



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Policy Committee	3:00 PM Thursday, June 27, 2024	Cambria Veterans' Memorial Hall 1000 Main Street, Cambria, CA 93428

## **AGENDA**

### **Regular Policy Committee Meeting**

**Thursday, June 27, 2024 3:00 PM**

**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: 814 8066 2974**

**Passcode: 159930**

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 Ad Hoc Subcommittee Report(s)**

**1.E Committee Member Communications**

### **2. PUBLIC COMMENT**

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

### **3. CONSENT AGENDA**

**3.A Consideration to Approve the April 25, 2024 Regular Meeting Minutes**

**4. REGULAR BUSINESS**

**4.A Discussion and Consideration of the Updated CCSD-Owned Vehicle Policy**

**4.B Discussion and Consideration of the Role of the General Manager Policy**

**4.C Discussion and Direction of the CCSD Policy Handbook Contents and Direction on What Policies Need Revisions, Additions, or Deletions**

**4.D Discussion and Consideration of the Legislative Advocacy Policy**

**4.E Discussion and Consideration of the Climate Change Policy**

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

**6. ADJOURN**



## CAMBRIA COMMUNITY SERVICES DISTRICT

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

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

*Please note that the timings in “( )” below refer to locations in the recording of the meeting published on the District’s web site*

#### 1. OPENING

##### 1.A Call to Order (00:10)

Committee Chair Scott called the meeting to order at 3:00 p.m.

##### 1.B Establishment of Quorum

A quorum was established.

Committee members present: Committee Chair Debra Scott, Vice Chair Gordon Heinrichs, Claudia Harmon Worthen and Secretary Donn Howell. Ted Key joined the meeting at (01:24).

Committee member absent: Jim Townsend – excused absence.

Staff members present: Confidential Administrative Assistant Haley Dodson and General Manager Matthew McElhenie.

##### 1.C Chair Report (00:51)

Committee Chair Scott reported that yesterday’s mediation session with the School Board went well.

##### 1.D Ad Hoc Subcommittee Report(s) (01:39)

There were no subcommittee reports.

##### 1.E Committee Member Communications (01:44)

Member Howell made some general observations about policies and what purposes they can serve.

Chair Scott recommended the Committee look at the CCSD’s most recent strategic plan and statement of values.

#### 2. PUBLIC COMMENT (09:29)

No members of the public were present or attending online. Chair Scott invited comments from Committee members and staff.

Member Key expressed concern about the recent dog-bite incident on Park Hill. Some discussion among Committee members and staff ensued.

### 3. **CONSENT AGENDA** (11:43)

#### 3.A **Consideration to Approve the March 28, 2024 Regular Meeting Minutes**

Member Heinrichs noted that Christine Heinrichs' name was misspelled in the report of agenda item 2 *Public Comment*.

Member Harmon Worthen observed that her name should not be hyphenated as it was in the report of agenda item 1-B *Establishment of Quorum*.

**Motion:** to accept the meeting minutes with the modifications as discussed [above]. (12:55)

Motion by: Harmon Worthen  
Second by: Key

**Motion passed: Ayes – 4; Nays – 0; Absent – 1; Chair not voting.** (13:41)

### 4. **REGULAR BUSINESS**

#### 4.A **Review, Discussion and Consideration of the CSDA Policy Number 1055: Legislative Advocacy Policy** (14:40)

Chair Scott had prepared a draft of this policy which she presented to the Committee for discussion and consideration. The committee suggested several minor edits.

**Motion:** that this Committee submit draft policy 1055 [Legislative Advocacy Policy] to the CCSD Board for consideration and recommend approval. (49:00)

Motion by: Key  
Second by: Howell

**Motion passed: Ayes – 3; Nays – 2; Absent – 1; Members Heinrichs and Harmon Worthen dissenting.** (51:24)

Call for public comment (52:24) There was none.

#### 4.B **Discussion and Update on the Climate Change Policy** (52:35)

Chair Scott reported that she had a conversation about this policy with the Chair of the Resources & Infrastructure (R&I) Committee, Director Dean. Director Dean said that she liked the draft climate change policy, dated December 27, 2021, currently under consideration by the Policy Committee. The two chairs agreed that after the R&I committee has finished its work on the plan for addressing climate change, the Policy Committee can review the draft policy to ensure it is complete and that it comports with the plan as proposed by R & I.

Member Harmon Worthen asked that, in the context of climate change, Policy Committee revisit its lighting policy that had been rejected by an earlier CCSD Board.

Chair Scott asked GM McElhenie to give a brief update about the measures that District has already taken and will be taken in the future to address climate change.

Call for public comment (55:44) There was none.

#### **4.C Discussion for Future Activities for the Policy Committee (1:13:00)**

Chair Scott presented this agenda item in order to provide a snapshot of where the Committee is in its work, what progress has been made, and so inform the Committee's discussion as what we really want to work on..

The Chair reviewed the list of policies that have been discussed and the status of each:

- Social Media Policy and Internet & Email Policy – these will be part of a new Personnel policy currently being developed by a consultant. The Committee will have a chance to review these policies after the consultant has finished its work.
- Role of the General Manager Policy – the Policy Committee will revisit this in light of the District's newly updated strategic plan. A copy of the current strategic plan will be included in our next meeting's agenda packet.
- CCSD-Owned Vehicle Policy – Utilities Department Manager Green and GM McElhenie are preparing a new Section 3.
- Evacuation Planning – This issue is being addressed on a number of fronts.
- Purchasing Policy – Finance Manager Fritz and Confidential Admin. Assistant Dodson are working on this.
- Reserve Policy – The Finance Committee is working on this.

Other policy reviews that are now in process:

- Climate Change Policy – waiting for R&I Committee to finish its Climate Change Action Plan.
- Legislative Advocacy -- recommended to the Board for adoption.
- Legal Counsel and Auditor Policy – on the Board's agenda for its May 9 meeting.

Ms. Dodson agreed to forward the current Policy Handbook Table of Contents to the committee members.

Call for public comment (1:32:21) There was none.

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

Discussion of the Role of the General Manager in light of the new Strategic Plan

CCSD-Owned Vehicle Policy Section 3 if it is ready

Further discussion of the policy list (Policy Handbook Table of Contents)

Call for public comment (1:34:51) There was none.

#### **6. ADJOURN (1:35:02)**

Committee Chair Scott adjourned the meeting at 4:36 p.m.

TO: Policy Committee Members

AGENDA NO. 4.A.

FROM: Debra Scott, Chair

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Meeting Date: June 27, 2024

Subject: Discussion and Consideration of the  
Updated CCSD-Owned Vehicle Policy

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**DISCUSSION:**

This policy has been before the Policy Committee in the past. The draft policy that included only Sections I and II was taken before the Board for approval, although the Board referred the draft policy back to the Committee to add Section III. Board staff have rewritten Section III to meet the requirements of the needs of the District and to meet the parameters set by other entities that represent those employees who will be on call for the District. The Policy has been revised to include Section III related to on-call employees using the vehicles between Cambria and their homes. The Policy is before the Policy Committee for review and consideration for referral to the Board at a future Board meeting.

Attachment: CCSD-Owned Vehicle Policy



**POLICY TITLE: CCSD-Owned Vehicle Policy**

**POLICY NUMBER: 3605**

**I. PURPOSE**

- A. This policy of the Board of Directors for the Cambria Community Services District (“CCSD”) establishes policies and procedures for using CCSD-owned vehicles. For the purpose of this policy, vehicles leased or rented by the CCSD are considered CCSD-owned vehicles.

**II. VEHICLE USAGE - GENERAL**

- A. All CCSD employees are required to have and maintain a valid California Driver’s License. Employees shall follow all jurisdictions’ laws, rules, and regulations while operating a vehicle on CCSD business. Any fines or other penalties incurred by an employee shall be the responsibility of the employee.
- B. Individuals not employed by the CCSD shall never operate CCSD-owned vehicles except for individuals performing approved maintenance/repair services on the vehicle.
- C. If a motor vehicle accident occurs while on CCSD business, the appropriate law enforcement agency shall be contacted immediately, and every attempt shall be made to have a report completed. If the law enforcement agency declines to prepare a report, the employee shall record the name of the party contacted at the law enforcement agency, the time that they were contacted, and a written report of the facts and circumstances surrounding the accident shall be completed by the employee at the earliest opportunity. The employee’s report will include the contact information of all parties involved in the accident, including vehicle descriptions and insurance if available. The employee’s supervisor shall be notified of the accident at the earliest opportunity, but in any event, no later than by the next business day. The supervisor is responsible for having the accident reported to the individual responsible for risk management or his/her designee at the earliest opportunity but in no event later than by the end of the next business day.
- D. Smoking and/or vaping is strictly prohibited in any CCSD-owned vehicles.

