



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF MARCH 2, 2026, SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

The Cambria Community Services District Board of Directors held a special meeting on Monday, March 2, 2026, at 10:00 a.m. at the Cambria Fire Department, 2850 Burton Drive, Cambria, CA 93428.

#### **1. OPENING**

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

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

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

President Farmer led the Pledge of Allegiance.

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

A quorum was established.

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

Staff present: General Manager Matthew McElhenie, Assistant District Counsel David Hirsch, Administrative Department Manager Denise Fritz, Confidential Administrative Assistant Haley Dodson, Facilities & Resources Manager David Aguirre, Fire Chief Michael Burkey, and Program Manager Tristan Reaper.

Staff present via Zoom: Utilities Department Manager Jim Green.

Workshop participants: Dick Clark.

##### **1.D Purpose of the Workshop and Introduction of the Facilitator, Board, Management Staff and Recorder - Matthew McElhenie, General Manager**

General Manager McElhenie explained the purpose of the workshop and provided an introduction.

##### **1.E Role of the Facilitator, Recorder, Board, Management Staff and Public - Dick Clark, Facilitator**

Dick Clark, Facilitator, outlined the roles of the Facilitator, Recorder, Board, Management Staff, and the Public.

#### **2. PUBLIC COMMENT ON AGENDA ITEMS**

Water You Waiting For? (submitted a written comment for the record)  
Dennis Dudzik, Cambria (also submitted written comments for the record)  
Juli Amodei, Cambria  
Tony Safford, Cambria

Christina Galloway, Cambria  
Christine Auriela, Cambria

### 3. REGULAR BUSINESS

#### 3.A The Strategic Plan Workshop

General Manager McElhenie introduced the item and provided a summary.

Mr. Clark provided a summary.

General Manager McElhenie provided a PowerPoint presentation regarding the Strategic Plan.

The Board of Directors took a break at 11:15 am.

The Board of Directors returned at 11:24 am.

The Board of Directors and staff discussed the following items:

#### Cambria Community Services District

##### Five-Year Strategic Goals 2025-2030

##### Objectives Status Report

Updated March 24, 2025

CORE AREA: Water Services - General					
STRATEGIC GOAL: Meet the Ongoing Challenges of Effectively Managing Water Resources to Provide a Reliable Supply of Potable Water to Serve Present and Future Community Needs					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Complete the Stuart Street Tank Construction	Utilities Manager	1/31/2023	Not established	Third Quarter 2026	The Board approved the MKN & Associates contract on January 11, 2024. The first tank was completed in the first quarter of 2026, and based on current progress, the second tank is expected to be completed in the third quarter of 2026.
Permanent Replacement of San Simeon Water Line & Effluent Line	Utilities Manager	1/31/2023	Not established	Third Quarter 2028 <sup>7</sup>	Board approved on 8/10/2023. An encroachment permit has been obtained. Geological boring and utility locating within State Parks and Caltrans rights-of-way will begin in the second quarter of 2026. We are currently pursuing funding and the final CDP.
<del>Develop a Funding Plan.</del>	<del>General Manager, Utilities Manager &amp; Administrative Department Manager</del>	<del>3/3/2025</del>	<del>Second Quarter 2025</del>	<del>Fourth Quarter 2026</del>	<del>Funding will be determined based on the findings of the regionalization study.</del>
<del>Engineering and RFP for the Construction of the Water Line and Effluent Line.</del>	<del>Utilities Manager &amp; Program Manager</del>	<del>3/3/2025</del>	<del>Second Quarter 2025</del>	<del>First Quarter 2028<sup>7</sup></del>	<del>Installation is anticipated to occur in the third quarter of 2028<sup>7</sup>.</del>
<del>Develop a Funding Plan.</del>	<del>General Manager, Utilities Manager &amp; Administrative Department Manager</del>	<del>3/3/2025</del>	<del>Second Quarter 2025</del>	<del>Third Quarter 2026</del>	<del>Funding will be determined based on the findings of the regionalization study.</del>

