



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, November 9, 2023 - 1:00 PM

1000 Main Street Cambria, CA 93428

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

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/82602291818?pwd=R2NoY2srcG4vaVpCOEpoS09EMGhnQT09>

Passcode: 107306

Or One tap mobile:

US: +16694449171,,82602291818# or +16699006833,,82602291818#

Or Telephone: dial *6 to mute/unmute; dial *9 to raise/lower hand

Dial (for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 669 900 6833 or +1 346 248 7799 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860

Webinar ID: 826 0229 1818

International numbers available: <https://us06web.zoom.us/j/82602291818>

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. Pledge of Allegiance

- C. Establishment of Quorum**
- D. Report from Closed Session**
- E. President's Report**
- F. Agenda Review**

2. BOARD MEMBER COMMUNICATIONS

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

3. PUBLIC COMMENT

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

4. REGULAR BUSINESS

- A.** Receive a Presentation from the San Luis Obispo County Emergency Services Coordinator for Zonehaven
- B.** Discussion and Consideration of Ad Hoc Committee Report for Long-Term Water Supply and Storage Alternatives
- C.** Discussion and Consideration of Adoption of Resolution 57-2023 Continuing Work Under Emergency Contracts for the East-West Village Transmission Line Emergency Repair Project Pursuant to Public Contract Code Section 22050 or Resolution 58-2023 Terminating the Emergency Action
- D.** Discussion and Consideration to Fill Vacant Seat on the Finance Committee
- E.** Discussion and Consideration to Approve the Intent to Serve Letter for the Cambria Skatepark Restroom
- F.** Discussion and Consideration to Authorize San Luis Obispo County Integrated Waste Management Authority to Submit a JPA Application for the SB 1383 Local Assistance Grant Program, Act as Lead Agency on Behalf of Cambria Community Services District and Authorize the General Manager to Submit a Letter of Authorization
- G.** Discussion and Consideration of Approval of New Location for the Electric Vehicle Charging Station at the Veterans' Hall

5. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

- A.** Finance Committee's Report
- B.** Policy Committee's Report
- C.** Resources & Infrastructure Committee's Report
- D.** PROS Committee's Report
- E.** Other Liaison Reports and Ad Hoc Committee Reports

6. FUTURE AGENDA ITEM(S)

This is an opportunity to request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct the General Manager to place a matter of business on a future agenda by majority vote

7. ADJOURN TO CLOSED SESSION

- A.** PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government Code

Section 54957(b)(1)
Title: General Manager

- B.** CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8
Property: 2950 Santa Rosa Creek Road, Cambria, CA – APN: 013-081-075
Agency Negotiators: General Manager Matthew McElhenie and District Counsel Timothy J. Carmel
Negotiating Parties: Coast Unified School District
Under Negotiation: Lease or Easement/Fee Purchase, Price and Terms of Payment

⁴
CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

FROM: Matthew McElhenie, General Manager
Michael Burkey, Interim Fire Chief

AGENDA NO. 4.A.

Meeting Date: November 9, 2023 Subject: Receive a Presentation from the San Luis
Obispo County Emergency Services
Coordinator for Zonehaven

RECOMMENDATIONS:

It is recommended that the Board of Directors receive a presentation from the San Luis Obispo County Emergency Services Coordinator for Zonehaven.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

Keith Aggson from San Luis Obispo County Emergency Services will provide a presentation for Zonehaven and be available to answer any questions.

Attachment: Zonehaven Presentation

COUNTY WIDE EVACUATION PLAN

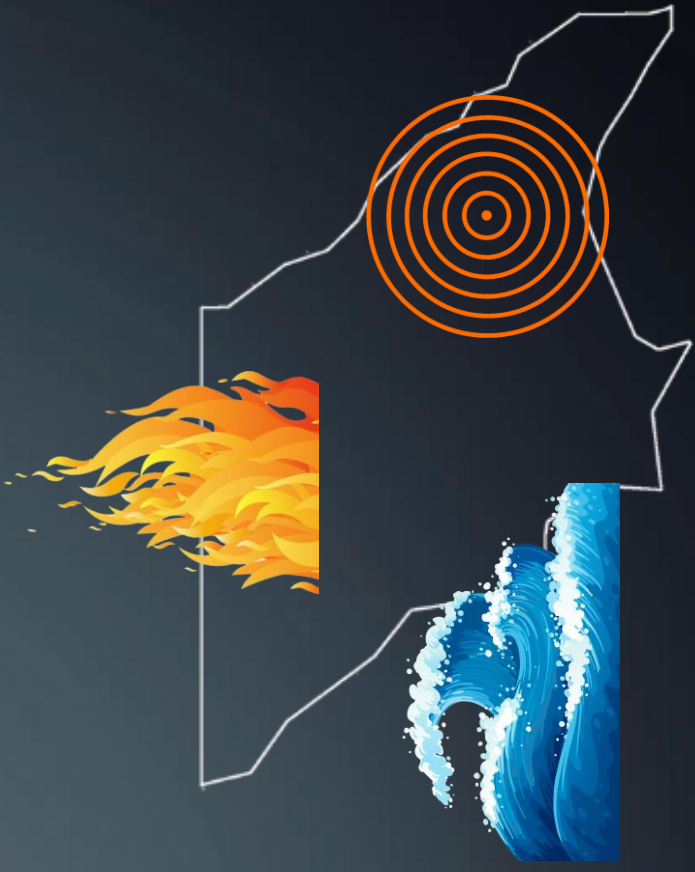


ZONEHAVEN

KEITH AGGSON

OFFICE OF EMERGENCY SERVICES

COUNTY OF SAN LUIS OBISPO



BACKGROUND

- 2019 – County Fire Chiefs, CJAA, and OES agreed to pursue a county wide evacuation system based on the Santa Barbara Front Country Model (ZACA)
- 2020 – COVID and extreme fire season delays project
- 2020 – Zonehaven utilized during fires in the state / Atascadero adopts program
- 2021 – SLO FSC receives grant, on behalf of the Fire Chiefs, for a three-year subscription for all jurisdictions in the county
- 2021 - SLO FCA designate County OES as lead coordinating agency



ZONEHAVEN
Know your path to **safety.**

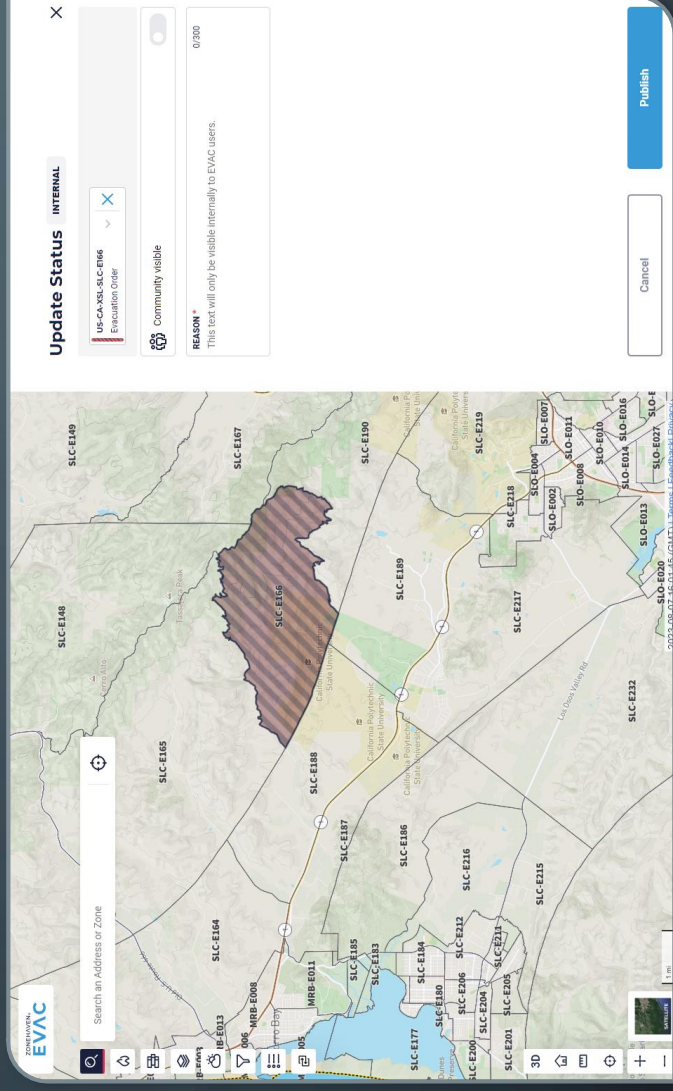
INTENT OF USE

- Designed for **large scale evacuations**
- Meant for All-Hazards emergencies
- It is a protective actions notification system. **NOT** a Tactical or decision **tool.**
- Will help make sure that all responders, the public, and the media are on the same page.
- Adds to the ANS toolbox



ROLES AND RESPONSIBILITIES

- Evacuation Orders – Agency Having Jurisdiction (AHJ); Fire Service/Law Enforcement Incident Commander(s)
- Field Level Evacuation Implementation – Law Enforcement / Evacuation Group Supervisor
- Public Notification – Office of Emergency Services / AHJ Public Information Officer coordination



PUBLIC OUTREACH & NOTIFICATIONS

- ICs / AHJ will contact the OES Duty Officer / Sheriff Watch Commander
- Will be directed to ReadySLO.Org
- Alerts will be used in conjunction with Wireless Emergency Alerts and other Alert Notification Systems

SAN LUIS OBISPO COUNTY

READYSLO.ORG

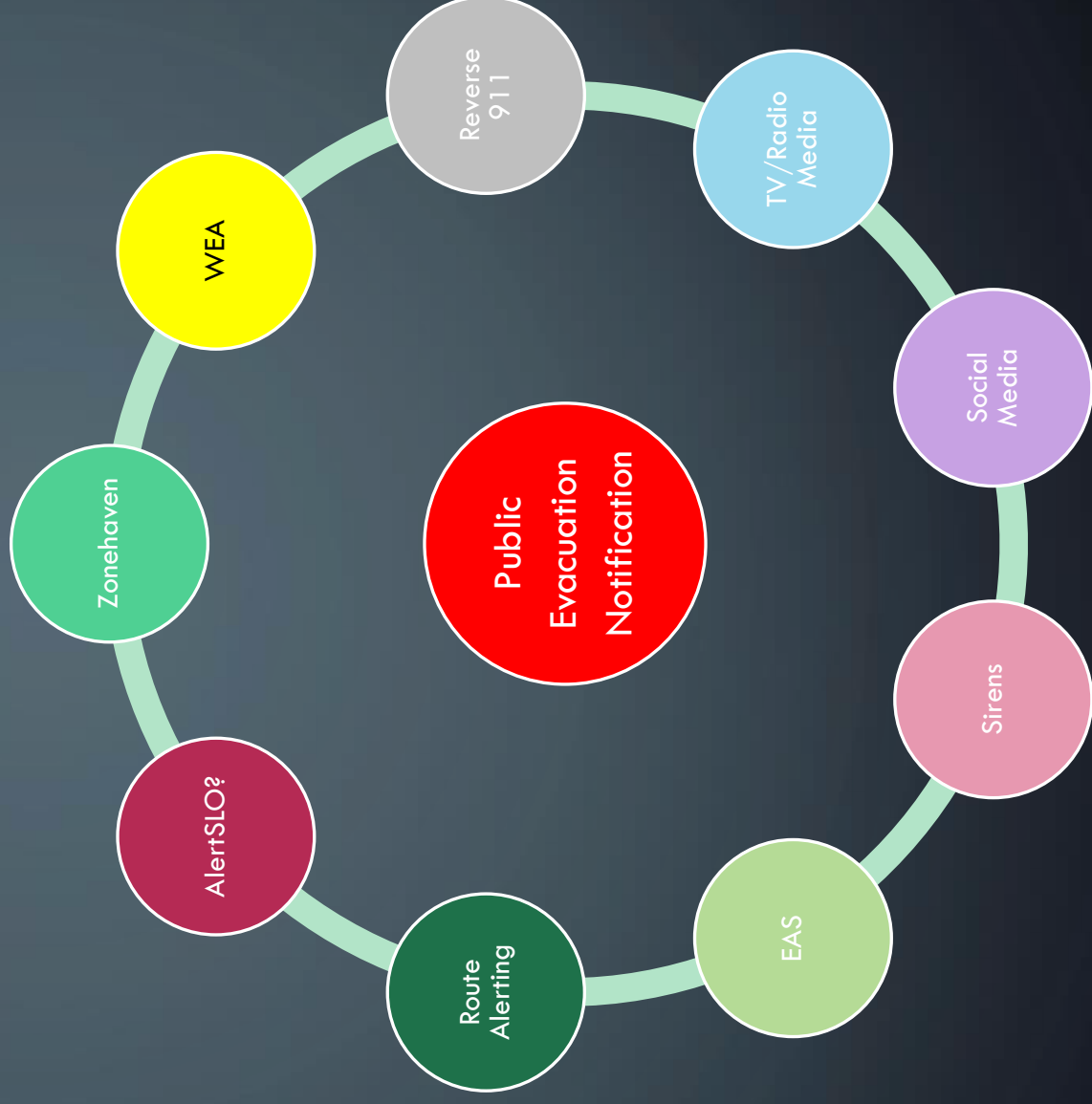


Current Emergency
Information

Learn more about procedures and resources
available during an emergency.

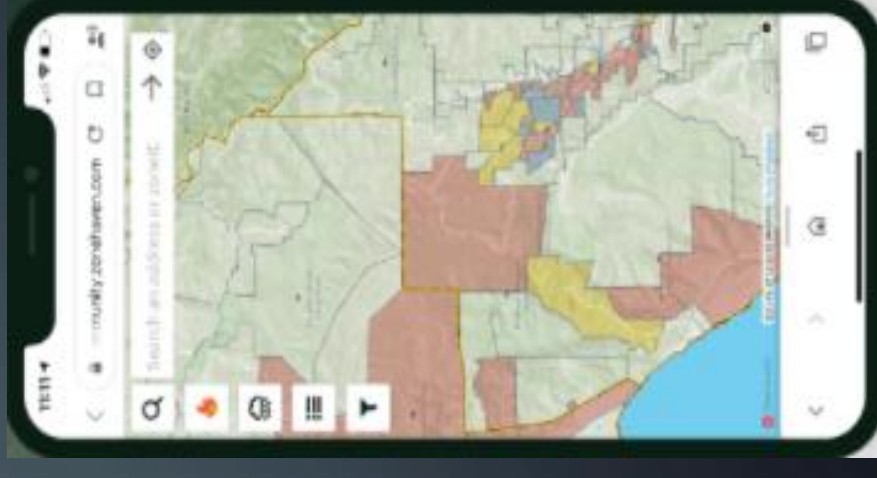
Go to emergencyslo.org

HOW WE NOTIFY THE PUBLIC



WHAT IS ZONEHAVEN?

- Standardized and predesignated evacuation zones
- Current way: north, west, east, south
- Coordinate Fire, Law, EMS, EOC, media, and public to be on the same page
- Standardize maps of evacuation areas
- Public notifications with ANS
- 3rd Party Application



PUBLIC AND RESPONDER SITES

A banner for ZONEHAVEN AWARE. The background is a dark green image of a group of people with their hands clasped together. The text is white and teal. A red border highlights the entire banner.

**ZONEHAVEN®
AWARE**

Providing the **community** with critical evacuation updates and resources, all in one place.

[Learn more →](#)

A banner for ZONEHAVEN EVAC. The background is a dark blue image of a firefighter in full gear pointing forward. The text is white and blue. A blue bar at the bottom contains a white link.