**III. VEHICLE USAGE - WASTEWATER & WATER ON-CALL OPERATORS**

- A. This policy also applies to all district wastewater and water on-call operators and establishes guidelines for wastewater and water on-call operators’ use of district vehicles. This will ensure efficient emergency response while maintaining accountability and proper use of district resources.

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- Only designated wastewater and water on-call operators can take district vehicles home to ensure prompt response to emergencies and operational needs.
  - Only wastewater and water on-call operators currently scheduled for on-call duty are eligible to take district vehicles home.
  - District vehicles will be assigned to eligible on-call operators by the Utilities Department Manager.
  - The assigned vehicle must be used only for district-related activities, including responding to emergencies, attending to operational needs, and other work-related duties.
  - Vehicles must be parked at the operator's residence in a safe and secure location.
  - Operators are responsible for ensuring the vehicle is locked and any district equipment inside is secured when not in use.
- B. All CCSD vehicles shall be appropriately marked with CCSD identification unless otherwise approved by the General Manager.
- C. A daily inspection of each vehicle ~~prior to use~~ is to be performed prior to the operation of any District-owned vehicle.
- D. No CCSD-owned vehicle shall be driven if it is known to be in an unsafe condition. Any mechanical problems related to a CCSD-owned vehicle shall be immediately reported. When using CCSD-owned vehicles, employees shall not abuse the vehicle in any way.
- E. Use of a CCSD vehicle is prohibited while on vacation or on other leave. Transporting family members in CCSD-owned vehicles is also prohibited, except where such persons are also CCSD employees or are otherwise on official CCSD business, ~~in CCSD-owned vehicles is also prohibited, except~~ in emergency situations. Transporting friends or other persons in CCSD-owned vehicles is also prohibited, except where such persons are also CCSD employees or are otherwise on official CCSD business, ~~in CCSD-owned vehicles is also prohibited~~.
- F. When utilizing a CCSD or privately-owned vehicle for ~~Travel~~travel, the vehicle may be used to attend meals and other activities directly related to the training, conference, or other ~~Travel~~travel function, as defined by the District's Travel Policy.



TO: Policy Committee Members

AGENDA NO. **4.B.**

FROM: Debra Scott, Chair

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Meeting Date: June 27, 2024

Subject: Discussion and Consideration of the Role  
of the General Manager Policy

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**DISCUSSION:**

This agenda item has been discussed by the Policy Committee during previous Committee meetings. Further discussion was suspended pending the adoption of the updated Strategic Plan by the Board since this document would, in part, be based on the 2024 Goals and Objectives for the Board.

Attachments: Updated CCSD Strategic Plan  
Current General Manager Employment Contract

# Cambria Community Services District

## Three-Year Strategic Goals 2022-2025

### Objectives Status Report

Updated March 4, 2024

#### CORE AREA: Water Services - General

#### STRATEGIC GOAL: Meet the Ongoing Challenges of Effectively and Reliably Managing Water Resources in our Sensitive Ecosystem

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<b>Implement the Water Meter Replacement Program</b>	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2024	Board approved on 8/10/2023 and procurement of materials in progress. Completed the contract for billing integration and training. Staff are finalizing inventory. Started incrementally installing the endpoints. We have 10 endpoints installed. Stage 1 register update installation in June 2024.
↳ Present to the Board the implementation plan for the previously approved Water Meter Replacement Program.	Utilities Manager	6/28/2022	9/15/2022	First Quarter 2024	A budget adjustment will be brought to the Finance Committee for approval.
<b>Complete the Stuart Street Tank Construction</b>	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2025	Board approved MKN contract on 1/11/2024. Permit duration expected to be 4-8 months total. Once permitting is completed, RFP for installation will ensue.
↳ Present to the Board the implementation plan for the Stuart Street tank construction (dependent upon receipt of appropriations monies).	Utilities Manager	6/28/2022	9/15/2022	First Quarter 2024	Staff expects to receive 70% design/build by end of First Quarter 2024.
<b>Permanent Replacement of San Simeon Water Line &amp; Effluent Line</b>	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2025	Board approved on 8/10/2023. Staff held a kickoff meeting with Cannon on 8/29/2023. Environmental/permitting began on 9/18/2023. The preliminary design review (PDR) is being presented to the R&I Committee in February 2024.
↳ Present to the Board of the Results of the RFP.	Utilities Manager	1/31/2023	Summer 2023	8/10/2023	Board approved on 8/10/2023.

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<b>Research Long-Term Water Supply &amp; Storage Solutions</b>	Utilities Manager with R&I Committee	1/31/2023	Not established		Ongoing. Ad Hoc Committee and staff are currently reviewing all possibilities for increasing our water portfolio.
↳ To revitalize the R&I Ad Hoc Committee concerning long-term water supply & storage solutions.	Utilities Manager with R&I Committee	1/31/2023	April 2023	April 2023	R&I revitalized the Ad Hoc Committee consisting of Mr. Webb & Mr. Williams.
↳ Complete the research for long-term water supply & storage solutions.	Utilities Manager with R&I Committee	6/8/2023	Not established		The Ad Hoc Committee provided a thorough report at the R&I Committee meeting. Board received Long-Term Water Supply & Storage Alternatives Report from the Ad Hoc Committee on 11/9/2023. Research and funding are ongoing.
↳ <b>Update our groundwater model in the San Simeon and Van Gordon groundwater basin.</b>	Utilities Manager	3/4/2024	Second Quarter 2025		

**CORE AREA: Water Services – Water Reclamation Facility**

**STRATEGIC GOAL: Advance Coastal Development Permit (CDP)  
to Achieve County and Coastal Commission Approval**

<b>WHAT (Objectives &amp; Supporting Actions)</b>	<b>WHO (Responsible Party)</b>	<b>DATE ADDED TO PLAN</b>	<b>ORIGINAL TARGET COMPLETION DATE</b>	<b>UPDATED TARGET COMPLETION DATE</b>	<b>COMMENTS</b>
<b>Resolve the Brine Waste Disposal Issue</b>	Utilities Manager	1/31/2023	Not established	First Quarter 2025	The Zero Liquid Discharge made it through the Department of Energy review, and we are now waiting on specifics on the accounting processes based on grant requirements.
↳ Investigate and complete study for new cost-effective options and technologies for reduction/disposal of brine waste, including costs. Present a report to the Board upon conclusion of the study.	Utilities Manager with R&I Ad Hoc Committee	6/28/2022	9/8/2022	Second Quarter 2024	Staff is in the process of scheduling a pilot program based on alternatives analysis for the Zero Liquid Discharge Program.
↳ Board approval of Zero Liquid Discharge pilot testing program.	General Manager	6/8/2023	Not established	Second Quarter 2024	Pilot testing program update to Finance & R&I Committees before Board approval.
<b>Complete the Instream Flow Study Task 1 &amp; 2 to Include Van Gordon Creek</b>	Utilities Manager	6/28/2022	12/8/2022	Fourth Quarter 2024	Ongoing.
↳ Add additional scope to Instream Flow Study to include Van Gordon Creek.		7/13/2023	Fourth Quarter of 2023	9/14/2023	Board approved on 9/14/2023 and analysis will begin in October 2023.
↳ Report results to the Board.		6/28/2022	12/8/2022	Fourth Quarter 2024	
<b>Complete the CDP Application</b>	Utilities Manager	6/28/2022	December 2022	Third Quarter 2024	
↳ Revisit the CDP project description to our CDP application.		1/31/2023	Second Quarter of 2023	Second Quarter 2024	Staff selected SWCA as the consultant and they worked with staff and the Ad Hoc Committee to update the CDP project description and scope. Staff will bring the CDP project description to the Board for a Public Hearing in Second Quarter 2024, and with Board approval, subsequently submit formal application submission to the County.
↳ Submit the data needed to complete the CDP application for the County.		6/28/2022	December 2022	Third Quarter 2024 (if needed)	Potential information hold response could be required if requested.

