



Parks, Recreation and Open Space Commission (PROS)

REGULAR MEETING
Tuesday, October 1, 2019 - 10:00 AM
VETERANS MEMORIAL BUILDING
1000 Main Street, Cambria, CA 93428

AGENDA

1. OPENING

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIR REPORT

2. EX - OFFICIO REPORTS

- A. Jo Ellen Butler to Provide a Friends of the Fiscalini Ranch Report

3. PUBLIC COMMENT NOT ON THE AGENDA

Members of the public may now address the Commission on any item of interest within the jurisdiction of the Commission but not on its agenda today. In compliance with the Brown Act, the Commission cannot discuss or act on items not on the agenda. Each speaker has up to three minutes. Speaker slips (available at the entry) should be submitted to the Commission Chairperson.

4. PRESENTATIONS

- A. Aaron Lynn to Provide Presentation on Eroica California Event
- B. Aaron Lynn to Provide Presentation on Proposed Quiet Park for Children in Cambria

5. REGULAR BUSINESS

- A. Consideration to Approve the Minutes from the Regular Meeting held on July 2, 2019 and September 3, 2019
- B. Discussion Regarding Developing a Plan For Phase 2 of the East Ranch
- C. Discussion Regarding Upcoming PROS Commissioner Vacancies

and Application Process

- D. Discussion Regarding State of California - Natural Resources Agency Memo Regarding Eligibility for the 2018 California Drought, Water, Parks, Climate Coastal Protection, and Outdoor Access for All Bond Act (Proposition 68) Per Capita Grant Program

6. FUTURE AGENDA ITEMS

7. ADJOURN

PROS Minutes
Regular meeting
Tuesday, July 2, 2019
Veteran's Memorial Building

A. CALL TO ORDER

Chair Commissioner Kniffen called the meeting to order at 10:00 a.m.

B. ESTABLISH QUORUM

A quorum was established.

PROS Commissioners Present – Commissioners Johannsen, Atencio, Kniffen, Cooper and alternate Bahringer.

PROS Commissioners Absent – Commissioner Lord.

Commissioner Renshaw resigned from the PROS Commission.

C. CHAIR REPORT

There was no chair report.

2. EX - OFFICIO REPORTS

A. Jo Ellen Butler to Provide a Friends of the Fiscalini Ranch Report

Jo Ellen Butler to provided a Friends of the Fiscalini Ranch Report.

3. PUBLIC COMMENT NOT ON THE AGENDA

Public Comment:
None.

4. REGULAR BUSINESS

A. Consideration to Approve the Minutes from the Regular Meeting held on
June 4, 2019

Minutes from June 4, 2019 were approved.

PROS Commissioners Ayes– Commissioners Johannsen, Atencio, Kniffen, Cooper and alternate Bahringer.

PROS Commissioners Absent – Commissioner Lord.

B. Discussion Regarding Developing a Plan for Phase 2 of the Development of the East Ranch

No official action was taken on phase #2 of the park, but discussion was had on the development of the restroom facilities with Mr. Johansen bring back options for our consideration in conjunction with the preliminary consultation from Civil Design Studios.

C. Discussion Regarding the Cambria Skateboard Park

The Commission to use \$20,000 in this years PROS budget to help repair the skate park in conjunction with trying to build consensus on what to do with the aging park.

5. FUTURE AGENDA ITEMS

6. ADJOURN

Chairman Kniffen adjourned the meeting at 11:00 a.m.

PROS Minutes
Regular meeting
Tuesday, September 3, 2019
Veteran's Memorial Building

