Quarter of 2023	Fourth Quarter 2023	
☞ Review of Budget Policy.		1/31/2023	First Quarter of 2023	12/14/2023	Board approved the Budget Policy on 12/14/2023.

All items that were completed and removed from the Objectives Status Report were placed in the CCSD Objectives Archive.

President Gray stated that the semi-annual Strategic Plan update will be held on September 12, 2024.

Mr. Clark provided a summary of the workshop.

4. ADJOURN

President Gray adjourned the meeting at 2:51 p.m.

