



Parks, Recreation and Open Space Committee (PROS)

REGULAR MEETING
Tuesday, December 5, 2023 - 10:00 AM
1000 Main Street Cambria, CA 93428

AGENDA

In person at:
Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428
AND via Zoom at:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89840296865?pwd=a0tmRUM3NVFpTXZlcWFZeUU4THU0QT09>

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Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

1. OPENING

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIR REPORT
- D. AGENDA REVIEW
- E. AD HOC COMMITTEE REPORTS
- F. COMMITTEE MEMBER COMMUNICATIONS

Any Committee Member may make an announcement, report briefly on his or her activities, or ask a question for clarification.

2. PUBLIC COMMENT NOT ON THE AGENDA

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

3. FACILITIES AND RESOURCES MANAGER

4. BRIEF REPORTS FROM GROUPS WITH ROLES AND RESPONSIBILITIES RELATED TO PROS WITHIN CCSD JURISDICTIONAL BOUNDARIES

There is no expectation that representatives from these groups necessarily report at every meeting, each will judge when to engage based on current issues and plans. To keep meeting duration to a manageable time span, we will limit reports to 3 minutes, and keep Committee discussion brief. Where substantive issues emerge, we will identify those issues as future discussion topics.

Friends of the Fiscalini Ranch Preserve, Executive Director Kitty Connolly
Skate Cambria, Juli Amodei

Friends of the Dog Park, Shelly Becker

Greenspace the Cambria Land Trust, Executive Director Karin Argano

Forest Committee, Laura Swartz

The Land Conservancy of San Luis Obispo County, ED Kaila Dettman, or
 Daniel Bohlman

Kenneth Norris Rancho Marino Reserve, Reserve Director Keith Seydel

5. CONSENT AGENDA (Estimated time: 15 Minutes)

- A. Consideration to Approve the Minutes from the Regular Meeting Held on November 7, 2023

6. REGULAR BUSINESS

- A. Presentation and Discussion Regarding CCSD Grants Policy and

Processes

B. Discuss and Consider PROS Committee 2024 Goals & Objectives

7. FUTURE AGENDA ITEMS

8. ADJOURN

TO: PROS Committee Members

AGENDA NO. **1.E.**

FROM: Michael Thomas, Chair

Meeting Date: December 5, 2023

Subject: Ad Hoc Committee Reports

DISCUSSION: the table below lists the ad hoc committees of the PROS Committee, a brief description of their scope, deliverables, date formed, PROS Committee Members assigned to the ad hoc committee, and status.

Ad Hoc Committees of the PROS Committee:

| Committee Name | Scope Description | Deliverables | Date Formed | Committee Members | Status |
|--|--|--|-----------------------|---|-----------------------------|
| Community Park Signage & Facilities Style Guide. | Develop guidelines governing the appearance of signage and other Community Park elements. | Community Park Style Guide | 11/7/2023 Topic 4 | Shannon Sutherland | |
| East Ranch Community Park Plan | Taking into consideration all of the work completed over the last several decades, create a plan that reflects our current intentions, to accelerate progress in building out a community park on the east ranch which satisfies the needs of the community while living in within our fiscal constraints. | East Ranch Community Park Plan reflecting the current needs of the community. Target Completion Date: Prior to completion of the East Ranch restroom. | 11/7/2023 Topic 6C | Michael Thomas, Jeff Wilson, Shannon Sutherland | Refer to the draft charter. |

Notes:

1. Facilities & Resources Manager David Aguirre will be involved in ad hoc committees of the PROS Committee to the extent needed in his judgment. All ad hoc committees are expected to keep Mr. Aguirre informed of all ad hoc committee activities.

Attachments: Community Park Plan Ad Hoc Charter

East Ranch Community Park Plan Ad Hoc Committee Charter

Background: At the November 7, 2023 meeting of the PROS Committee, an ad hoc committee was formed for the purpose outlined below.

Ad Hoc Committee Membership:

- PROS Committee Chair Michael Thomas
- PROS Committee Vice Chair Shannon Sutherland
- PROS Committee Member and Secretary Jeff Wilson
- Facilities & Resources Manager David Aguirre

Purpose of this Ad Hoc Committee:

Taking into consideration all of the work completed over the last several decades, create a plan that reflects our current intentions, to accelerate progress in building out a community park on the East Ranch which satisfies the needs of the community while living in within our fiscal constraints. While this plan will reference historical documents, plans and efforts, this is intended to be a standalone plan with essentially all of the content needed to proceed with execution of the plan, with minimal need to reference other historical documents.

