



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF JANUARY 9, 2025, 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, January 9, 2025, at 10:00 a.m. at the Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428.

1. OPENING

1.A Call to Order

President Scott called the meeting to order at 10:00 a.m.

1.B Pledge of Allegiance

President Scott led the Pledge of Allegiance.

1.C Establishment of Quorum

A quorum was established.

Directors present: Debra Scott, Michael Thomas, Harry Farmer, Tom Gray, and Karen Dean.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denize Fritz, Confidential Administrative Assistant Haley Dodson, Facilities & Resources Manager David Aguirre, and Utilities Department Manager Jim Green.

Staff present via Zoom: Assistant District Counsel David Hirsch, Fire Chief Michael Burkey, and Program Manager Tristan Reaper.

1.D Report from Closed Session

Assistant District Counsel Hirsch stated that at the December 12, 2024, special meeting, the Board of Directors held a closed session for a conference with its labor negotiators pursuant to Government Code Section 54957.6. The District's designated representatives were General Manager Matthew McElhenie and Attorney Che Johnson. The employee groups were the Service Employees International Union, Local 620, International Association of Fire Fighters (IAFF), Local 4635, and Management & Confidential Exempt Employees (MCE). No action was taken by the Board. On today's agenda, there are items relating to those negotiations for the Board's consideration.

1.E President's Report

President Scott wished everyone a Happy New Year and asked for a moment of silence for President Carter, as this was his National Day of Mourning.

1.F Agenda Review

President Scott asked for any changes to the agenda.

Director Dean requested tabling item 7A. The Board of Directors agreed to table the item.

President Scott would like to do Public Safety reports first, then Public Comment and Regular Business.

2. BOARD MEMBER COMMUNICATIONS

Director Farmer wished everyone a Happy New Year. He commented on the recent fires down south and Cambria's drought and water-saving measures.

3. PUBLIC SAFETY

3.A Sheriff's Department Report

There was no Sheriff's Report.

3.B CCSD Fire Chief's Report

Fire Chief Burkey provided a brief report for December on recent Fire Department activities in Cambria.

Public Comment: none.

The Board of Directors took a break at 2:22 p.m.

The Board of Directors reconvened the meeting at 2:33 p.m.

4. PUBLIC COMMENT

Public Comment: none.

5. MANAGER REPORTS

5.A General Manager's Report

General Manager McElhenie provided a summary of the General Manager's Report and announced that the 2024 Year-End Report had been released.

Public Comment:
Robert Enns, Cayucos

5.B Facilities & Resources Manager's Report

General Manager McElhenie provided a summary of the Facilities & Resources Department.

Public Comment: none.

5.C Finance Manager's Report

Administrative Department Manager Fritz provided a summary of the Finance Manager's Report.

Public Comment: none.

5.D Utilities Report

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

Public Comment: none.

6. CONSENT AGENDA

- 6.A Consideration to Adopt the December 2024 Expenditure Report**
- 6.B Consideration to Adopt the December 12, 2024 Special Meeting Minutes and December 12, 2024 Regular Meeting Minutes**
- 6.C Consideration of Adoption of Resolution 01 -2025 Ratifying the Memorandum of Understanding (MOU) between CCSD and Service Employees International Union (SEIU) Local 620, Adoption of Resolution 02-2025 Ratifying the MOU between CCSD and International Association of Firefighters (IAFF) Local 4635, and Adoption of Resolution 03-2025 Amending the District Salary Schedule**
- 6.D Consideration of Adoption of Resolution 04 -2025 Approving the Updated Management and Confidential Employees (MCE) Group Payment & Compensation Plan**
- 6.E Consideration of Approval of the Procurement Policies and Procedures Policy 2135**
- 6.F Consideration of Approval of the Grants Policy Number 2170**
- 6.G Consideration of Approval of the Capital Improvement Project (CIP) List Format**
- 6.H Consideration of a Letter of Support Regarding the San Luis Obispo Council of Governments' (SLOCOG) Application for the FY 2025-2026 Caltrans Sustainable Transportation Planning Grant for the North Coast Resiliency and Safety Plan**

Vice President Thomas pulled 6E and 6G.

Director Farmer pulled 6F.

Director Gray requested revisions to the letter included in item 6.H.

President Scott stated that the letter was amended earlier in the week.

Director Gray stated the first paragraph should be “we are” pleased. The final paragraph should say, “we hope.”

The Board of Directors held a discussion.

Vice President Thomas requested a minor correction to page 70 of the December 12, 2024, regular minutes under Board Member Communications. There, it was stated that the Loop Trail was halfway dug. It should state that “the loop trail halfway improved with wood chips.”

Director Gray moved to approve consent agenda items 6A, 6B, 6C, 6D, and 6H.

Public Comment: none.

Director Dean seconded the motion.

