



Parks, Recreation and Open Space Commission (PROS)

REGULAR MEETING
Tuesday, June 5, 2018 - 10:00 AM
VETERANS MEMORIAL BUILDING
1000 Main Street, Cambria, CA 93428

AGENDA

1. OPENING

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

2. EX - OFFICIO REPORTS

- A. Jo Ellen Butler to Provide a Friends of the Fiscalini Ranch Report

3. PUBLIC COMMENT NOT ON THE AGENDA

***NOTE:**

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

Members of the public wishing to address the PROS Commission on any agenda item will have the opportunity to do so when recognized by the Chairperson. All public comment will be limited to 3 minutes per person.

4. PRESENTATIONS

- A. Presentation by Pool Committee Regarding Additional Information Requested by the PROS Commission
- B. Presentation by the Cambria Historical Society Regarding Additional Information Requested by the PROS Commission on Five Locations for the Relocation of the Old Schoolhouse

5. GENERAL MANAGER'S REPORT

6. FACILITIES AND RESOURCES SUPERVISOR REPORT

7. REGULAR BUSINESS

- A. Consideration to Approve the Minutes from the Regular Meeting held on May 1, 2018
- B. Discussion Regarding the Parks, Recreation and Open Space Budget for Fiscal Year 2018/2019
- C. Discussion and Consideration of Recommendations to the Board of Directors Regarding Appointments for PROS Commission Seats with Terms Expiring in October
- D. Discussion on Recruitment of Volunteers to Maintain Dog Park
- E. Carlos Mendoza to Provide an Update on Weed Abatement of CCSD Owned Parcels

8. FUTURE AGENDA ITEMS

9. ADJOURN



**Parks, Recreation and Open Space Commission
(PROS)**

REGULAR MEETING
Tuesday, May 1, 2018 - 10:00 AM

MINUTES

1. OPENING

A. CALL TO ORDER

The Chairman called the meeting to order at 10:05 a.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee Members present:

Steve Kniffen, Adolfo Atencio, Timothy Roche, and Kermit Johanssen arrived a few minutes late.

Committee Member absent: Joyce Renshaw

C. CHAIR REPORT

2. EX - OFFICIO REPORTS

A. Jo Ellen Butler to Provide a Friends of the Fiscalini Ranch Report

Jo Ellen Butler provided updates regarding activities of the FFRP.

3. PUBLIC COMMENT NOT ON THE AGENDA

4. PRESENTATIONS

A. Presentation by Pool Committee Regarding Additional Information Requested by the PROS Commission.

Beth Yudovin and Jim Major want to publish a survey in the water bill for the community to comment on a community pool.

B. Presentation by the Cambria Historical Society Regarding Additional Information Requested by the PROS Commission on Five Locations for the Relocation of the Old Schoolhouse

Debbie Soto provided a letter regarding placing the Old Schoolhouse on the old dog park property. Lengthy discussion took place regarding a conflict with Director Bahringer and his role as a Director and the property.

5. GENERAL MANAGER'S REPORT

None

6. FACILITIES AND RESOURCES SUPERVISOR

Carlos Mendoza provided an update on various CCSD activities.

7. REGULAR BUSINESS

A. Consideration to Approve the Minutes from the Regular Meeting held on April 3, 2018

Adolph Atencio moved to approve the minutes.

Kermit Johanssen seconded the motion.

Motion was approved: 4-Ayes, 0-Nays, 1-Absent (Renshaw)

B. Discussion Regarding the Parks, Recreation and Open Space budget for fiscal year 2018/2019

The CCSD draft budget includes \$20,000 for assistance for sports field design.

C. Discuss Evaluation by CCSD Staff of CCSD Sewer Easement that Runs Parallel to the Current Emergency Evacuation Road on the East Ranch

Two easements exist.

8. COMMENTS, CONCERNS, OTHER FUTURE DISCUSSION ITEMS

None.

9. ADJOURN:

Meeting adjourned at 12:03 p.m.

