



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, June 8, 2023 - 1:00 PM

1000 Main Street Cambria, CA 93428

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

In person at:

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

AND via Zoom at:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82602291818?pwd=R2NoY2srcG4vaVpCOEpoS09EMGhnQT09>

Passcode: 107306

Or One tap mobile:

US: +16694449171,,82602291818# or +16699006833,,82602291818#

Or Telephone: dial *6 to mute/unmute; dial *9 to raise/lower hand

Dial (for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 669 900 6833 or +1 346 248 7799 or +1 719 359 4580 or +1 253 205 0468
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Webinar ID: 826 0229 1818

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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 Administrative Analyst at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Administrative Analyst will answer any questions regarding the agenda.

1. OPENING

- A. Call to Order
- B. Pledge of Allegiance

C. Establishment of Quorum**D. President's Report****E. Agenda Review****2. BOARD MEMBER COMMUNICATIONS**

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

3. COMMISSION REPORT**A. PROS Chairman's Report****4. PUBLIC COMMENT**

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

5. CONSENT AGENDA

All matters on the consent calendar are to be approved by one motion. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the consent calendar as a whole is acted upon.

A. Consideration of Adoption of Resolution 32-2023 Approving Award of Fire Hazard Fuel Reduction Program Agreement**B. Consideration of Resolution 36-2023 Amending the Board and Standing Committee Bylaws****6. HEARINGS AND APPEALS****A. Public Hearing to Discuss and Consider Adoption of Resolution 33-2023 Confirming the 2022 Fire Hazard Fuel Reduction Itemized Cost Report of the Cambria Community Services District****B. Public Hearing to Discuss and Consider Adoption of Resolution 34-2023 Approving a Fire Suppression Benefit Assessment Consumer Price Index (CPI) Adjustment at the Rate of 4.2% for FY 2023/2024 and Confirming the Itemized Report to Collect the Assessment on the County Tax Rolls****C. Public Hearing to Discuss and Consider Adoption of Resolution 35-2023 Confirming the Itemized Report to Collect Delinquent Solid Waste Collection and Disposal Charges on the County Tax Rolls****7. REGULAR BUSINESS****A. Discussion and Consideration of Strategic Plan Update****8. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS****A. Finance Committee's Report****B. Policy Committee's Report****C. Resources & Infrastructure Committee's Report****D. Other Liaison Reports and Ad Hoc Committee Reports****9. FUTURE AGENDA ITEM(S)**

This is an opportunity to request a formal agenda report be prepared and the item placed on a future agenda.

No formal action can be taken except to direct the General Manager to place a matter of business on a future agenda by majority vote

10. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**FROM: Matthew McElhenie, General Manager
Justin Vincent, Fire Chief

Meeting Date: June 8, 2023

Subject: Consideration of Adoption of
Resolution 32-2023 Approving
Award of Fire Hazard Fuel Reduction
Program Agreement**RECOMMENDATIONS:**

Staff recommends the Board of Directors consider adopting Resolution 32-2023 approving the 2023 Fire Hazard Fuel Reduction Program (FHFRP) contract award to Mike Rice and authorizing General Manager to sign the agreement.

FISCAL IMPACT:

All costs for clearing the parcels are billed directly to the property owner by the CCSD. Any unpaid bills will be collected via the Fiscal Year 2023-2024 San Luis Obispo County Tax Roll in accordance with the provisions of Health and Safety Code Section 14875 et seq. CCSD administrative fees are also included in the charges.

DISCUSSION:

In accordance with the procedures in Health and Safety Code Section 14875 et seq., as part of its annual FHFRP, the CCSD contracts to remove dangerous fuels and vegetation that property owners have not timely abated. Accordingly, the CCSD issued a Request for Proposals (RFP) for a contractor to abate and remove the fuels and vegetation. Proposals were due on June 1, 2023, at noon. The RFP is attached for reference.

One contractor proposal was received by the deadline and evaluated by the CCSD based on the selection criteria outlined in the FHFRP RFP and contract documents. The contractor that has been selected, Mike Rice, submitted a responsive proposal, which is attached for reference. The 2023 FHFRP agreement is also attached.

Attachments: Request for Proposal
Mike Rice Proposal
Resolution 32-2023
Exhibit A FHFRP Agreement

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

KAREN DEAN, President
 TOM GRAY, Vice President
 HARRY FARMER, Director
 DEBRA SCOTT, Director
 MICHAEL THOMAS, Director


OFFICERS:

MATTHEW MCELHENIE, General Manager
 TIMOTHY J. CARMEL, District Counsel

Physical address: 1316 Tamsen Street, Suite 201, Cambria CA 93428
 Mailing address: P.O. Box 65 • Cambria CA 93428
 Telephone (805) 927-6223 • Facsimile (805) 927-5584

May 8, 2023

SUBJECT: Request for Proposal (RFP)

Fire Hazard Fuel Reduction Program

Submit Request for Proposal (RFP) To:

Cambria Community Services District Fire Department
 Attn: Justin Vincent, Fire Chief
jvincent@cambriacsd.org
 (805) 927-6240

Request for Proposal (RFP) Deadline:

DATE: June 1, 2023
TIME: 12:00 p.m., PST

INTRODUCTION

The Cambria Community Services District (CCSD) Fire Department is seeking proposals from contractors for CCSD's annual Fire Hazard Fuel Reduction Program (FHFPR) for 2023.

CCSD has notified approximately two thousand (2,000) parcel owners to abate their property of dried weeds, downed trees or slash. Those parcels that do not comply with the requirements by the July 14, 2023 deadline will be placed on the CCSD's contract list for abatement by the CCSD contractor. Typically, between fifty (50) and one hundred fifty (150) parcels are placed on the CCSD's contract list.

SCOPE OF WORK

The contractor selected will be required to provide weed abatement services as specified in the attached Exhibit C, entitled "**2023 Cambria Fire Department Fire Hazard Fuel Reduction Program Policy – Scope of Services,**" according to a schedule described in Exhibit B, "**2023 Fire Hazard Fuel Reduction Program Schedule.**"

WEBSITE INFORMATION

An RFP package with complete program details and contract requirements may be downloaded here: <https://www.cambriacsd.org/2023-fire-hazard-fuel-reduction-program> or available for pick up at the Cambria Fire Department, 2850 Burton Drive, Cambria, CA 93428.

PROPOSAL REQUIREMENTS

Bid Proposals must contain the following four (4) completed documents or they will not be considered:

1. Completed copy of the Bid Proposal Form (Exhibit D)
2. Provide *either* a or b as follows:
 - a) A copy of Fire Wise Defensible Space Field Training certification with the proposal; or
 - b) Ensure that the Cambria Fire Department has a copy of your certification(s) or an equivalent course on file before you submit your bid proposal.
3. A signed cover letter as defined and stipulated in "Other Requirements" of the RFP; and
4. A signed statement of qualifications and list of five (5) references, as stipulated in "Other Requirements" of the RFP.

REQUIRED COST OF PROPOSAL, QUALIFICATIONS AND AGREEMENT

Contractors submitting proposals must complete and submit Exhibit D, entitled “**2023 Cambria Fire Department Fire Hazard Fuel Reduction Program Bid Proposal Form.**” The required information is specified in the form and includes the following:

1. Types of equipment to be used and the cost of each to the property owner, including operator costs.
2. Move equipment onto a lot fee, as described in Exhibit D.
3. Charges, per yard, for hauling away the debris.
4. All equipment must be inspected by the Cambria Fire Department for required fire safety items and spark arrestors.
5. Pictures shall be taken by the Contractor before and after each lot is abated (as directed by the Cambria Fire Department), logged with the lot abatement record and submitted to the Cambria Fire Department.

OTHER REQUIREMENTS

A dated cover letter, signed by a person fully authorized to act on behalf of the **CONTRACTOR**, must be submitted with the proposal. The letter must indicate that the **CONTRACTOR** agrees to be bound by the proposal without modifications, unless mutually agreed in writing by the **CONTRACTOR** and CCSD.

A statement of qualifications and a list of five (5) references must be provided, along with documentation demonstrating the **CONTRACTOR's** ability to maintain accurate records.

The selected **CONTRACTOR** will be required to sign the Fire Hazard Fuel Reduction Agreement with the CCSD and must provide proof of insurance coverage as indicated in Exhibit A, “**Legal Relations and Responsibilities to the Public,**” prior to commencing **any** work for the CCSD. The Cambria Community Services District, its officers, Board Members, managers’ and employees must be named as co-insureds or additional insureds.

A “**Cash Deposit to Secure Faithful Performance**” will also be required (Exhibit E). All equipment must be inspected by the Fire Department to assure that all fire safety standard are met, including operational spark arrestors where required.

PROPOSAL EVALUATION

Proposals will be evaluated on the basis of the following criteria:

1. Stated costs to the property owner – 60%
2. Various types of equipment to be used by Contractor – 10%
3. Prior demonstrated ability to maintain accurate records – 10%
4. Ability to complete the contract by September 18, 2023 and prior record of timely clearance completion – 20%

PROPOSAL DEADLINE

Request for Proposal (RFP) Deadline: June 1, 2023 at 12:00 p.m., PST. A complete Proposal may be submitted the following ways:

1. Email to jvincent@cambriacsd.org
2. Website submission: <https://www.cambriacsd.org/2023-fire-hazard-fuel-reduction-program>
3. United States Postal Service to Cambria Fire Department, Attention: Justin Vincent, 2850 Burton Drive, Cambria, CA 93428
4. Deliver to Cambria Fire Department, 2850 Burton Drive, Cambria, CA 93428

An evaluation of proposals and selection of Contractors who meet the stated requirements will occur after the proposed deadline. The selection is subject to approval by the CCSD Board of Directors at the regular meeting on June 8, 2023. **Proposals not meeting all the standards and requirements will not be considered.**

Any questions, requests for further information and/or clarification of the Request for Proposal (RFP) can be sent to: Justin Vincent, Fire Chief (805) 927-6240 jvincent@cambriacsd.org.

Mike Rice
Forest, Yard & Garden
Contractor Lic# 859364
P.O. Box 204
Cambria, CA. 93428
(805) 927-3310
mikerice@thegrid.net

June 2, 2023
Cambria Community Services District
Cambria Fire Department
Fire Chief Vivcent
2850 Burton Drive
Cambria, CA 93428

Dear Chief Vincent

Every year the districts "Fire Hazard Fuel Reduction" program is one of the most important, for the safety and well being of our forested community. I am seeking consideration as the Fire Hazard Fuel Reduction contractor for 2023. I am experienced in fire safe environments, a certified FF1 fire academy graduate and through my years as a CMB Dept. volunteer firefighter and officer.

My experience since 1984 in my own landscape business and C.C.S.D. Fire Hazard Fuel Reduction program requirements for pre-contract weed abatement, in Cambria has given me a unique insight as to what "Fire Hazard Fuel Reduction" needs to be. I take pride in the fact that I know how to create a defensible space, while maintaining the native plants that pose no threat.

I agree to be bound by the Fire Hazard Fuel Reduction proposal - 2023, without modifications, unless mutually agreed by the contractor and CCSD. I look forward to the upcoming evaluation and selection. Thank you.

Sincerely yours,


Michael Rice

Enclosure: Statement of Qualifications and references.

Mike Rice
 Forest, Yard, & Garden
 Contractor Lic. # 859364
 P.O. Box 204
 Cambria, CA. 93428
 (805) 927-3310
mikerice@thegrid.net

Statement of Qualifications
 C.C.S.D. Fire Hazard Reduction - 2023

Mike Rice - Gardening has grown into a Forest, Yard, & Garden landscape business since 1984, serving the Cambria community and SLO county. Service that includes weed abatement, defensible forested yard space, landscaping, terrain loading, and knowledge of native and non-native plants. Besides ongoing general maintenance of client's property, I have had approximately 200+ repeat weed abatement contracts since 1984. I maintain all required insurance for workers, liability and vehicles. In 2005 and 2006, I was engaged as a paid adviser/consultant for the Green Space, California Releaf, Cambria Fire Department "Native Plant Identification and Fire Wise Defensible Space Field Training" certificate program. I am a holder of the above certificate. I take great pride in producing informed quality workmanship, in a timely fashion.

Field Experience

- Over 37 years of experience with C.C.S.D. Fire Hazard Fuel Reduction program requirements, including timely completion of pre-contract weed abatement.
- Thorough knowledge of A.P.N. maps.
- 45 years avid horticulturist.
- SLO Coast Engineering flood control environmental habitat mediation (Oceano)
- Cal Fire Abatement, for Cambria and Cayucos
- Cayucos Fire Dept. Service Dist. (Abatement)
- San Simeon Community Dist. (Contract & Abatement)
- Current groundskeeper for Green Space properties.

Technical Knowledge and Education

- Landscape Contractor Lic. # 859364
- Fire hazard reduction and fuels
- Allen Hancock Fire Academy - Certified FF 1 -fire fighter
- Past pay-call volunteer - Cambria Fire Department
- Qualified Applicator license for Ag./ Right of Way / Landscape, # QAL 108686

Safety

I have a pro-active commitment to safe working conditions and the equipment for my employees and the environment. I have EMT 1 training and worked with the Cambria Community Health Care District, (1987-2002)



References

- Bob Hill - Land Conservancy SLO County 544-9096
- Loree McRoberts –Admin. Assistant to the Prevention Bureau 805-503-5715
- John Seed President of Greenspace 951-768-7305
- Steve Bitto – CMB Fire (Ret.) 927-5738
- Kathe Tanner – Cambrian/Tribune Reporter 927-4140
- William Hollingsworth -Ret. Fire Chief whollingsworth@cambriacsd.otg

EXHIBIT "D"

2023 CAMBRIA FIRE DEPARTMENT FIRE HAZARD FUEL REDUCTION PROGRAM
BID PROPOSAL FORM

SCHEDULE OF PROPOSED CHARGES:

The bidder shall set forth for each item of work, in clearly legible figures, a unit price for the item in the respective spaces provided for this purpose.

- A. Maximum charge for moving equipment onto a lot: \$ 40.00
- B. Type of equipment and cost per hour, including operator:
 - 1. Tractor with mower \$ 65.00
 - 2. High wheel mower \$ 0
 - 3. Weed eater \$ 35.00
 - 4. Chainsaw \$ 35.00
 - 5. Other equipment (list with charges): Wasp 50.00
Chipper \$65.00 hr. Load/Travel time \$50.00
Debris \$35.00/cubic yd.
 - 6. Dump and haul fee (charge by cubic yard) \$ 55.00
- C. Laborer charge (per person/per hour) \$ 35.00
- D. Pictures - before and after \$ 600 (ea)

I, the undersigned, declare that I am authorized to submit a proposal on behalf of the stated business, Digital - No Hard Copies have been Required Last 2 yrs have carefully examined Exhibits "A," "B," and "C," and hereby propose to do all the work necessary to complete the project in accordance with the provisions, policies and regulations stated in the attached Fire Hazard Fuel Reduction Program Agreement:

NAME OF PROPOSER: Michael Rice
 ADDRESS: PO Box 204
 SIGNATURE OF PROPOSER: M. Rice
 TITLE: Owner
 DATE: 2023 May 29th

RESOLUTION 32-2023
June 8, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT APPROVING AN AWARD OF
THE 2023 FIRE HAZARD FUEL REDUCTION PROGRAM AGREEMENT

WHEREAS, as part of its annual program to abate dangerous weeds and vegetation, the Cambria Community Services District (CCSD) conducts an annual Fire Hazard Fuel Reduction Program (FHFRP) in accordance with the provisions of Health and Safety Code Section 14875 et seq.; and

WHEREAS, under the FHFRP, lots on which the nuisance fire hazard vegetation has not been timely removed by the owners are to be cleared and abated by the CCSD FHFRP contractor; and

WHEREAS, in order to select a contractor for the 2023 FHFRP a Request for Proposals (RFP) was advertised and the proposals that were submitted were evaluated in accordance with the criteria set forth in the RFP and contract documents; and

WHEREAS, based upon that evaluation the contractor, Mike Rice, has been selected for submitting the lowest most responsive proposal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cambria Community Services District hereby:

1. Finds that the recitals set forth above are true, correct, and incorporated herein by reference.
2. Approves an Agreement for the 2023 Fire Hazard Fuel Reduction Program with Mike Rice, which Agreement is attached hereto as Exhibit A.
3. Authorizes the General Manager to make minor revisions to the Agreement.
4. Authorizes the General Manager to execute the Agreement.

AYES:

NAYS:

ABSENT:

PASSED AND ADOPTED THIS 8th day of June 2023.

