



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, July 13, 2023 - 1:00 PM

1000 Main Street Cambria, CA 93428

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

In person at:

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

AND via Zoom at:

Please click the link below to join the webinar:

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

Passcode: 107306

Or One tap mobile:

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

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

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

US: +1 669 444 9171 or +1 669 900 6833 or +1 346 248 7799 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860

Webinar ID: 826 0229 1818

International numbers available: <https://us06web.zoom.us/j/82602291818>

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

1. OPENING

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

C. Establishment of Quorum**D. President's Report****E. Agenda Review****2. ACKNOWLEDGEMENTS****3. BOARD MEMBER COMMUNICATIONS**

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

4. COMMISSION REPORT**A. PROS Chairman's Report****5. 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.

6. CONSENT AGENDA

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

A. Consideration of Adoption of Resolution 40-2023 Updating the Assignment of Banking Powers for Cambria Community Services District**B. Consideration to Advertise for an Open Position on the Finance Committee****7. REGULAR BUSINESS****A. Discussion and Consideration of Strategic Plan Update****B. Discussion and Consideration of Ad Hoc Committee Report for the Monthly Strategic Plan Update and Tracking Process****C. Discussion and Consideration to Change Strategic Plan Workshop Meeting Dates****D. Discussion and Consideration to Appoint an Ad Hoc Committee to Review Strategic Plan Workshop Process and Consider Options for a Workshop Facilitator****E. Discussion and Consideration of Reviewing Status of Policy Committee's Scope of Work and Consider Appointing a New Chairman****F. Discussion and Consideration of Approval of a Letter to Property Owners Regarding Use of Emergency Evacuation Routes****8. HEARINGS AND APPEALS****A. Discussion and Consideration of Modification of Project Description for the Water Reclamation Facility Coastal Development Permit Application****9. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS****A. Finance Committee's Report****B. Policy Committee's Report****C. Resources & Infrastructure Committee's Report****D. Other Liaison Reports and Ad Hoc Committee Reports**

10. 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

11. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

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


OFFICERS:

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

A PROCLAMATION OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT CONVEYING THE DISTRICT'S GRATITUDE AND APPRECIATION TO FIRE CAPTAIN JOHNATHON GIBSON UPON HIS RETIREMENT FROM THE DISTRICT

WHEREAS, Johnathon Gibson has served the District for 19 years in a professional and loyal manner; and

WHEREAS, Johnathon began employment in 2004 as a Reserve Firefighter; was promoted to Fire Engineer in 2005; was promoted to Fire Lieutenant in 2006; and in 2012 he was promoted to his current rank of Fire Captain; and

WHEREAS, Johnathon has represented the Cambria CSD Fire Department near and far by responding to thousands of emergency incidents, he deployed to several wildland campaign fires throughout the State of California throughout his career, and has served as a member of the San Luis Obispo County HAZMAT incident response team; and

WHEREAS, Johnathon has served the District as the Interim Fire Marshal and was involved in many public outreach and educational programs such as Fire Prevention Week, Fire Safe Town Hall meetings, and the local CERT team; and

WHEREAS, Johnathon has approached his job in a professional, skillful, and dedicated manner and with a strong commitment to serving this community; and

WHEREAS, the Board of Directors wishes to recognize Fire Captain Johnathon Gibson for the contributions he has made over his years of service to the District.

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

That the Board of Directors hereby recognizes the commitment, dedication, and loyalty of Fire Captain Johnathon Gibson and conveys its earnest appreciation and thanks for the many contributions he has made during his 19 years as an employee of the District.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of July, 2023.

Karen Dean
 Board President

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

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

Meeting Date: July 13, 2023

Subject: Consideration of Adoption of Resolution
40-2023 Updating the Assignment of
Banking Powers for Cambria
Community Services District

RECOMMENDATIONS:

Staff recommends that the Board of Directors adopt Resolution 40-2023 updating the banking powers authority.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

Staff recommends revising the assignment of banking powers by adopting Resolution 40-2023, which includes the following change:

- Add: Rachelle Benjamin, Administrative Technician III
- Remove: Finance Manager title

Attachments: Resolution 40-2023 & Exhibit A

RESOLUTION 40-2023
July 13, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
UPDATING THE ASSIGNMENT OF BANKING POWERS FOR
THE CAMBRIA COMMUNITY SERVICES DISTRICT

