

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
Thursday, December 19, 2019 2:00 PM

**1. OPENING**

**A. Call to Order**

President Farmer called the meeting to order at 2:04 p.m.

**B. Pledge of Allegiance**

President Farmer 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: General Manager John F. Weigold IV, District Counsel Timothy Carmel, Administration Department Manager Monique Madrid and Finance Manager Pamela Duffield.

**D. Report from Closed Session**

District Counsel reported that the Board continued to provide instructions to labor negotiators, continued to evaluate the performance of the General Manager and discussed two pending litigations cases and one anticipated litigation case. There is no formal action to report.

**E. Agenda Review: Additions/Deletions**

President Farmer asked for any additions or deletions. He suggested moving items 8C and 8E to the beginning of regular business to allow Mr. Allchin to return to work.

The Board agreed to move items 8C and 8E to the beginning of regular business.

**2. PUBLIC SAFETY (Estimated Time: 5 Minutes per item)**

**A. SHERIFF'S DEPARTMENT REPORT**

Commander Nelson provided a brief summary on recent activities in Cambria.

**B. CCSD FIRE CHIEF'S REPORT**

Chief Hollingsworth provided a brief summary on recent activities in Cambria.

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

Public Comment:

Hank Krzciuk

Christine Heinrichs

Elizabeth Bettenhausen

#### **4. MANAGER'S REPORT**

##### **A. GENERAL MANAGEMENT REPORT**

Mr. Weigold provided a summary of the General Management Report.

Ms. Madrid provided a brief summary of the Administration report.

Director Rice had questions on:

1. Homeless Policy: Do we have one to preserve the constitutional rights of the homeless?
2. Laserfiche training. Ms. Madrid is attending. Is the Deputy District Clerk also attending or is the second complimentary registration being used?
3. Trees: how do we determine which trees come down?
4. Public Records Requests – look at email retention policy.

Director Howell stated the Policy Committee has already looked at the draft Homeless Policy. However, they will review it again. The Use of Electronic Devices Policy is also coming back to the Policy Committee.

##### **B. FINANCE MANAGER'S REPORT**

Ms. Duffield provided a brief summary of the Finance Manager's Report.

Public Comment:  
Elizabeth Bettenhausen

##### **C. UTILITIES REPORT-JOHN ALLCHIN, WASTEWATER SYSTEM**

Mr. Allchin provided a summary of the Utilities Report. He reviewed the recent purchase of a generator, repair of a pipe at the SWF and replacement of a fire hydrant. 399 meters need to be read manually, and Water Supervisor Jim Green is working on a solution. Manhole lids are being replaced as resources allow, with the focus on newly discovered manholes some of which are 3 feet underground level.

Ms. Bland provided an explanation of the extension of Intent to Serve letters and Will Serve letters. She also provided information related to building a data base on retrofits to be able to manipulate the information. The main focus at this time is taking unusable information and insert it into the newly built data base for ability to provide data as needed.

Director Pierson: Will we be reimbursed for the fire hydrant? We should be.

Vice-President Steidel asked about irrigation meters. Ms. Bland provided some clarifications.

## **5. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS**

### **A. President's Report**

President Farmer provided an overview of what the community and District have experienced over the last year. The EWS impoundment basin is now closed and the permit has been finalized with the RWQCB and the issues with CDM Smith are still ongoing. Our position was pretty reasonable, however CDM Smith prefers to go to court. There is an ongoing problem with housing and homeless. He talked about impacts on the creeks. We recently had a meeting between the San Simeon and Cambria CSD's to talk about a regional wastewater plant and a shared pipeline to dispose of brine waste using the ocean outfall in San Simeon. The PG&E SST Turnkey program will assist the CCSD and is a real blessing and we will be implementing the changes and upgrades at the WWTP. The District will be receiving a new Vactor truck thanks to the hard work of the Wastewater Supervisor. The three standing committees have 15 volunteers and he would like to tip his hat to them for their hard work.