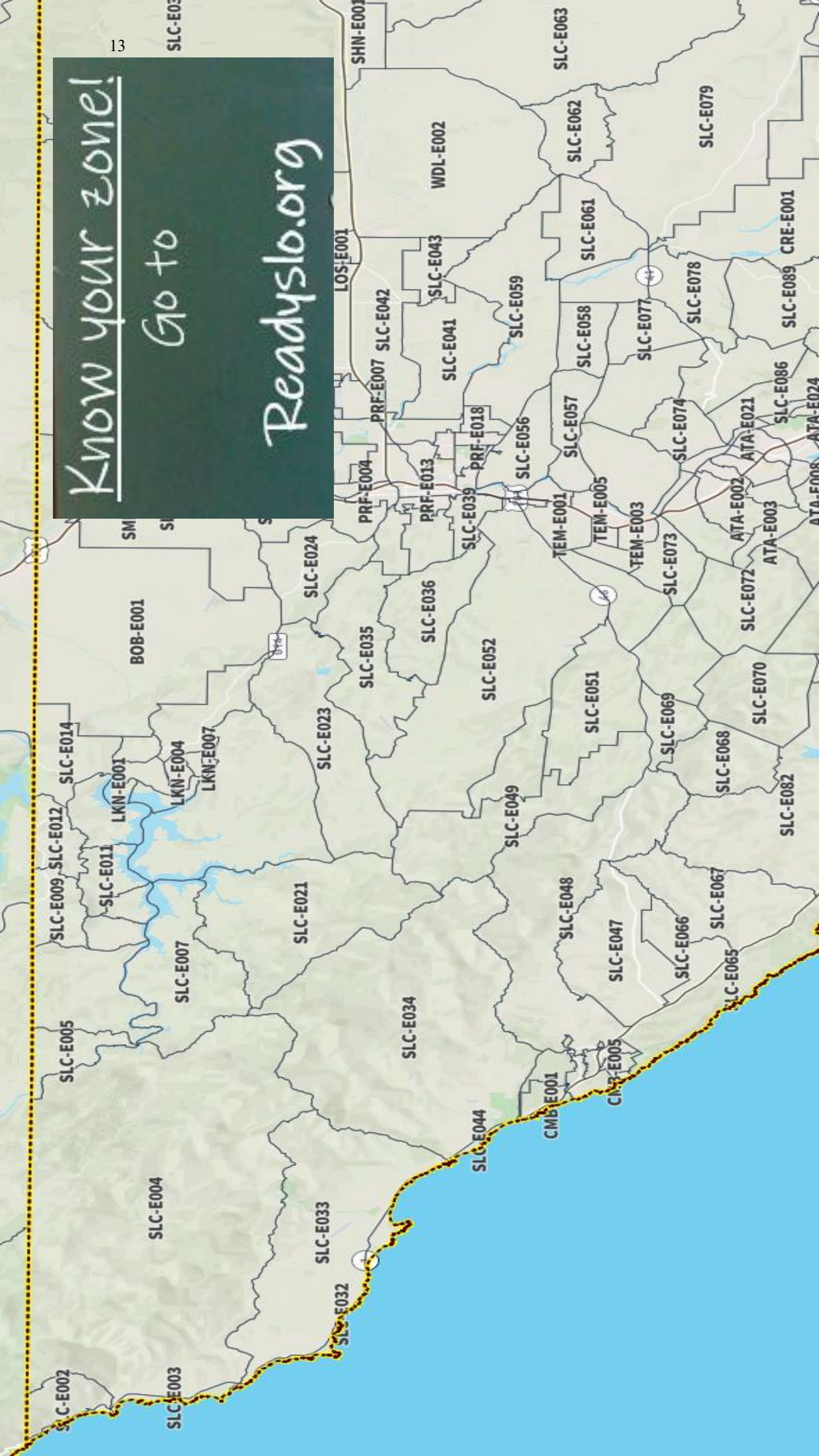
**ZONEHAVEN®
EVAC**

Empowering **first responders and agencies** with evacuation management tools to plan, train for, and execute live emergency solutions.

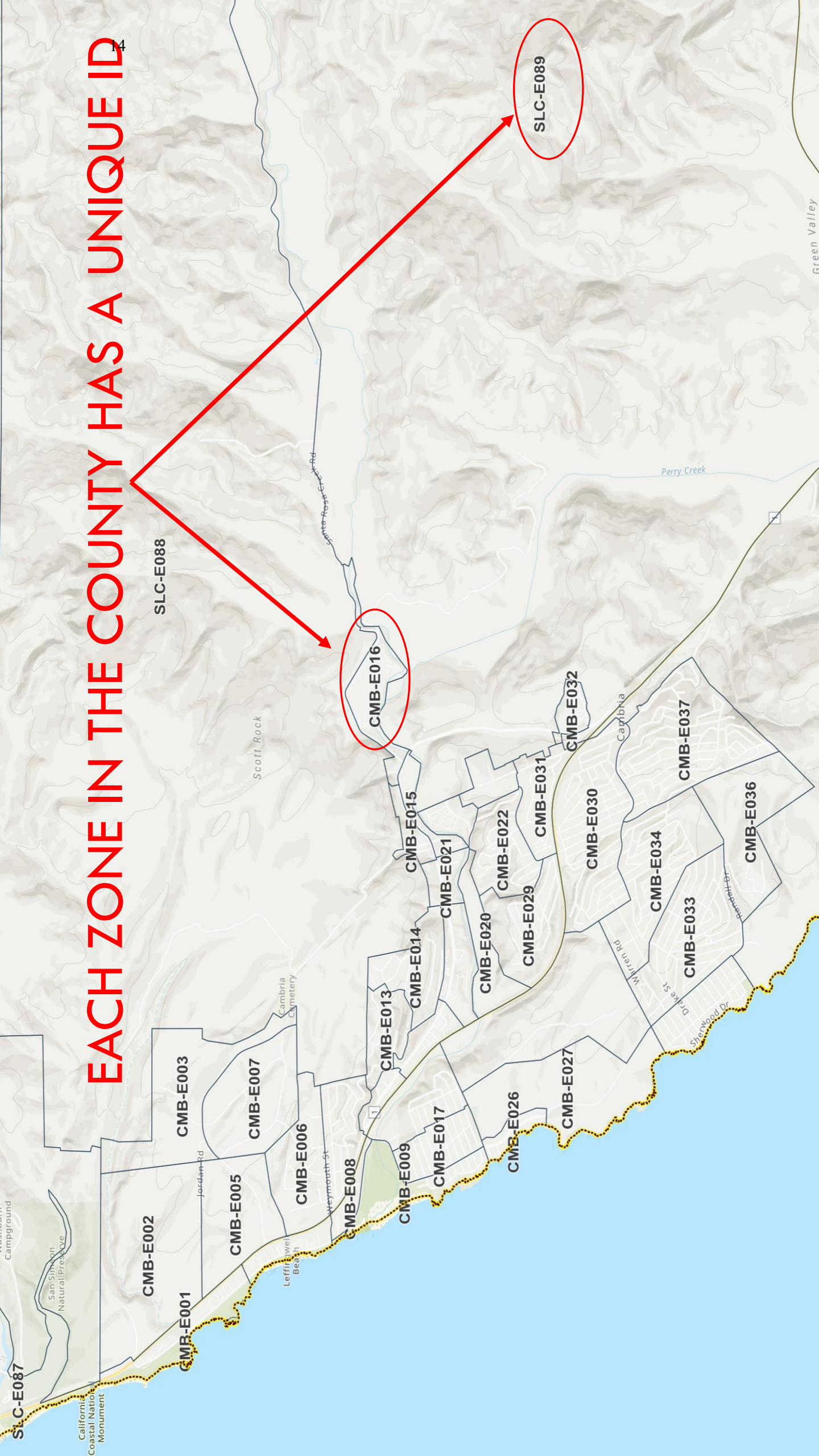
[Learn more →](#)

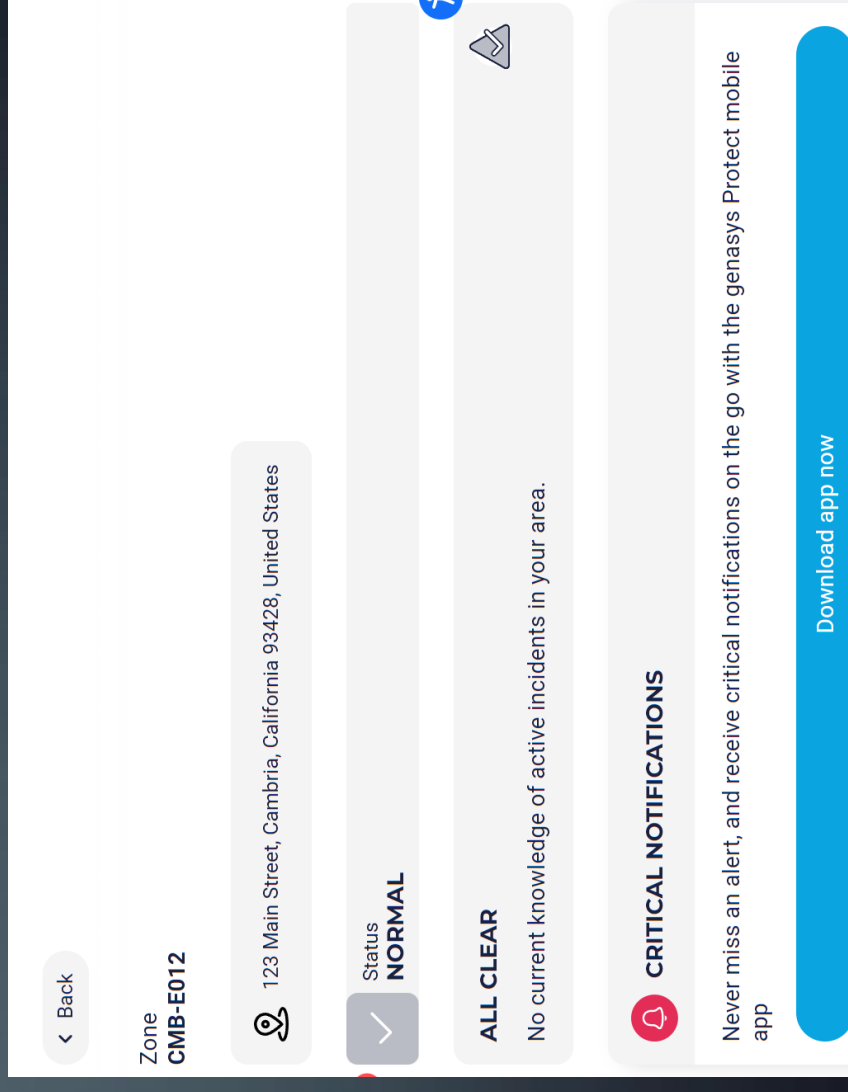
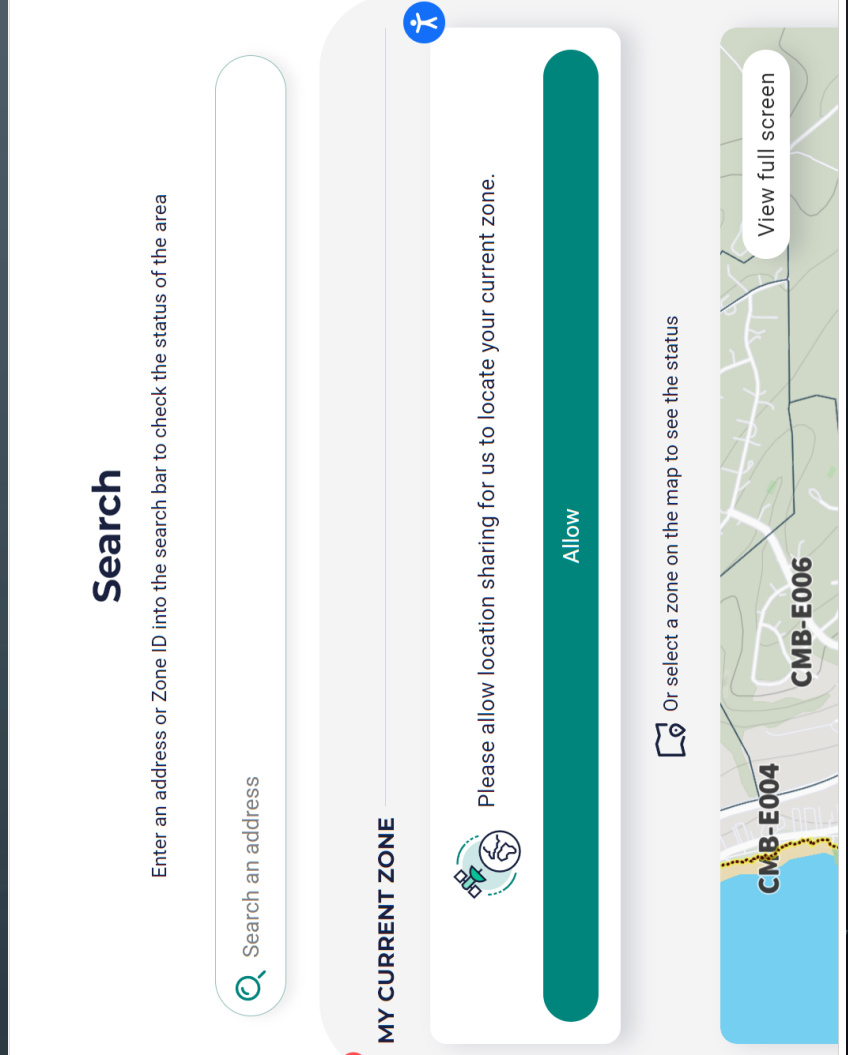
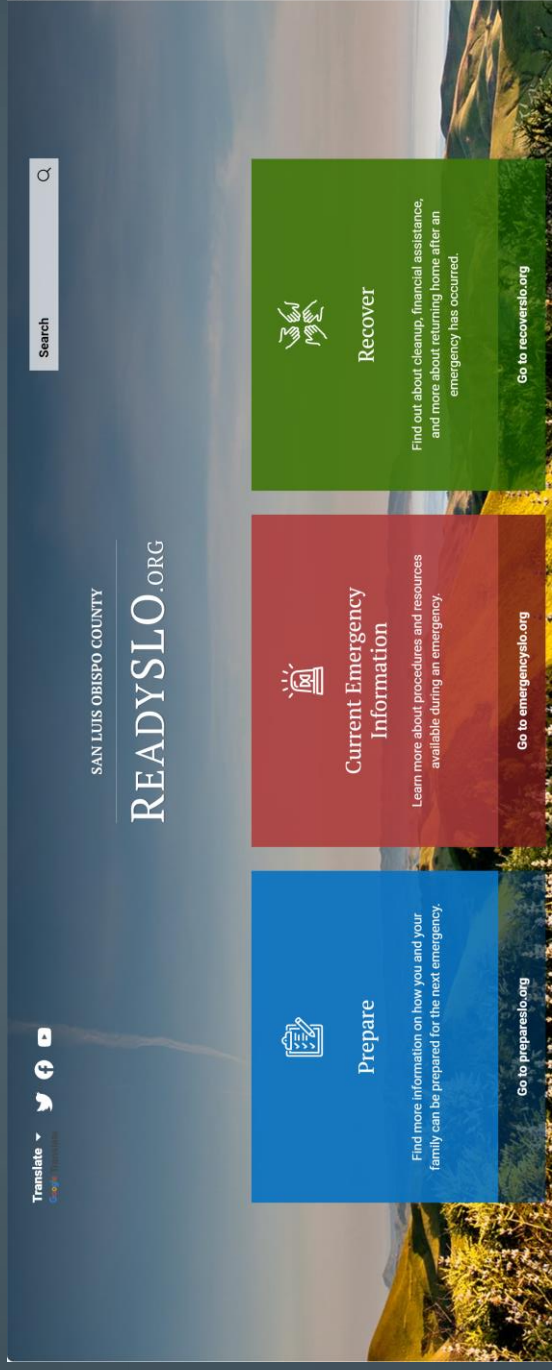
ReadySLO.org

Know your zone!
 Go to
Readyslo.org










EACH ZONE IN THE COUNTY HAS A UNIQUE ID











ZONE STATUS

-  Advisory
-  Evacuation order lifted
-  Evacuation warning
-  Evacuation order
-  Normal
-  Shelter in place
-  Training

CRITICAL EVACUATION FACILITIES

-  School
-  Hospital
-  Assisted living facility
-  Childcare
-  Individual Needs Assistance
-  Other critical evacuation facility



ARRIVAL POINTS

-  Temporary Refuge Area
-  On ramp
-  Animal Shelter
-  Resource Center
-  Shelter
-  Rally Point



FIRE

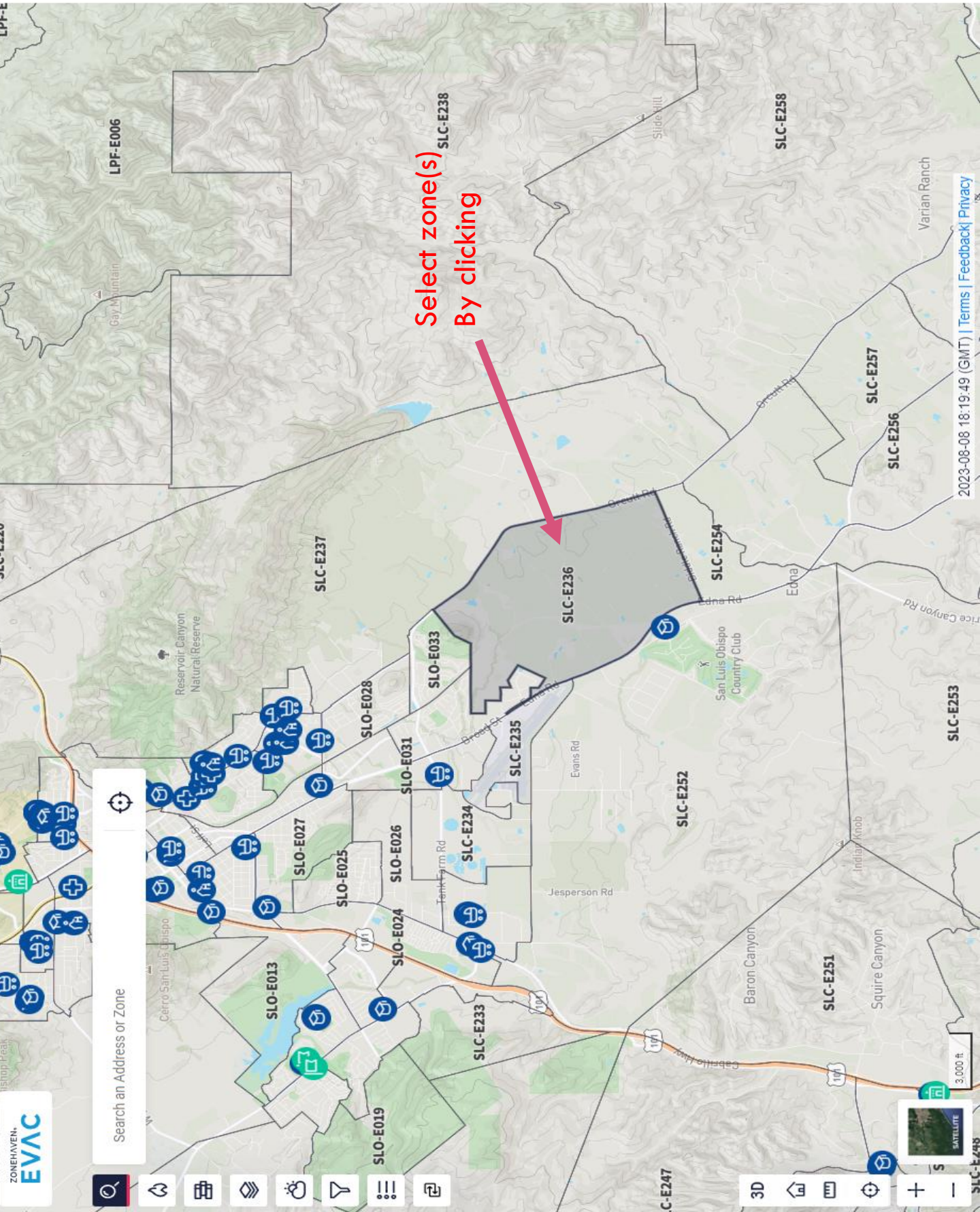
-  Red flag warning

EQUIPMENT

-  Sensor
-  Speaker

TRAFFIC

-  Traffic control point
-  Road Closure



Select zone(s)
By clicking

1 Zone selected

17

Update Status

Hide zones list

US-CA-XSL-SLC-E236

Normal

Summary

POPULATION 226 157

VEHICLES 44 88

AREA 1,742 acres

STRUCTURES 87

Download PDF Booklets

General info

Evacuation details

COMMONLY KNOWN AS

Add commonly known as...