WHEREAS, the Cambria Community Services District (“CCSD”) has bank accounts at Pacific Premier Bank (“PPB”), as well as an investment account with the State of California Local Agency Investment Fund (“LAIF”); and

WHEREAS, PPB and LAIF require an adopted resolution specifying which banking powers are assigned to CCSD officials and staff; and

WHEREAS, it is necessary to update the assignment of banking powers for the CCSD’s bank and investment accounts.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cambria Community Services District that banking powers are hereby granted to the individuals listed in the attached Exhibit “A,” which is incorporated herein by this reference. This Resolution supersedes all previously adopted Resolutions relating to the assignment of banking powers.

PASSED AND ADOPTED this 13th day of July, 2023.

Karen Dean, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Administrative Analyst

Timothy J. Carmel
District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXHIBIT “A” TO RESOLUTION 40-2023
July 13, 2023
AUTHORIZED BANKING POWERS**

AGENT’S NAME AND TITLE OR POSITION

A	Karen A. Dean, Director
B	Debra Scott, Director
C	Harry Farmer, Director
D	Michael Thomas, Director
E	Thomas S. Gray, Director
F	Matthew McElhenie, General Manager
G	Denise Fritz, Administrative Dept. Manager
H	Rachelle Benjamin, Administrative Technician III
I	Raymond Dienzo, Utilities Department Manager/District Engineer
J	Vacant, Finance Specialist
K	Miriam Orozco, Administrative Technician III
L	Haley Dodson, Administrative Analyst – HR & IT
M	Justin Vincent, Fire Chief

Holder of Power	Description of Power	No. of Signatures Required
None	All Powers Listed.	N/A
F,I	Open any deposit or share account(s) in the name of the CCSD.	2
A,B,C,D,E,F,I,M	Endorse Checks and orders for the payment of money or to otherwise withdraw or transfer funds on deposit.	2
F,I	Upon receiving Board of Directors’ approval, borrow money on behalf and in the name of the CCSD, sign, execute and deliver promissory notes or other evidence of indebtedness.	2
F,I	Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a safe deposit box.	2
A,B,C,D,E,F,I	Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now or hereafter owned or acquired by the CCSD as security for sums borrowed, and to discount the same, unconditionally guarantee the payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	2

Holder of Power	Description of Power	No. of Signatures Required
F,G,I	Transfer LAIF funds into/out of CCSD bank accounts.	N/A
G,H,I,K	Issue stop-payment of checks and order for payment of money and like activities.	N/A
F,G,H,I,J,K,L	Make account inquires and deposits.	N/A
G,H,I,J,K,L	Pick up bank statements.	1
G,H,I,J,K	Recurring electronic payment of federal and California payroll taxes.	N/A
G,H,I,J,K	Recurring electronic payroll direct deposits.	N/A
G,H,I,J,K	Recurring electronic deposits into CCSD accounts.	N/A
G,H,I,J,K	Recurring electronic transfers between CCSD accounts.	N/A
G,H,I,J,K	Recurring manual transfers between CCSD accounts.	1

⁹
CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 13, 2023

Subject: Consideration to Advertise for an Open
Position on the Finance Committee

RECOMMENDATIONS:

Staff recommends that the Board consider advertising for an open position on the Finance Standing Committee position.

FISCAL IMPACT:

There are minimal costs associated with this action, which would include staff time and advertising expenses. The Tribune's publication cost is \$250 per ad.

DISCUSSION:

Cindy Steidel, Vice Chair of the Finance Committee, passed away on June 11, 2023. In accordance with the Cambria Community Services District (CCSD) Standing Committee Bylaws Section 2.3, staff recommends that the Board of Directors direct staff to advertise to solicit candidates to fill the vacant position. This vacancy will be advertised for a minimum of two weeks in the local newspaper, on the CCSD website, and posted on all CCSD public information bulletin boards. The attached application may be submitted to the CCSD administration office or drop boxes, mailed to CCSD, or emailed to Haley Dodson at hdodson@cambriacsd.org. The selected candidate will serve the remainder of the respective term, which expires on February 1, 2025. The Standing Committee Bylaws are attached for the Board's reference.