- A. CALL TO ORDER: Chair Commissioner Kniffen
- B. ESTABLISH QUORUM: Present – Commissioners Johannsen, Atencio, Kniffen, Lord and alternate Bahringer. Alternate Cooper was absent. A quorum was established.
- C. CHAIR REPORT
Chair Kniffen announced that a 5K Run will be part of the Cambria Scarecrow Classic. The Burton Trail project is not official yet. Initial work would be done from Burton Bridge to Tin City. Rest of project would be from Burton/Eaton Intersection to Tin City. Work pending until SLO County Board of Supervisors approves project.
- D. EX- OFFICIO REPORTS:
Jo Ellen Butler, from Friends of the Fiscalini Ranch Preserve (FFRP), reported on work being done for fire safety on the West Ranch. Understory is being cleared from a Homeless Camp and the steep trail from HWY 1 up to the newly planted forest area.
- The FFRP Thanksgiving Tree Planting activity is being planned for the weekend after Thanksgiving.
- E. PUBLIC COMMENT NOT ON THE AGENDA:
Aron Lynn approached PROS about a venue for the EROICA California Event (Vintage Bicycle Event) would be held in April 3, 4, 5, 2020. Mr. Lynn asked if the Community Park could be used. Since restrictions are placed on events (only 25 persons or less), the event could not be accommodated at this time. Mr. Lynn will give a more detailed proposal at the October PROS meeting.
- F. CONSENT AGENDA:
 - A. Minutes from August 6, 2019 were approved; Bahringer and Lord

G. REGULAR BUSINESS

A. Discussion Regarding Developing a Plan For Phase 2 of the east Ranch:

Commissioner Johannsen reported to PROS on a proposed Restroom Kit that could be installed on the East Ranch Community Park. ROMTEC Sales put together a preliminary scope of supply and services for a kit 'Custom 2024 Sierra II Compact with Mechanical.' The proposed building will have 2 Unisex restrooms and a storage area behind the restrooms. The design will minimize water use. The project will require a foundation slab, sewer connection, access walkways, electrical, plumbing, and other associated labor for assembly. Estimated total cost is approximately \$220,000 – \$250,000. Estimated installation time depends on budget and may be 2-years out.

H. FUTURE AGENDA ITEMS:

- A. Aron Lynn will speak at the October PROS meeting on the EROICA California Event. Mr. Lynn will also talk about a proposed QUIET PARK for small children in Cambria.
- B. Continued discussion on Community Park Phase 2

I. ADJOURN

- A. Meeting Adjourned at 11:30 AM.

CAMBRIA COMMUNITY SERVICES DISTRICT



PARKS, RECREATION AND OPEN SPACE COMMISSION

APPOINTMENT SCHEDULE

Adopted by the Board of Directors on 1/18/2018

Revised on October 4, 2018 per Resolution 28-2018

Revised on November 15, 2018 per Resolution 34-2018

Revised on December 13, 2018 per Resolution 41-2018

Revised on January 17, 2019 per Resolution 01-2019

Revised on July 3, 2019 due to Resignation of Joyce Renshaw

Commissioner	Date Appointed	Term Expiration
Steve Kniffen - Chairperson	12/17/2015	12/31/2019
Adolph Atencio - Vice-Chairperson	12/17/2015	12/31/2019
Vacant - Secretary		
Kermit Johansson	11/15/2018	11/15/2022
Teri Lord	12/13/2018	12/13/2022
Stanley Cooper - Alternate	10/4/2018	10/4/2020
Jim Bahringer - Alternate	1/17/2019	1/17/2021

Ex Officio Members	Date Appointed
Friends of the Fiscalini Ranch Preserve	2/1/2010
Coast Unified School District	2/1/2010

Adopted April 11, 1997
Revisions Adopted by CCSD Board December 15, 1997
Revisions Adopted by CCSD Board December 21, 1998
Revisions Adopted by CCSD Board October 23, 2000
Revisions Adopted by CCSD Board March 21, 2002
Revisions Adopted by CCSD Board September 23, 2010
Revisions Adopted by CCSD Board February 23, 2012

CAMBRIA COMMUNITY SERVICES DISTRICT

PARKS, RECREATION & OPEN SPACE (PROS) COMMISSION BY-LAWS/GUIDELINES

WHEREAS the needs assessment survey of 1992 documented community attitudes and interests in respect to parks, recreation, and open space for Cambria, the Cambria Community Services District Board of Directors (hereinafter the Board) that same year therefore formally recognized a volunteer community effort by creating a standing Parks, Recreation and Open Space Commission (hereafter the Commission), an appointed body under the Brown Act, to advise the Board on appropriate issues. Community priorities for parks, recreation, and open space have been set forth in the resulting PROS Master Plan adopted November 11, 1994 and the Commission is charged with seeking opportunities for realization of the goals therein.