ZONE BOUNDARIES

- NORTH OF Biddle Ranch Road
- SOUTH OF Madrone Lane, Orcutt Road
- EAST OF Spittfire Lane, Edna Road
- WEST OF Orcutt Road

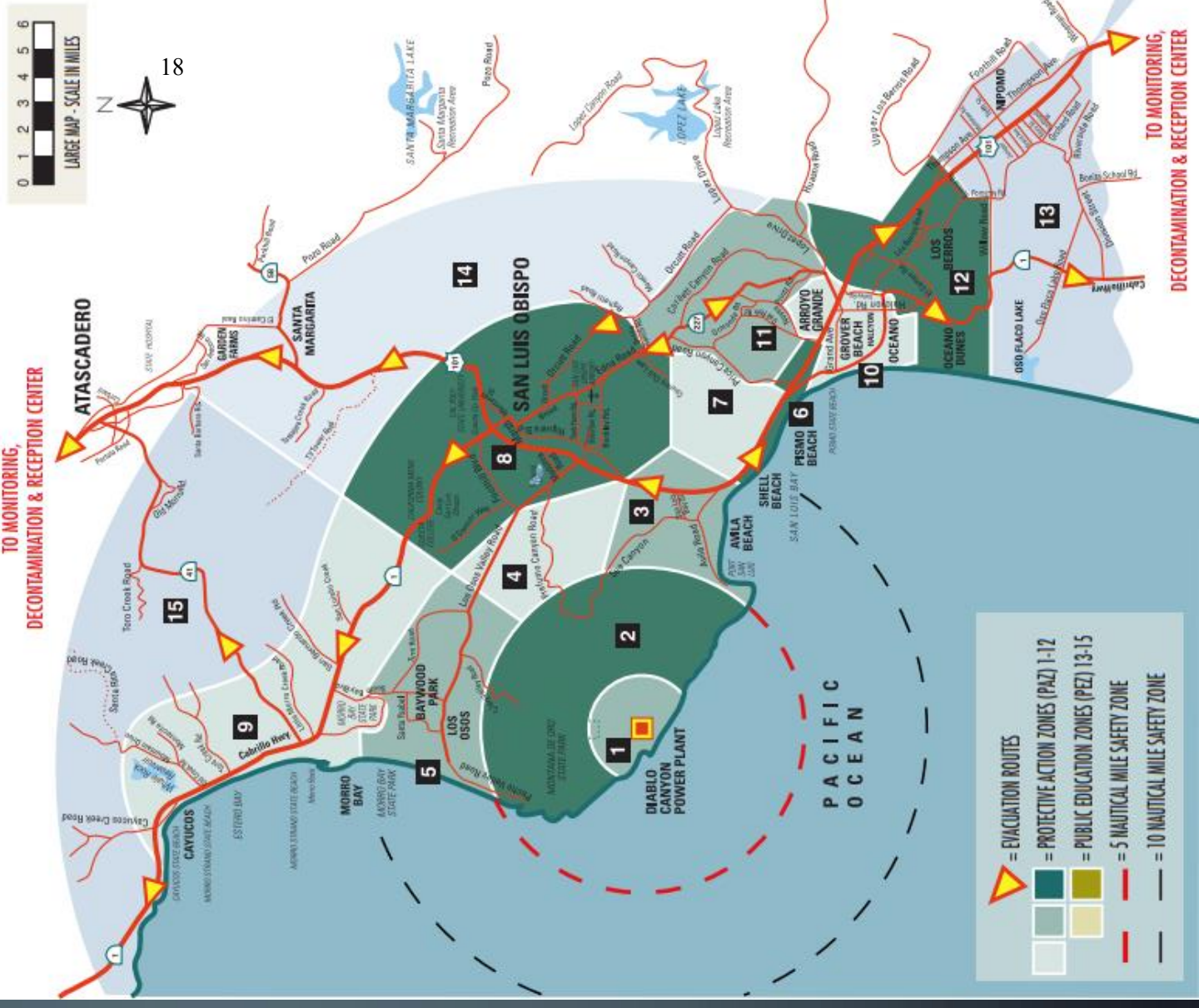
English Spanish Chinese (Simplified) Chinese (Traditional)

SPECIAL CONSIDERATIONS

Add special considerations...

Search an Address or Zone

- The Diablo Canyon Emergency Planning Zone map is divided into 12 Protective Action Zones (PAZ) and a 5 and 10 nautical mile safety zone.
- Emergencies (Non-nuclear) requiring public evacuation within the PAZs may hear warning sirens directing the public to media sites for specific information, as necessary.



- Maps and program went live August 1, 2023
- SLO Co. OES media advertisement for ReadySLO.org August 1, 2023
- Created Field job aids "how too" August 15, 2023
- AHJs verified zone descriptions by Sept 1, 2023
- Maps pre-Loaded into AlertSense, Rave (R911) by November 1
- Multi-Agency Teams Work-Ongoing
- Pre-Attack Plans Updated Spring '24

ZONEHAVEN: QUICK START GUIDE

OCTOBER, 2023



Identify the Zone:

Identify the specific zones that need activation. Reference the zones:

- **Online:** Go to: <https://protect-genasys.com/>
- **App:** Reference the Genasys Protect app
- **Scan:** Scan the QR code to the right.



Contact OES:

County OES staff will activate or deactivate zones as requested. Specific information will be required.

Call the County OES Duty Officer at **(805) 458-0138**

Provide the following information:

- Your name, title, contact number
- Zone(s) to be placed under Evacuation Warning, Evacuation Order, or Shelter in Place
- Effective time
- Any other pertinent information

Verify:

Verify that the requested zones are A) active and B) set at the appropriate activation level. Please review that the public sees the Zones you intended.

- OES will activate zone(s) and send out public alert and notifications.
- Call OES for additional zone activations or for termination
- Visit the URL/QR Code/App and ensure the zones you intended are activated.

Quick Reference Video:

The QR code to the right leads to a quick, ~10 minute ZoneHaven training video.



Please refer to this video for a walkthrough of the above topics, with additional background information on the ZoneHaven platform and the intended use in our County.

QUESTIONS

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.B.**

FROM: Matthew McElhenie, General Manager

Meeting Date: November 9, 2023Subject: Discussion and Consideration of Ad Hoc
Committee Report for Long-Term Water
Supply and Storage Alternatives

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss and consider the Ad Hoc Committee Report for Long-Term Water Supply and Storage Alternatives.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

On March 13, 2023, a Resources & Infrastructure ad hoc committee consisting of Jim Webb and Derrick Williams was tasked with preparing a report on long-term water supply and storage options. The CCSD Strategic Plan called for this committee to be reactivated. This Ad Hoc Committee report reviewed studies, options, and alternatives considered in the past and tried to identify potential water supply and storage options that would use existing infrastructure, such as the WRF.

It is recommended that the Board of Directors consider the Ad Hoc Committee Report for Long-Term Water Supply and Storage Alternatives.

Attachment: Long-Term Water Supply and Storage Alternatives

LONG-TERM WATER SUPPLY AND STORAGE ALTERNATIVES

DATE: September 23, 2023

TO: Cambria Community Services District Resources and Infrastructure Committee

FROM: Jim Webb
Derrick Williams

SUBJECT: Cambria Community Services Long-Term Water Supply and Storage Options Update

INTRODUCTION

The Long-Term Water Supply and Storage Ad-Hoc Committee is tasked with summarizing water supply and water storage alternatives. This memorandum summarizes options included in previous studies, as well as options that have been proposed but not studied by the Cambria Community Services District (CCSD). This memorandum summarizes all options, without any intent to make recommendations. This memorandum does not assess the reliability or ability of CCSD's current supplies to meet demands. Such determinations are beyond the scope of this effort and have been previously included in the CCSD's Urban Water Management Plan.

OPTIONS IN PREVIOUS STUDIES

The *Assessment of Long-Term Water Supply Alternatives* (Kennedy/Jenks, 2004) identified eight potential water supply alternatives including:

- Seawater desalination
- Surface water from Lake Nacimiento
- Surface water from Whale Rock Reservoir
- Expanding the Santa Rosa Creek wellfield
- An Arroyo De La Cruz wellfield
- Hard rock wells
- Additional use of recycled water
- Demand management

These alternatives were further developed and refined in the *Cambria Water Supply Alternatives Engineering Technical Memorandum* (CDM/Smith, 2013). This memorandum reviewed 28 water supply options. The 28 options were screened, resulting in eight water supply alternatives. Each alternative is presented below, with an assessment of the pros and cons for each. The alternatives are grouped by type for ease of comparison.

IMPLEMENTED ALTERNATIVES

1. San Simeon Creek Road Brackish Water Desalting (CDM Smith Alternative 5)

This alternative is a version of CCSD's existing Water Reclamation Facility (WRF). Because this alternative has effectively been implemented, it is no longer a source of new water or storage.

DESALINATION ALTERNATIVES

2. Desalinating Seawater from Shamel Park (CDM Smith Alternative 1)

This alternative entails installing two horizontal wells: one to serve as a subsurface seawater intake and one to serve as a subsurface brine line. The two horizontal wells would originate from the Shamel Park parking lot. Seawater would be treated to drinking water standards at a reverse osmosis plant located at the existing CCSD wastewater treatment plant.

Pros: - Provides a drought proof source of water.
- No long piping is needed, compared to other alternatives.

Cons: - A previous proposal for the Shamel Park Desalination Plant project was found not to be consistent with the Coastal Act and the Marine Sanctuary by the California Coastal Commission. It is unlikely that the Coastal Commission will reverse itself and approve this project.
- Relatively high costs.

3. Partner with Morro Bay's Seawater Desalination Plant (CDM Smith Alternative 3)

This alternative envisions partnering with the city of Morro Bay to convert its existing desalination plant into a plant that can supply water to CCSD as well as Morro Bay. The Morro Bay desalination plant has been idle since 2000, and its permits have lapsed. Therefore, this alternative has greater difficulties than outlined in the 2013 memorandum.

Pros: - Infrastructure for a desalination plant already exist in Morro Bay.

- Cons:
- The Morro Bay desalination plant permits have lapsed, and it is unclear if the plant's operation can be permitted again.
 - A relatively long pipeline must be built in the Caltrans right-of-way along Highway 1.
 - Relatively high costs.
 - Morro Bay likely has no reason to reactivate its desalination plant in partnership with CCSD because Morro Bay has invested in a Water Reclamation Facility as its supplemental water supply.

4. Estero Bay Marine Terminal Desalination Plant (CDM Smith Alternative 4)

This alternative is similar to the Shamel Park desalination plant alternative, but much of the infrastructure is located near the intersection of Highway 1 and Toro Creek Road, south of Cayucos. This alternative entails installing a horizontal well in Estero Bay to serve as a subsurface seawater intake. A desalination plant would be built on Toro Creek Road, and the brine would be piped to the Morro Bay outfall through a new pipeline.

- Pros:
- Provides a drought-proof supply of water.
 - Siting the desalination plant on Toro Creek Road, inland of the coastal zone, could potentially lessen some Coastal Commission permitting requirements.
- Cons:
- Permitting a desalination plant may be extremely difficult and time consuming.
 - CCSD does not own the land on which the desalination plant would be built.
 - A relatively long pipeline must be built in the Caltrans right-of-way along Highway 1.
 - Relatively high costs.
 - A previous proposal for the Shamel Park Desalination Plant project was found not to be consistent with the Coastal Act and the Marine Sanctuary by the California Coastal Commission. The Coastal Commission appears to be hesitant to approve new desalination plants.

INCREASED STORAGE ALTERNATIVES

5. San Simeon Creek Off-Stream Storage (CDM Smith Alternative 2)

This alternative entails developing off-stream reservoirs in the San Simeon Creek watershed. The CDM Smith memorandum identified three potential reservoir locations. A fourth location, known as the Warren Reservoir, was not included in the memorandum, and is discussed separately, below. Water from CCSD's existing wellfield would be pumped into the off-stream reservoirs for storage and later use. The three reservoirs were

sized to cumulatively store approximately 1,200 acre feet of water, and supply approximately 250 acre-feet of water annually.

- Pros:
- The alternative uses existing CCSD wells as a water source.
 - The proposed reservoirs are located relatively close to existing CCSD pipes and wells.
- Cons:
- CCSD's current permits do not allow water pumped by the San Simeon wells to be stored. This alternative would likely require CCSD to reopen its permits, potentially subjecting them to additional regulatory constraints and limitations.
 - Stored water would need to be treated as surface water, requiring a full-time surface water treatment plant.
 - CCSD would be required to build, manage, monitor, and maintain new reservoirs.
 - Reservoir permitting can be relatively long and difficult.
 - CCSD does not own the land proposed for the new reservoirs.
 - High construction costs.
 - The State has expressed concerns about the impact of the San Simeon wellfield on San Simeon Creek. Although the additional wellfield pumping that supplies the reservoirs would occur during the winter when there are higher stream flows, the additional pumping may amplify the State's concerns about stream impacts.

6. Hard Rock Water Storage and Recovery (CDM Smith Alternative 6)

This alternative entails pumping additional water from the Santa Rosa #4 well during the winter and piping the water to an Aquifer Storage and Recovery (ASR) wellfield. The water would be injected through ASR wells in the wet season and recovered in the dry season. The ASR wells would store water in fractured bedrock.

- Pros:
- Uses existing wells as a water source
 - Proposed piping is not in Caltrans right of way, potentially simplifying permitting.
- Cons:
- CCSD's current permits do not allow water pumped by the Santa Rosa wells to be stored. This alternative would likely require CCSD to reopen its permits, potentially subjecting them to additional regulatory constraints and limitations.
 - Hard rock fractures generally have very little storage capacity, and the amount of water that can be stored is uncertain.
 - Requires up to 42 new ASR wells.
 - CCSD does not own the land where the ASR wells would be located.

7. Seasonally Store Water in Whale Rock Reservoir (CDM Smith Alternative 7)

This alternative entails pumping additional water from CCSD's existing wells during the wet season, piping the water to Whale Rock Reservoir, and seasonally storing the water in the reservoir. Stored water could be piped from the reservoir to Cambria during the dry season.

Pros: - Uses an existing reservoir for storage.
- Relatively simple technology.

Cons: - CCSD's current permits do not allow water pumped by the Santa Rosa wellfield or San Simeon wellfield to be stored. This alternative would likely require CCSD to reopen its permits, potentially subjecting them to additional regulatory constraints and limitations.
- A relatively long pipeline must be built in Caltrans right-of-way along Highway 1.
- It is unclear if the City and County of SLO will permit seasonal storage in Whale Rock Reservoir.

WASTEWATER ALTERNATIVES

8. Use San Simeon's Treated Wastewater to Offset Cambria's Potable Water Demands (CDM Smith Alternative 8)

This alternative entails treating raw wastewater from San Simeon at an upgraded CCSD wastewater treatment plant.

Pros: - Uses known technologies.

Cons: - The limited demand for non-potable water (for business and irrigation) will likely not produce adequate potable water demand savings. The amount of new potable water is likely negligible.
- Discussions with San Simeon CSD regarding regional water and wastewater management have not been fruitful.
- The future status of the San Simeon wastewater treatment facility is unclear.

OPTIONS DEVELOPED AFTER PREVIOUS STUDIES

Four water supply and storage alternatives have been proposed or developed since the 2013 *Cambria Water Supply Alternatives, Engineering Technical Memorandum*.