Attachments: CCSD Standing Committee Bylaws
Finance Committee Application



Cambria Community Services District Standing Committee Bylaws

1. SCOPE OF RESPONSIBILITY

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

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

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

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

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

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 The Finance Committee shall:

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

1.6.2 The Resources and Infrastructure Committee shall:

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

1.6.3 The Policy Committee shall:

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

2. COMMITTEE MEMBERS

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

3. COMMITTEE OFFICERS

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

4. COMMITTEE MEMBER GUIDELINES

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

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

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

6. **MEETINGS**

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

7. **PARLIAMENTARY AUTHORITY**

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

8. **AMENDMENTS TO BYLAWS**

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



FINANCE STANDING COMMITTEE APPLICATION

Deadline: Open until filled

If you are interested in serving the community as a Finance Standing Committee member, please complete this application and return it to:

- CCSD Administration Office during regular business hours
- CCSD Administration drop boxes located at 1316 Tamsen Street, Suite 201, Cambria, CA 93428
- Mail to CCSD, Attention: Haley Dodson, PO Box 65 Cambria, CA 93428
- Haley Dodson at hdodson@cambricsd.org

For more information about the Finance Standing Committee, please refer to the [CCSD website](#). The Political Reform Act (Government Code Section 82000, etc. Seq.) requires most state and local government officials and employees to publicly disclose their personal assets and income. Individuals must also disqualify themselves from participating in decisions which may affect their personal financial interests. Finance Standing Committee members are required by law to file a [Statement of Economic Interest form](#).

Name:

Home Address:

City:

State:

Zip Code:

Email:

Home Telephone:

Cell Telephone:

Are you a registered voter in Cambria?

I have been a registered voter at the address listed above since:

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

Signature:

Date:

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 13, 2023Subject: Discussion and Consideration of
Strategic Plan Update

RECOMMENDATIONS:

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

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

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

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

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

CCSD STRATEGIC PLAN

Adopted August 11, 2022

MISSION STATEMENT

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

CORE VALUES

(Not in Priority Order)

➤ SAFETY

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

➤ FISCAL RESPONSIBILITY

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

➤ CUSTOMER SERVICE

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

➤ RESPECT

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

➤ TEAMWORK

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

➤ TRANSPARENCY

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

CCSD STRATEGIC PLAN
Adopted August 11, 2022

THREE-YEAR GOALS
(2022-2025 Not in Priority Order)

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

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

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

CORE AREA: WATER SERVICES – WATER RECLAMATION FACILITY

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

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

CORE AREA: WASTEWATER SERVICES

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

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

CORE AREA: FIRE PROTECTION AND EMERGENCY SERVICES

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the October 20, 2022 Board meeting or earlier	General Mgr.	Hire the replacement for the retiring Fire Chief and report to the Board.	X			Recruitment process complete. Fire chief started work on 11/8.
2. May 11, 2023	Fire Chief and CCHD Ops Dir.	Update Multijurisdictional Hazard Mitigation Plan for Cambria. <ul style="list-style-type: none"> • Review and update the adopted Multi-Jurisdictional Hazard Mitigation Plan for Cambria. • Report results to CCSD Board for consideration and approval. 	X			
3. Summer 2023	CCSD Directors Tom Gray and Karen Dean (co-leads), working with the Fire Chief and the coordinator of the Fire Safe Focus Group	Update the CCSD Board to any and all changes to evacuation planning within the District. <ul style="list-style-type: none"> • Report on development of procedures for evacuation of residents needing extra help. • Report on development of evacuation routes. • Report on progress of safe haven locations. 		X		Report to the Board by committee report
4. Third Quarter 2023	Fire Chief, working with the General Mgr, District Counsel and Fire Safe Focus Group	Prepare and provide to the Board a Fire Prevention Plan for Cambria for Board consideration. <ul style="list-style-type: none"> • Provide organizational chart. • Provide defensible space ordinance. • Provide budget and funding alternatives for the plan. 		X		
5. Third Quarter 2023	Fire Chief	Report on the progress of implementing the Zonehaven System and the emergency alert system.			X	
6. November 2023	Finance Committee	Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund. <ul style="list-style-type: none"> • Review of Budget Policy. 		X		Finance subcommittee reviewing that policy. They hope to have a draft version to the board in November of 2023.

