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Parks, Recreation & Open Space Commission (PROS)

REGULAR MEETING
Tuesday, December 03, 2013 – 10:30 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 MEMBER REPORTS**
 - A. Friends of the Fiscalini Ranch Preserve (FFRP)
 - B. Coast Union School District (CUSD)
3. **PUBLIC COMMENT ON TOPICS NOT ON THE AGENDA**
4. **RANCH MANAGER'S REPORT**
5. **REGULAR BUSINESS**
 - A. Consideration to Approve Minutes of Commissioners Meeting, October 1, 2013
 - B. Discuss Firma Proposal from David W. Foote ASLA
 - C. Review and Discuss the Goals and Objectives for 2013.
 - D. Adopt and Approve the Regular PROS Meeting Schedule for 2014
 - E. Review and Discuss Goals and Objectives for 2014
6. **COMMENTS, CONCERNS, OTHER FUTURE DISCUSSION ITEMS**
7. **ADJOURN**

***NOTE:**

Members of the public wishing to address the PROS Commission on any subject that is not on the agenda within the jurisdiction of the Commission will have the opportunity to do so during agenda item three (3) when recognized by the chairperson.

Members of the public wishing to address the PROS Commission on any agenda item will have the opportunity to do so when recognized by the Chairperson.

All public comment will be limited to 3 minutes per person.

CAMBRIA COMMUNITY SERVICES DISTRICT
MINUTES OF PROS (Parks Recreation and Open Space) COMMISSIONERS
October 1, 2013 – 1000 Main Street, Veterans Memorial Building

- 1A. Commission Chair Steve Kniffen called meeting to order at 10:05 AM.

Present: PROS Commissioners: Adolph Atencio, Ben Bouldin, Joyce Renshaw, Tim Roche, and Chair Steve Kniffen
Parks & Recreation Liaison & CCSD Board: Gail Robinette absent
CCSD Staff: General Manager Jerry Gruber, absent Facilities and Resources Supervisor Carlos Mendoza, present and District Clerk Kathy Choate absent but Justin was present representing the District Office.
Ex Officio Members: FFRP (Friends of Fiscalini Ranch Preserve) – JoEllen Butler absent CUSD Lee Wight absent

- 1B. Established quorum of five commissioners present.

- 1C. **Chair Report** – Chair Kniffen reported no report.

- 2A. **Ex-Officio Member Reports**

Friends of Fiscalini Ranch Preserve (FFRP) –No report

- 2B. **Coast Unified School District** – No report

3. **Public Comment on Topics Not on the Agenda** – The only public Comment was pray for rain.

4. **Ranch Manager's Report** – Pinedorado went well. There were no issues. Trail maintenance is on going. FFRP is cooperating with the district with ice plant removal. Commissioner Renshaw reported that during Ocean Clean up, a couple of FFRP board members went down to clean up creek area where homeless have stayed. Carlos reported that the homeless in that area are still a problem. He also reported that some people had a fire in the middle of the trail, but it was put out by Carlos and no one responsible was found. He reported that the fenced off area to protect the wet lands has caused no negative response.

5. **Regular Business**

A. Commissioner Renshaw moved to approve the August 6, 2013 minutes. Commissioner Atenco seconded. Motion carried unanimously.

Ayes – 5, No – 0, Absent – 0

B. Update on the Fiscalini Ranch Preserve Wetland Trails. See Ranch Manager's Report.

C. Update on the Community Park Master Plan. There was no report due to water issues in the district taking a lot of time. Also David Foote has not been

available for a meeting. A meeting is still going to be held in the next couple of weeks. A question came up from our Chair, why do we need to discuss the plan as the plan has already been accepted? After discussion it was decided we need details and costs; as that was not included in the original plan. So to go forward we need that information. We need detailed information, if we are going to apply for a grant.

- D. Update regarding proposed Letter to SIO County Board of Supervisors Regarding Burton and Eaton Road Pedestrian Safety issue. A meeting was held with Ryan Chapman from Public Works from the County. It appears this is going to be a hard issue to fix. To put in a new crosswalk would require it to be handicap accessible. That would cost about \$25,000. There is also the issue of School House Lane and speeding up Eton. The highway patrol did a study and found there was no speeding. However with the new development that will go in at the end of School House Lane there appears there may be a traffic issue. A traffic study needs to be done. Our Chair, Steve Kniffin will be attending a Traffic meeting with Ryan Chapman and the NCAC traffic committee in the near future. A discussion followed that a Tunnel might solve the crosswalk issue on Burton and Eaton. Ryan Chapman said that Tunnels are not liked by the County because of homeless and stabbings. It was reported that Dirk Winters might pay for the tunnel, if it was allowed.