9. Warren Reservoir

This alternative entails building a seasonal storage reservoir on private land near CCSD's existing WRF. This alternative is similar to the San Simeon Creek Off-Stream Storage alternative proposed in the memorandum. Water from CCSD's existing wellfield would be pumped into the Warren reservoir for storage and later use. The reservoir is sized to hold approximately 700 acre-feet of water, seasonally. It is unclear how much of the 700 acre feet would be available for annual supply.

Pros: - Uses existing CCSD wells as a water source
 - The proposed reservoir is located very close to existing CCSD pipes and wells

Cons: - CCSD's current permits do not allow water pumped by the San Simeon wells to be stored. This alternative would likely require CCSD to reopen its permits, potentially subjecting them to additional regulatory constraints and limitations.
 - Stored water would need to be treated as surface water, requiring a full-time surface water treatment plant.

CCSD would be required to build, manage, monitor, and maintain a new reservoir.

- Reservoir permitting can be relatively long and difficult.
 - CCSD does not own the land proposed for the new reservoirs. The land owner appears open to the project, but the cost and details of building the reservoir must still be developed.
 - High construction costs.
 - The State has expressed concerns about the impact of the San Simeon wellfield on San Simeon Creek. Although the additional wellfield pumping that supplies the reservoirs would occur during the winter when there are higher stream flows, the additional pumping may amplify the State's concerns about stream impacts.

10. Regional Desalination Plant

The County of San Luis Obispo has initiated a five-phase planning process for potentially developing and constructing a regional desalination plant. CCSD has expressed interest in being a participant in the planning process.

Pros: - Provides a reliable, drought-proof source of water.
 - Costs could be shared with other regional partners, making this alternative potentially less expensive than a smaller desalination plant.

Cons: - Likely long timeline before a desalination plant is built. The County's current timeline shows the desalination plant potentially being built in 2045.

- The desalination plant's location is unknown. Piping water from the plant to CCSD may involve extensive and expensive piping.
- Cost of the plant and cost of the produced water is unknown.

11. Direct Potable Reuse

The state of California recently released its proposed Direct Potable Reuse (DPR) regulations for public review. Although not a new source of water, DPR may provide the District an option for more efficient operation of the WRF. The WRF currently employs Indirect Potable Reuse (IPR). Indirect potable reuse requires that WRF product water be injected and stored underground for an established period before the water can be pumped into the distribution system. Direct potable reuse would allow WRF product water to be directly placed into the District's distribution system.

Direct potable reuse would require improvements and upgrades to the existing WRF. Additionally, it is likely the state of California will proceed cautiously with its initial DPR permits. Therefore, although DPR provides the District increased efficiency in its use of WRF product water, this option may not be available for many years.

- Pros:
- More efficient use of existing wastewater.
 - Could leverage the existing WRF infrastructure. The WRF infrastructure provides some of the required treatment for DPR.
- Cons:
- Would require a change to the WRF project description.
 - Likely a long timeline for the state of California to adopt DPR regulations, tests DPR in highly monitored systems, then allow wider adoption of DPR.
 - Requires some additional treatment be added to the WRF.
 - May require additional monitoring and oversight of the WRF.

12. Reduce Water Loss

There is a discrepancy between the amount of water pumped into the CCSD's distribution system and the amount of water billed to customers. This is referred to as water loss and is endemic to all municipal water systems. The CCSD's water loss ranges between 10% and 17%. Water loss can result from leaks, pipe failures, meter errors, measurement inaccuracies, or water theft. Some of the losses due to leaks or pipe failures could be reduced by identifying and repairing leaks in the existing distribution system. This would effectively provide the CCSD additional water to provide customers.

Pros: - Relatively low cost to implement.
 - No new wells or pipelines needed.

Cons: - The water savings may be minimal if the water loss is due to meter error or measurement inaccuracy
 - Requires ongoing monitoring and maintenance to avoid future water loss.

13. Add San Simeon Wastewater to the WRF Input Stream¹

Increasing the amount of wastewater treated by the WRF could effectively increase the amount of water percolated into the aquifer supplying the San Simeon wellfield. This could result in additional water supplies for the San Simeon Wellfield, and possibly fewer stream impacts.

Pros: - Leverages CCSD's existing infrastructure.
 - Relatively little infrastructure needs.
 - The additional water stored in the aquifer may result in reduced stream impacts.

Cons: - Running the San Simeon wastewater through the WRF every year would require a change to the WRF project description.
 - Discussions with San Simeon CSD regarding regional water and wastewater management have not been fruitful.
 - The future status of the San Simeon wastewater treatment facility is unclear.

¹ California State Parks could also be a cooperating agency under this option by treating the State Parks wastewater through the WRF.

REFERENCES

CDM Smith, 2013. Cambria Water Supply Alternatives, Engineering Technical Memorandum, prepared for the Army Corp of Engineers and the Cambria Community Services District, 236 pp.

Kennedy/Jenks, 2004. Assessment of Long-Term Water Supply Alternatives, prepared for Cambria Community Services District, 118 pp.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.C.**FROM: Matthew McElhenie, General Manager
Jim Green, Utilities Department Manager

Meeting Date: November 9, 2023	Subject: Discussion and Consideration of Adoption of Resolution 57-2023 Continuing Work Under Emergency Contracts for the East-West Village Transmission Line Emergency Repair Project Pursuant to Public Contract Code Section 22050 or Resolution 58-2023 Terminating the Emergency Action
--------------------------------	--

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss and consider adoption of Resolution 57-2023, continuing work under emergency contracts for repair of the East-West Village Transmission Line project or, if the work is completed, adoption of Resolution 58-2023 terminating the emergency action.

FISCAL IMPACT:

The Board approved Resolution 54-2023 authorizing the General Manager to enter into contracts for the East-West Village Transmission Line emergency repair project for up to \$300,000. The District has contracted with Kirk Construction for \$132,234.50 for the necessary emergency repairs. This cost includes labor, materials, and essential road repair. There will be an additional invoice due to the unforeseen removal of concrete. The price is unknown at this time but will be under the \$300,000 total approved for the emergency project.

DISCUSSION:

On Tuesday, October 10, 2023, at 9:15 am, a 10" potable water main adjacent to the intersection of Main Street and Cambria Drive experienced a catastrophic failure. A temporary water line is in use while the District is installing a permanent replacement.

Public Contract Code (PCC) Section 22050 allows a public agency, in the case of an emergency, to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes without going through a formal bid process. On October 12, 2023, the Board adopted Resolution No. 54-2023 declaring an emergency and authorizing the immediate expenditure of funds to repair the water main.

PCC Section 22050 requires that after proceeding with an emergency project, the Board of Directors shall review the emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the emergency action is terminated, and if it is determined that there is a need to continue the action, authorize continuation of the emergency action by a four-fifths vote. At its regular meeting on October 19, 2023, the Board unanimously adopted Resolution No. 55-2023 continuing work to repair the water main under the emergency declaration. Staff will be returning to the Board with regular updates as required by the statute until the emergency action is terminated. Staff will continue to work with the contractors to complete the necessary repairs.

The project is categorically exempt from CEQA pursuant to CEQA Guideline Section 15301(b) for the repair of existing publicly owned utility facilities. A Notice of Exemption will be submitted to the California Office of Planning and Research.

An oral report from the Utilities Department Manager will accompany this agenda item to provide a summary of the current project status. As such, this report includes two resolutions for consideration. Resolution 57-2023 is intended to continue the emergency action to continue repairs. If project completion has been achieved, Resolution 58-2023 is intended to terminate the emergency action.

It is recommended that the Board of Directors adopt either Resolution 57-2023 or 58-2023, depending on the status of the project at the time this item is considered.

Attachments: Resolution 57-2023
Resolution 58-2023

RESOLUTION NO. 57-2023
November 9, 2023

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT
DETERMINING A NEED TO CONTINUE WORK UNDER
EMERGENCY CONTRACTS TO REPAIR THE EAST-
WEST VILLAGE TRANSMISSION LINE FAILURE**

WHEREAS, the District owns, operates, and maintains a water distribution system, which provides drinking water to all commercial and residential customers in the community, and includes the East-West Village Transmission Line pipe (the “Water Main”) located near the intersection of Main Street and Cambria Drive, Cambria, CA; and

WHEREAS, on October 10, 2023, the Water Main suffered a catastrophic failure resulting in the loss of over two hundred thousand gallons of potable water and causing a loss of water service to a portion of Cambria, as well as severe property damage to the roadway in the immediate area; and

WHEREAS, the District is using a temporary water line while it is installing a permanent replacement water line to satisfy the water needs of the community and ensure the distribution systems' reliability and availability of safe and healthy domestic water; and

WHEREAS, on October 12, 2023, pursuant to Public Contract Code (PCC) Sections 20168 and 22050, the Board of Directors deemed it was in the public interest to immediately authorize the expenditure of District funds needed to safeguard the public health, safety and welfare and to proceed immediately with emergency repairs of the failed Water Main; and

WHEREAS, on October 12, 2023, the Board deemed that the emergency repairs would not permit a delay resulting from a competitive solicitation for bids and that prompt action, including authorization to expend all funds required for such repairs without competitive bidding, was necessary to respond to the emergency; and

WHEREAS, on October 12, 2023, the Board adopted Resolution No. 54-2023 declaring an emergency and authorizing the immediate expenditure of funds to repair the failed Water Main; and

WHEREAS, PCC Section 22050 requires that after proceeding with an emergency project, the Board of Directors shall review the emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the emergency action is terminated; and

WHEREAS, at its regular meeting on October 19, 2023 the Board unanimously adopted Resolution No. 55-2023 continuing work to repair the Water Main under the emergency declaration; and

WHEREAS, if it is determined that there is a need to continue the action, PCC Section 22050 requires a four-fifths vote of the Board to authorize the continuation of the emergency action.

NOW THEREFORE, BE IT RESOLVED by the Board of the Cambria Community Services District that, based on the above findings, the emergency declared by the Board on October 12, 2023, shall be deemed to continue.

BE IT FURTHER RESOLVED that the Water Main failure emergency shall be deemed to continue to exist until its termination is proclaimed by the Board.

On motion by Directors _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:

NAYS:

ABSENT:

The foregoing Resolution was passed and adopted this 9th day of November, 2023.

Karen Dean, President

ATTEST:

APPROVED AS TO FORM:

Haley Dodson, Confidential Administrative Assistant

Timothy Carmel, District Counsel

RESOLUTION NO. 58-2023
November 9, 2023

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT
TERMINATING WORK UNDER EMERGENCY
CONTRACTS TO REPAIR THE EAST-WEST VILLAGE
TRANSMISSION LINE FAILURE**

WHEREAS, the District owns, operates, and maintains a water distribution system, which provides drinking water to all commercial and residential customers in the community, and includes the East-West Village Transmission Line pipe (the “Water Main”) located near the intersection of Main Street and Cambria Drive, Cambria, CA; and

WHEREAS, on October 10, 2023, the Water Main suffered a catastrophic failure resulting in the loss of over two hundred thousand gallons of potable water and causing a loss of water service to a portion of Cambria, as well as severe property damage to the roadway in the immediate area; and

WHEREAS, the District is using a temporary water line while it is installing a permanent replacement water line to satisfy the water needs of the community and ensure the distribution systems' reliability and availability of safe and healthy domestic water; and

WHEREAS, on October 12, 2023, pursuant to Public Contract Code (PCC) Sections 20168 and 22050, the Board of Directors deemed it was in the public interest to immediately authorize the expenditure of District funds needed to safeguard the public health, safety and welfare and to proceed immediately with emergency repairs of the failed Water Main; and

WHEREAS, on October 12, 2023, the Board deemed that the emergency repairs would not permit a delay resulting from a competitive solicitation for bids and that prompt action, including authorization to expend all funds required for such repairs without competitive bidding, was necessary to respond to the emergency; and

WHEREAS, on October 12, 2023, the Board adopted Resolution No. 54-2023 declaring an emergency and authorizing the immediate expenditure of funds to repair the failed Water Main; and

WHEREAS, PCC Section 22050 requires that after proceeding with an emergency project, the Board of Directors shall review the emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the emergency action is terminated; and

WHEREAS, at its regular meeting on October 19, 2023 the Board unanimously adopted Resolution No. 55-2023 continuing work to repair the Water Main under the emergency declaration; and

WHEREAS, PCC Section 22050 requires that the Board terminate the emergency action at the earliest possible date that conditions warrant; and

WHEREAS, the emergency repairs to the Water Main have been completed.

NOW THEREFORE, BE IT RESOLVED by the Board of the Cambria Community Services District that the emergency declared by the Board on October 12, 2023, is hereby terminated.

On motion by Directors _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:

NAYS:

ABSENT:

The foregoing Resolution was passed and adopted this 9th day of November, 2023.

Karen Dean, President

ATTEST:

APPROVED AS TO FORM:

Haley Dodson, Confidential Administrative Assistant

Timothy Carmel, District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.D.**

FROM: Matthew McElhenie, General Manager

Meeting Date: November 9, 2023Subject: Discussion and Consideration to Fill
Vacant Seat on the Finance Committee

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss and consider applications to fill the vacant seat on the Finance Committee.

FISCAL IMPACT:

There is no fiscal impact identified with this action.

DISCUSSION:

At the October 12, 2023, regular Board meeting, the Board of Directors directed staff to advertise to solicit candidates to fill the Finance Committee vacant position created by Aimee Wyatt's resignation. This vacancy was advertised for at least two weeks on the CCSD website and posted on all CCSD public information bulletin boards. It is recommended that the Board of Directors review, discuss and consider the attached applications to fill the vacancy on the Finance Committee and serve the remainder of the respective term, which expires on February 1, 2025.

Attachment: K, Hinrichsen's Application



FINANCE STANDING COMMITTEE APPLICATION

Deadline: Open until filled

If you are interested in serving the community as a Finance Standing Committee member, please complete this application and return it to:

- CCSD Administration Office during regular business hours
- CCSD Administration drop boxes located at 1316 Tamsen Street, Suite 201, Cambria, CA 93428
- Mail to CCSD, Attention: Haley Dodson, PO Box 65 Cambria, CA 93428
- Haley Dodson at hdodson@cambriacsd.org

For more information about the Finance Standing Committee, please refer to the [CCSD website](#). The Political Reform Act (Government Code Section 82000, etc. Seq.) requires most state and local government officials and employees to publicly disclose their personal assets and income. Individuals must also disqualify themselves from participating in decisions which may affect their personal financial interests. Finance Standing Committee members are required by law to file a [Statement of Economic Interest form](#).

Name: Keith Hinrichsen

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? Yes

I have been a registered voter at the address listed above since: 2000

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

My wife (Maria Apostoles) and I have been residents of Cambria since 1999. We moved here from New England and have lived in our current home since 2000.

My work experience has been principally in the utility, construction, and transportation fields. Since arriving in Cambria, I spent 5 years working as a planner and right-of-way agent with CA Department of Transportation (Caltrans). Following that experience, I returned to the utility field with PG&E at the Diablo Canyon Power Station, managing the station's Respirator and Radiation Protection Instruments programs, as well as my department's capital and expense budgets ranging from \$2M-\$3M annually. In addition to these full-time jobs, I was also co-owner of a small construction company from March 2007 until July 2023.

My educational background includes a BS in Business Management from Franklin Pierce College and an MBA from Plymouth State College, both in New Hampshire. Additionally, I have my Project Management Professional certification from the Project Management Institute (PMI).

With my retirement from PG&E planned to start in January 2024, I have been looking for opportunities to serve within our community hence my application for the Finance Committee position.

Signature: Keith Hinrichsen

Date: 10/19/2023

TO: Board of Directors

AGENDA NO. **4.E.**

FROM: Matthew McElhenie, General Manager
James Green, Utilities Department Manager
Tristan Reaper, Program Manager

Meeting Date: November 9, 2023

Subject: Discussion and Consideration to
Approve the Intent to Serve Letter
for the Cambria Skatepark Restroom

RECOMMENDATIONS:

It is recommended that the Board of Directors confirm its approval of the Intent to Serve Letter for the public bathroom facility at the proposed Cambria Skatepark.

FISCAL IMPACT:

Civil Design Studio project estimate has a \$150,000 line item for the cost of the bathroom for the project. The District has agreed to receive \$47,500 in grant funding (non-matching) from the County on behalf of San Luis Obispo County Tourism Business Improvement District (“CBID”) to offset the cost of the bathroom. There is no additional fiscal impact for this item beyond what has previously been approved by the Board.

DISCUSSION:

The Cambria Skatepark Project is located adjacent to 1043 Main Street on a vacant parcel, APN 013-101-072. The Skatepark Project is comprised of a concrete skatepark, an adjoining parking lot, and a single-stall bathroom with an exterior drinking fountain. On September 14, 2023, the General Manager received Board authorization to receive a \$47,500 non-matching grant from San Luis Obispo County for the bathroom at the proposed Cambria Skatepark. The minor use permit for the project is in process with SLO County and should be obtained by year’s end, followed by the construction-level permitting, which is estimated to be a 4- to 6-month process. Utilities Department staff has conferred with consultant planner Pam Jardini and the District’s consultant from Civil Design Studios, and all permits are up to date and in process with the County. Staff assumed Board approval of the attached letter, considering the Board’s previous direction to file the District’s permit application with the County. Utilities Department staff recently learned that the Intent to Serve Letter requires Board approval before issuance. Today, the Staff is seeking confirmation of the Board’s approval.

