CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Board of Directors	1:00 PM Thursday, February 8, 2024	Cambria Veterans' Memorial Hall 1000 Main Street, Cambria, CA 93428

AGENDA

Regular Board of Directors Meeting

Thursday, February 8, 2024 1:00 PM

In person at:
Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428
AND via Zoom at:
Please click the link to join the webinar: HERE Passcode: 150418

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at https://www.cambriacsd.org/. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

1. OPENING

1.A Call to Order

1.B Pledge of Allegiance

1.C Establishment of Quorum

1.D President's Report

1.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. 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.

4. HEARINGS AND APPEALS

4.A Public Hearing to Receive Community Input on the Draft Project Description for the Water Reclamation Facility Coastal Development Permit Application, and Direct Staff to Release the Draft Project Description to the County of San Luis Obispo Department of Planning and Building Staff for Preliminary Evaluation, Input and Direction

5. REGULAR BUSINESS

5.A Receive Community Input for Strategic Plan Accomplishments, Current Internal Strengths, Current Internal Weaknesses, Opportunities and Threats (SWOT) Analysis and Vision for Cambria

5.B Discussion and Consideration of Strategic Plan Update

5.C Discussion Regarding 2024 Fire Hazard Fuel Reduction Program Process and Deadlines

5.D Discussion and Consideration of Providing Direction to Prepare a Civil Administrative Citation Ordinance for Violation of CCSD Ordinances and Regulations

6. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

6.A Finance Committee's Report

6.B Policy Committee's Report

6.C PROS Committee's Report

6.D Resources & Infrastructure Committee's Report

6.E Other Liaison Reports and Ad Hoc Committee Reports

7. 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.

8. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A**

FROM: Matthew McElhenie, General Manager
Jim Green, Utilities Department Manager

Meeting Date: February 8, 2024

Subject: Public Hearing to Receive Community Input on the Draft Project Description for the Water Reclamation Facility Coastal Development Permit Application, and Direct Staff to Release the Draft Project Description to the County of San Luis Obispo Department of Planning and Building Staff for Preliminary Evaluation, Input and Direction

FISCAL IMPACT:

There is no fiscal impact associated with this item. Costs for future actions related to this issue are undetermined.

DISCUSSION:

District staff, in collaboration with our consultant, SWCA Environmental Consultants and the CDP/WRF Ad Hoc Committee, have prepared a draft project description for the Water Reclamation Facility (WRF) Coastal Development Permit (CDP) Application for Board of Director's and community input. This is not the final project description for the WRF CDP Application.

Under the current emergency permit, the WRF may only be run under a declared Stage 3 Water Shortage Emergency. The three stages were expanded into six stages with the adoption of the 2020 Water Shortage Contingency Plan (WSCP). In the new WSCP, stages 4, 5, and 6 all represent shortage emergencies as defined by California Water Code Section 350; however, stages 5 and 6 most closely correlate with the legacy program's stage 3. Limiting WRF operations to periods when CCSD customers are already being asked to cut their consumption by 50-60% continues to place the burden of water shortages on customers and limits project operations to only the most severe water emergencies. Nine years after funding for the project was approved by ratepayers, the facility remains permitted for emergency use only. Annual debt service, maintenance costs, and operating reserves continue to be funded by ratepayers who are unable to reap the benefits of the project until severe water shortage emergencies are declared. The WRF should be operated proactively, yet conservatively, to prevent water shortages from escalating to emergency levels. This can only be done with a regular Coastal Development Permit.

It is recommended that the Board of Directors receive Board and community input on the draft project description for the WRF CDP Application, and direct staff to submit the draft project description to the County of San Luis Obispo Department of Planning and Building staff for preliminary evaluation, input, and direction.

ATTACHMENTS:

1. CCSD Draft Coastal Development Permit Project Description

2. Stillwater Sciences Technical Memorandum
3. Todd Groundwater Memorandum
4. San Simeon Instream Flow Report TAC Comments

CAMBRIA COMMUNITY SERVICES DISTRICT

DRAFT COASTAL DEVELOPMENT PERMIT PROJECT DESCRIPTION

Summary Project Description

A request by the Cambria Community Services District (CCSD) for a Development Plan and Coastal Development Permit (DRC2013-00112) to operate the CCSD Water Reclamation Facility (WRF) previously approved to operate on an emergency basis pursuant to the Emergency Coastal Development Permit (ZON2013-00589) issued May 15, 2014. The WRF would operate up to 24 hours per day, 7 days per week, for 6 months per year, depending on precipitation. The WRF would produce approximately 400 gallons per minute (GPM) of treated water that would be injected into an existing reinjection well (RIW-1) and would migrate at least 60 days before reaching existing CCSD potable production Wells SS-1 and SS-2. Additionally, approximately 100 GPM of treated and de-chlorinated water would be discharged into San Simeon Creek to maintain and enhance the San Simeon Creek Lagoon during the dry season. The WRF is primarily designed to meet the current demands of the community and ensure a reliable water supply for the existing service connections of the CCSD. However, as part of future operations, evaluations will be conducted through research studies, biological assessments, and consideration of impacts on other stakeholders. These assessments will determine whether the WRF is sufficient to fulfill existing commitments. The project would result in approximately 50 cubic yards of new earthwork and would result in approximately 3.83 acres of new site disturbance on the approximately 95-acre CCSD-owned site (3.6 acres for removal of the pond liner and 0.23 acre for installation of a Zero Liquid Discharge (ZLD) facility). The project site is within the Agriculture land use category, within the California Coastal Zone, and is located at 990 San Simeon Creek Road, approximately 0.65 miles north of the Cambria urban reserve line and 1.23 miles south of the San Simeon urban reserve line.

Expanded Project Description

Entitlements and Modifications Requested

The Cambria Community Services District (CCSD) is seeking a Development Plan (DP) and Coastal Development Permit (CDP) pursuant to Condition of Approval #6 of Emergency CDP ZON2013-00589 to allow for the operation of the CCSD Water Reclamation Facility (WRF). No ordinance modifications, adjustments, or variances are requested.

Water Reclamation Facility History

All of Cambria's potable water is supplied from groundwater wells in the San Simeon and Santa Rosa Creek aquifers. The San Simeon and Santa Rosa aquifers are relatively shallow and porous, with the groundwater levels typically recharged every year during the rainy season. With pumping, groundwater levels generally exhibit a consistent pattern of high levels during the wet season, steady decline during the dry season, and rapid rise when the wet season resumes. To minimize potable groundwater losses at the aquifer and ocean interface, treated wastewater effluent is percolated into the San Simeon Creek aquifer downstream from its production wells. This practice also helps prevent saltwater intrusion into the freshwater water aquifer. If the groundwater level drops too far, treated effluent and seawater could migrate toward the water supply wells, deteriorating the water quality and potentially rendering the freshwater non-potable. The CCSD operations maintain a positive differential between the up-gradient groundwater levels at its potable well field and the down-gradient wastewater effluent percolation ponds. During later parts of the summer dry season, and depending upon the prior year's precipitation, the CCSD may occasionally operate with a negative gradient, and will periodically pump groundwater from its percolation pond area, in order to control this differential.

For water year 2013/2014, the total rainfall in Cambria was approximately 80 percent of the minimum rainfall needed to fully recharge the two coastal stream aquifers that are the sole water supply for Cambria. At a Special Meeting on September 9, 2013, the CCSD Board of Directors considered the CCSD's water supply conditions. At that time, CCSD staff presented a report to the Board regarding the status of the San Simeon well field and estimates regarding remaining water supply and demand. CCSD staff estimated there was a two-to-three-month supply of water remaining.

On December 26, 2013, the California Department of Health (Division of Drinking Water) issued a notice to public water purveyors, including the CCSD, urging them to develop water supply contingency plans for implementing water supply alternatives given the lingering extreme drought conditions in California. Shortly after, on January 17, 2014, California Governor Brown issued Emergency Proclamation B-17-2014 and declared a State of Emergency related to the drought. CCSD staff evaluated various alternatives for further reducing water demand and securing an emergency water supply.

These efforts included meetings with regulatory agency personnel, and consultants, planning, and contacting various emergency water equipment suppliers. Staff ultimately determined the most realistic and expedient solution would be to utilize prefabricated, portable, water treatment facilities to treat a brackish water supply. On January 30, 2014, the CCSD issued a Notice of Exemption pursuant to Public Resources Code 21080(b) for the construction and operation of the Emergency Water Supply Project (EWSP) (CCSD Resolution 05-2014). At this same meeting, the CCSD declared a Stage 3 Emergency Water Shortage based, in part, on well-level production information showing approximately 3 months of remaining water supply. The CCSD then entered into an agreement with CDM Smith to design and complete the EWSP. On February 13, 2014, the CCSD Board approved Resolution 06-2014 which directed staff to submit an Emergency CDP application to the County of San Luis Obispo (County) for the EWSP and on April 22, 2014, the CCSD submitted the application. The County granted an Emergency CDP (ZON2013-00589) on May 15, 2014, which included as a condition of approval a requirement to complete the EWSP within six months and to obtain a non-emergency CDP. On June 13, 2014, the CCSD applied for a non-emergency CDP (this application) for the WRF.

The CCSD commenced construction on the EWSP on August 25, 2014, and it became operational on January 20, 2015. The EWSP ran from January 2015 until April 2015 and produced 39.99 acre-feet of water, from September 2015 until December 2015 and produced 28.93 acre-feet of water, and from October 2016 until December 2016 and produced 23.07 acre-feet of water. The EWSP last ran on December 3, 2016.

Water Reclamation Facility Infrastructure Constructed Per Approved Emergency Coastal Development Permit and Emergency Water Supply Project

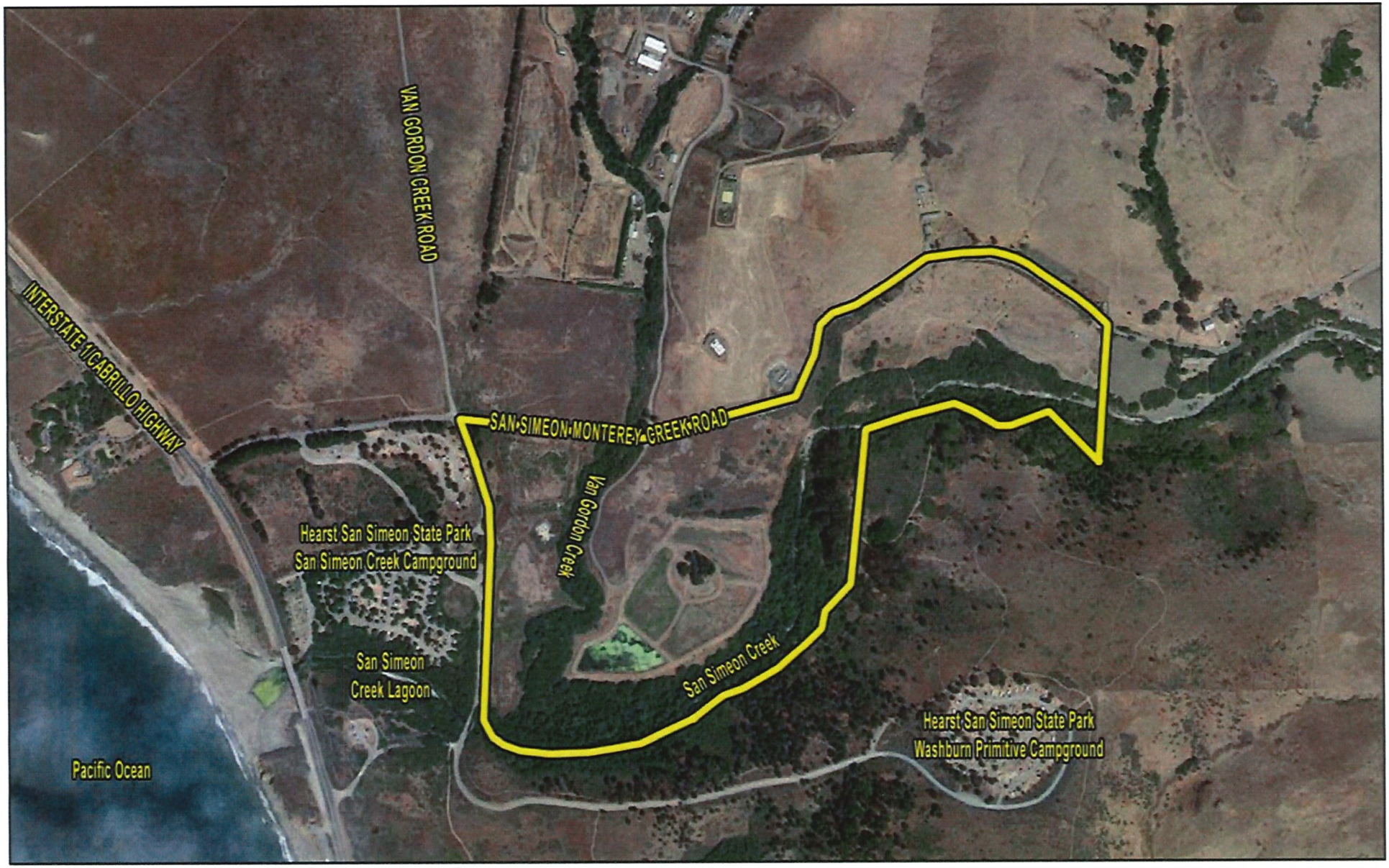
The majority of the proposed WRF was constructed in 2014 as part of the EWSP. Construction of the EWSP included approximately 15,000 square feet of site disturbance. The EWSP required general construction activities, including clearing, grading, excavating, trenching, pipe installation, placement of backfill, and installation of other limited equipment/improvements on structural footings and concrete housekeeping pads. Approximately 50 cubic yards of cut and 50 cubic yards of fill were generated during the construction of the proposed wells and Advanced Water Treatment Plant (AWTP), and approximately 200 cubic yards of cut and 200 cubic yards of fill were generated during pipeline installation trenching. Ground disturbance activities for well construction included drilling between 40 and 100 feet deep. Excavated soils were retained for backfill to avoid soil exportation and minimize truck trips. Additionally, approximately 2 acres of coyote brush and 1 acre of upland mustard vegetation were removed as part of the evaporation pond liner installation. The project was constructed entirely within CCSD property boundaries. The laydown/staging areas were located at the northern and western portions of the project site (Figure 1 and 2).

The EWSP was designed and constructed in accordance with applicable provisions of the County-issued emergency CDP, the California State Water Resources Control Board's (SWRCB) General Construction Storm Water Permit, American Water Works Association (AWWA) Standards, California State Building Code (CBC), and the Uniform Building Code (UBC). Ground disturbing activities were reviewed and monitored by biological, archeological, and Native American tribal monitors. The EWSP involved a design-build construction delivery method that included installing the water facilities described above. Construction of the EWSP occurred over approximately six months; construction began on August 25, 2014, and was substantially completed on November 14, 2014. Construction work occurred between 7:00 AM and 5:00 PM, Mondays through Fridays, and between 8:00 AM and 5:00 PM, Saturdays, consistent with the County's Coastal Zone Land Use Ordinance (CZLUO) Section 23.06.042 regulations. The construction phase was followed by an approximately two-month start-up period, including facility testing and commissioning.

As part of the EWSP, the following infrastructure and components were installed/constructed (Figure 3):

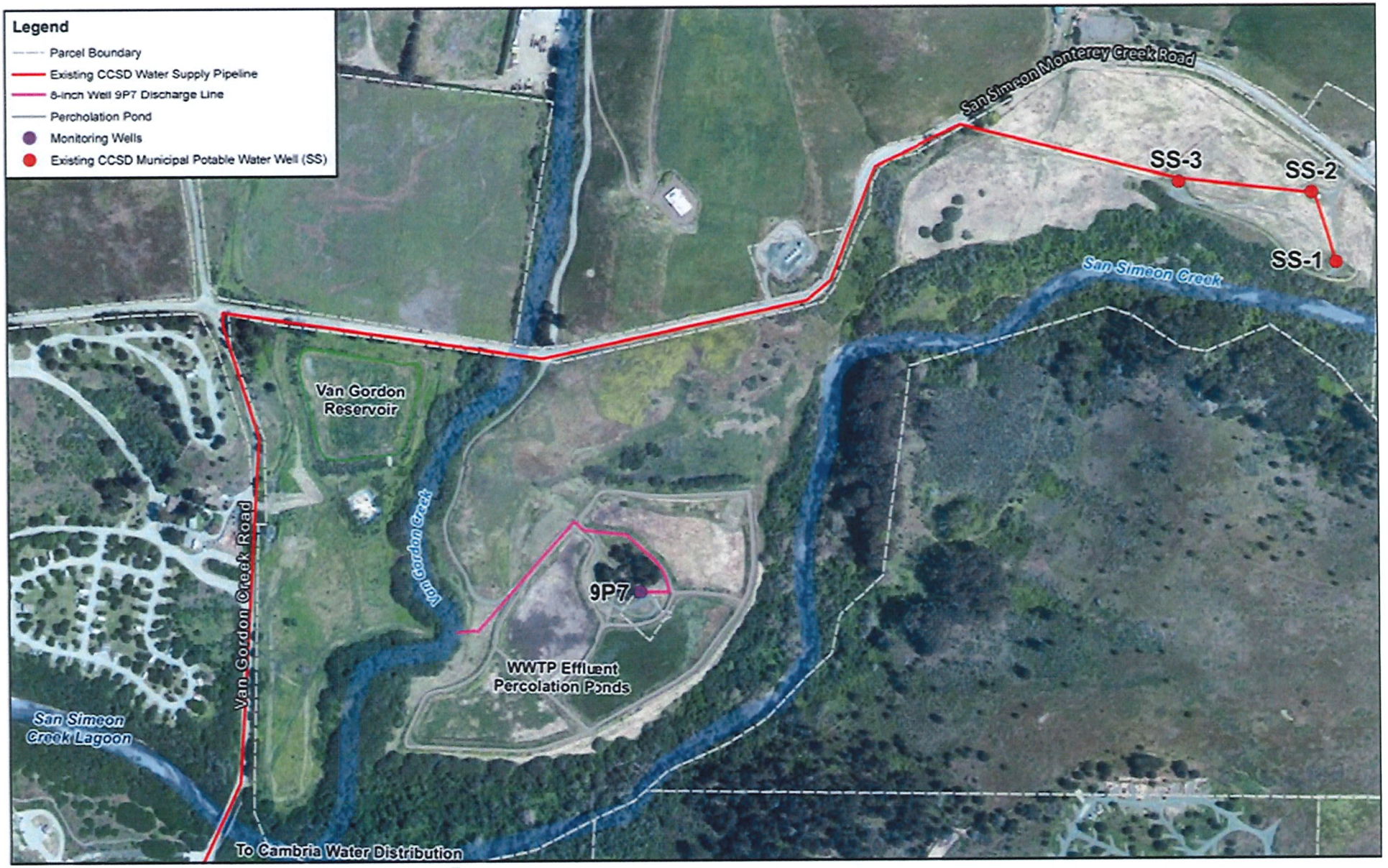
- AWTP including concrete pads, Conex containers, ultraviolet (UV) vessels, water tanks, pump skids, and self-contained chemical totes. Key AWTP unit equipment was pre-packaged and mounted in six shipping containers, installed within an area measuring approximately 100 feet by 170 feet. Each treatment plant container is about 15 feet in height. UV vessels, water tanks, pump skids, and self-contained chemical totes were installed outdoors on concrete housekeeping pads.

- Extension of an existing 8-inch pipeline between Well 9P7 and the AWTP (200 linear feet of polyvinyl chloride [PVC])
- Installation of a new 8-inch 1,800 linear feet PVC pipeline between the AWTP and Recharge Injection Well (RIW-1)
- Installation of a new 4-inch 4,400 linear feet high-density polyethylene [HDPE] pipeline between the AWTP and Lagoon Surface Discharge
- Installation of a new 4-inch 2,000 linear feet HDPE pipeline between the AWTP and Van Gordon Reservoir
- Modification of Van Gordon Reservoir from an effluent storage basin to a brine evaporation pond through installation of pond lining and five mechanical spray evaporators
- Installation of a leachate collection and removal system for Van Gordon Reservoir
- Construction of 4 monitoring wells (MIW-1, MIW-2, MIW-3, MIW-4)
- Construction of Lagoon Surface Discharge
- Construction of Recharge Injection Well (RIW-1); drilled 100 feet deep; 454 GPM of injection
- Installation of a new Pacific Gas and Electric Company (PG&E) pad mount transformer connected to an existing PG&E powerline serving Well 9P7 via a new power drop from the well site along the well site access road
- Installation of a new PG&E pad mount transformer connected to an existing PG&E overhead power line along San Simeon Road via a new power drop along Van Gordon Creek Road



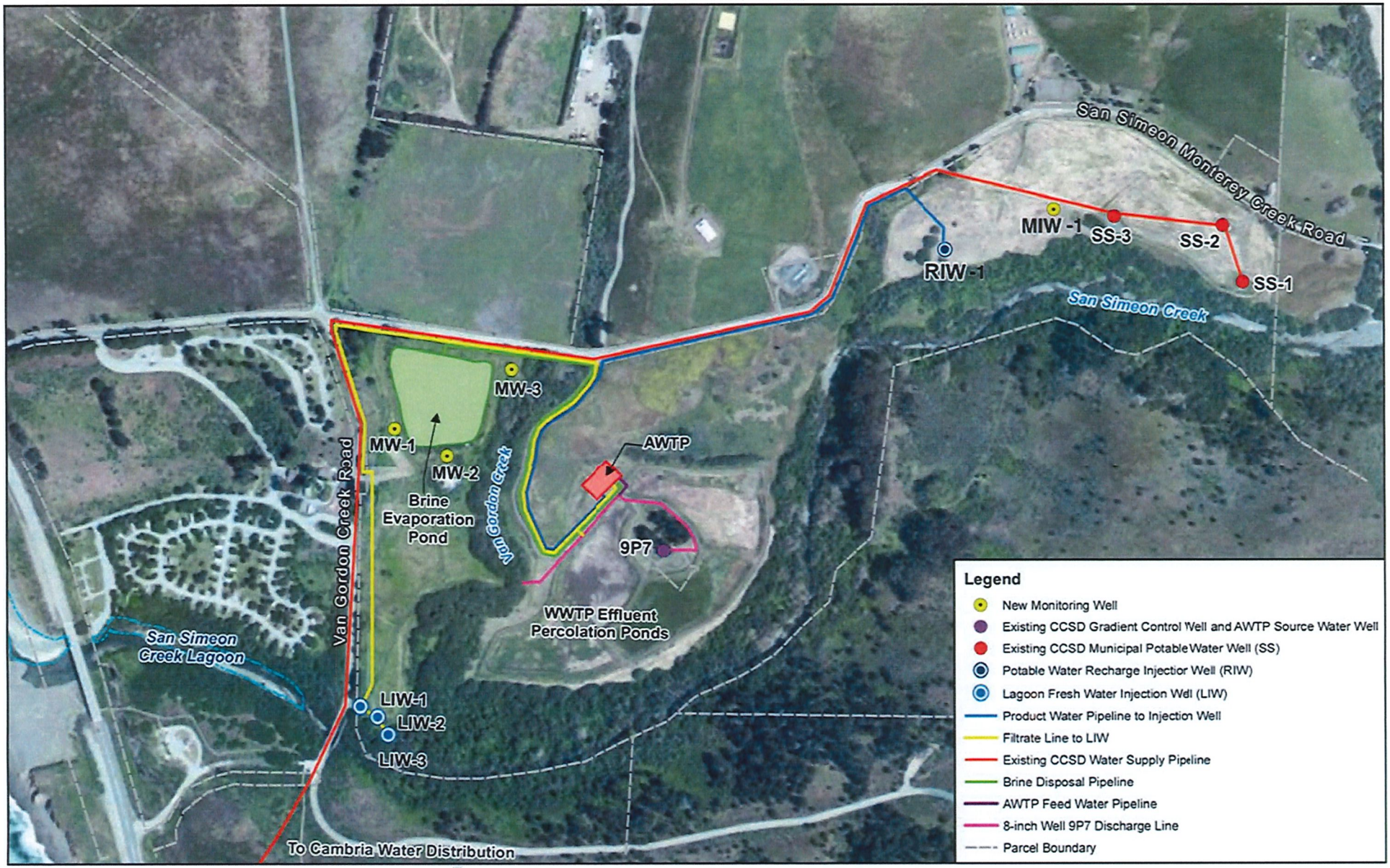
Source: RBF Consulting

Figure 1. Project Location and Boundaries



Source: CDM Smith 2014

Figure 2. 2014 Baseline Conditions.



Source: CDM Smith, June 2014

Figure 3. EWSP/WRF Components.

Proposed Project Modifications from Approved Emergency Coastal Development Permit

As part of this non-emergency CDP request, the CCSD is looking to convert the EWSP to a WRF. While the EWSP is approved to operate only during declared emergency water shortages, the WRF would operate during water shortages and also proactively to prevent water shortages. Several modifications to the EWSP are needed to achieve this goal (Table 1). The following infrastructure and components are proposed to be modified, installed, and/or constructed as part of this project. The components are summarized here and discussed in further detail in the next section.

- Removal of the five mechanical spray evaporators, leachate collection and removal system, and pond lining from Van Gordon Reservoir
- Potential Installation of permanent Zero Liquid Discharge (ZLD) facility and associated infrastructure
- Operation of the WRF 24/7 for six months (maximum) during normal and dry precipitation years
- Extension of the San Simeon Creek Lagoon Surface Discharge pipeline to relocate the discharge point further south to the San Simeon Creek bank (Figure 4).

Water Reclamation Facility Components

The EWSP (and WRF) treat brackish groundwater in the lower San Simeon Creek aquifer. The water goes through several stages of treatment to remove solids, salt, organic chemicals, and other contaminants before being reinjected into the aquifer's freshwater supply. The process is described in more detail below and shown in (Figure 5).

Source Water

The brackish source water for the WRF is pumped from existing Well 9P7 and is a blend of native basin groundwater (San Simeon Creek underflow), deep aquifer brackish water (diluted seawater that occurs from the subterranean dispersion of salts from a deeper saltwater wedge into an overlying freshwater interface zone), and percolated secondary effluent from the CCSD's wastewater treatment plant (WWTP).

Advanced Water Treatment Plant

The AWTP treats the brackish source water to advanced treated water quality standards suitable for injection further upstream into the groundwater basin to augment the CCSD's potable water supply. A portion of the advanced treated water is also conveyed to a point immediately upstream of the San Simeon Creek Lagoon to maintain water levels in the lagoon during dry weather conditions (discussed further below).

The AWTP uses three main treatment processes: membrane filtration (MF), reverse osmosis (RO), and advanced oxidation process (AOP) that utilizes UV light and hydrogen peroxide. The source water is first pumped from the existing CCSD well 9P7 and conveyed to the AWTP. The treatment process begins with MF, which removes fine particles from the source water. Next, reverse osmosis removes salt and other complex organic matter. The water then undergoes an advanced oxidation process where UV light and hydrogen peroxide are used to remove trace organic compounds that are not fully removed by the RO membranes. Finally, post-treatment stabilizes the water to prevent corrosion of the conveyance pipeline and pumping equipment. The AWTP process flow is shown in Figure 6.

