



## **Parks, Recreation and Open Space Committee (PROS)**

REGULAR MEETING  
Tuesday, November 7, 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:**

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### **1. OPENING**

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIR REPORT
- D. COMMITTEE MEMBER COMMUNICATIONS

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

## **2. ELECTION OF OFFICERS**

## **3. 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.

## **4. FACILITIES AND RESOURCES MANAGER**

## **5. CONSENT AGENDA (Estimated time: 15 Minutes)**

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

## **6. REGULAR BUSINESS**

- A. Discussion Regarding Proposed 2024 PROS Committee Meeting Dates
- B. Discussion Regarding proposed PROS Committee Action Tracker and Project Maturity System
- C. Discussion Regarding the Community Park Plan, and forming an East Ranch Community Park Plan Ad Hoc 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
- E. Discussion Regarding a PROS Development Fund
- F. Discuss and Consider Forming an Open Space and Connecting Trails Ad Hoc Committee

## **7. FUTURE AGENDA ITEMS**

## **8. ADJOURN**

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: PROS Committee Members

AGENDA NO. **1.C.**

FROM: Michael Thomas, Chair

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Meeting Date: November 7, 2023Subject: Chair Report

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**Discussion:** In response to suggestions at the last PROS Committee meeting, and feedback I have received since from committee members, we will have a brief discussion on the following Rules of Order.

**Rules of Order:**

As a reminder, every meeting of the PROS Committee is a meeting of a legislative body.

The Standing Committee Bylaws, Article 7.1 state, *The rules contained in the current edition of Rosenberg's Rules of Order... shall govern the Committee...*

[Rosenberg's Rules of Order](#) state, on page 7 *it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.* So, please:

- Listen carefully to all present without interruption.
- Wait to speak until recognized by the Chair. Simply raise your hand, and I will engage you at the next appropriate opportunity.

**Parks, Recreation and Open Space Committee  
(PROS)**

REGULAR MEETING  
Tuesday, October 3, 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, and Shannon Sutherland 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.

**C. CHAIR REPORT**

Chairman Michael Thomas shared that there are four applicants for the vacant PROS committee member seat.

**D. COMMITTEE MEMBER COMMUNICATIONS**

Commissioner Johansson reported updates for transportation grant and inquired about how this would fit into PROS.

**2. PUBLIC COMMENT NOT ON THE AGENDA**

Public Comment:

- Chairman Michael Thomas read a letter from Aleta Frances
- Chairman Michael Thomas read a letter from Elizabeth Simonds
- Chairman Michael Thomas read a letter from Bryant Lum

**3. FACILITIES AND RESOURCES MANAGER**

Facilities Manager David Aguirre reported that they are looking into moving the pump station to higher ground. The mowing and regular sweeping for homeless encampments is going well.

**4. CONSENT AGENDA**

Consider to approve the minutes from the regular meeting held on August 1, 2023 and September 5, 2023, and the special meeting held on August 8, 2023. Jim Bahringer moved to approve the minutes with the minor corrections noted and Steve Kniffen provided a second, all were in favor.

**5. REGULAR BUSINESS**

- A. Discussion regarding the PROS Committee Kickoff
- B. Discussion regarding Ad Hoc Committee updates
- C. Discussion regarding the Community Park Plan and the current state
- D. Discussion regarding evaluation of this meeting, what is working well and areas of improvement.

**6. FUTURE AGENDA ITEMS**

Chairman Thomas asked for any future agenda items.

- Defining the boundaries of the Community Park
- Other open space organizations

**7. ADJOURN**

Chairman Thomas adjourned the meeting at 12:01 p.m.

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: PROS Committee Members

AGENDA NO. **6.A.**

FROM: Michael Thomas, Chair

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Meeting Date: November 7, 2023Subject: Discussion Regarding 2024 PROS  
Committee Proposed Meeting Dates

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**Discussion:** Currently, the PROS Committee regular meeting dates are 1<sup>st</sup> Tuesdays from 10:00 AM until 12:00 PM. Given the commitments of the Chair on the 2<sup>nd</sup> and 3<sup>rd</sup> Thursdays of every month to prepare for and attend Board meetings, little time remains for vacation and family travel. Another concern is that by starting at 10:00 AM, there is no practical way for the committee to extend the meeting without eating into committee members and public lunchtime, pun intended.