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

General Manager McElhenie introduced consent agenda item 6E and provided a summary.

Vice President Thomas requested minor corrections to page 151 of the policy in Table C. Public Works. The first row’s dollar amount should reference \$0-\$74,999. The second row’s dollar amount should reference \$75,000 to \$219,999. On page 157, 4.3 Qualifications, he recommended a sentence or paragraph describing the District’s approach to determining to whom contracts are sent for RFP.

Director Gray stated that 4.3 is only for professional service contracts, not for projects.

Public Comment:
Gordon Heinrichs, Cambria

The Board of Directors held a discussion.

Vice President Thomas moved to approve the Procurement Policies and Procedures Policy 2135 with the minor corrections previously referenced and articulated on page 151 in Table C. Public Works, and further direct staff to consider whether it would be useful to articulate the process for determining who we send RFPs to as appropriate within this policy.

Director Dean asked if the Board is moving to have the General Manager include that information in this policy.

President Scott stated that's the motion.

Vice President Thomas stated his motion is to approve it with that one correction and then further bring it back to the Board at the appropriate time.

President Scott asked for it to be brought back as a future agenda item.

Vice President Thomas agreed.

Director Dean seconded the motion.

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

General Manager McElhenie introduced consent agenda item 6F and provided a summary.

President Scott stated that the staff report was amended earlier in the week.

The Board of Directors held a discussion.

Vice President Thomas requested, after the removal of “prior to submission,” to Section 2170.2.1, to add, “In cases where the General Manager applies for grants prior to Board approval, the General Manager will inform the Board prior to the next Board meeting.”

President Scott asked the General Manager to give the President and Vice President a heads-up.

Director Gray requested, after the removal of “prior to submission,” to Section 2170.2.1, to add, “for approval at the earliest regular meeting available.”

President Scott stated that it could read, “Applications for grants that require matching funds shall be approved by the Board of Directors prior to the date of the award.”

The Board of Directors agreed with President Scott's suggestion.

Public Comment:
Christine Heinrichs, Cambria (submitted a written comment for the record)
Gordon Heinrichs, Cambria

Laura Swartz, Cambria
Christina Galloway, Cambria
Cheryl McDowell, Cambria

Vice President Thomas requested to add, “In cases where the General Manager applies for grants prior to Board approval, the General Manager will inform the President and Vice President prior to the next Board meeting.”

Vice President Thomas moved to approve the Grants Policy Number 2170 with minor corrections under 2170.2.1, deleting the words “as soon as possible” in the first sentence. The next sentence would read, “Application for grants that require matching funds shall be approved by the Board of Directors prior to the date of award. In cases where the General Manager applies for grants prior to Board approval, the General Manager will inform the President and Vice President prior to the next Board meeting.”

Director Gray seconded the motion.

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

General Manager McElhenie introduced consent agenda item 6G and provided a summary.

Public Comment:
Gordon Heinrichs, Cambria

Vice President Thomas moved to direct staff to take into consideration the prior conversations and discussions regarding the matter and return to the next Board meeting or a subsequent Board meeting at their pace of work, given their priorities with revisions incorporating the needs expressed in the best way they possibly can.

President Scott stated the Board sees the document quarterly and asked if it would work to include it when it’s brought back during the next quarter? The Board can review it then.

Vice President Thomas agreed.

Director Farmer seconded the motion.

Vice President Thomas repeated the motion to direct staff to take into consideration the discussions of improvement and bring back at the next quarterly review a revised format that meets these needs, as appropriate, including removing the page breaks.

Motion Failed Ayes – 1 (Thomas) Nays – 4 (Scott, Farmer, Gray & Dean) Absent – 0

Director Gray moved to approve the title pages to headings on each page as applicable.

Director Dean seconded the motion.

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

7. REGULAR BUSINESS

7.A Discussion and Consideration to Fill Vacant Seats on the Standing Committees

This item was tabled to February.

7.B Discussion Regarding Title and Focus of the Proposed New Standing Committee

Regular business items were discussed after Board Member Communications.

General Manager McElhenie introduced the item and provided a summary.

President Scott stated that the staff report was amended earlier in the week.

The Board of Directors held a discussion.

Public Comment:
Margee DeLuca, Cambria

Director Dean moved to direct staff and District Counsel to begin the process of publicizing the committee and coming back with documents to implement it: bylaws, resolution, and amending the conflict of interest documents to include the committee members.

Director Farmer seconded the motion.

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

7.C Discussion and Consideration of Standing Committee Chair and Liaison Appointments

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors held a discussion.

Vice President Thomas moved to approve the appointments as written with the following changes: President Scott will chair the Finance Committee after the meeting on Monday, January 13, 2025, and the San Simeon Community Services District liaison role will be eliminated.

Director Dean seconded the motion.