Recharge Injection Well (RIW-1)

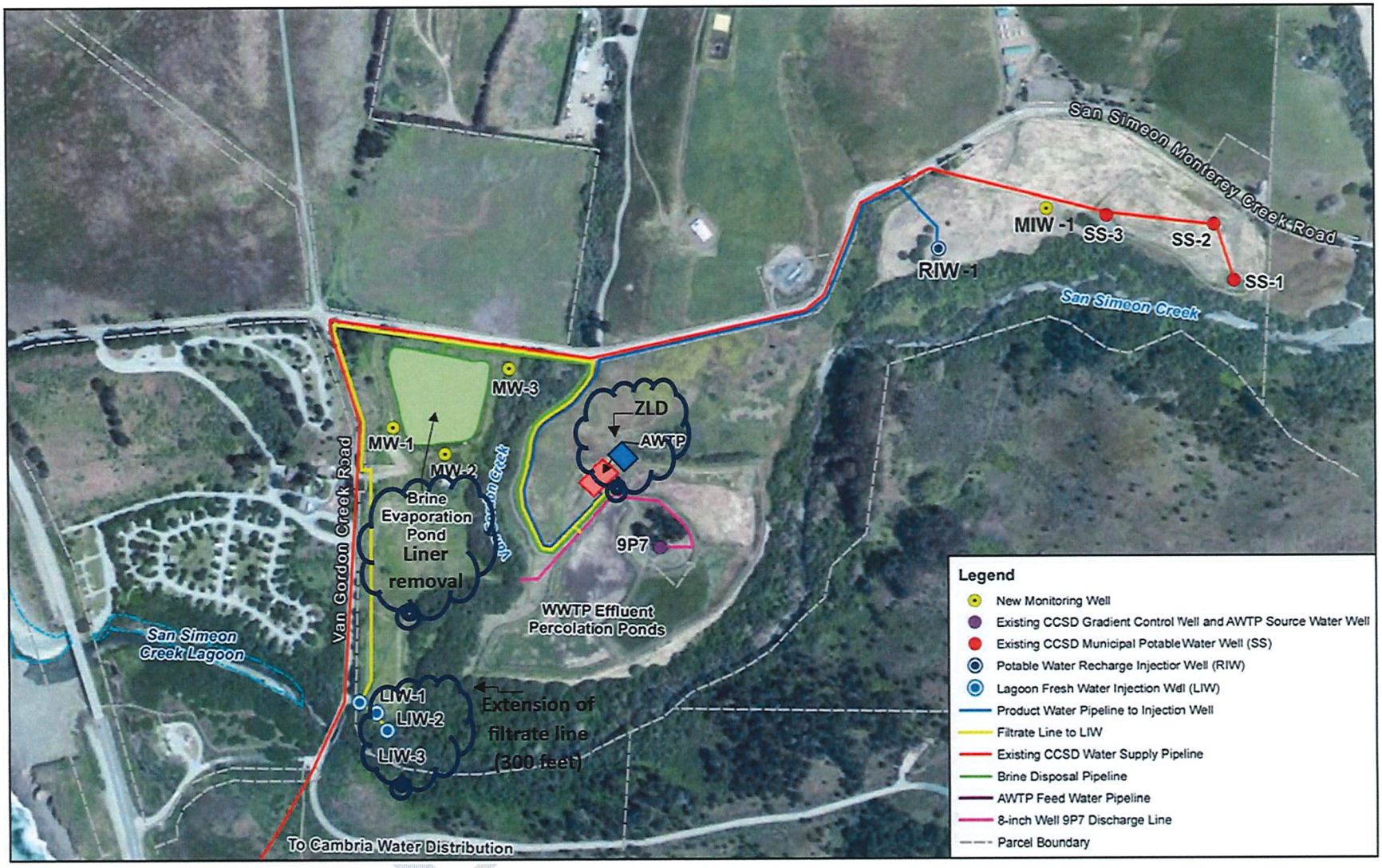
The AWTP treated product water is pumped for injection into the groundwater basin at the San Simeon Well Field utilizing the recharge injection well (RIW-1) constructed as part of the EWSP and located west

Table 1. Project Comparison: Approved Emergency Coastal Development Permit v. Requested Regular Coastal Development Permit

Project Component	Emergency Coastal Development Permit	Regular Coastal Development Permit
Name	Emergency Water Supply Project (EWS)	Water Reclamation Facility (WRF)
Permit	ZON2013-00589; issued May 15, 2014	DRC2012-00113 (pending)
Permit Limits	Until Stage 3 Water Shortage ends or Regular CDP issued	None proposed
CEQA Determination	Statutorily exempt per PRC 21080(b); NOE issued January 30, 2014, and filed September 9, 2014	TBD pending Project Description review by County
Physical Improvements	• Advanced Water Treatment Plant (AWTP) including concrete pads, Conex containers, UV vessels, water tanks, pump skids, self-contained chemical totes • Extension of existing 8-inch pipeline between Well 9P7 and AWTP (200 linear feet PCV or HDPE) • New 8-inch 1,800 linear feet PCV pipeline between AWTP and RIW • New 4-inch 4,400 linear feet HDPE pipeline between AWTP and Lagoon Injection Wells • New 4-inch 2,000 linear feet HDPE pipeline between AWTP and Van Gordon Reservoir • Modification of Van Gordon Reservoir to evaporation pond including pond lining and five mechanical spray evaporators • Leachate collection and removal system for Van Gordon Reservoir • Construction of 4 monitoring wells (MIW-1, MIW-2, MIW-3, MIW-4) • Construction of Lagoon Surface Discharge	• New 100-foot by 100-foot concrete pad • Two 40-foot trailers placed on concrete pad • Removal of evaporation pond lining and five mechanical spray evaporators from Van Gordon Reservoir • Removal of leachate collection and removal system for Van Gordon Reservoir • Extension (300 linear feet) of existing leachate conveyance piping

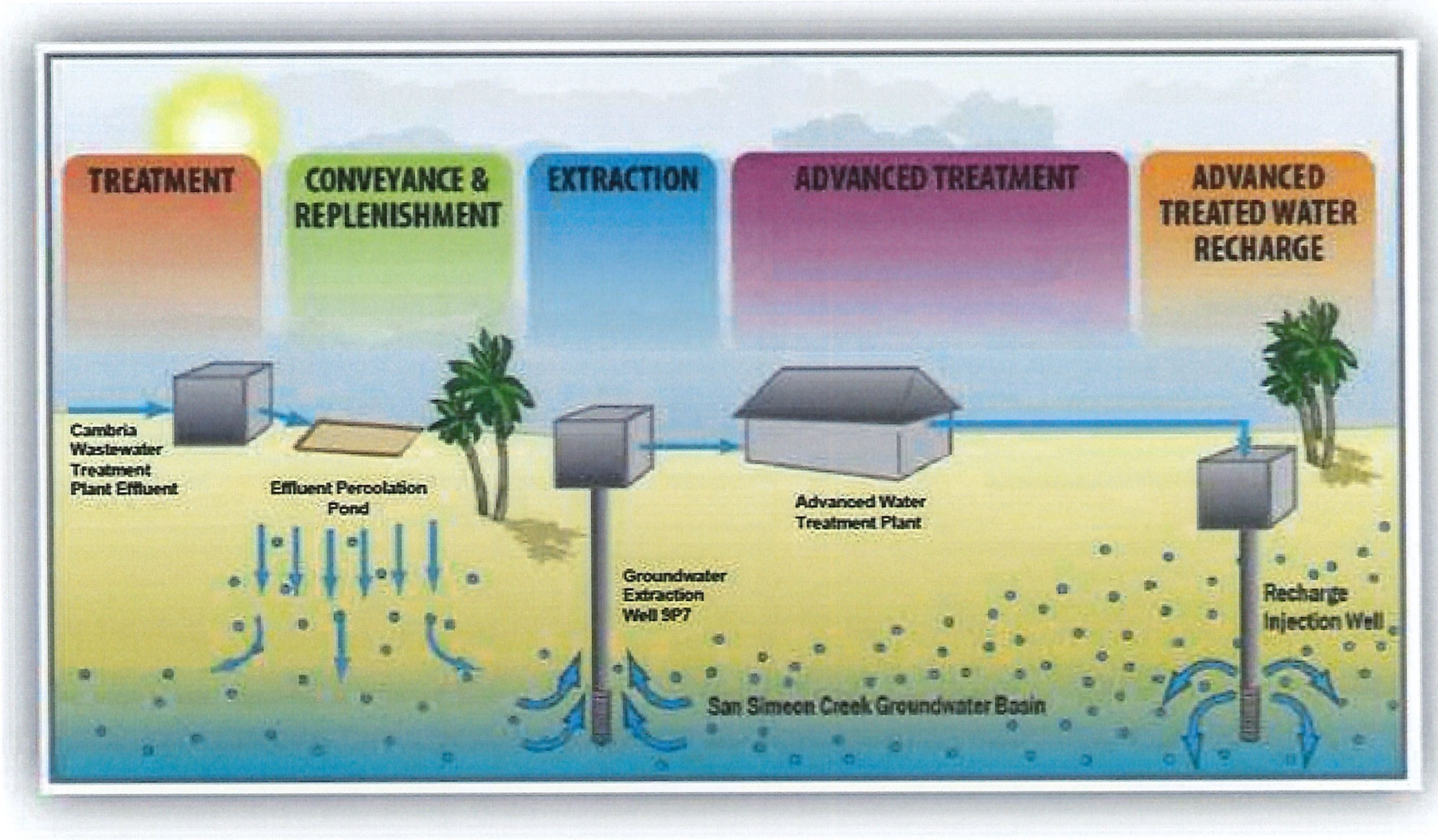
Project Component	Emergency Coastal Development Permit	Regular Coastal Development Permit
	• Construction of Recharge Injection Well (RIW-1); 100 feet deep; 454 GPM injection • New PG&E pad mount transformer connected to existing PG&E powerline serving Well 9P7 via a new power drop from the well site along the well site access road • New PG&E pad mount transformer connected to an existing PG&E overhead power line along San Simeon Road vie a new power drop along Van Gordon Creek Road	
Area of Improvements/Disturbance	15,000 square feet + 3.6 acres for pond liner	10,000 square feet + 3.6 acres for pond liner
Earthwork Quantities	50 cubic yards cut; 50 cubic yards fill (AWTP) 200 cubic yards cut; 200 cubic yards fill (pipeline trenching)	50 cubic yards cut; 50 cubic yards fill
Vegetation Removal	Van Gordon Reservoir – ruderal, 2 acres of coyote brush and 1 acre of upland mustard vegetation	No new vegetation removal is proposed
Water Production Potential	Between 30 AFY and 250 AFY (500 GPM; includes 100 GPM freshwater for discharge into San Simeon Creek Lagoon and 400 GPM for potable water supply)	Between 30 AFY and 250 AFY (500 GPM; includes 100 GPM freshwater for discharge into San Simeon Creek Lagoon and 400 GPM for potable water supply)
Connections Served	Existing authorized water connections	The WRF would initially serve to satisfy existing connections. As part of future operations, evaluations will be conducted through research studies, biological assessments, and consideration of impacts on other stakeholders. These assessments will determine whether the WRF is sufficient to fulfill existing commitments.

Project Component	Emergency Coastal Development Permit	Regular Coastal Development Permit
Operation	Water Shortage Emergencies; up to 24 hours/day/7 days/week for six months of the year; spray evaporators run approximately 12 hours per day; 2 employees per day for visual inspection	Water Shortage Emergencies and preventative; up to 24 hours/day, Monday-Friday, July-September; up to 6 employees per day in shifts
Extraction Well	Well 9P7 (gradient control well; San Simeon aquifer)	Well 9P7 (gradient control well; San Simeon aquifer)
Injection Well	Recharge Injection Well-1 (RIW-1; San Simeon aquifer)	Recharge Injection Well-1 (RIW-1; San Simeon aquifer)
Power	650 KVA (AWTP); 250 KVA (evaporation sprayers)	No new power is proposed
Water Treatment Method	Microfiltration, reverse osmosis, advanced oxidation, ultraviolet light, hydrogen peroxide	Microfiltration, reverse osmosis, advanced oxidation, ultraviolet light, hydrogen peroxide
Chemicals Used	Ammonium hydroxide, sodium hypochlorite, antiscalant, sulfuric acid, hydrogen peroxide, calcium chloride, caustic soda	Ammonium hydroxide, sodium hypochlorite, antiscalant, sulfuric acid, hydrogen peroxide, calcium chloride, caustic soda
Treated Wastewater Storage	Interim Baker tanks, Van Gordon Reservoir	Interim Baker tanks
Brine/Salt Disposal Method	5 mechanical spray evaporators weather controlled; natural evaporation; concentrated slurry pumped to trucks and hauled offsite; dried solids shoveled into barrels and hauled offsite	Zero Liquid Discharge (ZLD) facility, if successful, otherwise liquid or semi-solid brine concentrate from the RO treatment process would be hauled away to a permitted disposal site.
Access Improvements	n/a	n/a
Construction Commencement	May 22, 2014	Primarily existing; ZLD anticipated within 12 months of CDP approval; pond liner removal anticipated within 6 month of CDP approval
Construction Completed	November 14, 2014	TBD
Operational Date	January 20, 2015	TBD



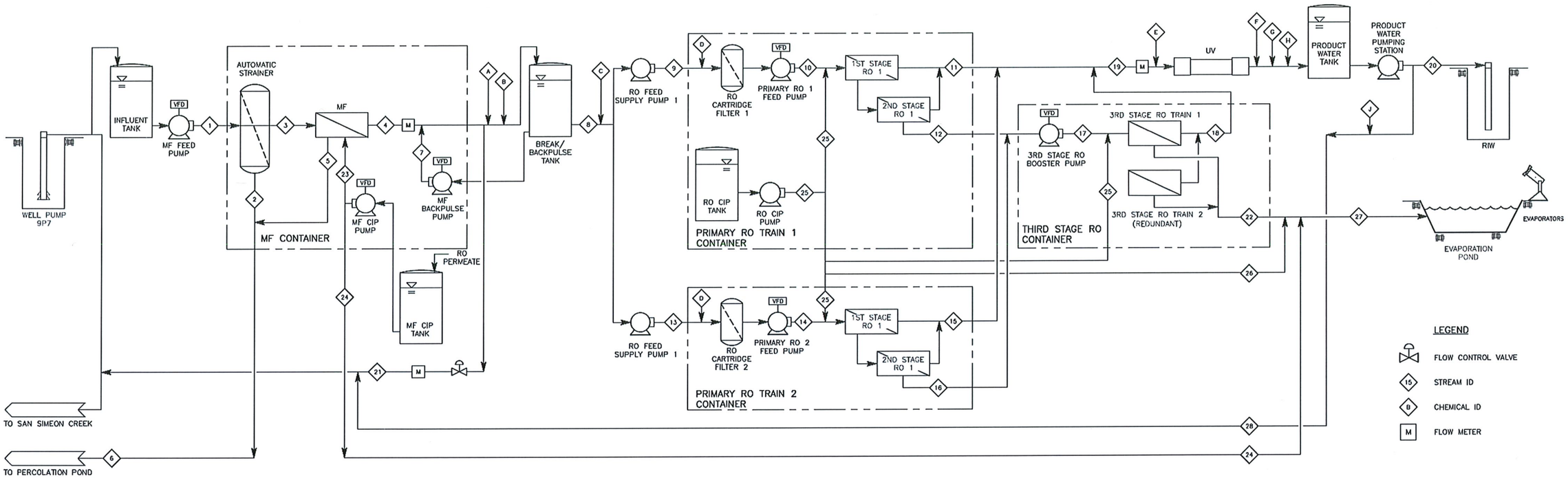
Source: CDM Smith, June 2014 (modified by SWCA)

Figure 4. Proposed Modifications.



Source: CDM Smith, June 2014

Figure 5. WRF Process.



Source: CDM Smith, May 2016
Note: Brine removal is shown as evaporation pond included with the EWSP. The WRF would utilize either ZLD or haul-off for brine removal.
Figure 6. AWTP Flow Process.

of the existing potable supply water Well SS-3. RIW-1 has a 5.0-foot stainless steel sediment trap below the well screen. A total of 400 GPM of treated product water is injected into RIW-1. The wellhead facilities are above grade and include steel pipe, a control valve to control the flow into RIW-1, a flow meter to measure the flow, and isolation valves to remove above-ground equipment. No pumps or noise-generating equipment are located at RIW-1. A small control panel is provided at the wellhead.

Reinjection of the AWTP treated product water, in addition to eventually being available for extraction as potable water, is intended to maintain the water elevation at the potable well field higher than the secondary effluent mound and higher than the mean sea level. This serves as a barrier to prevent secondary effluent and seawater (brackish water) from moving inland to the potable well field and freshwater water aquifer.

Brine Storage, Treatment, and Disposal

The EWSP modified and used Van Gordon Reservoir as a brine evaporation pond. However, during a flood emergency in early January 2017, stormwater drained across San Simeon Creek Road, with a portion of the stormwater entering the EWSP brine evaporation pond. This resulted in a cease-and-desist order from the RWQCB directing the CCSD to stop using the pond for brine disposal. Accordingly, the brine disposal facilities associated with the brine evaporation pond were subsequently decommissioned. The RWQCB approved the final pond closure and termination of the related Title 27 permits at its regional meeting on December 13, 2019.

Instead of using Van Gordon Reservoir for the WRF, the project proposes one of two methods for brine removal. The CCSD-preferred method includes the installation of a new Zero Liquid Discharge (ZLD) facility. The ZLD facility would reduce the amount of brine that must be disposed of by removing virtually all of the liquid from the brine, leaving behind a semi-solid brine concentrate. If the ZLD proves to be inefficient, ineffective, or is otherwise unable to be utilized, the CCSD would collect brine concentrate in storage tanks and once full would haul the waste offsite to an approved disposal facility.

Brine Storage Tanks. With the EWSP, the AWTP-generated waste stream from the RO process (RO concentrate or RO reject water), as well as any chemical cleaning waste, is temporarily sent to two 21,000-gallon Baker tanks for intermediate storage before being pumped to tanker trucks for offsite disposal at a properly licensed and regulated facility. The RO concentrate is conveyed to the brine storage tanks via the rerouted RO concentrate pipeline. Both tanks are staged within spill containment berms, and the truck-fill station is fitted with a drive-on perimeter berm to capture any water that could inadvertently spill during the fill operation. Conventional clay litter or other absorbent material is kept onsite to address incidental spillage.

If the ZLD facility is utilized, the CSSD would collect the brine wastewater in the two existing 21,000-gallon Baker tanks for intermediate storage, before pumping the brine to the ZLD. If the ZLD facility is not utilized, the CCSD would acquire four additional brine storage tanks. The tank(s) would be double walled with a capacity of approximately 60,000 gallons (the final tank selection will be sized based on maximum RO concentrate volume during peak operation). The RO concentrate pipeline would connect from the third stage RO unit to the intermediate storage tank(s) with a four-inch pipeline.

Under prolonged dry weather conditions, the WRF could run 24/7, during the driest time of the year, for approximately six months. When the project operates 24/7 during the driest time of year, the estimated RO concentrate volume would be approximately 50,000 gallons per day (GPD). Average operations during years of normal precipitation would likely result in an RO concentrate volume of approximately 20,000 GPD.

Zero Liquid Discharge

Assuming the ZLD pilot program is successful, the CCSD anticipates constructing a permanent ZLD facility to treat the RO wastewater. Construction of the ZLD facility is anticipated to require the pouring of an approximately 100' by 100' concrete pad that would house two 40-foot-long trailers that contain the ZLD equipment. The ZLD facility would be located on a previously graded and disturbed area immediately adjacent (northeast) of the AWTP.

Offsite RO Concentrate Disposal

Liquid or semi-solid brine concentrate from the RO treatment process would be hauled away to a permitted disposal site, such as the South San Luis Obispo County Sanitation District (SSLOCSD), which is in Oceano, approximately 53 miles south of the project site. SSLOCSD is a fully permitted 7.6-acre wastewater treatment, storage, and disposal facility.

Without the ZLD facility, under normal operations, three truck trips per day would be needed to haul the liquid RO concentrate to SSLOCSD, assuming a 4,500 to 6,000-gallon truck would be used. Up to nine truck trips per day would be required during peak operation (24/7).

Under prolonged dry weather conditions, the WRF could run 24/7, during the driest time of the year, for approximately six months. When the project operates 24/7 during the driest time of year, the estimated RO concentrate volume would be around 50,000 gallons per day (GPD). Average operations during years of normal precipitation would likely result in an RO concentrate volume of roughly 20,000 GPD. Until the ZLD pilot program is completed, it is unknown how much concentrate will be produced during normal and dry-year operations. However, CCSD estimates that semi-solid brine concentrate disposal would require approximately one truck trip per month, rather than the three to nine truck trips per day required for liquid brine disposal.

If the CCSD were to reach the SSLOCSD daily brine disposal limit, currently set at 50,000 GPD, an alternative disposal site, such as Kettleman Hills Hazardous Waste Facility, could be utilized.

San Simeon Creek Lagoon Surface Discharge

To maintain and enhance the San Simeon Creek Lagoon, MF effluent and/or de-chlorinated and oxygenated treated AWTP product water is pumped during dry weather conditions for surface discharge to the upstream end of San Simeon Creek Lagoon. The filtrate (lagoon water) pipeline (constructed with the EWSP) delivers the lagoon water from the AWTP to a surface discharge structure. The discharge structure, located just north of the San Simeon Creek tree line (Figure 3), dissipates velocity to create a sheet flow of lagoon water before entering the upstream end of the San Simeon Creek Lagoon. The quantity of lagoon water delivered depends on the results of monitoring and surveys performed under the Adaptive Management Plan (AMP) but is anticipated to be approximately 100 GPM when the creek is dry.

When treated product water is blended with the MF effluent for lagoon surface water discharge, it is de-chlorinated at the AWTP to reduce the high chlorine residual in the water. Sodium bisulfite is used to de-chlorinate the product water to meet the Regional Water Quality Control Board's (RWQCB) low-threat discharge permit requirements, with a maximum limit of 0.02 milligrams per liter (mg/l) for chlorine residual. Also included in the treated product water de-chlorination process is an in-line aeration system to ensure the water provided to the lagoon has sufficient dissolved oxygen before discharge.

The water discharged to the lagoon is treated and tested to meet RWQCB conditions specified within RWQCB Order No. R3-2011-0223, National Pollutant Discharge Elimination System (NPDES) Permit No. CAG993001, *General Permit for Discharges with Low Threat to Water Quality* (and its associated December 8, 2014 Monitoring and Reporting Program issued to the CCSD).

The WRF project would involve extending the filtrate pipeline to relocate the discharge point further south to the San Simeon Creek bank (Figure 4). The filtrate pipeline would be routed/placed by hand to protect the riparian habitat. This discharge location was identified to avoid interfering with Well 16D1 water quality samples and more efficiently deliver surface water into the upper San Simeon Creek Lagoon area.

At the relocated discharge point, articulating concrete block (ACB; ArmorFlex) lining or similar erosion prevention measures (approximately 87 square feet) would be installed to protect the San Simeon Creek channel bank. ArmorFlex would further protect the channel from potential erosion.

Monitoring Wells

The WRF includes five monitoring wells installed as part of the EWSP (MW-1, MW-2, MW-3, MW-4, and MIW-1; Figure 3). MW-1, MW-2, and MW-3 are up-gradient and down-gradient from the existing brine evaporation pond. MW-4 was installed outside the tree drip line and approximately 150 feet up-gradient from the lagoon water discharge structure to replace the existing Well MW-16D1. MW-4 was constructed in response to RWQCB concerns over the 100 GPM filtrate product water potentially biasing its testing towards higher quality results. MW-4 is used to monitor groundwater quality downgradient of the percolation ponds. These wells are approximately 3.0 feet in height. MW-1 is located between RIW-1 and the existing production wells at the well field.

Pipelines and Conveyances

Yard Piping. All yard piping was installed below ground at the AWTP site during construction of the EWSP.

Existing Conveyance Piping. The EWSP includes five interconnecting pipelines, as described below. The conveyance piping totals approximately 4,630 linear feet (LF), most of which was installed above grade (480 LF was installed below grade).

AWTP Feed Water Pipeline. This pipeline delivers the source water from CCSD Well 9P7 to the AWTP. This pipeline also connects with the Well 9P7 Discharge Pipeline, constructed initially to discharge pumped groundwater from Well 9P7.

Product Water Pipeline. This pipeline delivers the AWTP product water from the AWTP to RIW-1, where it is injected into the basin.

Filtrate Pipeline. This pipeline delivers de-chlorinated MF effluent/product water from the AWTP to the surface discharge structure near the confluence of San Simeon and Van Gordon Creeks. The pipeline combines a pipeline along the ground surface, a horizontal directionally drilled pipeline, and a direct burial pipeline. The pipeline was direct burial within the existing service road from the AWTP to the eastern edge of the Van Gordon Creek riparian corridor.

To avoid impacts to the Van Gordon Creek riparian corridor, a reach of this pipeline was installed using horizontal directional drilling under Van Gordon Creek. At the western edge of the Van Gordon Creek riparian corridor, the pipeline continued outside the Van Gordon Creek tree line and along the ground surface to the surface discharge structure. The discharge structure is located north of the San Simeon Creek tree line.

MF Backwash Waste Discharge Pipeline. This pipeline delivers the backwash water from the AWTP's MF system to an existing percolation pond.

RO Concentrate Disposal Pipeline. This double-contained pipeline delivers concentrate from the AWTP's RO process and chemical cleaning waste to the brine storage tanks for offsite hauling.

New Conveyance Piping. An extension of the existing filtrate pipeline is proposed. The new above-grade conveyance piping would total approximately 300 LF. This modification will avoid biasing Well 16D1 water quality samples (as requested by the RWQCB) and will more efficiently deliver water into San Simeon Creek to maintain water levels at San Simeon Creek Lagoon. The current surface discharge structure would be removed and relocated further south to the San Simeon Creek bank. At the discharge point, articulating concrete block (ArmorFlex or similar) lining would be installed to protect the northern San Simeon Creek channel bank from erosion. The lining would allow for the continued growth of riparian vegetation, further protecting the channel from potential erosion and avoiding/reducing sedimentation within the water bodies.

Operations

Water Reclamation Facility Production Flows

Table 2 summarizes recoveries, waste flows, and treatment process capacities for MF and RO systems required to meet the production goals to maintain the operational stability of the San Simeon aquifer without impacting environmentally sensitive habitat areas (ESHA) in Van Gordon Creek and San Simeon Creek.

The AWTP source water flow rate would be about 581 GPM. Assuming process-associated losses and a 100 GPM flow of treated product water to recharge San Simeon Creek Lagoon, the AWTP's daily average treated product water flow rate would be 400 GPM. Therefore, 400 GPM of treated product water would be pumped to RIW-1 and would incur at least 60 days residence time before reaching existing potable production Wells SS-1 and SS-2. A total of 400 GPM extraction from existing potable production Wells SS-1 and SS-2 (or a combination of both) could occur during WRF operation.

Table 2. AWTP Design Flows

Parameter	Unit	Average Flow
MF Recovery	%	92
RO recovery	%	92
Influent flow to AWTP	GPM	581
MF filtrate production (581 GPM x 92%)	GPM	535
MF filtrate flow to San Simeon Creek Lagoon	GPM	100
MF filtrate flow to RO feed	GPM	435
RO permeate production (435 GPM x 92%)	GPM	400
UV feed flow	GPM	400
AWTP product water flow for well RIW-1 injection	GPM	400
Automatic strainer backwash and MF backwash waste	GPM	37
RO concentrate and membrane cleaning waste	GPM	35

Source: CDM Smith, Cambria Emergency Water Supply Project Description Table 2-2, *October 2014. Modified to reflect production flow reductions required to achieve the 60 day retention time.*

Water Reclamation Facility Hours of Operation

During normal precipitation years, it is anticipated that operation of the WRF would begin in July and run until September. Operating and maintaining the WRF equipment during normal precipitation years requires onsite full-time staff, although the AWTP is designed to operate with minimal operator intervention. The WRF would be staffed Monday through Friday, 12 hours per day, with two employees per shift for two consecutive shifts (6:00 AM to 12:00 PM and 12:00 PM to 6:00 PM). This operation schedule would generate approximately 17.67 acre-feet of water per year.

In response to a prolonged dry season, the WRF could run for 24 hours per day, seven days per week (24/7), between July and September, subject to the AMP and the need to protect ESHA. Under less-than average precipitation, the WRF would be staffed Monday through Friday, 24 hours per day, with two employees per shift for three consecutive shifts (4:00 AM to 12:00 PM, 12:00 PM to 8:00 PM, and 8:00 PM to 4:00 AM). This operation schedule would generate approximately 35.4 acre-feet of water per year.

The plant would not need to be operated during wet or normal rainfall periods except for gradient control purposes to prevent saltwater intrusion into the freshwater water aquifer. During such periods of inactivity, the AWTP would be maintained in a ready state, which may include routine operation of equipment and valves and decalcifying the RO elements. Production start and end dates may vary due to well levels, previous wet season rainfall totals, date of flow cessation at Palmer Flats, and projected demands/supply shortfalls based on the CCSD Annual Water Supply and Demand Assessment. The CCSD may also adjust the WRF operational period based on the amount and timing of seasonal rainfall and the groundwater levels within the lower San Simeon aquifer. Other considerations that would influence the timing and duration of plant operation include the AMP, riparian water use, and licensed diversion totals.

Water Reclamation Facility Purpose

The WRF was designed and constructed to improve the reliability of the CCSD's potable water supply during drought conditions and other dry periods. The Emergency CDP authorizes the WRF to operate during CCSD Stage 3 Water Shortage declarations. (Note that the CCSD re-classified their water stages with the adoption of the 2020 Water Shortage Contingency Plan (WSCP), and the 2014 Stage 3 condition now correlates to WSCP Stage 5 and Stage 6 conditions.) The WRF is designed to provide a reliable water supply to the CCSD's service connections. The CCSD water system currently

serves 4,034 service connections (commercial and residential) while delivering an average of 520 acre-feet-per-year (AFY) of water to its customers. The WRF would initially serve to satisfy existing connections, but during future operations, impact assessments would be determined based on research studies, biological assessments, and impacts to other stakeholders to determine whether this mechanism would be adequate to serve existing commitments.

Attachments

1. Project Summary Table (history, permits, related technical studies)
2. County of San Luis Obispo Emergency Coastal Development Permit ZON2013-00589
3. Cambria Community Services District Resolution 05-2014 and Notice of Exemption for the Emergency Water Supply Project
4. Emergency Water Supply Project As-Built Plans
5. Water Reclamation Facility Proposed Plans
6. County of San Luis Obispo Emergency Coastal Development Permit ZON2013-00589 Condition of Approval #6 Compliance
7. Environmental Determination
8. Policy Consistency Analysis
9. Draft Adaptive Management Plan
10. In-stream Flow Study

Stillwater Sciences

895 Napa Ave., Suite B-3, Morro Bay, CA 93442
phone 805-570-7499

TECHNICAL MEMORANDUM

DATE: January 29, 2024

TO: James Green Cambria Community Services District

FROM: Ken Jarrett Stillwater Sciences

SUBJECT: Recommendations for District Operations in San Simeon Creek Basin

1 INTRODUCTION

The Cambria Community Services District (the District) commissioned Stillwater Sciences to conduct an Instream Flow Study in San Simeon Creek (Stillwater Sciences 2024), and Todd Groundwater to conduct groundwater modeling of the same area (Todd Groundwater 2022). The goal of the Instream Flow Study (Task 1) was to determine the amount of surface flows needed to support aquatic species while the goal of the groundwater modeling study (Task 2) was to assess the influence of operating the Water Reclamation Facility (WRF) on groundwater conditions from under a range of scenarios. Results from both studies will be used to inform District operations in the San Simeon Creek Basin and to inform the Adaptive Management Plan (AMP) for San Simeon Creek. This memo focuses on surface flow conditions as they relate to special status aquatic species and provides recommendations for District operations to be protective of sensitive species, including monitoring to help refine operational conditions and measures to be protective of aquatic species. Recommendations for operation of the WRF and associated monitoring is provided in a separate memo (Todd Groundwater 2023) because the WRF only operates during periods when surface flows have ceased and thus do not influence surface flows that provide habitat for aquatic species.