It is recommended that the Board of Directors confirm its approval of the Intent to Serve Letter for the public restroom as part of the skatepark project.

Attachment: Intent to Serve Letter – Cambria Skatepark

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

KAREN DEAN, President
 TOM GRAY, Vice President
 HARRY FARMER, Director
 DEBRA SCOTT, Director
 MICHAEL THOMAS, Director



OFFICERS:

MATTHEW MCELHENIE, General Manager
 TIMOTHY J. CARMEL, District Counsel

Physical address: 1316 Tamsen Street, Suite 201, Cambria, CA 93428
 Mailing address: P.O. Box 65 • Cambria, CA 93428
 Telephone (805) 927-6223 • Facsimile (805) 927-5584

<<Approval Date>>

County of San Luis Obispo
 Department of Planning & Building
 976 Osos St Room 200
 San Luis Obispo, CA 93408

CONFIRMATION OF WATER & SEWER AVAILABILITY

Service Address	Parcel does not yet have an address. APN: 013.101.072		
Project Summary	Single-stall restroom and drinking fountain for the proposed Cambria Skatepark		
Project Type	Public use	Owner Name	Cambria Community Services District

Cambria Community Services District (CCSD) has reviewed the plans, dated <<plan date>>, provided by the applicant for an Intent to Serve to add a single stall restroom and drinking fountain for the use of the public at the above property. **Said project is authorized with conditions as indicated below:**

Standard Conditions

1. **If the project adds or changes water fixtures**, all existing and new water fixtures must meet current standard under Title 4 of District Code. CCSD plumbing code is more stringent than the Cal Green Plumbing Code. Visit <https://www.cambriacsd.org/retrofit-program> for more information.
2. **If the project adds or changes water fixtures**, applicant must go online to **submit a retrofit verification** form prior to permit finalization. Visit <https://www.cambriacsd.org/retrofit-program> to submit.
3. **Please note if fire sprinklers are required for the above project** and as a result the existing water meter and/or water service line need to be increased, a separate agreement between the Applicant and CCSD will be required. All costs associated with increasing water meters and water service lines, including roadway repair, are the responsibility of the Applicant. Applicants, or their fire protection engineer, must work with Cambria CSD Fire Department and Water Department staff to determine water meter size requirements.

Projects Using Grandfathered or Active Service Meters:

Grandfathered meters are non-active service commitments which predate the Water Code Section 350 emergency declaration, and which are connected to the CCSD's water system. Grandfathers pay minimum bi-monthly billing to maintain their status. A listing of grandfathered meters, as well as other non-active and active service commitments, is available on the CCSD's website at www.cambriacsd.org/water-permits-and-wait-lists.

Grandfather allocation N/A of 8 for 2023.

Approval of the subject project is valid for **3 years from the date of issuance** of this Will Serve. After this date, **or if the project plans are subsequently revised**, Applicant must re-apply for approval of the project, subject to the standards of CCSD's Municipal Code at the time of re-submission.

If you have any questions concerning this matter, please call this office for assistance.

CCSD Staff Approvals

Reviewed By:	<<Staff Review>>	Approved By:	<<Approval Signature>>
Review Date:	<<Staff Review Date>>	Approved Date:	<<Approval Date>>

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.F.**

FROM: Matthew McElhenie, General Manager

Meeting Date: November 9, 2023

Subject: Discussion and Consideration to Authorize San Luis Obispo County Integrated Waste Management Authority to Submit a JPA Application for the SB 1383 Local Assistance Grant Program, Act as Lead Agency on Behalf of Cambria Community Services District and Authorize the General Manager to Submit a Letter of Authorization

RECOMMENDATIONS:

It is recommended that the Board of Directors consider authorizing San Luis Obispo County Integrated Waste Management Authority (“IWMA”) to submit a JPA application for the SB 1383 Local Assistance Grant Program, act as the lead agency on behalf of the Cambria Community Services District, and authorize the General Manager to submit a letter of authorization.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

In September 2016, Governor Edmund Brown, Jr. set methane emissions reduction targets for California (SB 1383 Lara, Chapter 395, Statutes of 2016) in a statewide effort to reduce emissions of short-lived climate pollutants (SLCP). Targets are to reduce organic waste disposal by 50% by 2020 and 75% by 2025 and recover at least 20% of the edible food currently disposed of in landfills by 2025. In 2022, the Department of Resources Recycling and Recovery (CalRecycle) administered a one-time grant program to aid local jurisdictions in implementing CalRecycle’s regulations according to Chapter 395, Statutes of 2016, and SB170 Budget Act of 2021. This non-competitive grant program provided \$57,000,000 of funding to local jurisdictions to assist with implementing regulations associated with SB 1383. The grant funding helped offset the costs of the following areas covered by the grant program: enforcement and inspection efforts, education record keeping, and compliance with new procurement requirements.

The Integrated Waste Management Authority (IWMA) is a Joint Powers Authority that is comprised of the seven cities of San Luis Obispo County (Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, and San Luis Obispo) as members and numerous special districts with solid waste authority (the Avila Beach, California Valley, Cambria, Ground Squirrel Hollow, Heritage Ranch, Los Osos, Nipomo, Oceano, San Miguel, Nipomo, San Simeon, and Templeton Community Services Districts, and the Cayucos Sanitary District) as authorized districts.

On February 17, 2022, the Board of Directors ratified the submittal of an application for funding from the CalRecycle SB 1383 Local Assistance Grant Program and adopted Resolution 10-2022. The District filed its application on February 1, 2022, and submitted the signed Board Resolution by March 1, 2022. On May 31, 2022, the District was awarded \$20,558. The approved grant application had a budget of \$20,588, allocated in the following way:

- Education: \$6,000
- Equipment: \$4,000
- Inspection/Enforcement: \$10,588 (Includes negotiating the franchise agreement to comply with SB1383)

The District has until May 2, 2024, to spend these funds and is working with the Science Discovery Team for the education campaign.

The General Manager, Administrative Department Manager, and Confidential Administrative Assistant met with Ivonne Diaz and Michael Williams of the IWMA to discuss a strategy to help the District through the previous round of the Local Assistance Grant process directly from CalRecycle and to assist with reporting.

The District requested that IWMA transfer all monies from equipment and personnel to education. The education budget amount would increase from \$6,000 to \$20,558. The Science Discovery Team will begin public outreach in Cambria during November and possibly into December. Once the public outreach is complete, District staff will comply with the reporting requirements, identify where the District has spent these funds, and report it to CalRecycle by the May 2, 2024 deadline. This is the reasoning behind the IWMA asking their participating agencies to work collaboratively to manage and report on these types of grants. The District would like to work collaboratively with IWMA moving forward.

It is recommended that the Board of Directors authorize San Luis Obispo County Integrated Waste Management Authority to submit a JPA application for the SB 1383 Local Assistance Grant Program, act as the lead agency on behalf of the Cambria Community Services District, and authorize the General Manager to submit a letter of authorization.



September 2023

Department of Resources Recycling and Recovery

Exhibit B

Procedures and Requirements SB 1383

Local Assistance Grant Program

Fiscal Year 2022–23

Copies of these Procedures and Requirements must be shared with both the Finance Department and the staff responsible for implementing the grant activities.

Table of Contents

Introduction	3
Milestones	3
Grants Management System (GMS)	3
Accessing the Grant	3
Contact Updates.....	4
Prior to Commencing Work	5
Reliable Contractor Declaration	5
Grant Term	6
Eligible Costs	6
Ineligible Costs	7
Modifications.....	8
Acknowledgements.....	8
Reporting Requirements.....	9
Electronic and Original Signatures.....	10
Progress Report.....	10
Final Report.....	10
Grant Payment Information.....	10
Reporting and Documentation	11
Audit Considerations.....	13

Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the SB 1383 Local Assistance Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, and records and audit requirements.

In a Regional Grant, the term “grantee” used throughout this document refers to the Lead Participant (Lead). The Lead is designated to act on behalf of all Non-Lead Participant(s). The Lead manages the grant, is responsible for the performance of the grant and all required documentation and administers the grant funds to its Non-Lead Participants on its behalf.

This document is attached to, and incorporated by reference, into the Grant Agreement.

Milestones

Notice to Proceed Date: Grant Term Begins on the date that CalRecycle sends the award email.

October 1, 2024: Progress Report 1 Due

April 1, 2025: Progress Report 2 Due

October 1, 2025: Progress Report 3 Due

April 1, 2026: Final Report Due

April 1, 2026: Grant Term End

Grants Management System (GMS)

GMS is CalRecycle’s web-based grant application and Grants Management System. Access to GMS is secure; grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at [CalRecycle's WebPass page](https://secure.calrecycle.ca.gov/WebPass) (<https://secure.calrecycle.ca.gov/WebPass/>).

Accessing the Grant

Grantees must [log in to GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>) using their web pass. After logging in, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** link. The **Grant Management Module** includes the following sections:

- **Summary tab:** Shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode.)
- **Payment Request tab:** Grantee requests reimbursement.
- **Reports tab:** Grantee uploads required reports.

- **Documents tab:** Grantee uploads all other grant documents that are not supporting documents to a payment request or a report. This section also provides access to documents that were uploaded within other sections of GMS.

Follow the instructions in GMS to work in the system. The following sections describe the reports, transactions, and supporting documents CalRecycle requires.

Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the “Allow Access” check box marked. A contact may be listed but not granted access by not checking the box. Please note, if a contact is granted access to a grant they will be able to edit contacts, submit payment requests, upload reports, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding any changes to Signature Authority information.

Prior to Commencing Work

Prior to commencing work under this grant, the grantee's Grant Manager or primary contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the grantee's compliance with these requirements is a major focus of grant audits.

Reliable Contractor Declaration

Prior to authorizing a contractor or subcontractor to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor or subcontractor, signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in [section 17050 of Title 14](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor or subcontractor. The grantee must submit this form for each contractor and subcontractor working under the grant.

If a contractor or subcontractor is placed on the [CalRecycle Unreliable Contractor List](https://www.calrecycle.ca.gov/Funding/Unreliability/) (<https://www.calrecycle.ca.gov/Funding/Unreliability/>) after award of this grant, the grantee may be required to terminate the contract. Obtain the Reliable Contractor Declaration form (CalRecycle 168) from [CalRecycle's Grant Forms web page](https://www.calrecycle.ca.gov/Funding/Forms/) (<https://www.calrecycle.ca.gov/Funding/Forms/>).

The grantee must upload a scanned copy of each signed Reliable Contractor Declaration form in GMS. To upload the form:

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).

Grant Term

The Grant Term begins on the date CalRecycle sends the award email, which is the formal notification from CalRecycle authorizing the grantee to begin the grant project and ends on April 1, 2026. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred prior to the grant term start date or after the end date are not eligible for reimbursement.

The Final Report is due on April 1, 2026.

Eligible Costs

Grantees may incur eligible costs only during the Grant Term, which starts on the date CalRecycle sends the award email and ends on April 1, 2026. (All grant expenditures must be for activities, products, and costs specifically included in the approved Budget. Costs must be incurred after the term start date and before the end of the Grant Term. All services must be provided, and goods received during this period in order to be eligible costs. Invoices for goods and services must be paid by the grantee prior to the inclusion of those goods or services in the progress report.

Eligible costs are limited to the following:

- Personnel
- Consultants
- Safety Equipment
- Vehicles/Trucks/Trailers
 - Vehicles/tractors/trailers, turf tires, forklifts or compost slingers

Note: The Grantee needs to own and control all items if they do not have a service agreement with a food recovery facility/hub, however the Grantee may allow a food recovery facility/hub to use the vehicle for grant implementation purposes.
- Mobile pantries
- Education and Outreach materials
 - Print Media
 - Television, radio, video, and social media
 - Materials offered in other languages
- Door-to-Door Outreach
- Signage
- Conferences and symposiums (requires Grant Manager pre-approval)
- Recordkeeping or tracking software
 - Software to match donor with food bank
 - Recordkeeping/reporting software
 - Procurement tracking software
 - Apps for food recovery
 - Mobile app development
- Inspections and Enforcement
- Training
 - Mileage
 - Educational materials

- Tablet/Electronic Devices (seven inches or more measured diagonally) used for the purposed of organic tracking and Education and Outreach
 - Maximum price of \$500 (excluding sales tax) and limit to one (exceptions may be approved on a case-by-case basis)
 - Accessories used for security, protection, and charging
- Equipment
 - Food dehydrator
 - Personal protection equipment
 - Food distribution – including refrigeration, coolers, and packing materials.

Note: The Grantee needs to own and control all items if they do not have a service agreement with a food recovery facility/hub, however the Grantee may allow a food recovery facility/hub to use the vehicle for grant implementation purposes.
- Bins and lids
 - Includes, but is not limited to, curbside, small household food waste pail, labeling, and liners
- Procurement of recovered/recycled organic products
- Food safety certification
- Cameras to prevent contamination
- Edible Food Recovery projects
 - Grantees are encouraged to use a percentage of grant funds for Edible Food Recovery projects.
- Food Waste Prevention projects
 - Projects that prevent food waste from being generated and becoming waste that is normally destined for landfills. Examples of food waste prevention projects include, but are not limited to:
 - Modernizing production and handling practices to prevent and reduce food preparation waste.
 - Identifying and modifying ordering practices that result in measurable decreases in food waste.
 - Creating and expanding education and outreach programs that result in quantifiable reductions in food waste.

Ineligible Costs

Any costs not directly related to SB 1383 implementation are ineligible for reimbursement. The grantee should contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:

- Costs incurred prior to the Term Start Date
- Development, purchase, or distribution of strictly promotional give-away items [Stuff We All Get, \(SWAG\)](https://calrecycle.ca.gov/funding/acronyms/swag/) (https://calrecycle.ca.gov/funding/acronyms/swag/)
- Purchase or lease of land or buildings
- Equipment or services not directly related to grant implementation
- Food liquefiers
- Food recovery facility rent (without service agreement)
- Disposal costs
- Costs currently covered by or incurred under any other CalRecycle loan, grant, or contract
- Cell phones

- Purchase of data plans and/or mobile service plans/hotspots
- Costs related to website host and web page domain
- Audit expenses
- Sponsorship or licensing fees for events/programs
- Food or beverages (e.g., as part of meetings, workshops, or events)
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
 - Refer to the [Memorandum for travel policies](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx).
 - Reimbursement rates are subject to change at any time by the State of California without prior notification.
- Personnel costs not directly related to grant activities
- Fines or penalties due to violation of federal, state, or local laws, ordinances, or regulations
- Any costs for construction projects by charter cities prohibited by Labor Code section 1782.
- Any costs not consistent with local, state, or federal laws, guidelines, and regulations
- Costs deemed unreasonable or not related to the project by the Grant Manager
- The total amount of indirect costs charged to the grant shall not exceed 10 percent of the grant funds reimbursed. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries as well as contractor's indirect costs in their contracts, are examples of indirect costs. All indirect costs charged to the grant must be associated with grant activities.

Modifications

The grantee must submit any proposed revision(s) to the Budget in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be clearly marked in the Budget document and must be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the Grant Manager will upload the revised Budget to GMS and notify the grantee. The grantee may submit proposed revisions in conjunction with a Progress Report, but they cannot be submitted as part of the Progress Report. The grantee should retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan. Please contact your Grant Manager for the CalRecycle logo.

The following items require acknowledgement of funding from CalRecycle and pre-approval from the CalRecycle Grant Manager prior to incurring the expense:

- All television, radio and video scripts
- Functional premiums, if the per unit price is greater than \$6.00
- Advertisements
- Audio and/or visual material
- Brochures
- Newspaper ads
- Pamphlets
- Other outreach

All publicity and education materials must include the following:

1. “Funded by a grant from CalRecycle.” Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line or if it would interfere with the message.
 - There are two acceptable Spanish translations: “Financiado por una beca del CalRecycle” or “Patrocinado por fondos del CalRecycle.” For other languages, the Grantee must work with a certified translator or person fluent in reading and writing that language. All exceptions must be pre-approved in writing by the CalRecycle Grant Manager.
2. [CalRecycle logo](https://www.calrecycle.ca.gov/gallery/) (<https://www.calrecycle.ca.gov/gallery/>) as reflected on the CalRecycle website, can be obtained from the Office of Public Affairs at opa@calrecycle.ca.gov.
3. Press Releases – the only requirement is to place the name of “CalRecycle” as an acknowledgement in the body of the release.

Reporting Requirements

The Grant Agreement requires three Progress Reports and a Final Report; however, the Grant Manager may require additional Progress Reports at any time during the Grant Term. Failure to submit the Final Report with appropriate documentation by the due date may result in rejection of the report and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

The grantee must upload all reports in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above).

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
 - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
 - The maximum allowable file size for each document is 35MB.
 - The maximum character limit is 60.
 - Do not include special characters in file names.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

The reports must be current, include all required sections and documents, and must be approved by the Grant Manager before any Payment Request can be processed.

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, rejection of the Payment Request, and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The grantee must report any problems or delays immediately to the Grant Manager.

Electronic and Original Signatures

CalRecycle requires certified e-Signature on documents or forms that certify legally binding information.

Note: E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program) and cannot be the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” method is considered incomplete and may be sent back to the grantee.

If you have questions, email grantassistance@calrecycle.ca.gov.

