



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF JUNE 27, 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, June 27, 2024, at 3:00 PM

1. OPENING

1.A Call to Order. (00:11)

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

1.B Establishment of Quorum. (00:58)

A quorum was established.

Committee members present: Committee Chair Debra Scott, Vice Chair Gordon Heinrichs, Ted Key, Claudia Harmon-Worthen, and Secretary Donn Howell. Absent: Member James Townsend (excused absence).

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

Members of the Public present: Laura Swartz (via Zoom)
Christine Heinrichs (joined the meeting at 06:56).

1.C Chair Report (01:17). None.

1.D Ad Hoc Subcommittee Report(s) (01:28). None.

1.E Committee Member Communications (01:34). None.

2. PUBLIC COMMENT (02:30) None.

3. CONSENT AGENDA (02:48)

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

Motion: To approve the minutes as written. (03:47)

Motion by: Heinrichs

Second by: Key

Motion passed: Ayes – 4; Nays – 0; Absent – 1; Chair not voting.

4. REGULAR BUSINESS

4.E Discussion and Consideration of the Climate Change Policy (04:22)

Call for Public Comment (25:29) There was none.

Motion: That an ad-hoc subcommittee be established to work on a climate change policy and do the requisite research; that the subcommittee consist of Ted Key and Jim Townsend; and that, further, the subcommittee be requested to give monthly progress reports at our future meetings. (26:49)

Motion by: Howell

Second by: Key

Motion passed: Ayes – 4; Nays – 0; Absent – 1; Chair not voting. (27:26)

4.A Discussion and Consideration of the Updated CCSD-Owned Vehicle Policy (27:46)

The Committee suggested the following edits to *Section III Vehicle Usage – Wastewater & Water On-call Operators*. (29:30)

- Change paragraph C to read: “An inspection of each vehicle is to be performed prior to the operation of any District-owned vehicle per departmental policies.”
- Change paragraph F to read: “When utilizing a CCSD or privately-owned vehicle, the vehicle may be used . . . as defined by the District’s Travel Policy.”

Call for Public Comment (39:18)

Christine Heinrichs spoke. [Ms. Heinrichs has also submitted written remarks. Her remarks can be viewed online on the District’s web site.]

Motion: That we accept the CCSD Owned Vehicle policy #3605 with the changes as noted in this meeting and recommend it to the Board. (43:25)

Motion by: Key

Second by: Townsend

Motion passed: Ayes – 3; Nays – 2 (Heinrichs, Harmon); Absent – 1; Chair voting. (44:17)

4.B Discussion and Consideration of the Role of the General Manager Policy (45:09)

Chair Scott directed the Committee’s attention to the General Manager’s *Employment Agreement* and *Cambria Community Services District Position Specification* for General Manager. She suggested adding a reference to the goals of the District’s strategic plan to the *Position Specification*.

The Committee proposed the following. (54:58)

On the second page of the *Position Specification* in the “*Performance Expectations*” section, “*Policy Execution*” subsection add the words “as indicated in the District’s Strategic Plan.” to the first sentence.

Insert “Strategic Plan” after “Cambria Community Services District” in the title of the *Three-Year Strategic Goals 2022-2025 Objectives Status Report*.

Call for Public Comment (1:10:59) Christine Heinrichs

Chair Scott clarified that the afore mentioned *Position Specification* and *Employment Agreement* in what the CCSD currently has. There is no policy document like the one in the CSDA Sample Handbook.

Motion: That we have a policy regarding the General Manager. (1:19:19)

Motion by: Harmon
Second by: Heinrichs

Motion failed: Ayes – 2 ; Nays – 3 (Key, Howell, Scott) ; Absent – 1; Chair voting. (1:19:26)

Motion: To recommend to the Board the changes as proposed [above at 54:58].

Motion by: Key
Second by: Howell

Motion passed: Ayes – 4; Nays – 0; Absent – 1; Chair not voting. (1:23:09)

4.D Discussion and Consideration of the Legislative Advocacy Policy (1:23:24)

Chair Scott stated that this policy along with the changes recommended by this committee was adopted by the Board at its last meeting. She congratulated the Committee on its success.

4.C Discussion and Direction of the CCSD Policy Handbook Contents and Direction on What Policies Need Revisions, Additions, or Deletions (1:24:55)

The members discussed the updated index. They suggested that the Committee address policies regarding purchasing, lighting and the unhoused in the near future.

Chair Scott reminded the Committee that they will review the completed Personnel Policies when they are complete for any further recommendations.

5. FUTURE AGENDA ITEM(S) (1:53:43)

Future agenda items noted were the Purchasing and Personnel policies when they're available for review and the Lighting Policy as mentioned by member Harmon.

Call for Public Comment (1:54:43). Laura Swartz

6. ADJOURN (1:57:39)

Committee Chair Scott thanked everyone for attending. She adjourned the meeting at 5:00 p.m.