Habitat conditions for special status aquatic species were assessed within lower San Simeon Creek (lower 2.9 miles) where the creek flows over the groundwater basin, and stream flow is most likely to be influenced by groundwater pumping. Three sensitive species are known to occur in lower San Simeon Creek, including steelhead (*Oncorhynchus mykiss*), California Red-legged frog (*Rana draytoni*) and tidewater goby (*Eucyclogobius newberryi*). As described below, habitat conditions were assessed using 1-D modeling of habitat suitability, evaluating steelhead passage flows, identifying and monitoring frog breeding habitat, and analyzing lagoon water quality data.

2 1-D MODELING IN LOWER SAN SIMEON CREEK

The incremental flow instream flow methodology (IFIM) was used to develop a 1-D Model to determine the relationship between stream flow and steelhead habitat in lower San Simeon Creek. Conditions for California Red-legged frog and tidewater goby were assessed using qualitative habitat evaluations described in Section 3.

The 1-D model simulated habitat conditions for steelhead at stream flows ranging from 0 cfs to 7.6 cfs. Habitat conditions for flows above 7.6 cfs were not included in model simulations because flows of this magnitude are not expected to be influence by District groundwater pumping which have a maximum rate of 1.43 cfs, and high flows result from heavy precipitation events that occur when water demand is low and groundwater pumping is limited. Results from 1- D modeling indicate that during stream flows of 1.0 cfs and above, habitat conditions support juvenile steelhead rearing. Reductions in flow when stream flow is at 1.00 cfs or less leads to reduced habitat quantity and habitat quality for juvenile steelhead in lower San Simeon Creek. Stream flows of 1.0 cfs and above are also expected to support CRLF breeding and rearing habitat conditions.

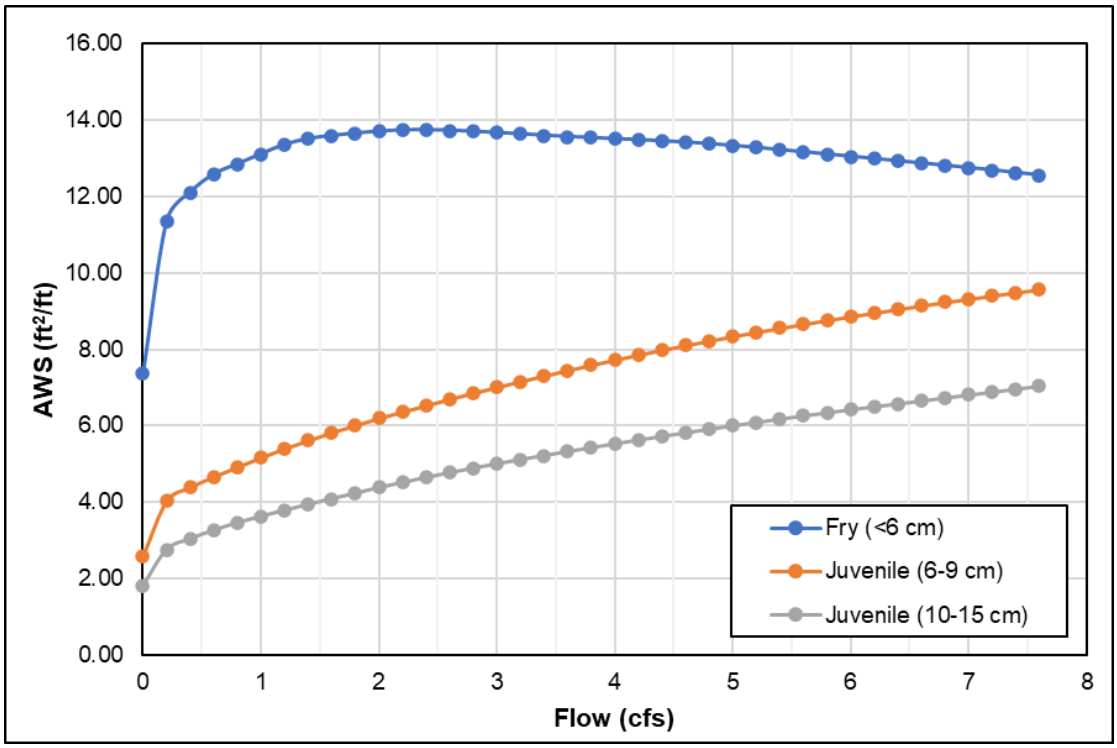


Figure 1. Flow habitat relationships (AWS) for fry and juvenile steelhead rearing in lower San Simeon Creek.

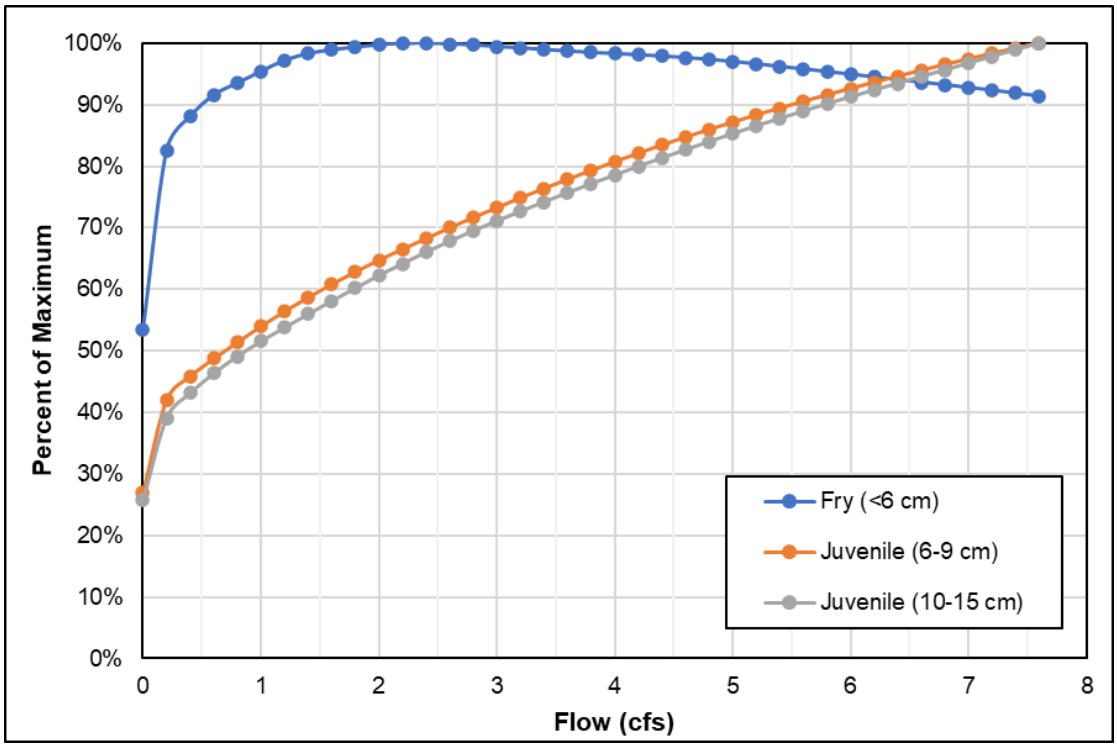


Figure 2. Percent of Maximum AWS for fry and juvenile steelhead rearing in lower San Simeon Creek.

3 STEELHEAD PASSAGE ASSESSMENT

Steelhead passage conditions were assessed within lower San Simeon Creek based on previous studies that identified passage flows, review of available stream flow data, and District pumping information. Adult steelhead passage requires high flows ranging from 21–60 cfs (D. W. Alley and Associates 1992) associated with large precipitation events and are not likely to be influenced by the District's maximum pumping rate of 1.43 cfs. Juvenile steelhead passage requires lower flows than adult passage, ranging from 4–11 cfs (D. W. Alley and Associates 1992), typical of the San Simeon Creek spring recession flows. Migration conditions for steelhead within the lower San Simeon Creek are generally supported under current District operations; however, District operations have the potential to reduce juvenile steelhead migration during the lower juvenile passage flow (4 cfs). (Figure 3).

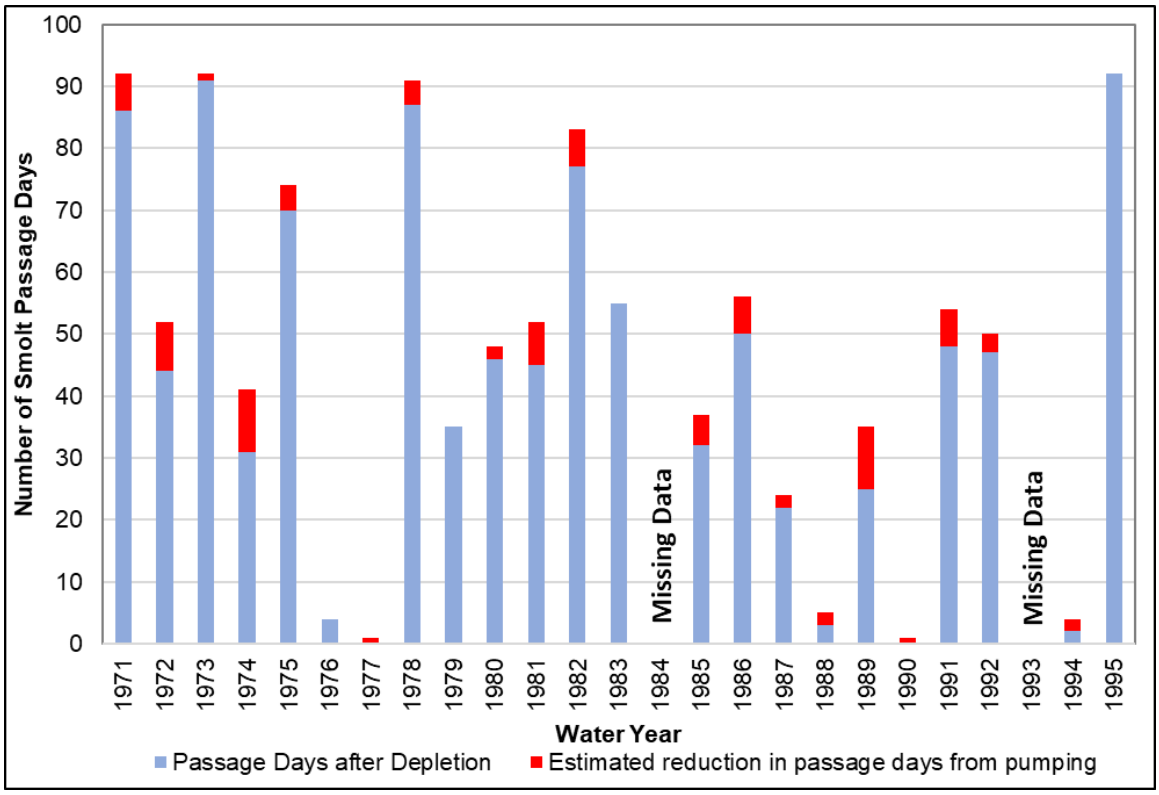


Figure 3. Estimated reduction in juvenile steelhead passage in San Simeon Creek based on stream flows recorded at Palmer Flats (1971–1995) during the juvenile steelhead migration season (March–May) assuming maximum District groundwater pumping at 1.43 cfs and passage requires at least 4 cfs.

4 CRLF AND LAGOON HABITAT

Suitable habitat for CRLF breeding was identified throughout lower San Simeon Creek and surveyed over a range stream flow conditions to determine suitable flows to maintain breeding habitat. Suitable CRLF breeding habitat was generally found in pools which continued to provide suitable habitat even as flows decreased to near zero cfs. However, once stream flow ceases, CRLF habitat becomes limited to a few isolated pools in lower San Simeon Creek and within the lagoon. District pumping when stream flows are low (less than around 1.0 cfs) is likely to increase the rate at which pool habitat becomes isolated and the rate at which pools dry out leading to stranded CRLF tadpoles.

Additional suitable habitat for CRLF is located within the San Simeon lagoon. Existing monthly water quality and stage elevation data from the San Simeon lagoon (collected by the California State Parks) covering the period of December 2019 through July 2022 was evaluated to assess the relationship between surface flow and aquatic habitat conditions within San Simeon Creek lagoon. Data collected from the San Simeon Creek lagoon were compared to water quality criteria (e.g., temperature, dissolved oxygen, and salinity) reported to be suitable for steelhead, tidewater goby, and CRLF to assess habitat conditions for special status aquatic species. Habitat conditions in the San Simeon lagoon are suitable for juvenile steelhead, tidewater goby, and CRLF under current conditions based on water temperature, dissolved oxygen, and salinity levels

reported throughout most of the year. During the few events when water quality thresholds are exceeded for any of these species, other locations within the lagoon were still within the suitable range.

5 RECOMMENDATIONS

The following actions are recommended to be protect aquatic resources and inform ongoing and future District operations in lower San Simeon Creek.

5.1 Operations Management

To be protective of aquatic resources in lower San Simeon Creek, we recommend the District adjust groundwater pumping operations during sensitive stream flow levels. Sensitive stream flows for steelhead include flows ranging from just above 0.0 cfs up to 1.0 cfs to support rearing habitat conditions, and stream flows at 4.0 cfs to support juvenile steelhead passage. Flows to support adult steelhead passage do not appear to be sensitive to District operations because they require high magnitude rain driven flow events (i.e., > 20 cfs). Sensitive stream flows for CRLF include flows ranging from just above 0.0 cfs up to 1.0 cfs. Flows to support tidewater goby were not identified during this study because tidewater goby habitat is primarily found within the lagoon where effects from district pumping do not appear to be impacting habitat conditions.

To be protective of these flows, we recommend the following District operations based on stream flows measured near the current county gage location:

1. District pumping does not occur when stream flows are between 0 and 1 cfs
2. District pumping rates shall be adjusted to be protective of stream flows of 4 cfs
3. When flows are above approximately 5.5 cfs, District pumping is not expected to affect aquatic habitat because the maximum District pumping rate is 1.43 cfs, and no pumping restrictions are recommended.
4. When surface flows cease (0 cfs), District pumping is not expected to affect aquatic habitat and no pumping restrictions are recommended.

5.2 Long-term Monitoring

Monitoring in association with the above operational recommendations is important to directing and informing the District's groundwater pumping operations. We recommend long-term monitoring of stream flow, fish stranding, and lagoon water quality as described below.

5.2.1 Stream Flows

Stream flow monitoring is recommended to develop a better long-term record of stream flows within San Simeon Creek and to inform District operations and Adaptive Management practices. Continuous monitoring of stream flow should be conducted near the San Simeon well field and near the upstream end of the groundwater basin at the Palmer Flats gage location. The County of San Luis Obispo currently operates a stream gage near the San Simeon well field which continuously records water levels. However, a stage-discharge rating curve needs to be developed and validated to apply to the stage data collected at this existing gage in order to convert stage level recordings to stream flow. A continuous stage measuring device is recommended at the Palmer Flats location, and additional flow data collection is required to develop a continuous flow record as described above.

5.2.2 Fish Stranding

Monitor isolated pools within the lower Simeon Creek to assess the risk of juvenile steelhead stranding. We recommend monitoring be conducted using visual observations of isolated pool habitat to assess relative abundance of juvenile steelhead "trapped" in isolated pools. Surveys should be conducted during the spring once surface flows decrease below 1 cfs near the District well field and recur as flows continue to drop and pools become intermittent. Biologists familiar with the identification of juvenile steelhead should walk the channel identifying locations of isolated pool habitats and visually inspecting pools from the shore to estimate the number of steelhead within each pool. All observations of potential stranding will be reported to CDFW for relocation consideration.

The District will work closely with the California Department of Fish and Game (CDFW) who would take the lead relocating stranded fish (Z. Crumb, CDFW, pers comm January 15, 2024). Relocation details will be determined based on site specific conditions which can change between years but is expected to include backpack electrofishing to capture steelhead and relocation to the San Simeon lagoon.

5.2.3 Lagoon Water Quality

We recommend monitoring lagoon stage levels and water quality conditions (temperature, dissolved oxygen, and salinity) at the upstream and downstream ends of the lagoon during the late spring through fall. Water quality measurements should be collected throughout the water column (i.e., upper, lower and middle) at each monitoring location on a monthly basis and evaluated in relation to flows within lower Simeon Creek.

5.3 Annual Reporting

We recommend results from the long-term monitoring be summarized annually in a report provided to the Technical Advisory Committee. The report should include the information below to assist in ongoing evaluation of District operations in the San Simoen Creek basin:

1. District pumping operations in relation to stream flows near the county gage, especially for the range of between 0 and 1 cfs, including the number of days and the rate of extraction shall be reported,
2. The number of days that pumping reduced juvenile steelhead migration flows below 4 cfs,
3. Summary of fish stranding observations and if fish relocation occurred, and
4. Summary of lagoon water quality monitoring results.

6 REFERENCES

D.W. Alley and Associates. 1992. Passage requirements for steelhead on San Simeon Creek, San Luis Obispo County, California. 1991. Prepared by Donald W. Alley for the Cambria Community Services District, Cambria, California.

Stillwater Sciences 2024. San Simeon Creek Instream Flows Assessment. Final Report. Prepared by Stillwater Sciences, Morro Bay, California for Cambria Community Services District, Cambria, California.

Todd Groundwater. 2022. Simulated Effects of Sustainable Water Facility Operation. Prepared by Todd Groundwater Inc., Alameda, California for Cambria Community Services District, Cambria, California.

Todd Groundwater. 2023. Guidance Manual for Use of Cambria Community Services District's Water Reclamation Facility. Prepared by Todd Groundwater Inc., Alameda, California for Cambria Community Services District, Cambria, California.

December 11, 2023

MEMORANDUM

To: James Green, Cambria Community Services District

From: Gus Yates, Senior Hydrologist

Re: **Guidance Manual for Use of Cambria Community Services District's Water Reclamation Facility**

BACKGROUND

Cambria Community Services District (District) constructed an indirect potable reuse facility near its wastewater percolation ponds in the San Simeon Creek groundwater basin in 2014. The facility was permitted on an emergency basis to address water supply shortages during the drought that was then occurring. The plant was operated sporadically during 2014-2016 and has remained idle since then. The facility is now known as the Water Reclamation Facility (WRF), and the District expects to use it during future droughts, if needed. This guidance manual presents systematic decision rules for when and how much to operate the WRF, including when to turn it on, how to adjust the production rate on a weekly or biweekly basis, and when to turn it off. It also describes a monitoring program that should be implemented before and during WRF operation to detect and mitigate any impacts to pools in San Simeon Creek or to its terminal lagoon.

WHEN TO TURN ON WRF

Criteria for when to turn on the WRF in any given year emerged from simulations of WRF operation under various drought and water shortage conditions using a groundwater flow model of the San Simeon Creek groundwater basin (Todd Groundwater, 2022). There are several constraints on the amount of water that the WRF can produce. The limitation that most commonly constrained operation in the simulations was the water-level gradient between well SS-4 and well 9P2 (see locations in **Figure 1**). To prevent the subsurface flow of percolated wastewater toward the well field, the water level in SS-4 should always be higher than the water level in 9P2. The existing permit for operating the percolation ponds allows temporary excursions to a reverse gradient, with SS-4 as much as 0.79 foot below 9P2 (a gradient of -0.79 foot). In practice, CCSD operates the system to avoid a water level difference less than +0.75 foot (that is, SS-4 water level at least 0.75 foot higher than 9P2 water level), and this was the criterion used in the scenarios. Other constraints including the capacity of the supply well (well 9P7), the microfiltration and reverse osmosis capacities, water rights and environmental impacts proved not to be limiting.

The SS-4/9P2 gradient typically declines during the dry season as pumping from the well field gradually lowers water levels near SS-4. The simulations demonstrated that relatively uniform WRF operation could be achieved by turning on the WRF before the gradient fell to less than +0.75 foot. In scenarios where San Simeon Creek flow dropped to near zero at the beginning of April, the WRF needed to start operating in early September. When creek flow approached zero at the beginning of March, the WRF needed to start operating in early August. The minimum gradient occurred later (November or December).

In general, WRF operation will be needed in years when the dry season starts early. The dry season for this purpose is defined as the date when San Simeon Creek flow at Palmer Flats falls below 2 cfs, which is the estimated amount of creek percolation between Palmer Flats and the well field. If the dry season starts early, groundwater levels in the lower San Simeon Creek basin should be checked regularly and trends projected out to the likely end of the dry season to determine whether WRF operation will be needed. The specific steps for implementing this process are as follows:

1. Measure or estimate stream flow at Palmer Flats weekly from March 1 to May 1. Determine the date when flow drops below 2 cfs, which is the start of the dry season. If that date occurs before May 1, continue with the remaining steps.
2. Plot the average water level at the District's three San Simeon production wells on a dry-season hydrograph like the one shown in **Figure 1**, which the District prepares every year. If the curve for the current year is in the bottom third of the range of curves as of August 1, plan to turn on the WRF by mid-August or the beginning of September.

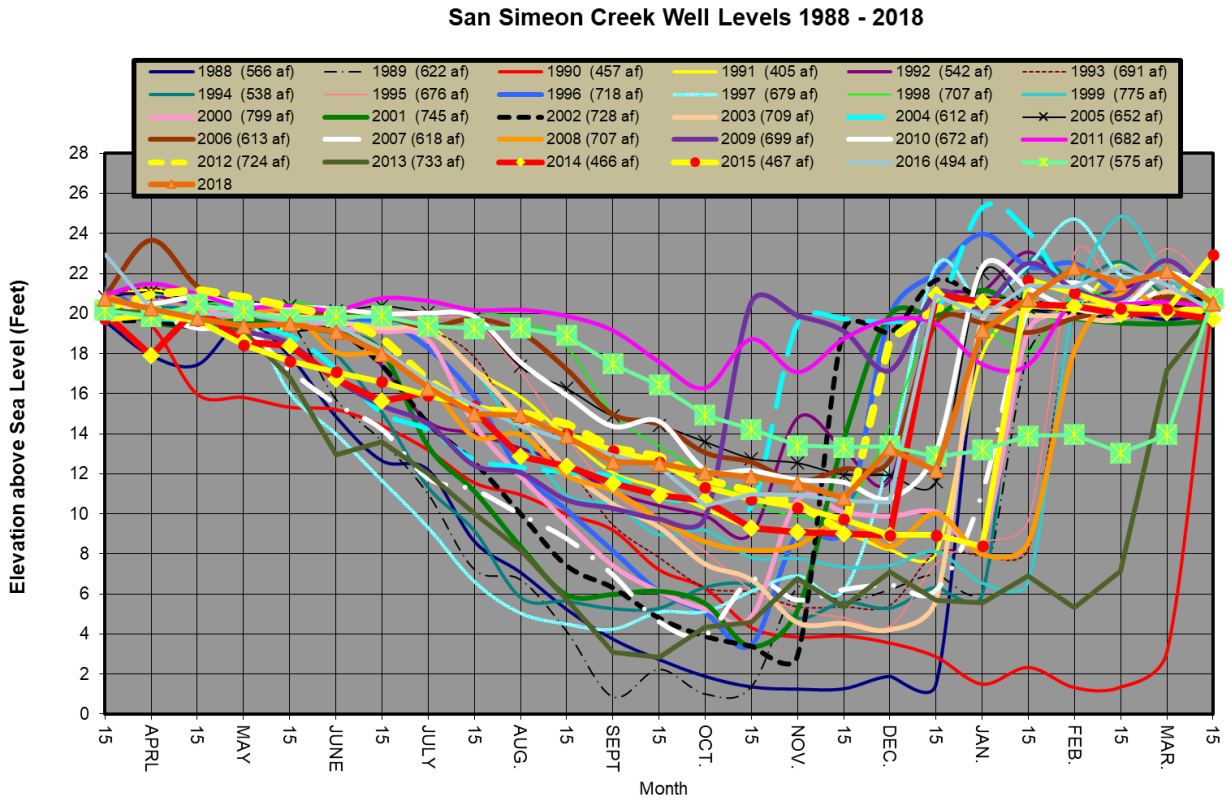


Figure 1. Historical San Simeon Creek Groundwater Levels during the Dry Season, 1988-2018

3. A second and more important criterion is a similar plot of the SS-4/9P2 gradient. Calculate the difference in groundwater elevation between SS-4 and 9P2 (SS-4 minus 9P2) and plot it as a dry-season hydrograph. The District has not historically done this, but an example using simulation results is shown in **Figure 2**. The water-level difference was declining rapidly during April-August of the first year of the simulation (labeled as 2013) and would clearly fall below +0.75 foot before mid-December. In the "Stage 4" scenario, the difference continued to decline to -0.6 by March of the second year. In the "Stage 4 + WRF" scenario, the WRF was turned on at the beginning of September in the first year of the simulation, and the WRF flow was adjusted to maintain a water level difference greater than +0.75 foot.

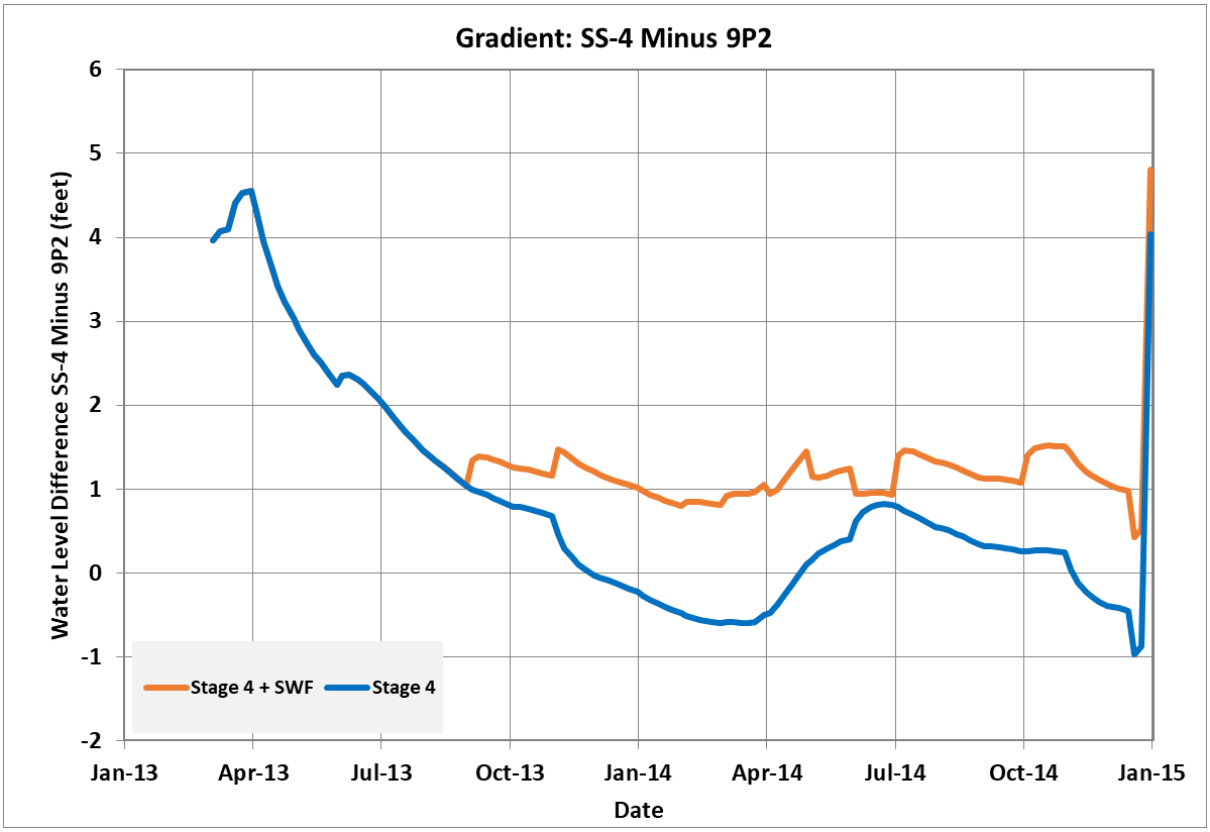


Figure 2. Hydrograph of Simulated SS-4/9P2 Water Level Difference for Two Scenarios

SELECTING WRF FLOW RATE

Well 9P7 is the supply well for the WRF, and it is not designed for variable output. The amount of WRF flow over a week or month is adjusted by changing the percent of time that 9P7 and the microfiltration (MF) and reverse osmosis (RO) treatment trains are operating. This would typically be the number of hours per day and/or days per week that the facility operates.

In a series of scenarios covering Stage 4 and Stage 6 water shortage conditions with and without concurrent increases in pumping by nearby agricultural users, it was found that WRF production rates of 10-35 AF/mo were needed to maintain the SS-4/9P2 gradient above +0.75 foot. This production rate is the volume injected at the injection well. Working backwards through the RO efficiency (92.1%) and microfiltration efficiency (94.5%) and allowing for the lagoon mitigation discharge (100 gpm of microfiltration water), the amount of pumping at the WRF supply well (well 9P7) can be calculated, as shown in **Table 1** below.

Table 1. Well 9P7 Pumping to Supply Target Injection Volume

Recycled Water Injection Well (AF/mo)	9P7 WRF Supply Well Production		
	AF/mo	Equivalent gpm	Percent of Time Operating
10	26.6	198	34%
15	31.4	234	40%
20	37.2	277	48%
25	42.9	319	55%
30	48.7	363	62%
35	54.5	406	70%

The SS-4/9P2 gradient responded fairly quickly to changes in WRF production rate in the simulations. Effects could be seen within 2 weeks, which was the time interval used in the simulations. If the gradient accidentally falls below the target of +0.75 foot, an increase of 5-10 AF/mo of WRF production will likely put it back above +0.75 foot within 2-4 weeks.

Adjustments to WRF production should be made every 2 weeks until the facility is turned off.

WHEN TO TURN OFF WRF

WRF operation is no longer needed when stream flow in San Simeon Creek resumes. Typically, a major storm in early winter (November-January) will initiate substantial flow that replenishes the groundwater basin within a few weeks. In dry winters, there may be periods when the SS-4/9P2 gradient stays slightly above +0.75 foot without WRF operation then falls back below a few weeks later. In that case, the WRF can be turned on and off at low rates to continue meeting the target gradient until a larger stream flow event arrives.

