



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Finance Committee	10:00 AM Monday, February 24, 2025	Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428

AGENDA

I, Debra Scott, Chair of the Finance Committee, hereby call a Special Meeting of the Finance Committee pursuant to California Government Code Section 54956. The Special Meeting will be held on Monday, February 24, 2025, at 10:00 a.m. The purpose of the Special Meeting is to discuss or transact the following business:

Special Finance Committee Meeting

February 24, 2025, 10:00 AM

In person at:

**Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428**

AND via Zoom at:

Please click the link to join the webinar: [HERE](#)

Webinar ID: 821 6936 6540

Passcode: 987329

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

1. OPENING

1.A Call to Order

1.B Establishment of Quorum

1.C Chair Report

1.D Orientation of New Committee Members

1.E Vice-Chairperson and Secretary Nominations and Elections

1.F Committee Member Communications

2. PUBLIC COMMENT ON AGENDA ITEMS

3. CONSENT AGENDA

3.A Consideration to Adopt the January 10, 2025 Regular Meeting Minutes

4. REGULAR BUSINESS

4.A Discussion Regarding the Cambria Vet's Hall CIP List and Appoint an Ad Hoc Committee to Address Numerous Projects Needed at the Cambria Vet's Hall

4.B Discuss Cambria Community Services District Standing Committee Bylaws

5. FUTURE AGENDA ITEMS

6. ADJOURN



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF JANUARY 13, 2025, 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 Monday, January 13, 2025, at 10:00 AM

1. OPENING

1.A Call to Order

Chairman Gray called the meeting to order at 10:00 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 (after 10:30); Haley Dodson, Confidential Administrative Assistant; Michael Burkey, Fire Chief; David Aguirre, Facilities and Resource Manager; and Denise Fritz, Administrative Department Manager.

1.C Chair Report: Chair Gray updated the group on the new committee formation and timeline.

Chairman Gray reported

1.D Ad Hoc Subcommittee Report(s): None

1.E Committee Member Communications: Ms. McDowell read a text on the CCSD Fire Department water tender activity in Los Angeles. Chief Burkey commented on the role the water tender and two CCSD personnel were filling in Los Angeles. He also spoke to the cost reimbursement that will be forthcoming with considerable extra income for the CCSD.

2. PUBLIC COMMENT: Ms. Dickinson asked about charges from Mission Country Disposal that seemed to be unpaid. She was asked to submit a Public Records Request.

3. CONSENT AGENDA

3.A Consideration to Adopt the December 10, 2024 Regular Meeting Minutes

Mr. Pierson moved to approve the minutes with the correction of replacing “their” with “there” in the first sentence of item 4.2.

Mr. Hinrichsen seconded the motion.

Motion passed 4-0 with Ms. Chrisman abstaining.

4. REGULAR BUSINESS

4.A Review of the Second Quarter Budget Report and Staff Recommendations

Ms. Fritz introduced the item and asked if there were any questions. Ms. McDowell asked for clarification on the CARES Program and the status of the Van Gordon Street property. Mr. Hinrichsen

asked for clarity on a number of items. Mr. Pierson asked for clarity on an item in the CIP. Mr. McCann also had some questions. All items were reviewed by Ms. Fritz.

Mr. Pierson moved to forward the FY 2024/25 second quarter budget report and recommend the Board of Directors receive and file it.

Mr. Hinrichsen seconded the motion.

Motion passed 5-0.

4.B Discussion and Consideration of Updated Budget Policy, Overhead Allocation

Mr. Pierson moved to forward the updated Budget Policy to the Board of Directors recommending approval with the following added sentence in item G. “The additional revenues to the General Fund be budgeted and used on an annual basis at the discretion of the Board of Directors”.

Mr. Hinrichsen seconded the motion.

Motion passed 5-0.

4.C Discussion Regarding the Cambria Vet's Hall CIP List

Mr. Aguirre updated the estimates on a number of the items on the list.

Item 13. The flooring	\$50,000
Item 18. Reroof the Dining Room and Kitchen	\$25,000
Item 20. Kitchen remodel	\$70,000
Item 21. Bathroom Remodel	\$35,000

Mr. Pierson moved to recommend the new Finance Committee consider forming Ad Hoc committees to address the use of the Hall, the budget for needed renovation to effect the use, and grant opportunities to fund the work needed.

Mr. Hinrichsen seconded the motion.

Motion passed 4-1 with Ms. McDowell voting No.