CORE AREA: FACILITIES AND RESOURCES

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the July 21, 2022 Board meeting	General Mgr.	Request the Board to appoint a Cambria Veterans' Memorial Hall ad hoc committee.	X			Completed at the 8/11 Board meeting.
2. At the October 20, 2022 Board meeting	Facilities and Resources Mgr. – lead, General Mgr, Finance Mgr.	Pursue identified and potential grant funding sources for Veterans' Hall capital improvement projects and report results to the Board.	X			Identified and applied for grant through T-Mobile - This T-Mobile grant was rejected
3. At the October 13, 2022 Board meeting	Facilities and Resources Mgr – lead, PROS Commission	Present to the Board for review and consideration the PROS Commission's recommended options for East Ranch recreational expansion.	X			
4.Third Quarter 2023	General Mgr., Facilities and Resource Mgr., working with a Board ad hoc committee	Define future use and funding for the Veterans' Hall <ul style="list-style-type: none"> • Seeking non-CCSD funding sources for maintenance and operations • Improving outreach to promote more community use • Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall • Review of rental rates 			X	Ad hoc committee assisting.
5.Third quarter 2023 First quarter 2024 First quarter 2024	District Engineer	Complete Skatepark project <ul style="list-style-type: none"> • Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark (completed 11.17.2022). • Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed. • Receive update from General Manager on status of grant in late 2023, early 2024. 			X X X	Subject to Planning Commission Approval in third quarter 2024. The final construction estimate is TBD. Land and Water Conservation Fund grant application submitted on 6/1/2023. Grant awards are expected in late 2025.

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

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.B.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 13, 2023

Subject: Discussion and Consideration of Ad Hoc Committee Report for the Monthly Strategic Plan Update and Tracking Process

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider the Ad Hoc Committee Report for the monthly Strategic Plan update and tracking process.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

An ad hoc committee consisting of Directors Scott and Thomas was tasked with reporting on six-month Strategic Plan Objectives that have been identified as being met. Staff recommends that the Board of Directors discuss and consider the Ad Hoc Committee Report for the monthly Strategic Plan update and tracking process.

Attachments: D, Scott's Report
M, Thomas' Reports

**CCSD SIX-MONTH STRATEGIC OBJECTIVES
FROM THE STRATEGIC PLAN (SP)
OBJECTIVES (WHAT) THAT HAVE BEEN IDENTIFIED AS
HAVING BEEN MET AS OF 6/1/2023**

June 2022 – June 2023

CORE AREA: WATER SERVICES – GENERAL

STRATEGIC GOAL: MEET THE ONGOING CHALLENGES OF EFFECTIVELY AND RELIABLY MANAGING WATER RESOURCES IN OUR SENSITIVE ECOSYSTEM

1. Clarify with the community the monitoring and evaluation of drought stages.

CORE AREA: WATER SERVICES—WATER RECLAMATION FACILITY

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

1. Investigate new cost-effective options and technologies for the reduction/disposal of brine waste, including costs, and present a report to the Board.

CORE AREA: WASTEWATER SERVICES

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

1. Present to the Board for review and consideration the agreement with PG&E to move forward with the work on the wastewater treatment system
2. Complete the financing package for the wastewater treatment system's PG&E/IGA projects and present the results to the Board for consideration.
3. Define a methodology for identification of required reporting to dissemination agent

4 bullets added at the Feb 2023 update: only one bullet completed

- Hold an initial meeting of the WWTP Financing Working Group to determine the methodology for review and identification of reporting documentation and agreements related to CSDA, Trustee, and Underwriter.

CORE AREA: FIRE PROTECTION AND EMERGENCY SERVICES

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

1. Hire the replacement for the retiring Fire Chief and report to the Board.
2. Review and update the adopted Multi-Jurisdictional Hazard Mitigation Plan for Cambria and report results to the CCSD Board for consideration.

