



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
PROS Committee	2:00 PM Tuesday, February 20, 2024	Cambria Veterans' Memorial Hall 1000 Main Street, Cambria, CA 93428

## **AGENDA**

### **Regular PROS Committee Meeting**

**Tuesday, February 20, 2024 2:00 PM**

**In person at:**

**Cambria Veterans' Memorial Hall  
1000 Main Street, Cambria, CA 93428**

**AND via Zoom at:**

**Please click the link to join the webinar: [HERE](#) Passcode: 641439**

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**

- 1.A Call to Order**
- 1.B Establishment of Quorum**
- 1.C Chair Report**
- 1.D Agenda Review**
- 1.E Ad Hoc Subcommittee Report(s)**
- 1.F Committee Member Communications**

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

#### **2. PUBLIC COMMENT NOT ON THE AGENDA**

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

- 3. FACILITIES & RESOURCES MANAGER'S REPORT**
- 4. BRIEF REPORTS FROM GROUPS WITH ROLES AND RESPONSIBILITIES RELATED TO PROS WITHIN JURISDICTIONAL BOUNDARIES STARTING AT 2:15 PM**

There is no expectation that representatives from these groups necessarily report at every meeting, each will judge when to engage based on current issues and plans. To keep meeting duration to a manageable time span, we will limit reports to 3 minutes, and keep Committee discussion brief. Where substantive issues emerge, we will identify those issues as future discussion topics.

- [Friends of the Fiscalini Ranch Preserve](#), Executive Director Kitty Connolly
- [Skate Cambria](#), Juli Amodei
- Friends of the Dog Park, Shelly Becker
- [Greenspace the Cambria Land Trust](#), Executive Director Karin Argano
- [Forest Committee](#), Laura Swartz
- [The Land Conservancy of San Luis Obispo County](#), ED Kaila Dettman, or Daniel Bohlman
- [Kenneth Norris Rancho Marino Reserve](#), Reserve Director Keith Seydel

**5. CONSENT AGENDA**

**5.A Consideration to Approve the January 31, 2024 Special Meeting Minutes**

**6. REGULAR BUSINESS**

**6.A Discuss and update the PROS Committee Goals Report**

**6.B Discuss and Consider the East Ranch Restroom Location**

**7. FUTURE AGENDA ITEMS**

**8. ADJOURN**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: PROS Committee Members

AGENDA NO. **1.E.**

FROM: Michael Thomas, Chair

Meeting Date: February 20, 2024

Subject: Ad Hoc Committee Reports

**DISCUSSION:** the table below lists the ad hoc committees of the PROS Committee, a brief description of their scope, deliverables, date formed, PROS Committee Members assigned to the ad hoc committee, and status.

**Ad Hoc Committees of the PROS Committee:**

Committee Name	Scope Description	Deliverables	Date Formed	Committee Members	Status
Community Park Signage & Facilities Style Guide Ad Hoc Committee	Develop guidelines governing the appearance of signage and other Community Park elements.	Community Park Style Guide	11/7/2023 Topic 4	Shannon Sutherland  From the Community: • Kitty Connolly • Juli Amodei	Expect to bring a font family for consideration at the March PROS meeting.
East Ranch Community Park Plan Ad Hoc Committee	Taking into consideration all of the work completed over the last several decades, create a plan that reflects our current intentions, to accelerate progress in building out a community park on the east ranch which satisfies the needs of the community while living in within our fiscal constraints.	East Ranch Community Park Plan reflecting the current needs of the community.  Target Completion Date: Prior to completion of the East Ranch restroom.	11/7/2023 Topic 6C	Michael Thomas, Jeff Wilson, Shannon Sutherland  David Aguirre  Consultant: Firma Landscape Arch.	Working on the Project Viability Matrix  Firma is working on an as-built.  Restroom location recommendation to PROS 2/20.  Defining C/P boundaries is high priority.
Open Space Management Plan Ad Hoc Committee	Formulate plans for all CCSD owned properties, including mapping, understanding easement restrictions, identifying issues, solving those that are in PROS purview and referring those that are not to the appropriate parties.	Management Plan for CCSD Owned Properties	1/31/2024	Jeff Wilson, David Aguirre  Others TBD by Jeff & David	Currently working on a plan to address issues in Fern Canyon.

**Notes:**

1. Facilities & Resources Manager David Aguirre will be involved in ad hoc committees of the PROS Committee to the extent needed in his judgment. All ad hoc committees are expected to keep Mr. Aguirre informed of all ad hoc committee activities.



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF JANUARY 31, 2024 SPECIAL PROS COMMITTEE MEETING OF THE PROS COMMITTEE OF CAMBRIA COMMUNITY SERVICES DISTRICT

A special meeting of the PROS Committee of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall 1000 Main Street, Cambria, CA 93428 on Wednesday, January 31, 2024, at 1:00 PM

#### 1. OPENING

##### 1.A Call to Order

Chair Thomas called the meeting to order at 1:00 p.m.

