



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF OCTOBER 24, 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, October 24, 2024, at 3:00 PM

[Please note that the times indicated below in parentheses refer to locations in the meeting recording.]

1. OPENING

1.A Call to Order

Committee Chair Scott called the meeting to order at 3:00 p.m. (00:03)

1.B Establishment of Quorum

A quorum was established. (00:34)

Committee members present: Committee Chair Debra Scott, Vice Chair Gordon Heinrichs, James Townsend, Secretary Donn Howell and Claudia Harmon-Worthen (at 01.21).

Members absent: Ted Key excused due to illness.

Staff members present: General Manager Matthew McElhenie and Administrative Department Manager Denise Fritz.

Members of the public present via Zoom: Crosby & Laura Shwartz and Eric Johnson

1.C Chair Report (00:40)

Committee Chair Scott reported that she met with Facilities & Resources Manager Aguirre and that he doesn't feel he needs additional policy guidance regarding the homeless.

1.D Ad Hoc Subcommittee Report(s) There were none.

1.E Committee Member Communications. There were none.

2. PUBLIC COMMENT (02:11)

Chair Scott welcomed the public and invited public comment. There were no comments from the public at this time.

3. CONSENT AGENDA (03:08)

3.A Consideration to Approve the August 22, 2024 Regular Meeting Minutes

A typo was noted on page 5 of the packet in the last sentence of the second paragraph as follows. '... *changed its actions* ...' should read '... *changes in its actions* ...'.

Motion: to approve the consent agenda with the correction noted. (05:54)

Motion by: Townsend

Second by: Heinrichs

Motion passed: Ayes – 3; Nays – 0; Absent – 1; Chair not voting. (06:10)

4. REGULAR BUSINESS

4.A Discuss, Review and Approval of the Procurement Policies and Procedures Policy 2135 Revisions for Recommendations to the Board of Directors (06:20)

The Committee reviewed the new policy document, page by page and made comments which were noted by Administrative Department Manager Fritz for future presentation to the Board. [see motion below.]

[For future reference, the timings in the meeting recording for the discussion of each page are noted below. Page numbers are those of the attachment to item 4.B in this meeting's agenda packet.]

page 2 (08:41) page 3 (13:18) page 4 (19:46) page 5 (30:43)
page 6 (37:46) pages 7-9 (55:32) page 10 (1:04:49) page 11 (1:09:57)
pages 12-13 (1:15:10) page 14 (1:18:44) page 15 (1:19:08) page 16 (1:19:58)
pages 17-18 (1:23:38)

Motion: that we approve the revised Procurement Policies and Procedures Policy 2135 as presented; and that this Committee's suggested changes be communicated by Administrative Department Manager Fritz to the Board when Policy 2135 is brought before it. (1:24:56)

Motion by: Townsend

Second by: Harmon

Motion passed: Ayes – 3; Nays – 0; Absent – 1; Chair not voting. (1:26:00)

Call for public comment. (1:26:18) There was none.

4.B Discuss and Consider a Draft Policy to Address the Streetlights and Lights at Other Facilities under CCSD's Jurisdiction (1:26:35)

Chair Scott urged the Committee to watch the Board's discussion of this item at its October meeting [item 5D].

The Committee reached consensus to accept the CCSD Board's direction to appoint an Ad Hoc Subcommittee, consisting of Member Harmon and Member Key, to work on a policy addressing streetlights and lights at other facilities under CCSD's jurisdiction. (1:30:31)

4.C Update and Discussion on the Climate Adaptation Policy Number 1060 (1:30:40)

Chair Scott presented this policy (see attachment to this agenda packet) as it was when we forwarded it to the CCSD Board. She reported that the Board accepted the policy with only two changes (other than typos), namely:

- The last sentence of the first paragraph was deleted; and

- Under the “Transportation” bullet, ‘... *as soon as possible,*’ was changed to ‘... *when feasible,*’.

Chair Scott congratulated the Committee on its successful completion of this policy and its adoption by the Board – essentially unchanged.

Call for public comment. (1:34:11) There was none.

4.D Discussion Regarding CCSD Policy Handbook Index Contents and Direction for the Policy Committee (1:35:20)

Chair Scott advised the Committee that, except for a lighting policy [see item 4B above], the CCSD Board may be coming to the view that the Policy Committee has completed its charge and that it would be more useful to the Board if the committee were to be re-constituted as a working committee on fire prevention.

In explanation, GM McElhenie noted how very concerned everybody is about fire prevention in the District. He said it’s likely that the Board may want to more directly address the community’s concerns by establishing a Standing Committee on Fire Prevention. The Committee would work directly with the Fire Chief and the General Manager. Among the many issues that such a committee could address are weed abatement and evacuation routes.

Chair Scott reminded the Committee members that their two-year terms will be ending in January. [New terms begin in February of odd -numbered years.] She expressed her appreciation for their policy work and her hope that the members will consider volunteering to serve on a Fire Prevention Committee in the event the Policy Committee is discontinued.

Call for public comment. (1:55:35) There was none.

4.E Discussion Regarding Schedule for the 2025 Policy Committee Meetings (1:55:55)

The Committee reviewed the Committee meeting schedule for 2025 and found no problems with it.

5. FUTURE AGENDA ITEM(S) (1:58:37)

Discuss and consider a draft lighting policy

6. ADJOURN (1:58:47)

Committee Chair Scott adjourned the meeting at 5:00 p.m.