**CORE AREA: Wastewater Services**

**STRATEGIC GOAL: Execute Phased Repairs and Upgrades  
for the Wastewater Treatment System**

<b>WHAT (Objectives &amp; Supporting Actions)</b>	<b>WHO (Responsible Party)</b>	<b>DATE ADDED TO PLAN</b>	<b>ORIGINAL TARGET COMPLETION DATE</b>	<b>UPDATED TARGET COMPLETION DATE</b>	<b>COMMENTS</b>
<b>Monitor project expenditures and performance during the construction phase</b>	Utilities Manager & Finance Manager	1/31/2023	Not established	Ongoing	Ongoing monthly review of project expenditures with Utilities Department Manager, Wastewater Systems Superintendent and Water Systems Superintendent.
↳ Quarterly report supplement to Finance and Resources & Infrastructure Committees.		1/31/2023		Ongoing	Quarterly reports to Finance and Resources & Infrastructure Committees, and Board of Directors.
<b>Revise any District Policies or Procedures to incorporate findings, as appropriate based on learnings from tracking project</b>	General Manager, Finance Manager & Wastewater Superintendent	11/17/2022	Jan 2023		Future objective.
<b>Establish priorities and an implementation plan for CIP wastewater projects not in the SST.</b>	Utilities Manager	6/28/2022	Not established	Second Quarter 2024	R&I Ad Hoc Committee has been formed to prioritize non-SST projects.
<b>Define the extent of repairs needed to reduce the inflow and infiltration.</b>	Utilities Manager	3/4/2024	Second Quarter 2025		

**CORE AREA: Fire Protection and Emergency Services**

**STRATEGIC GOAL: Provide Optimal Fire Protection, Water Rescue,  
and Emergency Medical Services on a 24/7 Basis**

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<b>Update the CCSD Board to all changes to evacuation planning within the District.</b>	Director Dean, President Gray, working with Fire Chief and Fire Safe Focus Group coordinator	1/31/2023	Quarterly Report	Fourth Quarter 2024	Ongoing.
↪ Report on development of procedures for evacuation of residents needing extra help.		6/28/2022	1/12/2023		The Fire Chief is working with the County OES on notification processes for the residents and County OES. Report to the Board by committee report.
↪ Report on development of evacuation routes.		6/28/2022	1/12/2023		A letter was reviewed and approved by the Board on 7/13/2023. The letter was mailed to the property owners. The CCSD is still engaging in dialogue with the property owners.
↪ Report on progress of safe refuge locations.		6/28/2022	1/12/2023	Fourth Quarter 2024	
↪ Engage County, CAL FIRE, and County OES to update Cambria Fire preplanning and evacuation planning.	General Manager, Fire Chief, and Fire Safe Focus Group coordinator.	3/4/2024	Third Quarter 2024		
<b>Prepare and provide to the Board a Fire Prevention Plan for Cambria for Board consideration.</b>	Fire Chief, working with General Manager, District Counsel & Fire Safe Focus Group	1/31/2023	Third Quarter of 2023	First Quarter 2025	
↪ Provide defensible space ordinance.		6/28/2022	12/8/2022	First Quarter 2025	
↪ Provide budget and funding alternatives for the plan.		1/31/2023	Third Quarter of 2023	First Quarter 2025	
<b>Identifying training resources needed to meet State &amp; Federal mandates for emergency personnel.</b>	General Manager, Fire Chief & Finance Manager	3/4/2024	Second Quarter 2024		

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
↳ Present a report to the Board of Directors.	General Manager, Fire Chief & Finance Manager	3/4/2024	Second Quarter 2024		

**CORE AREA: Facilities and Resources**

**STRATEGIC GOAL: Manage and Provide Stewardship of District Assets,  
Parks, Recreation, and Open Space in a Timely, Cost-Effective,  
and Environmentally Sensitive Manner**

<b>WHAT (Objectives &amp; Supporting Actions)</b>	<b>WHO (Responsible Party)</b>	<b>DATE ADDED TO PLAN</b>	<b>ORIGINAL TARGET COMPLETION DATE</b>	<b>UPDATED TARGET COMPLETION DATE</b>	<b>COMMENTS</b>
<b>Define future use and funding for the Veterans' Hall</b>	General Manager, Facilities & Resources Manager, working with a Board Ad Hoc Committee	6/28/2022	10/20/2022	Fourth Quarter 2024	Ongoing.
↳ Seeking non-CCSD funding sources for maintenance and operations.		1/31/2023	Second Quarter of 2023		
↳ Improving outreach to promote more community use.		1/31/2023	Second Quarter of 2023		
↳ Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall.		1/31/2023	Second Quarter of 2023		
↳ Review of rental rates.		1/31/2023	Second Quarter of 2023		Staff is working with Bartle Wells on updating the CCSD Fee Schedule, which will include reviewing and updating the rental rates.
<b>Complete Skatepark project</b>	Utilities Manager	1/31/2023	Not established	Second Quarter 2025	
↳ Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed.		1/31/2023	Third Quarter of 2023	Third Quarter 2024	The final construction estimate is TBD.
↳ Receive update on status of grant	General Manager	7/13/2023	11/10/2022	First Quarter 2024	Land and Water Conservation Fund grant application submitted on 6/1/2023. Grant awards are expected in late 2025. On December 4, 2023, the CCSD was selected as one of the sixteen projects to proceed with post-selection federal requirements to create a new skatepark facility. The \$600,000 will be used to create a new skatepark facility with a seating section with shade structure, landscaping, parking lot, and restroom stall.
<b>Complete the East Ranch Restroom project</b>	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2024	



WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
↳ Obtain construction permit and present to the Board for consideration the construction RFP for the East Ranch restrooms.		6/28/2022	11/10/2022	Second Quarter 2024	Minor Use Planning permit was submitted on 9/14/2023, currently under review by County Planning. Staff received zoning clearance.
↳ Construct the restroom.		1/31/2023	Not established	Fourth Quarter 2024	
<b>Present updated Community Park Plan to the Board of Directors</b>	PROS Committee	3/4/2024	Fourth Quarter 2024		
<b>Develop a Management Plan for CCSD-owned undeveloped parcels</b>	General Manager, Fire Chief, Facilities & Resources Manager, Fire Safe Focus Group & PROS Committee	3/4/2024	Fourth Quarter 2024		

## **EMPLOYMENT AGREEMENT**

This **Employment Agreement** (“Agreement”) made and entered into this 20th day of April, 2023 by and between the **Cambria Community Services District** (hereinafter referred to as “**Employer**” or “**CCSD**” or “**District**”) and **Matthew McElhenie** (hereinafter referred to as “**Employee**”), who understand as follows:

### **WITNESSETH:**

**WHEREAS**, Employer desires to employ Employee as General Manager; and

**WHEREAS**, it is the desire of Employer to provide certain benefits, establish certain conditions of employment, and to set working conditions of Employee; and

**WHEREAS**, it is the desire of Employer to receive and retain the services of Employee and to provide for him to remain in such employment; to make possible full work productivity by assuring his morale and peace of mind with respect to future security; to act as a deterrent against malfeasance, misfeasance or substandard performance on his part; and to provide for terminating his services at such time as he may be unable to fully discharge his duties or when Employer may otherwise desire to terminate his employment; and

**WHEREAS**, Employee desires to accept employment as General Manager.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

### **1. Duties of General Manager**

Employee agrees to perform the functions and duties of the position of General Manager, and any additional duties as may be assigned from time to time. The General Manager Position Description provides a high-level description of the duties and responsibilities of the General Manager, is attached to this Agreement as Exhibit A and is incorporated herein by this reference. In addition, Employee shall perform the statutorily required duties of a general manager of a community services district, as set forth in Government Code Section 61051, which provides as follows:

- a) The implementation of the policies established by the board of directors for the operation of the district.
- b) The appointment, supervision, discipline, and dismissal of the district’s employees, consistent with the employee relations system established by the board of directors.
- c) The supervision of the district’s facilities and services.
- d) The supervision of the district’s finances.

## **2. Term of Agreement**

This Agreement commences on April 20, 2023 and shall remain in effect for an indefinite term.

Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employer to terminate the services of Employee at any time, subject only to the provisions set forth in Section 4 of this Agreement.