**Alternatives to Consider:**

**Meeting dates:** After carefully considering the calendar of monthly meetings of the various standing committees and other entities, I propose 3<sup>rd</sup> Tuesdays, in the morning

This translates to:

- January 16, 2024
- February 20, 2024
- March 19, 2024
- April 16, 2024
- May 21, 2024
- June 18, 2024
- July 16, 2024
- August 20, 2024
- September 17, 2024
- October 15, 2024
- November 19, 2024
- December 17, 2024

**Meeting Start Time:** I propose starting our regular meetings at 9:00 AM.

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: PROS Committee Members

AGENDA NO. **6.B.**

FROM: Michael Thomas, Chair

Meeting Date: November 7, 2023

Subject: Discussion regarding proposed PROS  
Committee Action Tracker and Project  
Maturity System

**Discussion:** Feedback from PROS Committee members suggests it would be useful to track action items and potential projects. Based on these suggestions, I have drafted the following PROS Committee Action Tracker and Project Maturity System as a starting point for discussion regarding whether and how we want to keep track of commitments, and progress towards those commitments.

**PROS Committee Action Tracker:** the proposal is to use this table, or whatever format the Committee prefers, at each meeting to record commitments. We can limit this to simple action items, or we could use it more broadly, for example to indicate action items assigned to ad hoc committees, etc. Once established, this would be posted on the CCSD website and/or included in each agenda packet to track progress.

#	Action/ Desired Outcome	Who has the lead	Origin Date	Target Date	Status

**PROS Project Maturity System:** the proposal here is a bit broader. The idea is to first define and agree on a system for classifying project maturity. I offer the draft below as a starting point, based on my project experience. Once we have a project maturity system that seems to be a good fit for PROS projects, we will track the status and progress of each of the projects using a simple MS-Excel spreadsheet.

In this system I propose below, at the end of each phase, whoever has the lead for the project would present the report for that phase to the PROS Committee. Once the project has a go ahead from the PROS Committee, we bring the project to the Board. At this point the Board may approve the project to proceed to the next phase, send the project back for additional work, or decide to kill the project. Following Board approval, the project moves to the next phase.

<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>	<b>Phase 5</b>
<b>Concept</b>	<b>Alternatives</b>	<b>Development</b>	<b>Execution</b>	<b>Operate/ Maintain</b>
Identify community needs Conceptual plan to meet those needs Stakeholder engagement plan Funding concepts. Work Plan for the next phase	Identify alternatives Gather information Evaluate alternatives Stakeholder engagement Rough cost estimate Funding Plan Work Plan for the Development Phase	Engineering Funding Permitting Continued Stakeholder engagement Agreements, as needed Work Plan for the Execution Phase Plan for ongoing operations & maintenance	Final Engineering as needed Construction Final Plan for ongoing operations & maintenance	Maintain assets in a safe and functional condition Evaluate, learn and improve
Concept proposal to the PROS Committee	Preferred alternative recommendation to the PROS Committee	Development Plans to the PROS Committee	Project completion review to the PROS Committee	Ongoing evaluation and community feedback
Concept proposal to the CCSD Board	Preferred alternative recommendation to the CCSD Board	Development Plans to the CCSD Board	Project completion review to the CCSD Board as appropriate	



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: PROS Committee Members

AGENDA NO. **6.C.**

FROM: Michael Thomas, Chair

Meeting Date: November 7, 2023

Subject: Discussion regarding the Community Park Plan, and forming an East Ranch Community Park Plan Ad Hoc Committee

**DISCUSSION:** An East Ranch Community Park has been envisioned for over 2 decades. Various plans have been developed, and portions of those plans have been executed. Recent efforts have created substantial momentum towards executing several components outlined in these somewhat outdated plans, as well as components not envisioned in these plans. We have also heard concerns regarding whether these outdated community park plans reflect what's in the best interest of our community, and whether additional information is needed, perhaps through another community survey. Before expending district resources on surveys, or launching into premature execution of project components that could later lead to rework and unnecessary additional expense, I am proposing the PROS Committee engage in a simple 3-stage process to...