Deliverables:

- An as-built map which shows the current state
- A plan that reflects our current intentions for the East Ranch Community Park
- Desired state maps/ sketches needed to visually defined the future of the East Ranch Community Park

Timeline/ Deadlines:

Considering that completion of the East Ranch restroom is there a requirement before we proceed with most further developments, the schedule expectation is to have Board approval of this plan, and be ready to execute the next tranche of community park projects as soon as the East Ranch restroom is operational.

Parks, Recreation and Open Space Committee (PROS)

REGULAR MEETING
Tuesday, November 7, 2023 - 10:00 AM

MINUTES**1. OPENING****A. CALL TO ORDER**

Chairman Michael Thomas called the meeting to order at 10:00 a.m.

B. ESTABLISH QUORUM

A quorum was established with Chairman Michael Thomas, and Committee members Jim Bahringer, Kermit Johansson, Steve Kniffen, Shannon Sutherland, and Jeff Wilson present.

Staff attending: Facilities & Resources Manager David Aguirre attended in person, and General Manager Matt McElhenie attended on Zoom. Confidential Administrative Assistant Haley Dodson attended the first portion of the meeting in person.

Public attending: Crosby Swartz, Laura Swartz, Shelley Becker, Kitty Connolly, Director Harry Farmer, and 2 gentlemen from the Cambria Lawn Bowling Association joined midway. Elizabeth Bettenhausen and President Karen Dean joined by Zoom.

C. CHAIR REPORT

Chairman Michael Thomas welcomed new Committee Member Jeff Wilson, encouraged attendance at the upcoming CCSD Board meeting to learn about a Zonehaven update, corrected an erroneous statement he made at the October 3 meeting, and reminded everyone as a Legislative Body we need to adhere to Rosenberg's Rules of Order, including 1 speaker at a time and speakers need to be recognized by the Chair before speaking.

D. COMMITTEE MEMBER COMMUNICATIONS

Committee Member Johansson reported on an update on the Brambles project from the NCAC meeting and the potential for greater community benefit from other projects in collaboration with NCAC. Member Sutherland suggested she and Member Johansson track NCAC land use opportunity synergies. Member Johansson suggested possible use of CCSD open space as fire breaks.

2. ELECTION OF OFFICERS

Chairman Thomas asked for volunteers for the Vice Chair position. Member Sutherland volunteered and was unanimously elected.

Chairman Thomas asked for volunteers for the Secretary position. Member Wilson volunteered and was unanimously elected.

3. PUBLIC COMMENT NOT ON THE AGENDA

Shelley Becker provided an update on the Dog Park, including the establishment of a new non-profit group The Central Coast Dog Park Association. There was brief discussion about fundraising and the need for improved signage around safety and open/close hours.

4. FACILITIES AND RESOURCES MANAGER

Facilities & Resources Manager David Aguirre discussed progress on identifying all 194 CCSD owned parcels, including 141 under some kind of Conservation Easement. Discussion took place regarding need for better, consistent signage and development of a style guide for across all properties, including the Community Park. An ad hoc committee was suggested and Mr. Aguirre agreed that would be helpful. Member Sutherland agreed to lead this, working in collaboration with Mr. Aguirre, Kitty Connolly and Shelley Becker.

5. CONSENT AGENDA (Estimated time: 15 Minutes)

A. Consideration to Approve the Minutes from the Regular Meeting Held on October 3, 2023

Kermit Johansson moved to approve the minutes.

Jim Bahringer provided a second.

All were in favor; Member Wilson abstained as he was not on the Committee at this time.

6. REGULAR BUSINESS

A. Discussion Regarding Proposed 2024 PROS Committee Meeting Dates

Discussion regarding various options and Member needs and limitations. Agreement reached on the Third Tuesday of every month from 2pm-4pm.

Shannon Sutherland moved to approve.

Kermit Johansson provided a second.

All were in favor.

B. Discussion Regarding proposed PROS Committee Action Tracker and Project Maturity System

General agreement that some kind of formal framework is needed for establishing and tracking 2024 Committee Goals, Objectives, Projects, and Action Items. Chairman took feedback on ideas and will formulate some options for the December meeting.

C. Discussion Regarding the Community Park Plan, and forming an East Ranch Community Park Plan Ad Hoc Committee

Lengthy discussion about the Community Park and various historical iterations, including the 2012 version with SLO County CDP issuance, and activities/uses specified in it. Chairperson Thomas recommended establishment of an ad hoc committee to refine the Community Park Plan to reflect current intentions. Chairperson Thomas and Members Sutherland and Wilson will comprise this committee.

D. Discuss and Consider a Standing Agenda Topic, Brief Reports from Groups and Individuals with Roles and Responsibilities Related to Parks, Recreation and Open Spaces within CCSD Jurisdictional Boundaries

Committee agreed to establish this as a standing agenda topic and invite targeted list organization's representatives to join, limiting reports to 3 minutes each followed by brief Committee discussion.