I. Statement of Purpose and Authority

The purpose of the Commission is to serve the public with respect to parks, recreation and open space as follows:

- A. Assess existing resources and gather information regarding the parks, open space and recreational needs of the community.
- B. Establish a collaborative working relationship with relevant public and private organizations.
- C. Create plans for meeting the needs of the community within the bounds of current and potential resources.
- D. Anticipate needed funding for proposed actions and identify potential sources.
- E. Recommend plans of action to the Directors of the Cambria Community Services District regarding actions to meet the community needs for parks, recreation and open space.

- F. Facilitate communication with the residents of Cambria both to update community priorities for parks, recreation and open space and to obtain community support for planned actions.

II. Statement of Responsibilities

- A. Create an annual budget in consultation with the General Manager/CCSD Parks and Recreation Department staff and manage expenditures according to established guidelines.
- B. Members of the Commission and their activities are bound by all applicable provisions of the Brown Action (Government Code Sections 54950 et seq.).
- C. Members of the Commission shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.” (Government Code Section 87100).
- D. Members of the Commission are charged with protecting and upholding the public interest and with exhibiting the highest level of ethics in all actions.

III. Terms of Appointments and Offices

- A. The Commission shall consist of five members with full voting privileges. The Commission shall interview applicants and forward recommendations on appointments for consideration by the Board of Directors. Commissioners shall be appointed by a majority vote of the Board of Directors.
- B. Each Commissioner shall serve a four-year term. Upon the request of a retiring commissioner, at the end of a completed term of office, with the recommendation of the PROS Commission, and at the discretion of the CCSD Board of Directors, a Commissioner may be appointed for an additional term of up to four years.
- C. Each Commissioner shall live within the Cambria Community Services District’s boundaries, hold no other public office within the CCSD, and shall serve at the pleasure of the Board.
- D. The members of the Commission shall elect a Chairperson, Vice-Chairperson and Secretary. The Chairperson shall preside over meetings, appoint appropriate committees, sign reports, establish meeting agendas, and represent the Commission at the regular Board meeting. In the absence of the Chairperson, the duties of this office shall be performed by the Vice Chairperson. The terms of these offices shall be two years with elections occurring at the first regular meeting of every odd year.

- E. From the PROS recommended list of applicants, the CCSD Board of Directors may appoint up to three Alternate Commissioners who may substitute for absent members at the request of the chair. Such Alternate Commissioners may participate in any PROS activities, as directed by the Commission Chair, but shall not have vote on matters of interest to the Commission unless serving in the place of a Regular Commission Member.

IV. Commission Responsibilities

- A. Chairperson
 1. Chair Commission meetings.
 2. Chair the PROS Executive Committee to include the Chairperson and Vice Chairperson.
 3. Coordinate input for agenda topics for the monthly PROS Commission meetings with CCSD Parks and Recreation Department staff.
 4. Develop an Annual Calendar of Events that includes PROS priorities, workshops as needed, and joint meetings with the CCSD Board of Directors.
 5. Appoint Ad Hoc Committees as needed.
 6. Appoint representatives to act as liaison to community groups and committees.

- B. Vice Chairperson
 1. Perform the duties of the Chairperson in their absence.
 2. Coordinate preparation of PROS Priorities with the Chairperson to be submitted to the CCSD Parks and Recreation Department staff.
 3. Attend Executive Committee meetings as needed.

V. Agenda Procedure

- A. PROS Regular Meetings
 1. The PROS Commission shall meet within the jurisdictional boundaries of the CCSD except in emergency.
 2. PROS Commissioners provide input on agenda to Chairperson.
 3. Chair and Vice Chair develop draft agenda with CCSD staff.
 4. CCSD staff prepares the final agenda, attachments, and emails to all PROS Commissioners. Agendas are distributed to PROS distribution list.
 5. CCSD staff posts agendas at CCSD Administrative Office, Veteran's Memorial Building, and Cambria Library.