Fiscal Year 2018-19 Adopted Budget
Operating and Outlay Budget



CAMBRIA COMMUNITY SERVICES DISTRICT						
2018-19						
EXPENDITURE BUDGET						
PARKS & RECREATION DEPARTMENT - GENERAL FUND - 01						
ACCOUNT NO.		ACTUAL EXPENDITURES 2015-16	ACTUAL EXPENDITURES 2016-17	ADOPTED EXPENDITURES 2017-18	ESTIMATED EXPENDITURES 2017-18	PROPOSED EXPENDITURES 2018-19
Services & Supplies						
6011I	Public Information - General	0	852			
6033R	M & R- Ranch	0	1,915	10,157	10,157	20,000
6053	Printing Forms	798	818	1,000	1,000	1,000
6115	Meeting Expense	0	0	0	163	0
Total Services & Supplies		\$798	\$3,586	\$11,157	\$11,320	\$21,000
Capital Outlay						
6170	Capital Assets	11,500	6,396	336,378	341,626	0
Total Capital Outlay		\$11,500	\$6,396	\$336,378	\$341,626	\$0
Administrative Cost Allocation						
6200	Allocated Overhead	16,413	15,600	49,513	49,513	49,513
Total Administrative Cost Allocation		\$16,413	\$15,600	\$49,513	\$49,513	\$49,513
GRAND TOTAL		\$28,711	\$25,582	\$397,048	\$402,459	\$70,513
<u>FY 2018-19 FUNDING SOURCES</u>						
Franchise Fees					\$70,513	100%
					\$1	
Total					\$70,514	100%

CAMBRIA COMMUNITY SERVICES DISTRICT**PARKS, RECREATION AND OPEN SPACE COMMISSION****APPOINTMENT SCHEDULE****Adopted by the Board of Directors on 1/18/2018**

Commissioner	Date Appointed	Term Expiration
Steve Kniffen - Chair	12/17/15	12/31/19
Kermit Johanssen	2/18/2016 (Appointed to Commissioner on 1/18/2018 to fill Unexpired Term of Stanley Cooper)	10/23/2018
Adolph Atencio	12/17/15	12/31/19
Joyce Renshaw	10/23/2014	10/23/18
Tim Roche	10/23/2014	10/23/18
Teri Lord-Alternate	2/18/2016	2/18/2020
Stanley Cooper-Alternate	2/18/2016 (Appointed to Alternate on 1/18/2018 to fill Unexpired Term of Kermit Johanssen)	2/18/2020

Ex Officio Members	Date Appointed
Friends of the Fiscalini Ranch Preserve	2/1/10
Coast Unified School District	2/1/10

*Kermit Johanssen, Stanley Cooper and Teri Lord's term expiration dates have been revised to correct an earlier clerical error.

Adopted April 11, 1997
Revisions Adopted by CCSD Board December 15, 1997
Revisions Adopted by CCSD Board December 21, 1998
Revisions Adopted by CCSD Board October 23, 2000
Revisions Adopted by CCSD Board March 21, 2002
Revisions Adopted by CCSD Board September 23, 2010
Revisions Adopted by CCSD Board February 23, 2012

CAMBRIA COMMUNITY SERVICES DISTRICT

PARKS, RECREATION & OPEN SPACE (PROS) COMMISSION BY-LAWS/GUIDELINES

WHEREAS the needs assessment survey of 1992 documented community attitudes and interests in respect to parks, recreation, and open space for Cambria, the Cambria Community Services District Board of Directors (hereinafter the Board) that same year therefore formally recognized a volunteer community effort by creating a standing Parks, Recreation and Open Space Commission (hereafter the Commission), an appointed body under the Brown Act, to advise the Board on appropriate issues. Community priorities for parks, recreation, and open space have been set forth in the resulting PROS Master Plan adopted November 11, 1994 and the Commission is charged with seeking opportunities for realization of the goals therein.

I. Statement of Purpose and Authority

The purpose of the Commission is to serve the public with respect to parks, recreation and open space as follows:

- A. Assess existing resources and gather information regarding the parks, open space and recreational needs of the community.
- B. Establish a collaborative working relationship with relevant public and private organizations.
- C. Create plans for meeting the needs of the community within the bounds of current and potential resources.
- D. Anticipate needed funding for proposed actions and identify potential sources.
- E. Recommend plans of action to the Directors of the Cambria Community Services District regarding actions to meet the community needs for parks, recreation and open space.

- F. Facilitate communication with the residents of Cambria both to update community priorities for parks, recreation and open space and to obtain community support for planned actions.

II. Statement of Responsibilities

- A. Create an annual budget in consultation with the General Manager/CCSD Parks and Recreation Department staff and manage expenditures according to established guidelines.
- B. Members of the Commission and their activities are bound by all applicable provisions of the Brown Action (Government Code Sections 54950 et seq.).
- C. Members of the Commission shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.” (Government Code Section 87100).
- D. Members of the Commission are charged with protecting and upholding the public interest and with exhibiting the highest level of ethics in all actions.