E. Discussion Regarding a PROS Development Fund

The Committee discussed the possibility of using a **CCSD PROS Development Fund** as an account to accumulate grant funding and donations to fund future PROS projects. Two of the committee members expressed skepticism regarding this concept, expressing a preference to channel funds through the Cambria Community Council. This concept may be considered further.

F. Discuss and Consider Forming an Open Space and Connecting Trails Ad Hoc Committee

Member Johansson recommended establishing an ad hoc committee to address this subject. The subject is a worthwhile one, but given what is likely a very long, ongoing process it does not lend itself to an ad hoc committee, which has a finite time frame. Agreed to park this for now and likely address with specific open space and connecting trail projects.

7. FUTURE AGENDA ITEMS

Chairman Thomas asked for any future agenda items. No future agenda items proposed.

8. ADJOURN

Chairman Thomas adjourned the meeting at 12:03 p.m.

TO: PROS Committee Members

AGENDA NO. **6.A.**

FROM: Matthew McElhenie, General Manager

Meeting Date: December 5, 2023

Subject: Presentation and Discussion Regarding
CCSD Grants Policy and Processes

DISCUSSION: Due to funding challenges, it is common knowledge that execution of CCSD projects needed to bring improvements in parks, recreation and open spaces to our community often require grant funding. To bring grant funding to support these projects will require all involved to work together in collaboration. Towards this end, it's worthwhile fully understanding CCSD grant funding policies, processes and capabilities.

As communicated in the [11/10/2023 Letter from the General Manager](#), the District has contracted with [Elijah Mermin](#) to help CCSD identify grant funding opportunities and work with staff to develop grant applications. With \$13k in funding, at \$150 per hour, the District has 87 hours in the budget.

Please review the following resources in preparation for this discussion:

- [Grants Policy #2170](#).
- Active grants the CCSD is pursuing are listed on the [CCSD Grants](#) web page.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: PROS Committee Members

AGENDA NO. **6.B.**

FROM: Michael Thomas, Chair

Meeting Date: December 5, 2023

Subject: Discuss and Consider PROS Committee
2024 Goals & Objectives

DISCUSSION: At the November 7 PROS Committee meeting, the Committee expressed interest in establishing goals and objectives to focus our efforts in the coming year.

BACKGROUND: In the CCSD Strategic Plan, adopted August 11, 2022, under the Core Area of Facilities and Resources, the CCSD Strategic Goal is to Manage and provide stewardship of District assets, parks, recreation, and open space in a timely, cost-effective, and environmentally sensitive manner. The PROS Committee, in its advisory role to the CCSD Board of Directors, is focused on helping the CCSD achieve this Strategic Goal by, as described in the Standing Committee Bylaws:

- (a) Assessing existing resources and gather information regarding the parks, open space and recreational needs of the community.
- (b) Establishing collaborative working relationships with relevant public and private organizations.
- (c) Supporting and working directly with the CCSD General Manager and Facilities & Resources Manager to create plans for meeting the needs of the community within the bounds of current and potential resources.
- (d) Recommending plans of action to the Board regarding meeting the community needs for parks, recreation and open space.
- (e) Facilitating communication with the residents of Cambria both to update community priorities for parks, recreation and open space, and to obtain community support for planned actions.

PROCESS: the PROS Committee may conduct some of the following steps on flip charts. While we will make every effort to make the proceedings visible on zoom, this may be an appropriate meeting for interested members of the public to attend in person.

1. **Identify Potential Goals:** Within the context described in the Background above, what outcomes, what deliverables would you like to see the PROS Committee bring for consideration by the CCSD Board of Directors which can lead to outcomes that directly benefits the community? While our primary focus is on what we will accomplish by the end of 2024, don't be constrained by your perception of what can be accomplished in 1 year. Please do think long term.

What we are looking for here are the Goals. Let's use the following descriptions to clarify the levels of altitude. The examples on the right are intended to clarify the how we will use the terms goals, objectives and activities.

| Planning Component | Example: |
|---|---|
| Goal: a deliverable for consideration by the CCSD Board of Directors which can lead to an outcome that directly benefits the community | An updated East Ranch Community Park Plan reflecting the current needs of the community. |
| Objective: intermediate outcomes necessary to work towards the goal | Determine whether an additional survey is needed, and if so, the nature of the information needed, to demonstrate that we have a comprehensive and statistically valid understanding of what the community wants in the Community Park. |
| Action: activities to objectives achieve each of the objectives and ultimately achieve the goal | Review the data that has been collected. |

This may be as far as we get today. If time remains, we'll continue to the next steps, if not, we'll come back to this in January.