##### 1.B Establishment of Quorum

A quorum was established with all Committee Members present: Michael Thomas, Steve Kniffen, Jim Bahringer, Kermit Johansson, Shannon Sutherland, and Jeff Wilson.

Staff members present: Facilities & Resources Manager David Aguirre, plus Confidential Administrative Assistant Haley Dodson was present at the start of the meeting.

Public Present: Tom Loganbill, John Nixon, Kitty Connolly, Dianne Anderson, Mary Maher, Shari Robasciotti, Marvin Josephson, and Laylon Whittaker

Public on Zoom: Harry Farmer, Tony Church, Jeff Kwasney. Jose Luis Sanchez, Laura and Crosby Swartz

##### 1.C Chair Report

Chair Thomas had no report.

##### 1.D Agenda Review

Chair Thomas asked for any agenda changes. We discussed what would work best for the timing on agenda item 4. Brief reports from groups with roles and responsibilities related to PROS within CCSD jurisdictional boundaries. It was suggested that we set a specific time for this topic to start. For future meetings, we will start this topic at 2:15 PM regardless of where we are with other topics.

##### 1.E Ad Hoc Subcommittee Reports

Chair Thomas re-iterated the existence of the 2 current Ad Hoc Committees: 1) Community Park Signage and Facilities Style Guide; and 2) East Ranch Community Park Plan

Committee Member Sutherland reported on continued progress with Signage in discussions with FFRP/Kitty Connolly, with fonts and colors currently under discussion. Also mention made of new signs at the Dog Park showing hours operation from 7:30AM to dusk.

Chair Thomas reported on continued progress with the Community Park Plan, including development of the Project Viability Matrix to be used to evaluate all previously approved and potential uses.

## 1.F Committee Member Communications

Committee member Johansson reported on contacts and discussions with the County and CalTrans regarding various community path and road crossing concerns. Work in progress.

Committee Member Wilson raised 3 topics:

- 1) need for better clarity on current status of Skatepark funding and contingency planning regarding grant applications;
- 2) need for better clarity on Open Space purview and jurisdictional responsibility to CCSD Board between PROS Committee and FFRP on Fiscalini Ranch Property;
- 3) need for better coordination between Fire, F&R, and other CCSD departments related to actions, uses, issues related to CCSD owned parcels.

Committee Member Kniffen reported on recent meeting with the [SLO County Parks and Recreation Commission](#). They have an infrastructure of 67 people and apparently an interest to collaborate with us, but no money available. Member Kniffen proposed that we share representation at these monthly meetings across PROS members, which was agreed to by the Committee. [Meetings](#) are the 4<sup>th</sup> Thursday of each month at 6 PM.

## 2. PUBLIC COMMENT

Laylon Whittaker was present and raised the issue of noise from the Dog Park affecting them at their home above the Park. She brought a recording of the noise on her phone. She asked us to evaluate mitigation options as we plan the Community Park. Chair Thomas recommended we table discussion and add to Future Agenda. The Committee unanimously agreed.

Crosby Swartz on Zoom commented on the topic of paving Rodeo Grounds Road to the East Ranch and the potential tie in to the CCSD commitment of funding to the SLO County North Coast Road Improvement Fund. He advised that we should be aware of the CCSD road funding impacts if we are in discussion with the County about paving this road.

## 3. FACILITIES & RESOURCES MANAGER'S REPORT

Mr. Aguirre reported that the Department has been down a bit with the loss of their newly hired Tech one day after starting this week. A new hire is scheduled to start on Feb 5, so still down 1 Tech. The process is underway again to fill the open slot.

## 4. BRIEF REPORTS FROM GROUPS WITH ROLES AND RESPONSIBILITIES RELATED TO PROS WITHIN JURISDICTIONAL BOUNDARIES

### FFRP – Kitty Connolly:

Reported on new Board members Marvin Josephson, Shari Robasciotti, and Cathleen Campe  
Reported on several key visitorship data for 2023 – 23 docent walks with 300+ participants and 170 students served in the educational program at the grammar, middle and high school levels.

New bench installed on Ridge Trail

Trail and weed work ongoing with volunteer crews and F&R

No reports from other organizations.

**5. CONSENT AGENDA**

**5.A Consideration to Approve the December 5, 2023 Regular Meeting Minutes**

Committee member Sutherland moved to approve the minutes.

Committee member Wilson seconded the motion.

Motion Passed Ayes 5, Nays 0, Abstain 0, Absent 0

**6. REGULAR BUSINESS**

**6.A Discuss and Consider FFRP Linking Boardwalk Project Proposal**

Kitty Connolly represented FFRP on this topic and walked the Committee through a PowerPoint presentation highlighting all aspects of the Linking Boardwalk project. After a brief discussion, the Committee found the information provided was sufficiently complete to bring to the CCSD Board with wholehearted support from the Committee.

Committee member Kniffen moved to support the Proposal being sent to CCSD Board.

