



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF JANUARY 25, 2024 REGULAR POLICY COMMITTEE MEETING OF THE POLICY COMMITTEE OF CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Policy Committee of the Cambria Community Services District was held at Cambria Veterans' Memorial Hall located at 1000 Main Street, Cambria, CA 93428 on Thursday, January 25, 2024, at 3:00 PM

1. OPENING

1.A Call to Order (0:26)

Committee Chair Scott called the meeting to order at 3:04 p.m.

1.B Establishment of Quorum (0:35)

A quorum was established.

Committee members present: Committee Chair Debra Scott, Vice Chair Gordon Heinrichs, Ted Key, James Townsend, and Secretary Donn Howell. Absent: Member Claudia Harmon-Worthen.

Staff members present: Confidential Administrative Assistant Haley Dodson, General Manager Matthew McElhenie, Utilities Department Manager Jim Green, and Program Manager Tristan Reaper.

Members of the public present were Rich Davega and CCSD Director Harry Farmer. No public members were present via Zoom.

1.C Chair Report (0:38)

Committee Chair Scott reported that *Policy (1040.2) Answering Correspondence to the Board* was accepted by the Board without any edits. And, as to last our last meeting's list of policies we are working on:

- Staff is working on the *Whistle Blowing Policy*.
- A brand-new *Purchasing Policy* is being prepared by staff and is not yet at a point for our committee to comment on.
- The *Social Media Policy* has been finalized and is under review by staff. We will look it when it's ready for us.
- The *Internet and Email Policy* has been finalized and integrated into the CSDA policy. Once reviewed by this Committee it will go through a "meet and confer" process with the unions (IAAFF & SEIU).

1.D Ad Hoc Subcommittee Report(s) (3:24)

There were no ad hoc subcommittee reports at this time.

1.E Committee Member Communications (3:30)

Member Key called the Committee's attention to the recent NCAC meeting at which offshore wind farms was discussed.

Chair Scott called for public comment on the above items. (4:30) There was no public comment at this time.

2. PUBLIC COMMENT (4:44)

Public Comment: There was no general public comment.

3. CONSENT AGENDA (7:26)

3.A Consideration to Approve the December 28, 2023 Regular Meeting Minutes

Secretary Howell pointed out a minor typo: in reporting on the motion under item 4A, the notation of the time on the recording was repeated. (7:56)

Call for public comment. (8:28) There was none.

Motion: to approve the meeting minutes as corrected.

Motion by: Key

Second by: Townsend

Motion passed: Ayes – 4; Nays – 0; Absent – 1; Chair not voting.

4. REGULAR BUSINESS

4.A Review and Discussion of the CCSD-Owned Vehicle Policy (9:05)

As a first attempt to bring the District’s policy up to date Utilities Manager Green presented the District’s current policy document along with his proposed revisions. Mr. Green, Mr. Reaper and the Committee reviewed the document in great detail. The committee suggested a number of additional changes.

The use of District vehicles for on-call-use and for commuting was of particular concern to the public in attendance and to some committee members. The Public, Committee members and Staff discussed this topic at length. (47:40 – 1:15:02)

Mr. Green agreed to bring the revised policy back to the Committee at its next meeting. (1:26:57)

Call for additional Public Comment (1:28:37) There was none.

4.B Review, Discussion, and Consideration of Draft CSDA Policy 1045 Legal Counsel and Auditor (1:28:44)

This draft of policy 1045 contains the text of CSDA Policy 1045 as edited by District Counsel Carmel.

Member Heinrichs felt that the wording regarding closed sessions was inadequate. Chair Scott asked Member Heinrichs to send his proposed wording to her via email so that we can discuss it at our next meeting. (1:34:13)

The Committee reached consensus to table this item. (1:35:26)

4.C Review, Discussion, and Consideration of CCSD 2024/25 Summary of Management Objectives (1:35:32)

GM McElhenie presented this item. (1:36:10)

There was a brief discussion.

Chair Scott and the GM proposed to bring this item back to the Committee after the Board has its upcoming strategic planning session.

Continued to March by action of the chair. (1:49:21)

4.D Review, Discussion, and Consideration of the CSDA Policy 1055 Legislative Advocacy Policy (1:49:57)

Continued to March by action of the chair.

4.E Discussion of Examples of Private Messages Sent to CCSD Staff on Social Media Platforms (1:51:47)

Chair Scott presented this item saying that it was brought before the Committee just for their information. The Committee reviewed the messages and thanked Staff for the information.

The Committee reached consensus that there is no need to bring this item back for further discussion.

PUBLIC COMMENT ON ITEMS 4B THROUGH 4E. (1:54:02)

There was no public comment on 4B through 4E. However, as an extension to public comment Chair Scott asked GM McElhenie to briefly address the issue of incorporation so as to allay rumors and the public's concerns.

The Committee reached consensus to extend the meeting by 10 minutes. (1:57:35)

5. FUTURE AGENDA ITEM(S) (2:03:11)

Future items include:

- CCSD-Owned Vehicle Policy
- Draft CSDA Policy 1045 Legal Counsel and auditor
- CSDA policy 1055 Legislative Advocacy
- CCSD 2024/25 Summary of Management Objectives (March)

Committee Chair Scott asked for any additional future agenda items. The Committee had none.

Chair Scott reminded the Committee that we'll get a new policy list from our contract people and we will then be able to take a look at what else we need to do.

6. ADJOURN (2:03:41)

Committee Chair Scott adjourned the meeting at 5:06 p.m.