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.
☞ Identify and assess Long-Term Water Supply & Storage solutions.	Utilities Manager with R&I Committee	6/8/2023	Not established		Research and funding are ongoing. <a href="#">Staff have been attending regional water meetings.</a>
☞ <a href="#">Update the Water Master Plan.</a>	<a href="#">Utilities Manager</a>	<a href="#">2/18/2026</a>	<a href="#">Not established</a>	<a href="#">Second Quarter 2027</a>	<a href="#">Proposals will be solicited from qualified firms.</a>
☞ Update, as needed, the Residential and Commercial Water Conservation Plan.	Utilities Manager & Program Manager	3/3/2025		<a href="#">Third Quarter 2026</a>	In process.
<b>Gain Approval of Coastal Development Permit (CDP)</b>	General Manager & Utilities Manager	3/3/2025	Fourth Quarter 2025	<del>Fourth-Quarter 2025</del> <a href="#">Second Quarter 2027</a>	All "information held" responses were submitted to the County of San Luis Obispo on August 18, 2025.
☞ <a href="#">Planning Commission Approval.</a>	<a href="#">General Manager &amp; Utilities Manager</a>	<a href="#">2/18/2026</a>	<a href="#">First Quarter 2026</a>		<del>Obtain Planning Commission approval and recommendation.</del> <a href="#">Completed. Obtained unanimous approval on 2/26/2026.</a>
☞ <a href="#">Appeal to the San Luis Obispo County Board of Supervisors Approval.</a>	<a href="#">General Manager &amp; Utilities Manager</a>	<a href="#">2/18/2026</a>	<a href="#">Third Quarter 2026</a>		<a href="#">Obtain approval of Coastal Development Permit.</a>
☞ <a href="#">Appeal to the California Coastal Commission Approval.</a>	<a href="#">General Manager &amp; Utilities Manager</a>	<a href="#">2/18/2026</a>	<a href="#">Second Quarter 2027</a>		<a href="#">Negotiate mitigation measures and finalize approval of the permanent Coastal Development Permit.</a>
<b>Resolve the Brine Waste Disposal Issue</b>	Utilities Manager	1/31/2023	Not established	<a href="#">Third Quarter 2026</a>	Ongoing. Achieved 98% brine recovery, pending pilot evaluation submittal. Additional alternatives for the brine outfall are currently being explored.
☞ Investigate and complete a study for new cost-effective options and technologies for the reduction/disposal of Brine Waste, including costs. <del>Present a report to the Board upon conclusion of the Study.</del>	Utilities Manager with R&I Ad Hoc Committee	6/28/2022	9/8/2022	<a href="#">Second Quarter 2026</a>	<a href="#">The Zero Liquid Discharge pilot has been completed, and the final pilot evaluation is pending presentation to the Board. CCSD staff will engage with the Army Corps of Engineers for funding.</a>
☞ <a href="#">Investigate the San Simeon outfall.</a>	<a href="#">General Manager &amp; Utilities Manager</a>	<a href="#">3/2/2026</a>	<a href="#">Third Quarter 2026</a>		
☞ <a href="#">Board consideration of Brine Disposal options.</a>	<a href="#">Utilities Manager</a>	<a href="#">3/2/2026</a>	<a href="#">Fourth Quarter 2026</a>		
☞ <a href="#">Board approval of Zero Liquid Discharge Pilot Testing Program.</a>	<a href="#">General Manager</a>	<a href="#">6/8/2023</a>	<a href="#">Not established</a>	<a href="#">9/11/2025</a>	<a href="#">Completed.</a>

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<b>Relocate Rodeo Grounds Pump Station</b>	Utilities Manager & Program Manager	3/3/2025	Fourth Quarter 2028	Fourth Quarter 2028	The District is pursuing both grant funding and District-based funding sources.

The Board of Directors took a lunch break at 12:06 pm.

The Board of Directors returned at 12:46 pm.