1. Answer the question, "Where are we now?" Clearly define the current state, producing a map that accurately reflects the "as built" state of the East Ranch Community Park area, and reach a common understanding of the aspects of existing plans relevant to our current efforts to create the East Ranch Community Park.
2. Answer the question, "Where do we want to be?" Take into account all of the alternatives under consideration, and the information which has been gathered, consider what additional information we need, gather that information, and develop a current Community Park Plan which meets the needs of our community today and for generations to come. This plan, at a minimum, will include a map showing all of the components we propose including in the community park, and their proposed locations, to enable the Board to see how it all fits together, and enable staff to efficiently begin executing components as funding becomes available.
3. Answer the question, "How are we going to get there?" Executing the plans is the responsibility of staff, but there will be plenty for the PROS Committee to do to assist, as requested, in seeking and raising funding, discussing the appropriate sequencing of project components, reviewing execution plans, and likely many other aspects of project execution.

To accelerate progress on this scope of work, I propose forming an East Ranch Community Park Plan Ad Hoc Committee. I have drafted the attached plan outline merely as a starting point to be considered by the ad hoc committee.

Attachment: Cambria CSD East Ranch Community Park Planning Project

## Cambria CSD East Ranch Community Park Planning Project

### Background and Purpose of this Document:

The Cambria CSD has made fairly clear their expectations that the PROS Committee bring a current East Ranch Community Park Plan for their consideration prior to proceeding with any additional Community Park components. I have drafted this document just to serve as a potential template, a starter to use as we build out whatever components the PROS Committee agrees we need in our East Ranch Community Park Plan.

### Preliminary Table of Contents:

- [Objectives of the East Ranch Community Park Plan,](#)
- [The Current State,](#)
- [Alternatives,](#)
- [Summary of the Information Gathered to Support Evaluation of Alternatives,](#)
- [Additional Information Needed to Complete Evaluation of the Alternatives,](#)
- [Recommended East Ranch Community Park Components,](#)
- [Life Cycle Cost:](#)
  - An estimate of the initial costs, building the East Ranch Community Park.
  - An estimate of the ongoing cost of maintaining the East Ranch Community Park.
- [Funding Considerations,](#)
- [Permitting Considerations,](#)
- [Execution Considerations,](#)
- [Preliminary Schedule,](#)

### Objectives of the East Ranch Community Park Planning Project,

The objectives of the East Ranch Community Park Planning Project are to finally bring to fruition the Objective stated on page 6 of the [Parks, Recreation & Open Space Master Plan](#), which was adopted by the CCSD Board of Directors on November 21, 1994: *Park and recreation facilities which will enhance community identity and which will serve the recreation needs of Cambrians of all ages, economic situations and physical abilities.*

The geographical scope of this East Ranch Community Park Plan will be confined to the area designated in the Fiscalini Ranch Preserve [Conservation Easement](#), and further defined in the [Ranch Management Plan](#), as outlined below, and in those documents.

### The Current State,

The [Conservation Easement](#), dated April 24, 2003, which was granted by the CCSD to the North Coast Small Wilderness Area Preservation (NCSWAP), established, among other things, the permitted uses on the East-West Ranch, currently known as the Fiscalini Ranch Preserve. Subsequently, on 2/2/2008, NCSWAP filed a name change to the Friends of the Fiscalini Ranch Preserve (FFRP), to hold a conservation easement over the Fiscalini Ranch Preserve in perpetuity. Article K.5.m of this conservation easement, on page 9, states, under Permitted Uses and Activities: *Preparation of plans and construction of improvements consistent with active recreational uses in the Community Park Area.*

