

Pursuant to Governor Newsom's Executive Order N-29-20, members of the PROS Commission and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at boardcomment@camabriacsd.org.



Parks, Recreation and Open Space Commission (PROS)

REGULAR MEETING
Tuesday, December 1, 2020 - 10:00 AM

AGENDA

Please click the link below to join the webinar:

<https://zoom.us/j/95310009766?pwd=NDNlbnZlVjErcDd4MHVsNFk4WE9iQT09>

Passcode: 458695

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International numbers available: <https://zoom.us/j/95310009766>

1. OPENING

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

2. EX - OFFICIO REPORTS

- 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. Future agenda items can be suggested at this time. 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.

4. FACILITIES AND RESOURCES SUPERVISOR

5. CONSENT AGENDA (Estimated time: 15 Minutes)

- A. Consideration to Approve the Minutes from the Regular Meeting held on November 3, 2020

6. REGULAR BUSINESS

- A. Discussion and Consideration of 2021 Parks, Recreation and Open Space Commission Meeting Dates
- B. Discussion Regarding PROS Commissioner Alternate Vacancies and Application Process
- C. Receive Update on the Cambria Skatepark
- D. Receive Update on the Cambria Restroom
- E. Discussion Regarding Parks, Recreation and Open Space Projects, Priorities and Costs

7. FUTURE AGENDA ITEMS

8. ADJOURN

Parks, Recreation and Open Space Commission
(PROS)

REGULAR MEETING
Tuesday, November 3, 2020 - 10:00 AM

MINUTES

1. OPENING

A. CALL TO ORDER

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

B. ESTABLISH QUORUM

A quorum was established.

Commissioners present – Commissioners Atencio, Kniffen, Cooper, Renshaw, Bahringer, Johansson and Commissioner Lord was absent.

Staff present – General Manager John Weigold, Facilities & Resources Supervisor Carlos Mendoza, and Deputy District Clerk Haley Dodson.

C. CHAIR REPORT: None

2. EX - OFFICIO REPORTS

A. Friends of the Fiscalini Ranch Report: Kitty Connolly, Director of FFRP, made the following report: Volunteers on the Ranch continue to make a strong statement with work on the Ranch. Volunteers continue to pull Ice plant along the

Bluff Trail , spread chips along the long Victoria Trail and work on flood and erosion control projects along the Dolphin Trail with “punchon style bridges to get folks over watershed areas. November 7th is our 20th on line Anniversary Celebration. Check the website for information. Tree planting will take place Thanksgiving weekend November 28th from 9:00-12:00 . There are over 500 trees to be planted. Make it a family affair.

- B. Although the Manager’s report wasn’t on the agenda, John Weigold made the following report:
*The plan is to move the homeless out of their encampments along Highway 1 across from the Vet’s Hall. John thanked Kitty for her cooperation in regards to this objective. It will be a big effort and finding storage for their stuff is just part of it. The potty facility and dumpster will be removed because of impending winter rains. *CCSD received a Grant of a \$120,000 for a generator for Vet’s Hall. It will have an automatic switch. It is available because Vet’s Hall has been designated as the Emergency Facility where people will gather in an emergency. *The board will hold a special meeting to approve the money for the grant. They also have to approve a matching grant of \$16,000 which the district part will be about \$7,000 to put an electric charging station at Vet’s hall which John says will be a break even with 0 cost to the district. *Tesla is also looking at sites provided by the district to put in Charging

Stations also. They looked at the Skate Park area, East and West village parking lots and Vet's Hall parking lot. They will take care of 100% of the costs. They say it will help our down town businesses. People who stop to charge their cars spend money in town. Commissioner Johansson warned that the Skate Park might not be the best area as the plan for the Park, is not finalized at this moment. Commissioner Bahringer suggested the pocket park by the Post office. John said he would look into that possibility. They would provide 8 charging stations. *The Skate Park Initiative under Julie Amodei's direction has to go back to the board. The reason being it will have to be put out for bids and cannot be allocated to the Skate Park builder as planned. Commissioner Johansson asked where are the Homeless going? There is no plan. However, John said the County is coming up with a new policy.

3. PUBLIC COMMENT NOT ON THE AGENDA

Public Comment: None

4. CONSENT AGENDA (Estimated time: 15 Minutes)

A. Consideration to Approve the Minutes from the Regular Meeting held on October 6, 2020

Commissioner Johannson moved to approve the October 6, 2020 meeting minutes.

Commissioner Cooper seconded the motion.

All approved.

5. FUTURE AGENDA ITEMS

Chair Commissioner Kniffen asked for any future agenda items. Continue with current projects.

6. ADJOURN by the Chair Commissioner Kniffen at 10:27.



CAMBRIA COMMUNITY SERVICES DISTRICT
PARKS, RECREATION & OPEN SPACE COMMISSION
2021 PROPOSED REGULAR MEETING SCHEDULE

FIRST TUESDAY OF EACH MONTH

January 5, 2021 at 10:00 a.m.