### **B. Finance Committee Report**

Vice President Steidel reported on the short meeting held in December. The audit will be made available in January.

### **C. Policy Committee Report**

Director Howell reported that the next Committee meeting will be on January 2, 2020 at 2:00 p.m. when they will prioritize a long list of work. He encouraged individuals to apply for the Policy Committee vacancy.

### **D. Resources & Infrastructure Committee Report**

President Farmer reported on the recent meeting of the Resources & Infrastructure Committee.

Vice Chair Dean gave a brief summary. A discussion was held regarding the Turnkey program. The Committee unanimously recommend the program. She commended Mr. Allchin for an outstanding job in locating a Vactor truck for his department and the District. They will be submitting their revised Goals and Objectives to the full Board for approval in January.

### **E. Other Liaison Reports and Ad Hoc Committee Reports**

Director Howell reported there was no NCAC meeting last month. Director Pierson will be taking over as the Liaison to the NCAC Committee.

Director Pierson reported that the Fire Safe Focus Group didn't meet in December. Susan McDonald and Supervisor Gibson have been able to get the County EMS to discuss the proposal from NCAC to use Highway 1 as two outgoing lanes in case of an emergency. There may be a report from a Cal Poly professor on his study of an area in Cambria. This meeting will occur on January 8, 2020 from 3-5 p.m.

Director Rice asked for the subject of signs to direct people on evacuation routes. There is a possibility to have a radio station provide guidance on evacuation routes.

President Farmer reported on the recent FFRP meeting. Carlos Mendoza did tree planting on the ranch, which also included a lot of volunteers. The homeless camps are very low. Executive Director Jo Ellen Butler is resigning, and Kitty Connelly is taking over. She comes with great credentials. He reported on the Forest Ranch Committee meeting and Gregory Randall is new in Cambria. He is an urban wildlife ecologist and will attend Forest Committee meetings. There were discussions regarding cutting trees without permits and new construction effects.

Director Rice reported on the San Simeon CSD meeting. She saw the presentation of Charlie Grace for work done in 2019 which was impressive. She provided a list of various items. She had a brief report on the California Coastal Commission meeting but did not attend this month. Steve Pedia is the new Chair and Donna Brownsee is the Vice-Chair for the California Coastal Commission. The Santa Cruz Deputy Director is on paternity leave. There is a King Tides initiative which is promoted by the Coastal Commission annually. King Tide dates are January 10-12, 2020 and Feb 8-9, 2020. They are looking for photographs of the high tides.

**6. CONSENT AGENDA (Estimated time: 15 Minutes)**

- A. CONSIDERATION TO ADOPT THE NOVEMBER 2019 EXPENDITURE REPORT
- B. CONSIDERATION TO ADOPT THE NOVEMBER 14, 2019 AND NOVEMBER 21, 2019 REGULAR MEETING MINUTES
- C. CONSIDERATION OF ADOPTION OF RESOLUTION 46-2019 DECLARING VEHICLES AND EQUIPMENT SURPLUS, AND AUTHORIZING SALE BY THE GENERAL MANAGER

President Farmer introduced the consent agenda.

Director Rice moved to approve the consent agenda.

Director Pierson seconded the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

**7. HEARINGS AND APPEALS (Estimated time: 15 Minutes per item)**

- A. PUBLIC HEARING REGARDING ADOPTION OF ORDINANCE 02-2019 AMENDING CHAPTER 6.04 OF THE CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE AND ADOPTING AND AMENDING THE 2019 EDITION OF THE CALIFORNIA FIRE CODE, THE 2018 EDITION OF THE INTERNATIONAL WILDLAND URBAN INTERFACE CODE, AND THE 2018 NATIONAL FIRE PROTECTION ASSOCIATION STANDARD 1144

Fire Chief Hollingsworth introduced the item and provided a summary.

President Farmer opened the public hearing.

Public Comment:

None.