## **3. Devotion to District Business and Hours of Work**

The General Manager position is considered a full-time position. Therefore, except as otherwise provided herein, Employee shall not engage in any outside business, educational, professional, charitable, or other activities, whether for compensation or otherwise, that would conflict or materially interfere with the performance of the General Manager duties without prior written approval of the Board of Directors. As a full-time position, Employee's work schedule shall generally be consistent with the normal business hours adopted by the CCSD and those necessary to fulfill the obligations of General Manager, including being available to attend all necessary meetings during evenings and weekends. In recognition of the amount of work time required outside of regular business hours, it is agreed the General Manager does not have a fixed schedule, and Employee will have the discretion to work as needed to accomplish the duties and responsibilities assigned to the General Manager.

Notwithstanding the foregoing, it is understood and agreed that Employee will continue with his tenured teaching position at Hartnell College. As a result, Employee might not be available within district boundaries for up to two days a week when the Employee may be scheduled to teach. However, Employee will be available by phone, email, and video-conferencing on those days. Furthermore, if feasible, Employee will be available via teleconferencing from 3:30 pm until 9:30 pm on said days. Additionally, the Employee will work every "scheduled day off" (SDO) if the need arises from hours missed from these prior teaching obligations while extending his regular day working hours to include remote work via teleconferencing on weekends. If the Employee has no scheduled teaching obligations on the aforementioned days, Employee will be performing the duties of General Manager within District boundaries and, if necessary, working beyond regular working hours to augment any missed working hours from the above said teaching obligations. The teaching commitment shall be deemed an activity that does not conflict with or materially interfere with his performance of duties as General Manager.

## **4. Termination and Severance Pay**

Employer may terminate this Agreement without cause, for any reason or for no reason, on three (3) months' notice to Employee. On the anniversary date of this Agreement, and upon receiving a satisfactory evaluation from the Board of Directors, the notice period shall be increased by one (1) additional month each year, until it reaches a maximum of

six (6) months. If this Agreement is terminated by Employer or by operation of law, Employee shall continue to work and receive Employee's salary and other compensation during the notice period. In the alternative and at its sole discretion, Employer may terminate Employee at any time during the notice period and, in that event, Employer agrees to pay Employee a lump sum cash payment equal to the remaining salary for the notice period and pay Employee's COBRA benefits equal to the notice period; provided, however, Employer shall have no obligation to provide such notice, severance pay and benefits in the event Employee is terminated for good cause. For the purpose of this Agreement, "good cause" shall include, but not necessarily be limited to, any of the following:

- A. A material breach of the terms of this Agreement;
- B. A failure to perform duties in a professional and responsible manner consistent with generally accepted standards of the profession;
- C. Conduct unbecoming the position of General Manager or likely to bring discredit or embarrassment to the CCSD;
- D. Repeated failure to carry out a directive or directives of the Board of Directors made by the Board as a body at a Brown Act-compliant meeting;  
or
- E. Any grossly negligent action or inaction by Employee that materially and adversely: (a) impedes or disrupts the operations of the District or its organization units; (b) is detrimental to employees or public safety; or (c) violates the District's properly-established rules or procedures.

"Good cause" shall not mean a mere loss of support or confidence by the Board of Directors.

In the event Employee voluntarily resigns Employee's position with Employer, Employee shall give Employer sixty (60) days advance written notice unless the parties agree otherwise in writing.

### **5. Salary**

Employer agrees to pay Employee for his services a monthly base salary in the amount of \$14,583 per month, or \$175,000 annually. Employee will be eligible for an increase in salary at his six-month evaluation at the discretion of the Board of Directors based on his performance. Subsequent salary increases may occur annually based on performance reviews by the Board of Directors.

## **6. Other Compensation**

Employer agrees to provide Employee additional compensation and benefits as provided to other management employees of the CCSD. Employee agrees to pay one-hundred percent (100%) of the Employee designated share of the contribution to the Public Employees Retirement System in accordance with Section 2.08.150 of the CCSD Municipal Code. In addition, Employee shall receive the following benefits:

- A. Employee shall be reimbursed at the standard CCSD mileage rate for all business travel miles outside San Luis Obispo County in his personal vehicle.
- B. Employer agrees to match Employee contributions to Employer sponsored supplemental retirement fund ("457 Plan") up to \$100 per payroll period. In addition, Employer shall annually deposit an additional amount equal to five percent (5%) of Employee's salary into the 457 Plan.
- C. Employee shall receive 21 days vacation leave per year immediately upon hire, which shall be subject to the two (2) year cap on accrual of leave time in accordance with the CCSD's Payment and Compensation Plan.
- D. Employee will be provided with a \$100,000 life insurance policy. The District will pay the total monthly premium for Employee.
- E. Employee may, at his discretion, opt out of receiving the CCSD health insurance benefits.

## **7. Professional Development**

As part of its normal budget process and reserving the right to establish appropriate priorities and funding amounts, Employer shall consider requests for funds for certain items, activities, and materials deemed necessary and desirable for Employee's continued professional development, participation, growth, and advancement. Those items, activities, and materials shall include:

- A. Professional dues and subscriptions necessary for full participation in appropriate and relevant associations and organizations;
- B. Travel and subsistence expenses for professional meetings and similar functions (e.g., conferences, workshops, seminars, meetings, etc.) to foster professional development or represent the CCSD; and
- C. Other items, activities, and materials as may be agreed upon in writing from time to time between Employee and Employer.

## **8. Performance Review**

Employee shall receive semi-annual performance reviews. Employee shall report on his efforts to achieve the goals and policies as outlined by the Board of Directors.

## **9. General Provisions**

- A. The terms of this Agreement are intended by the parties as the final expression of their agreement and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this Agreement constitutes the complete and exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding, if any, involving this Agreement. Any amendments to this Agreement must be in writing and executed by both parties.
- B. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- C. This Agreement shall be governed by the laws of the State of California. Employee and the District agree that the venue for any dispute shall be in San Luis Obispo County, California.
- D. The parties acknowledge that they understand the significance and consequences of this Agreement. The parties also acknowledge that they have been given full opportunity to review and negotiate this Agreement and execute it only after full reflection and analysis and that they had an opportunity to review this document and its application and meaning with their respective attorneys and advisors. This Agreement shall not be interpreted against the party who prepared the initial draft because both parties participated in the drafting of this Agreement by having ample opportunity to review and submit suggested changes or corrections for incorporation into the final version of this Agreement.
- E. Employee may not assign this Agreement in whole or in part.
- F. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. The text herein shall constitute the entire Agreement between the parties. Any amendments to this Agreement must be in writing and executed by both parties. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

## **10. Effective Date**

This Agreement shall be effective on April 20, 2023.

**In Witness Whereof, Employer and Employee have signed and executed this Agreement, both in duplicate, the day and year first above written.**

**EMPLOYEE:**

DocuSigned by:  
*Matthew McElhenie*  
CC6EACB16B88413  
\_\_\_\_\_

**Matthew McElhenie**

**EMPLOYER:**

\_\_\_\_\_

**Karen Dean, President  
Board of Directors**

## Exhibit A to Employment Agreement



## CAMBRIA COMMUNITY SERVICES DISTRICT POSITION SPECIFICATION

<b>Position</b>	General Manager
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	Board of Directors
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

### **ABOUT THE DISTRICT**

The Cambria Community Services District was formed in 1976, to include water, wastewater, fire protection, lighting, refuse, and parks, recreation, and open space. The CCSD is governed by a five-member Board of Directors elected by Cambria voters for four-year overlapping terms. A special district is a form of local government special to the state of California, set up by unincorporate communities to provide municipal services under local control. The CCSD is primarily funded by a combination of utility fees and property tax revenue.

### **ABOUT CAMBRIA**

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air, and a moderate climate. Its population as of the 2020 Census is 5,678. The economy is based on tourism and, with a median age of about 60, its demographics are tilted toward retirees. Its income levels are above state and national averages.

Cambria's local political debates center on a longstanding challenge of seeking adequate resources, especially water, without compromising the area's environmental values and small-town atmosphere.