February 2, 2021 at 10:00 a.m.

March 2, 2021 at 10:00 a.m.

April 6, 2021 at 10:00 a.m.

May 4, 2021 at 10:00 a.m.

June 1, 2021 at 10:00 a.m.

July 6, 2021 at 10:00 a.m.

August 3, 2021 at 10:00 a.m.

September 7, 2021 at 10:00 a.m.

October 5, 2021 at 10:00 a.m.

November 2, 2021 at 10:00 a.m.

December 7, 2021 at 10:00 a.m.

Regular meetings are held via Zoom until further notice.

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.

PROS Projects for 2020

The PROS Commission has selected the following Projects as candidates for potential funding to PROS in 2020. These projects are also candidates for available grant applications. The Table below is a list of the projects in order of priority for implementation when available funds are appropriated.

Projects under consideration:

- **Community Park Restroom**
- **Cambria Skate Park**
- **Bicycle Commuter System**
- **Fitness Trail Loop around Community Park**

Project Name	Description	Estimated Cost
<p style="text-align: center;"><u>Community Park Restroom</u></p> <p>The Community Park is the major project of the PROS Commission and is now in Phase 2. Phase 1 was the development of a Parking Lot, the Dog Park, and the park area was graded for sport fields. The first project for Phase 2 is to install a restroom for visitors attending the Community Park</p>	<p>The restroom building will be designed to conserve water and will have easy to clean surfaces inside and out. In addition, the finishes within will be designed to be vandal proof. The building will have separate male and female sides and have a storage room for maintenance tools and supplies. PROS will describe necessary elements for the building with a design contractor.</p>	<p>Depending on the design and or selection of a pre fabricated structure and the necessary preparation of the site and plumbing and drain system. The estimated cost of the envisioned structure will be approximately \$300K</p>

Project Name	Description	Estimated Cost
<p data-bbox="302 548 632 586"><u>Cambria Skate Park</u></p> <p data-bbox="186 634 726 922">This project will replace the old Skate Park that was next to the Cambria Library. A new Skate park will be constructed on the same site and will be a modern rendition with concrete skate ways and more adapted to the site.</p>	<p data-bbox="768 548 1314 1138">The proposed Skate Park will be a community effort involving a citizens group recently formed to raise money in the community and apply for possible grants. The construction of the Park will require PROS to hire a Design Architect to layout the Park and plan for construction. In addition, suggestions have been made to landscape the site around the Skate Park surface so that the community can enjoy using that landscape area for rest and relaxation.</p>	<p data-bbox="1350 548 1902 1138">The cost of the Skate Park will depend on the final design of the park and surrounding area. Estimated cost of the Skate surfaces is approximately \$45 per square foot (based on new park designs in other communities) and the landscaped area depends on whether a retaining wall along the back hill site is required. Total cost will depend on the design chosen and cost of landscaping. Estimated cost could range from \$300,00 - \$800,000 depending on design choices.</p>

Project Name	Description	Estimated Cost
<p data-bbox="247 581 674 621"><u>Bicycle Commuter System</u></p> <p data-bbox="176 667 726 919">This project would develop a series of trails for bicycle riders to explore Cambria without intermixing with auto traffic. The trails would include routes to schools and to the East and West Villages.</p>	<p data-bbox="768 581 1323 919">PROS will explore paths that could be constructed from our neighborhoods to points of interest. Paths from neighborhoods to community schools, to the East and West villages and to the Beach and open space, etc. would be candidates for inclusion.</p>	<p data-bbox="1352 581 1906 963">The cost of the trail system will depend on construction of the trails and on land/easement purchases that may be necessary to complete a trail to designated locations from the neighborhoods. Initial funding to start the trail system may be ~ \$200K to design and build a selected trail, For example, a trail to a school.</p>

Project Name	Description	Estimated Cost
<p data-bbox="205 329 726 407"><u>Fitness Trail around Community Park</u></p> <p data-bbox="176 456 730 704">Since the Community Park is an active recreation site, the installation of a fitness trail would provide outdoor exercise stations in addition to a jogging trail around the perimeter of the park.</p>	<p data-bbox="772 329 1318 911">The fitness trail with Exercise Stations will provide a combination of jogging and higher intensity exercises for physical fitness. Up to ten stations may be installed. Each station would have varying levels of an exercise so that young age to Seniors can workout to their own pace. For example Station One may be a Stretching exercise to prepare your body for the circuit. Each station along the trail would be designed to work on an area of your body fitness.</p>	<p data-bbox="1354 329 1885 662">The cost will involve laying down the trail, and designing each station along the way. Cost will depend on materials used and whether pre fabricated equipment is used or is built in-house. Estimated cost for trail design, fitness equipment and installation may be up to ~ \$25,000</p>