CORE AREA: -Wastewater Services					
STRATEGIC GOAL: Ensure Reliable Performance of the Wastewater Treatment System for Decades to Come					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<del>Complete the Monitor SST Project Expenditures and Performance during the Construction Phase</del>	Utilities Manager & Finance Manager	1/31/2023	Not established	<del>Third Quarter 2026</del> Ongoing	Ongoing monthly review of project expenditures with the Utilities Department Manager, Wastewater Systems Superintendent, and Water Systems Superintendent.
<del>Quarterly report supplement to Finance and Resources &amp; Infrastructure Committees.</del>		1/31/2023		Ongoing	Quarterly reports to Finance and Resources & Infrastructure Committees and Board of Directors.
<del>Establish Priorities and an Implementation Plan for CIP Wastewater Projects not in the SST</del>	Utilities Manager	6/28/2022	Not established	Third Quarter 2026	In coordination with OpenGov and MKN, develop an Engineering Master Plan and Capital Improvement Program (CIP) list for the Wastewater Collection System and Wastewater Treatment Plant.
<del>Define the Extent of Repairs Needed to Reduce the Inflow and Infiltration.</del>	Utilities Manager	3/4/2024	Second Quarter 2025	Fourth Quarter 2026	Issue a Request for Proposals (RFP) to retain an engineering consultant to evaluate the existing wastewater collection system.
<del>Implement Open Gov Asset Management System.</del>	General Manager & Utilities Manager	3/2/2026	Third Quarter 2026		
<del>Define the Extent of Repairs Needed to Reduce the Inflow and Infiltration</del>	Utilities Manager	3/4/2024	Second Quarter 2025	Fourth Quarter 2026	RFP for a consultant from an engineering firm to evaluate the current wastewater distribution collection system.

CORE AREA: Fire Protection and Emergency Services					
STRATEGIC GOAL: Maintain and Enhance Emergency Preparedness and Community Education While Providing Optimal and Adaptive All-Hazard Response					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<b>Formalize and Update Community Evacuation Planning, Including Coordination with County and Law Enforcement Partners, and Conduct Annual Evacuation Exercises</b> <b>Engage All County Agencies to Include CAL FIRE, County OES, Sheriff, CHP, and State Parks to Update Cambria's Fire Evacuation, Department Operations, Hazard Mitigation, and Pre-Plans</b>	<b>General Manager and Fire Chief and Administrative Department Manager</b>	3/24/2026	Third First Quarter 2027	Fourth Quarter 2026	Ongoing.
↳ Implement the plans.	General Manager and Fire Chief	3/2/2026	Second Quarter 2027		
<b>Secure an Alternative Evacuation Route</b>	General Manager and Fire Chief	3/2/2026	Second Quarter 2028		Staff and Ad Hoc are currently looking at Harmony Ranch Road as one of those alternatives
↳ Identify potential fiscal impact and funding sources of plan development.	General Manager, Fire Chief, and Legal Counsel, Administrative Department Manager, and Ad Hoc	3/3/2025	Fourth Quarter 2025	Fourth Quarter 2026	We will continue coordinating with the Ad Hoc, staff, and legal counsel on the project's feasibility, allied agencies to support a unified evacuation planning effort.
↳ Implement the plans.	Fire Chief	3/3/2025	Fourth Quarter 2025	Fourth Quarter 2026	The MJHMP was approved by the Board on February 12, 2026.
<b>Adopt Weed Abatement Ordinance</b>	General Manager & Fire Chief	3/3/2025	Second Quarter 2025	5/10/2025	Completed.
<b>Fully Enforce the Weed Abatement Ordinance</b>	Fire Chief	3/2/2026	Continuous		
↳ Provide budget and funding/staffing strategies for the enforcement of the ordinance, including a CCSD Fire Marshal and an Administrative Assistant.	Fire Chief and Administrative Department Manager	3/3/2025	Second Quarter 2025	Third Quarter 2026	

