



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF SEPTEMBER 24, 2024, REGULAR FINANCE COMMITTEE MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Finance Committee of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall, located at 1000 Main Street, Cambria, CA 93428, on Tuesday, September 24, 2024, at 10:00 AM

#### **1. OPENING**

##### **1.A Call to Order**

Chairman Gray called the meeting to order at 10 a.m.

##### **1.B Establishment of Quorum**

A quorum was established.

Committee members present: Chairman Tom Gray, Cheryl McDowell, David Pierson, Karen Chrisman, Keith Hinrichsen and Scott McCann.

Staff present: Matthew McElhenie, General Manager, Haley Dodson, Confidential Administrative Assistant, Denise Fritz, Administrative Department Manager, Michael Burkey, Fire Chief, Michael Castellanos, Fire Captain, and Kayla Graves, Fire Engineer.

##### **1.C Chair Report**

Chairman Gray reported on the changes being made to the Standing Committee Bylaws including the Chair no longer being a voting member and future Ad Hoc committees being limited to two people. He also reported on the calendar for 2025 and that in December the Board will call for applications to the Standing Committees. The agenda was revised to have item 4B presented first.

##### **1.D Ad Hoc Subcommittee Report(s):**

Ms. Fritz reported on the progress made by the Overhead Allocation Ad Hoc with the decision to base the allocation on effort put forth by the Administrative Staff. She also reported that whenever possible charges would be made to the responsible department and not to administration.

##### **1.E Committee Member Communications:** None.

#### **2. PUBLIC COMMENT:** None.

#### **3. CONSENT AGENDA**

##### **3.A Consideration to Approve the July 23, 2024 Regular Meeting Minutes:**

Minor changes were made as requested by Chair Gray and Member Chrisman.

Mr. Pierson moved to approve the minutes.

Mr. McCann seconded the motion.

Motion passed 5-0.

#### **4. REGULAR BUSINESS**

##### **4.B Discussion and Consideration of Cambria Skatepark Maintenance Cost and Funding and Provide Recommendations to the CCSD Board of Directors**

The committee discussed at length the cost of maintaining the skate park. The committee discussed the need to clean the bathroom daily and the costs to open and close the park daily. The increase in the CCSD's insurance premium must be considered. The cost of staff time is critical to establishing the annual cost. The staff agreed to work on better defining the overall cost per year.

Dick Clark, Chair of the Community Council, gave a presentation on how the use of an annuity type account could reasonably fund the maintenance for a period of 20 years or more. The Council has \$31,000 to put toward the account and staff will ask the Tourism Board if the \$47,000 they contributed could be used for this fund. There is also possible monies that will be remaining after construction is completed to be added to this fund.

The item was tabled until more cost data can be brought to the next meeting.

##### **4.A Discuss and Review the Comments and Revisions Proposed by the Policy Committee Regarding the Procurement Policies and Procedures Policy 2135 Revisions and Provide Recommendations to the Policy Committee and CCSD Board of Directors**

The committee reviewed the document in detail with the help of Ms. Fritz and Mr. McElhenie. The redlined changes were accepted in most instances and the committee recommended some additional changes for grammar and clarity. The comments listed as DF2, 3, 4, 5, 6, 7, and 10 were discussed and the committee recommends not accepting those recommendations for changes. Comments DF 1, 8, and 9 were noted and did not cause any additional changes be made.

Mr. Pierson moved to move the document on for further review and recommended the Board approve the document as amended during 4A.

Mr. Hinrichsen seconded the motion.

Motion passed 5-0.

During the discussions of item 4A. the committee agreed to extend the meeting to 12:15 as needed.

#### **5. FUTURE AGENDA ITEM(S)**

Chairman Gray asked for any future agenda items.

#### **6. ADJOURN**

Chairman Gray adjourned the meeting at 12:09 p.m.