## Cambria CSD East Ranch Community Park Planning Project

Exhibit B to the Conservation Easement, Description of Community Park Area, simply states: *The area for the Community Park is as yet undetermined, but it will be within the borders outlined in Exhibit B and will be determined when the Community Park Conceptual Master Plan is accepted.*

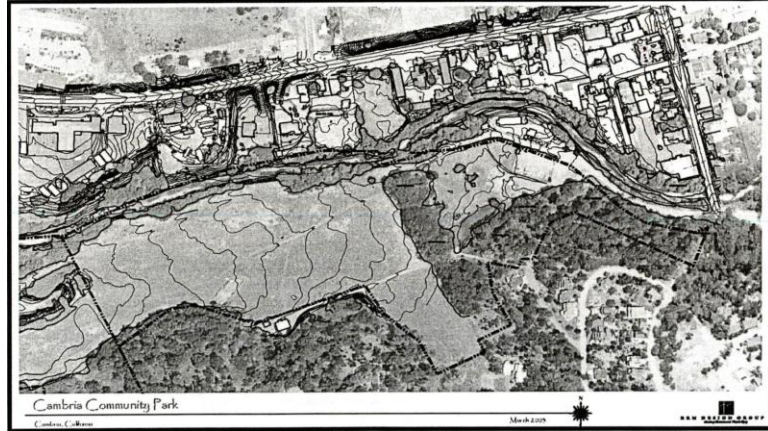
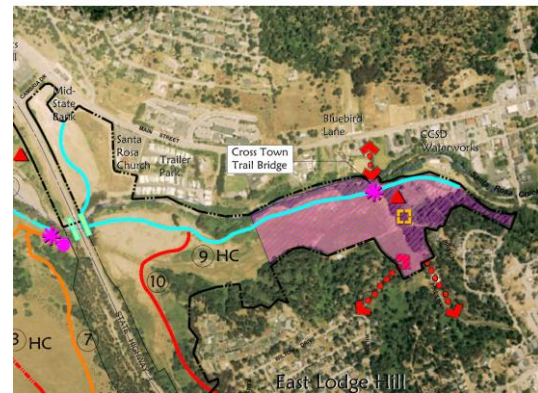


Exhibit D to the Conservation Easement, The East-West Ranch Public Access & Resource Management Plan (the Ranch Management Plan) adopted 4/24/2003, on page 26, made provisions for the East Ranch Community Park: *Area sufficient to support the community's desired uses and facilities as planned for East Ranch. For the general location of the park, see Exhibit 1. The precise uses, activities, and design will be determined in a separate process. The Community Park will be designed to connect to other areas of the Ranch.*

Public Access and Resource Management Plan



**Development Plan/ Coastal Development Permit DRC2010-00026:** The SLO County Planning Commission on 9/13/2012 granted Development Plan/ Coastal Development Permit DRC2010-00026 which includes provisions for an East Ranch Community Park. Table 2, Subsequent Project Summary: East Fiscalini Ranch Preserve lists project components included in the permit application. The following were listed as Community Park Components:

- Multi-use Sports Fields
- Playground
- Fenced Dog Park
- Native Landscaping
- Picnic Areas and Open Lawn
- Restrooms
- Parking
- Storage and Maintenance

The parking area and dog park were constructed in 2016, vesting this permit. County Planning has made clear that the restroom needs to be completed prior to proceeding with other plan components. A number of other components were also listed on the East Ranch. A screen shot of Table 2 is listed below.

