



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF AUGUST 15, 2024, REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

The Cambria Community Services District Board of Directors held a regular meeting on Thursday, August 15, 2024, at 1:00 p.m. at the Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428.

1. OPENING

1.A Call to Order

President Gray called the meeting to order at 1:00 p.m.

1.B Pledge of Allegiance

President Gray led the Pledge of Allegiance.

1.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, Confidential Administrative Assistant Haley Dodson, Fire Chief Michael Burkey, and Facilities & Resources Manager David Aguirre.

Staff present via Zoom: District Counsel Timothy Carmel, Administrative Department Manager Denize Fritz, Utilities Department Manager Jim Green, and Program Manager Tristan Reaper.

1.D President's Report

President Gray reported on agenda adjustments for today's agenda. The manager's reports will be moved to after regular business. He stated that reading of written correspondence allowed during board meetings will be at the President's discretion.

1.E Agenda Review

This item was discussed during the President's Report, but President Gray asked for any additional agenda review items. There were none.

2. BOARD MEMBER COMMUNICATIONS

Director Farmer reported on the Home Resiliency Tour at 1491 Bradford Road on Saturday, August 24th.

3. PUBLIC SAFETY

3.A Sheriff's Department Report

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

3.B CCSD Fire Chief's Report

Fire Chief Burkey provided a brief report of recent Fire Department activities in Cambria for July.

Public comment: none.

4. PUBLIC COMMENT

Claudia Harmon-Worthen, Cambria
Donn Howell, Cambria

5. HEARINGS AND APPEALS

5.A Public Hearing to Discuss and Consider Adoption of Resolution 27-2024 Approving the Final CCSD Budget for Fiscal Year 2024/2025 and Reserve for Encumbrances Fiscal Year 2023/2024

General Manager McElhenie introduced the item and provided a summary. He stated that the following revisions will be made to the budget narrative:

- Update the first paragraph and second sentence under Summary to read: Those actions include reviewing and updating the budget policies, strategic planning goals for the calendar year 2024, and guidance from standing committees covering numerous details associated with the CCSD's finances, operations, capital projects, and policies.
- Update the second paragraph and second sentence under Summary to read: The District completed a rate analysis in FY 2022-2023 to allow the District to cover the cost of anticipated debt service in the wastewater fund and begin implementing multi-year capital improvement projects in both the water and wastewater funds.
- Remove paragraph 3 under the Summary.
- Update the second paragraph and third sentence under General Fund Trade-Offs to read: Over time, as the CCSD continues to maintain the Fiscalini Ranch Preserve and take ownership of more open space parcels with insufficient funding, the General Fund expenditures for Fire, Facilities, and Resources, and Admin will continue to outpace revenues and impact operations and safety.
- Update the third bullet point under Fire and Emergency Services Significant Budget Items to read: Capital expenditures total \$15,000 for ballistic vests for active shooter response. Capital project requests that were not funded are the fire station roof and gutter repairs, the fire engine type-1, the rescue ski, and the Fire Department gate and fencing.
- Replace Goals, Objectives, and Plans with Budget Assumptions under Strategic Goal Alignment: Fire Department.
- Replace Goals, Objectives, and Plans with Budget Assumptions under Strategic Goal Alignment: Facilities & Resources.
- Replace Goals, Objectives, and Plans with Budget Assumptions under Administrative Services Significant Budget Items.
- Update Enterprise Fund Budgets first sentence to read: The combined Enterprise Fund budgets are illustrated on pages 31-33, including the combined summary information for the three (3) water fund budgets (Water, WRF Operations, and WRF Capital Funds) and the Wastewater Fund. Detailed schedules for the enterprise budget are on pages 34-54.
- Replace Goals, Objectives, and Plans with Budget Assumptions under Strategic Goal Alignment: Water services
- Update the first sentence under Water Services Budget Assumptions to read: The Utilities Department Manager manages Enterprise Funds.