### **ROLE DESCRIPTION**

The General Manager serves as the Chief Executive Officer of the District and is accountable to the Board of Directors. The General Manager provides policy guidance to the Board of Directors and management staff and is responsible for implementation and enforcement of all District ordinances, policies, and procedures, the conduct of all financial and human resources activities and the efficient and economical performance of the District's operations. Along with the Board



Exhibit A to Employment Agreement

president, the General Manager also represents the District before state, local and federal entities as well as members of the public. The General Manager may sub-delegate a function delegated by the Board. However, they still retain responsibility to ensure that any sub-delegated function is carried out appropriately.

**PERFORMANCE EXPECTATIONS**

**Representation of the District and the Cambria Community:** Understanding the community’s interests and effectively promoting them in all relevant arenas, including government at the local, state and federal levels, media and interactions with the public.

*Practices that contribute to this Performance Expectation are:*

1. Listening: Requires a commitment to full-time service to Cambria and a willingness to listen to the full range of opinions.
2. Learning: Ability to get up to speed quickly on background material that is crucial to understanding today’s issues.
3. Advocating for Cambria: Includes developing collaborative relationships with regulatory agencies and local peers in special district management; being able to articulate the CCSD’s positions accurately and cogently, in media and other public venues.
4. Negotiation: Effectively representing the CCSD in bargaining, entering into contracts and other activities that potentially impact taxpayers and ratepayers.

**Staff Effectiveness:** Promoting the development and performance of employees throughout the organization.

*Practices that contribute to this Performance Expectation are:*

1. Team Leadership: Facilitating teamwork.
2. Coaching/Mentoring: Providing direction, support, and feedback to enable others to meet their full potential.
3. Empowerment: Creating a work environment that encourages responsibility and decision making at all organizational levels.
4. Delegating: Assigning responsibility to others.

**Policy Execution:** Assisting the CCSD Board of Directors and other community stakeholders identify, work toward, and achieve common goals and objectives.

*Practices that contribute to this Performance Expectation are:*

1. Facilitative Leadership: Building cooperation and consensus among and within diverse groups; recognizing interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions.
2. Communication: Keeping the public, Board members and other interested parties up to date on status of CCSD activities, plans, regulatory issues and similar matters. Nurturing a “culture of communication” based on continual exchange of information with the public. Being able to clearly and thoroughly explain complex issues to the Board and public, in Staff reports and other venues.

**Special District Leadership:** Understanding the unique needs of a special district, having long-term vision, experience and familiarity with the regulatory agencies with whom CCSD interacts, sincere interest in and ability to work cooperatively with these agencies as we maintain and

Exhibit A to Employment Agreement

improve our facilities and systems to serve the needs of our customers today and for generations to come in a way that maintains the natural beauty and protects our environmentally sensitive habitat area.

**Service Delivery Management:** Functional/Operational Expertise: Understanding the basic principles of service delivery in all functional areas (e.g., water, wastewater, fire protection, lighting, refuse, and parks, recreation and open space).

*Practices that contribute to this Performance Expectation are:*

1. Operational Planning: Anticipating future needs, organizing work operations, and establishing timetables for work units or projects.
2. Quality Assurance: Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery.

**Information Technology:** Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access.

**Financial Analysis:** Interpreting financial information to assess the short-term and long-term fiscal condition of the District, determine the cost-effectiveness of programs, and compare alternative strategies.

**Budgeting:** Reviews and oversees the budget which includes knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; skill in communicating financial information.

**REQUIRED QUALIFICATIONS**

**EDUCATION/TRAINING**

**Minimum:** Bachelor's degree in public or business administration, management, civil engineering or related field.

**Preferred:** Master's degree in any of the above.

**EXPERIENCE**

**Minimum:** Seven years of management level experience in the areas of staff development, finance/budget, capital projects, personnel management, intergovernmental relations/negotiations and interdepartmental coordination, and three years in the public sector/local government, or any combination of education and experience which would likely provide the necessary knowledge and abilities may be considered.

**Preferred:** Extensive management experience reporting to an elected board or commission (which has provided a broad knowledge of the operation) of local government in California, along with water-related issues and the operation of a community services district. Experience in dealing with government agencies that oversee permitting and environmental regulation in coastal California is particularly valuable.

**CALIFORNIA DRIVER'S LICENSE**

Valid California "C" driver's license. Must maintain satisfactory DMV record and ability to maintain insurance.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. 4.C.

FROM: Debra Scott, Chair

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Meeting Date: June 27, 2024

Subject: Discussion and Direction of the CCSD  
Policy Handbook Contents and Direction  
on What Policies Need Revisions,  
Additions, or Deletions

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**DISCUSSION:**

The updated electronic CCSD Policy Handbook Index was distributed to the Committee Members after last month's meeting. It is my hope that each Committee Member has had a chance to review the list of policies and will be ready to discuss the policies that may be needed and/or what policies need revisions, additions, or deletions. The Committee then may begin a list of which policies will be on future Committee agendas.

Attachment: CCSD Policy Handbook Index



## CCSD Policy Handbook Index

### **SECTION 1000**

### **GENERAL**

- Policy 1000 Adoption/Amendment of Policies – Board approved on 8/15/2019; discussed at 9/28/2023 Policy Committee meeting and established as current policy.
- Policy 1005 Association Memberships – Board approved on 8/15/2019; discussed at 9/28/2023 Policy Committee meeting and established as current policy.
- Policy 1010 Basis of Authority – Board approved on 8/15/2019; discussed at 9/28/2023 Policy Committee meeting and established as current policy.
- Policy 1015 Board Secretary – Board agreed to not utilize this policy on 12/12/2019; discussed at 9/28/2023 Policy Committee meeting and established as current policy.
- Policy 1020 Board/Staff Communication - Board approved on 12/12/2019.
- Policy 1025 Claims Against the District - Board approved on 12/12/2019.
- Policy 1030 Code of Ethics - Board approved on 3/9/2023.
- Policy 1035 Conflict of Interest - Board approved on 12/12/2019.
- Policy 1040 Correspondence to the Board & Staff – Board approved on 2/20/2020; discussed at 3/25/2021, 4/29/2021, 5/27/2021 Policy Committee meetings.
- Policy 1040.2 Response to Correspondence to the Board– Board approved on 1/18/2024
- Policy 1042 Use of Electronic Devices by Board Members During Public Meetings - Board approved on 2/20/2020.
- Policy 1045 Legal Counsel and Auditor – Board approved on 5/9/2024
- Policy 1050 Overview of the General Manager’s Role – Policy Committee assigned to Sub Committee (Heinrichs, Key, Rohrbaugh) on 10/31/2019; discussed at 9/22/2022 Policy Committee meeting; discussed again at 9/28/2023 Policy Committee meeting and it will be discussed at a future Policy Committee meeting.
- Policy 1055 Legislative Advocacy – Policy Committee assigned to Sub Committee (Heinrichs, Key, Rohrbaugh) on 10/31/2019; discussed at 9/28/2023 Policy Committee meeting and they moved to not recommend Policy 1055 to the Board of Directors; the Policy Committee reviewed the CSDA policy again on 3/28/2024 and they decided to not utilize the CSDA policy and create their own policy. Debra Scott will put an outline together for the next meeting.
- Policy 1056 New Policy Creation Policy – Board approved on 8/23/2018

### **SECTION 2000**

### **ADMINISTRATION**

#### **Section 2100**

#### **Financial Management**

- Policy 2100 Accounts Receivable Policy
- Policy 2105 Asset Protection and Fraud in the Workplace
- Policy 2110 Budget Preparation
- Policy 2115 Credit Card Use
- Policy 2120 Employment of Outside Contractors and Consultants
- Policy 2125 Expense Authorization

Policy 2130	Investment Policy – Board approved on 9/12/2002
Policy 2135	Purchasing – Board approved on 9/24/2015; discussed at 2/23/2022, 3/23/2023 & 4/27/2023 Policy Committee meetings; referred to the Finance Committee; discussed at 11/30/2023 Policy Committee meeting
Policy 2140	Receiving/Depositing Remittances
Policy 2145	Records Retention; Records Retention Policy referred to the Policy Committee by the Board of Directors on 5/14/2020; discussed at 6/19/2020 Policy Committee meeting
Policy 2150	Reserve Policy – Board approved on 4/18/2024
Policy 2155	Debt Management – Board approved on 8/31/2022
Policy 2156	Disclosure Policies & Procedures Relating to the Issuance of Debt Obligations – Board approved on 8/31/2022
Policy 2160	Internal Controls
Policy 2170	Grants Policy – Board approved on 2/11/2021
Policy 2171	Applying for Grants for SST Projects Policy – Board approved 8/13/2020
Policy 2172	Capitalization Policy – Board approved 1/22/2004
Policy 2173	Cash Handling Policy – Updated 5/19/2022
Policy 2174	Interfund Loan Policy – Board approved on 1/17/2019
Policy 2175	Discontinuance of Residential Water Service Policy – Board approved on 12/12/2019