Karen Dean, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson, Administrative Analyst

Timothy J. Carmel, District Counsel

2023 FIRE HAZARD FUEL REDUCTION PROGRAM AGREEMENT

This Fire Hazard Fuel Reduction Program Agreement (“Agreement”) is made upon the date of execution, as set forth below, by and between, **CONTRACTOR** and the Cambria Community Services District (“**CCSD**”). The parties hereto, in consideration of the mutual covenants contained herein, hereby agree to the following terms and conditions:

It is understood and agreed to:

SCHEDULE OF CHARGES

The **CCSD** will pay the **CONTRACTOR** based upon the schedule of charges per the ***Bid Proposal Form***, attached hereto as Exhibit “D.”

DOCUMENTS INCORPORATED BY REFERENCE

Exhibits “A,” “B,” “C,” “D,” and “E,” attached hereto, are hereby incorporated by reference and made a part of this Agreement as if fully set forth herein.

OBLIGATIONS OF CONTRACTOR

- A. The **CONTRACTOR** shall furnish and maintain throughout the term of this Agreement all proper insurance coverage as specified in the "*Legal Relations and Responsibilities to the Public*" (Exhibit A) and shall comply with all of its terms and conditions.
- B. All work shall be completed as depicted in the "*Fire Hazard Fuel Reduction Program Schedule*" (Exhibit B). At all times the **CONTRACTOR**'s work shall be subject to the approval of the Fire Chief or his designee.
- C. The **CONTRACTOR** shall become familiar and shall fully comply with the **CCSD** "*2023 Cambria Fire Department Fire Hazard Fuel Reduction Program Policy*" (Exhibit C).
- D. Upon award of the Agreement, the **CONTRACTOR** shall furnish a "Cash Deposit to Secure Faithful Performance" (Exhibit E).
- E. The **CONTRACTOR** agrees to timely and fully perform or provide the services specified in this Agreement.
- F. The **CONTRACTOR** must submit packaged bills for lots cleared, including a cover page that lists the number of lots cleared and the total cost of the packaged bills.
- G. All parcel clearing charges must be submitted to the **Cambria Fire Department** by September 18, 2023, at 4:00 P.M. Failure to deliver the parcel clearance charges to the **CCSD** by this date will result in a 10% withholding of all charges that are delivered late to the **CCSD** as liquidated damages, assessed against the **CONTRACTOR**, and not as a penalty as damages would be difficult to ascertain.

MINIMUM AMOUNT OF SERVICE BY CONTRACTOR

CONTRACTOR agrees to devote the necessary hours to perform the services set forth in this Agreement in an efficient and effective manner. **CONTRACTOR** may represent, perform services for,

and be employed by additional individuals or entities, at **CONTRACTOR's** sole discretion, as long as the performance of such other services does not interfere with or present a conflict with the services rendered to CCSD pursuant to this Agreement.

GENERAL PROVISIONS

TERM: This Agreement will become effective on the date of execution set forth below and will continue for a period of one (1) year.

SERVICES TO BE PERFORMED: **CONTRACTOR** agrees to perform or provide the services specified in this Agreement.

CONTRACTOR shall determine the method, details and means of performing the above referenced services.

CONTRACTOR may, at **CONTRACTOR's** own expense, employ such assistants as **CONTRACTOR** deems necessary to perform the services required of **CONTRACTOR** by this Agreement. **CCSD** may not control, direct or supervise **CONTRACTOR's** assistants or employees in the performance of those services.

TOOLS AND INSTRUMENTALITIES: **CONTRACTOR** shall provide all tools, equipment and instruments to perform the services required under this Agreement.

TERMINATION OF AGREEMENT

TERMINATION ON NOTICE: Notwithstanding any other provision of this Agreement, either party hereto may terminate this Agreement, at any time, without cause by giving at least **thirty (30) days'** prior written notice to the other party to this Agreement.

TERMINATION ON OCCURRENCE OF STATED EVENTS: This Agreement shall terminate automatically on the occurrence of any of the following events:

- (1) Bankruptcy or insolvency of any party;
- (2) Sale of the business of any party;
- (3) The end of the **thirty (30) day** notice period as set forth above;
- (4) The completion of the work specified in Exhibit C; or
- (5) Assignment of this Agreement by **CONTRACTOR** without the prior written consent of the **CCSD**.

TERMINATION BY ANY PARTY FOR DEFAULT OF CONTRACTOR: Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party, at their option, may terminate this Agreement, immediately, by giving written notice of termination to the breaching party.

OPTION TO EXTEND: If **CONTRACTOR** has completed all work and obligations set forth in this Agreement satisfactorily, at the discretion of the **CCSD**, the Agreement may be extended for one (1) additional year. In that event, the **CCSD** will provide **CONTRACTOR** with an updated Exhibit B consisting of the Fire Hazard Fuel Reduction Program 2024 Schedule and all the terms governing this Agreement shall remain in effect according to the deadlines contained therein, unless sooner terminated.

MISCELLANEOUS:

REMEDIES: The remedies set forth in this Agreement shall not be exclusive, but shall be cumulative with, and in addition to, all remedies now or hereafter allowed by law or equity.

NO WAIVER: The waiver of any breach by any party of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of this Agreement.

ASSIGNMENT: This Agreement is specifically not assignable by **CONTRACTOR** to any person or entity. Any assignment or attempt to assign by **CONTRACTOR**, whether it be voluntary or involuntary, by operation of law or otherwise, is void and is a material breach of this Agreement and shall immediately cause this Agreement to terminate.

ATTORNEYS' FEES: In the event of any controversy, claim or dispute between the parties hereto, arising out of or related to this Agreement, or the breach thereof, the prevailing party shall be entitled, in addition to other such relief as may be granted, to a reasonable sum as and for attorneys' fees.

NOTICES: Except as otherwise expressly provided by law, any and all notices or other communication required or permitted by this Agreement or by law to be served on or given to any party to this Agreement shall be in writing and shall be deemed duly served and given when personally delivered or, in lieu of such personal service, when deposited in the United States mail, first-class postage prepaid, addressed as follows for each respective party:

CCSD CONTRACTOR

General Manager
Cambria Community Services District
P.O. Box 65
Cambria, CA 93428

CONTRACTOR

GOVERNING LAW: This Agreement and all matters relating to this Agreement shall be governed by the laws of the State of California in force at the time any need for the interpretation of this Agreement or any decision or holding concerning this Agreement arises. Any action arising out of or related to this Agreement shall be filed in the Superior Court of the State of California with jurisdiction over San Luis Obispo County.

BINDING EFFECT: This Agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and permitted assigns of the parties hereto, but nothing in this section shall be construed as consent by **CCSD** to any assignment of this Agreement or an interest in this Agreement.

SEVERABILITY: Should any provision of this Agreement be held by a court of competent jurisdiction or by a legislative or rulemaking act to be either invalid, void or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect, unimpaired by the holding, legislation or rule.

SOLE AND ENTIRE AGREEMENT: This Agreement constitutes the sole and entire Agreement between the parties with respect to the subject matter hereof. This Agreement correctly set forth the obligations of the parties hereto to each other as of the date of this Agreement. All Agreements or representations respecting the subject matter of this Agreement not expressly set forth or referred to in this Agreement are null and void.

TIME: Time is expressly declared to be of the essence in this Agreement.

DUE AUTHORITY: The parties hereby represent that the individuals executing this Agreement are expressly authorized to do so on and in behalf of the parties.

CONSTRUCTION: The parties agree that each has had an opportunity to have their legal counsel review this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only and are not intended to be construed to define or limit the provisions to which they relate.

AMENDMENTS: Amendments to this Agreement shall be made only with the mutual written consent of all the parties to this Agreement.

Executed on this _____ day of _____, 2023 at Cambria, California.

**CAMBRIA COMMUNITY SERVICES
DISTRICT**

CONTRACTOR

By: _____
Matthew McElhenie, General Manager

By: _____
Its: _____

Attest:

Haley Dodson, Administrative Analyst

Approved As To Form:

Timothy J. Carmel, District Counsel

EXHIBIT "A"

LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

Contractor's Insurance: The **CONTRACTOR** shall not commence work under this Agreement until they have obtained all insurance required under this Section and such insurance has been approved by the **CCSD** as to form, amount and carrier. Nor shall the **CONTRACTOR** allow any subcontractor to commence work on his subcontract until the same insurance required of the subcontractor has been so obtained and approved.

- (a) Workers Compensation Insurance: The **CONTRACTOR** shall establish and maintain, during the life of this Agreement, workers compensation insurance in a minimum amount of **One Million Dollars (\$1,000,000)** for all employees working under this Agreement, and in case any work is sublet, **CONTRACTOR** shall require subcontractor similarly to provide workers compensation insurance. **CONTRACTOR** shall indemnify the **CCSD** for any damage resulting to it from failure of either **CONTRACTOR** or the subcontractor to procure or maintain such insurance.
- (b) Commercial General Liability Insurance: The **CONTRACTOR** shall procure and maintain during the life of this Agreement, such public liability and property damage insurance as shall protect the **CCSD**, its elected and appointed boards, officers, agents and employees, **CONTRACTOR**, and any subcontractor performing work covered by this Agreement from claims for damage for bodily injury including death, as well as claims for property damage which may arise from **CONTRACTOR's** or subcontractor's operations under this Agreement, whether such operations be by the **CONTRACTOR**, or by any subcontractor, or by anyone directly or indirectly employed by either **CONTRACTOR** or subcontractor, and in the minimum amount of **One Million Dollars (\$1,000,000)**.
- (c) Auto Liability: **CONTRACTOR** shall possess and maintain auto liability insurance (Business Auto Coverage Form) for all vehicles used in the provision of services under this Agreement. The minimum amount of auto liability insurance shall be in the amount of **One Million Dollars (\$1,000,000) per accident**.
- (d) Proof of Coverage of Insurance: Upon award of bid, **CONTRACTOR** shall furnish the **CCSD** with a Certificate of Insurance and endorsement, which shall contain the following:
- "Name as Additional Insured Parties: The Cambria Community Services District (CCSD), its elected and appointed boards, officers, agents and any subcontractor in the performance of work for the **CCSD**."
- Thirty (30) days** prior notice shall be given to the **CCSD** of any reduction in insurance coverage or of insurance cancellation.
- (e) Hold Harmless Agreement: **CONTRACTOR** shall indemnify, defend and hold harmless, at its cost and with counsel selected by the **CCSD**, the **CCSD** and its officers, officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recoverable against it or them by reason of any act, error or omission of the **CONTRACTOR**, his agents or employees, in the performance of the work.

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

KAREN DEAN, President
 TOM GRAY, Vice President
 HARRY FARMER, Director
 DEBRA SCOTT, Director
 MICHAEL THOMAS, Director


OFFICERS:

Matthew McElhenie, General Manager
 TIMOTHY J. CARMEL, District Counsel

Physical address: 1316 Tamsen Street, Suite 201, Cambria CA 93428
 Mailing address: P.O. Box 65 • Cambria CA 93428
 Telephone (805) 927-6223 • Facsimile (805) 927-5584

EXHIBIT "B"

2023 FIRE HAZARD FUEL REDUCTION PROGRAM SCHEDULE

| | |
|-----------|--|
| 4/13/2023 | Declaration of Public Nuisance |
| 4/17/2023 | Notices sent to parcel owners; parcel cutting starts |
| 6/8/2023 | Select FHFRP Contractor, CCSD Board Meeting |
| 7/14/2023 | Abatement Deadline Final Inspections |
| 8/1/2023 | CCSD Contract List for Abatement Completed |
| 8/10/2023 | CCSD Public Hearing/Contract List for Abatement Considered by Board for Approval |
| 8/11/2023 | CCSD Contractor Starts Lot Clearing |
| 9/18/2023 | CCSD Contractor Deadline Final Inspections |

EXHIBIT "C"

2023 CAMBRIA FIRE DEPARTMENT FIRE HAZARD FUEL REDUCTION PROGRAM POLICY

SCOPE OF SERVICES

All parcels that are placed on the Cambria Community Services District annual "Fire Hazard Fuel Reduction Program" shall adhere to the following criteria:

All clearance work must be completed by July 14, 2023. If the parcel does not conform to the requirements as stated in the notice sent to the property owner, **the parcel will go on the CCSD's contract list on August 10, 2023.** The CCSD's Contractor will then be directed to abate the parcels on the contract list to the following standards:

- Limit leaves, needles, twigs, bark, cones, pods, and chips to three inches (3") in depth.
- Weeds and annual grasses should not exceed four inches (4") in height. Avoid exposing bare soil or creating a situation that would encourage erosion.
- Remove Scotch/Irish or other broom type plants, Pampas Grass, Jubata Grass and Crocosmia, also known as Fire Weed. Isolated specimens may be left with greater than ten feet (10') separation and all dead materials are removed.
- All down dead trees, tree rounds or limbs within thirty feet (30') of any structure must be removed. Tree stumps fallen over shall be cut and retain no more than 6 feet (6') of the log within this thirty-foot (30') zone.
- All down trees twelve inches (12") in diameter or greater beyond thirty feet (30') from any structure may remain on the parcel. However, the entire trunk must be completely on the ground. Materials less than twelve inches (12") in diameter shall be cut and removed from the property.
- Remove ladder vegetation (dead wood) from under trees and shrubs, maintaining six feet (6') of vertical clearance for trees greater than twenty feet (20') in height.
- Remove combustible construction debris, trash and rubbish from property.
- Protect seedling pines, oaks and native shrubs by flagging them prior to cutting weeds.

Other Conditions

- The Contractor shall photograph each parcel with a digital camera (as directed by the CCSD Fire Department) before and after abatement. Pictures shall be taken from the same spot, incorporating the same view. The before and after pictures shall include all flagged vegetation. Pictures shall include the date and the Assessor's Parcel Number (APN) on

the picture. All pictures will be named using the Assessor's Parcel Number (APN) and the letters B or A, to indicate before (B) or after (A) clearance. The Contractor shall provide a digital photo file in a .jpg format which is compatible with CCSD software (CD, thumb drive, etc.), as well as hard copies of all pictures.

- All internal combustion powered equipment shall have approved and functional spark arresters on the exhaust.
- A fire extinguisher (ABC type) of at least five (5) pounds capacity shall be immediately available at the work site. A minimum of two and one half (2½) gallons of water must be available for vegetation fire extinguishment at all times by portable means. Examples are a pressurized water extinguisher, Hudson type pump sprayer or back-pump.
- All abatement work assigned to the CCSD Contractor shall begin no later than August 11, 2023 and must be completed September 18, 2023.
- All parcels shall be completely abated as prescribed to the property line, street and adjoining easements.
- ALL MATERIAL REMOVED FROM ALL PARCELS SHALL BE HAULED AWAY OR APPROVAL WILL BE DENIED, however tree limbs/rounds should not be removed from the Cambria area due to Pine Pitch Canker control requirements.

DEBRIS SHALL NOT BE DUMPED ON ADJOINING OR UNCLEARED PORTIONS OF LOTS.

ANY EVIDENCE OF ILLEGAL DUMPING WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

EXHIBIT "D"**2023 CAMBRIA FIRE DEPARTMENT FIRE HAZARD FUEL REDUCTION PROGRAM
BID PROPOSAL FORM****SCHEDULE OF PROPOSED CHARGES:**

The bidder shall set forth for each item of work, in clearly legible figures, a unit price for the item in the respective spaces provided for this purpose.

- A. Maximum charge for moving equipment onto a lot: \$_____
- B. Type of equipment and cost per hour, including operator:
1. Tractor with mower \$_____
 2. High wheel mower \$_____
 3. Weed eater \$_____
 4. Chainsaw \$_____
 5. Other equipment (list with charges): _____

 6. Dump and haul fee (charge by cubic yard) \$_____
- C. Laborer charge (per person/per hour) \$_____
- D. Pictures – before and after \$_____

I, the undersigned, declare that I am authorized to submit a proposal on behalf of the stated business, have carefully examined Exhibits "A," "B," and "C," and hereby propose to do all the work necessary to complete the project in accordance with the provisions, policies and regulations stated in the attached Fire Hazard Fuel Reduction Program Agreement:

NAME OF PROPOSER: _____

ADDRESS: _____

SIGNATURE OF PROPOSER: _____

TITLE: _____

DATE: _____

EXHIBIT "E"**2023 ANNUAL FIRE HAZARD FUEL REDUCTION PROGRAM****CASH DEPOSIT TO SECURE FAITHFUL PERFORMANCE**

This Agreement is to secure the performance of the 2023 FIRE HAZARD FUEL REDUCTION PROGRAM AGREEMENT ("FHFRP Agreement") between _____, ("CONTRACTOR") and the Cambria Community Services Department ("CCSD"). By this Agreement the CONTRACTOR pledges that a Cash Deposit in the amount of Five Thousand Dollars (\$5,000) ("Cash Deposit") shall be made with the CCSD and shall be held by the CCSD in trust for the purpose of guaranteeing the faithful performance by the CONTRACTOR in completing the services under the FHFRP Agreement.