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<del>Secure Funding</del> <del>Identify Training Resources Needed to Meet State &amp; Federal Mandates for Emergency Personnel</del> <del>Response</del>	General Manager, Fire Chief & Finance Manager	3/4/2024	Second Quarter 2024	Second Quarter 2027	Ongoing.
<del>Identifying potential fiscal impact and funding sources needed</del> to meet State & Federal Mandates for Emergency Personnel.	General Manager, Fire Chief & Finance Manager	3/4/2024	Second Quarter 2024	<del>Second</del> Fourth Quarter 2027	Ongoing.
<del>Identify Facility Needs, Including Primary Station and Training Facilities, and Identify Apparatus Replacement Needs</del>	General Manager, Fire Chief, Administrative Department Manager, and Facilities & Resources Manager	3/3/2025	Third Quarter 2025	<del>Second</del> Fourth Quarter 2027	Ongoing.
<del>Identify Facility Needs, Including Primary Station and Training Facilities</del>	General Manager, Fire Chief, Administrative Department Manager, and Facilities & Resources Manager	3/3/2025	Third Quarter 2025	Fourth Quarter 2025	
Identify Apparatus Replacement Needs	General Manager, Fire Chief and Administrative Department Manager	3/3/2025	Second Quarter 2025	Fourth Quarter 2026	Ongoing.

CORE AREA: Facilities and Resources					
STRATEGIC GOAL: Manage and Provide Stewardship of District Assets, in a Timely, Cost-Effective, and Environmentally Sensitive Manner					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<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	Continuous	Ongoing
↳ Seeking non-CCSD funding sources for maintenance and operations.		1/31/2023	Second Quarter of 2023	Continuous	Working with 501-(c)-(3)-organizations outside sources to secure funding, including a recent \$60,000 grant received in December 2025 from the Cambria Local Advisory Board and Highway 1 Tourism Alliance, Inc.
↳ Improving outreach to promote more community use.		1/31/2023	Second Quarter of 2023	Continuous	
↳ Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall.		1/31/2023	Second Quarter of 2023	Ongoing	Pending funding from a 501-(c)-(3) outside sources.
↳ Review of rental rates.		1/31/2023	Second Quarter of 2023	Second-Third Quarter 2026	Staff are working with consultants to update the CCSD Fee Schedule, including a review and revision of rental rates.
<b>Complete Skatepark Project</b>	Utilities Manager	1/31/2023	Not established	Second-Third Quarter 2027	Full project completion is delayed until 2027 due to restroom lead times. However, if approved by the County, a temporary operating permit for portable restrooms may be an option.
↳ Issue Request for Proposal for the Cambria Skatepark Project	General Manager and Utilities Manager	3/2/2026	Second Quarter 2026		
↳ Present the lowest responsible bid final construction estimate for to Board for consideration and status of funding to determine whether the project can proceed.		1/31/2023	Third Quarter of 2023	Second Quarter 2026	We've presented the final construction estimates to the Ad Hoc Committee. The funding goal set by the Board of Directors in April 2025 has been achieved. Staff will present the RFP results in the second quarter of 2026.

The Board of Directors took a break at 2:13 p.m.

The Board of Directors returned at 2:19 pm.