President Farmer closed the public hearing.

Director Pierson moved to adopt an Ordinance amending Chapter 6.04 of the Cambria Community Services District Municipal Code and adopting and amending the 2019 Edition of the California Fire Code, the 2018 Edition of the International Wildland Urban Interface Code and the 2018 National Fire Protection Association Standard 1144 and waive further reading.

Vice President Steidel seconded the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

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

**A. CONSIDERATION OF ADOPTION OF ORDINANCE 03-2019 AMENDING SECTIONS 4.04.080, 4.04.090 AND 4.04.100 OF THE CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE RELATING TO DELINQUENT WATER BILLS**

Mr. Weigold introduced the item and provided a brief summary.

Director Rice moved to adopt an Ordinance 03-2019, an Ordinance amending sections 4.04.080, 4.04.090 and 4.04.100 of the Cambria Community Services District Municipal Code relating to delinquent water bills and waive further reading and adopt the Ordinance.

Vice President Steidel seconded the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

**B. DISCUSSION AND CONSIDERATION OF FIRST QUARTER BUDGET REPORT AND CONSIDERATION OF RECOMMENDATIONS TO APPROVE RESOLUTION 47-2019 AMENDING FISCAL YEAR 2019/20 BUDGET**

Mr. Weigold introduced the item and turned it over to Ms. Duffield, who provided a summary and a review of the requested re-allocation of the CIP funds. There is one item unexpected in the Fire budget related to a grant that was not awarded. The Fire Department needs to update their radios and this item is on the agenda for consideration.

Director Rice moved to adopt Resolution 47-2019 amending fiscal year 2019/2020 budget.

Director Pierson seconded the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

**C. DISCUSSION AND CONSIDERATION OF APPROVAL OF PURCHASE OF A USED 2018 COMBINATION VACUUM TRUCK AND APPROVAL OF RESOLUTION 49-2019 TO FINANCE THE PURCHASE**

Mr. Weigold introduced the item. He advised there were some updates following the initial publication. One vendor provided an updated quote that is a better value. A second vendor also provided an updated quote.

Staff recommends:

1. Approve a purchase of a new 2019 Vactor truck from MME for \$375,000 plus DMV costs.
2. Approve the installment sale agreement to finance over 5 years.
3. Authorize the General Manager to enter into an agreement with MME.

Mr. Allchin provided some additional information. One truck is new, and one is used and was used for demonstration purposes. Both trucks are available now. He has no preference so please give him one.

Ms. Duffield provided some information regarding terms of the purchase. She reminded the Board there is \$95,000 budgeted for the Vactor truck. Staff discussed an option of making a down payment to round the loan off to \$300,000 or all of the \$95,000 and finance the remainder. The decision is up to the Board.

Director Pierson recommended we put the \$95,000 in reserves to be used toward some of the ECM's with PGE. Vice President Steidel agreed with the recommendation.

Director Rice is leaning toward setting it aside to use for a future purchase when this equipment needs to be replaced. The CCSD hasn't ever taken this approach but it is something the CCSD should be doing including the Fire Department truck.

President Farmer asked Mr. Allchin about the life span of the Vactor Truck.

Mr. Allchin explained the ocean causes premature rust. The life expectancy is a minimum of 10 years with a 5-year loan payoff which would allow for 5 years of set aside funding by continuing to set aside the same payment amount in the second 5-years of life expectancy. He also suggested the unused funds could be used to put toward the Wastewater Treatment Plant's electric needs through the PG&E project.

Director Pierson moved to approve the purchase of the new 2019 Combination Vacuum truck from Municipal Maintenance Equipment at the cost of \$374,856, plus applicable DMV fees per the attached quote.

Director Howell seconded the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

Director Rice moved to adopt Resolution 49-2019 authorizing the execution and delivery of an installment sale agreement with Municipal Finance Corporation to finance the

purchase over five years at an annual interest rate of 3.10% and authorizing and directing certain actions and connections with the acquisition of the Vector truck.