The CCSD will hold said Cash Deposit, determined to be one hundred percent (100%) of the estimated cost of said services, until such time that the CCSD authorizes its release. CONTRACTOR and CCSD acknowledge that the funds will be available for immediate use and no interest will be due CONTRACTOR or owed by the CCSD on the Cash Deposit. The CCSD shall authorize the release of the Cash Deposit that is not otherwise applied or released under this Agreement to the CONTRACTOR after the acceptance of the services described in the FHFRP Agreement.

If the CONTRACTOR fails to complete the improvements pursuant to the FHFRP Agreement, then the CCSD shall submit a signed statement to the CONTRACTOR providing notice that said services have not been completed to the satisfaction of the CCSD and as required by the CONTRACTOR pursuant to the FHFRP Agreement. CONTRACTOR agrees the Cash Deposit shall be released by the CCSD to complete said services. No further notice is required by the CCSD to the CONTRACTOR for the CCSD to use the Cash Deposit to complete the services and no additional permission from the CONTRACTOR will be required for the Cash Deposit to be used for completing the services.

Upon completion of the services in accordance with the FHFRP Agreement, and the acceptance thereof by the CCSD, the Cash Deposit, minus those additional expenses described below, remaining shall be returned to the CONTRACTOR or his assignee. The CCSD shall keep records of the how Cash Deposit was spent to complete the services.

This Agreement may be modified or revoked only with the written consent of both the CONTRACTOR and the CCSD.

The CONTRACTOR acknowledges that the CCSD shall be entitled to recover its costs and reasonable expenses, including reasonable attorneys' fees, incurred in connection with the enforcement of the CONTRACTOR's agreements herein. The undersigned CONTRACTOR agrees to pay all expenses in connection herewith and that any portion of the Cash Deposit not used for completion of the services may be used to reimburse the CCSD for these costs and expenses.

The undersigned hereby agree to all of the above terms and conditions of this Agreement in

regards to a Cash Deposit made for the purpose of guaranteeing faithful performance of the services under the FHFRP Agreement.

**CAMBRIA COMMUNITY SERVICES
DISTRICT**

CONTRACTOR

By: _____
Matthew McElhenie, General Manager

By: _____
Its: _____

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.B.**

FROM: Matthew McElhenie, General Manager

Meeting Date: June 8, 2023

Subject: Consideration of Resolution 36-2023
Amending the Board and Standing
Committee Bylaws**RECOMMENDATIONS:**

It is recommended that the Board of Directors consider adoption of Resolution 36-2023, amending the Board and Standing Committee Bylaws.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

In accordance with the Cambria Community Services District Board Bylaws, the Board is required to review the Bylaws annually and amend them as determined necessary. An ad hoc committee comprised of Vice President Gray and Director Thomas was created to review and recommend amendments to the Board and Standing Committee Bylaws. The Ad Hoc Committee presented its report at the April 20, 2023, Board meeting, and the Board directed staff to return with a resolution implementing the approved amendments. On May 11, 2023, Resolution 26-2023 was prepared and approved by the Board, implementing the approved amendments.

Additionally, at the May 11 meeting, Directors independently submitted further proposed revisions to the Board and Standing Committee Bylaws, which were discussed and considered, and some of which were approved by the Board with minor modifications. Attached are redlines of the Board and Standing Committee Bylaws showing the approved additional amendments. Resolution 36-2023 implementing the approved amendments to the respective bylaws is attached for Board consideration.

Attachments: Board of Director Bylaws - Redline
Standing Committee Bylaws - Redline
Resolution 36-2023



Cambria Community Services District Board of Director Bylaws

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.
 - (a) Board Members shall rotate into the positions of Board President and Vice President, with the Board Member who has served the longest since elected serving as President, and the Board Member with the next longest tenure on the Board serving as Vice President. Following such Board Members' one year of service in each position, the Board Member serving as Vice President shall rotate to the position of President, and the Board Member that has served as President shall rotate back to the position of Board Member. The Board Member that has served the next longest then rotates into the position of Vice President. In the event one or more Board Members are eligible to become President or Vice President and were last voted into office at the same election, the open position shall first go to the Board Member who received the most votes in that election, followed by the Board Member who received the next highest number of votes. Any Board Member may decline their appointment to the position of President or Vice President. The appointment of officers shall be subject to the affirmative vote of the Board.
- 1.4.1.5 ~~The President or his or her designee shall be the spokesperson for the Board and point person for intergovernmental relations.~~ The President or his or her designee shall be the official spokesperson for the Board in response to communications regarding the position of the Board on relevant District issues, and is the point person and contact for intergovernmental relations.

2. MEETINGS

- 2.1 The Board shall comply with the provisions of the Ralph M. Brown Act concerning the calling and conduct of public meetings.
- 2.2 Regular meetings of the Board of Directors shall be on the second and third Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.3 For regular meetings, a block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion. During general public comment:

Exhibit A to Resolution 26-2023

- a) Board members may briefly respond to statements or questions from the public; and
 - b) At the President's discretion, Board members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
 - c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.
- 2.4 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed sessions, shall be conducted for no more than a three-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the three-hour period, the Board may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.
- 2.5 Board members shall attend all regular and special meetings of the Board unless excused for emergencies or other good cause:
- a) Good cause for absence includes circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.
 - b) A Board member who is absent for good cause may notify the President by electronic transmission, telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.
 - c) A Board member vacancy shall occur upon the happening of any of the events set forth in Government Code section 1770.
- 2.6 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. All comments shall be directed to the President. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board, and shall announce the Board's decision on all subjects. On roll call, the maker of the motion shall be called first, the Board member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made or seconded the motion.
- 2.7 A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is sufficient to do business; however, motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President or any Board member shall adjourn such meeting, or, if no Board member is present, the Board Secretary shall adjourn the meeting.
- 2.8 A roll call vote, if required by law, shall be taken upon votes on ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, voting no and those abstaining or absent. Unless a Board member states that he or she is not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as a vote of abstention.
- 2.9 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video recording device in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

Exhibit A to Resolution 26-2023

- 2.10 All video recording devices shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require that all recording devices be located in the back of the room.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President. Any Director's request to place an item on the agenda must be approved by the Board President or a majority of the Board members acting in open session.
- 3.2 Those items considered to be of a routine and noncontroversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.
- a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
 - b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
 - c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer that he or she wishes to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the Board Secretary will register a "no" vote in the minutes.
- 3.3 No Board action may be taken on an item not on a posted agenda, except as set forth in Government Code Section 54954.2(b).

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the Board Secretary, who may be an employee of the CCSD.
- 4.2 The Board Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.
- 4.3 Any Board member may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record.
- 4.5 The Board Secretary shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks related.
- 4.6 Whenever the Board acts in a quasi-judicial proceeding, the Board Secretary shall create a record of a summary of the testimony of the witnesses.

5. MEMBERS OF THE BOARD OF DIRECTORS

Exhibit A to Resolution 26-2023

- 5.1 Information that is exchanged before meetings shall be distributed through the Board Secretary, and all Board members will receive all information being distributed.
- 5.2 Board members shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 At the President's discretion, District Counsel shall act as parliamentarian. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent) shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Board may adopt and any statutes applicable to the CCSD that do not authorize the provisions of these bylaws to take precedence.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Board members have no individual authority. As individuals, Board members may not commit the CCSD to any policy, act or expenditure.
- 6.2 All members of the Board of Directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole. Board members do not represent any fractional segment of the community, but are rather a part of the body which represents and acts for the community as a whole.
- 6.3 The Board of Directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies.
- 6.4 The primary responsibilities of the Board of Directors are:
 - a) The formulation and evaluation of policy.
 - b) Monitoring the CCSD's progress in attaining its goals and objectives.
 - c) Appointment, oversight and evaluation of a General Manager to handle all matters concerning the operational aspects of the CCSD.
 - d) Appointment, oversight and evaluation of a District Counsel to handle all matters concerning the legal aspects of the CCSD.

7. BOARD MEMBER GUIDELINES

- 7.1 Board members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner, the General Manager shall inform the individual Board member why the information is not or cannot be made available.

(a) When a Board Member makes a request for information, the path of communication shall be Board to General Manager, then General Manager to Staff.

(a)(b) For posted agenda items, if a substantial amount of information that would take a significant amount of time to compile is being requested by an individual Board Member for agenda items, and the information being provided either in a written staff report, or verbally at the Board meeting, is not deemed

Exhibit A to Resolution 26-2023

sufficient to make a decision on that agenda item, a request by a Board Member can be made to bring that agenda item back to a future Board meeting by making a motion and receiving an affirmative vote for that action to be placed back on the next possible agenda.

- 7.2 Individual Board members should not involve themselves in the day-to-day operations of the District. Their primary role is to participate in the process of establishing the District's policies and goals. The General Manager is responsible for implementing those policies and goals.
- 7.3 Personnel matters and other operational issues that may be of concern to individual Board members should be addressed through the General Manager. Individual Board members shall not involve themselves or interfere in personnel matters, to protect their impartiality when hearing an appeal of discipline, per the District's disciplinary and grievance process.
- 7.4 The General Manager shall take direction and instruction from the Board of Directors, as a body, when it is sitting in a duly convened meeting. Individual Board members should refrain from giving orders or instruction to the General Manager or any subordinates of the General Manager.
- 7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

8. BOARD MEMBER COMPENSATION

- 8.1 Board members may receive compensation of one hundred dollars (\$100.00) for each authorized day of service rendered as a Board member.
- 8.2 The following are authorized meetings for which a Board member may be compensated:
- a) Regular Board meetings.
 - b) Special Board meetings.
 - c) Standing Committee meetings of which the Board member is a Committee member.
 - d) Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board meeting and that the member delivers a written report to the Board regarding the member's participation at the next Board meeting following the training program.
 - e) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public event.
 - f) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public meeting or public hearing.
 - g) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the corporation's meeting.
- 8.3 Board member compensation shall not exceed six days of service in any calendar month.
- 8.4 Board member compensation shall not exceed \$100.00 per day or \$600.00 per month.

Exhibit A to Resolution 26-2023

- 8.5 Each Board member is entitled to reimbursement for travel, meals, lodging and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2.
- 8.6 Board members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. STANDING COMMITTEES

- 9.1 Standing committees are those that have continuing subject matter jurisdiction, regularly established meeting schedules and one Board member as chairperson. The General Manager may be an ex-officio member of all standing committees.
- 9.2 The following shall be the standing committees of the District:
- a) Finance
 - b) Resources & Infrastructure
 - c) Policy
- 9.3 Committee Rules:
Members' terms and method of appointment, along with detailed rules and procedures for committees, are contained in the Standing Committee Bylaws, a Board-approved set of guidelines and expectations for committees.
- 9.4 Meetings:
- a) All committees shall comply with the provisions of the Ralph M. Brown Act concerning the calling of public meetings and with the Board and committee bylaws.
 - b) A written report shall be prepared for each committee meeting by the Chair and forwarded to the Board of Directors. A recording of each meeting will be made available on the District's website.
 - c) With the exception of the Board member serving as Committee Chair, Board members may attend meetings of the District's standing committees as observers only and shall not participate in such meetings.

10. AD HOC COMMITTEES AND LIAISON APPOINTMENTS

- 10.1 The President or a majority of the Board may create ad hoc committees consisting of two Board members in accordance with the provisions of the Brown Act from time to time with specific focus and duration as required. Ad hoc committees shall meet on an as-needed basis.
- 10.2 The tasks of the ad hoc committee shall be outlined at the time of appointment, along with expected deliverables and an estimated completion date. The committee shall be considered dissolved when its final report has been made.
- 10.3 The President or a majority of the Board may appoint a liaison to an organization, group, non-profit, or other agency. The role of the liaison is to observe the meetings of those entities to which they are appointed as liaison, and report back to the Board on the discussions and actions taken during those meetings on topics that relate to the community and the District. The liaison is not an official spokesperson of the Board at these meetings and shall not speak as such without prior Board approval. Any personal opinions or comments made by the liaison shall include the statement that it is their own personal opinion and does not reflect the opinion of the entire Board. Their comments shall not undermine the decisions adopted by the Board or commit the Board to any action or policy.

Exhibit A to Resolution 26-2023

40-210.4 The Board appointed liaison may prepare and submit a written report for each meeting attended and forward it to the Board Secretary for inclusion in the appropriate monthly agenda.

11. BOARD BYLAW REVIEW POLICY

- 11.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January, after which amendments to the Bylaws may be considered for adoption by the Board.

12. COMPLIANCE WITH FEDERAL AND STATE LAW

- 12.1 If it is determined any of these Bylaws conflict with Federal or State rules or statutes, the Federal or State rules or statutes will apply.
- 12.2 These Bylaws are for the purpose of providing guidance to the Cambria Community Services District (CCSD) Board of Directors in the performance their duties.
- 12.3 These Bylaws are not intended to amend any laws governing the behavior of any individual Board member in a private capacity. All Board members will comply with all Federal and State laws governing their conduct in the performance of their duties.



Cambria Community Services District Standing Committee Bylaws

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for the review and deliberation by the Board of Directors. Committee members are expected to stay current on the issues under discussion by the Board of Directors.

1.2 Each Standing Committee shall consider only District-related issues approved and assigned to it by the Board of Directors, or issues within the purview of each Committee as defined in “Standing Committee Statements of Purpose and Responsibilities” below.

1.3 Apart from their normal function as part of an advisory resource, committees and the individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.

1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or its ad hoc subcommittees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding potential funding sources available to the District from private, public, County, State or federal entities;
- (e) Support other standing committees' fiscal review needs.

1.6.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;
- (b) Support and work directly with the CCSD General Manager, District Engineer and/or Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community, working within the bounds of current and potential resources and priorities of the District;
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs
- (d) Support other standing committees' resource and infrastructure review needs.

Exhibit B to Resolution 26-2023

1.6.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies; Identify potential areas of policy needs not currently addressed in the CCSD Policy Handbook and develop needs assessments regarding impact due to lack of policy and immediacy of need. The Committee Chair shall provide the needs assessments to the Board members for consideration. If the Board determines that a policy is required, the Board shall proceed according to the existing Policy No. 1000 (“Adoption/Amendment of Policies”) and (for policies to be included in the District Policy Handbook) the “Policy Handbook Checklist” adopted on November 10, 2022;
- (b) Support other standing committees’ policy review needs.

2. COMMITTEE MEMBERS

- 2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.
- 2.2 Each Committee member must live and be registered to vote within the CCSD boundaries.
- 2.3 Method of appointment:
 - (a) The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board.
 - (b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.
 - (c) At the end of a term of office a committee member wishing to continue for another term shall fill out an application as specified in 2.3.(d) below and will be considered for appointment along with the other applicants.
 - (d) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for committee membership. Such invitation shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted to the website or the Administrative Offices during normal business hours during the application period.
 - (e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.
 - (f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.
 - (g) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.
- 2.4 Committee members shall attend all regular and special meetings of the Committee unless excused for emergencies or other good cause:
 - (a) Good cause for absence includes circumstances of which the Chairperson of the Committee is notified prior to the meeting. Good cause also includes Board-authorized or Committee-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.
 - (b) A Committee member who is absent for good cause may notify the Chairperson by electronic transmission (e.g., email), telephone communication, or letter. The minutes shall indicate whether an absence was excused.
 - (c) A vacancy shall occur if a Committee member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board of Directors.
- 2.5 Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3.(d) above) and appointment by the CCSD Board of Directors.

Exhibit B to Resolution 26-2023

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.
- 3.3. No member of the committee shall hold more than one office.
- 3.4. Chairperson duties:
 - (a) Vote only in the event of a tie vote,
 - (b) Preside over meetings,
 - (c) Establish committee meeting agendas,
 - (d) Appoint appropriate ad hoc committees,
 - (e) Sign reports,
 - (f) Represent the Committee at regular CCSD Board meetings,
 - (g) Coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,
- 3.5. Vice Chairperson duties:
 - (a) Perform the duties of the Chairperson in their absence,
 - (b) Act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.
- 3.6. Secretary duties:
 - (a) Record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
 - (b) Submit the draft written minutes and recording to CCSD staff for the public record.
 - (c) Minutes should include at a minimum:
 - The date, time and location of the meeting,
 - A list of the Committee members present and absent,
 - A record of reports presented and by whom,
 - The text of motions adopted along with a count of yes and no votes and the committee members dissenting,
 - List of items considered for future agenda,
 - Time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee 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 attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.

Exhibit B to Resolution 26-2023

- 5.2. The Chair shall develop the draft agenda with input from the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and to the agenda distribution list.