MONITORING BEFORE AND DURING WRF OPERATION

One concern with operating the WRF is that pumping from its supply well might lower the water level in the lagoon or in perennial pools in San Simeon Creek just upstream of the lagoon. The mitigation discharge is designed to ensure that impacts do not occur, but monitoring is recommended for confirmation.

Data Collection

Monitoring should begin before the WRF starts operating because the detection of impacts relies on analysis of trends. In any year when WRF operation is expected, monitoring should start about 2 months in advance. Most of the monitoring focuses on water levels. However,

other variables that can affect water levels also need to be monitored so that the cause of a change in water level trend can be correctly identified. This leads to the following steps:

1. Contact San Simeon Basin agricultural pumpers (Jon Pedotti and Clyde Warren) to find out their irrigation plans for the remainder of the dry season. Above-average irrigation by those growers tends to hasten the date when the WRF needs to be turned on and may cause independent, additional impacts on water levels and flow in the creek and lagoon.
2. Contact the Central Coast Wetlands Group to find out whether their monitoring of stage in San Simeon Creek lagoon is still active and will continue through the anticipated WRF operational period. CCWG is located in Moss Landing. The contact person is Kevin O'Connor, Program Manager. (831) 771-4495 (office). E-mail: koconnor@mlml.calstate.edu
3. Start the monitoring program detailed in **Table 2**. The table lists the variables to be monitored and the monitoring frequency for the periods leading up to and during WRF operation.

The "continuous" measurements recommended in the table are assumed to use a pressure transducer with data logger, such as the HOBO© Water Level Loggers currently deployed in the four piezometers near the percolation ponds. Measurements of beach berm width at the ocean end of the lagoon are recommended because the width of the berm can gradually increase during the dry season, and it affects lagoon level and outflow. Those measurements can best be obtained from drone aerial photography.

Table 2. Monitoring Program Locations, Variables and Measurement Frequencies

Start Date for Monitoring Phase	Starting at Least 2 Months Before WRF Operation[1]	SS-4 to 9P2 Gradient Will Decline to 0.75 ft within 3 Weeks	Comments
WRF Status	**Off**	**On**	
Water Levels			
16D1	Biweekly	Weekly	To compare with historical record as means of detecting impact.
MW4	Continuous	Continuous	This well near 16D1 may be tidally influenced. Continuous measurements by data logger are needed to detect tidal fluctuations so they can be subtracted from the measurement record to reveal any 9P7 pumping drawdown.
SS-3, SS-4, 9P2	Continuous	Continuous	SS-3 will be idle when WRF is injecting, so it will have relatively reliable water levels. All of these wells will be influenced by nearby pumping well on/off cycles, so continuous HOBO records will be more accurate. SS-4 and 9P2 define the gradient that is the primary criterion for WRF operation.
Four piezometers in percolation area	Continuous	Continuous	Continuous recording with loggers when WRF turns on will confirm the spread of drawdown from 9P7 and whether it reaches San Simeon Creek.
San Simeon Creek pools (e.g. Van Gordon and red-legged)	Biweekly	Weekly	Install staff plates in the pools at the start of monitoring. Remove prior to the next high flow season.
Lagoon	Continuous	Continuous	Obtain data from Central Coast Wetlands Group, or deploy a separate water level data logger.
Flows			
Pumping at SS-1, SS-2 and SS-3	Weekly	Weekly	Many of these flows have hourly and daily variations that would be attenuated to average rates by the time any effects reached the creek or lagoon. Evaluation of more frequent pumping subtotals is not necessary.
Warren pumping	Weekly	Weekly	Weekly volume is sufficiently frequent. Well is metered.
Pumping at 9P7	Weekly	Hourly to Weekly	When the WRF is first turned on, monitor the pumping rate at 9P7 hourly for the first 12 hours, and at the beginning, middle and end of each operational cycle for the next week. This is to support aquifer test analysis in conjunction with piezometer water levels. Thereafter, weekly pumping subtotals are sufficient.
Wastewater percolation	Weekly	Weekly	Weekly volume is sufficiently frequent. Record which pond receives the water.
WRF lagoon discharge	n.a.	Weekly	Weekly volume and instantaneous rate when operating.
San Simeon Creek at campground bridge (or nearby upper end of lagoon)	Biweekly	Weekly	Instantaneous flow, in cubic feet per second. Inflow may consist of a barely visible trickle entering ponded conditions in the lagoon. Measurement by pygmy meter would not likely be feasible. An alternative such as salt dilution may be needed.
Other			
Drone air photos of beach berm	Montly	Monthly	Preferably taken at similar tide levels. Altitude of drone needs to be high enough to include fixed objects (such as outcrops, Highway 1) that can be used to georeference and overlay successive photos.

Notes:

[1] WRF operation can be anticipated to start around September 1 in years when the dry season starts before May 1 or when a Stage 4, 5 or 6 Water Shortage Condition has been declared.

Routine Data Analysis

The general approach to detecting impacts on creek and lagoon water levels and flows is to plot time series of those variables to identify departures from normal seasonal trends that commence after the WRF is turned on. Comparison with time series plots of other variables will indicate whether WRF operation caused the change in water levels and flows. Step by step instructions are as follows:

1. Create time series graphs of all monitored variables so that trends and changes in trends can be seen. Update the graphs with new data as they are obtained. If there appears to be a new or increased downward trend in the water level at well 16D1, in creek pool water levels or in stream flow entering the top of the lagoon, continue to step 2.

2. Download and plot the continuous water level data from well MW4 to confirm whether the trend is also present in that well (if it's a real trend, it should be). Otherwise, the apparent trend at 16D1 and the pools could be an artifact of tidal noise in the weekly measurements.

3. Compare the 16D1 water level hydrograph with the historical range of water levels at that well, which is shown in **Figure 3**. For more exact comparison, dates and elevations defining the line that bounds the lower end of the historical range are listed in **Table 3**. For context, there has been a long-term declining trend in 16D1 water levels since about 2002 correlated with and probably caused by decreased percolation volumes at the nearby wastewater percolation ponds (Todd Groundwater, 2019). Thus, low water levels specifically associated with the period of WRF operation are more diagnostic than low water levels in general.

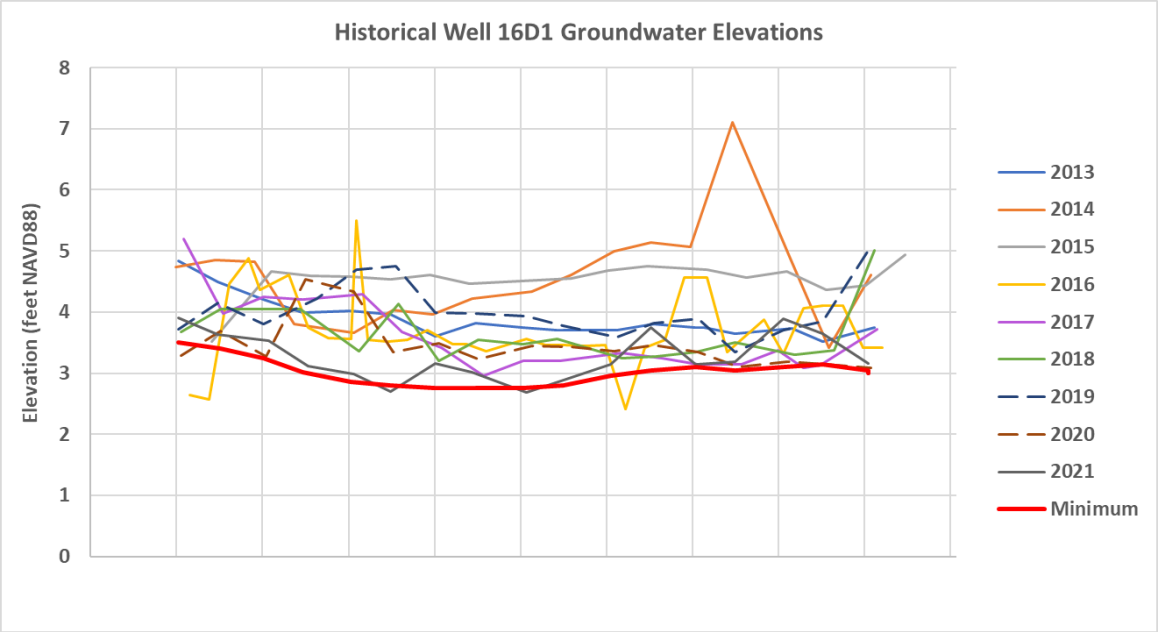


Figure 3. Historical Dry Season Water Levels at Well 16D1

Table 3. Historical Minimum Dry-Season Water Levels at Well 16D1

Date	Julian Day	Elevation (ft NAVD88)
Apr 1	91	3.50
Apr 15	106	3.40
May 1	121	3.25
My 15	135	3.02
Jun 1	152	2.85
Jun 15	166	2.80
Jul 1	182	2.75
Jul 15	196	2.75
Aug 1	213	2.75
Aug 15	227	2.80
Sep 1	244	2.95
Sep 15	258	3.05
Oct 1	274	3.10
Oct 15	288	3.05
Nov 1	305	3.10
Nov 15	319	3.15
Dec 1	335	3.05
Dec 15	335	3.00

4. Compare the creek pool water level hydrographs with hydrographs from previous years to assess whether current declines appear unusual. Biological monitoring reports from prior years have shown relatively stable pool depths during the dry season, as illustrated by the hydrographs for the Van Gordon and Red Legged pools during 2017 in **Figure 4**. The temporary upward spikes in water levels in August, October and December coincided with spikes in lagoon level and probably resulted from wave overwash at the beach berm.

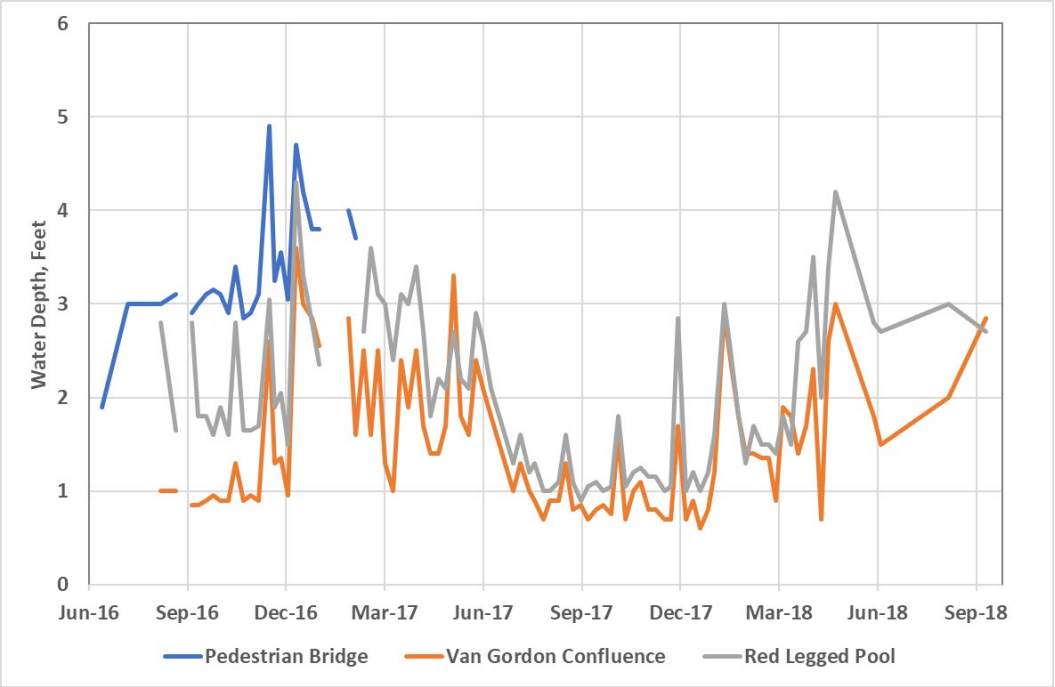


Figure 4. Water Levels in San Simeon Creek Pools, 2016-2018

5. If the changes in trends in well 16D1, well MW4, creek pool levels and lagoon inflow appear real, compare those hydrographs with the time series plots for variables that could cause a change in water levels:
    a. Wastewater percolation volumes
    b. 9P7 pumping
    c. Warren pumping
    d. Beach berm width
    e. SS-4 to 9P2 gradient
    f. CCSD well field pumping
    g. Piezometer water levels (rate of radial spread of drawdown around 9P7)

    The features to look for are a significant change in magnitude of any of those variables that occurred shortly before the observed decline in MW4 water level, such as an increase in pumping at 9P7, 9P4 (Warren) or the CCSD well field, a decrease in beach berm width, a change in the wastewater percolation location, or a decrease in the SS-4 to 9P2 gradient.

6. If it appears that accelerated decline in water levels and/or inflow at the top end of the lagoon may be caused by WRF operation, increase the lagoon discharge rate by an amount approximately equal to the reduction in lagoon inflow.

7. Repeat steps 1-6 again every 2 weeks and adjust lagoon discharge as needed.

8. Monitoring may be discontinued when stream flow resumes in winter and WRF operation ceases.
9. In subsequent years of WRF operation, monitoring is not needed as long as groundwater conditions at the time WRF is turned on are similar to those during the initial year. Aquifer characteristics and stream-aquifer interaction do not change over time. New monitoring would be needed only if operating conditions are significantly different than during the first year, such as substantial increases in WRF production, CCSD well field pumping, agricultural pumping or decreases in wastewater percolation.

Additional Analysis for First Year of WRF Operation

After the first month of WRF operation, the 9P7 pumping data and water-level data for the percolation pond piezometers should be analyzed to quantify the magnitude and spread of drawdown around that well. By applying the Theis Equation for drawdown around a pumping well, the arrival time of drawdown at creek pools and the upper end of the lagoon can be calculated. The extent to which wastewater percolation in Pond A blocks the spread of drawdown in that direction can also be calculated. Finally, the percent of 9P7 pumping derived from storage depletion versus stream flow depletion can be estimated. All of these calculations reveal whether 9P7 pumping is impacting pools in the creek or the lagoon.

This analysis does not need to be repeated in future years unless WRF operation is significantly greater in terms of pumping rate or duration.

REFERENCES CITED

Todd Groundwater. March 22, 2022. Simulated effects of water reclamation facility operation. Technical memorandum prepared for Cambria Community Services District, Cambria, CA.

San Simeon Instream Flow Report TAC Comments

Comment Response table

Comment #	Commenter/ agency	Comment	Response
Tom Luster - Coastal Commission Jan 23, 2023 email			
1	Tom Luster - Coastal Commission	**General:** The report notes that project pumping under certain conditions is likely to reduce habitat quality and quantity. It describes these reductions as fairly minimal – e.g., a two-day reduction in the suitable period for juvenile steelhead migration – however, it appears that the project could result in greater adverse effects if some additional project-related or streamflow characteristics were included in the analysis. These include 1) the range of expected project extraction rates; 2) effects of nearby well extractions; and 3) no analysis of the effects of delayed streamflow "rebound."	The juvenile fish passage analysis was expanded to cover the range of extraction rates for CCSD wells from the minimum extraction rate during peak juvenile steelhead migration season (0.41 cfs during April and May) to the maximum extraction capacity of 1.43 cfs. In addition, we include analysis for a total of 1.85 cfs extraction which covers the CCSD max pumping rate plus the estimated max pumping rate for the Pedotti Private Well (0.42 cfs) in lower San Simeon Creek. The Warren groundwater pumps are downstream of well field and not expected to influence passage based on location in watershed and groundwater modeling (Yates 2022). The maximum district pumping rate of 1.43 plus the estimated max pumping rate for the Pedotti Private Well (0.42 cfs) may have a noteworthy effect on juvenile passage (~25% decrease in passage days); however, average pumping rates by the district during spring which range from 0.4-0.6 cfs has very little effect on juvenile passage (~5% decrease in passage days).

Comment #	Commenter/ agency	Comment	Response
2	Tom Luster - Coastal Commission	**Range of extraction rates:** It is not clear what pumping rate(s) served as the basis for the analysis. The report mentions that the CCSD expects an average extraction rate of 0.6 cfs, though it also mentions that pumping could occur at rates ranging from 0.41 to 1.43 cfs. It is not clear whether the analysis evaluated the expected effects from just the average extraction rate or from the full range of extraction rates. It is also not clear how these different extraction rates could result in different effects depending on their timing and streamflow conditions at the time of extraction – e.g., a high extraction rate in summer when streamflow and aquifer levels are declining versus that same rate during winter high flows. We recommend the analysis be modified to address these issues.	This study assessed a range of pumping rates for the juvenile steelhead passage assessment and expanded those rates to include the maximum CCSD extraction rate of 1.43 cfs to address the above comment. Outside of the Juvenile steelhead passage assessment, this study chose to evaluate the potential impacts from District operations to steelhead habitat using the maximum pumping rate of 1.43 cfs. We concluded that flows less than 2.5 cfs were sensitive to district pumping operations and pumping during stream flows within this range could lead to decreased quality and quantity of steelhead habitat. The 2.5 cfs threshold is independent of season because juvenile steelhead rearing occurs year-round.
3	Tom Luster - Coastal Commission	**Effects of pumping from the project-related Well 9P2:** The report (at page 10) notes that the CCSD operates three groundwater wells along Lower San Simeon Creek and provides their expected extraction rates. It also notes that there are several agricultural wells in the area, though it does not describe how or whether their effects were evaluated in the study. Of particular importance is Well 9P2, which is less than 100 feet from one of the CCSD wells and is operated in part through an agreement between CCSD and a nearby property owner. Well 9P2 can extract at up to 275 gallons per minute, which is roughly the same rate at the CCSD's average 0.6 cfs rate. When Well 9P2 is operating concurrently with nearby CCSD wells, it appears likely that there would be cumulative adverse effects on streamflow and that the combined operations could increase those adverse effects	See response to comment 1 above.

Comment #	Commenter/ agency	Comment	Response
		substantially. We recommend that the report be modified to incorporate allowable extractions from Well 9P2 into the analysis.	
4	Tom Luster - Coastal Commission	**Effects of delayed streamflow "rebound" due to facility-related pumping:** The report describes some of the streamflow drawdowns expected from the facility's groundwater extraction, but it doesn't identify the effects associated with delayed streamflow "rebound" from facility pumping. That is, it describes the "front end" of the effects when extraction reduces streamflows but doesn't evaluate the "back end" additional recovery time it would take for the late summer/autumn lower aquifer levels to increase sufficiently to allow for renewed streamflows.	The comment inquires whether groundwater depletion by CCSD pumping during the dry season increases stream percolation losses when flow first resumes the following winter and thereby delays the start of the passage opportunity for up-migrating adult steelhead. Based on multiple flow measurements during a large storm event that initiated flow in San Simeon Creek on December 23-26, 1988, percolation losses along the creek at the start of the flow event were approximately 25 cfs. Percolation decreased over four days to 2.2 cfs on December 27. This reduction was because groundwater levels had rapidly recovered and caused a rejection of additional percolation along most of the length of the groundwater basin. The minimum flow required for adult up-migration has been estimated at 67.5 cfs based on surveys of several riffles along the creek (D.W. Alley & Associates, 1992). Because the high magnitude of flows required that are required for adult migration in lower San Simeon Creek, groundwater "rebound" is not expected to have a significant effect on adult migration conditions.
5	Tom Luster - Coastal Commission	We recommend the report be modified throughout (including in response to the comments below) to reflect these additional considerations.	NA
6	Tom Luster - Coastal Commission	**Streamflow data and expected flow rates:** The report's Section 3.3.3 notes that flow rates were based on data collected from two locations between 1972 and 2001 and that the models were calibrated based on those rates. It is not clear why the report didn't use more recent data – for example, a 2014 CCSD report used stream gauge data from up through 2013	The report was revised to clarify the steam flow data used in the report is the most accurate and up to date flow data available. The Palmer Flats gage located at the upstream end of the Study Area was discontinued in 1995. Data from this location only covers from 1971 through 1995. A gage near the well field was maintained by USGS (#11142300) with data covering

Comment #	Commenter/ agency	Comment	Response
		(see CDM Smith, San Simeon Creek Basin Groundwater Modeling Report, May 2014). It's also not clear how applicable the 1972-2001 data may be to expected future conditions in the San Simeon Basin – e.g., more extreme precipitation events due to climate change. It would be useful for the report to either incorporate more recent stream gauge data or provide the reasoning for why it isn't being used. It would also be helpful to identify predicted changes in precipitation and describe how those would affect San Simeon's streamflows and habitat values. This may be particularly important, given the report's apparent acknowledgement (on page 42) that older data may not adequately reflect current watershed conditions.	from 10/01/1987 through 07/11/1989; SLO County took over that gage (ID718) in 1992 and continued to monitor stream flow through 2001. However, after 2001, SLO County ceased maintaining the rating curve and has only recorded stage, not flow. Because the rating curve for the gage stopped being maintained in 2001, flow data reported after 2001 for this location is not expected to be accurate. The report includes a recommendation to monitor stream flow in the future to better understand flow conditions in the future. Calibration flows for the IFIM model used in the instream flow study were measured at each transect in the field and did not use stream flow gage data for calibration purposes. Stream flow data was used to select calibration flows, that is the range of flows assessed with the model. Modeling predicted habitat over a range of flow from 0 to 7.6 cfs. While a higher maximum flow (i.e. >7.6 cfs) could have been included in the model simulations, District operations which with have a max extraction rate of 1.43 cfs have the greatest influence on lower flows. Results of the modeling also suggest the range of flows (0 to 7.6 cfs) captured the critical range of flows because fry habitat peaks at about 2 cfs while juvenile steelhead continues to increase up to and above 7.6 cfs, about 50% of the maximum modeled habitat occurs at 1 cfs.

Comment #	Commenter/ agency	Comment	Response
7	Tom Luster - Coastal Commission	**Juvenile steelhead assumptions:** Section 3.5 describes three assumptions used in the assessment of juvenile steelhead migration. One of them – that CCSD pumping occurs at 0.6 cfs during the April-May migration season – does not appear adequate to fully characterize the project's potential effects. We recommend the report be modified to apply the full range of expected extraction rates to the analysis.	The analysis for juvenile steelhead migration was expanded to include 3 extraction rates (1) CCSD minimum average pumping for April-May or 0.41 cfs (2) the CCSD maximum extraction capacity of 1.43 cfs, and (3) the CCSD maximum extraction capacity of 1.43 cfs plus the estimated max pumping rate for the Pedotti Private Well (0.42 cfs) which equals a total of 1.86 cfs.
8	Tom Luster - Coastal Commission	**Habitat characterization results:** Section 4 notes that field surveys to conduct stream habitat typing were conducted between December 2021 and July 2022, with the report's flow analyses then applied to the identified habitat types – e.g., riffles, pools, etc. The seven-month survey period omits late summer, which may not be of concern during times when streamflow is non-existent, but it also omits the return of streamflows in autumn, which could be an important period for adult steelhead upstream migration as well as steelhead incubation. This omission, along with the concern above about the potential delay in streamflow "rebound," may result in the report underestimating the project's effects on steelhead.	Habitat surveys and IFIM surveys were conducted over a range of targeted stream flows. The targeted flows were selected to assess conditions when surface flows are most likely to be influenced by CCSD operations were present to calibrate the model to simulate habitat conditions over a wide range of flows. Additional surveys targeting different seasons would not change the model results which uses physical habitat features (i.e., cross section topography and channel gradient) which are not affected by seasonal changes in flow. Model simulations included conditions for flows ranging from 0 cfs up to 7.6 cfs which is when CCSD operations are likely to have the greatest affect on aquatic habitat conditions.

Comment #	Commenter/ agency	Comment	Response
9	Tom Luster - Coastal Commission	**Long-term monitoring:** The report's Section 6 suggests the CCSD conduct long-term stream flow monitoring at and near the CCSD's well field to better characterize flows. We recommend the report describe whether any of these monitoring efforts are occurring (or when they are scheduled to occur) and identify how any data collected from these monitoring efforts will be used to further calibrate the modeling conducted to date or to "ground truth" current modeling results.	The report has been revised to clarify the Long-term monitoring in Section 6 is being proposed, as such, this monitoring is not currently taking place. The SEFA model used for the IFIM component of the instream flow study allowed us to determine the flows where habitat conditions are most sensitive to CCSD pumping activities which include flows between 0 and 2.5 cfs. The model was fully calibrated using standardized methods. Long-term flow monitoring will allow the district to know when sensitive flows (i.e., flows between 0 and 2.5 cfs) are occurring in real time and can be used for managing operations to be protective of steelhead.
Tom Luster - Coastal Commission March 6, 2023 email			
1	Tom Luster - Coastal Commission	Re: location of project components in sensitive habitat - underpinning our evaluation is the ongoing and unresolved nonconformity of having project elements (and former project elements, such as the evaporation basin) located within ESHA. We are about to get to Year 9 of the project being located in sensitive habitat without mitigation and without a determination about feasible alternative locations.	This comment is outside the scope of the Instream Flow Study

Comment #	Commenter/ agency	Comment	Response
Schani Siong - SLO County March 2, 2023 email			
1	Schani Siong - SLO County	1. The County agrees that it would be a good idea to broaden the scope of the analysis to show a range of pumping within all seasons to analyze the potential impacts during those different scenarios. The study mentions that higher reduction of suitable migration days for juvenile steelhead may occur if pumping rates are above the daily average rate of 0.6 cfs assumed for the analysis. The analysis should include information that would account for worst case scenario (highest 1.43 cfs pumping rate) to fully understand the full extent of impacts. *If there is desire not to incur additional impacts beyond analyzed thresholds in this IFS– provide information on how operation will avoid doing so*.	The juvenile fish passage analysis was expanded to cover the range of extraction rates for CCSD wells from the minimum extraction rate during peak juvenile steelhead migration season (0.41 cfs during April and May) to the maximum extraction capacity of 1.43 cfs. In addition, we include analysis for a total of 1.85 cfs extraction which covers the CCSD max pumping rate plus the estimated max pumping rate for the Pedotti Private Well (0.42 cfs) in lower San Simeon Creek. The Warren groundwater pumps are downstream of well field and not expected to influence passage based on location in watershed and groundwater modeling (Yates 2022). The maximum district pumping rate of 1.43 plus the estimated max pumping rate for the Pedotti Private Well (0.42 cfs) may have a noteworthy effect on juvenile passage (~25% decrease in passage days); however, average pumping rates by the district during spring which range from 0.4-0.6 cfs has very little effect on juvenile passage (~5% decrease in passage days).
2	Schani Siong - SLO County	2. As part of the CDP review, the County must make required LCP findings for SRA and ESHA that CCSD have identified mitigation measures to lessen impacts to sensitive resources and species to maximum extent. For example, CCSD have been advised to incorporate a rescue and relocation protocol as part of the project. At what point would the rescue and relocation protocol be initiated? What does that look like and who are the responsible entities? Avoidance	Recommendations were provided in more detail in separate recommendation memos that include avoidance and minimization measures along with annual reporting to the Technical Advisory Committee to evaluate the effectiveness of avoidance and minimization measures.

Comment #	Commenter/ agency	Comment	Response
		and minimization measures should be detailed out for identified impact, duration of impact, and responsible parties should be developed as part of the AMP.	
3	Schani Siong - SLO County	**SRA Findings:** **e. Required findings:** Any land use permit application within a Sensitive Resource Area shall be approved only where the Review Authority can make the following required findings: **(1)** The development will not create significant adverse effects on the natural features of the site or vicinity that were the basis for the Sensitive Resource Area designation, and will preserve and protect such features through the site design. **(2)** Natural features and topography have been considered in the design and siting of all proposed physical improvements. **(3)** Any proposed clearing of topsoil, trees, or other features is the minimum necessary to achieve safe and convenient access and siting of proposed structures, and will not create significant adverse effects on the identified sensitive resource. **(4)** The soil and subsoil conditions are suitable for any proposed excavation; site preparation and drainage improvements have been designed to prevent soil erosion, and sedimentation of streams through undue surface runoff.	This comment is outside the scope of the Instream Flow Study

Comment #	Commenter/ agency	Comment	Response
4	Schani Siong - SLO County	**ESHA Findings:** **b. Required findings:** Approval of a land use permit for a project within or adjacent to an Environmentally Sensitive Habitat shall not occur unless the applicable review body first finds that: **(1)** There will be no significant negative impact on the identified sensitive habitat and the proposed use will be consistent with the biological continuance of the habitat. **(2)** The proposed use will not significantly disrupt the habitat.	This comment is outside the scope of the Instream Flow Study
Steph Wald and Tim Delany – CLC, March 17, 2023 email			
0	Steph Wald and Tim Delany - CLC	It might be helpful to readers to understand that the CCSD commenced its San Simeon diversions in 1979, that no supplemental water from Santa Rosa Creek was needed until 1984 and that in 1984, 1985, and 1986, Santa Rosa Creek underflow had to be used to supplement San Simeon supply (McClelland Engineers 1987).	It's not clear how this historical operation is relevant to current management. The District's water rights allow up to 370 AF of dry-season extraction from the San Simeon Basin and up to 155 AF from the Santa Rosa Basin. CCSD operates within these limits.
1	Steph Wald and Tim Delany - CLC	Is the intent of the report to provide an instream flow assessment that evaluates impacts of the WRF facility during Stage 3 droughts only, the operation of the WRF across a range of water year types, or the operation of all CCSD pumping activities across a range of water year types?	The intent of the report is to establish sensitive flows for aquatic species that will be used to inform District operations. The stream flows that are established are independent of water year type (i.e., 1 cfs is needed to maintain juvenile steelhead rearing habitat no matter if it is a wet year or critically dry year).

