

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, May 4, 2021 - 10:00 AM

AGENDA

Please click the link below to join the webinar:

<https://zoom.us/j/99238331673?pwd=dmVjOHhjZjdKbIRkZ2ZHMHhtUFJHZz09>

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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 April 6, 2021

6. REGULAR BUSINESS

- A. Receive Update on the Cambria Skatepark
- B. Review and Discuss Input for the PROS 2020/21/22 Budget
- C. Receive Update on the East Ranch Restroom Project
- D. Discussion and Consideration of Establishing an Ad Hoc Committee to Review and Propose Updates to the PROS By-Laws/Guidelines

7. FUTURE AGENDA ITEMS

8. ADJOURN

Parks, Recreation and Open Space Commission

(PROS)

REGULAR MEETING

Tuesday, April 6, 2021 - 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.

Present – Commissioners Johansson, Atencio, Kniffen, Renshaw, Bahringer /Lord and Cooper absent.

Staff Present – General Manager John Weigold, Facilities and Resources Supervisor Carlos Mendoza, Board Secretary Ossana Terterian.

C. CHAIR REPORT: None

2. EX - OFFICIO REPORTS

A. Friends of the Fiscalini Ranch Report Kitty Connolly was as follows:

Spring is here. There are few wildflowers, but tons of weeds. Volunteers have spent 120 hours weeding the area between the Bluff trail and the Marine Terrace trail.

1. The Trails Committee has been helping Carlos restore the Santa Rosa Trail.
2. The Wallbridge bridge is being replaced with volunteer help. Twenty Four volunteers worked on planting 480 pots with Monterey pine trees seeds. They are being taken care of by many Foster Parents.
3. A discussion was then held about Bikes on the Ranch and especially the pedal powered bikes which are allowed on the Ranch. The brochure tells what kinds of bikes are allowed on the Ranch, but it is hard when you are already on the Ranch on your bike, to stop and read the brochure. Therefore, Mark Larsen has taken on the job of Bike Educator. He will be going to the Bike establishments that rent out the Bikes to explain FFRP's position on Bikes on the Ranch. He will also be going to the motels that have Bikes to use for their patrons to explain our policy. Commissioner Johansson stressed that PROS really should work on a comprehensive bike plan.
4. FFRP is working on an ADA Boardwalk to connect the current Boardwalk with the Marine Terrace Trail. A Liaison from California State Parks will help FFRP apply for a grant to accomplish this expensive venture.

3. **PUBLIC COMMENT NOT ON THE AGENDA:** None now: later in meeting

4. FACILITIES AND RESOURCES SUPERVISOR:

Carlos Mendoza gave his report which included:

1. The Santa Rosa Trail restoration is a very costly venture. It is the only trail officially closed(although people are still using it in spite of the signs) The 3C's estimated the cost of labor at \$46,000 to repair it without the cost of materials. This money is not in the budget. With materials the cost will be around \$55,000. There is a very big safety issue involved with the trail remaining damaged and not repaired. The sewer facility needs to maintain its man holes along this trail. It cannot get its trucks on the trail because of the damage.

2. Firebreaks and weed abatement is also being done on the Ranch.

3. A big tree was taken down as it was endangering a nearby house. It was chipped. Some of the chips are being used at the dog park. Others are in piles waiting for volunteers to spread them.

4. French Broom with Fire Safe Council's financial help is being removed from the East Ranch.

5. The Trash containers have now been returned to the East Village. Beautify Cambria paid from a Grant for these containers to be sanded, varnished and replanted.

6. The homeless are no longer on the Ranch, but are now outside the Ranch on Cal Trans property. Cal Trans can do nothing about removing them. A state law says during a Pandemic they are not to be moved.

7. However, the homeless are still being moved at the pocket park at Center Street.

8. A jacuzzi hot tub fell down the hill onto the skate park. No one was hurt as the skate park was empty. A truck soon appeared and the jacuzzi was removed promptly and taken away.

At this point the General Manager, John Weigold, gave his report as follows:

The Santa Rosa Trail's destruction from the storm has put financial pressure on the CCSD and the Budget. A meeting is being held with the Finance Manager for a budget adjustment. Safety is a high priority . There is no help coming from the State or Federal level. The question is how do we pay for this? Insurance is another cost issue.

At this point , Carlos said that he will present the case for doing the repair in house as they have the equipment to do the job. It will still be expensive.

CONSENT AGENDA (Estimated time: 15 Minutes)

- A. Consideration to Approve the Minutes from the Regular Meeting Held on March 2, 2021, and the Special Meeting Held on March 16, 2021

Commissioner Bahringer moved to approve as corrected the March 2, 2021 regular meeting minutes and March 16, 2021 special meeting minutes.

Commissioner Atencio seconded the motion.

All approved.

5. REGULAR BUSINESS

A. Receive Update on Dog Park

Some of the points made were as follows:

1. There is no money budgeted for the dog park and it has costs. Maintenance is the highest cost. There is no dog park organization at this point. There are only two people on the board left, so more and more of the maintenance work falls on Carlos and his crew. The original agreement was that the Dog Park Organization would take care of the maintenance. That has never really happened. The funds for Maintenance are coming out of the Ranch Budget .
2. In 2003, the Cambria Community Park Master Plan was presented. The plan said the budget for the Park should be between 170,000-204,000. Every year, you should add 3% to that cost. There is no budget funding to maintain the East Ranch.
3. General manager added, that maybe fees might be charged?
4. Taxes from County do not cover the Ranch! We get only 8% from the County of the tax money collected.
5. When the County gave us the 500,000 to buy the Ranch the agreement was that the District would maintain the upkeep on the Ranch. (Elizabeth Bettenhausen/ she also added that the question be posed to the board, how do you expect to maintain the Ranch?)

6. We have a huge impact from Tourists. There is no money to cover that cost of that impact.

B. Receive Update on the Cambria
Skatepark and Evaluation of Timeline:

The Contract is signed. The General Manager has talked to California State Project manager for Prop 68. The good news is that we do not need to have a contract signed with the Construction Crew to apply for the Grant. John Weigold believes it can be done in house without a Grant writer.

7. Julie Amodei then talked about the timeline that was put together by the Skate Park group. It seemed to please people on the Commission. She reported that they collected \$8,000 on Friday's Fund raiser. They now have \$160,000 ready cash. Community meetings have been put off for a couple of weeks; so we are not following time line exactly.

C. Discuss Budget Preparation for Fiscal Year
2021/2022

A discussion was held about the 2021-2022 budget for PROS and what we would like to ask for. Two suggestions were made: First that we ask for money to hire a grant writer. Second that we go ahead and order tables etc for the dog park area that can be used in the picnic area . The commissioners were not prepared for this

discussion. A suggestion was made that our Chair Steve Kniffin and General Manager John Weigold hold a meeting to discuss it.

6. FUTURE AGENDA ITEMS

Chair Commissioner Kniffin did not ask for any future agenda items.

7. ADJOURN

Chair Commissioner Kniffin adjourned the meeting at 11:30

*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.