Progress Report

The grantee must submit a **Progress Report** by the due dates listed in the Milestones Section of this document. CalRecycle will provide the reporting template at a later date. These reports should cover grant activities that occurred within the specified reporting period.

Final Report

The Final Report is due **April 1, 2026**. The reporting template will be provided at a later date. This report should cover grant activities **from the Term Start Date** through **April 1, 2026**. The grantee must include the following items in the Final Report:

- The Grant Number, grantee’s name, and Grant Term.
- The following disclaimer statement on the cover page:
“The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text.”

Grant Payment Information

- CalRecycle will only make grant payments to the grantee. It is the grantee’s responsibility to pay all contractors and subcontractors for purchased goods and services. CalRecycle will make payments to the grantee as promptly as fiscal procedures permit.
- The grantee must provide a [Reliable Contractor Declaration \(CalRecycle 168\)](https://www.calrecycle.ca.gov/Funding/forms/) (<https://www.calrecycle.ca.gov/Funding/forms/>) signed under penalty of perjury by the grantee’s contractors and subcontractors in accordance with the “Reliable Contractor Declaration” section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to

commencement of work. See the “Reliable Contractor Declaration” section in Terms and Conditions (Exhibit A) for more information.

Reporting and Documentation

The grantee must submit all expenditures in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above). Please refer to the “Milestones” section (above) for required due dates.

To submit Supporting Documentation:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
 - a. Choose **Advance Reconcile** for the **Transaction Type** and enter the amount spent in each budget subcategory.
 - b. When the transaction is complete, click the **Save** button.
 - c. After the transaction is saved, the **Upload Supporting Documents** button will appear in the lower right corner.
3. Click the **Upload Supporting Documents** button.
 - a. Choose the **Document Type**, enter a **document title**, click the **Browse** button to search and upload the document, and then **Save**.
 - b. Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
 - c. The maximum allowable file size for each document is 35MB.
 - d. The maximum character limit is 60.
4. Do not include special characters in file names. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.

Note: Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Please do not create multiple transactions for the same requested funds.

Supporting Documentation

- **Expenditure Itemization Summary (EIS)**
 - All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the grantee’s Budget tab.
 - Grantees are required to maintain supporting documentation pertaining to the EIS and may be required to provide them at the request of the Grant Manager at any time.

Note: CalRecycle will provide a template at a later date.
- **Certification Document**
 - The Signature Authority will need to certify under penalty of perjury that information provided in the EIS is correct.

Note: CalRecycle will provide a template at a later date.
- **Personnel Expenditure Summary (PES) (CalRecycle 165)**
 - A Personnel Expenditure Summary should be submitted if salaries are included. Salaries include government taxes and benefits.

- Document personnel expenditures based on actual time spent on grant activities and actual amounts paid to personnel.
- **Travel Expense Log (CalRecycle 246)**
 - A Travel Expense Log should be submitted if vehicle mileage is included for reimbursement in the payment request. Only travel expenses directly related to the implementation of the grant can be claimed. Mileage will be reimbursed at the State rate.
- **Cost and Payment Documentation**
 - Acceptable cost and payment documentation must include at least one of each of the following.
 - Invoices, receipts, or purchase orders must include the vendor's name and telephone number, address, description of goods or services purchased, amount due, and date. The claimed expenses should be highlighted and identified with applicable task number on each invoice.
 - Proof of payment may include:
 - copy of cancelled check(s) that shows an endorsement from the banking institution
 - invoice(s) showing a zero balance, or stamped "paid" with a check number, date paid, and initials
 - accounting system report from local government if it contains the vendor name, date of invoice, invoice number, check number or internal ID, and date amount was paid
 - bank statement(s) along with a copy of the endorsed check or invoice showing the check number
 - copy of an electronic funds transfer confirmation
 - copy of a credit card statement(s)
 - The Grant Manager may require additional cost and payment documentation as necessary to verify eligible costs.

Most forms listed above are available on the [CalRecycle Grant Forms web page](https://www.calrecycle.ca.gov/Funding/Forms) (<https://www.calrecycle.ca.gov/Funding/Forms>).

Unspent Funds

Funds that are unspent at the end of the grant term must be returned by check to CalRecycle by April 1, 2026. Checks should be made payable to the Department of Resources Recycling and Recovery. Checks must contain the Grant Number (i.e., OWR4-22-xxxx), specify "SB 1383 Local Assistance Grant Unspent Funds," and be mailed to:

CalRecycle Accounting
 SB 1383 Local Assistance Grant Unspent Funds
 PO Box 4025
 Sacramento, CA 95812-4025

Unspent funds due to CalRecycle but left unpaid may result in ineligibility for future grant and payment program funding. If there are questions or other issues related to expenditures, work with your Grant Manager to resolve these issues.

Audit Considerations

The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after final payment date or Grant Term end date, whichever is later. CalRecycle may stipulate a longer period of records retention in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments if any relating to the Budget or Work Plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.

CAMBRIA COMMUNITY SERVICES DISTRICT**DIRECTORS:**

KAREN DEAN, President
TOM GRAY, Vice President
HARRY FARMER, Director
DEBRA SCOTT, Director
MICHAEL THOMAS, Director

**OFFICERS:**

MATTHEW MCELHENIE, General Manager
TIMOTHY J. CARMEL, District Counsel

Physical address: 1316 Tamsen Street, Suite 201, Cambria, CA 93428
Mailing address: P.O. Box 65 • Cambria, CA 93428
Telephone (805) 927-6223 • Facsimile (805) 927-5584

November 9, 2023

RE: Letter of Authorization

I am the General Manager of Cambria Community Service District. I am authorized to contractually bind Cambria Community Service District. Pursuant to this authority, I hereby authorize San Luis Obispo County Integrated Waste Management Authority (“IWMA”) to submit a JPA application and act as Lead Agency on behalf of Cambria Community Service District. The San Luis Obispo County Integrated Waste Management Authority (“IWMA”) is hereby authorized to execute all documents necessary to implement the project under the Local Assistance Grant Program.

This authorization is effective as long as the Resolution is in effect.

Sincerely,

Matthew McElhenie
General Manager
1316 Tamsen Street, Suite 201, Cambria, CA 93428
(805) 927-6230

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.G.**

FROM: Matthew McElhenie, General Manager

Meeting Date: November 9, 2023

Subject: Discussion and Consideration of Approval of
a New Location for the Electric Vehicle
Charging Station at the Veterans' Hall**RECOMMENDATIONS:**

It is recommended that the Board of Directors discuss and consider approval of a new location for the electric vehicle (EV) charging station at the Veterans' Hall.

FISCAL IMPACT:

The fiscal impact of relocating the EV charging station at the Veterans' Hall is \$24,831.00. There is \$3,162 of EV charging station project funds left over from the initial installation that will be used for relocation costs. The remaining funds will come from General Fund Reserves. The Board approved the budget adjustment through Resolution 51-2023.

CAMBRIA COMMUNITY SERVICES DISTRICT			
2023-2024 FISCAL YEAR BUDGET			
RECOMMENDED BUDGET ADJUSTMENT			
Budget Adjustment			
Fund	Purpose	Sources	Uses
F&R	Funding from F&R Budget - Prior Year EV Budget	\$ 3,162	\$ -
ADMINISTRATION	Funding from General Fund Reserves	\$ 21,669	
ADMINISTRATION	Relocation of EV Charging Station	\$ -	\$ 24,831
	Fund Sub-Total	\$ 24,831	\$ 24,831
	Difference (unidentified sources of funding)	\$ -	

DISCUSSION:

The Cambria Community Services District (CCSD) installed an EV charging station at the Cambria Veterans' Memorial Building, funded through a grant under the SLO County Clean Air Incentive Program, which is managed by the SLO County Air Pollution Control District (APCD). The EV charging station was constructed on the southwest side of the building in place of two existing accessible parking spaces outside of the American Legion Hall. This location was chosen because of its proximity to the electrical circuit box and the requirement for all public EV charging stations to be accessible parking spaces. The American Legion, which leases the ground floor of the Vets' Hall, previously utilized the accessible parking spaces and requested that the CCSD move the newly constructed EV charging station to a different location.

On November 10, 2022, the Utilities Department Manager/District Engineer was directed to pursue establishing the EV charging station at the front of the Veterans' Hall in the recommended area and coordinate with the Legion members in re-establishing the identity of the two accessible parking places that were removed.

The General Manager has coordinated with the American Legion members in re-establishing the identity of the two accessible parking places that were removed and requested quotes for the relocation of the EV charging station at the Veterans' Hall. Thoma Electric was chosen to disconnect the existing dual-port EV charging station, trench, and backfill for site electrical work in the parking lot, re-stripe parking lot spaces, install new traffic-rated underground pull boxes in the existing parking lot, intercept and extend the EV charger from the current location to the new location, form and pour new concrete base at the new EV charger location and re-install the EV charger. All work will be performed during regular business hours between 7:00 a.m. and 3:30 p.m., Monday through Friday. Relocation work will be coordinated with American Legion members.

On September 14, 2023, the Board of Directors approved a Public Works Agreement with Thoma Electric to relocate the EV charging station at the Veterans' Hall and adopted Resolution 51-2023 for a budget adjustment.

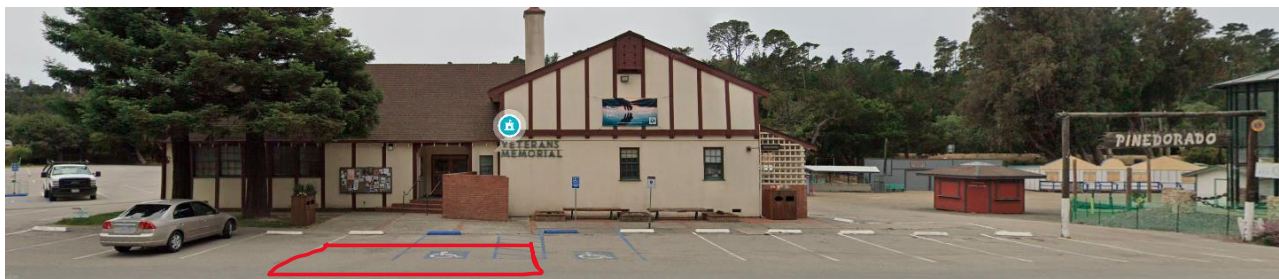
On October 16, 2023, CCSD staff held a kickoff meeting with Thoma Electric, and Thoma Electric informed the District of the necessary explicit specifications and requirements for an ADA-compliant parking space. An accessible parking space is required for this project as per grant compliance conditions. Two critical conditions of the specifications for compliant parking space are that the slope of the handicapped parking space cannot have a slope greater than 2.08%, and the ADA space should be on the right-hand side. With these critical constraints accounted for, only one area of the Veterans Hall parking lot satisfied all specifications. See the new proposed EV charging station location below.

It is recommended that the Board of Directors approve the new location for the electric vehicle charging station at the Veterans' Hall.

Current EV Charging Station Location:



New Proposed EV Charging Station Location:



Report on October 24 Finance Standing Committee meeting, for November 9 CCSD Board Agenda

The October 24 regular meeting of the Finance Standing Committee was held at the Veterans Memorial Hall in person and via Zoom.

Committee Chair Tom Gray **called the meeting to order** at 10 a.m.

Present were Mr. Gray, Committee members Scott McCann, Cheryl McDowell and Vice Chair David Pierson. Committee member Karen Chrisman was on an excused absence. Staff present were CCSD General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz and Confidential Administrative Assistant Haley Dodson. The following members of the public attended via Zoom : Laura Swartz, Crosby Swartz and Elizabeth Bettenhausen.

The Committee held an **Election of Officers** to fill the vacant Secretary position. Mr. Pierson volunteered to give up the Vice Chair position and become Committee Secretary. Ms. McDowell offered to take over as Vice Chair. The Committee voted 3-0 to approve the new assignments.

In the Chairman's Report, Mr. Gray said the CCSD Board will be naming a new Committee member. Those who submitted applications for the last appointment can be considered without re-applying. So far, he said, one candidate, Keith Hinrichsen, had re-applied.

In reports from ad hoc subcommittees, Mr. McCann reported that the subcommittee on the CCSD Cash Reserve Policy was looking into best practices of other districts and expected to have a report ready by January 2024.

In **Public Comment** on non-agenda items, Elizabeth Bettenhausen spoke via Zoom; no written comment was submitted.

On the **Consent Agenda**, minutes of the Sept. 26 Committee meeting were approved with one grammatical correction from Chair Gray. Approval was moved by McCann, seconded by McDowell and approved 3-0.

The Committee conducted **Regular Business** as follows:

Item 4A - Quarterly Budget Update.

Ms. Fritz explained that the CCSD Board has approved three budget adjustments in the first quarter of Fiscal Year 2023-24 – for vegetation removal at Van Gordon Creek, expansion of the instream flow study, and relocation of EV charging station. She drew attention to the CIP list project encumbrances and detailed information on projects funded by the bond issue of 2022.

Committee members asked several questions about the EV charging station budget item. Ms. McDowell asked if the CCSD has found a new location for the charging station. Mr. McElhenie said the search continues for a suitable site and this matter will be brought before the Board in November. Mr. Pierson asked if changing sites would increase the project cost; Mr. McElhenie

said he did not anticipate significant change. Mr. McCann asked if the charging station project is revenue-neutral, and he was told that it is. He also asked if the funding of the original grant can be increased; Ms. Fritz said this may be possible, and that other grants might also be available.

There was no public comment on this item.

Committee action: Mr. Pierson moved to recommend Board approval of the First Quarter Budget report; Mr. McCann seconded. The motion was approved 3-0.

Item 4B -- Report from the Ad Hoc Subcommittee on Budget Policy.

Ms. Fritz explained that new version of a proposed updated Budget Policy incorporates changes reviewed at the prior Committee meeting for allocation of property taxes and administrative costs. She noted that the subcommittee has not yet settled on a final version of a methodology for administrative cost allocation.

The new report includes examples of methodologies are based on estimates of time spent by administrative managers and staff on work for each department. Mr. Pierson, a member of the ad hoc subcommittee, noted that the subcommittee continues to recommend allocation based on each department's percentage of overall spending, and said that the time and effort methods are overly arbitrary.

Ms. Fritz noted that department budget would be disrupted if the CCSD shifts to a simple expensed-based allocation, and that a "hybrid" method with some allocated expenses shifted to departments (e.g. legal fees) is not yet ready to be presented.

Public Comment: Elizabeth Bettenhausen and Laura Swartz spoke via Zoom.

In Committee discussion:

Ms. Fritz said it was possible to come up with a "more modern" assessment of staff time spent on activities for each department. Mr. Gray said that the Committee seemed to be moving toward a near-term plan of keeping the current allocation percentages for the upcoming budget while doing some form of tracking in coming year to get updated picture of staff time and effort.

Gray said his inclination is to have the ad hoc subcommittee continue its work, but toward developing a system for the coming budget (2025-26) rather than the budget being prepared now. He summed up the immediate goal as a hybrid model – expense and effort – that does not radically change departmental budgets. The ad hoc subcommittee will be reporting on this matter at the next Committee meeting.

Item 4C – Presentation of the report from the Ad Hoc Subcommittee on General Fund Revenue Enhancement.

Mr. Pierson presented the report and focused on the following key points:

- There are a limited number of ways to get more revenue: fees, assessment, special taxes, grants, non-profit assistance, reducing CCSD powers, incorporation.
- The CCSD is unlikely to get more from fees (CCSD can't make a profit)
- Assessments are complex and expensive to execute
- Special taxes difficult to enact
- Grants are available but generally limited to time-limited projects – not good for sustainable revenue.
- New non-profits are not likely.
- Reducing powers – e.g., shifting Parks & Recreation or Fire to the County – is also not likely. This is also the case for negotiating a greater share of property taxes from the County.

Regarding incorporation, Pierson noted that two feasibility studies were done, in 1995 and 2005 (these were distributed to the Committee and posted on the CCSD website). He said the 2005 study could be updated by a consultant. He said the CCSD as an incorporated city or town would gain the power to levy transient occupancy tax (“bed tax”) and sales tax, plus getting a share of gas tax and Vehicle License fees. He said a 2 cent increase in the bed tax would generate \$900,000, annually and that raising the sales tax to 8% would produce \$562,000.

However, he noted that state law requires that County be made whole, and the new city would need to negotiate with County to pay it back over time.

Public Comment: Elizabeth Bettenhausen spoke via Zoom.

Committee discussion:

Mr. Pierson said the community is not asking for the Fire and Facilities & Resources departments to do less, but rather to do more – i.e., that cut services isn't the answer.

Mr. Gray suggested that, in the near future, the CCSD has to make do with what it has, but he said he sees some possibilities in benefit assessments and/or special taxes for fire-related work, e.g. defensible space and evacuation.

Mr. McElhenie asked if that the public might be amenable to approving an assessment or tax for the Fiscalini Ranch. He noted that the public seems “passionate” about the Ranch and suggested that a benefit assessment for the Ranch might also have a fire-prevention impact.

Mr. Gray said he would like to see the analysis continue and said that firmer numbers are needed on certain questions. He suggested that the ad hoc subcommittee. Investigate having a privately-

funded feasibility study done. He also urged a revisiting of the issue of sharing costs with the Friends of the Fiscalini Ranch Preserve, as well as further study of having a benefit assessment or tax for the Ranch.