Comment #	Commenter/ agency	Comment	Response
1 part 2.	Steph Wald and Tim Delany - CLC	In Study Goals and Objectives (Section 2.3, page 11), the following statement is made, "The analysis focuses on drought periods when the WRF would likely be operated and when potential ecological impacts would be most severe." It is unclear if this refers to Task 1 (instream flow assessment) or Task 2. Based on language used throughout the study and in the conclusions, it seems the instream flow assessment is intended to cover all CCSD operations including existing operations. If this is the case, then an expanded instream flow assessment is needed– for example to inform the potential impact CCSD operations has on habitat in lower San Simeon Creek in wetter years.	The report has been revised to clarify the statement about analysis being focused on drought years is referring to Task 2 (Groundwater modeling). The instream flow study covered by Task 1 applies to all CCSD operations in San Simeon Creek basin because it identifies important flows protective of aquatic species in lower San Simeon Creek. The report specifies that stream flows of 1 cfs is required to provide juvenile steelhead rearing habitat based on the instream flow study and incorporates the range of CCSD extraction rates which max out at 1.43 cfs to a protective flow level of 2.5 cfs (approximately 1 cfs plus 1.43 cfs) These results are independent of water year types.
2	Steph Wald and Tim Delany - CLC	CCSD operations, and their potential impacts to aquatic habitats, began in 1979. Section 2.2 (Operations Information) only presents CCSD operational data starting in 2012. The operations summary does not provide an overview of CCSD operation since 1979, nor how operations or their impacts have changed over time, nor the potential impact of existing operations on flow data utilized in the study.	The last 10 years of operational data was included to provide a representative summary of District operations in the watershed. Historical operations and changes in operations over time where not the focus of the study, rather we assessed the range of District groundwater extraction rates from the lower average pumping rate of 0.41 cfs to the maximum pumping rate of 1.43 cfs and how that range of extraction would affect aquatic habitat over a range of surface flows in the study area. All available stream flow data was used to evaluate the frequency of specific surface flows in the study area but the key flows identified from our study remain static for informing District operations.
3	Steph Wald and Tim Delany - CLC	The cumulative impact from existing water uses including historical CCSD operations and impacts of senior water rights upstream of CCSD should be acknowledged and integrated into the report.	Impacts from the privately operated Pedotti water extractions have been incorporated into the report to assess impacts to juvenile migration conditions. The Warren pumps are downstream of well field and not

Comment #	Commenter/ agency	Comment	Response
			expected to influence passage based on location in watershed and groundwater modeling (Yates 2022). The report recommends establishing and maintaining a stream flow gage at the location of the county gage, which currently only records stage, is included in the report to inform future district operations. Stream flow data at this location would capture any influence on surface flows from the Warren wells.
4	Steph Wald and Tim Delany - CLC	If there is sufficient data, flow statistics and conclusions about flow patterns could be made distinct for two different periods in San Simeon Creek. a. Stream flows before 1979 (the first year CCSD began diverting from the Creek) b. Stream flows from 1979 onward (active period of CCSD diversions)	There is not sufficient flow data to calculate flow patterns between pre-CCSD operations and post- CCSD operations. The San Simeon Gage only covers from 1988-2001, which is after CCSD operations began and Palmer Flats does have some data from before and after 1979 (1971-1995) but that only provides 8 years before and 15 after 1979 which is limited for this type of comparison.
4 part 2	Steph Wald and Tim Delany - CLC	If this is not possible, the historical operations and their potential impacts on flow data should be acknowledged.	It's not clear how this historical operation is relevant to current management. The District's water rights allow up to 370 AF of dry-season extraction from the San Simeon Basin and up to 155 AF from the Santa Rosa Basin. CCSD operates within these limits.
5	Steph Wald and Tim Delany - CLC	Given the importance of historical flow data, all flow collection methods need to be explained, and flow data (including rating curves) should be published as an appendix if not publicly available elsewhere (in which case references are needed).	Mean daily flow data for each stream gage was used to characterize flow conditions for the Instream Flow Study and is included as an appendix to the report. More detailed flow data for the watershed could not be located.

Comment #	Commenter/ agency	Comment	Response
6	Steph Wald and Tim Delany - CLC	Page 4. While it is true that San Simeon is flashy like other streams, this does not mean that the extent of temporal and spatial intermittent trends is natural. Rather as stated in Yates & Konyenburg (1998) flows in this reach have been impacted by existing land and water management practices. Please acknowledge and edit language throughout the report as appropriate.	The report was revised to acknowledge that groundwater pumping (municipal and agricultural) likely increases the extent and frequency of intermittent flows above natural levels.
7	Steph Wald and Tim Delany - CLC	Page 4, last sentence that lower San Simeon is dry "to the Lagoon" is vague, please be specific.	The report was revised to clarify that the dry section of San Simeon Creek often extends to just downstream of Van Gordon Creek.
8	Steph Wald and Tim Delany - CLC	Page 19, Section 3.3.3. Paragraph 2. More information about the rating curves and sampling intervals at Palmer Flats and Gage #718 is needed.	See response to CLC comment 5.
9	Steph Wald and Tim Delany - CLC	Page 21, Section 3.4, Paragraph 1. "Palmer Flats is located just upstream of the San Simeon Creek groundwater basin and is not affected by groundwater pumping." Please cite data or a report for this. Regardless of groundwater basin delineation, data from wells 27S/8E-10G1 and 10G2 appear to show seasonal declines that would be consistent with pumping influence (Yates & Konyenburg 1998)2. Subsequent statements about how Palmer Flats represents the maximum potential surface flow is thus also called into question by this data. This also applies to Section 4.3 Paragraph 1.	This comment questions whether the Palmer Flats stream gage was in fact upstream of the influence of groundwater pumping. The gage was located at the San Simeon Creek Road bridge 600 feet downstream of the confluence with Steiner Creek. That location is near the upstream end of the groundwater basin and 1,390 feet upstream of the nearest water supply well (Pedotti irrigation well 27S/8E-11C1). Previous reports going back to at least Yates and Van Konynenburg (1998) have considered the gaged flows to represent surface inflow to the basin, and that assumption was reasonable for most purposes. On closer inspection, geologic maps show alluvium extending about 1 mile farther up San Simeon Creek and Steiner Creek (for example, Dibblee and Minch, 2007). Although the alluvium is narrower and undoubtedly shallower upstream of the gage, it would still be capable of

Comment #	Commenter/ agency	Comment	Response
			conveying water via the subsurface. Natural stream percolation would likely be relatively high upstream of the gage because sediments at the apex of alluvial fans tend to be relatively coarse. There could be additional percolation upstream of the gage caused by pumping at 11C1 during April-May, but it is probably negligible for several reasons. First, the irrigation season does not usually get underway until April, and when the well starts pumping most of the water derives from storage as the cone of depression expands outward. It would take days to weeks to extend as far as the gage location. Second, well 11C1 is only about 100 feet from the channel of San Simeon Creek. When flow is present in the creek, any percolation induced by pumping would be along the reach closest to the well. The well was tested at 250 gpm when it was drilled in 1977, which equals 0.57 cfs. Channel percolation between the gage and the well (and an equal distance downstream) could supply most or all of that flow rate.
10	Steph Wald and Tim Delany - CLC	Page 30, Section 4.3, Paragraph 1. "Note that flows at Palmer Flats during the spring and summer are generally expected to be higher than flows within the Study Area…" It should also be acknowledged that good passage conditions at Palmer Flats do not always result in passage conditions in the lower reaches.	The methods used for Juvenile steelhead Passage Assessment (Sect. 3.5) was revised to clarify our approach and acknowledge that fish passage conditions at Palmer Flats are not necessarily the same as passage conditions.
11	Steph Wald and Tim Delany - CLC	Page 42, Section 5, Paragraph 3. This paragraph should explain why the creek's intermittency in the lower reaches should cause the EWD analysis points to be moved upstream near Steiner Creek.	The lower reach is unsuitable for EWD analysis because it is naturally intermittent and EWD analysis was intended for locations with perennial flows.

Comment #	Commenter/ agency	Comment	Response
		Is the lower reach unsuitable for EWD analysis because of natural conditions or because of human impacts or both?	
12	Steph Wald and Tim Delany - CLC	Page 42, Section 5, Paragraph 3. Is "natural groundwater losses" the correct term here? The cause of natural groundwater loss is natural subsurface drainage out to sea. The rest of groundwater losses are not natural and are caused by pumping water out for human uses. This sentence should include an acknowledgement of the fact that some proportion of groundwater losses are also anthropogenic.	Revised text to say the lowermost analysis points used in the EWD study (Stillwater Sciences 2014) should be relocated upstream of the groundwater basin to the confluence of Steiner Creek or adjusted to reflect the intermittent flow conditions in lower San Simeon Creek.
13	Steph Wald and Tim Delany - CLC	Page 42, Section 5, Paragraph 5. "CCSD pumping operations have the potential to reduce the amount and quality of juvenile steelhead rearing habitat within the Study Area at flows less than 2.5 cfs" Please specify at what point(s) along the creek this 2.5 cfs threshold is relevant. When flow is 2.5 cfs at Palmer Flats?	This threshold is relevant within Reach 1 of the Study Area. The location of the current county gage would serve as the best indicator for these flows; however, that gage only records stage elevation and lacks a current stage discharge rating curve to convert measurements to flow. The ISF Report includes developing and maintaining a rating curve for the county gage to inform CCSD operations to be protective of steelhead.
14	Steph Wald and Tim Delany - CLC	Page 42 first sentence: "The lower reach of San Simeon Creek in the absence of CCSD pumping operations potentially provides migratory and rearing habitat for steelhead in the winter and spring and is typically dry during the summer and fall. This reach would only provide steelhead rearing habitat during the dry season infrequently"	The historical gaging record at Palmer Flats, along with measurements of net percolation losses from Palmer Flats to the lagoon and anecdotal descriptions of the dry channel in summer (with a few swimming holes!) from local residents who grew up there (Jon Pedotti and Clyde Warren) indicate that lower San Simoen Creek (from Palmer Flats to just downstream of Van

Comment #	Commenter/ agency	Comment	Response
		Please indicate the specific reach that is dry under existing land and water management conditions – from Palmer to the footbridge? In all water year types? For example, this sentence might read "Limited data is available to assess natural flow conditions in San Simeon Creek. However, based on the geology and similar watersheds, some portion of lower San Simeon Creek was likely historically intermittent. Under existing land and water management practices, the lower reach of San Simeon Creek typically provides migratory and rearing habitat for steelhead in the winter and spring and is dries out in the summer and fall from Palmer Flats to one mile upstream of the lagoon."	Gordon Creek) commonly went dry during the summer before CCSD operations began in the basin.
15	Steph Wald and Tim Delany - CLC	Page 43, Section 6.1, Paragraph 1: The recommendation to collect additional flow data at Palmer Flats is good, but the comment above (Page 21, Section 3.4) about the non-influence of groundwater pumping at this location suggests that going somewhat further upstream (perhaps on both Steiner and upper San Simeon) could be a better way to monitor inflows to the groundwater basin. There is a water right in the vicinity of Palmer Flats that could influence surface water levels at this site when water is being pumped. Reported flow rate for the well associated with this water right is 300 gpm (0.67 cfs).	The Palmer Flats gage was located at the San Simeon Creek Road bridge 600 feet downstream of the confluence with Steiner Creek. That location is near the upstream end of the groundwater basin. Previous reports going back to at least Yates and Van Konynenburg (1998) have considered the gaged flows to represent surface inflow to the basin. Continuing to reoccupy the former gage site allows the data to continue the historical record and allows long-term trends to be analyzed.
Clyde Warren - Landowner, March 6, 2023 letter			
1	Clyde Warren - Landowner	The report on page 10 only mentions that my irrigation well (formally the Molinari well) has an annual use of 183.5 acre feet. It does not mention the pumping rate of 275 gpm and not less than 105 psi at	The report was revised to include the pumping rate for this well is 0.61 cfs (275 gpm).

Comment #	Commenter/ agency	Comment	Response
		the meter which is located at my property line. See attachment.	
Clyde Warren - Landowner, April 4, 2023 letter			
2	Clyde Warren - Landowner	Comments focused on affects off CCSD pumping on Private wells operated by C. Warren that pump near Van Gordon Creek and how CCSD operations might affect private water rights	These comments are being addressed in a separate memo from Gus Yates. In addition, CCSD operations and their potential affects to aquatic habitat conditions in Van Gordon Creek were assessed based on review of the 2022 Groundwater Modeling Memo (Yates 2022) and field surveys conducted in June 2023.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A**

FROM: Matthew McElhenie, General Manager

Meeting Date: February 8, 2024 Subject: Receive Community Input for Strategic Plan Accomplishments, Current Internal Strengths, Current Internal Weaknesses, Opportunities and Threats (SWOT) Analysis and Vision for Cambria

FISCAL IMPACT:
There is no fiscal impact associated with this item.

DISCUSSION:

It is recommended that the Board of Directors receive community input on the areas below for the upcoming Strategic Plan workshop and confirm that the current Strategic Planning Process Ad Hoc Committee of Directors Dean and Thomas will organize the public input and provide the input to the Strategic Planning Workshop participants well in advance of the workshop. Each participant will review the input and provide their additional input and priorities. After the Strategic Planning Workshop participants provide their input, the staff will organize their input, and distribute the organized input to workshop participants one week before the Strategic Planning Workshop, to enable adequate preparation.

1. What are the Cambria Community Services District's accomplishments since the January 31, 2023 Strategic Planning Workshop?
2. What are the Cambria Community Services District's current internal strengths?
3. What are the Cambria Community Services District's current internal weaknesses/challenges?
4. What are the external factors/trends (e.g., economic, political, technological, health, and environmental) that will/might have a positive impact on the Cambria Community Services District?
5. What are the external factors/trends (e.g., economic, health, technological, political, and environmental) that will/might have a negative impact on the Cambria Community Services District?
6. Please describe your vision of the Cambria we want future generations to inherit.

In the 2024 Strategic Plan update, we are developing a Vision Statement, to be more consistent with best practices. Once we establish the District's Vision, we may find the need to augment the Core Values with additional value statements. We will review and update the Objective and Supporting Actions for each Strategic Goal and only do a brief review of the Mission, Core Areas, and Strategic Goals without updating these elements at the Strategic Planning Workshop.

A special meeting will be held on February 26, 2024 to obtain additional public input, which will then be adjourned to March 4 for the workshop to update the Strategic Plan. The Board of Directors will utilize this public input in the development of the District's Strategic Plan goals and objectives, which was last updated in the facilitated workshop on January 31, 2023.

Additionally, the Ad Hoc Committee requested to make an additional change to the Board-approved

CCSD Strategic Planning Process Ad Hoc Committee Report to include who will organize and compile the workshop participants' input.

ATTACHMENTS:

1. CCSD Strategic Planning Process Ad Hoc Committee Report
2. Strategic Plan Elements
3. CCSD Mission Statement, Core Values and Three-Year Goals

CCSD Strategic Planning Process Ad Hoc Committee Report

Date:	November 16, 2023
To:	CCSD Board of Directors
From:	President Dean, Director Thomas
Subject:	CCSD Strategic Planning Process

Background:

in June 2022, the Board Ad Hoc Committee of Vice President Dean and Director Steidel presented an updated Strategic Planning Process which was adopted by the Board. This updated Strategic Planning Process represented a significant improvement for the District. At the 7/13/2023 Board Meeting, another Board Ad Hoc Committee of President Dean and Director Thomas was formed to review the Strategic Planning Process, propose further improvements, and consider options for a workshop facilitator.

As we have developed experience with this process, in the spirit of continuous improvement, we have identified several additional improvement opportunities.

- Incorporate a Vision Statement into the CCSD strategic planning processes.
- More fully define the process.
- We need an earlier opportunity for public input.
- Once we receive public input, organize the input in ways that better enable the Board to give full consideration to this input.
- Improve the Strategic Planning Workshop.
- Arrange for Strategic Planning Workshop facilitation.

Recommendations:

The Strategic Planning Process Ad Hoc Committee recommends the Board discuss and consider:

1. Adopting the attached Strategic Planning Process, which addresses these improvement opportunities.
2. Approving the ad hoc committee recommendation of Dick Clark to facilitate our 2024 Strategic Planning Workshop.
3. Approving the ad hoc committee recommendation to retitle the “Six-Month Objectives Status Report” as simply “Objectives Status Report” recognizing that a longer term focus is needed to achieve CCSD Strategic Goals.

Attachment: CCSD Strategic Planning Process Description

CCSD Strategic Planning Process

This summary of the CCSD Strategic Planning Process includes:

- The Annual Planning Calendar,
- A description of the Strategic Planning Workshop,
- Strategic Planning Process Flowcharts, which outline each component of the Strategic Planning Process, showing distinctions between the Plan for 2024, Major Strategic Updates, which we plan to conduct every 3 years, and Minor Annual Updates, and
- A description of each step and element of the Strategic Planning Process.

Annual Planning Calendar

Provisional dates, to be updated and finalized with each annual planning calendar.

Timing	**Strategic Planning Activity**
At or by the 2nd Board Meeting in January, 1/18/2024	Notice of public input session at least 1 week prior to the public input session to enable full participation and preparation.
At the 1st Board Meeting in February, 2/8/2024	Semi-annual review of progress towards achieving strategic plan objectives and supporting actions.
At the 1st Board Meeting in February, 2/8/2024	Public input session as the primary topic on the agenda for the 1st Board Meeting in February.
Within 5-7 days ≤2/13/2024	Board Strategic Planning Ad Hoc Committee compiles and organizes the public input.
≤2/14/2024	Send public input summary to workshop participants requesting their input.
Within 5-7 days ≤2/20/2024	Workshop participants provide their input.
2/26/2024	Public Input portion of the Special Board Meeting for the Strategic Planning Workshop.
Within 5-7 days ≤2/26/2024	Board Strategic Planning Ad Hoc Committee compiles and organizes input from the public and workshop participants.
5-6 days prior to the Workshop, 2/26/2024	Send summary information to workshop participants.
1st week in March, 3/4/2024	**Strategic Planning Workshop**.
1 week < 1st Board Meeting in March (3/7/2024)	Strategic Planning Workshop minutes compiled for Board review and consideration.
1st Board Meeting in March (3/14/2024)	Board review and consideration of the updated Strategic Plan.
A Board Meeting in September (9/12 or 9/19)	Semi-annual review of progress towards achieving strategic plan objectives and supporting actions.

CCSD Strategic Planning Process

Strategic Planning Workshop

The annual Strategic Planning Workshop will be held as a Special Meeting of the CCSD Board, with Public Input on the morning of the last Monday in February, and the rest of the workshop on the 1st Monday in March each year (Monday and Tuesday for major updates), with all participants in person at the Vets Hall, in the main room. These workshops will be available to the public on zoom, but without AGP video. To be more conducive to creativity and participation, this will be an informal setting, with participants on a first name basis.

Workshop Scope: unless otherwise determined by the CCSD Board, major strategic plan updates will be conducted every 3 years. The last major strategic plan update was in 2022, so we expect to conduct the next major update in 2025.

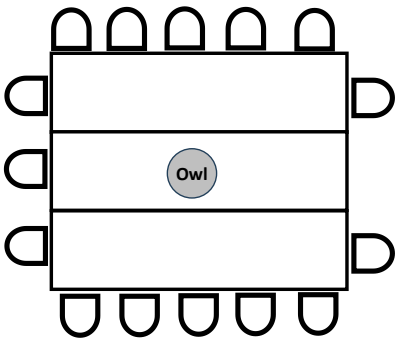
Major Updates: in major updates, the Board will review and update every component of the plan, the Mission, Vision, Values, Core Areas, Strategic Goals, etc. In major updates, we will plan a 2-day duration for the Strategic Planning Workshop.

Minor Updates: In minor updates, the Board will only review and update the Objectives and Supporting Actions for each Strategic Goal. However, at the discretion of the Board President, the Board may consider refinements to other components in the plan as needed. In minor updates, we will plan a 1-day duration for the Strategic Planning Workshop.

Workshop Participants, attending in person:

- The 5 Directors
- General Manager, Matthew McElhenie
- Administrative Manager/ Finance Manager, Denise Fritz
- Confidential Administrative Assistant, Haley Dodson, as recorder
- Fire Chief, Michael Burkey
- Fire Safe Focus Group Chair, Dave Pierson
- Utilities Department Manager, Jim Green
- Program Manager, Tristan Reaper
- Facilities & Resources Manager, David Aguirre
- Legal Counsel, David Hirsch
- Strategic Planning Workshop Facilitator

Workshop Setting: conference table format, with participants sitting around the table.



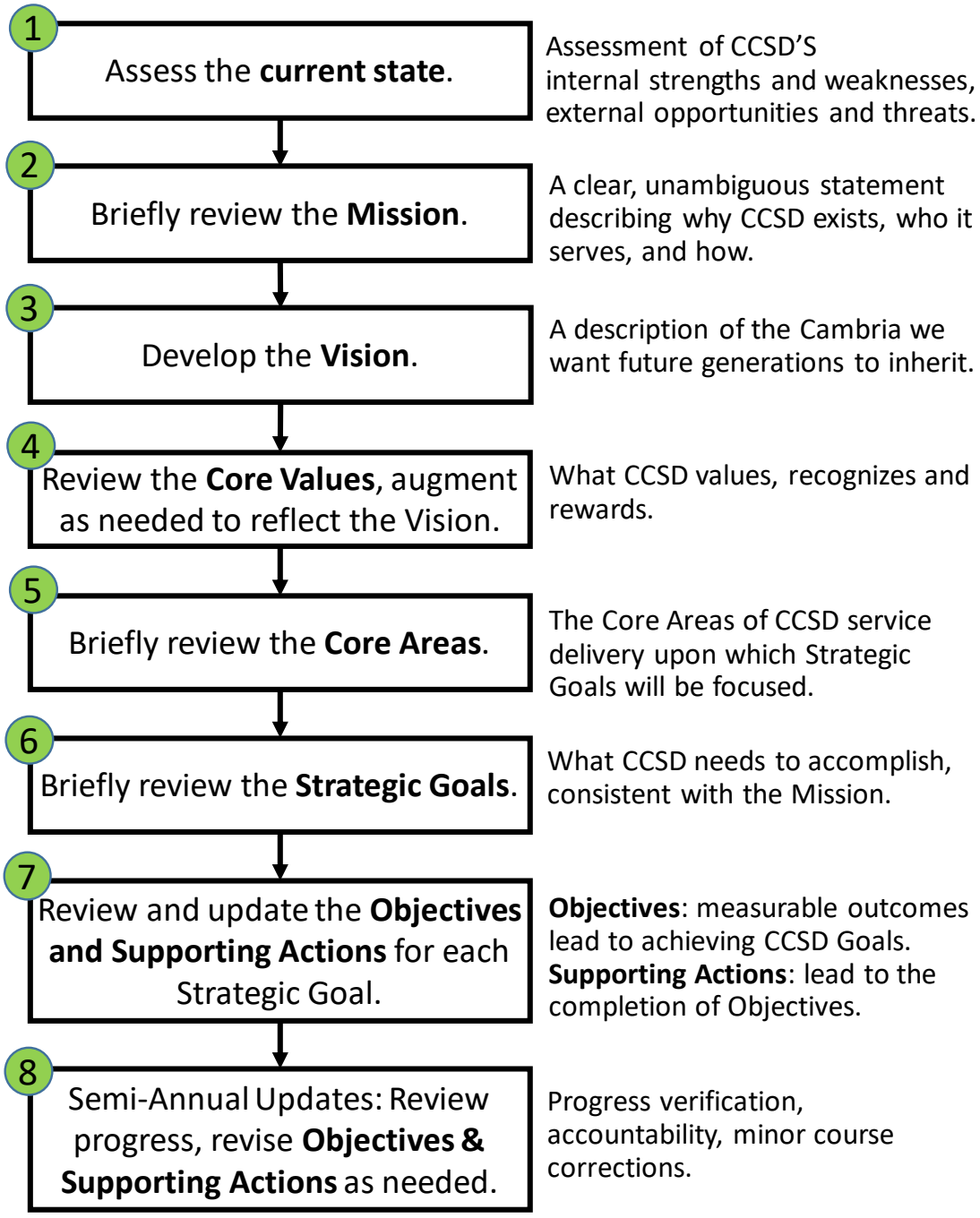
Facilitation: the 2024 Strategic Planning Workshop will be facilitated by Dick Clark as recommended by the Board Strategic Planning Ad Hoc Committee and approved by the Board.

Agenda: developed by the Board Strategic Planning Ad Hoc Committee working with the Confidential Administrative Assistant and the Facilitator.

CCSD Strategic Planning Process

CCSD Strategic Planning Process Flowchart for the 2024 Minor Update

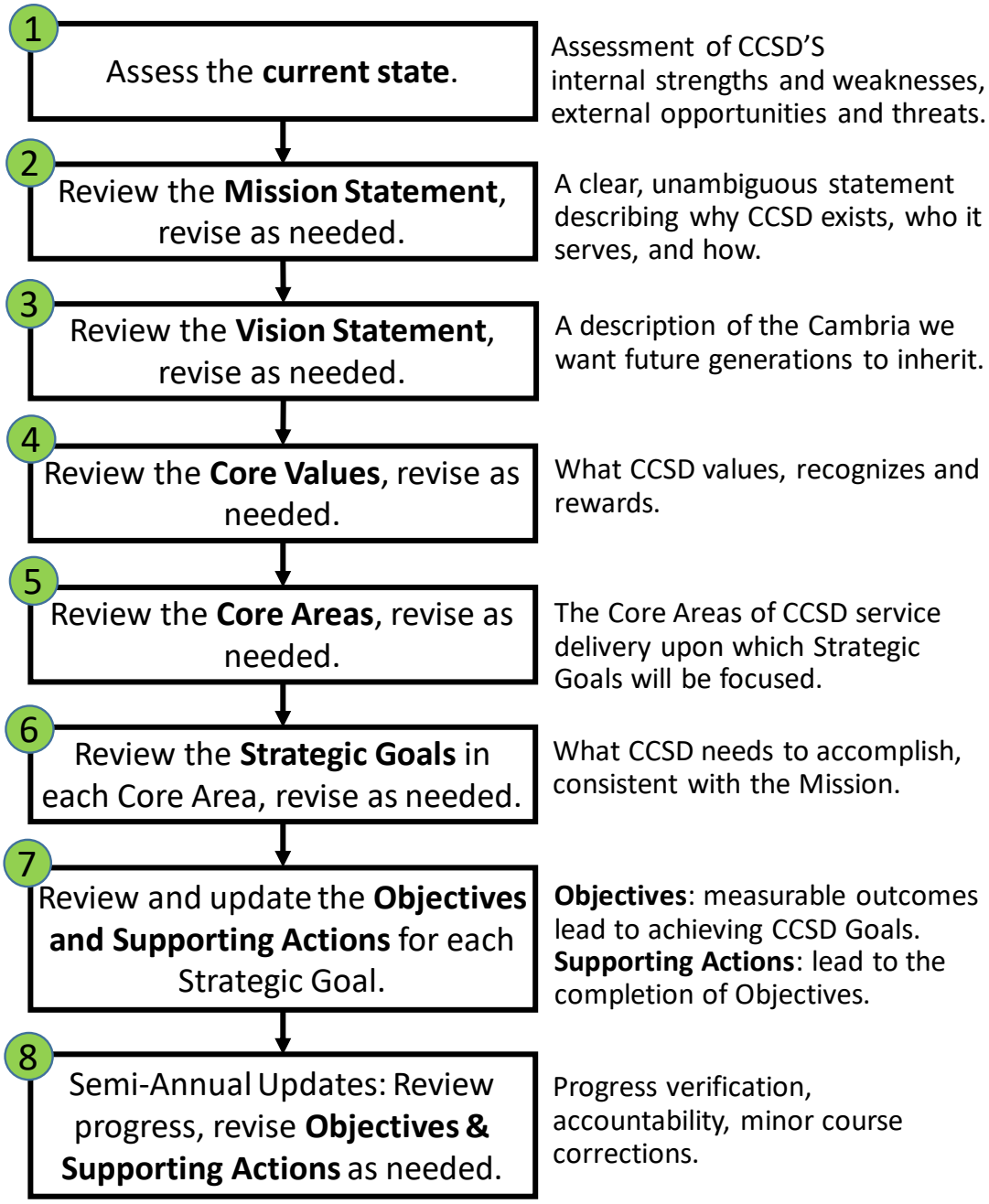
In the 2024 strategic update, we are adding a Vision Statement, to be more consistent with best practices. Once we establish the District's Vision, we may find the need to augment the Core Values with additional value statements. We will only do a brief review of the Mission, Core Areas and Strategic Goals, without updating these elements.