**Section 2200**

**Inventory & Property Management**

Policy 2200	Disposal Surplus Property or Equipment
Policy 2205	District Electronic Resources Policy and Procedures
Policy 2210	Use/rental of District Facility
Policy 2215	Naming of District Parks and Facilities
Policy 2220	Flag Display Policy
Policy 2225	Encampments on District Property – Board approved on 07/08/2021

**Section 2300**

**Risk Management**

Policy 2300	Emergency Preparedness
Policy 2305	Emergency Response Guideline for Hostile or Violent Incidents
Policy 2310	Workers' Compensation

**Section 2400**

**Communications & Technology**

Policy 2400	Customer Relations
Policy 2405	Press Relations
Policy 2410	Public Complaints
Policy 2415	Social Media Policy – Board approved on 9/16/2021
Policy 2420	Webpage
Policy 2425	California Public Records Act Response Procedures – Board approved on 8/12/2021
Policy 2430	Electronic Document Retention Policy
Policy XXX	Clean Desk Policy

**SECTION 3000**

**PERSONNEL**

**Section 3100**

**Employment Practices**

Policy 3100	Accommodations for Disability
Policy 3102	Demotion – Nondisciplinary
Policy 3104	Disciplinary Action

Policy 3106	Driver Training and Record Review
Policy 3108	Drug and Alcohol Testing
Policy 3110	Employee Information/Emergency Data
Policy 3112	Employee Promotion
Policy 3114	Employee Records
Policy 3116	Employee Status
Policy 3118	Equal Opportunity
Policy 3120	Grievance Procedure
Policy 3122	Hours of Work and Overtime
Policy 3124	Letters of Recommendation
Policy 3126	Nepotism
Policy 3128	Payroll Deductions for Salaried Employees
Policy 3130	Performance Evaluation
Policy 3134	Recruitment & Hiring
Policy 3136	Separation from District Employment
Policy 3138	Temporary Reclassifications
Policy 3140	Unlawful Harassment – Policy Committee assigned to Sub Committee (Heinrichs, Key, Rohrbaugh) on 10/31/2019; discussed at 1/2/2020 Policy Committee meeting
Policy 3141	Inclusive Workplace Policy
Policy 3142	Whistleblowing Policy; discussed at 1/2/2020 Policy Committee meeting; discussed at 11/30/2023 Policy Committee meeting

**Section 3200**

**Standards of Conduct**

Policy 3200	Dress Code & Personal Standards
Policy 3205	Housekeeping
Policy 3210	Outside Employment
Policy 3215	Receipt of Gifts
Policy 3220	Uniforms and Protective Clothing
Policy 3230	CCSD Operating Principles Policy; discussed at 9/28/2023 Policy Committee meeting; moved to the Board of Directors for approval to existing policy; Board of Directors approved on 12/14/2023.

**Section 3300**

**Communications**

Policy 3300	Internet & Email Policy – Board approved on 6/19/2003; discussed at 11/30/2023 Policy Committee meeting.
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**Section 3400**

**Compensation & Benefits**

Policy 3400	Authorized Leave
Policy 3405	Bereavement Leave
Policy 3410	Catastrophic Time Bank
Policy 3415	Compensation
Policy 3420	Educational Assistance
Policy 3425	Family and Medical Leave
Policy 3430	Holidays
Policy 3435	Jury Duty
Policy 3440	Leave for Crime Victims and Family Members
Policy 3445	Military Leave
Policy 3450	Pregnancy Disability Leave
Policy 3455	Rest & Meal Periods
Policy 3460	Sick Leave

Policy 3465 Time Keeping/Time Records  
Policy 3470 Time off for Children – School Activities  
Policy 3475 Time off to Vote  
Policy 3480 Unauthorized Voluntary Absence  
Policy 3485 Use of Make up Time  
Policy 3490 Vacations  
Policy 3495 Workers’ Compensation Leave

**Section 3500**

**Health, Safety & Security**

Policy 3500 Employee Assistance During Response to Emergency Situations  
Policy 3505 Health and Welfare Benefits  
Policy 3510 Illness and Injury Prevention Program – Board approved on 4/16/2020  
Policy 3515 Smoke-free Workplace  
Policy 3520 Substance Abuse  
Policy 3525 Workplace Violence Prevention Policy

**Section 3600**

**District Travel**

Policy 3600 Travel Policy – Board approved on 4/26/2007  
Policy 3605 CCSD Owned Vehicle Policy – Board approved on 12/12/2007

**Section 3700**

**COVID-19**

Policy XXX Emergency Paid Sick Leave Policy

**Section 4000**

**BOARD**

**Section 4100**

**Board of Directors**

Policy 4100 Attendance at Meetings  
Policy 4105 Committees of the Board of Directors  
Policy 4110 Duties of Board President  
Policy 4115 Ethics Training  
Policy 4120 Members of the Board of Directors  
Policy 4125 Training, Education and Conferences  
Policy 4150 CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment - Board approved on 11/10/2021

**Section 4200**

**Board Meetings**

Policy 4200 Board Actions and Decisions  
Policy 4205 Board Meeting Agenda  
Policy 4210 Board Meeting Conduct  
Policy 4215 Brown Act Compliance – Open Meeting Requirements  
Policy 4220 Minutes of Board Meetings  
Policy 4225 Review of Administrative Decisions  
Policy 4230 Rules of Order for Conduct of Board and Committee Meetings  
Policy 4235 Types of Board Meetings

**Section 4350**

**Standing Committees**

Policy 4351 Reimbursement of Standing Committee Members’ Expenses – Board approved on 8/13/2020

Policies Not Assigned a Policy #:

- CCSD Policy on Applying for Grants for the SST Projects Included in the SST Program – Board

approved on 8/13/2020

- CCSD Recycled Content Paper Procurement Policy – Board approved on 12/16/2021
- Budget Policy – Board approved on 12/14/2023.
- Cambria’s Homeless Population Policy – Policy Committee assigned to Sub Committee (Heinrichs, Richards, Worthen) on 4/30/2020; ; discussed at 1/2/2020, 2/27/2020, 4/30/2020, 8/27/2020, 10/29/2020, 11/20/2020 & 12/28/2020 Policy Committee meetings
- Email Management and Retention Policies – Policy regarding Retention of Emails referred to the Policy Committee by the Board of Directors on 2/13/2020 & 5/14/2020; Policy Committee assigned to Sub Committee (Key and Nixon) on 4/30/2020
- Outdoor and Street Lighting Policy
- Disaster Preparedness – Policy Committee assigned to Sub Committee (Heinrichs) on 10/9/2019
- Veterans’ Hall Fees – Policy Committee assigned to Sub Committee (Key) on 10/9/2019
- East-West Ranch Bench Policy – Board approved on 6/24/2004
- Event Policy for Fiscalini Ranch Preserve – Board approved on 2/28/2013