III. Terms of Appointments and Offices

- A. The Commission shall consist of five members with full voting privileges. The Commission shall interview applicants and forward recommendations on appointments for consideration by the Board of Directors. Commissioners shall be appointed by a majority vote of the Board of Directors.
- B. Each Commissioner shall serve a four-year term. Upon the request of a retiring commissioner, at the end of a completed term of office, with the recommendation of the PROS Commission, and at the discretion of the CCSD Board of Directors, a Commissioner may be appointed for an additional term of up to four years.
- C. Each Commissioner shall live within the Cambria Community Services District’s boundaries, hold no other public office within the CCSD, and shall serve at the pleasure of the Board.
- D. The members of the Commission shall elect a Chairperson, Vice-Chairperson and Secretary. The Chairperson shall preside over meetings, appoint appropriate committees, sign reports, establish meeting agendas, and represent the Commission at the regular Board meeting. In the absence of the Chairperson, the duties of this office shall be performed by the Vice Chairperson. The terms of these offices shall be two years with elections occurring at the first regular meeting of every odd year.

- E. From the PROS recommended list of applicants, the CCSD Board of Directors may appoint up to three Alternate Commissioners who may substitute for absent members at the request of the chair. Such Alternate Commissioners may participate in any PROS activities, as directed by the Commission Chair, but shall not have vote on matters of interest to the Commission unless serving in the place of a Regular Commission Member.

IV. Commission Responsibilities

- A. Chairperson
 1. Chair Commission meetings.
 2. Chair the PROS Executive Committee to include the Chairperson and Vice Chairperson.
 3. Coordinate input for agenda topics for the monthly PROS Commission meetings with CCSD Parks and Recreation Department staff.
 4. Develop an Annual Calendar of Events that includes PROS priorities, workshops as needed, and joint meetings with the CCSD Board of Directors.
 5. Appoint Ad Hoc Committees as needed.
 6. Appoint representatives to act as liaison to community groups and committees.
- B. Vice Chairperson
 1. Perform the duties of the Chairperson in their absence.
 2. Coordinate preparation of PROS Priorities with the Chairperson to be submitted to the CCSD Parks and Recreation Department staff.
 3. Attend Executive Committee meetings as needed.

V. Agenda Procedure

- A. PROS Regular Meetings
 1. The PROS Commission shall meet within the jurisdictional boundaries of the CCSD except in emergency.
 2. PROS Commissioners provide input on agenda to Chairperson.
 3. Chair and Vice Chair develop draft agenda with CCSD staff.
 4. CCSD staff prepares the final agenda, attachments, and emails to all PROS Commissioners. Agendas are distributed to PROS distribution list.
 5. CCSD staff posts agendas at CCSD Administrative Office, Veteran's Memorial Building, and Cambria Library.

VI. Committees

The Commission shall appoint Ad Hoc Committees as may be deemed necessary

or advisable. The duties of the Ad Hoc Committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

VII. Commission Procedures

- A. The Commission shall meet on the first Tuesday of each regularly scheduled meeting unless otherwise publicly noticed 72 hours in advance. The Commission may call public-noticed special meetings as needed.
- B. A majority of the Commission members shall constitute a quorum.
- C. All Commission meetings shall be conducted by laws governing open meetings and public participation.
- D. The Board shall appoint Board liaison to the Commission for the purpose of improving the flow of communication between the entities.
- E. The General Manager, or their designated representative(s), shall assist the Commission as Staff to the Commission.
- F. After two consecutive unexcused absences of a Commissioner, the Commission, by a majority vote, may recommend to the Board the dismissal of said Commissioner.
- G. Should a Commissioner disrupt Commission meetings, or participate in behavior contrary to the charges and responsibilities of the Commission, the Commission, by a majority vote, may recommend to the Board the removal of said Commissioner.
- H. Commissioners desiring to resign shall submit a letter of resignation to the Commission Chairperson and this shall be forwarded to the Board.
- I. To fill a vacancy on the Commission resulting from the expiration of a regular term of office with no request for reappointment, as described in section III.B, such vacancy shall be advertised for a minimum of two weeks in the local Newspaper, and posted at all CCSD public information bulletin boards. The application period shall extend from the date of first posting the vacancy until a date four weeks following. Applications may be obtained at the CCSD Administrative Offices during normal business hours during the application period. An Ad Hoc committee of the Commission, appointed by the Chair, shall interview applicants for such vacancies and forward their recommendations to the CCSD Board of consideration.
- J. Vacancies of unexpired terms of office of regular Commission members

shall be filled from among current alternate members. Such vacancy shall be filled by appointment of an Ad Hoc Committee of the PROS Commission.

VIII. Amendments to Bylaws/Guidelines

The Bylaws/Guidelines may be amended by majority vote at any regular meeting of the Commission provided that written notice of the proposed changes is mailed to each member of the Commission no less than one week in advance. Changes must be approved by the Board.