CCSD Strategic Planning Process

CCSD Strategic Planning Process for Major Updates

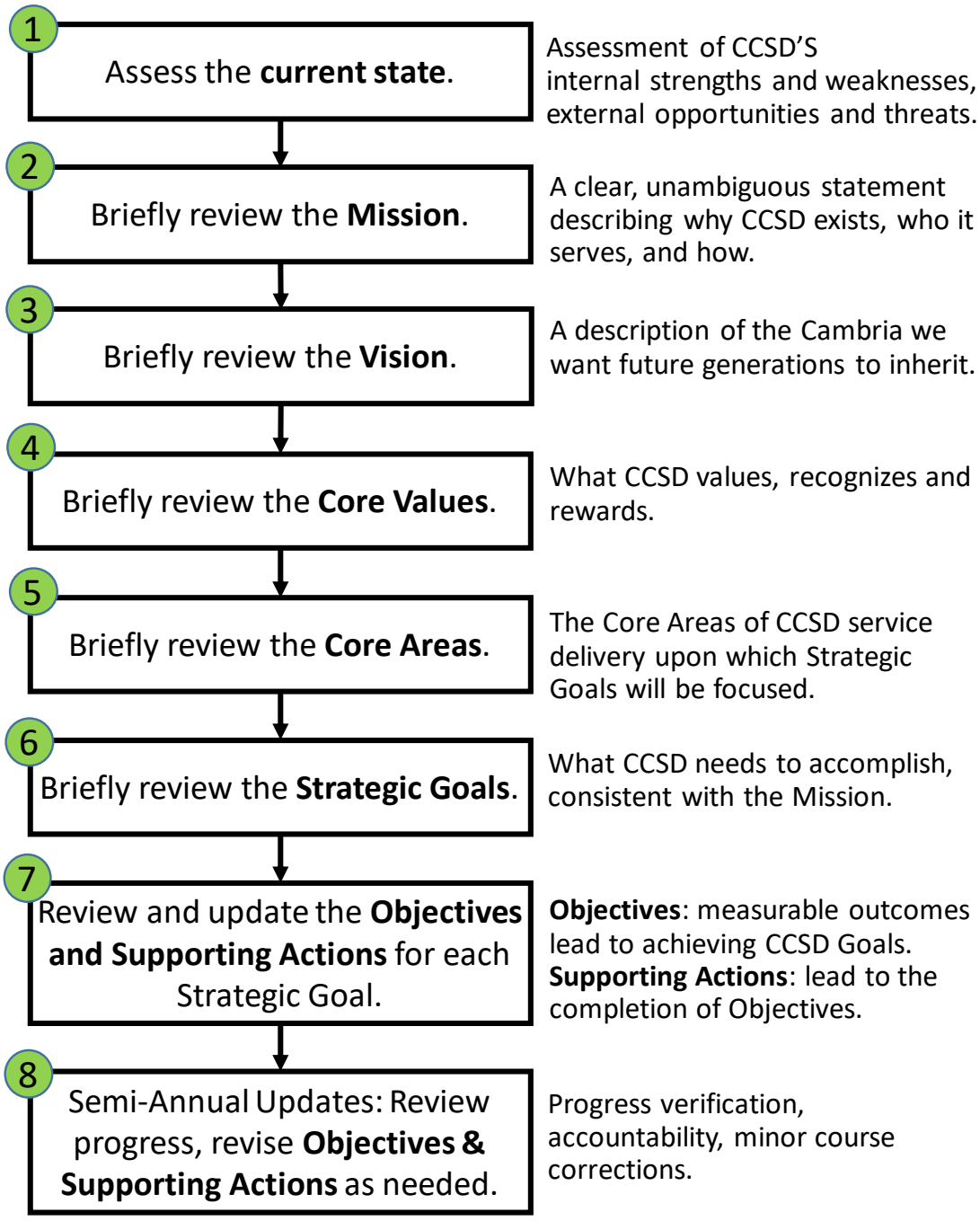
Unless otherwise determined by the Board, major strategic plan updates will be conducted every 3 years. The last major strategic plan update was in 2022, so the next major update is expected to be conducted in 2025. In major updates, the Board will review and update every component of the plan, and we will plan a 2-day duration for the Strategic Planning Workshop.



CCSD Strategic Planning Process

CCSD Strategic Planning Process for Minor Annual Updates

In the Minor Annual Updates, in steps 2-6, we only do a brief review of the Mission, Vision, Core Values, Core Areas and Strategic Goals, without updating these elements.



CCSD Strategic Planning Process

A Description of Each Step of the Strategic Planning Process

1. The current state,
2. Mission, describing why CCSD exists, who it serves, and how,
3. Vision, describing the Cambria we want future generations to inherit,
4. Core Values, what CCSD values, recognizes and rewards,
5. Core Areas of CCSD service delivery,
6. Strategic Goals that CCSD needs to accomplish in each Core Area,
7. Objectives & Supporting Actions for each Strategic Goal, and
8. Semi-Annual Strategic Plan Updates.

1. Assess the current state

This method of assessing the current state is a variation on the well-established SWOT analysis, where organizations identify their strengths, weaknesses, opportunities and threats as a starting point in their strategic planning processes. As CCSD applies this methodology, we seek to identify:

- Internal **Strengths** and recent accomplishments.
- internal **Weaknesses**.
- **Positive External Factors**: External factors and trends which could have a positive impact on CCSD in the years ahead.
- **Negative External Factors**: External factors and trends which could have a negative impact on CCSD in the years ahead.

Consistent with the Annual Planning Calendar and Strategic Planning Process Flowcharts outlined above, this assessment of the current state serves as the foundation for the remainder of the planning process.

We start the process with a public input session at least 2-3 weeks prior to the Strategic Planning Workshop. This can be either a Regular or Special Board meeting. The Board will solicit community input as outlined above, with the operative questions listed below:

District Strengths and Accomplishments:	• What are the District's strengths? • What are the District's accomplishments since the last Strategic Planning Workshop?
District Weaknesses:	• What are the District's current internal weaknesses/challenges?
Positive External Factors:	• What are the external factors/trends (e.g., economic, political, technological, health and environmental) that might have a positive impact on the District?
Negative External Factors:	• What are the external factors/trends (e.g., economic, health, technological, political, environmental) that might have a negative impact on the District?

In addition to the assessment of the current state, at the major strategic plan update sessions, the Board will also solicit community input on the following areas:

- Does the **Mission Statement** provide a clear, unambiguous statement describing why CCSD exists, who it serves, and how?
- Do the **Core Values** adequately describe what CCSD values, recognizes and rewards?
- Do the **Core Areas** adequately describe the primary areas of CCSD service delivery?
- Which **Strategic Goals** have been achieved and should be removed from the Plan?
- What additional **Strategic Goals** are needed based on what we have learned from our assessment of the current state?

At the public input session, create a record summarizing public comments. Appoint a Board ad hoc committee to quickly organize the public input. Provide this input to the Strategic Planning Workshop participants well in advance of the workshop. Each participant reviews this input and provides their additional input and priorities.

After the Strategic Planning Workshop participants provide their input, have the same Board ad hoc committee organize their input, and distribute the organized input to workshop participants 1 week prior to the Strategic Planning Workshop, to enable adequate preparation.

2. Review the Mission Statement, revise as needed.

The Mission Statement provides a clear, unambiguous statement describing why CCSD exists, who it serves, and how.

As part of the major strategic planning updates, ask the following question as part of the Strategic Planning Workshop:

Does the Mission Statement provide a clear, unambiguous statement describing why CCSD exists, who it serves, and how?

- **Yes**: If the answer is yes, that's great! Move on…
- **No**: If the answer is no, revise the existing Mission Statement, or create a new one as part of the Strategic Planning Workshop.

3. Review the Vision, revise as needed.

The Vision provides a description of the Cambria we want future generations to inherit. Previous strategic planning updates did not discuss or establish a Vision for the CCSD. This is an essential element of most strategic planning processes, so it's time to establish the CCSD Vision. Most of the other strategic planning elements focus on the short term. This is the element that will get us focusing on long term needs as well. The operative question to elicit input on the vision: *Imagine our grandchildren are living here in Cambria, living the good life we enjoy here today. And if you don't have grandchildren, imagine the grandchildren of one of your good friends. Describe what that future looks like to you*.

CCSD Strategic Planning Process

4. Review the Core Values, revise as needed.

The Core Values describe what CCSD values, recognizes and rewards.

As part of the major strategic planning updates, ask the following question as part of engaging public input, in preparing workshop participants, and as part of the Strategic Planning Workshop:

Do the Core Values adequately describe what CCSD values, recognizes and rewards?

- **Yes**: If the answer is yes, that's great! Move on…
- **No**: If the answer is no, as part of the Strategic Planning Workshop:
    - Revise any of the Core Values which need to be more clearly worded.
    - Add any Core Values which are missing.
    - Delete any Core Values which are no longer relevant or needed.

5. Review the Core Areas, revise as needed.

These are the Core Areas of CCSD service delivery upon which Strategic Goals will be focused.

Although the Core Areas of CCSD service delivery are not likely to change often, nonetheless it's worthwhile assuring that they clearly reflect the scope of CCSD services. As part of the major strategic planning updates, ask the following question as part of the Strategic Planning Workshop:

Do the Core Areas adequately describe the primary areas of CCSD service delivery?

- **Yes**: If the answer is yes, that's great! Move on…
- **No**: If the answer is no, revise the Core Areas as part of the Strategic Planning Workshop.

6. Review the Strategic Goals in each Core Area, revise as needed.

The Strategic Goals describe what CCSD needs to accomplish in each Core Area, consistent with the Mission.

As part of the major strategic planning updates, ask the following questions as part of the Strategic Planning Workshop:

- For each Strategic Goal, have we achieved this goal? Is it time to remove this Strategic Goal from the Strategic Plan, or does this Strategic Goal need to remain in the plan because of its ongoing nature?
- For each Core Area of CCSD services, what additional Strategic Goals are needed based on what we have learned from our assessment of the current state?

CCSD Strategic Planning Process

7. Review and update the Objectives & Supporting Actions for each Strategic Goal.

At each strategic update, review and revise the Objectives & Supporting Actions for each Strategic Goal as follows:

- Which of the Objectives & Supporting Actions have been completed?
  - Remove those that have been completed from the list, and make note of the accomplishments as appropriate.
  - For those which have not yet been completed, update as appropriate.
- Considering the internal Strengths and Weaknesses, and the external factors and trends which could impact CCSD in the coming year, what additional Objectives are needed for each Strategic Goal? Each Objective should be worded as a measurable outcome which will contribute to achieving a Goal.
- For each Objective, what Supporting Actions do we need to document and track to help ensure completion of the Objectives.
- For each Objective and Supporting Action, identify the:
  - **Target Date**: the date by which the Board expects the Objective to be achieved, and for Supporting Actions, the date by which the Board expects the action to be completed.
  - **Responsible Party**: the individual accountable for achieving the Objective or completing the Supporting Action. Where a group is identified, the accountable individual should be listed first.

As a final check, the **necessary and sufficiency check**:

- **Necessary**: Look over the entire set of plan elements we have created. Understanding that more words are not necessarily better, and in the interest of keeping things as simple as we can, is there anything in the plan that really is not necessary?
- **Sufficiency**: Again, look over the entire set of plan elements we have created. Is anything missing? If we accomplish all of these Strategic Goals and Objectives, are they collectively sufficient to achieve the CCSD mission? If not, what's missing?

This marks the end of the Strategic Planning Workshop. The next step occurs at one or more regularly scheduled CCSD Board Meetings.

8. Semi-Annual Strategic Plan Updates.

Semi-Annual Plan Updates: Review progress on Objectives and Supporting Actions, revise as needed. Using the updated table approved at the 7/13/2023 Board Meeting, the GM updates the table for review and discussion by the Board. The first Board review using this new format was on 10/12/2023. Previously referred to as the “Six-Month Objectives Status Report” this report will subsequently be referred to as the “Objectives Status Report” to avoid overemphasizing a short term focus.

Strategic Plan Elements

The CCSD Strategic Plan includes the following Elements, consistent with the Strategic Planning Process adopted at the 11/16/2023 Board meeting.

The **SWOT Analysis** provides an assessment of the current state:

- Internal **Strengths** and recent accomplishments.
- internal **Weaknesses**.
- **Positive External Factors**: External factors and trends which could have a positive impact on CCSD in the years ahead.
- **Negative External Factors**: External factors and trends which could have a negative impact on CCSD in the years ahead.

The **Mission Statement** provides a clear, unambiguous statement describing why CCSD exists, who it serves, and how.

The **Vision** provides a description of the Cambria we want future generations to inherit.

The **Core Values** describe what CCSD values, recognizes and rewards.

The **Core Areas** of service delivery are the basis upon which Strategic Goals will be focused.

The **Strategic Goals** describe what CCSD needs to accomplish in each Core Area, consistent with the Mission.

Objectives are measurable outcomes which will contribute to achieving a Strategic Goal.

Supporting Actions are significant tasks which we track to help ensure completion of the Objectives.

Strategic Plan Progress Tracking: on a semiannual basis, or more frequently as needed, the Board will review and update progress towards achieving the defined 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

TO: Board of Directors

AGENDA NO. **5.B**

FROM: Matthew McElhenie, General Manager

Meeting Date: February 8, 2024 Subject: Discussion and Consideration of Strategic Plan Update

FISCAL IMPACT:
There is no fiscal impact associated with this item.

DISCUSSION:

The Board held a special meeting on January 30, 2023 and adjourned to January 31, 2023 to update the Strategic Plan, then adopted the updated plan on February 16, 2023. 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. However, the Objectives within each Goal will be discussed and updated as needed.

It is recommended that the Board review, discuss, and consider the monthly updates to the Strategic Plan Objectives.

ATTACHMENTS:
1. Objectives Status Report

Cambria Community Services District

Three-Year Strategic Goals 2022-2025

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

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Implement the Water Meter Replacement Program	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2024	Board approved on 8/10/2023 and procurement of materials in progress. Completed the contract for billing integration and training. Staff are finalizing inventory. Started incrementally installing the endpoints. We have 10 endpoints installed. Stage 1 register update installation in June 2024.
↳ Present to the Board the implementation plan for the previously approved Water Meter Replacement Program.	Utilities Manager	6/28/2022	9/15/2022	First Quarter 2024	A budget adjustment will be brought to the Finance Committee for approval.
Complete the Stuart Street Tank Construction	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2024	Board approved MKN contract on 1/11/2024. Permit duration expected to be 4-8 months total. Once permitting is completed, RFP for installation will ensue.
↳ Present to the Board the implementation plan for the Stuart Street tank construction (dependent upon receipt of appropriations monies).	Utilities Manager	6/28/2022	9/15/2022	First Quarter 2024	Staff expects to receive 70% design/build by end of First Quarter 2024.
Permanent Replacement of San Simeon Water Line & Effluent Line	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2025	Board approved on 8/10/2023. Staff held a kickoff meeting with Cannon on 8/29/2023. Environmental/permitting began on 9/18/2023. The preliminary design review (PDR) is being presented to the R&I Committee in February 2024.
↳ Present to the Board of the Results of the RFP.	Utilities Manager	1/31/2023	Summer 2023	8/10/2023	Board approved on 8/10/2023.

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Research Long-Term Water Storage Solutions	Utilities Manager with R&I Committee	1/31/2023	Not established		Ongoing. Ad Hoc Committee and staff are currently reviewing all possibilities for increasing our water portfolio.
↳ To revitalize the R&I Ad Hoc Committee concerning long-term storage.	Utilities Manager with R&I Committee	1/31/2023	April 2023	April 2023	R&I revitalized the Ad Hoc Committee consisting of Mr. Webb & Mr. Williams.
↳ Complete the research for long-term water storage solutions.	Utilities Manager with R&I Committee	6/8/2023	Not established		The Ad Hoc Committee provided a thorough report at the R&I Committee meeting. Board received Long-Term Water Supply & Storage Alternatives Report from the Ad Hoc Committee on 11/9/2023. Research and funding are ongoing.

CORE AREA: Water Services – Water Reclamation Facility

STRATEGIC GOAL: Advance Coastal Development Permit (CDP) to Achieve County and Coastal Commission Approval

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Resolve the Brine Waste Disposal Issue	Utilities Manager	1/31/2023	Not established	First Quarter 2025	The Zero Liquid Discharge made it through the Department of Energy review, and we are now waiting on specifics on the accounting processes based on grant requirements.
↳ 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.	Utilities Manager with R&I Ad Hoc Committee	6/28/2022	9/8/2022	Second Quarter 2024	Staff is in the process of scheduling a pilot program based on alternatives analysis for the Zero Liquid Discharge Program.
↳ Board approval of Zero Liquid Discharge pilot testing program.	General Manager	6/8/2023	Not established	Second Quarter 2024	Pilot testing program update to Finance & R&I Committees before Board approval.
Complete the Instream Flow Study Task 1 to Include Van Gordon Creek	Utilities Manager	6/28/2022	12/8/2022	Second Quarter 2024	Ongoing.
↳ Add additional scope to Instream Flow Study to include Van Gordon Creek.		7/13/2023	Fourth Quarter of 2023	9/14/2023	Board approved on 9/14/2023 and analysis will begin in October 2023.
↳ Report results to the Board.		6/28/2022	12/8/2022	Fourth Quarter 2024	
Complete the CDP Application	Utilities Manager	6/28/2022	December 2022	Second Quarter 2024	
↳ Revisit the CDP project description to our CDP application.		1/31/2023	Second Quarter of 2023	Second Quarter 2024	Staff selected SWCA as the consultant and they worked with staff and the Ad Hoc Committee to update the CDP project description and scope. Staff will bring the CDP project description to the Board for a Public Hearing in Second Quarter 2024, and with Board approval, subsequently submit formal application submission to the County.
↳ Submit the data needed to complete the CDP application for the County.		6/28/2022	December 2022	Third Quarter 2024 (if needed)	Potential information hold response could be required if requested.

CORE AREA: Wastewater Services

STRATEGIC GOAL: Execute Phased Repairs and Upgrades for the Wastewater Treatment System

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Define methodology for identification of required reporting to dissemination agent	WWTP Financing Working Group – Director Dean (lead), President Gray, General Manager & Finance Manager	6/28/2022	Not established	4/13/2023	Staff selected NBS as the dissemination agent.
↳ 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.		11/17/2022	Nov 2022		Completed.
↳ Establish a reporting system.		1/31/2023	First Quarter of 2023		Completed.
↳ Conduct Working Group review of contractual documents and formally document required actions, timelines and recommended internal processes.		11/17/2022	Nov 2022		Report included under Ad Hoc Committee Reports at the April 13, 2023, Regular Board meeting.
Monitor project expenditures and performance during the construction phase	Utilities Manager & Finance Manager	1/31/2023	Not established	Ongoing	Ongoing monthly review of project expenditures with Utilities Department Manager, Wastewater Systems Superintendent and Water Systems Superintendent.
↳ Quarterly report supplement to Finance and Resources & Infrastructure Committees.		1/31/2023		Ongoing	Quarterly reports to Finance and Resources & Infrastructure Committees, and Board of Directors.
Revise any District Policies or Procedures to incorporate findings, as appropriate based on learnings from tracking project	General Manager, Finance Manager & Wastewater Superintendent	11/17/2022	Jan 2023		Future objective.
Establish priorities and an implementation plan for CIP wastewater projects not in the SST.	Utilities Manager	6/28/2022	Not established	Second Quarter 2024	R&I Ad Hoc Committee has been formed to prioritize non-SST projects.

CORE AREA: Fire Protection and Emergency Services

STRATEGIC GOAL: Provide Optimal Fire Protection, Water Rescue, and Emergency Medical Services on a 24/7 Basis

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Update the CCSD Board to ~~any and~~ all changes to evacuation planning within the District.	Director Dean, President Gray, working with Fire Chief and Fire Safe Focus Group coordinator	1/31/2023	Quarterly Report	Fourth Quarter 2024	Ongoing.
↳ Report on development of procedures for evacuation of residents needing extra help.		6/28/2022	1/12/2023		The Fire Chief is working with the County OES on notification processes for the residents and County OES. Report to the Board by committee report.
↳ Report on development of evacuation routes.		6/28/2022	1/12/2023		A letter was reviewed and approved by the Board on 7/13/2023. The letter was mailed to the property owners. The CCSD is still engaging in dialogue with the property owners.
↳ Report on progress of safe haven locations.		6/28/2022	1/12/2023	Fourth Quarter 2024	
Prepare and provide to the Board a Fire Prevention Plan for Cambria for Board consideration.	Fire Chief, working with General Manager, District Counsel & Fire Safe Focus Group	1/31/2023	Third Quarter of 2023	First Quarter 2025	
↳ Provide organizational chart.		1/31/2023	Third Quarter of 2023	First Quarter 2025	
↳ Provide defensible space ordinance.		6/28/2022	12/8/2022	First Quarter 2025	
↳ Provide budget and funding alternatives for the plan.		1/31/2023	Third Quarter of 2023	First Quarter 2025	
Report on the progress of implementing the Zonehaven System and the emergency alert system.	Fire Chief	6/28/2022	1/12/2023	November 2023	The Fire Chief implemented the Genasys (Zonehaven) System and emergency alert system in November 2023. Public outreach is ongoing.

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund.	Finance Committee	1/31/2023	First Quarter of 2023	November 2023	
↳ Review of Budget Policy.	Finance Committee	1/31/2023	First Quarter of 2023	12/14/2023	Board approved the Budget Policy on 12/14/2023.

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

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Define future use and funding for the Veterans' Hall	General Manager, Facilities & Resources Manager, working with a Board Ad Hoc Committee	6/28/2022	10/20/2022	Fourth Quarter 2024	Ongoing.
↳ Seeking non-CCSD funding sources for maintenance and operations.		1/31/2023	Second Quarter of 2023		
↳ Improving outreach to promote more community use.		1/31/2023	Second Quarter of 2023		
↳ Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall.		1/31/2023	Second Quarter of 2023		
↳ Review of rental rates.		1/31/2023	Second Quarter of 2023		Staff is working with Bartle Wells on updating the CCSD Fee Schedule, which will include reviewing and updating the rental rates.
Complete Skatepark project	Utilities Manager	1/31/2023	Not established	Second Quarter 2025	
↳ Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark.		6/28/2022	11/10/2022	11/17/2022	Completed 11/17/2022; subject to Planning Commission approval in third quarter 2024. The minor use permit is still in process.
↳ Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed.		1/31/2023	Third Quarter of 2023	Third Quarter 2024	The final construction estimate is TBD.

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
↳ Receive update on status of grant	General Manager	7/13/2023	11/10/2022	First Quarter 2024	Land and Water Conservation Fund grant application submitted on 6/1/2023. Grant awards are expected in late 2025. On December 4, 2023, the CCSD was selected as one of the sixteen projects to proceed with post-selection federal requirements to create a new skatepark facility. The $600,000 will be used to create a new skatepark facility with a seating section with shade structure, landscaping, parking lot, and restroom stall.
Complete the East Ranch Restroom project	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2024	
↳ Obtain construction permit and present to the Board for consideration the construction RFP for the East Ranch restrooms.		6/28/2022	11/10/2022	Second Quarter 2024	Minor Use Planning permit was submitted on 9/14/2023, currently under review by County Planning. Staff received zoning clearance.
↳ Construct the restroom.		1/31/2023	Not established	Fourth Quarter 2024	
Present options and estimated construction and maintenance costs and possible funding sources for future Community Park projects to the Board	PROS Committee	1/31/2023	Third Quarter of 2023	Second Quarter 2024	
↳ Frisbee golf		1/31/2023			Address at next strategic planning workshop.
↳ Exercise circuit		1/31/2023			Address at next strategic planning workshop.
↳ Multi-use trail		1/31/2023			Address at next strategic planning workshop.
↳ Picnic tables		1/31/2023			Address at next strategic planning workshop.
Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund.	Finance Committee	1/31/2023	First Quarter of 2023	Fourth Quarter 2023	
↳ Review of Budget Policy.		1/31/2023	First Quarter of 2023	12/14/2023	Board approved the Budget Policy on 12/14/2023.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.C**

FROM: Matthew McElhenie, General Manager
Michael Burkey, Fire Chief

Meeting Date: February 8, 2024 Subject: Discussion Regarding 2024 Fire Hazard Fuel Reduction Program Process and Deadlines

FISCAL IMPACT:

There are no costs associated with this item. Fire Hazard Fuel Reduction Program contractor costs are billed directly to the property owners by the District and, if not paid directly, costs are recovered via the San Luis Obispo County property tax rolls as necessary.

DISCUSSION:

It is recommended that the Board of Directors discuss and consider the annual Fire Hazard Fuel Reduction Program process.

Each year, the Fire Department conducts a Fire Hazard Fuel Reduction Program (FHFRP) to abate vegetation and hazardous wildland fire fuels. The FHFRP is carried out pursuant to the authority contained in Government Code Sections 61100(d) and (t) and Health and Safety Code Sections 14875 et seq. and is initiated by the Board's adoption of a resolution declaring the vegetation and hazardous wildland fire fuels on the identified properties to be a public nuisance. In this respect, it should be noted that the definition of "weeds" in Health and Safety Code Section 14875 includes "Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard."

Last year, the Fire Department staff identified approximately 1,901 vacant parcels for inclusion in the 2023 FHFRP. Notices were then sent to those property owners whose properties required abatement by the abatement deadline of July 14, 2023. In accordance with the procedures in the Health and Safety Code, a public hearing was held on August 10, 2023, and all parcels inspected and found to be non-compliant after the July 14, 2023, deadline were placed on a contract list and abated by the CCSD's contractors. The number of properties requiring annual clearance by the CCSD's contractors typically varies from 50 to 150 parcels, but last year, the Fire Department identified 556 parcels that weren't compliant. The General Manager was told we were on track to have the declared public nuisance lots cleared by our deadline. However, that was not the case, and the District's selected contractor had fallen severely behind. Shortly after, the General Manager began formulating a plan to get the District back on track. Our Fire Department joined forces with our Facilities and Resources crews to clear lots, and the District hired another contractor to assist in quickly closing the gap on the uncleared lots.

After several meetings with the public, it became clear that we needed to change how we approached the FHFRP in the years to come. The General Manager, Fire Chief, and Confidential Administrative Assistant met biweekly from September 2023 through February 2024 to formulate a plan for the 2024 Fire Hazard Fuel Reduction Program process. The suggested plan moving forward would include the following:

1. Mail two Notices to Destroy Weeds to property owners including email if available.
2. Update the 2024 Fire Hazard Fuel Reduction Program schedule to include:
    - Moving the weed abatement deadline to 7/15/2024.
    - Moving the Cambria Fire Department final inspections to 7/16/2024.
    - Moving the Cambria Fire Department abatement list deadline to 7/19/2024.
    - Scheduling a Special Board Meeting on 7/25/2024 to hold a public hearing to discuss and consider the adoption of a resolution ordering abatement of public nuisance for the Fire Hazard Fuel Reduction Program.
    - Changing the lot clearing start date for the contractor to 7/26/2024.
    - Changing the contractor clearance deadline to 8/26/2024.
3. Provide property owners with a list of local contractors who can perform weed abatement services. The CCSD and the Cambria Fire Department do not endorse any specific contractor or agency, are not responsible for the work performed or the fees charged by these contractors, and assume no responsibility or liability for both satisfactory and/or unsatisfactory work conducted by these contractors. This list of contractors is provided to the property owners of Cambria as a public service for their convenience.
4. Provide additional information regarding the rules and regulations related to the program and increase public outreach through the CCSD website, "Meet the Fire Chief" dates, and social media.
5. The Cambria Fire Department and contractors will not be allowed to issue extensions to property owners. It is important to note that local contractors and the District's selected contractors have no authority to provide extensions. The contractor and property owners must follow all guidelines and instructions provided to ensure their safety and contribute to overall community resilience against wildfires.
6. Increased fees for all vacant parcel(s) not in compliance with the FHFRP ordinance. Parcels not cleared by the deadline will be placed on the CCSD contract list, and all associated costs and fees will be billed directly to the property owner. Based upon the procedure previously approved by the Board, non-compliant parcels cleared by the CCSD's contractor will be billed by the CCSD for the actual cost of clearance, plus a $100 administrative fee if paid after the contractor deadline. Billing not collected by December 13, 2024, will be collected by placement on the FY 2024-2025 County property tax roll and assessed the entire $200 administrative fee that is provided for in the District's User Fee Schedule.
7. The Cambria Fire Department emergency personnel and administration staff will receive additional Community Information System (CIS) and Fulcrum training for the Fire Hazard Fuel Reduction Program.

It is recommended that the Board of Directors consider approving the annual Fire Hazard Fuel Reduction Program process outlined above.

ATTACHMENTS:

1. 2024 Fire Hazard Fuel Reduction Program Schedule

CAMBRIA COMMUNITY SERVICES DISTRICT

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

2024 FIRE HAZARD FUEL REDUCTION PROGRAM SCHEDULE

4/11/2024 **Declare a Public Nuisance for the Annual Fire Hazard Fuel Reduction Program and direct staff to proceed with issuing a Request for Proposal ("RFP") to contractors to abate and remove the nuisance fuels and vegetation.**

4/12/2024 **First Notice to Destroy Weeds sent to property owners whose properties require abatement, which includes a list of local licensed contractors who can perform weed abatement services. Parcel abatement starts.**

5/2/2024 **Fire Hazard Fuel Reduction Program Request for Proposal ("RFP") deadline.**

5/9/2024 **Award Fire Hazard Fuel Reduction Program Agreement to selected contractor.**

6/12/2024 **Second Notice to Destroy Weeds sent to property owners whose properties require abatement, which includes a list of local licensed contractors who can perform weed abatement services.**

6/13/2024 **Public Hearing to confirm the 2023 CCSD Fire Hazard Fuel Reduction 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.**

7/15/2024 **Deadline to abate and remove the fuels and vegetation for properties requiring abatement.**

7/16/2024 **Cambria Fire Department final inspections of properties requiring abatement. Parcels that did not pass inspection on 7/16/2024 will be placed on the Contract Abatement List.**

7/19/2024 **CCSD Contract Abatement List completed.**

7/25/2024 **CCSD Public Hearing ordering abatement of Public Nuisance for the Fire Hazard Fuel Reduction Program.**

7/26/2024 **CCSD contractor starts clearing parcels that were placed on the Contract Abatement List.**

8/26/2024 **CCSD contractor deadline to clear parcels that were placed on the Contract Abatement List.**

8/27/2024 **Cambria Fire Department final inspections.**

12/15/2024 **First Invoice sent to customers + Administrative Charge**

2/15/2025 **Second Invoice sent to customer + Administrative Charge**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.D**

FROM: Matthew McElhenie, General Manager
Timothy Carmel, District Counsel
David Hirsch, Assistant District Counsel

Meeting Date: February 8, 2024

Subject: Discussion and Consideration of Providing Direction to Prepare a Civil Administrative Citation Ordinance for Violation of CCSD Ordinances and Regulations

FISCAL IMPACT:
There is no fiscal impact associated with this discussion; however, if the Board decides to move forward with directing staff to prepare a Civil Administrative Citation Ordinance, there will be legal expenses and staff time required, the cost of which is unknown at this time.

