

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, December 14, 2023 1:00 p.m.

1. OPENING

A. Call to Order

President Gray called the meeting to order at 1:04 p.m.

B. Pledge of Allegiance

President Gray led the Pledge of Allegiance.

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, Administrative Department Manager Denise Fritz, Confidential Administrative Assistant Haley Dodson, Utilities Department Manager Jim Green, Facilities & Resources Manager David Aguirre, Wastewater Systems Superintendent Toni Artho, and Water Systems Superintendent Cody Meeks.

Staff present via Zoom: District Counsel Timothy Carmel, Interim Fire Chief Michael Burkey, and Program Manager Tristan Reaper.

District Counsel stated that at the meeting on December 7, 2023, the Board of Directors held a closed session for a conference with its labor negotiator pursuant to Government Code Section 54957.6. The Agency's designated representative was General Manager Matthew McElhenie, and the unrepresented employee organization is the Management and Confidential Exempt Employees group. Additionally, the Board held a closed session with its real property negotiator pursuant to Government Code Section 54956.8. The property under negotiation is 2950 Santa Rosa Creek Road. The assessor's parcel number is 013-081-075. The Agency's negotiator was General Manager Matthew McElhenie. The negotiating party is the Coast Unified School District. Under negotiation was the lease or purchase of the property, as well as the purchase price and terms of payment. No action was taken on either closed session item.

D. President's Report

President Gray stated there was no President's Report.

E. Agenda Review

President Gray asked for any changes to the agenda.

President Gray requested to remove closed session item 9A because there's nothing to consider.

2. BOARD MEMBER COMMUNICATIONS

Director Farmer discussed carpooling when traveling out of Cambria. If anyone is interested in carpooling, please get in touch with Director Farmer through his District email address.

Director Dean thanked the Board of Directors and staff for last week's acknowledgment and stated how much she appreciated it.

3. PUBLIC SAFETY

A. Sheriff's Department Report

Commander Stuart MacDonald provided a brief report of recent Sheriff's Department activities in Cambria for November.

B. CCSD Fire Chief's Report

Interim Fire Chief Michael Burkey provided a brief report of recent Fire Department activities in Cambria for November.

4. PUBLIC COMMENT

Public Comment:

Andrea Lueker, Los Osos

Elizabeth Bettenhausen, Cambria

Lauren Younger, Cambria (the Confidential Administrative Assistant read a written comment into the record)

5. MANAGER REPORTS

A. General Manager's Report

General Manager McElhenie provided a summary of the General Manager's Report.

Public Comment:

Crosby Swartz, Cambria

B. Facilities & Resources Manager's Report

Facilities & Resources Manager Aguirre provided a report.

Public Comment:

Dennis Dudzik, Cambria

C. Finance Manager's Report

Administrative Department Manager Fritz provided a summary of the Finance Manager's Report.

Public Comment:

Elizabeth Bettenhausen, Cambria

D. Utilities Report

Utilities Department Manager Green provided a summary of the Utilities Report.

Wastewater Systems Superintendent Toni Artho provided a summary of the Wastewater Report.

Water Systems Superintendent Cody Meeks provided a summary of the Water Report.

Public Comment:

Elizabeth Bettenhausen, Cambria

6. CONSENT AGENDA

A. Consideration to Adopt the November 2023 Expenditure Report

B. Consideration to Adopt the November 9, 2023 and November 16, 2023 Regular Meeting Minutes

Director Dean moved to approve the consent agenda.

Director Farmer seconded the motion.

Director Thomas requested that the correction of the error be included in the description of Cannon Associates.

The Board of Directors agreed.

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

The Board of Directors took a break at 2:34 p.m.

The Board of Directors reconvened the meeting at 2:45 p.m.

7. REGULAR BUSINESS

A. Discussion and Consideration of Adoption of Policy 1040.2 Regarding Response to Correspondence to the Board, Policy 3230 CCSD Operating Principles Policy, and Policy 1045 Legal Counsel and Auditor Policy, and Elimination of Policy B-02-2018

General Manager McElhenie introduced the item and provided a summary.

Vice President Scott provided a summary of the Policy Committee's work and a review of the Policy Committee handbook.