Item 4D -- Change of next meeting date.

To prevent a conflict with the PROS Standing Committee meeting on December 5, the Committee agreed on a date one week before – the Tuesday after Thanksgiving.

Public Comment – Elizabeth Bettenhausen spoke via Zoom.

Future Agenda Items:

Ms. McDowell suggested having representatives of Friends of the Fiscalini Ranch attend a future Committee meeting.

Mr. Gray asked for review of investment policy.

The meeting was **adjourned** at 11:54 a.m.

--Respectfully submitted by Tom Gray, Chair, Finance Standing Committee

Resources & Infrastructure Report for November 9, 2023 CCSD Meeting

The Standing Committee on Resources & Infrastructure held a Special Meeting on October 2, 2023 at the Cambria Veterans Hall, in person and via Zoom. The meeting was called to order at 2:00 PM. A quorum was established. Committee members present were Chairperson Karen Dean, Vice Chair Steven Siebuhr, Committee Secretary Derrik Williams, James Webb, and Mark Meeks. Committee member Juli Amodei was absent. Staff present were General Manager Matthew McElhenie, Confidential Administrative Assistant Haley Dodson, Utilities Department Manager Jams Green, and Administrative Department Manager Denise Fritz. Members of the public attending in person Chris Siebuhr, Allan Dean, Hank Krzciuk, and San Simeon CSD Interim General Manager Patrick Faverty.

There was no Chairperson report or Committee Member communications.

Utilities Manager James Green gave several updates from the Utilities department:

- *The district has selected SWCA Environmental Consultants to scope the Coastal Development Permit and develop mitigation alternatives for the Title 27 Brine Effluent Impoundment Basin.
- *The district is waiting for final approval of the funding for the Stuart Street Tank project from the EPA. A 1991 soils report has been located that can be refreshed and updated for the tank site, and it has been determined that there are some trees in the tank site area that are in poor condition and may need to be trimmed or removed.
- *The contract for the Badger Meter Replacement should be approved shortly.
- *Staff will be meeting with Monte Soto of Civil Design Studio regarding the East Ranch restroom and will be coming back with updates.
- *Cannon Engineering has flown a drone to over the San Simeon Well field Water Line replacement area to prepare for the layout of initial alignment alternatives. These alternatives will be presented at a future R&I meeting.
- *The district has received two additional bids on the well pump replacement for San Simeon well #3, a staff report will be presented at the November R&I meeting.

The minutes from the September 11 regular R&I meeting were reviewed, there were no changes or corrections. Motion to approve the minutes was made by Committee Member Webb, seconded by Committee Member Meeks. Motion to approve passed with 3-Ayes (Webb, Meeks, Siebuhr), 0-Nays, 1-Abstain (Williams), 1-Absent (Amodei).

A discussion followed regarding the CIP (Capitol Improvement Project) list format. Administrative Department Manager Denise Fritz presented a draft CIP list that had been reformatted after receiving input from an ad hoc committee consisting of the Finance Committee Chair Tom Gray and the R&I Committee Chair Karen Dean. Committee Member Williams suggested the groups in the CIP list might be divided further to clarify what the district is currently funding or planning on funding (budgeted) and what the district hopes to fund in the future. Chairperson Dean mentioned that the R&I Committee has previously looked into how to rank the CIP projects. At that time the proposed ranking was based on importance and what was necessary now. Administrative Department Manager Fritz commented that it might be better that the number one rank be reserved for projects being funded in the current year. The methodology for ranking CIP items will be further discussed at the upcoming joint Finance and R&I Committee meeting.

Public comment was received from Ms Dickason who asked if the EV charging station was complete. Ms Fritz stated it was in process and will be updated.

The date to schedule the Joint Finance and Resources & Infrastructure Special Meeting was discussed. Committee Member Williams moved to set the meeting for October 17 at 2:00 PM. Committee Member Meeks seconded the motion. Motion to approve the date passed with 4-Ayes, 1-Absent (Amodei).

The Final Ad Hoc Committee Report on Water Supply and Long Term Off Stream Storage was presented by Committee Member Williams. Committee Member Webb stated that some options for long term supply and storage had been extensively studied in the past, and options that had been rejected many times were not included in this report. The report tries to identify options that would use existing infrastructure and investments, such as the WRF. Chairperson Dean requested clarification on whether future Direct Potable Reuse allows recycled water to be put directly into the district's water distribution system. Utilities Manager Green stated that with Direct Potable Reuse, the recovered water would go directly into the distribution system, however it would not be considered a new source of water since it is already recovered and previously served as part of planned WRF operations. Chairperson Dean then asked for clarification on the statement that new reservoirs must hold two or three years of water supply. Committee Member Webb stated that this came from a model developed by the Army Corp of Engineers. The Army Corp of Engineers stated that two to three years of water storage was needed to achieve greater than 95% water supply reliability, which would mean 3 reservoirs would be needed to achieve adequate reliability. Utilities Manager Green suggested that these water supply and storage options be viewed as a portfolio, and that the district may need not just one project, but multiple sources of water and water storage to provide water supply reliability. A question was asked about how the CCSD might handle the waste from a surface water treatment plant, and Mr Green stated it would need to be trucked away.

Several public comments on this item were received. San Simeon CSD Interim GM Faverty introduced himself and stated the new SSCSD Board of Directors were interested in cooperating with the CCSS, Cayucus, and others for collective good. Mr Krzciuk suggested if we are discussing working with other agencies, we should address our future relationship with State Parks. Chairperson Dean suggested a footnote regarding State Parks be added to the report. Ms Dickason pointed out that Mr Warren has been offering his property for a reservoir since 2006, and that opportunity still exists. Mr Swartz asked what the Board will do with this report. He suggested the existing groundwater model be used to assess if there are any viable options that rely on increasing pumping or storing water in aquifers.

Committee Member Williams moved to approve the report with the addenda to include a footnote regarding State Parks and forward the report to the Board. Committee Member Webb seconded the motion, motion passed with 4-Ayes, 0-Nays, 1- Absent (Amodei).

Chairperson Dean asked for future agenda items. Three were suggested:

- *San Simeon well #3 pump replacement update.
- *PG&E Advance Clean Fleet EV upgrade report.
- *A report on the District's wet weather preparation.

The meeting was adjourned at 2:55 PM.

Respectfully submitted.

Karen Dean, Board President and R&I Committee Chair

Joint R&I and Finance Meeting Report for November 9, 2023, CCSD Meeting

A Special Joint Meeting of the Standing Committees on Finance and Resources & Infrastructure was held on October 17, 2023, at the Cambria Veterans Hall, in person and via Zoom. The meeting was called to order at 2:00PM. A quorum was established for both committees. Finance Committee members present were Chairperson Tom Gray, and Committee Members Cheryl McDowell, David Pierson, Karen Chrisman, and Scott McCann. There is one vacancy on the Finance Committee. Resources & Infrastructure Committee members present were Chairperson Karen Dean, Committee Secretary Derrik Williams, and Committee Members Juli Amodei, James Webb. Members absent were Steven Siebuhr and Mark Meeks. Staff present were Administrative Department Manager Denise Fritz and Confidential Administrative Assistant Haley Dodson.

There was no public comment.

The group discussion was focused on the reformatted CIP (Capital Improvement Projects) list and the ranking methodology for the projects. Administrative Department Manager Denise Fritz stated that the district's finance department uses the list to track expenditures and as a tool for long term capital expenditure planning. R&I Committee Chair Dean stated that an R&I Committee had previously ranked items by importance, with #1 being emergency items, #2 very important but not an emergency, #3 less important but still needing to get done, and #4 items that would be nice. R&I can work with District staff at their next meeting to address updating the ranking method.

Administrative Department Manager Fritz said another approach is to reserve the top ranking for items that are currently budgeted, even if they are not the most important items. Finance Committee member Pierson stated that a unified ranking system is needed among all departments, so the department managers have a consistent template for developing their individual priority lists. Ms Fritz suggested funded items could be labeled with a sub-rank, such as 1.1 or 2.1. Finance Committee member McCann suggested that it is important to retain a simple system. Finance Committee member McDowell requested that items on the CIP list include dates to indicate how long the items have been on the CIP list.

Finance Chair Gray noted that items already budgeted may not need a priority ranking because they are ongoing. Administrative Department Manager Fritz proposed that budgeted items have the numerical ranking replaced with a "B" for budgeted and would be listed separately on the CIP list. Ms Fritz also suggested that the CIP lists include a footnote that describes the ranking system, and that the differentiation between rankings of 1, 2, and 3 is for the R&I Committee and the managers to agree upon. Finance Committee member McCann suggested a decimal system where the number before the decimal is the priority, and the number after indicates project status. The Committees agreed that budgeted items will be assigned a "B", and other item either with a 1, 2, 3 system or a 1.1, 1.2, or 2.1, etc. system.

Finance Committee Chair Gray suggests the following prioritization:

1. Items that are critical for safety and/or regulatory compliance.
2. Items that have an operational necessity but are not critical.

3. Future Improvements.

R&I Chair Dean requested that completed projects remain on the CIP as documentation of what the district has completed. Finance Committee member Pierson suggested that the CIP include footnotes for projects that are at least partially funded by grants or other sources. The CIP list currently lists full project costs, whether the project is fully funded by the district or not.

There were no future agenda items mentioned.

Meeting was adjourned at 2:39 PM.

Respectfully submitted,
Karen Dean, CCSD Board President and R&I Chair.

NCAC Liaison Report from the October 18, 2023, NCAC Meeting

The NCAC held a meeting October 18 via Zoom. This report summarizes some of the more salient points discussed. For further detail, please visit the well-organized NCAC website:

- Agendas with written reports: <https://www.ncacslo.org/meeting-agendas>.
- Minutes: <https://www.ncacslo.org/minutes-of-meetings>.

Public/ Council Comment:

- Supervisor Gibson discussed County response to damage from 2023 storms, including Lampton Cliffs, the Windsor pumping station, Pinedorado grounds, and seawall repairs.
- Supervisor Gibson discussed the potential for cannabis dispensaries in Cambria and/or San Simeon. Up to each County to regulate, it costs more to regulate than the County brings in, considering an additional County tax to cover the costs, and considering legalizing cannabis dispensaries in unincorporated areas.
- Substantial discussion about the proposed Chumash Marine Sanctuary, the proposed wind farms, and the gap to accommodate power cables.

Regular Public Agency Reports:

- The Sheriff's Department provided a written report.
- SLO County Planning: Kip Morais provided an oral report, confirmed that Leffingwell Landing is managed by State Parks.
- SLO County Public Works: John Waddell provided a written report.
 - Public Works is soliciting Pineknolls Drive bids, expects to have work completed in December.
 - County Parks will be managing the Lampton Park repairs.
 - Planning & Building has jurisdiction for code enforcement compliance on private property.
- CCSD: Michael Thomas provided a written report,
 - The GM answered a question about recruiting for Fire Chief, with Interim Fire Chief Burkey in seat, the CCSD will take the next 6 months to evaluate the path forward.
 - The GM discussed the recovery from the weed abatement challenge.
- Cambria Fire Safe Focus Group: Dave Pierson provided a written report.

Reports from Standing Committees:

- Land Use Committee: Jeff Kwasny discussed his written report. Substantial community concern regarding a request by Dirk Winter to convert Brambles into 8 hotel units, construct 3 new detached motel buildings, for a total of 26 hotel units. The request will be tabled 1 month, with NCAC members asked to provide specific comments by next month.
- Traffic/ Transportation Committee: Kermit Johansson discussed written reports posted on the NCAC website. Kermit met with County Public Works to discuss several pedestrian/trail projects, including the East Ranch/ West Ranch crossing at Hwy 1, and the Old Stagecoach Road/ Burton path.
- Outreach Committee: Karen Chrisman provided a brief oral report, last month 600 views, this month 900 views on Nextdoor
- Environmental Report: Daniel de la Rosa discussed his written report about the Chumash Marine Sanctuary and the proposed wind farms.

The next NCAC Meeting will be November 15, at 6:00 PM via Zoom.

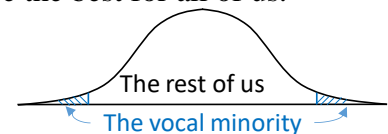
Respectfully submitted,
Michael Thomas, CCSD Board of Directors

Report from the October 2023 CSDA Special District Leadership Academy

Sunday 10/22 through Tuesday 10/24/2023, CCSD Director Michael Thomas attended the CSDA Special District Leadership Academy for Returning Attendees. This is the advanced session that builds on the foundational concepts presented in the initial conference. This was another very useful workshop. The instructors were excellent, a great opportunity to learn from approximately 25 fellow Directors and General Managers from all sorts of special districts, and the workshop materials provide as excellent resource. My intent in this report is to highlight a few nuggets, key learnings in each of the segments, takeaways that I intend to use in my work on the Board, as well as opportunities from my fellow Directors to consider.

Establishing a Board Culture, Brent Ives, BHI Consulting

- A Board culture exists whether we address it or not. It's essential that the Board be deliberate in creating a culture that best fits our mission and our community.
- The Board culture impacts the ability to make decisions that are the best for all of us.
- Brent drew a distribution curve, talked about the vocal minorities at either end, and made the point that the Board has the responsibility to draw out the rest of us.
- Ensure clarity on actions before moving on to the next topic.
- Listen to all perspectives, and then make decisions, taking into consideration what's in the best interest for all in achieving the District Mission.
- Never bring an issue to the Board for action before alternatives have been sufficiently evaluated.
- Don't get boxed in, time constrained, where action is required before sufficient evaluation has been performed by staff.
- Establish consistent practices at good governance, regardless of the topic or who is in attendance.
- Use the gavel to maintain order as a symbol of respect.
- The process is your friend.
- The chair is the keeper of the process, be good parliamentarians.
- Brent is an advocate of Boards pledging allegiance to the mission immediately following the Pledge of Allegiance.
- Establish a statement of intentions regarding Board culture, basically what the Policy Committee is bringing to the Board in terms of norms.
- The best Boards do self-assessments and work to continually improve their performance as intently as they evaluate the GM performance.



Navigating California's new Campaign Contribution Prohibitions, SB-1439, Chelsea Strauss, and Natalie Kalbbakuan, from Richards Watson Gershon

- SB-1439, signed into law 9/29/2022, effective 1/1/2023, expands section 84308, the Levine Act of 1982, to include elected politicians.
- Broadens fundraising prohibitions and recusal requirements to include local elected officers for contributions over \$250.
- Details available if/when needed.
- When in doubt, check with legal counsel.

How to Develop Innovative and Effective Outreach that meets the Needs of your Community, Martin Rauch, Rauch Communication Consultants

- For significant changes, begin outreach early as possible, more time → less pressure.
- Don't wait until the technical details are worked out, run outreach in parallel.
- Cultivate the silent majority. Sometimes you just need to go door-to-door.
- Develop stakeholder engagement/outreach plans.
- Identify key stakeholders, build coalitions and support.
- Tailor the contact approach to each stakeholder.
- Establishing credibility and legitimacy is essential.
- Tell a compelling story, page 47, slide 36.
- Visual aids can be very helpful. For example, bring a cut out section of a repaired water or sewer main so people can see for themselves.
- Keep in mind, we will never receive unanimous support.

Special Districts Socialize, on the use of Social Media, Mac Clemens and Maria Lara, with Streamline

- In today's age of activism, it is best to have established policies and practices to be sure we stay ahead of the rumor mill.
- The best way to make sure our website shows the first and search results is by using a .gov URL. Better for grant applications too.
- Streamline seems to be at the leading edge of social media, with great resources on their Website, including this presentation at: [Social media considerations for special districts](#)

Advanced Financial Reporting & Strategies for Public Officials, James Ramsey, Eide Bailly CPAs

- Book recommendation: *Guide to Local Finance in California*.
- Think of reserves as self-insuring against future uncertainty. The greater the potential volatility and uncertainty, the greater the reserves needed.
- Operating reserves and capital reserves have different drivers.
- GFOA, Government Finance Officers Association recommends > 90 days of OpEx.
- It takes at least 35% of annual OpEx in reserves to get AAA ratings.
- Higher reserves may be warranted, considering the average 18 months to receive FEMA disaster assistance.
- Establishing a reserve range is preferable to a specific target, to smooth rate changes, and to accommodate different risk appetites on the Board.
- More reserves enable nimble response to unforeseen issues.
- Important to be cognizant of restrictions on reserves. Use restricted funds first.
- The clearer the linkage between the strategic plan, goals and objectives to the budget and reserves, the better.
- Our annual budget process is right on target with James' description of the ideal process.
- The Board should pay particular attention to the assumptions.
- Be aware that CalPERS recently reduced their discount rate, which will increase our Net Pension Liability.

Promoting Civility in Times of Heightened Partisanship and Polarization, Melissa Kuehne, [Institute for Local Government](https://www.ca-ilg.org/), <https://www.ca-ilg.org/>, MKuehne@CA-ILG.org

The Institute for Local Government sounds like a great resource.

Tips to maintain civility:

- Embrace diverse points of view.
- Commit to civil discourse.
- Practice active listening.
- Disagree respectfully.
- Separate the people from the problem, never attacked the people.
- Prioritize relationships.
- Focus on building trust.
- Strive to find shared values and common ground.