DISCUSSION:

The ability to enforce the CCSD's ordinances and regulations is an indispensable function of its ability to provide services to the community. Concerns have developed regarding enforcement of the District's Fire Hazard Fuel Reduction Program for undeveloped parcels, or weeds and fire hazards on developed parcels that are violations of the California Fire Code, as adopted by the District. Other issues related to enforcement of District laws and regulations in the past have included violations of leash requirements for dogs at Fiscalini Ranch, as well as rules related to providing access to water meters.

Government Code Section 61064(a) and (b), which are provisions in the statutes specifically relating to community services districts, provides the following regarding violations of a district's rules, regulations and ordinances:

- Violation of any rule, regulation, or ordinance adopted by a board of directors is a misdemeanor punishable pursuant to Section 19 of the Penal Code.
- Any citation issued by a district for violation of a rule, regulation, or ordinance adopted

by a board of directors may be processed as an infraction pursuant to subdivision (d) of Section 17 of the Penal Code.

In this regard, CCSD Municipal Code Section 1.12.010 provides as follows:

1.12.010 - Misdemeanors and infractions.

No person shall violate or fail to comply with any provision or requirement of the ordinances, rules, or regulations of this district. Any person who shall violate or fail to comply with any provision or any requirement of any law of this district, shall be guilty of a misdemeanor, unless such violation is specifically designated as constituting an infraction as provided for in Sections 16, 17, 19(c), and 19(d) of the Penal Code, Section 36900 of the State Government Code, or Section 40000 of the State Vehicle Code, and as expressly provided in this chapter.

Any provision or requirement of the laws of this district designated as an infraction shall be prosecutable as a misdemeanor upon a third and each violation thereafter of the same provision by the

same individual. In addition, any such provision or requirement may be prosecuted originally as a misdemeanor in the discretion of the prosecuting attorney for the district upon showing by the enforcing agency of the seriousness of the particular alleged violation.

Criminal prosecution of CCSD Code violations as misdemeanors or infractions, however, is cumbersome and rarely if ever has been used. Also, although staff can be empowered to issue misdemeanor and infraction citations, the District has not done so and staff has not been trained in issuing citations, which technically can constitute an arrest and release based on a promise to appear in court. While the Sheriff's Department can be called when violations occur, they have discretion as to whether or not to issue a citation and generally are not familiar with the CCSD's ordinances and regulations. Therefore, while common code enforcement tools are criminal prosecution or civil lawsuits for nuisance abatement (which is also a cumbersome, expensive and time-consuming process), those approaches may not be effective for a community services district such as Cambria.

A third tool, however, is expressly available pursuant to State law: administrative enforcement through imposition of civil administrative fines and penalties in accordance with Government Code Section 53069.4. Cities and counties throughout the State have adopted civil administrative fine ordinances. Community service districts such as the CCSD are also authorized to use this statute and we are aware of other community service districts that have done so (for example, a copy of one such ordinance from the Cosumnes Community Service District is attached for reference).

In order to implement a civil administrative fine program, a process for administrative review of the citations must be established by ordinance and is subject to due process requirements. Typically, after receiving an administrative citation, local ordinances provide that the violator has the right to appeal to a hearing officer by filing an appeal within an enumerated number of days. Some agencies use independent hearing officers. While that may increase the perception of fairness to the appellant, such an approach incurs costs. Another approach used by many agencies is that review be by an agency employee. Typically, there are very few administrative hearings since the facts relating to violations are usually straightforward and easy to establish. It also should be noted that Government Code Section 53069.4 requires that anyone aggrieved by a decision of a hearing officer may seek judicial review in the Superior Court.

It should be emphasized that the main goal of any code enforcement effort is to seek voluntary compliance with the District's laws and regulations, and District staff is committed to always seeking voluntary compliance to resolve violations. However, when voluntary compliance is not achieved, other enforcement tools may be needed and adoption of a civil administrative citation ordinance would provide an effective way to address violations.

It is recommended that the Board of Directors discuss and consider directing staff and District Counsel to prepare an ordinance to add a civil administrative citation program to the CCSD Municipal Code to be brought back for Board consideration and adoption.

ATTACHMENTS:

1. Government Code Section 53069.4
2. Cosumnes Community Services District Ordinance 17

State of California

GOVERNMENT CODE

Section 53069.4

53069.4. (a) (1) The legislative body of a local agency, as the term "local agency" is defined in Section 54951, may by ordinance make any violation of any ordinance enacted by the local agency subject to an administrative fine or penalty. The local agency shall set forth by ordinance the administrative procedures that shall govern the imposition, enforcement, collection, and administrative review by the local agency of those administrative fines or penalties. Where the violation would otherwise be an infraction, the administrative fine or penalty shall not exceed the maximum fine or penalty amounts for infractions set forth in Section 25132 and subdivision (b) of Section 36900.

(2) (A) The administrative procedures set forth by ordinance adopted by the local agency pursuant to this subdivision shall provide for a reasonable period of time, as specified in the ordinance, for a person responsible for a continuing violation to correct or otherwise remedy the violation prior to the imposition of administrative fines or penalties, when the violation pertains to building, plumbing, electrical, or other similar structural or zoning issues, that do not create an immediate danger to health or safety.

(B) Notwithstanding subparagraph (A), the ordinance adopted by the local agency pursuant to this subdivision may declare commercial cannabis activity undertaken without a license as required by Division 10 (commencing with Section 26000) of the Business and Professions Code to be a public nuisance and provide for the immediate imposition of administrative fines or penalties for the violation of local zoning restrictions or building, plumbing, electrical, or other similar structural, or health and safety requirements if the violation exists as a result of, or to facilitate, the unlicensed cultivation, manufacturing, processing, distribution, or retail sale of cannabis for which a license is required. This subparagraph shall not be construed to apply to cannabis cultivation or activity that is lawfully undertaken pursuant to Section 11362.1 or 11362.5 of the Health and Safety Code, to commercial cannabis activity undertaken pursuant to a license under Division 10 (commencing with Section 26000) of the Business and Professions Code and applicable state regulations, or to a person exempt from licensure pursuant to Section 26033 of the Business and Professions Code.

(C) If a local agency adopts an ordinance that provides for the immediate imposition of administrative fines or penalties as allowed in subparagraph (B), that ordinance may impose the administrative fines and penalties upon the property owner and upon each owner of the occupant business entity engaging in unlicensed commercial cannabis activity and may hold them jointly and severally liable for the administrative fines and penalties.

(D) Administrative fines or penalties that are immediately imposed pursuant to an ordinance adopted under subparagraph (B) shall not exceed one thousand dollars ($1,000) per violation and shall not exceed ten thousand dollars ($10,000) per day. This subparagraph shall not be construed to limit the immediate imposition of larger fines that are otherwise authorized by applicable law and shall not be construed to limit administrative fines or penalties that are imposed after notice and a reasonable time to correct pursuant to subparagraph (A).

(E) An ordinance adopted pursuant to subparagraph (B) shall provide for a reasonable period of time for the correction or remedy of the violation prior to the imposition of administrative fines or penalties as required in subparagraph (A) if all of the following are true:

(i) A tenant is in possession of the property that is the subject of the administrative action.

(ii) The rental property owner or agent can provide evidence that the rental or lease agreement prohibits the commercial cannabis activity.

(iii) The rental property owner or agent did not know the tenant was engaging in unlicensed commercial cannabis activity for which a license was required and no complaint, property inspection, or other information caused the rental property owner or agent to have actual notice of the unlicensed commercial cannabis activity.

(F) A local agency that passes an ordinance pursuant to subparagraph (B) may refer cases involving unlicensed commercial cannabis activity to the Attorney General to undertake civil enforcement action pursuant to Chapter 5 (commencing with Section 17200) of Part 2 of Division 7 of, or Section 26038 of, the Business and Professions Code or any other applicable law.

(b) (1) Notwithstanding Section 1094.5 or 1094.6 of the Code of Civil Procedure, within 20 days after service of the final administrative order or decision of the local agency is made pursuant to an ordinance enacted in accordance with this section regarding the imposition, enforcement, or collection of the administrative fines or penalties, a person contesting that final administrative order or decision may seek review by filing an appeal to be heard by the superior court, where the same shall be heard de novo, except that the contents of the local agency's file in the case shall be received in evidence. A proceeding under this subdivision is a limited civil case. A copy of the document or instrument of the local agency providing notice of the violation and imposition of the administrative fine or penalty shall be admitted into evidence as prima facie evidence of the facts stated therein. A copy of the notice of appeal shall be served in person or by first-class mail upon the local agency by the contestant.

(2) The fee for filing the notice of appeal shall be as specified in Section 70615. The court shall request that the local agency's file on the case be forwarded to the court, to be received within 15 days of the request. The court shall retain the fee specified in Section 70615 regardless of the outcome of the appeal. If the court finds in favor of the contestant, the amount of the fee shall be reimbursed to the contestant by the local agency. Any deposit of the fine or penalty shall be refunded by the local agency in accordance with the judgment of the court.

(3) The conduct of the appeal under this section is a subordinate judicial duty that may be performed by traffic trial commissioners and other subordinate judicial officials at the direction of the presiding judge of the court.

(c) If no notice of appeal of the local agency's final administrative order or decision is filed within the period set forth in this section, the order or decision shall be deemed confirmed.

(d) If the fine or penalty has not been deposited and the decision of the court is against the contestant, the local agency may proceed to collect the penalty pursuant to the procedures set forth in its ordinance.

(Amended by Stats. 2023, Ch. 477, Sec. 1. (AB 1684) Effective January 1, 2024.)

ORDINANCE NO. 17
AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT ADOPTING AN ADMINISTRATIVE CITATION PROCESS

WHEREAS, California Government Code Section 53069.4 authorizes local jurisdictions to, by ordinance, make violations of the Cosumnes Community Services District's ("District") ordinances subject to an administrative fine or penalty; and

WHEREAS, California Government Code Section 61064 provides that any violation of a District rule, regulation, or ordinance is a misdemeanor, a citation may be issued for such violation and processed as an infraction, and the Board of Directors may confer on designated uniformed district employees the power to issue citations for misdemeanor and infraction violations of state law, city or county ordinances, or district rules, regulations, or ordinances when the violation is committed within a facility and in the presence of the District employee issuing the citation; and

WHEREAS, the enforcement of District ordinances is a matter of local concern and serves an important public purpose.

NOW, THEREFORE, the Board of Directors of the Cosumnes Community Services District does hereby ordain as follows:

SECTION 1. The Board of Directors hereby adopts the Administrative Citation Process set forth herein.

Article I. Administrative Citations.

1.1 Applicability.

This Ordinance provides for administrative citations, which are in addition to all other legal remedies, criminal or civil, which the District may pursue to address a violation of the District Code. Use of this ordinance is at the sole discretion of the District. This ordinance is authorized under Government Code Sections 53069.4 and 61064.

1.2 Definitions.

“Administrative Citation” means a document issued by an Enforcement Officer to a person violating the provisions of the District Code.

“Administrative Order” means an order issued by a Hearing Officer after a hearing requiring a responsible person to correct violations, abate a public nuisance, pay administrative fines, civil penalties, and/or administrative costs, or authorize the District to abate a public nuisance, impose an Assessment Lien, or take any other action authorized by the District Code.

“Assessment Lien” means a lien recorded with the Sacramento County Recorder’s Office, or a special assessment filed with the Sacramento County Auditor-Controller’s Office, for the purposes of collecting outstanding administrative citation fines, civil penalties, and administrative costs imposed as part of a cost recovery, or administrative or judicial code enforcement action.

“Book of Fees” means the District’s Book of Fees Schedule, as initially adopted by Resolution No. 2021-23 on May 19, 2021, and as amended from time to time.

“Department Head” means the Department Head for each District department and any of their designated agents or representatives.

“District Code” means all District ordinances, rules, and regulations subject to enforcement under Government Code Section 61064, and any State or local laws applicable to the District.

“Enforcement Officer” means any person authorized by the District to enforce violations of the District Code including, without limitation, the Department Heads, fire prevention personnel, park rangers, and any employee designated by the General Manager.

“Hearing Officer” means a person designated by the General Manager or their designee to preside over administrative hearings.

“Notice of Satisfaction” means a document or form, which indicates that all outstanding civil penalties and costs have either been paid in full, or that the District has negotiated an agreed amount, or that a subsequent administrative or judicial decision has resolved the outstanding debt.

“Notice of Violation” means a written notice that informs a responsible person of District Code violations on the subject property in accordance with Section 1.3.

“Responsible person” means a person who a Department Head determines is responsible for causing, permitting, or maintaining a public nuisance or a violation of the District Code. The term “responsible person” includes, but is not limited to, an Owner or person with a legal interest in the subject property, person in possession of the subject property, or person that exercises custody and control over the subject property.

“Shall” is mandatory and “may” is permissive. However, the use of the word “shall” in this Ordinance is not intended and does not impose any mandatory duty to third parties by the District, its board, officials, agents, or employees, and is not intended and does not impose any liability on the District, its board, officials, agents, or employees.

1.3 Administrative Enforcement Authority.

A. If a violation pertains to building or other structural issues that do not create an immediate danger to health or safety, the District shall provide a reasonable period of time, as determined in the District's sole discretion, for the person responsible for a continuing violation to correct or otherwise remedy the violation before the imposition of an administrative citation or penalty under this Ordinance.

B. Before issuing an Administrative Citation, the enforcement officer shall give a Notice of Violation to the person responsible in accordance with Section 1.10. The Notice of Violation shall state:

1. the date and location of the violation;
2. the section(s) of the code violated;
3. a description of the violation(s);
4. the actions required to correct the violation(s); the time period allowed for correcting the violation(s);
5. a statement that an administrative citation may be issued each day after the time for correction has passed, if correction is not completed;
6. the amount of the fine if an administrative citation is issued; and
7. either a copy of this chapter or an explanation of the consequences of noncompliance and a description of the hearing procedure and appeal process.

C. The Enforcement Officer shall allow at least fifteen (15) calendar days from the date the first (1st) notice is sent for compliance with the notice. If the nature of the condition is such that compliance is very complicated or expensive, and the condition is not an immediate threat to health or safety, the Enforcement Officer may extend the compliance period to thirty (30), sixty (60) or ninety (90) days, depending upon the circumstances and in the Enforcement Officer's reasonable discretion.

D. If the Enforcement Officer determines that all violations have been corrected within the time specified in the notice, no further action shall be taken.

1.4 Administrative Citation.

A. Authority. Enforcement Officers have the authority and powers necessary to determine whether a violation of the District Code exists and the authority to take appropriate action to gain compliance with the provisions of the District Code. These powers include the power to issue Notices of Violation, Administrative Citations, the power to inspect public and private property, and use the administrative remedies which are available under the District Code.

B. Contents of Citation. An Administrative Citation shall contain the following information:

1. The date of the violation, or date the violation was observed;

2. The address or a definite description of the location where the violation occurred;
3. The section of the District Code violated and a description of the violation;
4. The amount of the fine for the violation;
5. A description of the fine payment process, including a description of the time within which, and the place to which, the fine shall be paid;
6. An order prohibiting the continuation or repeated occurrence of the violation described in the citation;
7. A description of the Administrative Citation review process, including the time within which the Administrative Citation may be contested and the place from which a request-for-hearing form may be obtained to contest the citation; and
8. The name and signature of the Enforcement Officer.

C. Delivery of Citation. The Administrative Citation shall either be delivered in accordance with Section 1.10 to the person responsible for the violation.

1.5 Abatement Procedure

A. Purpose. The Board of Directors finds that it is necessary to establish appropriate procedures for the administrative and summary abatement of public nuisances and code violations. The procedures established in this Section 1.5 are in addition to any other legal remedy, criminal or civil, established by law or District Policy which may be pursued to address violations of the District Code.

B. General Procedures. Whenever the Department Head determines that public or private property or any portion of public or private property is a public nuisance under the District Code, the Department Head shall comply with the abatement notice and procedures adopted by the Board of Directors through District Policy.

C. Abatement of Nuisance. Once a Department Head has complied with the procedures for noticing a nuisance and the time for compliance has lapsed, if the violation remains, the nuisance conditions may be abated by District personnel or by a private contractor. The Board of Directors shall set forth the process for abatement by District Policy.

D. Authority. Whenever the Department Head determines that an imminent health and safety hazard exists that requires immediate correction or elimination, the Department Head may exercise any and all powers authorized by federal, state, or local law without prior notice to the responsible person, including but not limited to the following:

1. Order the immediate vacation of any tenants and prohibit occupancy of the subject property until all repairs are completed;
2. Post the premises as unsafe, substandard, or dangerous;
3. Board, fence, or secure the building or site;
4. Raze and grade that portion of the premises or site to prevent further collapse and remove any hazard to the general public;

5. Make any minimal emergency repairs as necessary to eliminate any imminent health and safety hazard; or
Take any other action as appropriate under the circumstances.

1.6 Amount of Fines.

A. Purpose. The Board of Directors finds there is a need to recover costs incurred by the District in its code enforcement efforts, including time spent by District personnel inspecting and reinspecting properties throughout the District, preparing and posting notices as required under the District Code, and preparing for and conducting administrative hearings. The Board finds that the assessment of fines pursuant to this Ordinance is an appropriate method to recover costs incurred for the additional work that is undertaken by District staff when a responsible person fails to voluntarily correct code violations on their property in a timely manner.

B. Maximum Amount of Fine. The maximum amount of the fine for each violation imposed under this Ordinance shall be established in the Book of Fees, which may be amended from time to time by resolution. The schedule of fines shall specify:

1. Any increased fines for repeat violations of the same code provision by the same person within a twelve (12) month period; and

2. Any late payment charges imposed for the payment of a fine after its due date.

C. Additional Amounts. Administrative costs, interest, late payment charges, re-inspections fees, and collection costs are in addition to the fines.

D. Factors in Establishing Fine.

1. *Enforcement Officer*. When preparing the Administrative Citation, the Enforcement Officer shall set the fine at the maximum fine established by the Book of Fees.

2. *Hearing Officer*. Upon request before or at the hearing, the Hearing Officer may, in their sole discretion, reduce the amount of the fine based on the following factors: a) the duration of the violation; b) the frequency, recurrence and number of violations, related or unrelated, by the same violator; c) the seriousness of the violation; d) the good faith efforts of the violator to come into compliance; and e) the impact of the violation on the community.

1.7 Payment of Fines.

A. Due Date. The fine shall be paid to the District within thirty (30) days from the date of the Administrative Citation. The District General Manager or their designee may suspend the imposition of fines for any period of time during which the violator has filed for necessary permits, and such permits are required to achieve compliance, and the permit applications are actively pending before the appropriate governmental agency.

B. Refund. The District shall refund a fine paid if the hearing officer determines, after the hearing, that the person charged in the citation was not responsible for the violation or that there was no violation as charged.

C. Further Violations Not Excused. Payment of a fine under this Ordinance shall not excuse or discharge any continuation or repeated occurrence of the code violation.

D. Late Payment. A person who fails to pay to the District any fine imposed under this Ordinance on or before the due date is liable for payment of any applicable late payment charges set forth in the Book of Fees.

1.8 Recovery of Administrative Citation Fines and Costs.

A. A person who fails to pay any fine or other charge owed to the District under this Ordinance is liable in any action brought by the District for all costs incurred in securing payment of the delinquent amount, including, but not limited to, administrative costs and attorneys' fees. Such collection costs are in addition to any fines, interest, and late charges.

B. In addition to the administrative citation fine, the District may collect its administrative costs, interest, late payment charges, costs of compliance re-inspections, and collection costs.

C. The District may collect any past due administrative citation fine and other costs and charges by any available legal means.

1.9 Recovery of Abatement Costs.

A. The total costs for abating a declared nuisance, as described in Section 1.5, shall constitute a special assessment against the respective lot or parcel of land to which it relates, and upon recordation in the office of the county recorder of a notice of lien, as so made and confirmed, shall constitute a lien on the property for the amount of such assessment.

After such confirmation and recordation, a certified copy of the Board of Director's decision shall be filed with the county auditor-controller on or before August 1st of each year, whereupon it shall be the duty of the auditor-controller to add the amounts of the respective assessments to the next regular tax bills levied against and respective lots and parcels of land for

municipal purposes and thereafter the amounts shall be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary municipal taxes. All laws applicable to the levy, collection and enforcement of municipal taxes shall be applicable to such special assessment. In the alternative, after such recordation, such lien may be foreclosed by judicial or other sale in the manner and means provided by law.

Such notice of lien for recordation shall be in form substantially as follows:

Notice of Lien

(Claim of the Cosumnes Community Services District)

Pursuant to the authority vested by Ordinance No. _____, the General Manager of the Cosumnes Community Services District did on or about the _____ day of _____, 20_____, cause the property hereinafter described to be rehabilitated or the building or structure on the property hereinafter described, to be repaired or demolished in order to abate a public nuisance on said real property; and the Board of Directors of the Cosumnes Community Services District did on the _____ day of _____, 20_____, assess the cost of such hereinafter described; and the same has not been paid nor any part thereof; and that the Cosumnes Community Services District does hereby claim a lien on such rehabilitation, repair or demolition in the amount of said assessment, to wit, the sum of $_____, and the same, shall be a lien upon said real property until the same has been paid in full and discharged of record.

The real property hereinabove mentioned, and upon which a lien is claimed, is that certain parcel of land lying within the District's jurisdiction and being in the (City of Elk Grove/Galt or unincorporated land in County of Sacramento), County of Sacramento, State of California, and particularly described as follows:

_____

_____

_____

(description)

Dated this _____ day of _____, 20_____.

_____

General Manager

B. Once payment in full is received for the outstanding civil penalties and costs or the amount is deemed satisfied pursuant to a subsequent administrative or judicial order, the Department Head shall, within ten days from the date payment is made or decision is final, record a notice of satisfaction with the Sacramento County recorder's office. The notice of satisfaction shall include the same

information as provided for in the original Assessment Lien. Such notice of satisfaction shall cancel the Assessment Lien.

1.10 Notices.

A. Method of Service. The Administrative Citation and all notices required to be given by this Ordinance shall be served on the responsible party either by personal service or by certified mail, return receipt requested.

B. Real Property. When real property is involved in the violation, the Notice of Violation, the Administrative Citation, and all notices required to be given by this Ordinance shall be served on the responsible party and, if different, to the property owner at the address as shown on the last equalized County assessment roll. If service in accordance with Section 1.10(A) on the property owner is unsuccessful, a copy of each notice and the citation shall be conspicuously posted at the property which is the subject of the violation. The District may, in its discretion, also serve notice on a tenant, a mortgagor, or any other person having an interest in the property.

C. Failure to Receive Notice. The failure of a person to receive a required notice shall not affect the validity of any proceedings taken or fines imposed under this Ordinance.

Article II. Administrative Hearing.

Section 2.1 Administrative Hearing Procedures

A. Procedures. These sections establish the procedures for the use of Hearing Officers and the procedures governing administrative hearings.

B. Qualifications of Hearing Officer. District Counsel shall promulgate rules and procedures as are necessary to establish a list of qualified persons who are capable of acting on behalf of the District as hearing officers.

C. Appointment of Hearing Officer. Hearing officers presiding at administrative hearings shall be appointed by District Counsel and compensated by the District. District Counsel shall develop policies and procedures relating to the appointment and compensation of hearing officers.

D. Disqualification of Hearing Officer. Any person designated to serve as a hearing officer is subject to disqualification for bias, prejudice, interest, or for any other reason for which a judge may be disqualified in a court of law. Rules and procedures for the disqualification of a hearing officer shall be promulgated by District Counsel.

E. Powers of Hearing Officer.

1. The hearing officer may continue a hearing based on good cause shown by one of the parties to the hearing or if the hearing officer independently determines that due process has not been adequately afforded.

2. The hearing officer, upon receipt of a written request which is submitted no later than five days before the hearing, shall subpoena witnesses, documents, and other evidence where the attendance of the witness or the admission of evidence is deemed necessary to decide the issues at the hearing. All costs related to the subpoena, including witness and mileage fees shall be borne by the party requesting the subpoena. District Counsel shall develop policies and procedures relating to the issuance of subpoenas in administrative hearings, including the form of the subpoena and related costs.

3. The hearing officer has continuing jurisdiction over the subject matter of an administrative hearing for the purposes of granting a continuance, ensuring compliance with an administrative order, modifying an administrative order, or where extraordinary circumstances exist granting a new hearing.

4. The hearing officer has the authority to require the responsible person to post a code enforcement performance bond to ensure compliance with an administrative order.

F. Failure to Obey Subpoena. It is unlawful for any person to refuse to obey a subpoena issued by a hearing officer.

Section 2.2 Procedures for Requesting an Appeals Hearing

A. A person served with an administrative citation may file an appeal within ten calendar days from the service of the notice:

B. The appeal shall be made in writing stating the grounds for the appeal and filed with the Department Head on or before the tenth day after service and shall be accompanied by the appeal fee as adopted by the Board of Directors.

Section 2.3 Procedures for notification of administrative hearing

A. Where an administrative remedy or proceeding provides for an appeal procedure, the Department Head shall request the District Counsel to appoint a hearing officer and to schedule a day, time, and a place for the hearing.

B. Written notice of the time and place of the hearing shall be served at least ten calendar days prior to the date of the hearing to the responsible person.

C. The format and contents of the hearing notice shall be in accordance with rules and policies promulgated by District Counsel.

D. The notice of hearing shall be served by any of the methods of service listed in this Ordinance.

Section 2.4 Procedures at administrative hearing

A. Administrative hearings are intended to be informal in nature. Formal rules of evidence and discovery do not apply. The procedure and format of the administrative hearing shall follow the procedures promulgated by the District Counsel.

B. The District bears the burden of proof at an administrative hearing to establish the existence of a violation of the District Code.

C. The standard of proof to be used by the hearing officer in deciding the issues at an administrative hearing is by a preponderance of the evidence.

D. Each party shall have the opportunity to cross-examine witnesses and present evidence in support of his or her case.

Section 2.5 Failure to attend administrative hearing

Any responsible person who requests a hearing or whose actions are the subject of an administrative hearing and who fails to appear at the hearing is deemed to have waived the right to a hearing and the adjudication of the issues related to the hearing, provided that the hearing was properly noticed.

Section 2.6 Administrative order

A. The decision of the hearing officer shall be entitled “Administrative Order” and shall be issued in accordance with this Ordinance and District Code.

B. Once all evidence and testimony are completed, the hearing officer shall issue an administrative order, which affirms, modifies, or rejects the Department Head’s action.

C. The hearing officer may issue an administrative order that requires the responsible person to cease from violating the District Code and to make necessary corrections within a specific time frame.

D. As part of the administrative order, the hearing officer may establish specific deadlines for the payment of penalties and costs and condition the total or partial

assessment of civil penalties on the responsible person's ability to complete compliance by specified deadlines.

E. The hearing officer may issue an administrative order, which imposes additional civil penalties that will continue to be assessed until the responsible person complies with the hearing officer's decision and corrects the violation.

F. The hearing officer may schedule subsequent review hearings as may be necessary or as requested by a party to the hearing to ensure compliance with the administrative order.

G. The administrative order shall become final on the date of service of the order.

H. The administrative order shall be served on all parties by any one of the methods listed in this Ordinance.

Section 2.7 Failure to comply with the administrative order.

A. After the Hearing Officer issues an administrative order, the Department Head shall monitor the violations and determine compliance.

B. Upon the failure of the responsible person to comply with the terms and deadlines set forth in the administrative order, the Department Head may use all appropriate legal means to recover the civil penalties, administrative costs, and obtain compliance with the administrative order, including seeking an injunction.

C. Failure to comply with an administrative order constitutes a misdemeanor.

Section 2. No Mandatory Duty of Care. This ordinance is not intended to and shall not be construed or given effect in a manner that imposes upon the District or any officer or employee thereof a mandatory duty of care towards persons and property within or without the District, so as to provide a basis of civil liability for damages, except as otherwise imposed by law.

Section 3. CEQA. The adoption of this Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), which provides that CEQA only applies to projects which have the potential for causing a significant effect on the environment. Where it can be determined that the proposed project will not have a significant adverse effect on the environment, the project is not subject to CEQA. This Ordinance would establish a program to allow for code enforcement and does not propose nor authorize any action that would have the potential to cause a significant adverse effect on the environment. Thus, it can be established with certainty that this Ordinance will not have a significant adverse effect on the environment and is therefore not subject to CEQA. Pursuant to the foregoing, a Notice of Exemption has been prepared and completed in accordance with CEQA.

Section 4. Severability. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid

provision or application, and to this end the provisions of this Ordinance are severable. This Board of Directors hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

Section 5. Effective Date, Expiration and Publication. This Ordinance shall take effect thirty (30) days after its adoption. In lieu of publication of the full text of the ordinance, within fifteen (15) days after its passage, a summary of the ordinance shall be published at least once in a newspaper of general circulation published and circulated within the Cosumnes Community Services District.

PASSED AND ADOPTED this 2nd day of February 2022 by the following vote:

AYES: **Albiani, Brewer, Fuentes, Luttrell, Moreno**
NOES: **None**
ABSENT: **None**
ABSTAIN: **None**

Jaclyn Moreno
President

ATTEST:

Elenice Gomez
District Clerk

APPROVED AS TO FORM:

Sigrid Asmundson
District Counsel

Report on January 23, 2024, Finance Standing Committee meeting, for February 8, 2024, CCSD Board Agenda

The January 23, 2024, Regular Meeting of the Finance Standing Committee was held at the Veterans Memorial Hall in person and via Zoom.

Committee Chair Tom Gray **called the meeting to order** at 10 a.m.

Present were Mr. Gray, Vice Chair Cheryl McDowell and Committee members David Pierson, Karen Chrisman and Scott McCann. Committee member Keith Hinrichsen was absent. Staff present were CCSD General Manager Matthew McElhenie (via Zoom) and Administrative Department Manager Denise Fritz.

