

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, April 21, 2022 1:00 PM

1. OPENING

A. Call to Order

President Howell called the meeting to order at 1:01 p.m.

B. Pledge of Allegiance

President Howell led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors present via Zoom: Donn Howell, Karen Dean, Cindy Steidel, Harry Farmer & Tom Gray.

Staff present via Zoom: General Manager John F. Weigold IV, District Counsel Timothy Carmel, Fire Chief William Hollingsworth, Administrative Department Manager Pamela Duffield, Utilities Department Manager/District Engineer Ray Dienzo and Administrative Analyst – HR & IT Haley Dodson.

D. Report from Closed Session

District Counsel reported the Board met with its labor negotiator and evaluated the General Manager's performance but there was no reportable action.

E. President's Report

President Howell reported that the administrative office will open to accept Proposition 218 written protests. He asked everyone to read the detailed process for tabulating the results and guidance for turning in forms at cambriaca.

F. Agenda Review: Additions/Deletions

President Howell asked for any additions or deletions.

Director Gray requested to move 7F to the beginning of Regular Business.

The Board of Directors agreed to move 7F to the beginning of Regular Business.

2. BOARD MEMBER COMMUNICATIONS

Director Farmer reported about the Cambria Historical Museum is hosting a Dark Skies Event from 6:30 p.m. to 8:30 p.m. on Friday, April 22, 2022.

Director Gray reported about the Wildfire Preparedness Day at the Veteran' Memorial Hall from 10:00 a.m. to 4:00 p.m. on Saturday, May 7, 2022.

Director Steidel stated that the cambriaca website will be addressing inflation.

Public Comment:
Tina Dickason, Cambria

3. PUBLIC SAFETY

A. Sheriff's Department Report

Sergeant Ian Doughty provided the Sheriff's Department Report.

B. CCSD Fire Chief's Report

Chief Hollingsworth provided a report on recent Fire Department activities in Cambria.

Public Comment:
Christine Heinrichs, Cambria
Tina Dickason, Cambria

4. PUBLIC COMMENT

Public Comment:
Tina Dickason, Cambria
Christine Heinrichs, Cambria
Elizabeth Bettenhausen, Cambria
Cheryl McDowell, Cambria (the Administrative Analyst – HR & IT read a written comment into the record)
Mark & Susan Garman, Cambria (the Administrative Analyst – HR & IT read a written comment into the record)

5. MANAGER REPORTS

A. General Manager's Report

General Manager Weigold introduced the item and provided a brief summary. He reported that the administrative office will reopen on Monday, April 25, 2022 from 1:00 p.m. to 3:00 p.m.

Public Comment:
Elizabeth Bettenhausen, Cambria (submitted a written comment for the record)
Tina Dickason, Cambria

B. Finance Manager's Report

Public Comment:
Elizabeth Bettenhausen, Cambria

Administrative Director Duffield introduced the item and provided a brief summary.

C. Utilities Report

District Engineer Dienzo introduced the item and provided a brief summary.

6. CONSENT AGENDA

A. Consideration to Adopt the March 2022 Expenditure Report

B. Consideration to Adopt the March 10, 2022 and March 17, 2022 Regular Meeting Minutes

- C.** Consideration of Adoption of Resolution 22-2022 Authorizing the Continuance of Remote Teleconference Meetings of the Legislative Bodies of the Cambria Community Services District Pursuant to Government Code Section 54953(e)(3)
- D.** Consideration of Adoption of Resolution 23-2022 Regarding the Continued Local State of Emergency Declaration
- E.** Discussion and Consideration of Approval of a Memorandum of Understanding with the Cambria Lions Club Related to their Offer to Contribute \$1000 Per Year for Five Years for Maintenance of the Skatepark
- F.** Consideration of Approval of Second Amendment to Contract with Hartzell General Engineering Contractor, Inc. for the Zone 2 to Zone 7 Santa Rosa Bridge Waterline Project and Adoption of Resolution 25-2022 Amending the Fiscal Year 2021/2022 Budget
- G.** Consideration of Approval of Contract Amendment with CalPortland Construction for Utility Adjustments to Grade
- H.** Consideration of Adoption of Resolution 26-2022 Amending the District Salary Schedule and the Pay Schedule for the Position of Administrative Department Manager

Director Steidel moved to approve the consent agenda items 6A-6H.