2. **Prioritize:** Determine which of these Potential Goals to prioritize at the top, using the following criteria.

| Criteria | Think about... |
|--------------------|---|
| Community | How does it impact... <ul style="list-style-type: none"> • Underserved • Children, Adults, Seniors • Full time, Part time, Visitors |
| Environment | How does it impact... <ul style="list-style-type: none"> • Flora & fauna • Global warming |
| Feasibility | <ul style="list-style-type: none"> • Probability of permitting success, e.g. County, Coastal Commission... • Funding, both initial investment and ongoing maintenance |
| Support | <ul style="list-style-type: none"> • Support within the community • Sponsorship |

The highest priority among these Potential Goals become the PROS Committee Goals.

3. The next steps depend on the nature of each the Goal, but may include:
- Identify which PROS Committee Member will sponsor/ champion/ take the lead role for accomplishing the Goal,
 - Identify intermediate outcomes needed to achieve the Goal. These become Objectives.
 - Discuss Strategies, our process, how we will work towards achieving the goal.
 - Identify specific near term actions, next steps to drive progress in achieving these Goals and Objectives, and establish a target completion date.
4. The next step will be to bring the draft PROS Committee Goals and Objectives to the Board for discussion and consideration, likely at the January 18, 2024 Regular Board Meeting.

Attachments: The last 2 pages of the CCSD Strategic Goals & Objectives Status Report, under the Core Area of Facilities and Resources.

CORE AREA: Facilities and Resources

**STRATEGIC GOAL: Manage and Provide Stewardship of District Assets,
Parks, Recreation, and Open Space 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 |
|--|--|--------------------|---------------------------------|--------------------------------|--|
| Define future use and funding for the Veterans' Hall | General Manager, Facilities & Resources Manager, working with a Board Ad Hoc Committee | 6/28/2022 | 10/20/2022 | Fourth Quarter 2023 | Ad hoc committee assisting. |
| ↳ Seeking non-CCSD funding sources for maintenance and operations. | | 1/31/2023 | Second Quarter of 2023 | | |
| ↳ Improving outreach to promote more community use. | | 1/31/2023 | Second Quarter of 2023 | | |
| ↳ Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall. | | 1/31/2023 | Second Quarter of 2023 | | |
| ↳ Review of rental rates. | | 1/31/2023 | Second Quarter of 2023 | | |
| Complete Skatepark project | Utilities Manager | 1/31/2023 | Not established | | |
| ↳ Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark. | | 6/28/2022 | 11/10/2022 | 11/17/2022 | Completed 11/17/2022; subject to Planning Commission approval in third quarter 2024. |
| ↳ Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed. | | 1/31/2023 | 3Q23 | Third Quarter 2024 | The final construction estimate is TBD. |
| ↳ Receive update on status of grant | General Manager | 7/13/2023 | 11/10/2022 | First Quarter 2024 | Land and Water Conservation Fund grant application submitted on 6/1/2023. Grant awards are expected in late 2025. Staff received a request for additional information and met with State Parks on 7/13/2023. |
| Complete the East Ranch Restroom project | Utilities Manager | 1/31/2023 | Not established | Fourth Quarter 2024 | |

| WHAT (Objectives & Supporting Actions) | WHO (Responsible Party) | DATE ADDED TO PLAN | ORIGINAL TARGET COMPLETION DATE | UPDATED TARGET COMPLETION DATE | COMMENTS |
|--|-------------------------|--------------------|---------------------------------|--------------------------------|---|
| ↳ Obtain construction permit and present to the Board for consideration the construction RFP for the East Ranch restrooms. | | 6/28/2022 | 11/10/2022 | Second Quarter 2024 | Construction permit application was submitted on 9/14/2023, currently under review by County Planning. Staff received zoning clearance. |
| ↳ Construct the restroom. | | 1/31/2023 | Not established | Fourth Quarter 2024 | |
| Present options and estimated construction and maintenance costs and possible funding sources for future Community Park projects to the Board | PROS Committee | 1/31/2023 | Third Quarter of 2023 | Second Quarter 2024 | |
| ↳ Frisbee golf | | 1/31/2023 | | | Address at next strategic planning workshop. |
| ↳ Exercise circuit | | 1/31/2023 | | | Address at next strategic planning workshop. |
| ↳ Multi-use trail | | 1/31/2023 | | | Address at next strategic planning workshop. |
| ↳ Picnic tables | | 1/31/2023 | | | Address at next strategic planning workshop. |
| Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund. | Finance Committee | 1/31/2023 | First Quarter of 2023 | Fourth Quarter 2023 | |
| ↳ Review of Budget Policy. | | 1/31/2023 | First Quarter of 2023 | Fourth Quarter 2023 | Finance subcommittee reviewing the policy. They hope to have a draft version to the board in November 2023. |