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

1. Request the Board appoint a Cambria Veterans' Memorial Hall ad hoc committee.
2. Pursue identified and potential grant funding sources for Veterans' Hall capital improvement projects and report results to the Board. *(This objective was broadened to include defining future use and funding for the Veteran's Hall, which included 4 bullets, none of which has been completed to date.)*
3. Present to the Board for review and consideration the PROS Commission's recommended options for East Ranch recreational expansion.
4. Present an update to the Board for consideration on the final design, engineering estimate, and fundraising status for the Skatepark. *(This objective was broadened during the Feb 2023 SP update to include 2 bullets, both of which have been completed.)* An additional objective was added to the SP with the wording: Complete Skatepark project

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

CORE AREA: WATER SERVICES – GENERAL

STRATEGIC GOAL: MEET THE ONGOING CHALLENGES OF EFFECTIVELY AND RELIABLY MANAGING WATER RESOURCES IN OUR SENSITIVE ECOSYSTEM

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
8/18/2022	Utilities Manager	Clarify with the community the monitoring and evaluating drought stages. ↳ Added to the plan 6/28/2022	8/18/2022	This action was completed at R&I Committee meetings, and with Board at the 8/18 meeting, as part of implementation of Stage 3 water conservation condition.

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

CORE AREA: WATER SERVICES—WATER RECLAMATION FACILITY

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

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
9/8/2022	Utilities Manager	Investigate new cost-effective options and technologies for reduction/disposal of brine waste, including costs, and present a report to the Board. ↳ Added to the plan 6/28/2022	9/8/2022	This action was completed 9/8/2022: <i>Investigation complete. Pilot program tentatively scheduled for 2023.</i> However, the objective to resolve the brine waste disposal issue has not yet been achieved.

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

CORE AREA: WASTEWATER SERVICES

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

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
8/18/2022	General Manager	Present to the Board for review and consideration the agreement with PG&E to move forward with the work on the wastewater treatment system ↳ Added to the plan 6/28/2022	8/31/2022	This action, to <i>present to the Board</i> , was completed 8/31/2022
9/8/2022	General Manager	Complete the financing package for the wastewater treatment system’s PG&E/IGA projects and present the results to the Board for consideration. ↳ Added to the plan 6/28/2022	8/31/2022	This action, to <i>present to the Board</i> , was completed 8/31/2022
1st Quarter 2023	WWTP Financing Working Group: Dean (Lead)...	Define methodology for identification of required reporting to dissemination agent ↳ Added to the plan 1/31/2023	4/13/2023	Report included under Ad Hoc Committee Reports at the 4/13/2023 Board meeting. This objective, added to the plan at the 1/31/2023 strategic planning workshop, included several action items from the original 6/28/2022 plan.

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

CORE AREA: FIRE PROTECTION AND EMERGENCY SERVICES

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

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
8/18/2022	General Manager	Hire the replacement for the retiring Fire Chief and report to the Board. ↳ Added to the plan 6/28/2022	11/2/2022	Fire Chief Dr. Justin Vincent started work 11/2/2022.
Shown as 3/17/2022 in the June 9, 2022 Board Agenda Packet	Fire Chief	Review and update the adopted Multi-Jurisdictional Hazard Mitigation Plan for Cambria and report results to the CCSD Board for consideration. ↳ This was on the plan prior to the 6/28/2022 strategic planning update.	5/11/2023	Adopted at the 5/11/2023 Board Meeting, pending further revisions.

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 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

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
7/21/2022	General Manager	Request the Board appoint a Cambria Veterans’ Memorial Hall ad hoc committee. ↳ Added to the plan 6/28/2022	8/11/2022	Action completed 8/11/2022: Directors Farmer and Gray were appointed as a Cambria Veterans’ Memorial Hall ad hoc committee.
8/18/2022	Facilities & Resources Manager	Pursue identified and potential grant funding sources for Veterans’ Hall capital improvement projects and report results to the Board. ↳ Added to the plan 6/28/2022		This action has been shown as completed since the 11/17/2022 Board meeting, however following the 1/31/2023 strategic planning update, this action was broadened into the objective: Define future use and funding for the Veteran’s Hall which included 4 supporting actions, none of which has been completed to date.
9/15/2022	Facilities & Resources Manager	Present to the Board for review and consideration the PROS Commission’s recommended options for East Ranch recreational expansion. ↳ Added to the plan 6/28/2022		This action has been shown as completed since the 10/13/2022 Board meeting, however discussions are ongoing.