Director Gray seconded the motion.

Public Comment:
Elizabeth Bettenhausen, Cambria

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

7. REGULAR BUSINESS

- A.** Discussion and Consideration of Strategic Plan Status Report and Update

This item wasn't discussed on April 21, 2022.

- B.** Receive, Discuss and Consider Report from the Finance Committee on Strategic Planning Task to Evaluate Structural Changes to Address Underfunded, Under-Staffed and Under-Resourced Services

This item wasn't discussed on April 21, 2022.

- C.** Discussion and Consideration of Proposed Policy 1040.2 Regarding Answering Correspondence to the Board

This item wasn't discussed on April 21, 2022.

- D.** Discussion and Consideration Providing Guidance to Parks, Recreation and Open Space Commission (PROS) Regarding its Top Priorities

This item wasn't discussed on April 21, 2022.

E. Discussion and Consideration of a Request by Bob Schwartz to County of San Luis Obispo to Drill a Well at 6775 Kathryn Drive

General Manager Weigold introduced the item and turned it over to District Engineer Dienzo, who provided a summary.

Public Comment:

Chelsie Foster, Cambria
Elizabeth Bettenhausen, Cambria
Christine Heinrichs, Cambria
Ryan Broersma, Cambria

Director Steidel moved to extend the meeting to 5:30 p.m.

Director Gray seconded the motion.

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

Director Gray moved to write a letter of support with the understanding that the parcel doesn't feed either of our aquifers, Santa Rosa Creek or San Simeon Creek and the water is not to be used for potable use, it will be used for irrigation only.

Director Farmer suggested tabling this item until we can hear from the property owner.

Director Gray withdrew his motion.

President Howell moved to table the item and instruct staff to invite the property owner to the May 12, 2022 Board meeting where the item will be discussed and considered.

Vice President Dean seconded the motion.

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

F. Discussion and Consideration of Resolution 24-2022 Finalizing Changes to the Board and Standing Committee Bylaws

This item was moved to the beginning of Regular Business.

General Manager Weigold introduced the item and provided a summary.

Public Comment: none.

Board Bylaws

President Howell moved to amend section 2.2 (b) to read "At the President's discretion, Board members may, on their initiative or in response to public questions, ask question for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and."

Director Farmer seconded the motion.

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

Director Gray moved to remove section 5.3 from the Board bylaws.

Vice President Dean seconded the motion.

Motion Passed Ayes – 4 (Gray, Dean, Farmer & Howell) Nays – 1 (Steidel) Absent – 0

Vice President Dean moved to amend section 9.4 (b) to read “A written report shall be prepared for each committee meeting by the Chair and forwarded to the Board of Directors. A recording of each meeting will be made available on the District’s website.”

President Howell seconded the motion.

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

Director Steidel moved to amended section 2.4 (b) to read “A Board member who is absent for good cause may notify the President by electronic transmission, telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.”

Vice President Dean seconded the motion.

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

President Howell moved to accept the Board of Directors Bylaws as amended by the Ad Hoc Committee and further amended by the Board at this meeting.

Director Gray seconded the motion.

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

Director Gray moved that the Board of Directors adopt Resolution 24-2022 finalizing changes to the Board of Director bylaws.

Vice President Dean seconded the motion.

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

Standing Committee Bylaws

The Board amended section 1.5 to read “Any Standing Committee, or its ad hoc subcommittees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.”

The Board amended section 1.7.1 (d) to read “Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding potential funding sources available to the District from private, public, County, State or federal entities.”