5. FUTURE AGENDA ITEM(S)

Chairman Gray asked for any future agenda items. None.

6. ADJOURN

Chairman Gray adjourned the meeting at 11:26 a.m.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Finance Committee

AGENDA NO. 4.A.

FROM: Matthew McElhenie, General Manager
Denise Fritz, Administrative Department Manager

Meeting Date: February 24, 2025 Subject: Discussion Regarding the Cambria Vet's Hall CIP List and Appoint an Ad Hoc Committee to Address Numerous Projects Needed at the Cambria Vet's Hall

RECOMMENDATIONS:

Staff recommends that the Finance Committee discuss the Cambria Vet's Hall CIP List and appoint an Ad Hoc Committee to address numerous projects needed at the Cambria Vet's Hall.

DISCUSSION:

The items on the CIP list related to Vet's Hall renovations are outdated. The committee is tasked with discussing how to update and proceed with the deferred maintenance on the Vet's Hall and providing recommendations to the Board of Directors for further direction.

Attachment: Vet's Hall CIP List

	A	B	C	D	E	F	G	H	I	J	K
	General Fund CIP (FY 24/25 Revised 9/30/2024)										
				Current Year Activity				Activity to Date			
	Ranking	Project Estimate	Additional Budget Request	Current FY Budget	FY Expenditures	FY Budget amount remaining	Project to Date Budget	Project to Date Expenditures			
2	Facilities & Resources/PROS Projects										
4	B	\$ 1,200,000	\$ -	\$ 197,414	\$ 4,765	\$ 192,649	\$ 1,200,000	\$ 104,176			
5	B	\$ 549,432	\$ -	\$ 307,612	\$ 1,142	\$ 306,470	\$ 549,432	\$ 242,962			
6	B	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -			
7	2	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
8	2	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
9	2	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
10											
11	3	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
12	3	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
13	3	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
14	3	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
15	3	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
16	3	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
17	3	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
18	Subtotal	\$ 3,339,432	\$ -	\$ 555,026	\$ 5,907	\$ 499,119	\$ 1,799,432	\$ 347,138			

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Finance Committee

AGENDA NO. **4.B.**

FROM: Debra Scott, Committee Chair

Meeting Date: February 24, 2025

Subject: Discuss Cambria Community Services
District Standing Committee Bylaws

RECOMMENDATIONS:

It is recommended that the Finance Committee discuss the Cambria Community Services District (CCSD) Standing Committee Bylaws.

DISCUSSION:

On December 12, 2024, the CCSD Board of Directors reviewed and approved updates to the Standing Committee Bylaws. The updated bylaws apply to all standing committees, including the Finance Committee. A copy of the updated bylaws is attached for review.

Attachment: CCSD Standing Committee Bylaws



Cambria Community Services District Standing Committee Bylaws

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The Committees shall gather information, explore alternatives, examine implications, and offer options for review and deliberation by the Board of Directors. Committee members are expected to stay current on the issues under discussion by the Board of Directors.

1.2 Each Standing Committee shall consider only District-related issues approved and assigned to it by the Board of Directors, or issues within the purview of each Committee as defined in “Standing Committee Statements of Purpose and Responsibilities” below.

1.3 Apart from their normal function as part of an advisory resource, Committees and the individual members have no authority and may not verbally or by action represent the Committee or the CCSD in any policy, act, or expenditure.

1.4 The Committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or its ad hoc committees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the Committee.

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Administrative Department Manager-Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding potential funding sources available to the District from private, public, County, State or federal entities; and
- (e) Support other standing committees’ fiscal review needs.

1.6.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;

- (b) Support and work directly with the CCSD General Manager and Utilities Department Manager in identifying/defining plans to meet the infrastructure needs of the community, working within the bounds of current and potential resources and priorities of the District;
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs; and
- (d) Support other standing committees' resource and infrastructure review needs.

1.6.3 The Parks, Recreation and Open Space Committee shall:

- (a) Assess existing resources and gather information regarding the parks, open space, and recreational needs of the community;
- (b) Establish collaborative working relationships with relevant public and private organizations;
- (c) Support and work directly with the CCSD General Manager and Facilities & Resources Manager to create plans for meeting the needs of the community within the bounds of current and potential resources;
- (d) Recommend plans of action to the Board regarding meeting the community needs for parks, recreation, and open space; and
- (e) Facilitate communication with the residents of Cambria both to update community priorities for parks, recreation, and open space and to obtain community support for planned actions.