VI. Committees

The Commission shall appoint Ad Hoc Committees as may be deemed necessary

or advisable. The duties of the Ad Hoc Committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

VII. Commission Procedures

- A. The Commission shall meet on the first Tuesday of each regularly scheduled meeting unless otherwise publicly noticed 72 hours in advance. The Commission may call public-noticed special meetings as needed.
- B. A majority of the Commission members shall constitute a quorum.
- C. All Commission meetings shall be conducted by laws governing open meetings and public participation.
- D. The Board shall appoint Board liaison to the Commission for the purpose of improving the flow of communication between the entities.
- E. The General Manager, or their designated representative(s), shall assist the Commission as Staff to the Commission.
- F. After two consecutive unexcused absences of a Commissioner, the Commission, by a majority vote, may recommend to the Board the dismissal of said Commissioner.
- G. Should a Commissioner disrupt Commission meetings, or participate in behavior contrary to the charges and responsibilities of the Commission, the Commission, by a majority vote, may recommend to the Board the removal of said Commissioner.
- H. Commissioners desiring to resign shall submit a letter of resignation to the Commission Chairperson and this shall be forwarded to the Board.
- I. To fill a vacancy on the Commission resulting from the expiration of a regular term of office with no request for reappointment, as described in section III.B, such vacancy shall be advertised for a minimum of two weeks in the local Newspaper, and posted at all CCSD public information bulletin boards. The application period shall extend from the date of first posting the vacancy until a date four weeks following. Applications may be obtained at the CCSD Administrative Offices during normal business hours during the application period. An Ad Hoc committee of the Commission, appointed by the Chair, shall interview applicants for such vacancies and forward their recommendations to the CCSD Board of consideration.
- J. Vacancies of unexpired terms of office of regular Commission members

shall be filled from among current alternate members. Such vacancy shall be filled by appointment of an Ad Hoc Committee of the PROS Commission.

VIII. Amendments to Bylaws/Guidelines

The Bylaws/Guidelines may be amended by majority vote at any regular meeting of the Commission provided that written notice of the proposed changes is mailed to each member of the Commission no less than one week in advance. Changes must be approved by the Board.

State of California – Natural Resources Agency

Memorandum

Date: April 8, 2019

To: Local Agencies

From: Department of Parks and Recreation
Office of Grants and Local Services (OGALS)

Subject: Eligibility for the 2018 California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Bond Act (Proposition 68)
Per Capita Grant Program

OGALS is contacting your agency to determine your eligibility and interest in participating in the Per Capita Program funded by Proposition 68.

The Proposition 68 Per Capita Program provides funds to local governments for rehabilitation, creation, and improvement of local parks, and to rehabilitate existing infrastructure and address deficiencies in neighborhoods that lack access to the outdoors. Proposition 68 provides that eligible recipients for Per Capita funds are counties, cities, and districts.

OGALS needs information from your agency to:

- Establish eligibility
- Determine whether the agency wishes to receive funds
- Identify and define jurisdictional boundaries and address any jurisdictional overlaps
- Ascertain the eligible population

The enclosed questionnaire will assist in determining the allocations. For more information regarding the questionnaire please contact Lisa Vigil at Lisa.Vigil@parks.ca.gov.

Please complete the enclosed questionnaire by **Monday, June 3, 2019** and mail to:

Per Capita Allocation Questionnaire
California State Parks
Office of Grants and Local Services
P.O. Box 942896
Sacramento, CA 94296-0001

Your prompt response to the questionnaire will facilitate allocation of funds in a timely manner.

In addition, OGALS encourages agencies to review and update information about their recreational acreage in the California Public Areas Database (CPAD) at www.calands.org. This database contains GIS data about lands protected for recreation and open space purposes by over 1,000 public agencies and non-profit organizations.

GIS inventories of parks, open space, and other protected lands are crucial for many purposes including biodiversity conservation, land use planning, recreation provision, and transportation/energy siting. In addition, knowing the location of recreational assets, such as playgrounds, sports fields, and swim centers is invaluable for recreation planning and programming.

Agencies are also encouraged to complete the California's Health in Parks Survey at www.parksforcalifornia.org. This tool collects data and other information that links parks and recreation programs with community health and wellness.

For more information about Proposition 68 please access OGALS web site at www.parks.ca.gov/grants. We look forward to hearing from you and appreciate your timely response by Monday, June 3, 2019.

Enclosure