6. Comments, Concerns, Other Future Discussion Items

Commissioner Renshaw passed out the emergency map for the Ranch.

7. Commissioner Kniffen adjourned the meeting at 10:41AM.

Next PROS Regular Meeting: December 3, 2013 at 10:00 A.M., Veterans Memorial Building, 1000 Main Street, Cambria



October 24, 2013

Carlos Mendoza
Cambria Community Services District
Sent via email

RE: Proposal for Landscape Architectural Services- Fiscalini Ranch Preserve Community Park Planning

Dear Carlos,

I have prepared the following proposed work scope and fee based on our recent discussion with JoEllen and Steve. The purpose of this phase of work is to identify the basic projected costs to implement the approved community park plan.

To do this the basic infrastructure design needs some preliminary engineering. With that information a phasing plan and cost estimate can be developed. It is the CCSD's intent at this point to develop the dog park use and some parking as the first phase, along with whatever drainage and grading infrastructure is identified as prudent. Civil Design Studio will be the civil engineering subconsultant for this work. The tasks proposed are attached to this proposal.

The purpose of this initial effort is to help assure the phased implementation all fits together in the end without costly changes and "re-do's". The proposal includes two public meetings and a meeting with County staff.

The Basic Services that *firma* will provide are:

Design Development and Planning Phase- Fee: \$8,400

- a. Refine the approved Schematic Design drawings to further describe the Project's character, materials and cost to construct.
 - Initial strategy meeting with CCSD and PROS subcommittee (completed).
 - Determine if better topographic base map information is feasibly available. If not the pdf image used previously will be used. Note that ultimately a ground survey will be necessary.
 - Coordinate planning with CCSD plans for the water treatment plant adjoining the park.
 - Prepare a hydrologic analysis for stormwater and determine basic infrastructure needs for drainage. Explore less pipes and use of retention in the southerly canyon.
 - Prepare earthwork volume estimate for cost and planning purposes.
 - Prepare preliminary estimated cost to construct the park.
 - Determine the best location for the dog park nearer to parking. Determine the amount of parking needed for the dog park.

Firma Consultants Incorporated
David W. Foote ASLA
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San Luis Obispo, CA 93401
(805)781-9800 • fax (805)781-9803

- Prepare Phase 1 Concept Plan for review by staff and then present to PROS at December 3, 2013. Present Plan to FFRP on December 12, 2013
- Meet with the County of SLO Planning Department to review the location of the dog park recommended by PROS / FFRP for substantial conformity with the Coastal Development Permit.

Assumptions and Exclusions

1. This proposals does not include acquisition of a topographic survey.
2. Our work would not include project management, construction documents, bidding and construction phase services, geotechnical soil investigations, surveys, accessible path of travel and hardscape design, structural calculations, retaining wall design, or site lighting.
3. Additional Services include, but are not limited to, revisions to the Landscape Architect's work products that are required as a result of changes in the project scope or configuration initiated by other consultants retained by the Client or Owner, or required by permit authorities.
4. All hourly rates for additional services, reimbursable reproduction expenses including base sheets, prints, scans, reductions, and postage will be billed per the attached rate schedule, as applicable.
5. Unless otherwise stipulated above, we bill every four weeks on a progress basis and payment is due within 30 days.

Thank you for considering firma for this work. Please call if I can answer any questions about this proposal.

Sincerely,



David Foote, ASLA

firma

landscape architecture • planning • environmental studies • ecological restoration

Hourly Rate Schedule 2013

Principal Landscape Architect / Planner	\$135
Associate Landscape Architect	\$100
Senior Landscape Architect	\$95
Senior Planner	\$90
Environmental Planner	\$60
Draftsperson / Computer Technician	\$55
Clerical Staff	\$45

Reproduction, Delivery Expenses

All reproduction expenses including base sheets, prints, reductions, postage and delivery expenses will be reimbursed at cost times 1.1. Reimbursement expenses for in-house plots are as follows:

11x17 color	\$3.00
8.5 x 11 color	\$2.00

Insurance

Professional Liability	\$1,000,000
General Liability	\$2,000,000
Auto Liability	\$1,000,000



SECTION 3: PROJECT SCOPE

The following scope assumptions and clarifications identify the services Civil Design Studio, Inc. will perform in conjunction with this project. If you feel any of the steps are unwarranted or our assumptions are inaccurate, please do not hesitate to request further clarification or revision to the proposal and agreement.