Ad hoc subcommittees reported as follows:

For the Ad Hoc Subcommittee on Cash Reserve Policy, Ms. Chrisman reported that there was no activity by the subcommittee since the last Finance Committee meeting. However, she said the subcommittee planned to meet in the week after this Committee meeting and once after that to prepare a report and recommendations that she expect to present to the Committee at its February 27 regular meeting. She asked if the Policy Committee would also have to consider the Reserve Policy issue before the Board takes it up. Chair Gray said the Board could make that decision once it receives the report and recommendation from the Finance Committee.

There was no new activity to report form the Ad Hoc Subcommittee on Budget Policy. Chair Gray noted that the subcommittee's work is on hold until Staff can begin providing it with data needed to prepare data-based recommendations on allocation of administrative expenses.

Reporting for the Revenue Enhancement Ad Hoc Subcommittee, Mr. Pierson reported that subcommittee has continued research into incorporation and is considering a recommendation to pursue a possible benefit assessment district aimed at financing maintenance of the Fiscalini Ranch Preserve, as well as a recommendation to begin the process of incorporation. The verbal report was accompanied by a written draft report and a "Pros and Cons: handout on incorporation.

Mr. Pierson explained how the benefit assessment process would work, including the mail-in voting by affected properties and the weighting of votes by level of benefit.

Public Comment was made by Crosby Swartz, Laura Swartz, Jeff Hellman (in person), and Tina Dickinson. General Manager McElhenie also commented on his discussion with the Rob Fitzroy, the executive officer of the Local Agency Formation Commission. He reported that his conversations dealt with the question of how much an incorporated Cambria would depend on the Transient Occupancy Tax (TOT). He said it was his impression that Mr. Fitzroy was skeptical of the feasibility of incorporation, but that LAFCO would not stand in Cambria's way.

Chair Gray asked about a statement in the subcommittee's draft report that the cost-sharing between the CCSD the Friends of the Fiscalini Ranch Preserve (FFRP) for maintenance of the Preserve needed to be spelled out in detail. He suggested that the final draft report have more information on cost-sharing opportunities such as this one.

Ms. Fritz noted that the CCSD does have a structural deficit problem in its General Fund, and that it is important to continue investigate revenue enhancement strategies as the subcommittee is doing.

Mr. Pierson said the committee will meet again in February and have a final draft with supporting documents ready for the Committee's Regular Meeting next month.

In Co**mmittee Member Communications**, Mr. Pierson said the Committee member Pierson asked if Brown Act training could be scheduled for those new members of the standing committees. Chair Gray stated he would look into getting it scheduled.

On the **Consent Agenda**, the Committee approved the November 28, 2023, Special Meeting Minutes by a vote of 4-0.,

In **Regular Business**, the Committee considered the second quarter budget report and staff recommendation. Ms. Fritz reviewed the changes to the budget recommended in her report. The updated CIP format will be introduced as part of next year's budget.

The report was approved for recommendation to the CCSD Board by a vote of 4-0.

In **Future Agenda Items**, Chair Gray and Ms. Fritz noted that following topics are slated for the February 27 Committee meeting:

- Consideration of the report from the Ad Hoc Subcommittee on Cash Reserve Policy
- Receipt of a report from the CCSD investment advisors
- Consideration of the draft report from the Ad Hoc Subcommittee on Revenue Enhancement.

The meeting **was adjourned** by Chair Gray at 11:19 a.m.

--Respectfully submitted by
Tom Gray, Chair, Finance Standing Committee
February 8, 2024

To: CCSD Board of Directors

From: Debra Scott, Chair, Policy Committee

Re: Regular Meeting, Thursday, January 25, 2024

The Policy Committee Meeting was called to order at 3:00 pm at the Cambria Veterans Hall by the Chairperson.

A quorum was established by the attendance of Committee Members: Gordon Heinrichs, Vice Chair, Donn Howell, Secretary, Ted Key, and James Townsend, committee members. Committee member, Claudia Harmon-Worthen was not present at the meeting. Staff present was Haley Dodson, Confidential Administrative Assistant, Matthew McElhenie, General Manager, Jim Green, Utilities Department Manager, and Tristan Reaper, Program Manager.

Rick Davega and Harry Farmer were present as public members. No public members were present via Zoom.

CHAIRMAN'S REPORT: Chairperson Scott gave a short report and provided an update on the Whistleblowing Policy, Purchasing Policy, Social Media Policy, and Internet & Email Policy.

AD HOC SUBCOMMITTEE REPORT(S)

There were no Ad Hoc Committee Reports.

COMMITTEE MEMBER COMMUNICATIONS

Ted Key spoke about everyone following the Wind Farm information from the NCAC meeting.

PUBLIC COMMENT: There was no comment from the public.

CONSENT AGENDA: The December 28, 2023 Regular Meeting Minutes were approved, with one edit to remove the time under 4A.

REGULAR BUSINESS:

4.A Review and Discussion of the CCSD-Owned Vehicle Policy

Jim Green and Tristan Reaper were present and led the discussion. The Committee held a discussion and offered suggestions for edits. There were multiple inputs and questions from Rick Devaga. Jim Green will bring it back to the next Policy Committee meeting.

Public Comment: Rick Davega

4.B. Review, Discussion, and Consideration of Draft CSDA Policy 1045 Legal Counsel and Auditor

Chairperson Scott presented the revisions given to the Committee by Timothy Carmel. Vice Chair Heinrichs stated that he had some information he would like added to the policy regarding closed sessions. Chairperson Scott asked him to provide his revisions in writing and forward them to her for further consideration. This item will be on the next agenda.

4.C. Review, Discussion, and Consideration of CCSD 2024/25 Summary of Management Objectives

General Manager Matthew McElhenie commented on this item. He explained where we are headed with the objectives, and after we have the Strategic Plan workshop, there will be more information to come to the Committee. Chairperson Scott stated this will be continued to the March meeting.

4.D. Review, Discussion, and Consideration of the CSDA Policy 1055 Legislative Advocacy Policy

This item was continued.

4.E. Discussion of Examples of Private Messages Sent to CCSD Staff on Social Media Platforms

The Committee reviewed the private messages sent to CCSD staff on social media platforms and thanked staff for the information**.**

5. FUTURE AGENDA ITEMS

The Committee verbalized some future agenda items to be considered. They included:

- CCSD-Owned Vehicle Policy
- Draft CSDA Policy 1045 Legal Counsel and Auditor
- CSDA Policy 1055 Legislative Advocacy Policy
- CCSD 2024/25 Summary of Management Objectives (March)

The Policy Committee Meeting was adjourned at 5:03 pm.

Friends of the Fiscalini Ranch Preserve 2024 Annual and January 20th, 2024 monthly meeting summaries

In attendance at the Annual 2024 FFRP meeting were Chair John Nixon, Vice Chair Tom Loganbill, Secretary Mark Larsen, Treasurer Mary Maher, Executive Director Kitty Connolly assistant to the ED Barbara Beuche, Directors Joyce Renshaw, Dianne Anderson, Jose Luis Sanchez, Rusty Burns, CCSD Facilities and Resources Supervisor David Aguirre, and CCSD Board Director and FFRP liaison Harry Farmer.

The meeting was called to order by Chair Nixon at 10:02 AM. The meeting is taking place at the Cambria Center for the Arts Green Room, the first in person meeting in nearly four years following dozens of Zoom meetings as a result of the Covid pandemic. There were some brief casual positive comments about the art work throughout the Center, much of it by local artists. This was followed by official business, starting with approval of the minutes of the 2023 Annual meeting. The motion to do so was made by Joyce Renshaw, seconded by Mary Maher, and unanimously approved by the Board. There were no changes suggested in the Agenda, and no public comment.

This was followed by a Discussion of proposed changes to the Bylaws. Essentially, only minor revisions were made. Dianne Anderson highlighted the importance of increased involvement by Board members in the operation of FFRP, and Chair Nixon remarked on the potential for Conflict of Interest if FFRP Board members were also involved with other non profits, local or otherwise. The motion was made by Ms Renshaw and seconded by Rusty Burns to accept the Bylaws as revised, which was unanimously approved by the Board.

Next were Nominations and Elections of Directors and Officers for Fiscal year 2024. There were three open seats and three applicants for these seats, as well as four Directors eligible for reelection. Two of the three applicants were present, Cathleen Campe and Shari Robasciotti, who briefly introduced themselves, but did not stay for the remainder of the Annual meeting. The other applicant, Marvin Josephson, was out of town and not available. Nominations Committee member Renshaw stated that all were “highly qualified”, and other affirming comments were made as well. In addition, four Board members were up for reelection: Dianne Anderson, Rusty Burns, Bob Detweiler and Sheryll Ebbs. Ballots were passed around, marked and returned to Chair Nixon, with unanimous approval for all.

Nomination for Officers was then made by Joyce Renshaw: Dianne Anderson for Chair, Tom Loganbill to return as Vice Chair, former Chair John Nixon to assume the role of Secretary, and Mary Maher to return as Treasurer. Motion to approve was seconded by Jose Luis Sanchez, and unanimously approved by the Board.

The next order of business was Discussion and Adoption of the 2024 Goals and Objectives. First, Executive Director Connolly suggested a change in a portion of Goal #5, recommending an increase in the number of visits to the FFRP shop/office on Main St by having more involvement by Board members, thereby increasing the days open each month. As to a segment of Goal #7; increasing the number of members by 10%, and membership income by 3%, it was recommended that more members be sought after, larger donations be encouraged, and that each Board member identify a legacy donor. New Chair Anderson requested an increased awareness of Goals by Board members. Mr Nixon stated that Objectives should be measurable, and the Strategic Plan be reviewed later in this coming year. Mary Maher made the motion to approve the recommended Objectives, which was seconded by Jose Luis and unanimously approved by the Board.

There was no Public Comment on Goals, Objectives, and Budgeting for 2024.

At this point time was taken to acknowledge the Board members leaving FFRP, Joyce Renshaw and Mark Larsen. Mark has been on the Board for six years, just having served as Secretary for two years, and Board

Chair the two years before that. Joyce has been serving on the Board since 2005, second only to Bob Detweeiler in seniority. During this time she'd served as Chair longer than anyone else, as well as initiating and leading the Docent program. Both Joyce and Mark were gifted with a remarkable creation titled "the Story of A Forest", a finely crafted work of art that unfolded to bear resemblance to a tree, with various comments attached to the trunk, limbs, branches and leaves. Joyce remarked that it was "just beautiful". Joyce was then given an additional tribute for her years of service, a wonderful painting on canvas of the recently completed Harootunian stone bench with two Raven perched upon it. Additional comments were then offered, with Mark reminding us that Joyce and her husband Ken provided the funding to bring Docents to the Ranch to help educate other volunteering docents as well as visitors of all ages and backgrounds. John then stated that Mark had also served as a "consulting attorney" to FFRP, providing invaluable advice, to which Joyce added, Mark "saved us a mint of money". Mary Maher then thanked John, about to take over as Recording Secretary, for his years of service as Board Chair.

At this point John followed up on a previous suggestion made by Tom Loganbill, saying it would be a good idea to take a group photo. The meeting was then adjourned at 10:48 AM.

Just prior to the beginning of the monthly meeting, Barbara Beuche returned from the Spot Cafe with the lunch meals previously ordered which were then greatly enjoyed by all.

Friends of the Fiscalini Ranch Preserve January 20, 2024 monthly Meeting summary

At 11:14 AM, the meeting was called to order by newly elected Board Chair Dianne Anderson. Everyone introduced themselves, including the two of the three new members in attendance, Shari Robasciotti and Cathleen Campe. Roll call was taken, with a motion to approve the Minutes of the December 12th, 2023 meeting made by Mary Maher, seconded by Tom Loganbill, and unanimously approved by the Board.

There was no Agenda Review, and no Public Comment was taken.

Executive Director Kitty Connolly then led Agenda Item IV, Matters for Decision, starting with the 2024 Budget. She said this Budget was very similar to the one discussed at the December 2023 meeting, with the biggest change being that fundraising was double what was anticipated in year 2023, and as a result, expectations for fundraising in the coming year should be increased. However, she added the 2024 Budget will be impacted once construction on the linking Boardwalk is begun.

The idea of hiring a part time Bookkeeper was discussed, as much as anything to lessen the burden on Treasurer Mary Maher. Ms Connolly also feels this move could assist in making FFRP, "more financially responsible". Mr Nixon remarked that three years ago the position for a bookkeeper was budgeted for but never acted upon. Ms Maher said she would assist in advertising the position, with the work demand being 15 hours a month. The motion to do so was made by Vice Chair Loganbill, seconded by Rusty Burns, with unanimous Board approval.

Treasurer Mary Maher then provided a follow up overview of the Vanguard Investments transition to Mercer discussed at the December monthly meeting. She stated that full information on this process was not available at this time, but it appears fee pricing in the coming months would be less than currently charged by Vanguard. Mary said that the Finance Committee met in early January, recommending that the Board accept the current transition, but evaluate again in six months. She added this appears to be a "low risk change". Chair Anderson confirmed this decision, stating that assessing the low risk options in six months would be, "the logical approach at this time." The motion to approve this decision was made by Rusty Burns, seconded by Mr Loganbill, and unanimously approved by the Board.

Next on the Agenda was Review and Approval of the revised Board Attendance Policy. Presently the Board meets 10 times a year, with a summer time meeting such as July not occurring due to many Board members traveling at that time, as well as no February meeting following the combination Annual/monthly Board meeting in January. If a Board member misses three or more meetings in a year, this could be cause for dismissal at the discretion of the Board. The member would still have the option of going on inactive status. Then stated was that all Directors must agree to abide by the Attendance Policy, and sign the Attendance Policy Document to that effect. Motion to approve was made by Mr Sanchez and seconded by Ms Maher. The Board unanimously approved the motion.

The next Agenda item for Decision was Review and Approval was the Conflict & Duality of Interest Policy. Mr Nixon remarked FFRP has had a "pretty rigid policy" regarding this matter. He added that if a Board member belongs to, or is considering joining, another non profit group, the conflicted member must reveal this, the process known as "full disclosure", followed by discussion of the Board. The member in question may not vote on the issue. Motion to approve was made by Mary Maher, seconded by Sheryll Ebbs, with unanimous Board approval.

The final Agenda Item for Decision was to Review and Approve 2024 Membership Levels. Currently the Membership amounts are $25, $50, $100, $500, and $1,000. FFRP membership has continued to increase in recent years, especially in 2023, and it was fairly quickly acknowledged that Membership levels should remain the same. The motion to approve was made by new member Shari Robasciotti, seconded by Tom Loganbill, and again unanimously approved by the Board.

Next on the Agenda were Matters for Discussion, beginning with the Report from Executive Director Kitty Connolly. Kitty informed the Board her and now former Chair John Nixon met with CCSD General Manager Matt McElhenie on December 19th to discuss the contracting for the Linking Boardwalk. Mr McElhenie proposed that formal approval be obtained by the CCSD Board of Directors after the item had been brought to the PROS (Parks, Recreation, and Open Space) Committee. Kitty requested the Item be offered for discussion at the next PROS meeting on January 31st, having been rescheduled from January 16th. A question was asked by a Board member if this was a public works project. It was stated that the Boardwalk is being entirely supported by private funds though it is on public land.
Information was then provided regarding caring for the Ranch, with the observation that the CCSD Facilities and Resources Department is responsible for Ranch maintenance, and that FFRP would pay for overseeing forest health and restoration. Noted was that on January 7th a Grant application for a Forest Health proposal was submitted to Cal Fire by the Fire Safe Council of San Luis Obispo to support 5 years of work on 74 acres of the Ranch. If the Grant were to be awarded, it would cover maintenance on the forested area of the ranch treated in 2019, and initial treatment on most all of the remaining forest. The Grant would cover planning, supervision, and labor, valued at about $250,000, and would both relieve CCSD of expenses, and FFRP of paying for the clearing of shaded fuel breaks.

CCSD Facilities and Resources Supervisor and Ranch Manager David Aguirre then provided his report, beginning with fuel reduction efforts, and the removal of dead or dying trees on the west Ranch, especially near houses adjacent to the Ranch. Thankfully the result was much chipping being done which then provide cover for trails to prevent erosion. He briefly touched on the issue of Ranch management expenses to be shared between CCSD and FFRP, and that he anticipated a positive outcome. He also expressed much appreciation for the assistance he's been receiving from FFRP volunteer Brian Morgan while his CCSD crew is presently short staffed. He also stated that while he's coming up on six months as F&R Supervisor, "it feels like two years", which engendered much laughter from all in attendance. David also acknowledged the contribution of Martin Garcia, long time employee who recently resigned, and that he'd had a recent helpful conversation with former F&R Supervisor and Ranch Manager Carlos Mendoza. In addition, David said he looked forward to providing

education on arboring and basic forest health techniques to his future employees. Finally, he commented on dogs off leash, that he'd witnessed this a couple of times a month, but he did not have the time to do patrolling and enforce the regulation that Dogs Must Be On Leash At All Times.
New Board Chair Dianne Anderson made a brief comment regarding the Board member Mentoring Policy especially applicable to those just installed. Joyce Renshaw, with 18 years of experience, offered to sit in with Jose Luis Sanchez to inform him of how to approach this issue. It was stated that this might be an action item at the next meeting in March.

Ms Connolly then suggested that perhaps someone might consider drawing up a Board Manual that would organize the roughly 30 documents applicable to the functioning of FFRP.
A short discussion led to general support for the concept, and that this should be an Item for discussion in March.

Education Committee head Sheryll Ebbs then began her report by giving gratitude to docents Duffy Burns, Brian Morgan, Steven Beck and Gil Eastman for the wonderful walks they led in 2023, commenting they were "great volunteers" who made "amazing contributions". She also expressed her thanks to Committee members Suzanne Fielder and Rusty Burns for the time and support they provided the Education Program. At this point Rusty recommended more of an effort be made to do Education Outreach in Spanish, and that he hoped to find a Spanish speaking docent. Board member Sanchez then offered his services which was gratefully acknowledged. Ms Ebbs gave an over view of 2023, stating 170 youngsters were involved this past year from current program participants Leffingwell High School, Santa Lucia Middle School, Cambria Grammar School, as well as various San Luis Obispo County Home School Programs and the Fresno Unified School District. She also commented on the possibility of the Santa Barbara School District becoming involved in the coming year, acknowledged the new partnership with the Audubon Society, and remarked on the Education Grant submitted in November. Then after talking about some of the docent walks already scheduled in the coming months, she once again expressed her appreciation and gave extra kudos to Brian Morgan for the assistance he provided the past year.

Mary Maher then provided her Finance Report. She first addressed the transition of FFRP's Investment firm Vanguard to Mercer Investments discussed at the December Board meeting, and the fee increase from $16,00 to $30,000 a year beginning October 2023. She was asked by the Board at that time to contact Vanguard about a fee structure reduction. Since then she consulted with our Vanguard representative and was told that there may be a potential for a fee reduction, but that information won't be available until the 2nd quarter of the year at the earliest after the sale is finalized. So at this point FFRP's investments will remain in the same funds and stay with Vanguard for at least 9-12 months. Mary then brought up Ellie Etter's concern expressed in December regarding a negative experience she had with a different Vanguard subsidiary sale. Since then Mary spoke to our Vanguard representative about this situation and was told that changes have been put in place to alleviate these issues. After the December meeting Ms Etter contacted a Fidelity Investment representative about using their services. The Finance Committee discussed this possibility and recommended we stay with Vanguard/Mercer and evaluate the situation in 6 months. The Committee also recommended the Board adopt the 2024 Budget. Also, FFRP was recently notified they will receive $75,000+ from the Schrum estate. And finally Mary reported November ended with FFRP having $4.73 million in long term investments, $682,000 in short term investments, and $61,000 in checking.

A brief Ranch Committee Report was provided by John Nixon. Presently the invasive weeding weekly happening is on hiatus for the winter. Also, as previously noted, Brian Morgan is working with F&R Supervisor David Aguirre's crew regarding Ranch maintenance. John also reported the weeding program attracted more new volunteers in 2023 than in years past.

Tom Loganbill began his report about the new bench off the Huntington Trail by acknowledging the unbelievably generous donation Barbara Harootunian gifted to FFRP back in 2014, and for whom the new bench is named. He showed photos of the very attractive, uniquely designed bench named for Ms Harootunian for which great feedback has been expressed by locals and visitors alike. He added that the use of decomposed granite at the base would prevent weeds growing underneath.

Sheryll Ebbs thanked Barbara for ordering, picking up and delivering the delicious food.

John Nixon suggested that soon the Board should determine who would like to serve on the various committees available at FFRP.

The meeting was then adjourned by Chair Anderson at 12:58 PM

The next FFRP meeting will be on Tuesday, March 12th at 4PM in person at the Cambria Center for the Arts Green Room, and via Zoom

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

January 12, 2024 Cambria Forest Committee Meeting summary

In attendance are CFC Chair Crosby Swartz, Secretary Christine Heinrichs, Treasurer Laura Swartz, and Director Julie Jorgensen. Also present are Park, Recreation and Open Space (PROS) Committee member Jeff Wilson, Upper Salinas-Las Tablas Resource Conservation District (US-LT RCD) Program Manager Spencer Gordon, California Native Plant Society (CNPS) representative Neil Havlik, and Cambria Community Services District (CCSD) Board Director and CFC liaison Harry Farmer.

The meeting was called to order at 10:04AM. Crosby began by stating that a reporter from the publication Get Outside recently contacted Ms Heinrichs to discuss fuel breaks, fire mitigation, etc, and asked for Christine to provide a local perspective on what it's like to live in an urban wildland interface area. Turns out Crosby wound up doing a phone interview with the reporter Taylor O'Connor, but he felt it was difficult to determine exactly what direction the article would take, but that he'd keep everyone posted once he heard the article had been published. Ms Taylor asked Crosby if photos of local wooded areas could be provided, but due to the vague nature of the discussion he was reluctant to do so. Christine then suggested that perhaps photos of the Fiscalini Ranch Preserve including both the woods and nearby homes would be helpful. Jeff Wilson then commented that Greenspace might have some pictures that may be of some use.

At this point Julie Jorgensen offered the opportunity to do a very well presented story on a subject such as this with CNN. Neil Havlik then suggested connecting with Bryant Baker, the Director of Conservation and Research for Las Padres Forest Watch who is also a naturalist and photographer. Discussion then took place regarding combining both a broad based as well as a local perspective in whatever story would be pursued. Julie then mentioned that she had been a senior producer at CNN for many years, and her husband has been a photographer with CNN for 40 years, so he could obviously provide a very professional touch. Laura thanked Julie for the offer, and said this could be a project for the Forest Committee to pursue in the coming months.

Jeff Wilson then remarked that perhaps a story on the use of sheep and goats in Strawberry Canyon having a lighter footprint regarding fuel reduction might be useful. Julie replied by saying something like this would make a great weekend story with a unique appeal. Laura wondered exactly what type of fuel reduction would these four legged creatures provide. Neil Havlik then spoke to his experience in the Bay area years ago as to the use of goats, stating that they ate everything, and when finished the one acre area "looked like a moonscape".

He also described what has taken place here in SLO county, with goats being used along San Luis Obispo creak bed to remove some vegetation, and then hand crews removing willow and other brush the goats wouldn't touch. He said, "goats are one of the tools in a tool box, but they're not the solution to everything."

Spencer Gordon then stated it could be good a good idea to combine efforts of US-LT RCD and CNPS in doing fuel reduction with sheep and goats, but the grant funding to do something of this nature is a bit down the road, perhaps in Fall 2024. Nevertheless, he is presently pursuing working with a contractor regarding fuel reduction and forest health on the Rancho marino project, and that goats would be rotated in and out to avoid any overgrazing that might be harmful. He added that presently there are a number of unknowns with the project..

Laura then provided the Treasurer's report, remarking that $100 had recently been added to the account courtesy of a generous Board member. However, the annual cost of the PO Box of $180 would soon need to be deducted.

Chair Swartz then began requesting Organization reports, starting with the Native Plant Society. Mr Havlik said a current priority of the NPS is watching the Dana Reserve project down in Nipomo, as well as keeping an eye on what's happening with the Las Padres National Forest. He then added that recently he's driven up Bridge St here in Cambria and observed the fuel reduction on the Covell Ranch, and was quite pleased with the thinning

work that's been done on the right side. He added how disappointed he'd been in the past with the work that had been done on the other side of the road, but was satisfied with what he's seen recently.
As for other reports, the Cambria Fire Safe focus Group did not meet in December, and FFRP Executive Director Kitty Connolly was not available due to illness. Crosby then read from the Greenspace report provided by their Executive Director Karin Argano, saying that their organization had applied for a Fire Safe Council Grant for the grazing done in Strawberry Canyon. She also reported a thousand trees had been planted on San Simeon State Park property in November. Spencer Gordon then provided a report on Rancho Marino, stating that shaded fuel break work would be done on Randall Road sometime this Spring, and he's in touch with the company Firestorm perhaps doing the work. They are a private agency that does fuel reduction, and If they receive the contract, they will be in charge of both doing the thinning and burning the resulting piles of debris. Spencer added both he and Rancho Marino Project Manager Keith Seydel would be on site to make sure the work would be done diligently and efficiently. Laura expressed her concern regarding the removal of cape ivy, and how if not not correctly this plant could spread even more. Spencer acknowledge this, said he'd had experience with this plant, and all precautions would be taken in this area.

Crosby Swartz then reported on a UC Berkeley 20m year study Fire and Fire Surrogates which compares the effects of prescribed burning, mechanical thinning, both burning and thinning, and no forest disturbance. There is a link to "The Fire and Fire surrogates Study Summary" on the Cambria Forest Committee web site.

Mr Havlik then reported on a presentation given at the California Native Plant Society annual conference a couple of years ago. The speaker was looking at the differences between the chaparral forest fires in southern California versus the "terrible ones' in the northern and central Sierras. His finding was that over the years fires had been suppressed and postponed, thereby creating a very dense forest of very weak trees, resulting in more intense fires. Neil then alluded to the size of trees that need to be cut for thinning also mentioned moments earlier by Crosby and Laura, and that he ultimately favored the removal of young trees. Crosby then questioned this philosophy, stating that cutting down of young trees means fewer trees in 20 years as the older trees slowly die. Laura observed that what is needed is a "happy compromise" from both sides regarding the thinning of older and younger trees. Crosby stated removing the "lesser trees" not in the best of health no matter what size is the best approach for improving forest health. Selling timber was at times part of this conversation, and again Crosby stated this process should not be based on profit, but what is best for the health of the forest. Essentially "do this process right, and the rest will take care of itself". Crosby ended the discussion by suggesting to look at the summary of the UC Berkeley Fire and Fire Service Study referenced earlier.

Laura then returned to the subject discussed earlier regarding a story being done by CNN. She said most important was to address the actual health of the forest in a factual and accurate fashion. Crosby added this would essentially be a one shot opportunity that would need to be scientifically correct.

Crosby then mentioned the Forest Committee is being given the opportunity to provide their thoughts at the monthly PROS meeting, so if anyone has any topics they feel should be addressed please let him know.

There was then a brief discussion of the Cambria Fire Department and their intention to revise the District's Fire Hazard/Fuel Reduction Program. At some point specific information will need to be obtained regarding this important topic. Crosby clarified that the properties involved would all be privately owned, including the Fern Canyon Preserve. Also, whether privately owned, or the CCSD has oversight over the property in question, the vegetation concerns are the same. He then added the need for the Land Conservancy of San Luis Obispo to oversee the Conservation Easement, and to be sure the CCSD efficiently and effectively utilizes their weed abatement program.

There were no further comments or future agenda items, and the meeting was adjourned at 10:57AM.

The next meeting of the Cambria Forest Committee will be Friday, February 9th at 10AM via Zoom.

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

Liaison Report to the CCSD Board from the January 17, 2024, NCAC Meeting

The NCAC held a meeting January 17 via Zoom. This report summarizes some of the more salient points discussed. For further detail, please visit the well-organized NCAC website:

- Agendas with written reports: https://www.ncacslo.org/meeting-agendas.
- Minutes: https://www.ncacslo.org/minutes-of-meetings.

Public/ Council Comment:

An oral report from Blake Fixler on behalf of Supervisor Gibson, discussing:

- The FEMA reimbursable Pine Knolls slope and road repair.
- Supervisor Gibson will be President of the California State Association of Counties.
- The BoS approved the revised Advisory Council Handbook.
- Updated planning priorities.
- The Special Meeting to establish an Independent Redistricting Commission.
- Lampton Cliffs, still receiving proposals to prepare design & construction documents.

An oral report from Matt McElhenie and Jim Green on the Water Reclamation Facility, with a very substantive Q&A session.

A brief discussion regarding Cambria's parking challenges.

Regular Public Agency Reports:

- CCSD Fire Chief: GM McElhenie introduced Michael Burkey as CCSD Fire Chief.
- Public Safety: the Sheriff's Department provided a written report and a brief summary.
- California Highway Patrol provided a written report.
- SLO County Planning: Kip Morais provided an oral report.
- CCSD: Michael Thomas provided a written report, and summarized a few areas of interest.
- Cambria Fire Safe Focus Group: Dave Pierson provided an oral report, noting State Farm has received approval to raise auto and home insurance rates by 21% and 20%, respectively, and the Insurance Commissioner has approved discounts on the CA Fair plan for homes with defensible space.

Guest Presentation by Sheri Hafer and Amanda Davis, with the REACT Alliance, regarding the negative impacts of the Offshore Wind Farm Projects.

Reports from Standing Committees and Special Interest Representatives:

- Traffic/ Transportation Committee: Kermit Johansson provided a written report, and discussed several proposed pedestrian safety improvement projects.
- Outreach Committee: Karen Chrisman reported over 1400 views on the Nextdoor post about tonight's meeting.

The next NCAC Meeting will be February 21, 2024, at 6:00 PM via Zoom.

Respectfully submitted,
Michael Thomas, CCSD Board of Directors