Director Howell seconded the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

Director Rice moved to authorize the General Manager to enter into the agreement with Municipal Maintenance Equipment.

Director Howell second the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

**D. DISCUSSION AND CONSIDERATION TO SECURE FUNDING FOR MOBILE AND PORTABLE EMERGENCY SERVICE RADIOS FOR THE FIRE DEPARTMENT**

Mr. Weigold introduced the item and turned it over to Chief Hollingsworth, who provided a brief summary.

Chief Hollingsworth received information from the County OES that they will reimburse \$30,000 if CCSD spends \$11,162, then they will prioritize \$30,000 for next year.

Director Pierson moved to approve the Chief spending up to \$42,000 to get the radios and looking at reimbursement of \$30,000 within three months.

Vice President Steidel seconded the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

**E. DISCUSSION AND CONSIDERATION TO APPROVE PG&E INVESTMENT GRADE AUDIT (IGA) AND MASTER SERVICE AGREEMENT AND RECEIVE RECOMMENDATION FROM THE RESOURCES & INFRASTRUCTURE COMMITTEE**

Mr. Weigold introduced the item and provided a brief summary.

District Counsel stated the two minor modifications were:

**1) Master Service Agreement Page 8, Indemnification Provision Paragraph 5:**

The last sentence reads: including but not limited to property of PG&E, Customer or any third party arising out of the acts or omissions of PG&E under this agreement except *those resulting from* the negligence or misconduct of Customer.

2) Investment Grade Audit Work Order Section 1.3:

The last sentence shall read: The contractor shall complete the services in approximately eight months from the date of notice to proceed or NTP described in the Exhibit A Scope of Work therein.

Vice President Steidel moved to extend the meeting to 6:00 p.m.

Director Pierson second the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

Director Howell moved to postpone this item until the Special Board meeting on January 9, 2020.

Director Rice second the motion.

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

**Roll Call Vote:**

**Ayes: Farmer, Howell, Pierson, Rice**

**Nays: Steidel**

**F. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 44-2019 AMENDING THE DISTRICT SALARY SCHEDULE AND ESTABLISHING A PAY SCHEDULE FOR THE POSITION OF CLERICAL ASSISTANT**

Mr. Weigold introduced the item and provided a brief summary.

Director Pierson moved to approve Resolution 44-2019 amending the District salary schedule and establishing a pay schedule for the position of Clerical Assistant.

Vice President Steidel seconded the motion.

**Motion Passed Ayes - 4 Nays - 1 Absent - 0**

**Ayes: Farmer, Howell, Pierson, Steidel**

**Nays: Rice**

Vice President Steidel moved to continue the meeting to 6:30 p.m.

Director Howell seconded the motion.

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

**Ayes: Farmer, Howell, Pierson, Rice, Steidel**

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



President Farmer asked for any future agenda items.

The Board reached consensus to hold a Special Board meeting on January 9, 2020 at 2:00 p.m. to discuss the PG&E item and hold a closed session for the performance evaluation of the General Manager.

**10. ADJOURN TO CLOSED SESSION**

**A. Public Comment**

President Farmer asked for public comment. There was none.

President Farmer adjourned the meeting to closed session at 5:47 p.m.

- B. PUBLIC EMPLOYMENT PERFORMANCE EVALUATION**, pursuant to Government Code Section 54957(b)(1)  
Title: General Manager
- C. CONFERENCE WITH LABOR NEGOTIATOR** Pursuant to Government Code Section 54957.6 Agency Designated Representatives: General Manager, John F. Weigold, IV and Che Johnson; Employee Group: International Association of Fire Fighters (IAFF)
- D. CONFERENCE WITH LABOR NEGOTIATORS** Pursuant to Government Code Section 54957.6 Agency Designated Representatives: General Manager, John F. Weigold, IV and Che Johnson; Employee Organization: Services Employee International Union
- E. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION** Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2)