The Board of Directors provided revisions to Policy 1040.2 Regarding Response to Correspondence to the Board, Policy 3230 CCSD Operating Principles Policy, and Policy 1045 Legal Counsel and Auditor Policy, and discussed eliminating Policy B-02-2018.

Public Comment:

Christine Heinrichs, Cambria

Dennis Dudzik, Cambria

District Counsel stated Policy 1045 Legal Counsel and Auditor Policy needs further clarification to reflect the actual practices of the CCSD.

Director Thomas moved to adopt Policy 3230 CCSD Operating Principles, incorporating minor revisions discussed by the Board today, and Policy 1045 Legal Counsel and Auditor Policy with minor revisions as discussed and to be submitted from legal counsel to the Policy Committee Chair Scott and elimination of Policy B-02-2018.

District Counsel stated the Board of Directors shouldn't approve Policy 1045 Legal Counsel and Auditor Policy since they will be making significant changes or some changes to it. It should be referred back to the Policy Committee after submission to the Vice President.

Director Thomas moved to adopt Policy 3230 CCSD Operating Principles, with minor revisions discussed by the Board today, and eliminate Policy B-02-2018.

Director Dean seconded the motion.

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

Policy 1040.2 Regarding Response to Correspondence to the Board and Policy 1045 Legal Counsel and Auditor Policy will be referred back to the Policy Committee.

**B. Discussion and Consideration of Adoption of the Budget Policy Revisions
Recommended by the Staff and Finance Committee**

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors provided revisions to the Budget Policy.

Vice President Scott moved to adopt the Budget Policy revisions recommended by staff and the Finance Committee with the numerous but minor edits that have been described for staff.

Director Dean seconded the motion.

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

**C. Discussion and Consideration to Approve a Public Works Contract with 3rd Gen Pump
& Well for Replacing San Simeon Well 3 Pump and Adoption of Resolution 61-2023 for
a Budget Adjustment of \$48,000**

General Manager McElhenie introduced the item and provided a summary.

Director Farmer moved to approve the Public Works Contract with 3rd Gen Pump & Well for replacing San Simeon Well 3 Pump and adopting Resolution 61-2023 for a budget adjustment of \$48,000.

Director Dean seconded the motion.

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

The Board of Directors agreed to extend the meeting to 4:15 p.m.

**D. Discussion and Consideration of Approval of an Agreement for Consultant Services
with Civil Design Studio for Preparation of an Emergency Access Feasibility Study**

General Manager McElhenie introduced the item and provided a summary.

Director Thomas moved to approve an Agreement for Consultant Services with Civil Design Studio for the preparation of an Emergency Access Feasibility Study.

Vice President Scott seconded the motion.

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

8. FUTURE AGENDA ITEM(S)

President Gray asked for any future agenda items.

Vice President Scott suggested Policy 1040.2 Regarding Response to Correspondence to the Board and Policy 1045 Legal Counsel and Auditor Policy.

Director Thomas suggested access to water meters and the Municipal Code.

Mrs. Dodson announced the January board meeting agenda items.

9. ADJOURN TO CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS** Pursuant to Government Code Section 54956.8
Property: 2950 Santa Rosa Creek Road, Cambria, CA – APN: 013-081-075
Agency Negotiators: General Manager Matthew McElhenie and District Counsel Timothy J. Carmel
Negotiating Parties: Coast Unified School District
Under Negotiation: Lease or Easement/Fee Purchase, Price and Terms of Payment
- B. CONFERENCE WITH LABOR NEGOTIATORS** Pursuant to Government Code Section 54957.6
Agency Designated Representative: Matthew McElhenie, General Manager
Unrepresented Employee Organization: Management and Confidential Exempt Employees

District Counsel stated that the Board of Directors will now adjourn to a closed session for a conference with its labor negotiators pursuant to Government Code Section 54957.6. The Agency's designated representative is Matthew McElhenie. The unrepresented employee organization is the Management and Confidential Exempt Employees group.

President Gray asked for public comment on 9B. There was none.

President Gray adjourned the meeting to closed session at 3:44 p.m.

For further details 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's written comments can be reviewed on the District's meeting webpage.