CODE 310 – Preliminary Grading	
Assumptions	<ul style="list-style-type: none"> ▪ Preliminary / schematic design will be based on: <ul style="list-style-type: none"> ○ Site plan sketches provided by FIRMA ○ Google earth topographic data ○ Existing topographic imagery ▪ The purpose of this design is to establish “order of magnitude” design quantities
Work Included in Scope	<ul style="list-style-type: none"> ▪ Import topographic information ▪ Import preliminary site plan ▪ Revise site plan as needed and coordinated with FIRMA to maximize design ▪ Establish rough grading elevations ▪ Establish drainage patterns ▪ Propose LID based drainage solutions ▪ Review accessible site access
Items and Services to be Provided to Civil Design Studio	<ul style="list-style-type: none"> ▪ Image of previously prepared survey (County topo file) ▪ Site plan
Items not included in scope	<ul style="list-style-type: none"> ▪ Construction documents ▪ Field / Topographic Survey
Estimated Products	<ul style="list-style-type: none"> ▪ 1 – Preliminary / Schematic Grading Plan ▪ 1 – Preliminary Earthwork Calculation



CODE 381 – Preliminary Hydrology	
Assumptions	<ul style="list-style-type: none">▪ Study will be based on:<ul style="list-style-type: none">○ Best available topography (google earth or USGS quad)○ Rainfall data provided by SLO County
Work Included in Scope	<ul style="list-style-type: none">▪ Review area tributary to park▪ Determine preconstruction 10, 25, 50 and 100 year estimated peak flow quantities at park area▪ Propose detention or flow routing solutions to accommodate peak flows▪ Identify potential size / design issues and challenges from a hydrologic perspective▪ Develop preliminary storm system sizes
Items and Services to be Provided to Civil Design Studio	<ul style="list-style-type: none">▪ Previously prepared study information (if available)
Items not included in scope	<ul style="list-style-type: none">▪ Hydrologic and Hydraulic calculations or studies supporting construction documents▪ FEMA flood certifications
Estimated Products	<ul style="list-style-type: none">▪ 1 – Preliminary Hydrology Report and Exhibits

CAMBRIA COMMUNITY SERVICES DISTRICT
PARKS RECREATION AND OPEN SPACE (PROS)
2013 GOALS AND OBJECTIVES
ADOPTED BY CCS D BOARD OF DIRECTORS
FEBRUARY 28, 2013

1. Quantify the budget for the Fiscalini Ranch. What is the Ranch costing us from a short term perspective to operate and what will the Ranch cost the community long term?
2. Work on creating a safer route to Santa Lucia Middle School for children; the area between Hwy 1 and the Cambria Nursery. This would include working collaboratively with Dirk Winters and the County regarding the installation of two additional cross walks.
3. Complete Moonstone Connector Trail. This would be the small area starting from the end of the existing boardwalk on Moonstone Beach and connecting to the recently finished trail that was completed on Moonstone Beach to Windsor Boulevard.
4. Create a timetable and associated cost to relocate the Dog Park to the Fiscalini East Ranch area. This would include parking ,access, specific site location, cost to include fund raising and community outreach and feedback as outlined by the Fiscalini Ranch Management Plan
5. Improve and or add signage relating to the East Ranch. This would include a small sign on Burton Drive and one on Main Street adjacent to the walking bridge pointing to the East Ranch.
6. Establish a clear, easy-to-read, updated map for all of the designated trails that currently are part of the Fiscalini Ranch Preserve

Parks, Recreation & Open Space Commission

2014 PROS REGULAR MEETING SCHEDULE

**BI-MONTHLY
FIRST TUESDAY EACH MONTH – 10:00 AM*
VETERANS MEMORIAL BUILDING
1000 MAIN STREET, CAMBRIA, CA**

February 4, 2014

April 1, 2014

June 3, 2014

August 5, 2014

October 7, 2014

December 2, 2014