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the ~~District Clerk~~Board Secretary, and Committee members will receive all information being distributed as part of the meeting Agenda.
- 6.3. The Committee shall hold regular meetings as often as once a month and at least quarterly, on dates set annually by the Committee. The Committee may call special meetings as needed, with required 24-hour public notice.
- 6.4. A majority of all Committee members, including the Chairperson, shall constitute a quorum.
- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a four-fifths vote of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. The CCSD General Manager may determine a staff liaison to the Committee if needed for the purpose of facilitating communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent), shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. AMENDMENTS TO BYLAWS

- 8.1. These standing committee bylaws shall be reviewed annually at the first regular Board of Directors meeting in January after which the amendments may be considered for adoption by the Board.
- 8.2. The CCSD Board of Directors retains sole authority to amend these bylaws. Any amendments must be approved by a majority of the CCSD Board of Directors.

RESOLUTION NO. 36-2023
June 8, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT AMENDING
THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
AND STANDING COMMITTEE BYLAWS

BE IT RESOLVED by the Board of Directors of the Cambria Community Services District as follows:

1. The Cambria Community Services District Board of Director Bylaws attached hereto as Exhibit A and incorporated herein by this reference are hereby approved.
2. The Cambria Community Services District Standing Committee Bylaws attached hereto as Exhibit B and incorporated herein by this reference are hereby approved.

PASSED AND ADOPTED this 8th day of June, 2023.

Karen Dean, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Haley Dodson
Administrative Analyst



Cambria Community Services District Board of Director Bylaws

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.
 - (a) Board Members shall rotate into the positions of Board President and Vice President, with the Board Member who has served the longest since elected serving as President, and the Board Member with the next longest tenure on the Board serving as Vice President. Following such Board Members' one year of service in each position, the Board Member serving as Vice President shall rotate to the position of President, and the Board Member that has served as President shall rotate back to the position of Board Member. The Board Member that has served the next longest then rotates into the position of Vice President. In the event one or more Board Members are eligible to become President or Vice President and were last voted into office at the same election, the open position shall first go to the Board Member who received the most votes in that election, followed by the Board Member who received the next highest number of votes. Any Board Member may decline their appointment to the position of President or Vice President. The appointment of officers shall be subject to the affirmative vote of the Board.
- 1.5 The President or his or her designee shall be the official spokesperson for the Board in response to communications regarding the position of the Board on relevant District issues, and is the point person and contact for intergovernmental relations.

2. MEETINGS

- 2.1 The Board shall comply with the provisions of the Ralph M. Brown Act concerning the calling and conduct of public meetings.
- 2.2 Regular meetings of the Board of Directors shall be on the second and third Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.3 For regular meetings, a block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the

- President's discretion. During general public comment:
- a) Board members may briefly respond to statements or questions from the public; and
 - b) At the President's discretion, Board members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
 - c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.
- 2.4 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed sessions, shall be conducted for no more than a three-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the three-hour period, the Board may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.
- 2.5 Board members shall attend all regular and special meetings of the Board unless excused for emergencies or other good cause:
- a) Good cause for absence includes circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.
 - b) A Board member who is absent for good cause may notify the President by electronic transmission, telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.
 - c) A Board member vacancy shall occur upon the happening of any of the events set forth in Government Code section 1770.
- 2.6 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. All comments shall be directed to the President. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board, and shall announce the Board's decision on all subjects. On roll call, the maker of the motion shall be called first, the Board member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made or seconded the motion.
- 2.7 A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is sufficient to do business; however, motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President or any Board member shall adjourn such meeting, or, if no Board member is present, the Board Secretary shall adjourn the meeting.
- 2.8 A roll call vote, if required by law, shall be taken upon votes on ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, voting no and those abstaining or absent. Unless a Board member states that he or she is not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as a vote of abstention.
- 2.9 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video recording device in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a

disruption of the proceedings.

- 2.10 All video recording devices shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require that all recording devices be located in the back of the room.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President. Any Director's request to place an item on the agenda must be approved by the Board President or a majority of the Board members acting in open session.
- 3.2 Those items considered to be of a routine and noncontroversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.
- a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
 - b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
 - c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer that he or she wishes to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the Board Secretary will register a "no" vote in the minutes.
- 3.3 No Board action may be taken on an item not on a posted agenda, except as set forth in Government Code Section 54954.2(b).

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the Board Secretary, who may be an employee of the CCSD.
- 4.2 The Board Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.
- 4.3 Any Board member may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record.
- 4.5 The Board Secretary shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks related.
- 4.6 Whenever the Board acts in a quasi-judicial proceeding, the Board Secretary shall create a record of a summary of the testimony of the witnesses.

5. MEMBERS OF THE BOARD OF DIRECTORS

- 5.1 Information that is exchanged before meetings shall be distributed through the Board Secretary, and all Board members will receive all information being distributed.
- 5.2 Board members shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 At the President's discretion, District Counsel shall act as parliamentarian. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent) shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Board may adopt and any statutes applicable to the CCSD that do not authorize the provisions of these bylaws to take precedence.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Board members have no individual authority. As individuals, Board members may not commit the CCSD to any policy, act or expenditure.
- 6.2 All members of the Board of Directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole. Board members do not represent any fractional segment of the community, but are rather a part of the body which represents and acts for the community as a whole.
- 6.3 The Board of Directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies.
- 6.4 The primary responsibilities of the Board of Directors are:
 - a) The formulation and evaluation of policy.
 - b) Monitoring the CCSD's progress in attaining its goals and objectives.
 - c) Appointment, oversight and evaluation of a General Manager to handle all matters concerning the operational aspects of the CCSD.
 - d) Appointment, oversight and evaluation of a District Counsel to handle all matters concerning the legal aspects of the CCSD.

7. BOARD MEMBER GUIDELINES

- 7.1 Board members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner, the General Manager shall inform the individual Board member why the information is not or cannot be made available.
 - (a) When a Board Member makes a request for information, the path of communication shall be Board to General Manager, then General Manager to Staff.
 - (b) For posted agenda items, if a substantial amount of information that would take a significant amount of time to compile is being requested by an individual Board Member, and the

information being provided either in a written staff report, or verbally at the Board meeting, is not deemed sufficient to make a decision on that agenda item, a request by a Board Member can be made to bring that agenda item back to a future Board meeting by making a motion and receiving an affirmative vote for that action to be placed back on the next possible agenda.

- 7.2 Individual Board members should not involve themselves in the day-to-day operations of the District. Their primary role is to participate in the process of establishing the District's policies and goals. The General Manager is responsible for implementing those policies and goals.
- 7.3 Personnel matters and other operational issues that may be of concern to individual Board members should be addressed through the General Manager. Individual Board members shall not involve themselves or interfere in personnel matters, to protect their impartiality when hearing an appeal of discipline, per the District's disciplinary and grievance process.
- 7.4 The General Manager shall take direction and instruction from the Board of Directors, as a body, when it is sitting in a duly convened meeting. Individual Board members should refrain from giving orders or instruction to the General Manager or any subordinates of the General Manager.
- 7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

8. BOARD MEMBER COMPENSATION

- 8.1 Board members may receive compensation of one hundred dollars (\$100.00) for each authorized day of service rendered as a Board member.
- 8.2 The following are authorized meetings for which a Board member may be compensated:
- a) Regular Board meetings.
 - b) Special Board meetings.
 - c) Standing Committee meetings of which the Board member is a Committee member.
 - d) Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board meeting and that the member delivers a written report to the Board regarding the member's participation at the next Board meeting following the training program.
 - e) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public event.
 - f) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public meeting or public hearing.
 - g) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the corporation's meeting.
- 8.3 Board member compensation shall not exceed six days of service in any calendar month.

- 8.4 Board member compensation shall not exceed \$100.00 per day or \$600.00 per month.
- 8.5 Each Board member is entitled to reimbursement for travel, meals, lodging and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2.
- 8.6 Board members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. STANDING COMMITTEES

- 9.1 Standing committees are those that have continuing subject matter jurisdiction, regularly established meeting schedules and one Board member as chairperson. The General Manager may be an ex-officio member of all standing committees.
- 9.2 The following shall be the standing committees of the District:
- a) Finance
 - b) Resources & Infrastructure
 - c) Policy
- 9.3 Committee Rules:
Members' terms and method of appointment, along with detailed rules and procedures for committees, are contained in the Standing Committee Bylaws, a Board-approved set of guidelines and expectations for committees.
- 9.4 Meetings:
- a) All committees shall comply with the provisions of the Ralph M. Brown Act concerning the calling of public meetings and with the Board and committee bylaws.
 - b) A written report shall be prepared for each committee meeting by the Chair and forwarded to the Board of Directors. A recording of each meeting will be made available on the District's website.
 - c) With the exception of the Board member serving as Committee Chair, Board members may attend meetings of the District's standing committees as observers only and shall not participate in such meetings.

10. AD HOC COMMITTEES & LIAISON APPOINTMENTS

- 10.1 The President or a majority of the Board may create ad hoc committees consisting of two Board members in accordance with the provisions of the Brown Act from time to time with specific focus and duration as required. Ad hoc committees shall meet on an as-needed basis.
- 10.2 The tasks of the ad hoc committee shall be outlined at the time of appointment, along with expected deliverables and an estimated completion date. The committee shall be considered dissolved when its final report has been made.
- 10.3 The President or a majority of the Board may appoint a liaison to an organization, group, non-profit, or other agency. The role of the liaison is to observe the meetings of those entities to which they are appointed as liaison, and report back to the Board on the discussions and actions taken during those meetings on topics that relate to the community and the District. The liaison is not an official spokesperson of the Board at these meetings and shall not speak as such without prior Board approval. Any personal opinions or comments made by the liaison shall include the statement that it

is their own personal opinion and does not reflect the opinion of the entire Board. Their comments shall not undermine the decisions adopted by the Board or commit the Board to any action or policy.

- 10.4 The Board appointed liaison may prepare and submit a written report for each meeting attended and forward it to the Board Secretary for inclusion in the appropriate monthly agenda.

11. BOARD BYLAW REVIEW POLICY

- 11.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January, after which amendments to the Bylaws may be considered for adoption by the Board.

12. COMPLIANCE WITH FEDERAL AND STATE LAW

- 12.1 If it is determined any of these Bylaws conflict with Federal or State rules or statutes, the Federal or State rules or statutes will apply.
- 12.2 These Bylaws are for the purpose of providing guidance to the Cambria Community Services District (CCSD) Board of Directors in the performance their duties.
- 12.3 These Bylaws are not intended to amend any laws governing the behavior of any individual Board member in a private capacity. All Board members will comply with all Federal and State laws governing their conduct in the performance of their duties.



Cambria Community Services District Standing Committee Bylaws

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for review and deliberation by the Board of Directors. Committee members are expected to stay current on the issues under discussion by the Board of Directors.

1.2 Each Standing Committee shall consider only District-related issues approved and assigned to it by the Board of Directors, or issues within the purview of each Committee as defined in "Standing Committee Statements of Purpose and Responsibilities" below.

1.3 Apart from their normal function as part of an advisory resource, committees and the individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.

1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or its ad hoc subcommittees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding potential funding sources available to the District from private, public, County, State or federal entities;
- (e) Support other standing committees' fiscal review needs.

1.6.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;
- (b) Support and work directly with the CCSD General Manager, District Engineer and/or Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community, working within the bounds of current and potential resources and priorities of the District;
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs
- (d) Support other standing committees' resource and infrastructure review needs.

1.6.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies; Identify potential areas of policy needs not currently addressed in the CCSD Policy Handbook and develop needs assessments regarding impact due to lack of policy and immediacy of need. The Committee Chair shall provide the needs assessments to the Board members for consideration. If the Board determines that a policy is required, the Board shall proceed according to the existing Policy No. 1000 (“Adoption/Amendment of Policies”) and (for policies to be included in the District Policy Handbook) the “Policy Handbook Checklist” adopted on November 10, 2022;
- (b) Support other standing committees’ policy review needs.

2. COMMITTEE MEMBERS

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries.

2.3 Method of appointment:

(a) The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board.

(b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.

(c) At the end of a term of office a committee member wishing to continue for another term shall fill out an application as specified in 2.3.(d) below and will be considered for appointment along with the other applicants.

(d) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for committee membership. Such invitation shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted to the website or the Administrative Offices during normal business hours during the application period.

(e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.

(f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.

(g) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4 Committee members shall attend all regular and special meetings of the Committee unless excused for emergencies or other good cause:

(a) Good cause for absence includes circumstances of which the Chairperson of the Committee is notified prior to the meeting. Good cause also includes Board-authorized or Committee-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

(b) A Committee member who is absent for good cause may notify the Chairperson by electronic transmission (e.g., email), telephone communication, or letter. The minutes shall indicate whether an absence was excused.

(c) A vacancy shall occur if a Committee member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board of Directors.

2.5. Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3.(d) above) and appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.
- 3.3. No member of the committee shall hold more than one office.
- 3.4. Chairperson duties:
 - (a) Vote only in the event of a tie vote,
 - (b) Preside over meetings,
 - (c) Establish committee meeting agendas,
 - (d) Appoint appropriate ad hoc committees,
 - (e) Sign reports,
 - (f) Represent the Committee at regular CCSD Board meetings,
 - (g) Coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,
- 3.5. Vice Chairperson duties:
 - (a) Perform the duties of the Chairperson in their absence,
 - (b) Act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.
- 3.6. Secretary duties:
 - (a) Record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
 - (b) Submit the draft written minutes and recording to CCSD staff for the public record.
 - (c) Minutes should include at a minimum:
 - The date, time and location of the meeting,
 - A list of the Committee members present and absent,
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 - List of items considered for future agenda,
 - Time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee 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 attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.

- 5.2. The Chair shall develop the draft agenda with input from the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and to the agenda distribution list.

6. **MEETINGS**

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the Board Secretary, and Committee members will receive all information being distributed as part of the meeting Agenda.
- 6.3. The Committee shall hold regular meetings as often as once a month and at least quarterly, on dates set annually by the Committee. The Committee may call special meetings as needed, with required 24-hour public notice.
- 6.4. A majority of all Committee members, including the Chairperson, shall constitute a quorum.
- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a four-fifths vote of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. The CCSD General Manager may determine a staff liaison to the Committee if needed for the purpose of facilitating communication.

7. **PARLIAMENTARY AUTHORITY**

- 7.1. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent), shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. **AMENDMENTS TO BYLAWS**

- 8.1. These standing committee bylaws shall be reviewed annually at the first regular Board of Directors meeting in January after which the amendments may be considered for adoption by the Board.
- 8.2. The CCSD Board of Directors retains sole authority to amend these bylaws. Any amendments must be approved by a majority of the CCSD Board of Directors.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**FROM: Matthew McElhenie, General Manager
Denise Fritz, Administrative Department Manager

Meeting Date: June 8, 2023

Subject: Public Hearing to Discuss and Consider
Adoption of Resolution 33-2023
Confirming the 2022 Fire Hazard Fuel
Reduction Itemized Cost Report of the
Cambria Community Services District**RECOMMENDATIONS:**

1. Conduct a public hearing to consider the itemized report on costs incurred for the 2022 Fire Hazard Fuel Reduction Program on parcels subject to clearing under the CCSD's Fire Hazard Fuel Reduction contract:
 - a. Open public hearing.
 - b. Receive public testimony and consider any objections from affected property owners.
 - c. Close public hearing and make any modifications to the itemized cost report deemed necessary.
2. Adopt Resolution 33-2023 confirming the 2022 Fire Hazard Fuel Reduction Itemized Cost Report.

FISCAL IMPACT:

The CCSD's contractor's cost for performing all the work on the parcels, plus CCSD's administrative charges, total \$43,924. The seventy-one (71) parcels invoiced and listed in the itemized cost report included in Resolution 33-2023 will be assessed on the San Luis Obispo County 2023-2024 Tax Roll for \$43,924.

DISCUSSION:

This agenda item is for a public hearing that is being held in accordance with Health and Safety Code Section 14910 to consider the itemized cost report and hear any objections to the costs incurred by the CCSD to abate weeds and fire hazards as part of the CCSD's 2022 Fire Hazard Fuel Reduction Program. At the hearing, the Board may modify the amounts as it deems necessary and adopt the attached Resolution to confirm the itemized cost report. After the itemized cost report has been confirmed, the Resolution will be submitted to the County. The amounts will be included and collected on each respective property owner's property tax bill per the provisions of the Health and Safety Code. Pursuant to the requirements of Health and Safety Code Section 14906, a copy of the itemized cost report has been posted on the District Board's chamber doors for three (3) days with a notice of the time and date when the Board will consider the itemized cost report for confirmation.