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
11/10/2022	District Engineer	Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark. ↳ Added to the plan 6/28/2022	11/17/2022	This action item as worded was completed at the 11/17/2022 Board meeting. At the 1/31/2023 strategic planning workshop, the broader objective was identified as “Complete Skatepark Project” which as of the latest update, has a 3rd quarter 2023 target completion date.

CCSD Strategic Plan Progress Tracking Ad Hoc Committee

Background:

Each month, typically at the 2nd Regular Board Meeting, the Board reviews and updates the Strategic Goals & Objectives Status Report. Tracking commitments and progress over time becomes challenging without looking back on all agenda packets since each objective and supporting action was established and added to the table. While the intent of the original Strategic Planning document remains intact, the ad-hoc committee and the GM added clarifying verbiage to the header.

At the 3/9/2023 Board Meeting, the Board formed an Ad Hoc Committee, Directors Thomas and Scott, to work with the GM to establish a system for tracking progress toward achieving each of the objectives and supporting actions for each strategic goal.

Examples:

Here is one example from the Strategic Goal: *Meet the ongoing challenges of effectively and reliably managing water resources in our sensitive ecosystem.* Notice how, little by little, the target completion date was pushed back two months every two months making it difficult to quantify what, if anything, has taken place on the action item/objective.

At the 8/11/2022 CCSD Board Meeting #1, the Board adopted the District Strategic Plan update from the 6/28/2022 Strategic Plan Workshop.

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
2. At the Sept. 15, 2022 Board meeting	Utilities Mgr.	Present to the Board the implementation plan for the previously-approved Water Meter Replacement Program.				

At the 10/20/2022 CCSD Board Meeting,

2. At the November 17, 2022 Board meeting	Utilities Mgr.	Present to the Board the implementation plan for the previously-approved Water Meter Replacement Program.			X	
--	----------------	---	--	--	---	--

At the 12/15/2022 CCSD Board Meeting,

2. At the January 19, 2023 Board meeting	Utilities Mgr.	Present to the Board the implementation plan for the previously-approved Water Meter Replacement Program.			X	
---	----------------	---	--	--	---	--

At the 2/16/2022 CCSD Board Meeting, following the 1/30-31 strategic planning workshop where we defined more measurable objectives and supporting actions,

2. At a March 2023 Board meeting	Utilities Mgr.	Implement the Water Meter Replacement Program <ul style="list-style-type: none"> Present to the Board the implementation plan for the previously-approved Water Meter Replacement Program. 			X	
-------------------------------------	----------------	--	--	--	---	--

At the 4/13/2022 CCSD Board Meeting,

2. At a March 2023 Board meeting	Utilities Mgr.	Implement the Water Meter Replacement Program <ul style="list-style-type: none"> Present to the Board the implementation plan for the previously-approved Water Meter Replacement Program. 			X	
-------------------------------------	----------------	--	--	--	---	--

CCSD Strategic Plan Progress Tracking Ad Hoc Committee

Here is another example from the Strategic Goal: *Advance CDP to Achieve County and Coastal Commission Approval.*

At the 8/11/2022 CCSD Board Meeting #1, the Board adopted the District Strategic Plan update from the 6/28/2022 Strategic Plan Workshop. As shown below, over the course of 6 months, it can be challenging to track accomplishments toward our strategic goals with the limited feedback mechanism within the current document. Yet, we are sure that small supporting actions were achieved over the 6-month term.

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Sept. 8, 2022 Board meeting	Utilities Mgr., working with the ad hoc committee of the R and I Committee	Investigate new cost-effective options and technologies for reduction/disposal of brine waste, including costs, and present a report to the Board.				