## Cambria CSD East Ranch Community Park Planning Project

**TABLE 2**  
**Subsequent Project Summary: East Fiscalini Ranch Preserve**

Project	Kind	Location	Intensity	Est. Capital Outlay*
Multi-use Sports Fields	Community Park	East FRP	5.05 acres	3-5 years
Playground	Community Park	East FRP	.09 acre	5-7 years – grants
Fenced Dog Park	Community Park	East FRP	.58 acre	N/A
Native Landscaping	Community Park	East FRP	16.64 acres	N/A
Picnic Areas and Open Lawn	Community Park	East FRP	1.69 acres	N/A
Restrooms	Community Park, Infrastructure	East FRP	300 sf	2 years – private
Parking	Community Park, Infrastructure	East FRP	.94 acres	2 years - grant
Storage and Maintenance	Community Park	East FRP	.04 acre	2 years – grant
Santa Rosa Creek East-Compacted soil	Trail-Equestrian, hiking, bike, emergency access	East FRP	4,400 feet long 10-16 feet wide	No improvements
Ramsey Trail-Compacted soil	Trail-Hiking	East FRP	1,800 feet long 2-4 feet wide	N/A
CCSD Water Facility (pumphouse) Relocation-1 bldg, emergency generator, pipeline and access	Water Structure	East FRP	0.39 acre	5-10 years – grant
Bank Stabilization along Santa Rosa Creek and drainages	Stabilization	East FRP	Areawide	2-4 years – grants
Invasive and Non-native Vegetation Removal-throughout ranch-small equipment or hand work only (no large equipment)	Restoration/Maintenance	East FRP	Areawide	Ongoing - CCSD
Piney Way Gully-a new drainage across the FRP to facilitate drainage flow from this area to Santa Rosa Creek	Restoration/Drainage	East FRP	Santa Rosa Creek Drainage and Gully area	2-3 years – grant
Fuel Management	Maintenance	East FRP	Areawide	3-5 years – CCSD
Access Improvements (Rodeo Grounds Drive and Piney Way emergency Access)	Access and Maintenance	East FRP	24 feet wide (primary) 16 feet wide (emergency)	3-5 years

## **Cambria CSD East Ranch Community Park Planning Project**

The 3/13/2014 Fiscalini Community Park drawing appears to be very close to an as-built.

### **Alternatives,**

#### **Alternatives Currently Under Consideration:**

- The Dog Park, either in its current configuration, or modified only if needed to accommodate other plan components
- The Parking Area, hopefully as is, but if necessary modified if needed to accommodate other plan components
- Relocated Water Department Facilities, as determined by the Water Department
- Relocated Facilities & Resources Department area, as determined by F&R
- The Public Bathroom
- Multi-Use Sports Fields
- ADA Compliant Children's Playground
- Picnic Areas and Open Lawn
- Disc golf

Other Alternatives which have been brought forward by the community for consideration:

- Restoration nursery
- Aquatic Center

### **Summary of the Information Gathered to Support Evaluation of Alternatives**

### **Additional Information Needed to Complete Evaluation of the Alternatives**

### **Recommended East Ranch Community Park Components**

### **Life Cycle Cost:**

### **Funding Considerations**

### **Permitting Considerations**

### **Execution Considerations**

### **Preliminary Schedule**

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: PROS Committee Members

AGENDA NO. **6.D.**

FROM: Michael Thomas, Chair

Meeting Date: November 7, 2023

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 Subject: 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
 

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**DISCUSSION:** In response to suggestions from committee members, I propose we include 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.

From discussions with directors and staff from dozens of special districts at various CSDA training programs, one common theme is pervasive. Funding the acquisition and ongoing maintenance of parks, recreation, and open space projects is a challenge all over the state. I'm ever amazed at the creativity of groups and individuals in finding various forms of public/private partnerships for the betterment of the community. Cambria is no exception. It's truly amazing what the community has accomplished over the decades by working together, and this suggestion is just one way to keep that community spirit flowing.

Here are my preliminary thoughts regarding who to invite:

- Friends of the Fiscalini Ranch Preserve, Kitty Connolly
- Skate Cambria, Juli Amodei
- Friends of the Dog Park, Shelly Becker
- Greenspace, Karin Argano,
- Forest Committee, Laura Swartz
- The Land Conservancy of San Luis Obispo County, Daniel Bohlman

Who am I missing?

I recognize this will add time to our meetings, but I believe it is incumbent upon us to take the time needed to effectively engage the community.