The itemized cost report provides a specific cost for each property owner subject to the charges. The charges reflect the actual contract price to remove or reduce the downed fuels and vegetation on the property, plus the CCSD's administrative charge of \$200 for the inspection, follow-up, and managerial and administrative work performed by CCSD staff to submit the charges with the parcel data to the San Luis Obispo County Tax Collector for CCSD reimbursement. The CCSD invoiced affected property owners on December 27, 2022. The District's general practice is to mail out additional courtesy notices to parcel owners who have not paid their invoices. The CCSD mailed reminder notices on February 15, 2023. The properties listed in the itemized cost report are those with outstanding invoices.

It should be noted that the procedures and timing related to the collection of charges incurred by the CCSD in clearing parcels were approved by the Board on May 26, 2011. The process of confirming the abatement costs for collection on the tax roll occurs in the year following the abatement. The itemized report for 2022 abatement work is being presented to the Board for confirmation. The deadline imposed by San Luis Obispo County for the inclusion of assessments on the FY 2023-2024 tax roll is July 20, 2023.

Attachments: Resolution 33-2023
Exhibit A to Resolution 33-2023

RESOLUTION 33-2023
June 8, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT
CONFIRMING THE FIRE HAZARD FUEL REDUCTION PROGRAM
ITEMIZED REPORT

WHEREAS, by Resolution No. 16-2023, the Fire Chief was directed to abate a public nuisance on certain parcels of real property located within the Cambria Community Services District; and

WHEREAS, said nuisance, consisting of noxious or dangerous weeds, live or dead vegetation located upon said parcels, has been abated under the power granted to the Cambria Community Services District by Health and Safety Code Section 14875, et seq., and Government Code Section 61100(t), whereby the Cambria Community Services District may declare certain hazardous vegetation a public nuisance for abating said vegetation to reduce the community wildland fire vulnerability and threat; and

WHEREAS, parcels in which the nuisance fire hazard vegetation was not removed by the owners have been cleared and abated by the Cambria Community Services District Fire Hazard Fuel Reduction Contractor, as approved by the Board of Directors by Resolution No. 28-2021; and

WHEREAS, an itemized report has been prepared showing the actual cost of said nuisance abatement to be charged to each parcel, which report is attached hereto, marked "Exhibit A," and incorporated herein by reference as though here fully set forth.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the Cambria Community Services District, as follows:

1. That the recitals set forth hereinabove are true, correct and incorporated herein by this reference.
2. That said itemized cost report entitled "Cambria Community Services District, Report of Fire Hazard Fuel Reduction 2023," a copy of which is on file in the office of the Cambria Community Services District and is available there for public inspection, be and hereby is ordered confirmed in the form set forth in said "Exhibit A."
3. That in accordance with Health and Safety Code Section 14915, the Finance Manager shall forthwith transmit a copy of this Resolution to the County Auditor.
4. That pursuant to the authority in Health and Safety Code Sections 14912, 14916 and 14917, the County Auditor and the County Tax Collector be and hereby are authorized and directed to do all acts necessary and proper to place on the Fiscal Year 2023-2024 Tax Rolls, the respective assessments as set forth in said

confirmed itemized cost report, plus such administrative fees as are allowed under the law.

5. That because of said confirmation and recording of said itemized cost report, pursuant to Health and Safety Code Section 14912, the amounts of the Fire Hazard Fuel Reduction costs set forth in said itemized cost report are thereby made special assessments and liens against the respective parcels of real property in the Cambria Community Services District, all as set forth in said itemized report referred to hereinabove as "Exhibit A."

PASSED AND ADOPTED THIS 8th day of June 2023.

AYES:

NAYS:

ABSENT:

Karen Dean, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson, Administrative Analyst

Timothy J. Carmel, District Counsel

EXHIBIT "A" TO RESOLUTION 33-2023 CAMBRIA
COMMUNITY SERVICES DISTRICT REPORT OF
FIRE HAZARD FUEL REDUCTION

| <u>Parcel</u> | <u>Contractor</u> <u>Cost</u> | <u>Administrative</u> <u>Fee</u> | <u>Total Cost</u> |
|---------------|----------------------------------|-------------------------------------|-------------------|
| 022.093.012 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 022.093.016 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 022.093.051 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 022.171.046 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 022.181.038 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 022.202.004 | \$ 844.00 | \$ 200.00 | \$ 1,044.00 |
| 022.212.015 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 022.212.016 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 022.212.017 | \$ 274.00 | \$ 200.00 | \$ 474.00 |
| 022.341.011 | \$ 559.00 | \$ 200.00 | \$ 759.00 |
| 022.342.008 | \$ 424.00 | \$ 200.00 | \$ 624.00 |
| 023.034.013 | \$ 304.00 | \$ 200.00 | \$ 504.00 |
| 023.036.010 | \$ 1,924.00 | \$ 200.00 | \$ 2,124.00 |
| 023.036.030 | \$ 1,444.00 | \$ 200.00 | \$ 1,644.00 |
| 023.116.022 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 023.142.030 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 023.171.028 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 023.192.004 | \$ 1,164.00 | \$ 200.00 | \$ 1,364.00 |
| 023.192.021 | \$ 2,554.00 | \$ 200.00 | \$ 2,754.00 |
| 023.202.019 | \$ 244.00 | \$ 200.00 | \$ 444.00 |
| 023.203.001 | \$ 1,024.00 | \$ 200.00 | \$ 1,224.00 |
| 023.204.012 | \$ 274.00 | \$ 200.00 | \$ 474.00 |
| 023.211.010 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 023.213.004 | \$ 154.00 | \$ 200.00 | \$ 354.00 |
| 023.223.013 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 023.223.024 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 023.233.001 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 023.233.038 | \$ 394.00 | \$ 200.00 | \$ 594.00 |
| 023.233.058 | \$ 379.00 | \$ 200.00 | \$ 579.00 |
| 023.233.068 | \$ 274.00 | \$ 200.00 | \$ 474.00 |
| 023.233.076 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 023.281.013 | \$ 394.00 | \$ 200.00 | \$ 594.00 |
| 023.282.040 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 023.312.012 | \$ 124.00 | \$ 200.00 | \$ 324.00 |
| 023.312.020 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 023.313.020 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 023.333.002 | \$ 184.00 | \$ 200.00 | \$ 384.00 |
| 023.333.042 | \$ 319.00 | \$ 200.00 | \$ 519.00 |
| 023.352.034 | \$ 214.00 | \$ 200.00 | \$ 414.00 |
| 023.383.041 | \$ 394.00 | \$ 200.00 | \$ 594.00 |
| 023.391.004 | \$ 304.00 | \$ 200.00 | \$ 504.00 |
| 023.391.049 | \$ 304.00 | \$ 200.00 | \$ 504.00 |
| 023.391.050 | \$ 274.00 | \$ 200.00 | \$ 474.00 |

EXHIBIT "A" TO RESOLUTION 33-2023 CAMBRIA
 COMMUNITY SERVICES DISTRICT REPORT OF
 FIRE HAZARD FUEL REDUCTION

| | | | | | | |
|-------------|----|----------|----|--------|----|----------|
| 023.423.006 | \$ | 334.00 | \$ | 200.00 | \$ | 534.00 |
| 024.033.045 | \$ | 304.00 | \$ | 200.00 | \$ | 504.00 |
| 024.103.015 | \$ | 244.00 | \$ | 200.00 | \$ | 444.00 |
| 024.142.034 | \$ | 214.00 | \$ | 200.00 | \$ | 414.00 |
| 024.152.009 | \$ | 214.00 | \$ | 200.00 | \$ | 414.00 |
| 024.161.011 | \$ | 214.00 | \$ | 200.00 | \$ | 414.00 |
| 024.182.035 | \$ | 184.00 | \$ | 200.00 | \$ | 384.00 |
| 024.182.043 | \$ | 214.00 | \$ | 200.00 | \$ | 414.00 |
| 024.201.005 | \$ | 244.00 | \$ | 200.00 | \$ | 444.00 |
| 024.211.024 | \$ | 214.00 | \$ | 200.00 | \$ | 414.00 |
| 024.211.034 | \$ | 714.00 | \$ | 200.00 | \$ | 914.00 |
| 024.212.023 | \$ | 394.00 | \$ | 200.00 | \$ | 594.00 |
| 024.231.001 | \$ | 184.00 | \$ | 200.00 | \$ | 384.00 |
| 024.241.019 | \$ | 904.00 | \$ | 200.00 | \$ | 1,104.00 |
| 024.253.006 | \$ | 214.00 | \$ | 200.00 | \$ | 414.00 |
| 024.262.036 | \$ | 214.00 | \$ | 200.00 | \$ | 414.00 |
| 024.273.017 | \$ | 214.00 | \$ | 200.00 | \$ | 414.00 |
| 024.282.032 | \$ | 979.00 | \$ | 200.00 | \$ | 1,179.00 |
| 024.291.015 | \$ | 154.00 | \$ | 200.00 | \$ | 354.00 |
| 024.291.017 | \$ | 619.00 | \$ | 200.00 | \$ | 819.00 |
| 024.312.029 | \$ | 184.00 | \$ | 200.00 | \$ | 384.00 |
| 024.332.011 | \$ | 184.00 | \$ | 200.00 | \$ | 384.00 |
| 024.353.014 | \$ | 214.00 | \$ | 200.00 | \$ | 414.00 |
| 024.353.031 | \$ | 199.00 | \$ | 200.00 | \$ | 399.00 |
| 023.036.036 | \$ | 1,429.00 | \$ | 200.00 | \$ | 1,629.00 |
| 022.083.063 | \$ | 199.00 | \$ | 200.00 | \$ | 399.00 |
| 024.191.063 | \$ | 754.00 | \$ | 200.00 | \$ | 954.00 |
| 024.191.062 | \$ | 1,264.00 | \$ | 200.00 | \$ | 1,464.00 |

Total Parcels: 71

\$ 43,924.00

TO: Board of Directors

AGENDA NO. **6.B.**

FROM: Matthew McElhenie, General Manager
Denise Fritz, Administrative Department Manager

Meeting Date: June 8, 2023 Subject: Public Hearing to Discuss and Consider Adoption of Resolution 34-2023 Approving a Fire Suppression Benefit Assessment Consumer Price Index (CPI) Adjustment at the Rate of 4.2% for FY 2023/2024 and Confirming the Itemized Report to Collect the Assessment on the County Tax Rolls

RECOMMENDATIONS:

1. Receive staff report.
2. Open public hearing.
3. Receive public comment.
4. Close public hearing.
5. Discussion.
6. Adopt Resolution 34-2023 approving a 4.2% CPI adjustment to the existing Fire Suppression Benefit Assessment rates, effective July 1, 2023, in compliance with Resolution 27-2003 and the related Engineer’s Report and confirming the itemized report to collect the assessment on the County tax rolls.

FISCAL IMPACT:

Adopting the Resolution increases the annual fire suppression benefit assessment revenue by approximately \$21,888 for a projected total of \$543,024 for FY 2023/2024. The Fire Suppression Benefit Assessment provides critical supplemental funding for Fire Department operations.

DISCUSSION:

CCSD Resolution 27-2003 confirmed the special benefit assessment for fire suppression services. Pursuant to Government Code Section 50078 et seq., the assessment may be increased for the ensuing year based on the Consumer Price Index, not exceeding 5.4%. The United States Bureau of Labor Statistics recorded an average increase of 4.2% for the Los Angeles-Long Beach-Anaheim & Riverside-San Bernardino-Ontario areas for the twelve months ending March 31, 2023, which is less than the not to exceed increase allowance.

The proposed range of assessments compared with the current rates is as follows:

| | <u>FY 2023/2024</u> | <u>FY 2022/2023</u> |
|--|----------------------------|----------------------------|
| Vacant Lot | \$22.99 | \$22.07 |
| Single Family Residence < 3600 sq. ft | \$114.93 | \$110.35 |
| Single Family Residence > 3600 sq. ft | \$172.44 | \$165.57 |
| Multi-Family Residence per Dwelling Unit | \$57.49 | \$55.20 |
| Commercial Range | \$345.00 - \$2,934.55 | \$331.09-\$2,816.27 |

Attachment: Resolution 34-2023

RESOLUTION NO. 34-2023
June 8, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING THE FIRE SUPPRESSION BENEFIT ASSESSMENT CONSUMER
PRICE INDEX ADJUSTMENT IN THE AMOUNT OF
4.2% FOR FISCAL YEAR 2023/2024
AND AUTHORIZING COLLECTION ON THE TAX ROLLS

WHEREAS, in accordance with the authority in Government Code Section 61122, a community services district may levy benefit assessments for operation and maintenance consistent with the requirements of Article XIID of the California Constitution; and

WHEREAS, the Fire Suppression Benefit Assessment was approved by a majority of the property owners in Cambria in March 2003 pursuant to Government Code Section 50078 et seq.; and

WHEREAS, Government Code Section 50078.16 states that the Board of Directors may provide for the collection of the assessment in the same manner, and subject to the same penalties as, other fees, charges, and taxes fixed and collected by, or on behalf of the District and further provides that the County may deduct its reasonable costs incurred for that service before remittal of the balance to the District.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District as follows:

1. That the recitals set forth above are true, correct and are incorporated herein by reference.
2. A Fire Suppression Benefit Assessment Consumer Price Index Adjustment in the amount of 4.2%, effective July 1, 2023, in compliance with Resolution 27-2003 and the related Engineer's Report is hereby approved.
3. The following assessments for Fiscal Year 2023/2024 are hereby approved:

| | <u>FY 2023/2024</u> |
|--|----------------------------|
| Vacant Lot | \$22.99 |
| Single Family Residence < 3600 sq. | \$114.93 |
| Single Family Residence > 3600 sq. | \$172.44 |
| Multi-Family Residence per Dwelling Unit | \$57.49 |
| Commercial Range | \$345.00- 2,934.55 |

4. For the 2023-24 fiscal year, pursuant to the authority in Government Code Section 50078.16, the Board of Directors hereby elects to collect the District's Fire Suppression Benefit Assessment on the County of San Luis Obispo tax roll, in the same manner, by the same person, and at the same time, together with and not separate from its taxes.

AYES:

NAYS:

ABSENT:

PASSED AND ADOPTED THIS 8th day of June, 2023.

Karen Dean, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson, Administrative Analyst

Timothy J. Carmel, District Counsel

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: Matthew McElhenie, General Manager
Denise Fritz, Administrative Department Manager

Meeting Date: June 8, 2023 Subject: Public Hearing to Discuss and Consider Adoption of Resolution 35-2023 Confirming the Itemized Report to Collect Delinquent Solid Waste Collection and Disposal Charges on the County Tax Rolls

RECOMMENDATIONS:

1. Receive staff report and review the itemized report for delinquent solid waste collection and disposal charges.
2. Open Public Hearing.
3. Take Public Testimony.
4. Close Public Hearing.
5. Discussion.
6. Adopt Resolution 35-2023 confirming the itemized report (Exhibit "A" to the Resolution) describing each parcel and the amount of delinquent solid waste collection and disposal charges to be collected against such parcel.

FISCAL IMPACT:

The property owner of record is responsible for paying the delinquent charges. Collecting delinquent charges on the tax roll ensures the CCSD's Franchisee, Mission Country Disposal, will receive payment for solid waste collection and disposal services from owners who have not paid their bills.

DISCUSSION:

On October 1, 2009, at the request of the Franchisee, the CCSD Board of Directors adopted Ordinance 02-2009, electing to have delinquent solid waste collection and disposal service charges collected on the County tax roll in accordance with the provisions of Health and Safety Code Section 5473, et seq.

The CCSD Board of Directors found that the timely and complete payment of charges for solid waste collection and disposal services is critical for the successful operation of the CCSD's solid waste collection and disposal franchise and elected to, by resolution, have solid waste collection and disposal charges which are delinquent at the end of any fiscal year collected on the tax roll.

Mission Country Disposal has requested and filed an itemized report with the CCSD listing all delinquent solid waste collection and disposal charges for collection on the 2023/2024 tax roll. Outstanding charges total approximately \$3741.98.

The Board is required to hold a public hearing at which it is to consider all objections and protests to the itemized report. Pursuant to Health and Safety Code Section 5473.3, at the conclusion of the hearing, the Board may adopt, revise, change, reduce or modify any charge or overrule any or all objections. The attached Resolution has been prepared for Board consideration to approve

⁵⁷ and adopt the report. Thereafter it will be filed with the County Auditor-Controller, and the amounts of the delinquent charges will be entered as charges against the parcels and collected on the annual bills for property taxes levied against the respective parcels.