Committee member Johansson seconded the motion.

Motion Passed Ayes 5, Nays 0, Abstain 0, Absent 0

**6.B Discuss and Consider PROS Committee 2024 Goals & Objectives**

Chair Thomas introduced the topic and reviewed our process and outcomes from the previous December PROS meeting where DRAFT goals, priorities and Committee Champions were established.

There was some discussion about the process and next steps. There was agreement that some minor language and format changes needed to be made, which Member Sutherland agreed to do, but that the Committee supported these goals.

Committee member Bahringer moved to adopt the goals.

Committee member Sutherland seconded the motion.

Motion Passed Ayes 5, Nays 0, Abstain 0, Absent 0

**7. FUTURE AGENDA ITEMS**

Chair Thomas asked for any future agenda items.

The topic of noise from the Dog Park raised by Laylon Whittaker was agreed to.

**8. ADJOURN**

Chair Thomas adjourned the meeting at 2:30 p.m.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: PROS Committee Members

AGENDA NO. **6.A.**

FROM: Michael Thomas, Chair

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Meeting Date: February 20, 2024

Subject: Discuss and Consider PROS Goals  
Progress Report

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**DISCUSSION:** At the December 5, 2023 PROS Committee Meeting, the Committee identified and prioritized the Goals we want to accomplish in 2024 and beyond. The PROS Committee subsequently reviewed and finalized these Goals at our January 31, 2024 meeting. These Goals are on the February 15, 2024 Board agenda for review, discussion and consideration.

These Goals are articulated in the PROS Goals Progress Report. At each PROS Committee meeting, we will discuss progress towards achieving each Goal, and may identify additional action items needed to accelerate progress.

The PROS Committee Chair will keep this workbook up to date on a monthly basis, and post it on the CCSD Website at: <https://www.cambriacsd.org/pros-committee-work>.

**Attachments:**

PROS Goals Progress Report 2024

## CCSD Parks Recreation & Open Space Goals for 2024

Goal	Description	Directly Responsible Individual (DRI)	Updates	Status
Better working relationship with San Luis Obispo County Parks & Recreation Commission	PROS would like to cultivate a better working relationship with SLO County in general and the County Parks & Recreation Commission in particular by attending and participating in the County Parks & Recreation Commission meetings. The PROS members will take turns attending the meetings to update the County and garner support of PROS projects.	Steve Kniffen		Active
Cambria Skate Park Grant	Work to ensure that the CCSD works to meet all requirements for the California State Park Water and Conservation Fund Grant so that the project can be completed.	GM Matthew McElhenie		Active
East Ranch Community Park Plan	Write a Community Park Plan that reflects the community's current needs and get approval from the CCSD Board to be ready so that PROS can start prioritizing projects as soon as the bathroom is installed.	Community Park Plan Ad Hoc Committee: Michael Thomas Shannon Sutherland Jeff Wilson David Aguirre		Active
Rodeo Grounds Road	Work with the SLO County to pave Rodeo Grounds Road.	Shannon Sutherland		Active
Burton Drive Walkway	Create a walking path from Burton Drive and Eton Road to Village Lane. The plan is to provide a safe route for Santa Lucia Middle School students and the Cambria Pines Lodge tourists to walk downtown. Work with SLO County Public Works to progress their expanded scope project.	Kermit Johansson		Active
Safe Pedestrian Walkways - Phase I	Establish safe walkways for reasonable distances on both sides of Ardath/Main Street, Burton Dr., Windsor Blvd. and Weymouth St. as outlined in Purpose/Needs of 4 Intersections on Hwy 1 In Cambria, dated 12/13/2023.	Kermit Johansson		Active



## CCSD Parks Recreation & Open Space Goals for 2024

Goal	Description	Directly Responsible Individual (DRI)	Updates	Status
Trail connecting Fiscalini West Ranch with the East Ranch	A safe multipurpose trail will connect the Fiscalini West Ranch with the East Ranch under Highway 1. The trail will follow an existing social trail under the south side of the Santa Rosa Creek bridge so that people do not have to run across the highway.	Kermit Johansson		Active
Coastal Trail	Partner with County Parks & Recreation Commission to extend the Coastal Trail to include connecting Cambria to Cayucos.	Steve Kniffen		Active
Inventory of CCSD open space properties	Inventory of open spaces owned by CCSD, and begin to develop a management plan.	David Aguirre and Jeff Wilson		Active

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: PROS Committee Members

AGENDA NO. **6.B.**

FROM: Michael Thomas, Chair

Meeting Date: February 20, 2024

Subject: Discuss and Consider the East Ranch Restroom Location

**DISCUSSION:**

At the Tuesday 1/23/2024 meeting of the Community Park Plan Ad Hoc Committee at the East Ranch, it appears to the ad hoc committee that the location proposed on the current drawings is not ideal. The ad hoc committee recommends the restroom be located closer to the parking area, as shown in the conceptual sketch below, extracted from the 3/13/2014 map drawn by Firma.