#### Policies Discussed at Policy Committee Meetings:

- Operating Principles of the Board (Norms) Policy Number 4005 (discussed at 4/27/2023 & 7/27/2023 Policy Committee meetings)
- Climate Change Policy (discussed at 5/27/2021, 8/26/2021, 12/8/2021, 12/30/2021, 1/27/2022, 4/28/2022, 5/26/2022, 8/4/2022 Policy Committee meetings; referred to the Resources & Infrastructure Committee)
- Emergency Preparedness Policy Number 2300 (discussed at 12/30/2021, 1/27/2022, 9/22/2022, 10/27/2022 Policy Committee meetings)
- Whistleblower Policy (discussed at 12/29/2022 Policy Committee meeting)
- Purchase of Used Equipment Policy (discussed at 1/2/2020, 11/20/2020, 1/28/2021, 4/29/2021, 5/27/2021, 6/24/2021 Policy Committee meetings)
- Use of Surveillance Cameras on District Properties (discussed at 8/27/2020, 1/28/2021, 3/25/2021, 4/29/2021, 5/27/2021, 6/24/2021, 8/26/2021, 9/30/2021 Policy Committee meetings)
- Community Evacuation Plan in the Event of a Wildfire (discussed at 9/30/2021 Policy Committee meeting)
- Annual Evacuation Drill Policy (discussed at 10/28/2021, 12/8/2021 Policy Committee meetings)
- Discussion of Policies Relating to the District’s Issuance of Intent to Serve (ITS) Letters (discussed at 1/2/2020 Policy Committee meeting)
- Discussion of a Proposal for Policies Related to Environmental Issues (discussed at 1/2/2020 Policy Committee meeting)
- Discussion of a Proposal for Policies Concerning the Maintenance and Upkeep of Cambria (discussed at 1/2/2020 Policy Committee meeting)
- Discussion of Creating an Ad Hoc Subcommittee to Research and Make Recommendations Regarding Email Management & Retention Policies (discussed at 2/27/2020, 4/30/2020, 7/30/2020, 8/27/2020 Policy Committee meetings)
- Applying for Grants Policy (discussed at 8/27/2020, 9/24/2020, 10/29/2020 Policy Committee meetings)
- Discussion of a Policy Regarding Street Lighting (discussed at 9/24/2020, 10/29/2020 Policy Committee meetings)



CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.D.**

FROM: Debra Scott, Chair

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Meeting Date: June 27, 2024

Subject: Discussion and Consideration of the  
Legislative Advocacy Policy

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**DISCUSSION:**

This agenda item is mainly for an update to the Committee of when the Legislative Policy will be heard by the Board. In addition, the final draft of the policy will be attached for a final review by the Committee.

Attachment: Draft Legislative Advocacy Policy

## Cambria Community Services District

POLICY TITLE: LEGISLATIVE ADVOCACY POLICY

POLICY NUMBER: 1055

Draft initiated April 21, 2024, edited by committee on 4/25/24

1055 Purpose

The purpose of this policy is to guide the Cambria Community Services District (CCSD) Board of Directors and staff in considering legislative or regulatory proposals that are likely to have an impact on the District and to allow for a timely, coordinated response to provide clear direction to District staff with regard to monitoring important legislative activity **that may impact the District.**

Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited, the **District is allowed to** expenditure of public funds ~~IS allowed~~ **and** to advocate for or against proposed legislation or regulatory actions which will affect the District ~~expending the funds~~ **finances.**

1055.1 Policy Principles

- Identification of legislative issues related to the District may be based on the following:
  - The District's Strategic Plan
  - The District's Long Term Financial Plan/Budget
  - Legislative activity deemed of importance to California Districts as identified through the California Special Districts Association (CSDA) website and social media/member services emails
  - Legislative activity which would impact the authority, services, and/or powers of the District
  - Other issues that may impact the District
- This policy provides the CCSD General Manager, their designee, or other District sources of information the flexibility to bring legislative issues related to the District to the Board's attention for direction in addressing those issues.

1055.2 Legislative Advocacy Procedures

- When there is evidence of legislative activity that has the potential to affect CCSD, the evidence shall be reported to the General Manager, the Board President, and the Board Vice President. This body will evaluate the impact that said activity may have on the CCSD and decide whether further action is indicated. This body may involve the Board Counsel in this decision.
- If further action is indicated, this body will agendaize the legislative activity for the next regularly scheduled Board meeting for discussion and direction by the Board.
- The Board may utilize this body or assign an ad hoc committee to research the pros and cons of the pending legislation for further consideration by the Board and possible direction by the Board.
- At a future Board meeting, the issue will be presented to the Board for direction.

TO: Policy Committee Members

AGENDA NO. 4.E.

FROM: Debra Scott, Chair

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Meeting Date: June 27, 2024

Subject: Discussion and Consideration of the  
Climate Change Policy

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**DISCUSSION:**

At the Board’s June 13, 2024, Board meeting, the Board adopted the Climate Change Planning and Policy Recommendations by the Staff and Resources & Infrastructure Committee. The Staff Report and Climate Change Policy Recommendations are attached so that the Policy Committee members may review the work that has already been done. Discussion ensued during the Board meeting whether a Climate Action Plan Committee should be formed, who might constitute that committee, and whether it should be an Ad Hoc Committee of the Board plus other community members.

The Board’s final decision was to refer this report to the Policy Committee for creation of a draft policy addressing climate change as an initial step in providing a framework for a Climate Action Plan Committee at a future date. Further discussion ensued related to the crisis “Mother Earth” is facing as evidence mounts as to changes in our atmosphere and the resulting damage to our planet. The Board is encouraging the Policy Committee to take a broad perspective of how the District may address this crisis, identifying CCSD’s carbon footprint with the goal of reaching a net zero carbon footprint. Board member Thomas suggested that the Committee consider not only reducing the effects of climate change, but also how the District might reduce the causes of climate change by addressing how the District makes decisions in a variety of areas.

Our discussion during our meeting should include, among other aspects, what policy title most clearly identifies the District’s goal for addressing this important issue and how the Committee will begin the process of writing this policy, eg. Committee ad hoc, research needs, and creating a foundation for future changes in how the District addresses this issue.

Attachments: Staff Report and Attachments from the June 13, 2024 Agenda Item 6.C

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C**

FROM: Matthew McElhenie, General Manager

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Meeting Date: June 13, 2024

Subject: Discussion and Consideration of Adoption of the Climate Change Planning and Policy Recommendations by the Staff and Resources & Infrastructure Committee, and Discuss and Consider Forwarding the Recommendations to the Policy Committee for the Creation of a Climate Change Adaptation Policy

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**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

In 2021, the Policy Committee began work on a Climate Change Policy for Cambria. The resulting Needs Assessment for a District Climate Change/Climate Crisis Policy was brought before the Board at the July 14, 2022, CCSD Board Meeting. The CCSD Board of Directors assigned the task of determining the needs and parameters of a climate change policy to the Resources & Infrastructure Committee (R&I) and directed R&I to bring the results back to the Board.

The Resources & Infrastructure Committee appointed an ad hoc committee at the August 2022 R&I meeting consisting of R&I Chair Karen Dean and committee member Michael Thomas. The ad hoc was assigned to research existing climate policies of other communities, as well as the current and future steps the District could undertake to address climate change. Committee member Michael Thomas was elected to the Board of Directors in November 2022 and then could no longer participate on the R&I Committee. R&I Committee member Brad Fowles announced he was moving away from Cambria, and Committee member Dave Pierson expressed his intent to apply for a seat on the Finance Committee. Due to a lack of a quorum for several meetings, the reformation of the Climate Ad Hoc Committee was put on hold until after the new R&I Committee members were appointed in February 2023.

At the March 23, 2023, R&I meeting, newly appointed committee members Juli Amodei and Mark Meeks volunteered for the Climate Ad Hoc Committee. The ad hoc immediately went to work researching the adopted Climate Action Plans of other communities and attended many Climate Change Planning-related meetings. The ad hoc committee also met with Supervisor Gibson to discuss the SLO County Climate Action Plan and how the County and local District policies could work together. While doing their research, Committee members Meeks and Amodei almost immediately found a grant opportunity from the Governor's Office of Planning and Resources for Climate Change Adaptation and Resiliency Planning. Former Utilities Department Manager Dienzo recommended the District apply for this grant to help fund retaining a consultant to help write a detailed Climate Action Plan. Mr. Dienzo felt that by having an adopted Climate Action Adaptation and Resiliency Plan first, CCSD would qualify for other grant opportunities towards projects to offset and adapt to climate change and that a policy could then be written to go along with that official Climate Action Adaptation and Resiliency Plan. With only three weeks remaining before the submittal deadline, Mr. Dienzo put in an application for a \$300k no-match grant for that purpose. The application passed the first round but not the final

round due to the overwhelming competition for this grant.

The ad hoc continued their work, and a progress update report was included in the September 14, 2023, Board agenda materials along with the R&I Committee report.