Director Steidel moved to amend section 1.7.3 (b) to read “Identify potential areas of policy needs not currently addressed in the CCSD Policy Handbook, and develop needs assessment regarding impact due to lack of policy and immediacy of need. The Committee Chair shall provide the needs assessment to the Board members for consideration. If determined that a policy is required, the Board will assign a Board member ad hoc committee to define the policy needs and parameters. The result in policy parameters will be brought to the Board

members for consideration and as needed, directed to the appropriate resources for policy development.”

Director Gray seconded the motion.

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

Director Gray moved to extend the meeting to 5:00 p.m.

Vice President Dean seconded the motion.

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

The Board of Directors took a break at 3:57 p.m. and reconvened the meeting at 4:03 p.m.

Director Farmer moved to reconsider the previous motion on 1.7.3 (b).

President Howell seconded the motion.

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

Director Steidel moved to amend section 1.7.3 (b) to read “Identify potential areas of policy needs not currently addressed in the CCSD Policy Handbook, and develop needs assessment regarding impact due to lack of policy and immediacy of need. The Committee Chair shall provide the needs assessment to the Board members for consideration. If determined that a policy is required, the Board will assign a Board member ad hoc committee to define the policy needs and parameters. The result in policy parameters will be brought to the Board members for consideration and as needed, directed to the appropriate resources for policy development.”

Director Gray seconded the motion.

Motion Passed Ayes – 4 (Steidel, Gray, Dean, Howell) Nays – 1 (Farmer) Absent – 0

Director Gray moved to remove “staff identified” in section 1.7.1 (d).

President Howell seconded the motion.

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

President Howell moved to remove the word “Board” and replace with “Committee” and remove “will be” and replace with “is” in section 2.4 (b).

Director Gray seconded the motion.

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

Director Gray moved to remove “consistent with direction from a majority of the Board of Directors” from section 3.4 (c).

Vice President Dean seconded the motion.

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

Director Gray moved to remove section 3.4 (h) from the Bylaws.

President Howell seconded the motion.

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

President Howell moved to modify 3.6 (c) fourth bullet point to read “The text of motions adopted along with a count of yes and no votes and the committee members dissenting.”

Vice President Dean seconded the motion.

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

Director Gray moved to modify section 4.7, removing the word “two” and adding the word “three.”

Vice President Dean seconded the motion.

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

Director Gray moved to remove section 4.5 from the Bylaws.

Vice President Dean seconded the motion.

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

President Howell moved to amend section 5.2 to read “The Chair shall develop the draft agenda with input from the Vice Chair and CCSD staff.”

Vice President Dean seconded the motion.

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

President Howell moved to amend section 5.4 to read “CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and to the agenda distribution list.”

Vice President Dean seconded the motion.

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

President Howell moved to amend section 6.7 to read “The CCSD General Manager may determine a staff liaison to the Committee if needed for the purpose of facilitating communication.”

Vice President Dean seconded the motion.

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

President Howell added a new section 8.1 to read “These Standing Committee Bylaws shall be reviewed annually at the first regular Board of Directors meeting in January after which the amendments may be considered for adoption by the Board.”

The previous section 8.1 now becomes section 8.2 and reads “The CCSD Board of Directors retains sole authority to amend these Bylaws. Any amendments must be approved by a majority of the CCSD Board of Directors.”

Director Gray seconded the motion.

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

Director Gray moved to update the Standing Committee Bylaws as proposed by the ad hoc committee and further amended by the Board.

Vice President Dean seconded the motion.

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

Vice President Dean moved to extend the meeting to 5:15 p.m.

Director Steidel seconded the motion.

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

8. FUTURE AGENDA ITEM(S)

President Howell asked for any future agenda items.

Director Farmer requested addressing the cost of the WRF.

9. ADJOURN

President Howell adjourned the meeting at 5:30 p.m.

For further detail on the CCSD meeting, please visit the District’s website to review the meeting recording or visit SLO-Span’s website: <https://slo-span.org/static/meetings-CCSD.php>. CCSD written comments can be reviewed on the District’s meeting webpage.