Attachments: Resolution 35-2023
Exhibit A to Resolution 35-2023

RESOLUTION NO. 35-2023
JUNE 8, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT
CONFIRMING THE ITEMIZED REPORT AND AUTHORIZING
DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL SERVICE
CHARGES TO BE COLLECTED ON TAX ROLL

WHEREAS, the Board of Directors (“Board”) of the Cambria Community Services District (“District”) makes the following findings of fact:

1. On October 1, 2009, the District Board duly adopted Ordinance No. 02-2009 pursuant to which the District elected to have delinquent solid waste collection and disposal service charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government and Health and Safety Codes; and

2. In accordance with Health and Safety Code Section 5473.1, the Administrative Analyst has mailed letters to owners of real property notifying them of the District’s intent to have such solid waste collection and disposal service charges delinquent as of June 1, 2023 placed on the 2023-2024 County property tax roll for collection, pursuant to Health and Safety Code Sections 5473 and 5473a by filing a written report with the Auditor-Controller’s office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent solid waste collection and disposal service charges, the amount of those delinquent charges, and the owner thereof; and

3. In accordance with the requirements of Health and Safety Code Section 5473.1, the Administrative Analyst has caused a notice to be published of the time and place of the public hearing to be held before the District Board at which time all interested persons were given the opportunity to present oral or written testimony for or against said itemized report or any portions thereof; and

4. On or before July 20, 2022, the final filing date established by the County Auditor-Controller’s Office, the Finance Manager must submit all changes, additions and deletions to such list on a final filing basis; and

5. In accordance with San Luis Obispo County regulations, as of July 1, 2008 a fee of \$36.00 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of District error will be subsequently invoiced and collected by the District from the property owner of record.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cambria Community Services District as follows:

Section 1. The above findings are true and correct and are incorporated herein by this reference.

Section 2. The Board hereby confirms the itemized report describing the delinquent solid waste collection and disposal service charges attached hereto as Exhibit "A" and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Health and Safety Code Section 5473 et seq.

Ayes:
Nays:
Absent:

PASSED AND ADOPTED this 8th day of June, 2023.

Karen Dean, Board President

ATTEST:

APPROVED AS TO FORM:

Haley Dodson, Administrative Analyst

Timothy Carmel, District Counsel

Exhibit A to Resolution 35-2023

| Cust No. | Customer Name | Parcel No. | Service Address | Bill Name | Bill Address | City, State, Zip | >120 Day | Fin Chrg | Total |
|----------|-----------------------------|-------------|-------------------|------------------------|--------------------------|--------------------------|-----------------|---------------|-----------------|
| 10049559 | MC ALPINE, TIM & GINA | 023-401-006 | 1445 HADDON DR | MC ALPINE, TIM & GINA | 1445 HADDON DR | CAMBRIA, CA 93428-5125 | 539.90 | 85.60 | 625.50 |
| 8004231 | SMALLEY, BETTY J | 022-041-001 | 503 WEYMOUTH ST | SMALLEY, BETTY | 503 WEYMOUTH ST | CAMBRIA, CA 93428-2428 | 539.00 | 85.68 | 624.68 |
| 8003775 | ADAMS, ICA | 024-063-078 | 2155 SPENCER ST | ADAMS, ICA | 624 E 10TH AVE | WINFIELD, KS 67156-3705 | 403.10 | 74.90 | 478.00 |
| 10113833 | FRANKEN, JILL | 024-042-033 | 2250 LEONA DR | FRANKEN, JILL | 2250 LEONA DR | CAMBRIA, CA 93428-5220 | 380.81 | 66.19 | 447.00 |
| 10122756 | LANGWORTHY, CAROLE C/O TODD | 024-041-031 | 2281 PIERCE AVE | LANGWORTHY, CAROLE C/O | PO BOX 155 | VALLECITO, CA 95251-0155 | 284.00 | 44.04 | 328.04 |
| 8004184 | CHINNICI, JEAN | 022-034-021 | 470 WELLINGTON ST | CHINNICI LYDIA J | 470 WELLINGTON DR | CAMBRIA, CA 93428-2328 | 271.82 | 35.52 | 307.34 |
| 8003430 | CLARK, KRISTIN | 013-313-010 | 1178 PINEWOOD DR | GEORGE CLARK C/O ROSAL | 1178 PINEWOOD | CAMBRIA, CA 93428-2927 | 271.82 | 35.68 | 307.50 |
| 8003683 | REESE, AMY | 022-212-046 | 949 SHEFFIELD ST | REESE, AMY | 2604 EL CAMINO REAL #257 | CARLSBAD, CA 92008-1205 | 271.82 | 35.52 | 307.34 |
| 8102104 | KOPP, NICKOLAUS | 013-101-006 | 1276 MAIN ST | KOPP, NICKOLAUS | PO BOX 573 | CAMBRIA, CA 93428-0573 | 227.58 | 35.00 | 262.58 |
| | | | | | | | 3,189.85 | 498.13 | 3,687.98 |

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 7.A.

FROM: Matthew McElhenie, General Manager

Meeting Date: June 8, 2023

Subject: Discussion and Consideration of
Strategic Plan Update

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider the monthly updates to the Strategic Plan.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board held a special meeting on January 30th and adjourned to January 31st to update the Strategic Plan, then adopted the updated plan on February 16th. This effort included a review of underlying objectives to be primarily accomplished over the next six months. The Mission Statement and Three-year Goals will not be updated since these were developed on June 28, 2022, with the intention that they would not be re-evaluated until June 2025. But the Objectives within each Goal will be discussed and updated as needed.

Staff recommends that the Board review, discuss, and consider the monthly updates to the Strategic Plan Objectives.

Attachments: Mission Statement, Core Values and Three-Year Goals
2023 Strategic Goals and Objectives

CCSD STRATEGIC PLAN

Adopted August 11, 2022

MISSION STATEMENT

The Cambria Community Services District provides water, wastewater, fire protection and emergency services, parks recreation and open space, and accompanying Community Services to our customers in a safe, cost-effective, and environmentally sensitive manner.

CORE VALUES

(Not in Priority Order)

➤ SAFETY

We diligently follow strict safety policies, procedures, and regulations to protect and keep safe our district personnel, our water and wastewater services, and our Community as a whole.

➤ FISCAL RESPONSIBILITY

We manage our financial revenues in a responsible, judicious, and prudent manner, to successfully sustain and protect the assets of the District, while considering Community needs.

➤ CUSTOMER SERVICE

We are committed to provide exemplary services and support with a focus to the needs of the community we serve.

➤ RESPECT

Our interactions are undertaken ethically, with honesty, integrity and patience.

➤ TEAMWORK

We appreciate and recognize the qualities, abilities, and contributions of others and seek to work in collaborative ways to effectively execute the District's work.

➤ TRANSPARENCY

We strive to conduct the business of the District in an open, honest, direct, and transparent manner while encouraging input and feedback from our community members.

CCSD STRATEGIC PLAN

Adopted August 11, 2022

THREE-YEAR GOALS

(2022-2025 Not in Priority Order)

- Core Area:** ***WATER SERVICES - GENERAL***
Strategic Goal: MEET THE ONGOING CHALLENGES OF EFFECTIVELY AND RELIABLY MANAGING WATER RESOURCES IN OUR SENSITIVE ECOSYSTEM
- Core Area:** ***WATER SERVICES - WATER RECLAMATION FACILITY***
Strategic Goal: ADVANCE COASTAL DEVELOPMENT PERMIT (CDP) TO ACHIEVE COUNTY AND COASTAL COMMISSION APPROVAL
- Core Area:** ***WASTEWATER SERVICES***
Strategic Goal: EXECUTE PHASED REPAIRS AND UPGRADES FOR THE WASTEWATER TREATMENT SYSTEM
- Core Area:** ***FIRE PROTECTION AND EMERGENCY SERVICES***
Strategic Goal: PROVIDE OPTIMAL FIRE PROTECTION, WATER RESCUE, AND EMERGENCY MEDICAL SERVICES ON A 24/7 BASIS
- Core Area:** ***FACILITIES AND RESOURCES***
Strategic Goal: MANAGE AND PROVIDE STEWARDSHIP OF DISTRICT ASSETS, PARKS, RECREATION, AND OPEN SPACE IN A TIMELY, COST-EFFECTIVE, AND ENVIRONMENTALLY SENSITIVE MANNER

CAMBRIA COMMUNITY SERVICES DISTRICT
THREE-YEAR STRATEGIC GOALS 2022-2025
SIX-MONTH OBJECTIVES STATUS REPORT
 Updated January 31, 2023

| CORE AREA: WATER SERVICES - GENERAL | | | | | | |
|---|--|---|--------|-----------|---------|---|
| STRATEGIC GOAL: MEET THE ONGOING CHALLENGES OF EFFECTIVELY AND RELIABLY MANAGING WATER RESOURCES IN OUR SENSITIVE ECOSYSTEM | | | | | | |
| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
| | | | DONE | ON TARGET | REVISED | |
| 1. At the August 18, 2022 Board meeting | Utilities Mgr. – lead, R and I Committee | Clarify with the community the monitoring and evaluating drought stages. | X | | | Completed at R&I Committee meetings and with Board at its 8/18 meeting, as part of implementation of Stage 3 water conservation condition |
| 2. Third Quarter of FY 23/24 | Utilities Mgr. | Implement the Water Meter Replacement Program <ul style="list-style-type: none"> Present to the Board the implementation plan for the previously-approved Water Meter Replacement Program. | | | X | |
| 3. Third Quarter of FY 23/24 | Utilities Mgr. | Complete the Stuart Street Tank Construction <ul style="list-style-type: none"> Present to the Board the implementation plan for the Stuart Street tank construction (dependent upon receipt of appropriations monies). | | | X | |
| 4. Summer 2023 | Utilities Mgr. | Permanent replacement of San Simeon water line and effluent line <ul style="list-style-type: none"> Present to the Board of the Results of the RFP. | | | | |

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|---------------|---|--|---|--|--|---|
| 5. April 2023 | Utilities Mgr. working with the R&I Committee | Research long-term water storage solutions <ul style="list-style-type: none">• To revitalize the R&I Ad Hoc Committee concerning long-term storage. | X | | | R&I revitalized Ad Hoc Committee consisting of Mr. Webb & Mr. Williams. |
|---------------|---|--|---|--|--|---|

CORE AREA: WATER SERVICES – WATER RECLAMATION FACILITY

**STRATEGIC GOAL: ADVANCE COASTAL DEVELOPMENT PERMIT (CDP)
TO ACHIEVE COUNTY AND COASTAL COMMISSION APPROVAL**

| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
|---|--|--|--------|-----------|------------|--|
| | | | DONE | ON TARGET | REVISED | |
| 1. Fourth Quarter of FY 22/23 | Utilities Mgr., working with the ad hoc committee of the R and I Committee | Resolve the Brine Waste Disposal Issue <ul style="list-style-type: none"> Investigate and complete study for new cost-effective options and technologies for reduction/disposal of brine waste, including costs. Present a report to the Board upon conclusion of the study. | | | X | Pilot program update tentatively scheduled for R&I in October 2023 . R&I formed Ad Hoc Committee consisting of Mr. Siebuhr, Mr. Webb & Mr. Williams. |
| 2. Fourth Quarter 2023 Board meeting or earlier. | Utilities Mgr. | Complete the Task 1 In-Stream Flow Study <ul style="list-style-type: none"> Report results to the Board. | | | X | |
| 3. First Quarter 2024 | Utilities Mgr. | Complete the CDP Application <ul style="list-style-type: none"> Revisit the CDP project description to our CDP application. Submit the data needed to complete the CDP application for the County. | | | X X | Second Board Meeting in June In-Stream Flow Study Task 1 information to be included in the data set to the County. |

CORE AREA: WASTEWATER SERVICES

**STRATEGIC GOAL: EXECUTE PHASED REPAIRS AND UPGRADES
FOR THE WASTEWATER TREATMENT SYSTEM**

| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
|---|---|--|--------|-----------|---------|---|
| | | | DONE | ON TARGET | REVISED | |
| 1. At the Aug. 18, 2022 Board meeting | General Mgr. – lead, Utilities Mgr., Finance Mgr., CCSD Counsel | Present to the Board for review and consideration the agreement with PGE to move forward with the work on the wastewater treatment system. | X | | | Completed at August 31, 2022 Special Board meeting. |
| 2. At the Sept. 8, 2022 Board meeting | General Mgr. – lead, Utilities Mgr., Finance Mgr., CCSD Counsel | Complete the financing package for the wastewater treatment system's PGE/IGA projects and present the results to the Board for consideration | X | | | Completed at August 31, 2022 Special Board meeting |
| 3. First Quarter 2023 | WWTP Financing Working Group - President Dean (Lead), VP Gray, General Mgr, Finance Mgr | <p>Define methodology for identification of required reporting to dissemination agent</p> <ul style="list-style-type: none"> Hold initial meeting of WWTP Financing Working Group to determine methodology for review and identification of reporting documentation and agreements related to CSDA, Trustee and Underwriter. Establish a reporting system. Conduct Working Group review of contractual documents and formally document required actions, timelines and recommended internal processes. | X | | | Report included under Ad Hoc Committee Reports at April 13, 2023 Regular Board meeting. |
| 4. Third Quarter report supplement to Board of Directors | Utilities Mgr and Finance Mgr. | <p>Monitor project expenditures and performance during the construction phase</p> <ul style="list-style-type: none"> Quarterly report supplement to Finance and Resources & Infrastructure Committees | X | | | |
| 5. FUTURE OBJECTIVE | TBD | Revise any District Policies or Procedures to incorporate findings, as appropriate based on learnings from tracking project | | | X | |
| 6. FUTURE OBJECTIVE | Utilities Mgr. | Establish priorities and an implementation plan for CIP wastewater projects not in the SST. | | | | |

CORE AREA: FIRE PROTECTION AND EMERGENCY SERVICES

**STRATEGIC GOAL: PROVIDE OPTIMAL FIRE PROTECTION, WATER RESCUE,
AND EMERGENCY MEDICAL SERVICES ON A 24/7 BASIS**

| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
|--|---|---|--------|-----------|---------|---|
| | | | DONE | ON TARGET | REVISED | |
| 1. At the October 20, 2022 Board meeting or earlier | General Mgr. | Hire the replacement for the retiring Fire Chief and report to the Board. | X | | | Recruitment process complete. Fire chief started work on 11/2. |
| 2. May 11, 2023 | Fire Chief and CCHD Ops Dir. | Update Multijurisdictional Hazard Mitigation Plan for Cambria. <ul style="list-style-type: none"> Review and update the adopted Multi-Jurisdictional Hazard Mitigation Plan for Cambria. Report results to CCSD Board for consideration and approval. | X | | | |
| 3. June 2023 | CCSD Directors Tom Gray and Karen Dean (co-leads), working with the Fire Chief and the coordinator of the Fire Safe Focus Group | Update the CCSD Board to any and all changes to evacuation planning within the District. <ul style="list-style-type: none"> Report on development of procedures for evacuation of residents needing extra help. Report on development of evacuation routes. Report on progress of safe haven locations. | | X | | Report to the Board by committee report |
| 4. Third Quarter 2023 | Fire Chief, working with the General Mgr, District Counsel and Fire Safe Focus Group | Prepare and provide to the Board a Fire Prevention Plan for Cambria for Board consideration <ul style="list-style-type: none"> Provide organizational chart. Provide defensible space ordinance. Provide budget and funding alternatives for the plan. | | X | | |
| 5. Third Quarter 2023 | Fire Chief | Report on the progress of implementing the Zonehaven System and the emergency alert system. | | | X | |

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|---------------------|-------------------|---|--|--|---|---|
| 6. November 2023 | Finance Committee | Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund. <ul style="list-style-type: none">• Review of Budget Policy. | | | X | Finance subcommittee reviewing that policy. They hope to have a draft version to the board in November of 2023. |
|---------------------|-------------------|---|--|--|---|---|

CORE AREA: FACILITIES AND RESOURCES

**STRATEGIC GOAL: MANAGE AND PROVIDE STEWARDSHIP OF DISTRICT ASSETS,
PARKS, RECREATION, AND OPEN SPACE IN A TIMELY, COST-EFFECTIVE,
AND ENVIRONMENTALLY SENSITIVE MANNER**

| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
|---|---|--|--------|-----------|---------|---|
| | | | DONE | ON TARGET | REVISED | |
| 1. At the July 21, 2022 Board meeting | General Mgr. | Request the Board to appoint a Cambria Veterans' Memorial Hall ad hoc committee. | X | | | Completed at the 8/11 Board meeting. |
| 2. At the October 20, 2022 Board meeting | Facilities and Resources Mgr. – lead, General Mgr, Finance Mgr. | Pursue identified and potential grant funding sources for Veterans' Hall capital improvement projects and report results to the Board. | X | | | Identified and applied for grant through T-Mobile - This T-Mobile grant was rejected |
| 3. At the October 13, 2022 Board meeting | Facilities and Resources Mgr – lead, PROS Commission | Present to the Board for review and consideration the PROS Commission's recommended options for East Ranch recreational expansion. | X | | | |
| 4. Third Quarter 2023 | General Mgr., Facilities and Resource Mgr., working with a Board ad hoc committee | Define future use and funding for the Veterans' Hall <ul style="list-style-type: none"> • Seeking non-CCSD funding sources for maintenance and operations • Improving outreach to promote more community use • Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall • Review of rental rates | | | X | Ad hoc committee assisting |

| | | | | | | |
|-----------------------------------|-------------------|---|--|--|------------|---|
| 5. Third quarter 2023 | District Engineer | Complete Skatepark project <ul style="list-style-type: none"> • Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark (completed 11.17.2022). • Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed. | | | X | |
| 6. Third & Fourth quarter 2023 | District Engineer | Complete the East Ranch Restroom project <ul style="list-style-type: none"> • Obtain construction permit and present to the Board for consideration the construction RFP for the East Ranch restrooms. (Third quarter 2023) • Construct the restroom. (Fourth quarter 2023) | | | X X | Third quarter 2023 Addressing SLO County comments. Require soils report. Fourth quarter 2023 |
| 7. Fourth quarter 2023 | PROS Commission | Present options and estimated construction and maintenance costs and possible funding sources for future Community Park projects to the Board <ul style="list-style-type: none"> • Frisbee golf • Exercise circuit • Multi-use trail • Picnic tables | | | X | Address at next strategic planning update |
| 8. November 2023 | Finance Committee | Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund. <ul style="list-style-type: none"> • Review of Budget Policy. | | | X | Finance subcommittee reviewing that policy. They hope to have a draft version to the board in November of 2023. |

Report to CCSD Board of Directors on the May 31, 2023 Special Meeting of the Finance Standing Committee

The May 31, 2023, Special Meeting of the CCSD Board of Directors Finance Standing Committee was called to order by Chairperson Tom Gray at 9:00 a.m. at the Veterans Memorial Hall. In attendance, along with Chairperson Gray, were Committee Vice Chair Cindy Steidel and members David Pierson, Karen Chrisman, Cheryl McDowell and Aimee Wyatt.