The ad hoc was notified of a second opportunity for the Climate Adaptation and Resiliency Grant and attended multiple workshops on the process. This application was submitted on June 3, 2024. On April 25, 2024, the ad hoc met with General Manager McElhenie, Utilities Manager Green, and Program Manager Reaper, along with Water Superintendent Meeks and Wastewater Superintendent Artho, to discuss all the efforts that were being undertaken on the utilities infrastructure to be more energy efficient and to reduce greenhouse gases and carbon emissions. The group also reviewed with the General Manager what the Facilities & Resources and Administration departments were doing to offset and adapt to climate change.

A final report with the results of this research on the efforts the District could undertake to mitigate and lessen the effects of climate change was presented by the Climate Ad Hoc Committee at the May 13, 2024, R&I meeting. After review and input by staff, Committee members, and public attendees, the R&I Committee approved forwarding this final report, with the approved amendments, to the Board of Directors. It is recommended that the Board discuss and consider the adoption of the Climate Change Planning and Policy in Cambria report recommendations from the R&I Committee and consider forwarding these recommendations to the Policy Committee for the creation of a District Climate Change/Climate Crisis Policy.

Director Karen Dean, R&I Committee Chair

**ATTACHMENTS:**

1. [Climate Change Policy Recommendations](#)
2. [Climate Change Planning and Policy in Cambria](#)

Date: August 14, 2023

To: CCSD Board of Directors

From: R&I Climate Change Ad Hoc Committee

Subject: Climate Change Policy Recommendations

**SUMMARY:**

In response to a draft Climate Change Policy document dated December 27, 2021, and as assigned to the R&I Committee by the Board of Directors on July 14, 2022, R&I Chair Karen Dean requested volunteers to form an Ad Hoc sub-committee to make recommendations to the board for adoption or revisions to a proposed CCSD policy on Climate Change. Juli Amodei and Mark Meeks accepted the request.

**ACTIONS:**

1. After a few meetings, the committee resolved that there was not enough current information on the specific sources of pollution within Cambria and an environmental study would be helpful if not essential in:
  - Identifying and measuring sources of air pollution /GHG
  - Electrical use.
  - Recommend means of monitoring such sources.
2. Through research, the committee was able to identify a state-funded grant program for climate change Climate Adaption and Resiliency Planning. At the time of discovery, the deadline for applying was a mere three weeks away. The committee decided to request an application anyway and was allowed to submit it. The grant was written and submitted by Utilities Manager Ray Dienzo with letters of recommendation from SLO County Supervisor Bruce Gibson, Cambria Chamber of Commerce, and a budget proposal from an environmental engineering firm. After passing the first round of elimination Cambria's grant request was denied in what was termed a "very competitive turn out." We were encouraged, however, by an offer by the Governor's Office of Planning and Resources to participate in round two of funding that will take place early next year and an offer to consult with us in our effort going forward.
3. The committee requested and held a meeting with Supervisor Bruce Gibson to further discover what existing programs or funding opportunities might be available. Supervisor Gibson gave a list of organizations that we might contact they are:
  - Tri-County Reginal Network
  - 3-CE
  - CSDA
  - SLO County Planning
  - SLO County Public works

The Supervisor also related that SLO County has done little to implement "Climate Change" policies or programs after they completed a 2012 Climate Action Plan. He stated that SLO County was not required, and funds were not available. And basically, related that Cambria was free to obtain our own funding from external sources.

4. Reviewed several cities published Climate Action Plans and attended a Zoom meeting with
  - City of San Luis Obispo
  - City of Santa Barbara

- City of Santa Cruz
- Monterey County
- City of Watsonville

At least one committee member concluded that: 1.) Climate Action Plans, in general, tend to be very similar when pointing to sources of GHG emissions. 2.) Smaller communities have limited abilities to attract funding and are very challenged to “move the needle” in terms of mitigating climate change.

**RECOMMENDATIONS:**

- Follow up on applying for the State grant offering early next year.
- Utilize our Professional Grant writer. Funding is essential to make changes.
- Focus on improvements that can be attributed to Climate Change and continue to apply for Grants to accomplish these goals.
- Most Green House Gasses (CO<sub>2</sub> emissions) are identified in all the CAP’s that we have seen. Look at ways to reduce vehicle traffic, particularly from tourism.
- Expand and promote Cambria’s Community Bus to include, perhaps, daily transport to Morro Bay, SLO and Paso Robles.

# Climate Change Planning and Policy in Cambria

To: CCSD Board of Directors

From: R&I Committee

Date: April 28, 2024

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## Summary

As we all must recognize, climate change is a reality that is affecting the earth's weather and therefore all segments of our environment. Awareness and concern however are not enough, change and adaptation is necessary to mitigate or lessen the effects of climate change that will undoubtedly impact the environment and the ways we all live and work in the future.

The community of Cambria acknowledges the need for change and adaptation and is now tasked with making decisions that will be effective and achievable. Chairwoman Karen Dean of Cambria's Resource and Infrastructure committee has directed an ad hoc committee to research what steps we as a community should be implementing by making recommendations to the CCSD board. The formal request made in 2022 was responded to in a number of ways, the latest of which was documented in "Climate Action Plan Recommendations". *Dated August of 2023; See Attached.*

This document is an update for the last nine months.

## Actions

It has become apparent that Cambria cannot rely on SLO County for financial support for climate change initiatives. With that in mind, the R&I committee has again engaged with California's Adaptation Planning Grant Program (ADGP) for the second round of grants.

- This year Director McElhenie will lead Cambria to focus on the potential of widespread wildfire and begin looking to establish evacuation routes. This grant, if awarded, will fund a comprehensive study of existing routes, and point to areas of improvement. It should be noted this the grant program does not allow for construction or materials costs.

Without funds to make major changes, conservation is the most approachable way to mitigate the effects of climate change. Cambria's Water Department has begun to address climate change in several ways through water conservation efforts they are:

- Implementing a program to replace residential water meters with advanced meter information (AMI) that allows end users to track, in real time, water usage. The meter replacement program incorporates the added benefit of locating with water leak alerts.



During the rainy season, the wastewater treat plant becomes inundated with storm water run-off that infiltrates into the sewer system. This is a significant amount of water that taxes the entire process and consumes a tremendous amount of electricity by processing storm water from the plant.

- Began a program to raise and replace sewer manhole covers that are below surrounding grade with sealed manhole covers.
- Optimize pump operation by scheduling pump operations to off- peak hours. Thus, reducing our carbon footprint in a significant way.
- Installing VFD's at Leimert pumping station. These devices allow pump speeds to be adjusted by demand and not just one speed.
- The wastewater treatment plant is continuing to upgrade hardware and software within the multi phased SST program. Many if not all the replacements and modernization efforts reduce greenhouse gases and the overall carbon footprint of the plant.

Other on-going programs aimed at Climate Change:

- Installing water saving devices in public buildings and water treatment plants.
- Continuing to raise public awareness to conserve water.

As existing equipment requires replacement new equipment is selected with conservation as a priority.

- Constantly reviewing existing drought contingency plans.
- Continue to educate and re-educate in order to keep up with ever changing technologies and best practices.
- Fleet transition to EV vehicles as mandated by the state.

## **Recommendations**

- Improve Fire Fighting Capacities.
  - 1) Improve water distribution systems and storage tanks.
  - 2) Clear brush and understories.
  - 3) Replace outdated equipment.
- Promote and expand public transportation.
  1. Make the community aware of Cambria's community bus service.
- Enact ways reduce Power consumption.
  - 1) Replace motors with high efficiency motors. (*Ongoing in SST Program*)
  - 2) Install VFD drives controlling electrical devices as necessary. (*Ongoing in SST Program*)
  - 3) Eliminate incandescent lighting.
  - 4) Follow SLO County Muni Code: 23.04320. Outdoor Lights
  - 5) Review City of SLO Muni Code 17.70.100 Lighting and Night Sky Preservation
- Raise awareness

- 1) Promote conservation in tourist areas.
- 2) Utilize public service announcements on local radio.
- 3) Educate and adopt from SLO Counties efforts. *See Links below:*

<https://www.slocounty.ca.gov/Departments/Planning-Building/Forms-Documents/Energy-and-Climate-Reports>

<https://climatewise.org/projects/san-luis-obispo/>

- Establish a Climate Action Plan Committee
  - 1) Set goals.
  - 2) Promote and monitor actions for improving conservation and making changes.
  - 3) Be active in identifying and applying for Grants to fund actions.
  - 4) Become active in the “climate change community” and continue to educate ourselves on current technologies. Now is the time for opportunities.