Tools for bridging the divide:

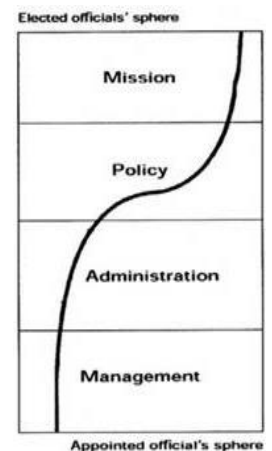
- Be attentive.
- Ask clarifying questions.
- Let people know you are listening.
- Focus on interests, not positions.
- Identify options for mutual gain.
- Use objective criteria.

Other tips:

- Be very attentive to your body language
- Board meetings and standing committee meetings are not the ideal environment for in-depth public and community engagement.
- Design tailored public workshops to get input on important issues and projects.
- Discussions on policies related to codes of conduct and group norms, similar to what we are considering.
- Ensure sufficient discussion has taken place before entertaining a motion.

Board/ Manager Relationship Best Practices, Che Johnson, Partner at LCW, Liebert Cassidy Whitmore, 559-256-7805, CJohnson@LCWLegal.com

- An interesting graphic, Dimensions of Governmental Process graphic, illustrating the proportion of staff versus elected official focus with respect to the mission, policy, administration, and management of district business.
- Aside from hiring the GM, the #1 priority of the Board is to provide clear direction, which must come from the majority of the Board, not from individual Directors.
- Several case studies, prompting rich discussions.
- Great advice regarding General Manager contracts. Our contract addresses all of the key considerations discussed.
 - Likewise, great advice regarding GM Performance evaluation. Our new process addresses all of the key considerations discussed. Our former process certainly did not.



Leading Challenging Board Meetings, David Prentice, from Prentice Long PC,

8 Characteristics of Good Governance:

1. Participation,
2. Rule of Law,

3. Transparency,
4. Responsiveness,
5. Consensus oriented,
6. Inclusiveness,
7. Effective and Efficient,
8. Accountable

Majority rule is the rule of law, we have to accept that we don't win all the time.

When disruption is from the public, SB 1100 allows for removal of disruptive/abusive members of the public.

- Gavel the meeting, break or adjourn
- Talk with the offending individual, refer to the agenda, policies, and procedures, and explain they are creating a liability for the district.
- Expulsion is the last resort

When disruption is from the Board, the Chair should bring the Board back to the Mission, revisit policies, norms, etc.

Quite a bit of discussion about the process for removal of a Board Member. I got the impression there are some serious problems in a few special districts.

Respectfully submitted,
Michael Thomas, CCSD Board of Directors

Friends of the Fiscalini Ranch Preserve October 10, 2023 meeting summary

The meeting was called to order at 4PM by Chair John Nixon. In attendance were Vice Chair Tom Loganbill, Executive Director Kitty Connolly, assistant Executive Director Barbara Beuche, Secretary Mark Larsen, Treasurer Mary Maher, Directors Joyce Renshaw, Dianne Anderson, Sherryl Ebbs, Barbara Bronson Gray, Facilities and Resources Supervisor David Aguirre, CCSD Board President Karen Dean, and CCSD Board Director and FFRP liaison Harry Farmer.

The first item for discussion was presented by Ms Connolly regarding benches on the Ranch. Turns out all the benches have had monies donated for their design and maintenance. However, noted was the fact that signage at the various entrances to the Ranch are inconsistent and therefore likely confusing. It was proposed that all signs should be uniform in appearance and provide the same information. A long time donor has offered to donate \$10,000 to the Ranch, and it was therefore proposed she may consider sponsoring one of the signs. Also suggested was that the Cambria Tourism Board pay for some or all of the signs. Former FFRP Chair Walt Andrus speculated the signs could cost \$5,000 each, perhaps less.

Mr Nixon stated that the FFRP Development Committee is favorable toward new signage. Director Gray suggested perhaps specific trails could be sponsored. However, the result could be excessive signage not necessarily desired on the Ranch. ED Connolly responded that presently new signage at the 15 entrances to the Ranch is a top priority, F&R Supervisor Aguirre said right now he and his staff were very busy but would be willing to assist installing the signs, and he was favorable to having new signage. The idea of trail sponsorship was still on the table. Mary Maher added that both signage opportunities were great ideas, and the two goals in play are fundraising and better signage. Ms Connolly stated that signs regarding the dog leash law continue to being vandalized, and the same problems could occur with new signs. Mr Larsen inquired as to whether signs could be developed that are resistant to vandalism.

Chair Nixon focused us back on seeking authorization for the Development Committee to move forward with a program to raise funds to improve signage on the Ranch. The motion was made by Mary Maher, seconded by Director Gray, and passed unanimously to develop a donor recognition program to raise funds to replace all the trailhead signs on the Ranch.

Under the Executive Director's Report, Ms Connolly began by recommending everyone stop by the office and see the cool Scarecrow representing FFRP. She added the shop is doing fine. Also, the SLO County Planning assessment of the linking Boardwalk is going well, and they have until month's end to complete their review. However, the SLO Community Foundation, a county wide resource for charitable giving, has declined approving FFRP's grant application for the project. Ms Connolly informed us she will be out of town October 17th through the 21st, attending the Association of Pacific Coast Geographers conference, where she'll be providing a presentation regarding the Ranch.

As for the restoration Nursery damaged in the storms earlier this year. Mr Aguirre continues to search for space to accommodate the Nursery. And while there's an 80x20 square foot area close to the entrance to the East Ranch, locating the Nursery on one of the vacant lots owned by the

CCSD may be considered. Wherever the location, Jim Green has offered to provide a 1500 gallon water tank for the Nursery. Kitty thanked David for his support of the Nursery.

Mr Aguirre then reported his crew will be mowing more around the District's wastewater plant. He added that 3 homeless encampments have been found on the West Ranch adjacent to the Santa Rosa Creek trail. A notice to vacate has been served, and Mr Aguirre is waiting until the end of the notice period before calling the Sheriff's Department for assistance. He added he and his crew are also inspecting CCSD properties to determine what trees and other debris need removing.

Under the Chairperson's Report, Mr Nixon sadly informed us that long time FFRP activist Joyce Renshaw would be resigning as a Board member, and the vacancy would need to be filled at the upcoming FFRP Annual January Board meeting. FFRP's website includes the application form to be filled out by prospective Board members. Chair Nixon also stated the Executive Committee will be reviewing FFRP's conflict of interest policy which, while well structured, may not be able to address the circumstance when FFRP Board members also serve on the boards of other organizations. Mr Nixon also intends to address the obligations and expectations FFRP has of its Board members as to FFRP's operations, observing that most Board members are already on various of the organizations committees. Mr Nixon will be scheduling a meeting of the Executive Committee in the next two weeks. He added that Board Bylaws can be amended once a year, and he is open to any revisions suggested in the Bylaws.

Sherryl Ebbs, head of the Education Committee, reported that the partnership with Freddie of the Audubon Society is going well. They have organized a walk with students from Leffingwell High School. Barbara Beuche has organized two walks to be led by Mark Muscato, and more walks are likely in the Spring. Grammar School teachers and students are excited about docent led walks regarding birding, including "Birds in Your Neighborhood". Recently a group of nine home schooled students and their parents took a bluff walk led by Duffy Burns where fun was had by all. On October 25th students from Fresno will be coming to the Ranch, many who have never seen the ocean! Tom Loganbill offered to assist. Sherryl stated that Education related information at the FFRP website will soon be updated.

Treasurer Mary Maher reported that FFRP's taxes were submitted well before the extended deadline by accountant Lynne Singer. We were also told the Chubb Insurance Company billing procedure had been revised and would now be easier to follow. An upcoming meeting of the Finance Committee will create a proposed 2024 Budget and address FFRP's Spending Policy, including with Vanguard Investments. Presently FFRP's total asset allocation stands at 54% to 46% equity to fixed income.

Events Committee coordinator Dianne Anderson reported that planning for the Annual Songs of the Season fun/fundraiser continues, and due to great early promotion, total value of the donations for the auction currently stand at \$7800, and that physical donations need to be provided. So far 21 tickets have been sold. John Nixon and his son will soon be meeting with Shanny Covey of Robin's Restaurant to discuss the menu.

Kitty Connolly reported from the CCSD PROS (Parks, Recreation and Open Space) Standing Committee that the restroom for the East Ranch continues to be discussed with County Planning, Mr Nixon said there would be no adding of recreational activities on the ER until the restroom has been installed sometime in late 2024 or early 2025, far later than previously anticipated and a bit disappointing.

Mr Nixon provided the Ranch Committee report, beginning with describing the transition of the Wednesday weeding party overseen by Michael Thomas to trails maintenance and repair organized by Brian Morgan. Tom Loganbill said he will be replacing the Harootunian Bench, and has been looking for stone slabs and rocks for the new bench. The existing bench, which only seats two, has been vandalized a number of times, including with graffiti. The new stone bench will be more sturdy and seat 6-7 people. A contractor is being worked with regarding design and construction, as well as a cost estimate for providing the stone pieces. Sketches for the new bench look very good, and the design has been given a thumbs up by the contractor. Mr Loganbill will be working with CCSD's David Aguirre on this project. The Harootunian bench will be moved to the Owl's Nest location on the Forest Loop Trail. The Owl's Nest bench, built decades ago by Ranch volunteer Bob Bell, is now not in good shape and will be put in storage. It was noted that stone benches have a distinctive appearance, are durable and require little maintenance.

There were no further announcements. and the meeting was adjourned by Chair Nixon at 4:58 PM.

The next FFRP monthly Board meeting will be Tuesday, November 14th at 4PM via Zoom.

This summary written and submitted by CCSD Board Director and liaison Harry Farmer.

Cambria Forest Committee October 13, 2023 meeting summary

After some conversation on a variety of environmental issues and concerns, the meeting was called to order by Chairman Crosby Swartz at 10:10 AM. In attendance were Secretary Christine Heinrichs, Treasurer Laura Swartz, Board member Julie Jorgensen, Greenspace Executive Director Karin Argano, FFRP Executive Director Kitty Connolly, PROS Committee members Shannon Sutherland and Jeff Wilson, and CCSD Board Director and CFC liaison Harry Farmer. CCSD General Manager Matt McElhenie joined the meeting at 10:30.

The meeting started with Crosby commenting on a drive he and Laura took up Bridge St, and observing the condition of the Covell Ranch following the recent Fire Safe Council fuel reduction project on the right side of the road.. He remarked that the land looked well cared for, and that in talking with local CA Native Plant Society member Neil Havlik, he felt the same. Jeff then inquired regarding the tour of Covell Ranch given by the Fire Safe Council a few months ago, and if the same could be happening in the future to observe the progress of the project.

Ms Argano provided an update on Greenspace activities. She reported that Greenspace is working with RCD (Upper Salinas-Las Tablas Resource Conservation District), and has obtained a block grant to help fund a Forest Management Plan and a Fuel Reduction Project in Strawberry Canyon. Recently a group of folks from Greenspace, RCD and FFRP toured the Canyon, creating seven segments of the area, doing a tree count, examining understory, and taking photographs. Soon they'll be doing a GIS (Geographic Information System) Forest Management Plan and Fuel Reduction Project in the first 21 acres beginning at the Burton Drive and Kay Street entrance. It is hoped that work will begin by the end of 2023 depending on the weather and time available. Karin and neighbors in the area are quite enthusiastic about this. Also, goats are going to be brought in using the 30/30/30 formula, meaning 33% eaten, 33% trampled on, and 33% left untouched. Another benefit of using goats is that they eat poison oak. There will also be a small area that will be pursued as a grass controlled weed abatement trial program. Karin added this would not be a Vegetative Treatment Program, but focused on Forest Management and Fuel Reduction that is considered normal maintenance and therefore would not require permitting. She also said up to seven hours had been spent examining the health of the trees and other foliage, and was happy to report the majority of trees in the Canyon are in good health, for which everyone is truly grateful. Finally, Karin stated that this past year the main focus of Greenspace was improving the Creekside Reserve on Center St. And while another planting area will be developed on the Reserve in early 2024, this coming year upgrading Strawberry Canyon would be a top priority.

At this point Shannon remarked on the support the Forest Committee had given Jeff Wilson being on the PROS Committee to counterbalance her support for recreational opportunities, especially on the East Ranch. Crosby and Laura said their support for Jeff had more to do with having an advocate for Open Space and the forested areas in Cambria. Shannon then added she is equally concerned about Open Space, as well as pursuing recreation for the youth of our community, including on the East Ranch. Laura remarked that the Forest Committee is not opposed to activities of the East Ranch, but hopes for added attention being given to other Open Space possibilities. A bit more discussion continued to address the issue.

At this point CCSD General Manager McElhenie joined the meeting. Crosby then turned attention to the Fern Canyon Conservation Easement, noting that the major reason for an easement is to maintain the forested areas in as natural a state as possible. He observed that weed abatement projects often exceed what is allowable by an easement, especially when more than 100 feet away from a structure. Crosby then asked the GM if he had any comments, to which Mr McElhenie stated he hoped at some point to be provided additional guidelines regarding weed abatement in open space, including Fern Canyon, and he did not wish for the District to have any negative impact on the environment. Crosby then remarked that the Land Conservancy of San Luis Obispo holds the Conservation Easement, and a coordinated effort with the LCSLO should be pursued by the CCSD. Laura added that also involved is the California Coastal Conservancy that began Land Conservancy projects nearly 40 years ago. Crosby encouraged the General Manager to contact Deputy Director Daniel Bohlman at the LCSLO, who is very knowledgeable and has been involved in easements in the Cambria area for years. And while the GM expressed concern regarding how to address caring for Fern Canyon, Laura reminded him that the area is a wetlands and requires special treatment.

Jeff Wilson then entered the conversation, suggesting that perhaps US-LT RCD Program Manager Spencer Gordon could be contacted by the District, in that while he will be seriously involved in the work to be done in Strawberry Canyon, he also was aware of circumstances in Fern Canyon. and talking with him might lead to a longer term management plan for that area. Mr McElhenie remarked that much concern is being voiced by members of the community regarding the potential for fire, and he felt that while there is a need to move forward to address this concern, the needs of the natural environment must also be considered. Laura observed that most of Fern Canyon is green, most all homes nearby are over 100 feet away, so there is less need for "fuel reduction".

Julie Jorgensen then spoke to the need to consider the steepness of the slopes and the sandy soil in that area, and once efforts are made to go uphill to do fuel reduction this would cause a tremendous amount of erosion. In addition, the soil could then wind up in the creek, doing damage to the environment in a harmful way. GM McElhenie replied any effort in this area would be a well thought out plan. Julie then described speaking with her insurance company who stated that her home was located in a relatively low fire risk zone.. She added that the insurance company divided Cambria into several zones regarding the danger of fire, and insured accordingly.

In Laura's Treasurer's Report, she acknowledged that two recent generous donations of \$350 each had been received, of course increasing the amount of monies in the CFC account, though \$500 of that money would need to go toward insurance for CFC officers. Laura also acknowledged having finally heard from the IRS correcting the Agency's long standing error as to the status of the Forest Committee, and that now CFC would finally be officially eligible for grant funding, and would appreciate donations as well.

Crosby gave a report from the recent Fire Safe Focus Group meeting, including the success of the recent community wide chipping event, and the continuing efforts at the removal of French Broom. Also noted was that the Fire Safe Council presently has 55 projects active throughout

SLO County, including finishing up the work on the Covell Ranch. He also briefly alluded to other projects taking place, including the ember proofing of houses in the North County, which of course would be useful in Cambria. Also reported at the meeting was that efforts of the local CERT (Community Emergency Response Team) were currently on hold, though the reason was not necessarily made clear.

Crosby then acknowledged communication between himself and the CCSD, especially with F&R Supervisor David Aguirre, having recently sent him the Vacant Parcel Assessment Report, as well as sending General Manager McElhenie a copy of the Fern Canyon Conservation Easement.

Laura also offered the opportunity to provide information and documents from the Land Conservancy that went back as far as 1984 to the newly formed PROS Standing Committee, including the TDC Program (Transfer of Development Credits) and the retirement of lots. Crosby remarked to Jeff Wilson, the newest member of the PROS Committee, that much of this information is available at the Forest Committee website.

Mr Wilson then asked about items on the Agenda relating to various Sub Committee Reports that were most always present, wondering if they were still active, especially as the topics seemed relevant Crosby stated this was an excellent observation, and that the topics had been around for quite a while but not always discussed. Jeff said he would really like to see these Sub Committees activated, especially regarding Forest Management and the Fire Hazard Fuel Reduction Program, and he would be willing to be involved. Crosby noted that District efforts at fuel reduction were currently happening on a weekly basis.

A discussion then took place regarding the removal of invasive species, especially grasses. Crosby pointed out an article provided by Christine Heinrichs regarding an indigenous tribe in Wisconsin that make all of their decisions based on the first priority being action taken for the health of the forest, and that ultimately everything else falls into place over time. Laura then pointed out that local arborist Blair McCormick has been studying many of the practices of the Native Americans regarding forest management and forest health. Crosby added perhaps grant funding could be obtained to engage Mr McCormick's services to attend to the health of Cambria's forested areas.

At this Crosby adjourned the meeting at 11:15 AM.

The next Cambria Forest Committee meeting will be on Friday, November 10th, 2023 at 10AM via Zoom.

This summary written and submitted by CCSD Board Director and CFC liaison Harry Farmer.