Present from CCSD Staff was Finance Manager Denise Fritz.

Members of the public included Dave Wierenga (in person) and Donn Howell, Elizabeth Bettenhausen, Harry Farmer, Debra Scott and Karen Dean via Zoom.

The Committee heard an update from its Ad Hoc Subcommittee on Revenue Enhancement (Vice Chair Steidel and Member Pierson). Steidel and Pierson reported that they had met with representatives of Friends of the Fiscalini Ranch Preserve regarding a possibly larger role for the FFRP in maintenance of the Preserve. The subcommittee has also begun research on the possibility of incorporation for Cambria. Pierson noted that the Local Agency Formation Commission (LAFCO) is scheduled to do its periodic review of coastal CSDs, including CCSD, later this year. Steidel also said she and Pierson are looking at possible “small scale” revenue enhancements (e.g. from non-profit sources) to address specific problems such as homeless encampments.

REGULAR BUSINESS

The Committee’s Regular Business consisted of the following items:

1) Review of the FY 2023/2024 Preliminary CCSD Budget and Recommendation(s) to the CCSD Board.

Finance Manager Fritz presented the Preliminary Budget package. She noted that this is a working document prior to review by the full Board and there are already some small changes that have been made, and more will be coming, especially based on comments by this Committee.

The Committee reviewed the budgets for departments within the General Fund (Fire, Facilities & Resources, PROS and Administration), and for the Water (including WRF) and Wastewater enterprise funds. The Committee also examined the Capital Improvement Plan (CIP) list, as well as the departmental funding requests and action taken on them.

In public comment, Dave Wierenga presented a question about insurance costs related to the Cambria Emergency Response Team (CERT).

Following an extensive discussion, the committee reached consensus that the following recommendations be included in the staff report with the budget presentation to the board on June 15:

- Review CCSD insurance policies and consider alternative providers,
- Form a compensation pool for potential salary increases and reorganization,
- Seek potential investment alternatives (other than LAIF) for fund balances,
- Review a \$500,000 line item for “design” cost for the water and effluent line,
- Revise the CIP list to address deficiencies. Areas of focus would include developing new prioritization standards that more closely reflect needs and project feasibility, as well as including information about money already spent and/or yet to be spent on projects.

Set up an ad-hoc subcommittee to meet with a corresponding subcommittee of the Resources & Infrastructure Committee,

- Consider a future Board Agenda item to consider disposal of the Van Gordon Creek property.

The committee also expressed its appreciation for the work of Ms. Fritz in putting together this budget package.

Committee member Pierson moved to recommend that the Board accept the Preliminary Budget with the Committee recommendations noted above.

Vice Chair Steidel seconded the motion.

The motion was approved: 5-Ayes, 0-Nays, 0-Absent

2) Discussion of Agreement for Legal Services and Recommendation to the Board of Directors

The Committee considered a proposal from Carmel & Naccasha for a new legal services contract incorporating an increase in rates for regular services from \$185 to \$225 an hour and for special services from \$200 to \$240 an hour, with a 2.5% annual inflation adjustment starting in July 2024. The new contract would be the first revision since rates were last set in 2015.

Public comment was received from Elizabeth Bettenhausen and Donn Howell (via Zoom), and from Christine Heinrichs and Tina Dickason (via email).

In Committee discussion, member McDowell suggested the consideration of hiring an in-house attorney.

Committee member Wyatt moved that the committee recommend Board approval of the revised agreement.

Vice Chair Steidel seconded the motion.

The motion was approved: 4-Ayes, 1-Nay, and 0-Absent, Member McDowell voting No.

FUTURE AGENDA ITEMS

It was proposed that an ad hoc subcommittee be appointed at the next Regular Meeting (in July) to work with counterparts from the R&I Committee, along with the Utilities Manager, Finance Manager and General Manager, to revise the procedures pertaining to the CIP list.

Chairman Gray adjourned the meeting at 11:35 a.m.

Respectfully Submitted by:

Tom Gray, Chair, Finance Standing Committee (who acknowledges the invaluable assistance of Aimee Wyatt)

Resources & Infrastructure Committee Report for June 8, 2023 CCSD Meeting

The Resources & Infrastructure Committee held a Special Meeting on May 24, 2023. Committee members present were Chairperson Karen Dean, Vice Chair Steven Siebuhr, Juli Amodei, Derrik Williams, and James Webb. Committee member Mark Meeks was absent. Staff present were Utilities Manager/District Engineer Ray Dienzo, Program Manager Tristan Reaper, and Water Department Supervisor James Green. Members of the public present in person were Allan Dean and Chris Siebuhr. There were four attendees via Zoom.

The Committee reviewed and discussed the District Engineer's Report and reviewed and voted to approve the minutes from the April 17, 2023 Special R&I meeting.

We then received a presentation from Utilities Manager/District Engineer Ray Dienzo on the status of the San Simeon Water Main and Effluent Project RFP process. Mr Dienzo explained that this project involves replacing the existing potable water pipeline, which is the primary source of drinking water for the community of Cambria, and the effluent pipeline which transports treated wastewater effluent to the percolation ponds on the CCSD property near the WRF. These pipelines are within a 25' easement through the wetlands on California State Parks property. Mr Dienzo did a power point presentation showing a couple of options for the location of the replacement pipelines, followed by a discussion of the Scope of Services Requested for the RFPs for the project. Services requested were Project Coordination, Preliminary Engineering Evaluation and Design, Environmental, Permit Compliance, Surveying, Geotechnical Investigation, Preparation of Final Plans and Specifications, Bid Phase Services, Construction Phase Services, Project Close-Out Services, and Project Management Services. It was determined that it would be much more efficient and cost effective to have one entity provides all these services in one proposal than to do individual RFPs for each phase. Mr Dienzo requested that one R&I Committee member become part of the panel interviews along with Staff for the selection process of the three qualified proposals received. Committee member Derrik Williams volunteered, but due to other circumstances was not able to participate, and Committee member Mark Meeks joined the interview panel in his place. The interviews were to take place the following week, and the results of the interviews to be brought back to R&I in June, followed by the Finance Committee review, and then presentation to the Board.

The meeting was adjourned at 2:40 pm. The next R&I meeting is scheduled for June 12 at 2:00 pm in the dining room of the Vets Hall.

Respectfully submitted,
Board President Karen Dean
R & I Committee Chair

**REPORT TO CCSD BOARD OF DIRECTORS ON THE SAN SIMEON COMMUNITY SERVICES
DISTRICT SPECIAL MEETING ON APRIL 25, 2023**

The special meeting was held in the Cambria Vet's Hall. Vice Chairperson, Karina Tiwana, led the meeting since Jacqueline Diamond relinquished her position as SSCSD Chairperson.

The SSCSD agenda items related to or which might have an impact on Cambria CSD are as follows:

4.A. DISCUSS AND PROVIDE DIRECTION ON SELECTION OF A BOARD REPRESENTATIVE TO ENGAGE IN DISCUSSIONS WITH CAMBRIA COMMUNITY SERVICES DISTRICT REGARDING MUTUAL AID.

The Board chose Vice Chair Tiwana to be the person to be in discussions with Cambria CSD.

4.C. DISCUSS BOARD MEMBER RESIGNATIONS AND PROVIDE STAFF DIRECTION ON POSTING A NOTICE OF VACANCY TO FILL THE VACANT POSITIONS.

The Board discussed utilizing community outreach to replace the two board member positions that are vacant due to two board member resignations. Deadlines for filing were discussed by Board counsel and the Board affirmed the urgency of filling the open positions.

4.D. DISCUSS AND PROVIDE DIRECTION TO STAFF CONCERNING MAY AND JUNE BOARD MEETINGS.

The Board voted to schedule their next two meetings on May 23rd and June 13th.

4.E. DISCUSS AND ELECT CHAIRPERSON AND VICE-CHAIRPERSON FOR THE REMAINDER OF THE 2023 CALENDAR YEAR.

Vice Chairperson Tiwana stated that she would like to continue to serve as Vice Chair and Acting Chair until the Board recruits and officially swears in two new board members. She stated that one of the new board members may want to serve in the Chairperson position.

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Previous board member Gwen Kelles indicated a desire to make Public Comment on the closed session topic, but she was unable to be heard via Zoom. Vice Chairperson Tiwana recommended that the Board should attempt to allow Ms. Kelles to give public comment after the Closed Session. I continued to stay on the Zoom while the Board held Closed Session and did not hear Ms. Kelles public comment later in the meeting.

THE MEETING WAS ADJOURNED AT 7:12 PM.

Thank you for this opportunity to become more familiar with how other Districts are handling some of the same challenges we face. A widening of perspective is always beneficial to doing the important work of serving our constituents.

Submitted by Debra Scott, CCSD Director

Friends of the Fiscalini Ranch Preserve May 9, 2023 meeting summary

The meeting was called to order by Chair John Nixon at 4PM. In attendance were Chair Nixon, Vice Chair Tom Loganbill, Executive Director Kitty Connolly, Secretary Mark Larsen, Treasurer Mary Maher, Board members Joyce Renshaw, Bob Detweiler, Dianne Anderson, Ellie Etter, Rusty Burns, Barbara Bronson Gray, and CCSD Board Director and liaison Harry Farmer. Not in attendance were Facilities and Resources Supervisor Carlos Mendoza, Education Coordinator Sheryll Ebbs, Board member Jose Luis Sanchez, and staff Barbara Bueche.

Chair Nixon noted that neither Facilities and Resources Supervisor Mendoza or Education Coordinator Ebbs would be available to provide their usual monthly report. Executive Director Kitty Connolly informed everyone that the Earth Day PopUps at the Cambria Nursery and Greenspace Creekside Reserve were quite successful, and the weather was really nice, too. The following weekend, after a three year hiatus due to the Covid 19 pandemic, the Cambria Wildflower Show, a fundraiser for FFRP, returned and was really special and very well attended. Kitty described the event as, “astonishing” and “humbling”, and that she couldn’t imagine the amount of work it took to put on an event such as this, truly a labor of love. Both FFRP and the California Native Plant Society were well represented in providing information and material to highlight what each organization has to offer, and their presence was also well received. There will also be a fundraising happening at the Brydge Restaurant Memorial Day weekend, with profits from wine sales donated to FFRP. Finally, Kitty also reported that someone from the public had dropped off a box containing 75 bike bells, a really thoughtful and much appreciated gesture.

Even though Carlos Mendoza was not available, written and photographic material was provided as to recent work done by his department, which Chair Nixon described as, “an interesting and well illustrated report”.

John Nixon alluded to the recent CCSD Finance Committee meeting, where it was mentioned that District Funds were limited, and one committee member asked if perhaps FFRP could provide additional revenue regarding maintaining and supporting the Ranch. Ad Hoc Committee members Cindy Steidel and David Pierson said they would investigate projects where monies were taken from the General Fund. ED Connolly stated she would provide documentation as to FFRP activities and resulting funds provided, including volunteer labor done to help maintain the Ranch, and would then meet with David and Cindy to discuss the issue.

Chair Nixon, having recently attended the Saturday morning meeting of residents involved in pursuing recreational projects on the East Ranch, provided a report referencing the Conservation Easement and Ranch Management Plan, including the already CCSD approved restroom. He said the pace of planning for activities, such as multi use trails, exercise opportunities and frisbee disc golf, has picked up. Joyce Renshaw stated that PROS Commission members Juli Amodei and Jim Bahringer had met with County representatives, and that a Minor Use Permit would be required for frisbee disc golf. Chair Nixon then added that FFRP was not interested in redoing the Environmental Impact Report (EIR) to accommodate the proposed activities, and that the priority was to protect the Ranch Conservation Easement.

At this point Board member Bob Detweiler remarked that, “ the Conservation Easement needs to be properly protected and honored”, and he did not favor any activities that would have a negative impact on the Ranch. He also added that FFRP should not be involved in this endeavor. Chair Nixon said he was neutral on the proposed recreational activities, and his main concern as well was regarding the Conservation Easement.

Due to the absence of Sheryll Ebbs, there was no report on recent Educational Activities.

Treasurer Mary Maher stated the FFRP Finance committee had met with representatives from Schwab and Fidelity Investments to examine the costs of being involved with their Agency. The conclusion was made there was no need to move from the long time successful relationship with Vanguard Investments despite their fees being increased in June. She added that overall FFRP finances continue to do well.

Outreach and Development coordinator Dianne Anderson reported that recent PopUps were a major success due to volunteer involvement, and the recruitment of new members and added donations. And while the goal for 2023 was to increase visits to the FFRP store on Main St by 5% a month, so far the increase has been 30% since the beginning of the year. Ellie Etter added that last year at this time the store was only open 2 days a week, but now it was 3 days weekly, and there was a need for backup shop docents. She added it was doubtful the ongoing increase in visitors would continue to the same degree, and that most visitors were from out of town.

Dianne added that there would be a "Thank You Volunteers" gathering on Wednesday, May 17th at 4PM at the FFRP office/store, all were invited, and an abundance of food and liquid refreshments would be served!! In addition, the Annual "Songs for the Season" celebration the first Saturday in December is still scheduled. Auction donations are needed the sooner the better, and it would be ideal if someone with institutional memory of the event could provide assistance. Kitty added the most financially successful donations are gift certificates starting at \$25 from various restaurants and coffee shops, where bids are often much higher. Wine and art donations do not generate as much interest, nor do services offered.

Also, the effort is beginning in earnest to contact recent Cambria home purchasers to see if they'd be interested in becoming members of FFRP. This could be through written correspondence, perhaps suggesting a walk on the Ranch. A pilot project supporting this endeavor is taking place involving the 15 most recent home buyers.

Chair Nixon read the written Ranch Report, including that once again FFRP would be having a float in the Labor Day Weekend Pinedorado Parade. Last year the group won Grand Prize, and once again Brian Morgan would be involved and taking the initiative. Also, in addition to long time activists Michael Thomas, Walt Andrus, and Tom Loganbill, there is an expanding group of volunteers weekly removing weeds and thistle on the Ranch.

Joyce Renshaw added that Brochures at Ranch entrances are being taken very quickly, indicating the increasing interest and attendance taking place at the "Jewel of the Central Coast!"

By the way, a main highlight of today's meeting was the attendance of smiling Board member Rusty Burns cradling and rocking his newborn child. A real treat for us all!

The meeting was adjourned by Chair Nixon at 5:08 PM

The next scheduled FFRP monthly meeting is on Tuesday, June 13th at 4PM via Zoom.

This report written and submitted by CCSD Board Director and liaison Harry Farmer.