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
☞ Receive update on status of grant.	General Manager	7/13/2023	11/10/2022	Ongoing	Monitor status of grant until all funds received.
<b>Board Approval Consideration of Community Park Plan</b>	General Manager	3/3/2025	Unknown	Second Quarter 2026	The Board of Directors received and filed the Community Park Plan. Staff will present it to the Board of Directors for potential adoption and guidance.
<b>Develop a Vegetation Management Plan Aimed at Fire and Forest Health for CCSD-Owned Undeveloped Parcels</b>	General Manager, Fire Chief, Facilities & Resources Manager, and Fire Safe Focus Group	3/4/2024	Fourth Quarter 2024	Fourth Quarter 2026	Working in collaboration with Auten Resource Consulting (ARC) and utilizing funding from the Fire Safe Council.
<del>☞ Develop an Evaluation Plan for the divestiture of some CCSD-owned undeveloped parcels.</del>	<del>General Manager &amp; Facilities Manager</del>	<del>3/4/2025</del>	<del>Fourth Quarter 2026</del>		<del>Based on guidance from District Counsel and in light of other District priorities, staff recommends removing this item as a strategic goal.</del>
☞ Develop a Vegetation Management Plan for Fern Canyon	General Manager & Facilities Manager	9/11/2025		Fourth Quarter 2026	Working in collaboration with Auten Resource Consulting (ARC) and utilizing funding from the Fire Safe Council.
<b>Relocation of Rodeo Grounds Facilities</b>	General Manager and Facilities & Resources Manager	3/4/2025	Fourth Quarter 2027	Fourth Quarter 2028	
☞ Obtain engineering estimates.	Utilities Manager	3/4/2025	Fourth Quarter 2025	Second Quarter 2027	
☞ Obtain funding.	General Manager, Utilities Manager, Facilities & Resources Manager, and Administrative Department Manager	3/4/2025	Fourth Quarter 2026	Third Quarter 2027	
<b>Remodel Public Restrooms</b>	Facilities & Resources Manager	3/4/2025	Fourth Quarter 2025	Fourth Quarter 2026	
☞ <del>Obtain cost estimates and funding. Remodel.</del>	<del>Facilities &amp; Resources Manager</del>	<del>3/24/2025</del>	<del>Fourth Quarter 2025</del>	<del>Fourth Quarter 2026</del>	

CORE AREA: Administration & Finance					
STRATEGIC GOAL: Develop Realistic Plans & Processes for Funding and Execution of the Strategic Goals					
WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
<b>Explore the Opportunities Related to the Dissolution of the San Simeon CSD</b>	General Manager & Utilities Department Manager	3/4/2025	Third Quarter 2025	Fourth Second Quarter 2026	We've obtained a draft copy of a flow-and-loads analysis of San Simeon's wastewater production.
☞ <del>Contact Work with the County of SLO and appropriate agencies.</del>	<del>General Manager &amp; Utilities Department Manager</del>	<del>3/4/2025</del>	<del>Third Quarter 2025</del>		<del>Ongoing. Staff held three meetings with the County of San Luis Obispo, and future meetings are scheduled. San Luis Obispo County funded Feasibility Study will be reviewed upon receipt. The study includes the feasibility of San Simeon's consolidation of wastewater for onsite treatment at CCSD facilities.</del>
<b>Investigate the Revenue and Allocations Model of in the General Fund</b>	General Manager & Administrative Department Manager	3/4/2025	Fourth Quarter 2025	Continuous	
☞ <del>Establish a Board Ad Hoc to investigate and report back to the Board on alternative funding for the General Fund. Bring agenda item to discuss alternatives.</del>	<del>General Manager &amp; Administrative Department Manager Board of Directors</del>	<del>3/2/2026</del>	<del>Third Quarter 2026</del>	<del>Second Quarter 2026</del>	<del>Addressed through the budgetary process.</del>
<b>Explore Ways to Retain Staff</b>	General Manager, Utilities Department Manager, Fire Chief, Facilities & Resources Manager, and Administrative Department Manager	3/4/2025	Fourth Quarter 2025	Continuous	

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Develop a Framework for Long-Term Financial Planning	General Manager & Administrative Department Manager	3/4/2025	Fourth Quarter 2025	Second Quarter 2026	Waterworth Financial Modeling software, along with Open Gov Asset Management. Entering into an agreement with a consultant to update the fee schedule to include capacity and connection fees.
Explore How to Incorporate Project Management Principles into District Operations	General Manager & Administrative Department Manager	3/4/2025	Fourth Quarter 2025	Continuous	We hired a project manager for the Stuart Street Tanks and plan to use a similar approach for future projects. <del>Ongoing.</del>

The Board of Directors, General Manager McElhenie, and Dick Clark discussed the Strategic Plan Workshop.

**3.B Discussion and Consideration to Adjourn the March 2, 2026, Special Board Meeting Regarding the Strategic Planning Workshop to March 3, 2026, if Necessary**

Director Gray made a motion to not adjourn the meeting to March 3, 2026, which was seconded by Director Scott; however, no vote was taken on the motion.

**4. ADJOURN**

President Farmer adjourned the meeting at 3:46 p.m.

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