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

7.D Review, Discussion, and Consideration of the Ad Hoc Committee Assignments and Status

Director Gray introduced the item and provided a summary.

The Board of Directors held a discussion.

Donn Howell provided historical information regarding the tasks assigned to the Skate Park ad hoc committee.

Public comment: none.

Director Gray moved to adopt the Ad Hoc Committee assignments with a couple of exceptions: Emergency Wildfire Evacuation should be disbanded upon the establishment of the Fire Protection Committee, and the Strategic Planning Workshop Process should be disbanded on March 4, 2024; he indicated that there is no need to change the Skate Park committee's description.

Director Dean seconded the motion.

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

7.E Discussion and Consideration Regarding the District's Strategic Plan Workshop

General Manager McElhenie introduced the item and provided a summary.

President Scott provided a summary.

The Board of Directors held a discussion.

Public Comment:

Dennis Dudzik, Cambria

Scott Anderson, Cambria

Vice President Thomas moved to approve the plans for the Strategic Planning Workshop as established with the clarification that the public input at the Board meeting will occur on February 13th and direct staff to begin requesting public input for the Strategic Plan once they receive direction from the Ad Hoc Committee.

Director Gray offered an amendment to direct staff to begin the process of receiving written public comment now.

Director Gray withdrew his amendment.

Director Dean seconded the motion.

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

7.F Discussion and Consideration of Accepting the Low Bid by and Approval of a Public Works Contract with Grace Environmental Services, Inc. for the Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade Project and Authorization for the General Manager to Execute the Contract

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors held a discussion.

Public Comment:

Christine Heinrichs, Cambria (submitted a written comment for the record)

Gordon Heinrichs, Cambria

Scott Anderson, Cambria

Christina Galloway, Cambria

Director Gray moved to approve a Public Works Contract with Grace Environmental Services, Inc. for the water meter register replacement and advanced metering infrastructure upgrade project and authorized the General Manager to execute the Contract.

Director Farmer seconded the motion.

Motion Passed Ayes – 4 (Thomas, Farmer, Gray & Dean) Nays – 1 (Scott) Absent – 0

The Board of Directors took a break at 11:46 a.m.

The Board of Directors reconvened the meeting at 12:30 p.m.

7.G Discussion and Consideration of Adoption of Resolution 05-2025 Exercising Its Option to Extend the Mission Country Disposal Franchise Agreement

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors held a discussion.

Public Comment: none.

Director Gray moved to adopt Resolution 05-2025, exercising the option to extend the Mission Country Disposal Franchise Agreement by one year.

Vice President Thomas seconded the motion.

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

7.H Discussion and Consideration to Approve CCSD Outdoor Lighting Policy Number 2230

President Scott introduced the item and provided a summary.

Vice President Thomas requested to eliminate “in inhabited areas” under 2.B., eliminate “in business districts and residential areas, parks, Environmentally Sensitive Habitat Areas (ESHA) and preserves under Policy Procedures 4, and remove “Decorative lighting does not follow CCSD lighting standards” under Exceptions 1.

Director Gray requested to “eliminate and equitable lighting” under Policy Principles 3.C. and replace “wilderness” with “rural” and replace “falling” with “extending” under Policy Principles 4.B., add “see figures 1 and 2) under Policy Principles 2.C. and change the Figures from 9 and 10 to 1 and 2, and remove “Replacement of existing light sources shall be addressed based on budgetary constraints” under Exceptions 2, and add “Replacement of existing light sources shall be addressed based on budgetary constraints” to the last paragraph in the Purpose section.

The Board of Directors held a discussion.

Public Comment:

Gordon Heinrichs, Cambria

Dennis Dudzik, Cambria

Director Farmer moved to approve the CCSD Outdoor Lighting Policy Number 2230 with the suggested changes noted.

Vice President Thomas seconded the motion.

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

8. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

8.A Finance Committee's Report

A written report was included in the agenda packet.

8.B Policy Committee's Report

A written report was included in the agenda packet.

8.C PROS Committee's Report

There was no meeting held in December.

8.D Resources & Infrastructure Committee's Report

There was no meeting held in December.

8.E Other Liaison Reports and Ad Hoc Committee Reports

Written reports were included in the agenda packet.

Public Comment: none.

At 3:46 p.m., the Board of Directors extended the meeting to 4:30 p.m.

9. FUTURE AGENDA ITEM(S)

President Scott asked for any future agenda items.

Vice President Thomas suggested the potential for integrating how we do the RFP list, how we identify qualified bidders into the procurement policy, and discussion of assessment and testing of our water storage volume, fire hydrant testing program, the flow, and what it would look like here, and an integrated process showing how the integration between the Strategic Planning process and how it ties in and interfaces with the process of developing the budgets and CIP.

Public Comment: none.

10. ADJOURN

President Scott adjourned the meeting at 3:05 p.m.

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