

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
Thursday, November 16, 2023 1:00 p.m.

**1. OPENING**

**A. Call to Order**

President Dean called the meeting to order at 1:03 p.m.

**B. Pledge of Allegiance**

President Dean led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

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

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz, Confidential Administrative Assistant Haley Dodson, Interim Fire Chief Michael Burkey, Facilities & Resources Manager David Aguirre, Utilities Department Manager Jim Green, Program Manager Tristan Reaper, Wastewater Systems Superintendent John Allchin, Wastewater Operator Delon Blackburn, Wastewater Operator Benjamin Bivens, Water Operator Ben Grosskreutz, Water Operator Adam Steventon, Water Operator Steven Meeks, Water Operator Andrew Lyman, Water Operator Owen Purcell, Maintenance Technician Alberto Novas and Maintenance Technician Martin Garcia, Fire Engineer Ryan Maloney, Firefighter Drew Kanner, and SAFER Firefighter Colton Blume.

Staff present via Zoom: District Counsel Timothy Carmel.

**D. Report from Closed Session**

District Counsel reported that on November 9, 2023, at a regular meeting, the Board held a closed session during which they reviewed the General Manager's written performance evaluation with the General Manager. That process went quite well. The Board also had a conference with its real property negotiators primarily regarding the value of the SR4 wellsite and discussed the price and payment terms to lease or purchase the site. No action was taken.

Public Comment:  
Tina Dickason, Cambria

**E. President's Report**

There was no President's Report.

**F. Agenda Review**

President Dean asked for any changes to the agenda. There were none.

**2. ACKNOWLEDGEMENTS**

Mr. Green acknowledged John Allchin's retirement with a proclamation and plaque.

Mr. Allchin gave a speech.

The Board of Directors acknowledged John Allchin's retirement.

Mr. Blackburn gave a speech.

Public Comment:

Tina Dickason, Cambria

Elizabeth Bettenhausen, Cambria

### **3. BOARD MEMBER COMMUNICATIONS**

Director Farmer stated that nine years ago, the emergency water supply project was finished by CDM Smith.

### **4. PUBLIC SAFETY**

#### **A. Sheriff's Department Report**

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

#### **B. CCSD Fire Chief's Report**

Interim Fire Chief Michael Burkey provided a brief report of recent Fire Department activities in Cambria for October.

### **5. PUBLIC COMMENT**

Public Comment: none.

### **6. MANAGER REPORTS**

#### **A. General Manager's Report**

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

Public Comment:

Tina Dickason, Cambria

#### **B. Facilities & Resources Manager's Report**

Facilities & Resources Manager Aguirre provided a report.

#### **C. Finance Manager's Report**

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

#### **D. Utilities Report**

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

**7. CONSENT AGENDA**

- A.** Consideration to Adopt the October 2023 Expenditure Report
- B.** Consideration to Adopt the October 12, 2023 and October 19, 2023 Regular Meeting Minutes and October 4, 2023 and October 12, 2023 Special Meeting Minutes

Vice President Gray moved to approve the consent agenda.

Director Scott seconded the motion.

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

The Board of Directors took a break at 2:27 p.m.

The Board of Directors reconvened the meeting at 2:39 p.m.

**8. REGULAR BUSINESS**

- A.** Receive, Discuss and File the First Quarter Budget Report for FY 2023/24

General Manager McElhenie introduced the item and provided a summary.

Public Comment:  
Christine Heinrichs, Cambria

Director Farmer moved to accept the First Quarter Budget Report as presented.

Vice President Gray seconded the motion.

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

- B.** Discussion and Consideration of Ad Hoc Committee Report for Strategic Plan Workshop Process and Consider Recommendations for a Facilitator

General Manager McElhenie introduced the item and provided a summary.

President Dean and Director Thomas provided a summary.

Public Comment:  
Laurel Stewart, Cambria  
Jeff Wilson, Cambria

Vice President Gray moved to adopt the Ad Hoc Committee Report for the Strategic Plan Workshop Process and approve the appointment of Dick Clark as the facilitator for the 2024 strategic planning process.

Director Scott seconded the motion.

