



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF NOVEMBER 21, 2024, REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

The Cambria Community Services District Board of Directors held a regular meeting on Thursday, November 21, 2024, at 1:00 p.m. at the Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428.

#### **1. OPENING**

##### **1.A Call to Order**

President Gray called the meeting to order at 1:00 p.m.

##### **1.B Pledge of Allegiance**

President Gray led the Pledge of Allegiance.

##### **1.C Establishment of Quorum**

A quorum was established.

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

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denize Fritz, Confidential Administrative Assistant Haley Dodson, Fire Chief Michael Burkey, Facilities & Resources Manager David Aguirre, Program Manager Tristan Reaper, and Maintenance Technician Eduardo Chavez Alvarez.

Staff present via Zoom: District Counsel Timothy Carmel.

##### **1.D Report from Closed Session**

District Counsel stated that at the November 14, 2024, regular Board meeting, the Board of Directors held a closed session for a conference with labor negotiators pursuant to Government Code Section 54957.6. The District's designated representatives were General Manager, Matthew McElhenie and attorney Che Johnson. The employee groups are International Association of Fire Fighters (IAFF), Local 4635 and Service Employees International Union, Local 620. No action was taken.

##### **1.E President's Report**

There was no President's Report.

##### **1.F Agenda Review**

President Gray asked for any changes to the agenda.

Director Thomas suggested moving Regular Business item 7.A up.

The Board of Directors decided to move 7.A after Public Safety.

## **2. BOARD MEMBER COMMUNICATIONS**

Director Farmer reported that Greenspace will be planting 1000 trees at Hearst San Simeon State Park. Volunteers are needed on November 23, 2024, from 10:00 a.m. to 1:00 p.m.

Vice President Scott stated that there is a banner on the front of the Cambria Vets Hall advertising that free Thanksgiving dinners are being provided for a thousand people and invited everyone to come.

Director Thomas stated that a group of volunteers removed approximately 10 to 15 cubic yards of ice plant during the recent Lampton Cliffs restoration project. The next work part will be on December 3, 2024, at 9:00 a.m. at Lampton Cliffs County Park.

## **3. PUBLIC SAFETY**

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

Commander Stuart MacDonald provided a brief report on recent Sheriff's Department activities in Cambria for October. Mr. MacDonald announced his retirement, and the Board of Directors thanked him for his dedicated service.

Public Comment: none.

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

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

Public Comment:

Tina Dickason, Cambria

## **4. PUBLIC COMMENT**

Tina Dickason, Cambria

## **5. MANAGER REPORTS**

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

This item was discussed after 7A.

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

Public Comment:

Christine Heinrichs, Cambria (submitted written correspondence for the record)

Tina Dickason, Cambria

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

General Manager McElhenie provided a summary.

Facilities & Resources Manager Aguirre introduced the newly hired Maintenance Technician, Eduardo Chavez Alvarez.

Public Comment: none.

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

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

Public Comment: none.

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

Program Manager Reaper provided a summary of the Utilities Report.

Public Comment:

Christine Heinrichs, Cambria (submitted written correspondence for the record)

Crosby Swartz, Cambria

Elizabeth Bettenhausen, Cambria

Dennis Dudzik, Cambria

The Board of Directors took a break at 3:04 p.m.

The Board of Directors reconvened the meeting at 3:15 p.m.

### **6. CONSENT AGENDA**

#### **6.A Consideration to Adopt the October 2024 Expenditure Report**

#### **6.B Consideration to Adopt the October 10, 2024 and October 17, 2024 Regular Meeting Minutes**

#### **6.C Consideration of Adoption of Resolution 33-2024 Declaring Equipment Surplus Property and Authorizing Its Sale by the General Manager**

#### **6.D Receive and File the Investment Report for the Quarter Ended September 30, 202**

Mrs. Dodson announced corrections to the October 17, 2024, regular meeting minutes under the consent agenda to read Director Thomas requested minor corrections to page 68 of the September 12, 2024, minutes that Bruce Howard commented in person at the meeting, Lauren Younger commented via Zoom, and on page 74 that the September 19, 2024, minutes reflect the correct spelling of 'aloud.' Additionally, under Vice President Scott's motion, it should be corrected to read, "Vice President Scott moved that the Board approve the Climate Adaptation Policy Number 1060 with the following changes: delete the last sentence in the first paragraph under purpose, under 1060.1 under transportation, change the last sentence to "implement the use of electric equipment as feasible and within budgetary constraints," and recommend that the Board approve this with those changes."

Public Comment: none.

Director Thomas moved to approve the consent agenda with the minor corrections as noted.

Director Dean seconded the motion.

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

### **7. REGULAR BUSINESS**

#### **7.A Discussion and Consideration of Water and Sewer Charges Appeal for Jim and Linda Nelson at 2115 Spencer Street**

This item was discussed after Public Comment.

General Manager McElhenie introduced the item and provided a summary. A utility bill handout was provided.

Jim Nelson provided a summary.

Attorney Russell Read, representing the Nelsons, provided a summary.

Public Comment:

Donn Howell, Cambria

Christina Galloway, Cambria

The Board of Directors held a discussion.

Director Dean moved that the Board deny the appeal and have this bill paid.

Director Thomas seconded the motion.

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

President Gray suggested that the General Manager discuss a payment plan with the Nelsons.

General Manager McElhenie stated he would be happy to do so.