- Update the second paragraph under Water Services Budget Assumptions to read: Forward movement on CIP will need to address staff roles and responsibilities, how the project priorities are phased, how professional and construction services are procured, and the refinement of scope, schedules, and budgets for individual projects. Overall project prioritization has been completed, reviewed, and endorsed by the Resource and Infrastructure Committee, and continued coordination with the committee will be a staff priority in FY 2024-2025. Additionally, the Finance Committee has reviewed and endorsed the CIP items budgeted for the new fiscal year. Details on specific projects and programs are discussed in the following sections on each enterprise budget. Capital Improvement Program Project Prioritization schedules are included on page 72.
- Update the third paragraph under Water Services Budget Assumptions to read: Continued coordination between the Finance and Resources & Infrastructure Committees will also be essential to advancing the capital improvement program.
- Under Water Fund, update the second bullet point to read: Capital expenditures total \$448,000, including projects endorsed at the Resource & Infrastructure Committee meeting and by the Finance Committee.
- Under Water Fund Trade-Offs, update the second paragraph to read: Capital projects are listed in priority order on page 72. Many of the projects in the water fund have been implemented over multiple years, and funding has been accumulated over several fiscal years. The proposed capital projects, as discussed above, include multi-year and new project requests. Maintaining the Water Fund surplus is essential to fund future capital projects.
- Replace Goals, Objectives, and Plans with Budget Assumptions under Water Fund Trade-Offs.
- Update “Water system priorities for FY 2024-2025 includes the following” under Water Fund Trade-Offs Budget Assumptions.
- Replace Goals, Objectives, and Plans with Budget Assumptions under Strategic Goal Alignment: Wastewater Services
- Replace Goals, Objectives, and Plans with Budget Assumptions under WRF.
- Update “WRF priorities for FY 2024-2025” under WRF Budget Assumptions.
- Update the second bullet point under WRF priorities for FY 2024-2025 to read: Continue working on the Section 7 consultation and acquiring the Regular Coastal Development Permit.
- Update the second bullet point under Wastewater Fund Significant Budget Items to read: Capital expenditures total \$80,000 to help fund a new fuel tank and an EV Truck. The purchase of an EV truck was added to the preliminary budget after it went through the R&I and Finance Committee. Staff deemed this addition essential to take advantage of an opportunity to purchase the first District EV vehicle.
- Replace Goals, Objectives, and Plans with Budget Assumptions under Wastewater Fund Trade-Offs.
- Update “Wastewater system priorities for FY 2024-2025” under Wastewater Budget Assumptions.

General Manager McElhenie provided an updated CIP list handout and provided a summary, which includes recategorizing priorities.

Administrative Department Manager Fritz provided a summary.

The Board of Directors held a discussion.

Director Dean requested that EWS be changed to WRF on the accounts.

President Gray opened the public hearing.

Public Comment:

David Pierson, Cambria

President Gray closed the public hearing.

Director Thomas moved to include the revisions to the budget narrative articulated by the General Manager and adopt Resolution 27-2024, approving the Final CCSD Budget for Fiscal Year 2024/2025 and Reserve for Encumbrances Fiscal Year 2023/2024.

Vice President Scott seconded the motion.

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

6. MANAGER REPORTS

6.A General Manager's Report

This item was discussed after agenda item 8A.

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

Public Comment: none.

6.B Facilities & Resources Manager's Report

Facilities & Resources Manager Aguirre provided a summary and PowerPoint presentation of the Facilities & Resources Department Report.

Public Comment:

Elizabeth Bettenhausen, Cambria

6.C Finance Manager's Report

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

6.D Utilities Report

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

Public Comment:

Elizabeth Bettenhausen, Cambria

7. CONSENT AGENDA

7.A Consideration to Adopt the July 2024 Expenditure Report

7.B Consideration to Adopt the July 11, 2024 and July 18, 2024 Regular Meeting Minutes and July 25, 2024 Special Meeting Minutes

7.C Receive and File the Investment Report for the Quarter Ended June 30, 2024

This item was discussed after agenda item 5A.

Public Comment: none.

Director Dean moved to approve the consent agenda.

Director Farmer seconded the motion.

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

8. REGULAR BUSINESS

8.A Receive and File Fourth Quarter Budget Report for FY 2023/24

This was discussed after the consent agenda.

General Manager McElhenie introduced the item and provided a summary.

Administrative Department Manager Fritz provided a summary.

Public comment: none.

Director Thomas moved to receive and file the Fourth Quarter Budget Report for Fiscal Year 2023/24.

Director Dean seconded the motion.

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

9. FUTURE AGENDA ITEM(S)

President Gray asked for any future agenda items.

Vice President Scott asked for an update on weed abatement.

General Manager McElhenie provided an update.

Director Thomas stated that Ms. Harmon-Worthen asked for consideration of a Lighting Policy.

Vice President Scott stated the Lighting Policy item is on the October board agenda for consideration.

Public Comment: none.

10. ADJOURN TO CLOSED SESSION

**10.A CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code
Section 54957.6**

**Agency Designated Representatives: General Manager, Matthew McElhenie and
Che Johnson**

Employee Group: International Association of Fire Fighters (IAFF)

District Counsel stated that the Board of Directors will adjourn for closed session for a Conference with its Labor Negotiators pursuant to Government Code Section 54957.6. The agency designated representatives are General Manager, Matthew McElhenie and Che Johnson. The Employee Group is International Association of Fire Fighters (IAFF).

Public comment: none.

President Gray adjourned the meeting at 3:13 p.m.

President Gray reconvened the meeting at 3:57 p.m.

District Counsel stated that the Board of Directors had just returned from a Conference with its Labor Negotiators pursuant to Government Code Section 54957.6. The agency designated representatives are General Manager, Matthew McElhenie and Che Johnson. Che Johnson was not present. The Employee Group is International Association of Fire Fighters (IAFF). There is no action to report.

President Gray adjourned the meeting at 3:58 p.m.

For further details on the CCSD meeting, please visit the District's website.