Tuesday, May 2nd, 2023 Parks.Recreation and Open Space Commission meeting summary

The meeting was called to order at 10:03AM by Chair Stave Kniffen. In attendance were Chair Kniffen, Vice Chair Adolph Atencio, Commissioners Jim Bahringer, Kermit Johansson, and Juli Amodei, and Ex Officio member Kitty Connolly, Executive Director of Friends of the Fiscalini Ranch Preserve. Presently the PROS Commission is in need of a 5th member as well as an alternate, for which applications are currently being taken by the Cambria CSD. Facilities and Resources Supervisor Carlos Mendoza also made himself available throughout the meeting when needed.

Chair Kniffen asked if someone would offer to be Secretary and take the minutes, a position previously occupied by long time Commission member Joyce Renshaw who recently resigned. He also questioned the need to take the minutes as the meetings were being recorded. After a bit more chatter Commissioner Johansson offered to take the minutes for this meeting, reflecting on the possibility that the new member soon to be selected by the Board of Directors may volunteer to fill the position.

Chair Kniffen requested Ex Officio reports. Kitty Connolly began by stating the final ice plant removal of the year took place on the Ranch on March 15th. 24 people participated, including students from University of California Bakersfield. Weeding continues on a regular basis, though was recently cancelled due to rain. A number of school programs have been taking place regarding wildflowers, including four homeschooled youth presentations, plus two for Leffingwell High School, one for Santa Lucia Middle School, as well as public walks with the docents highlighting wildflowers. Earth Day events involving the Cambria Nursery and Greenspace were applauded. And of course there was the very successful return of the Annual Cambria FFRP Wildflower Show the weekend of April 29th and 30th, cancelled the past three years due to the Covid pandemic. Nearly 600 folks attended and viewed roughly 500 examples of natural beauty collected from areas south from Ragged Point to Montana de Oro State Park, and eastward off of Highway 46, an overall amazing effort by many volunteers. Kitty also mentioned she'd be giving a presentation at the upcoming Wildfire Preparedness Day event on Saturday, May 6th, and FFRP would be having their Volunteer Appreciation Party the afternoon of Wednesday, May 17th. Also, several more docent wildflower walks for adults as well as students are scheduled. And finally, construction documents have been submitted for the Bluff Trail Boardwalk but they have yet to be reviewed, and the project will be going out to bid in May.

Adolph asked about Monarch Butterflies still being in the area, and Kitty replied that due to the cold Winter/Spring we've been having a few Monarchs may have yet to go inland. A discussion about milkweed, which the butterflies thrive on, took place as well, with Kitty commenting that planting milkweed in our area to feed the butterflies would not be the best idea, as it confuses the creatures regarding their migration patterns. She also offered a brief primer on the harmful effects of ice plant.

Juli then reported on our ongoing Skatepark plans, including the CCSD Board of Directors soon to be voting on the California Land and Water Application Grant to assist in funding the project. The always active organization SkateCambria is providing matching funds for the project, and both the PROS Commission and the District Finance Committee have given their approval moving forward. Juli highlighted that the cost of the project, roughly \$1.2 million, as being very reasonable considering all the necessary requirements. She also described the many various upcoming events taking place throughout SLO County regarding skateboarding, and the passionate ongoing involvement of our local youngsters.

Under Public Comment, a written comment from Linda Prentiss was read into the minutes by Chair Kniffen.

Under Regular Business, a presentation on Frisbee Disc Golf took place. Juli described community feedback, from signatures gathered at the Farmer's Market, to folks attending the regular monthly meetings on the first Saturday of the month at the Chamber of Commerce. Recently a highly regarded professional Frisbee Golf Course designer came to our area, toured the East Ranch with local folks involved with the project, and provided feedback and recommendations as to the potential for the project. Somewhat problematic was that only 13 acres are available, and the course itself would only be adequate, not what would be considered of higher caliber. Juli mentioned that enough funding was already available for the Frisbee Golf Course, and other passive activities such as a multi use trail and exercise opportunities were being supported and considered.

Kermit then addressed the issue, including the complaints that have been voiced by folks living above the East Ranch concerned about noise, including what they were already experiencing from the dog park. He elaborated on what might have been available for recreation first defined in the original EIR of about 20 years ago, though it's more than likely the ultimate Community Park developed in the future would not be that extensive.

Audience member and Frisbee Golf advocate Mark Garman voiced his thoughts, stating that while the potential Course might not be top notch, it could still be attractive enough to create interest for locals, and especially individuals and families visiting our town. Sue Garman voiced how nice it would be to add trees and more nature to the Course and the Park in general.

A back and forth discussion took place among Commission members, beginning with how much would County Planning become involved in the Community Park venture, and what limitations might be presented as a result. The discussion then turned to how much acreage was actually available on the East Ranch for recreational activities, and what would those opportunities be? Would only 13 acres be available for Frisbee Golf? If more than 40 acres can be used, what activities would then be chosen? Soccer, baseball and softball fields were mentioned as they had been part of previous planned activities, but being part of the future for the Community Park could be a challenge, including financially. Presently there is a parking lot and a dog park on the East Ranch, along with a proposed restroom soon to be built.

After much discussion Commissioner Bahringer proposed a revised motion that the Ad Hoc Committee of Juli Amodei and himself approach the Planning Department with the plan for the proposed Frisbee Disc Golf course, as well as whatever projects may come up during the discussion. Carlos then voiced his concerns regarding the maintenance of the Course. Juli provided a second to the motion, and it passed unanimously. At this point Laura Swartz offered a public comment expressing the importance of the Conservation Easement, as well as the need to consider the ultimate cost of the activities, keeping in mind the citizenry of Cambria would be bearing much of the financing.

F&R Supervisor Mendoza presented his monthly report, beginning with the amount of damage caused by the March storm, especially its drastic impact on the Santa Rosa Creek Trail. He then added the busy season was now impacting him and his crew regarding weed abatement and fuel breaks, and that the list provided to him by the Cambria Fire Department indicated that the number of lots requiring attention had doubled from 2022 to this year. He remarked his department was already getting a lot of phone calls concerned about the abundance and height of the weeds, especially from folks living adjacent to the Ranch. He added the current budget has allowed for an

updated map indicating the increase in the number of parcels that require attention, that he was currently reviewing the maps, and would likely have this completed by the end of May. Carlos also indicated that, since many obligations were already upon him and his crew, much of the work would again be contracted out for lots to be abated both owned by the District, as well as those neglected by the parcel owners. In addition, Carlos stated that 150 trees had needed to be dealt with since the beginning of the year, both on the Ranch as well as other District owned properties, and that it's possible the Fire Safe Council could assist in dealing with some of the downed trees. Also, he remarked there are very steep lots by the Ramsey Trail heavily populated by invasive plants that would be very problematic to deal with.

On the Consent Agenda, the minutes from the April meeting were unanimously approved.

On Future Agenda Items, nothing in particular was mentioned other than keeping up on ongoing topics of concern requiring the attention of the Commission.

Finally, another Public Comment was offered by Laura Swartz alluding to the "O" in "PROS", meaning "Open Space". She observed these have been lots donated to our community by the Land Conservancy of San Luis Obispo, and that funding should be used to keep them maintained and upgraded, including the planting of trees, adding to the beautification of Cambria. Chair Kniffen voiced his approval of this comment, adding how important it is to keep these lots safe and cared for.

At this point the meeting was adjourned by Chair Kniffen at exactly 11 o'clock.

The next PROS Commission meeting is scheduled for Tuesday, June 6th at 10AM, live at the Veteran's Hall and via Zoom.

This report written and submitted by Board Director and liaison Harry Farmer.

Cambria Forest Committee May 12, 2023 Meeting Summary

The meeting was called to order at 10:05 AM by Committee Chair Crosby Swartz. Also present were CFC treasurer Laura Swartz, CFC secretary Christine Heinrichs, CFC Board member Julie Jorgensen, Greenspace Executive Director Karin Argano and GS Board member Jeff Wilson, Friends of the Fiscalini Ranch Preserve Executive Director Kitty Connolly, Upper Salinas-Las Tablas Resource Conservation District Project Manager Spencer Gordon, Rancho Marino Preserve Director Keith Seydel, California Native Plant Society representative Neil Havlik, and Harry Farmer, CCSD Board Director and CFC liaison.

The meeting began with Laura Swartz expressing her wish that the CCSD's Parks, Recreation, and Open Space Commission (PROS) would have as much of an interest in open space as recreation, and that perhaps someone involved with the Cambria Forest Committee (CFC) could attend their meetings and perhaps become a Commission member.

Jeff Wilson stated that he attended the PROS meetings as a Board member of Greenspace, and felt that activities planned for the East Ranch were in open space, pointing out that there were no sports fields or anything extensive being considered. Kitty Connolly added that the main concern of FFRP regarding the Ranch was the Conservation Easement, and that the group was neutral on proposed East Ranch activities.

Treasurer Laura Swartz reported no income or expenditures in the past month, and that she was still working with CPA Lynn Singer regarding the IRS tax return.

Then began a detailed and passionate discussion as to the desire for Cambria to have a Forest Ecologist to help oversee the Cambria Forest Management Plan. Jeff addressed the fact that at the recent CCSD Board meeting this issue was briefly discussed. It was pointed out that funding a Forest Ecologist through the Federal Emergency Management Agency (FEMA) was included in the 2017 Forest Management Plan (FMP). Jeff added it would be valuable to have a Forest Ecologist perspective on treatment plans. Kitty added she would have trouble with the Cambria Fire Department being involved with forest maintenance. Crosby said while finding the right person and funding the position would be a challenge, that perhaps a part time position might work best, adding that the Land Conservancy of San Luis Obispo has a Forest Ecologist who might be available on a consulting basis. He pointed out that hiring someone who would be agreeable to both Cal Fire and the environmental community could be difficult. Jeff then stated we should continue to develop a pathway toward success, to which Crosby agreed.

Comments were then made addressing the planning and execution of the updated Cambria Hazardous Mitigation Plan. Spencer Gordon addressed the issue, stating the US-LTRCD and their associates Auten Resource Consulting and Ascent Environmental Inc were concerned with both public safety and the preservation of natural resources. Julie wondered how treatment plans have changed in recent years, and why? Speculation was any changes would be due to the increase in fire size and frequency. Spencer said that he did not have much updated information, and there was no published research regarding fire and the Monterey Pines.

Another lengthy discussion ensued, beginning with Crosby expressing his concern regarding tree count, and that any situation that would result in fewer trees would be questionable and of serious concern, especially as the result would be less absorption of carbon dioxide. Neil Havlik then spoke at length on the topic, beginning with the proposed thinning projects, and what would be the

ultimate goal. While he said he was okay with removing 4" diameter or less Monterey Pines as they continue to reproduce, he was more worried about maintaining the diversity of the understory, especially as he felt this part of the forest was "decimated" on the initial Covell Ranch project. He said that he "doesn't trust young men wielding chain saws", and them making judgements on what needs removing. He emphasized the value of understory such as toyon, coffee berry and oaks, and how it supports wildlife such as birds and small mammals, and the importance of the shrub component maintaining the overall health of the forest. He added it would be hard to grasp the overall impact of the projects on the horizon, including work to be done on Rancho Marino. Spencer interjected that he, Steve Auten and Keith Seydel would be providing oversight and verbally advising the crews working on Rancho Marino.

Jeff Wilson added we also need to be concerned about the proposed projects at the Point on the Hearst Ranch, as well as work to be done in the very extensive forested area around Pico Creek. He questioned the Treatment Plan being developed and the actual work that would be done. Spencer responded by stating that the US-LTRCD would be responsible for monitoring all projects during the pre, present and after phases and reporting to the CA Coastal Commission as well as the CA Department of Fish and Wildlife. Neil once again expressed his concern regarding the education and mindset of the crews, and the possibility of "overkill". Laura also wondered about the removal of invasive plants such as French Broom. Spencer responded by stating that deadwood would be removed first, followed by invasives, and then live trees and other plants existing in abundance. Crosby observed that restrictions should be an important part of the Project Specific Analysis (PSA) addressing each of the proposed endeavors.

As the meeting was winding down, Spencer stated that the RCD would make every effort to provide as much transparency as possible, both to the public and the involved agencies, and encouraged everyone to monitor the CCC website as to when information would be provided on their June Agenda, and then take the opportunity to submit written public comment.

Crosby said he and Kitty would have a column together at the CambriaCA website addressing the discussed projects of concern, and that it was important to note that all of these projects are adjacent to, and will therefore have an impact, on Cambria.

Under Future Agenda Items, Crosby hoped for a possible seminar in July featuring Registered Professional Forester Steve Auten and RCD Project Manager Spencer Gordon.

In addition, next month the Cambria Forest Committee will be meeting on the FIRST Friday of the month, June 2nd at 10AM via Zoom, as to allow everyone to attend the CCC meeting the following week, when the Commission would be addressing the Projects discussed today.

This very active and involved meeting was adjourned at 11:38 AM

This summary written and submitted by CCSD Board Director and liaison Harry Farmer.

NCAC Liaison Report from the May 17, 2023, NCAC Meeting

The NCAC held a meeting on May 17, 2023, via Zoom. This report summarizes some of the more salient points discussed. For further detail, please visit the well-organized NCAC website at the links listed below:

- Agendas with written reports are available at: <https://ncacslo.org/agenda/>,
- Minutes are available at: <https://ncacslo.org/minutes-of-meetings/>.

In Public/Council Comment,

- The new **CCSD General Manager Matt McElhenie** introduced himself and received a warm welcome.
- Brian Glusovich commented about **open NCAC positions**, Area 1 Alternate, Area 8 Delegate and Alternate, the need to fill the offices of Vice Chair, Corresponding Secretary and Treasurer, and the need for someone to step up as Chair, as Brian is approaching 2 years as Chair.
- The NCAC voted to send a letter to the CCSD Board expressing support and appreciation of the CCSD Fire Department.
- The NCAC voted in:
 - **Area 1 (San Simeon) Delegate Gwen Kellas,**
 - **Area 2 (Happy Hill and Leimert) Delegate Lourdes Nilon, and**
 - **Environmental Delegate Daniel de la Rosa.**

Regular Public Agency Reports:

- Public Safety, the Sheriff's Department provided a written report.
- CCSD Fire Chief, Dr. Justin Vincent provided an oral report, describing the “**Every 15 Minutes**” demonstration recently at the high school, a visceral demonstration of the dangers of driving while intoxicated, and the new vehicle extrication equipment.
- For SLO County Supervisor Supervisor Bruce Gibson, Blake Fixler provided an oral report:
 - The county is pleased to announce **John Nilon** as the **interim Chief Administrative Officer**.
 - June 12-14 SLO County budget hearings, approx. \$838m budget, the State funds almost 40% of SLO Co General Fund.
 - From the winter storm damage, **the county has ~ 400 road repair sites to prioritize**. The county is committing \$6m from reserves, and additional staff to proceed with road repairs. Santa Simeon Creek Road is one of the top 3 priorities. The County will follow up for FEMA funding.
 - Due to some dysfunction at other advisory councils, the SLO County Board formed an ad hoc to update the Advisory Council Handbook. The advisory councils are recognized, but not created, by the County, therefore not subject to the Brown Act. Mr. Fixler complimented the NCAC on its effectiveness in bringing public input to the County.
- Cambria Fire Safe Focus Group, Dave Pearson provided a written report, discussed the highlights from the May 6 Fire Safety event and the May 17 Covell Ranch site tour.
- SLO County Planning, Kip Morais provided an oral report regarding storm repairs:
 - The Parks Department is handling **repairs to damaged staircases, e.g., at Lampton Cliffs**, damage assessment has been submitted to FEMA, preparing to contract for engineering, secure Coastal Development Permits, and then bid out for construction. This could take a couple years.

- **Regarding Seawalls:**
 - Seawalls constructed before the 1976 Coastal Act can be maintained. These need Building Permits, but do not need a CDP.
 - Seawalls constructed after the 1976 Coastal Act with a valid CDP can be maintained. These also need Building Permits.
 - For Seawalls constructed after the 1976 Coastal Act without a valid CDP, no repairs can be made without obtaining a CDP.
 - Emergency permits can be issued where there is an eminent threat.
- CCSD, Michael Thomas provided a written report.
- CCHD, Cecilia Montalvo provided an oral report. The CUSH Board voted to allow CCHD to leverage high school grounds, a modular building for housing and/or office space.

Guest Presentation:

- Kermit Johansson discussed SLOCOG interactive map for reporting problematic traffic or transportation issues.

Reports from Standing Committees and Special Interest Representatives:

- Hispanic Report, Lourdes Nilon provided an oral report

The next NCAC Meeting will be June 21, at 6:00 PM via Zoom. On the agenda:

- Discussion by Fiedler and Kitty Connolly regarding removal of invasive species from Lampton Cliffs County Park

Respectfully submitted,
Michael Thomas, CCSD Board of Directors