### **7.B Receive, Discuss and File the First Quarter Budget Report for FY 2024/25**

This item was discussed after 7D.

General Manager McElhenie introduced the item and provided a summary.

Administrative Department Manager Fritz provided a summary.

The Board of Directors held a discussion.

Public Comment: none.

### **7.C Discussion and Consideration of Adoption of the Procurement Policies and Procedures Policy 2135**

This item was discussed after 7B.

General Manager McElhenie introduced the item and provided a summary.

Public Comment: none

The Board of Directors held a discussion.

Confidential Administrative Assistant Dodson announced the Board's revisions:

- Section 1.4, the first sentence reads, "The fiscal year budget approved by the Board provides the authority to CCSD staff to procure materials, supplies, equipment, services, and Public Works referenced in the approved budget."

- Change “the General Manager, or, in their absence” to “the General Manager, or, in his or her absence” throughout the document.
- Section 2.2.B.1., remove number one.
- Section 2.4.C., change the dollar amount from \$200,001 to \$200,000.
- Section 3.2.B., capitalize Department Manager.
- Section 3.3.A., change the dollar amount from \$525,000 to \$25,000.
- Section 4.5.A., change the sentence to read, “For Contracts estimated to be fifty thousand dollars (\$50,000) or more, the Board of Directors shall approve the award of professional service contracts.”
- Section 5.2.B., remove the “s” in requires.
- The staff will come back to the Board of Directors to update the excess limit in Section 5.3 in 2025.
- Change all the tables to standard capitalization.

Vice President Scott moved to adopt the Procurement Policies and Procedures Policy 2135 with the edits outlined by Mrs. Dodson.

Director Dean seconded the motion.

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

At 3:57 p.m., the Board of Directors unanimously agreed to extend the meeting to 5:00 p.m.

**7.D Discussion and Consideration of Policy Committee Completion of Purpose and Direct Staff and District Counsel to Prepare a Draft of the New Committee's Purpose, Responsibilities, and Membership Criteria, and Update the Standing Committee Bylaws**

This item was discussed after the consent agenda.

General Manager McElhenie introduced the item and provided a summary.

Vice President Scott provided a summary.

Public Comment:  
Gordon Heinrichs, Cambria  
Donn Howell, Cambria

The Board of Directors held a discussion.

Chief Burkey provided a summary of the need for and benefits of the proposed new committee.

Director Thomas moved to approve the Policy Committee’s completion of purpose and direct staff and District Counsel to prepare a draft of the new committee's purpose, responsibilities, and membership criteria, and update the Standing Committee Bylaws with the focus being on the realm of fire safety, emergency preparedness, and related focus.

Director Dean seconded the motion.

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

## **7.E Discussion and Consideration of Proposed Guidelines for Handling Written Public Comments at Board Meetings**

This item was discussed after 7C.

General Manager McElhenie introduced the item and provided a summary.

Public Comment: none.

The Board of Directors held a discussion.

Mrs. Dodson announced the Board's revisions:

- Change the second bullet point under Section 2 to read, "The following shall also be included on the Agenda and CCSD website: "Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information will be redacted by District staff for privacy purposes prior to distribution and posting. Please do not include any other information in your communication that you do not want to be made public, since written comments will be public records."
- Change the first bullet point under Section 5 to read, "Written comments must pertain to matters within the subject matter jurisdiction of the Board or to an item on the meeting agenda. While, pursuant to Government Code Section 54954.3(c), persons are entitled to criticize the District's policies, procedures, programs and services, and the acts or omissions of the Board, persons commenting are asked to refrain from offensive language or personal attacks."
- Change the first bullet point under Section 6 to read, "The written comments submitted in advance shall be compiled and posted on the District's website 24 hours before the meeting, and copies will be available at the meeting."

Director Farmer moved to approve the proposed guidelines for handling written public comments at Board meetings, with the changes as noted.

Vice President Scott seconded the motion.

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

## **7.F Discussion and Consideration of Approval of Proposition 218 Notice Regarding Mission Country Disposal's Solid Waste Collection and Disposal Rate Increase Request and Consideration of Scheduling a Proposition 218 Hearing Date**

This item was discussed after 7E.

General Manager McElhenie introduced the item and provided a summary.

Jeff Clarin was available for questions.

Public Comment: none.

The Board of Directors held a discussion.

Director Dean moved to approve the Proposition 218 Notice Regarding Mission Country Disposal's Solid Waste Collection and Disposal rate increase request and schedule a Proposition 218 Hearing for January 16, 2025, at 10:00 a.m.

Director Thomas seconded the motion.

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

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

President Gray asked for any future agenda items. There were none.

**9. ADJOURN TO CLOSED SESSION**

**9.A CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6**

**Agency Designated Representatives: General Manager, Matthew McElhenie and Che Johnson**

**Employee Group: International Association of Fire Fighters (IAFF)**

**9.B CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6**

**Agency Designated Representatives: General Manager, Matthew McElhenie and Che Johnson**

**Employee Group: Service Employees International Union, Local 620**

District Counsel stated that the Board of Directors will adjourn to a closed session for a conference with labor negotiators pursuant to Government Code Section 54957.6. The District's designated representatives are General Manager Matthew McElhenie and attorney Che Johnson. The employee groups are the International Association of Fire Fighters (IAFF), Local 4635, and the Service Employees International Union, Local 620.

Public comment: none.

President Gray adjourned the meeting to a closed session at 4:34 p.m.

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