2. **COMMITTEE MEMBERS**

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as a non-voting Chairperson who does not count toward a quorum. Additionally, the General Manager is an ex-officio non-voting member of all Standing Committees and does not count toward a quorum.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries. No Committee member shall serve on more than one (1) Committee at a time.

2.3 Method of appointment:

- (a) Volunteer Committee members shall serve two-year terms. Such terms shall begin in February of odd-numbered years.
- (b) At the end of a term of office, a Committee member wishing to continue for another term shall fill out an application as specified in 2.3(d) below and will be considered for appointment along with the other applicants.
- (c) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for Committee membership. Such invitation shall be advertised on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted to the website or the Administrative Offices during regular business hours during the application period.
- (d) Any applications received per 2.3(d) above shall be retained by the District and remain active for two years.
- (e) Committee members shall be appointed from the pool of applicants (see 2.3(d) above) by recommendation of the Committee Chairperson and approved by a majority vote of the CCSD Board of Directors.
- (f) The Committee Chairperson shall be responsible for interviewing new

applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4 Committee members shall attend all regular and special meetings of the Committee unless excused for emergencies or other good cause:

(a) Good cause for absence includes circumstances of which the Chairperson of the Committee is notified prior to the meeting. Good cause also includes Board-authorized or Committee-authorized meeting absences, such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

(b) A Committee member who is absent for good cause may notify the Chairperson by electronic transmission (e.g., email), telephone communication, or letter. The minutes shall indicate whether an absence was excused.

(c) A vacancy shall occur if a Committee member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board of Directors.

2.5. Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3(d) above) and appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

3.1. The Chairperson shall be chosen annually from members of the Board of Directors by a majority vote of the Board. A Director may not serve as Chairperson of more than one Standing Committee at the same time.

3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.

3.3. No member of the Committee shall hold more than one office.

3.4. Chairperson duties:

(a) Preside over meetings,

(b) Supervise, provide guidance, and act as a liaison between the Board and the Committee,

(c) Establish committee meeting agendas,

(d) Appoint appropriate ad hoc committees of two (2) Committee members.

(e) To avoid any appearance of unduly influencing voting Committee members, the Chairperson shall not attend ad hoc committee meetings or meet with two voting Committee members outside of a meeting to discuss Committee business,

(f) Sign reports,

(g) Represent the Committee at regular CCSD Board meetings,

(h) Coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,

3.5. Vice Chairperson duties:

(a) Perform the duties of the Chairperson in their absence,

(b) Act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.

3.6. Secretary duties:

(a) Record the minutes of the meetings in action form, ensuring the accuracy of when, how, and by whom the Committee's business was conducted.

(b) Submit the draft written minutes and recording to CCSD staff for the public record.

(c) Minutes should include, at a minimum:

- The date, time, and location of the meeting,
- A list of the Committee members present and absent,
- A record of reports presented and by whom,
- The text of motions adopted along with a count of yes and no votes and the Committee members dissenting,
- List of items considered for future agenda,
- Time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES

- 4.1. Members of the Committee and their activities are bound by all applicable provisions of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff, and to members of the audience present at Committee meetings. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.
- 4.5. Committee members shall complete AB 1234 (Government Code Section 53235 et seq.) ethics training every two (2) years.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. The Chair shall develop the draft agenda with input from the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas on the District’s website and at the District Administrative Office and distribute to all Committee members and the agenda distribution list.

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the Confidential Administrative Assistant, and Committee members will receive all information being distributed as part of the meeting agenda.
- 6.3. The Committee shall hold regular meetings as often as once a month and at least quarterly, on dates set annually by the Committee. The Committee may call special meetings as needed, with required 24-hour public notice.

- 6.4. A majority of the five (5) voting Committee members shall constitute a quorum as required to hold a meeting. Any action taken by the Committee shall require at least three (3) votes.
- 6.5. The business at regular meetings of the Committee shall be conducted for no more than a two-hour period, unless extended by a four-fifths vote of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. The CCSD General Manager may determine a staff liaison to the Committee if needed for facilitating communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent) shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Committee may adopt, and statutes applicable to the Committee that do not authorize the provision of these Bylaws to take precedence.

8. AMENDMENTS TO BYLAWS

- 8.1. These Standing Committee Bylaws shall be reviewed annually at the first regular Board of Directors meeting in January, after which amendments may be considered for adoption by the Board.
- 8.2. The CCSD Board of Directors retains sole authority to amend these Bylaws. A majority of the CCSD Board of Directors must approve any amendments.