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

- C.** Discussion and Consideration to Provide Electronic Payment Services and a Utility Access Portal through Tyler Technologies

General Manager McElhenie introduced the item and provided a summary.

Public Comment:

Tina Dickason, Cambria  
Elizabeth Bettenhausen, Cambria  
Laurel Stewart, Cambria

Vice President Gray moved to approve the electronic payment services and a utility access portal through Tyler Technologies.

Director Scott offered an amendment that ratepayers can continue to pay their bills the way they have at this point, and if there's a change to that, it comes back before the Board.

Director Scott seconded the motion.

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

The Board of Directors agreed to extend the meeting to 4:30 p.m.

- D.** Discussion and Consideration to Approve a Deed Restriction as Part of the Requirements for Grant Funding for the East Ranch Community Park Public Restroom, Approve an Intent to Serve Letter and Amend the Park Master Plan to Allow for Water Using Restroom Design

General Manager McElhenie introduced the item and provided a summary.

Public Comment:

Christine Heinrichs, Cambria  
Laurel Stewart, Cambria  
Tina Dickason, Cambria  
Crosby Swartz, Cambria  
Elizabeth Bettenhausen, Cambria  
Kitty Connolly, Cambria

Vice President Gray moved to approve a deed restriction as part of the requirements for grant funding for the East Ranch Community Park public restroom, approve an intent to serve letter, and amend the Park Master Plan to allow for water-using restroom design.

President Dean seconded the motion.

Motion Failed Ayes – 2 (Gray & Dean) Nays – 3 (Farmer, Scott & Thomas) Absent – 0

The Board of Directors agreed to extend the meeting to 5:00 p.m.

Vice President Gray moved to approve a deed restriction as part of the requirements for grant funding for the East Ranch Community Park public restroom.

Director Scott seconded the motion.

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

Approving an intent to serve letter and amending the Park Master Plan to allow for water-using restroom design will be brought back to the Board of Directors for further discussion and consideration at a future Board meeting.

Director Scott requested that District Counsel explain to the Board of Directors what they need to do to be able to approve an intent to serve letter and amend the Park Master Plan to allow for water-using restrooms when it's brought back for further discussion and consideration.

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

President Dean asked for any future agenda items.

Director Thomas requested that the Board discuss and consider evaluating its own performance.

Mr. Green requested the East Ranch Community Park public restroom.

Public Comment:

Laura Swartz, Cambria

Tina Dickason, Cambria

**10. ADJOURN TO CLOSED SESSION**

District Counsel stated the Board will adjourn to closed session for a conference with real property negotiators pursuant to Government Code Section 54956.8. The property is 2950 Santa Rosa Creek Road. The Assessor's Parcel Number is 013-081-075, which is the SR4 wellsite. The agency negotiators are General Manager Matthew McElhenie and District Counsel Timothy Carmel. The negotiating party is the Coast Unified School District. Under negotiation is the price and terms of payment for a lease, or an easement, or a fee purchase of the property.

President Dean asked for public comment on 10A.

Public Comment:

Tina Dickason, Cambria

President Dean adjourned to closed session at 4:40 p.m.

**A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8**

Property: 2950 Santa Rosa Creek Road, Cambria, CA – APN: 013-081-075

Agency Negotiators: General Manager Matthew McElhenie and District Counsel Timothy J. Carmel

Negotiating Parties: Coast Unified School District

Under Negotiation: Lease or Easement/Fee Purchase, Price and Terms of Payment

President Dean called the meeting back to order at 5:24 p.m.

District Counsel reported that the Board returned from closed session where they had a conference with their real property negotiators pursuant to Government Code Section 54957.8. The discussion was primarily regarding the value of the SR4 wellsite and the price and payment terms to either lease or purchase the site. No action was taken.

Public Comment:

Tina Dickason, Cambria

Elizabeth Bettenhausen, Cambria

President Dean adjourned the meeting at 5:28 p.m.

Approved on December 14, 2023

For further details on the CCSD meeting, please visit the District's website to review the meeting recording or visit SLO-Span's website <https://slo-span.org/meetings/CCSD/>. CCSD's written comments can be reviewed on the District's meeting webpage.