At the 10/20/2022 CCSD Board Meeting,

1. At the Sept. 8, 2022 Board meeting	Utilities Mgr., working with the ad hoc committee of the R and I Committee	Investigate new cost-effective options and technologies for reduction/disposal of brine waste, including costs, and present a report to the Board.	X			Investigation complete. Pilot program tentatively scheduled for 2023.
--	--	--	---	--	--	---

At the 12/15/2022 CCSD Board Meeting,

1. Upon conclusion of the study	Utilities Mgr., working with the ad hoc committee of the R and I Committee	Investigate and complete study for new cost-effective options and technologies for reduction/disposal of brine waste, including costs. Present a report to the Board upon conclusion of the study.			X	Investigation complete. Pilot program tentatively scheduled for early 2023.
------------------------------------	--	--	--	--	---	---

At the 2/16/2022 CCSD Board Meeting, following the 1/30-31 strategic planning workshop where we defined more measurable objectives and supporting actions,

1. Future Objective	Utilities Mgr., working with the ad hoc committee of the R and I Committee	Resolve the Brine Waste Disposal Issue <ul style="list-style-type: none"> Investigate and complete study for new cost-effective options and technologies for reduction/disposal of brine waste, including costs. Present a report to the Board upon conclusion of the study. 			X	Pilot program update tentatively scheduled for R&I early 2023.
------------------------	--	--	--	--	---	--

No change at the 3/16 and the 4/13/2022 CCSD Board Meetings.

CCSD Strategic Plan Progress Tracking Ad Hoc Committee

Here is another example from the Strategic Goal: *Provide optimal fire protection, water rescue, and emergency medical services... on a 24/7 basis.*

At the 8/11/2022 CCSD Board Meeting #1, the Board adopted the District Strategic Plan update from the 6/28/2022 Strategic Plan Workshop. Much like the previous example, it can be challenging to track accomplishments toward our strategic goals with the limited feedback mechanism within the current document. Yet, on 2/16/22, you will see the addition of the concept of objectives & supporting actions.

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
3. At the Nov. 17, 2022 Board meeting	CCSD Directors Tom Gray and Karen Dean (co-leads), working with the Fire Chief and the coordinator of the Fire Safe Focus Group	Present to the Board a report on research done on procedures for evacuation of residents needing help and identification of safe havens for evacuees.				

No change at the 10/20/2022 CCSD Board Meeting,

At the 12/15/2022 CCSD Board Meeting,

3. At the Nov. 17, 2022 Board meeting	CCSD Directors Tom Gray and Karen Dean (co-leads), working with the Fire Chief and the coordinator of the Fire Safe Focus Group	Present to the Board a report on research done on procedures for evacuation of residents needing help and identification of safe havens for evacuees.		X		Report to the Board by committee report
--	---	---	--	---	--	---

At the 2/16/2022 CCSD Board Meeting, following the 1/30-31 strategic planning workshop where we defined more measurable objectives and supporting actions,

3. Quarterly report	CCSD Directors Tom Gray and Karen Dean (co-leads), working with the Fire Chief and the coordinator of the Fire Safe Focus Group	<p>Update the CCSD Board to any and all changes to evacuation planning within the District.</p> <ul style="list-style-type: none"> Report on development of procedures for evacuation of residents needing extra help. Report on development of evacuation routes. Report on progress of safe haven locations. 		X		Report to the Board by committee report
------------------------	---	--	--	---	--	---

No change at the 3/16 and the 4/13/2022 CCSD Board Meetings,

CCSD Strategic Plan Progress Tracking Ad Hoc Committee

Preliminary Recommendations:

1. Minor refinements to the table header to improve clarity.
2. For each Objective with Supporting Actions listed below as bullets, show each supporting action in a separate row.
3. Include the original dates with each Objective and Supporting Action.
4. Shade each row where an Objective or Supporting Action has been completed, and indicate the completion date in the Status Column.

1. Minor refinements to the table header to improve clarity:

The table reads like any action item list, when, who, what...

WHEN	WHO	WHAT	STATUS	COMMENTS
------	-----	------	--------	----------

The original intent of this Table was intended to list the objectives. Still, during the January 30-31 strategic plan update, it became apparent to the group that there were no fundamental objectives under the “what” column but a series of action items. During this meeting, the planning group revised the content under the “what” column with the intent that each item listed be worded as an objective, with supporting actions as needed as bullets.

WHEN (Target Date)	WHO (Responsible Party)	WHAT (Objectives & Supporting Actions)	STATUS	COMMENTS
--------------------	-------------------------	--	--------	----------

The ad hoc committee recommends a minor refinement to the table header, as shown below.

This recommendation does not require any change to the content but somewhat clarifies each of the columns with the following definitions:

Objective: measurable outcomes will lead to achieving one of the CCSD 3-Year Goals. To facilitate measurement, it's preferable to word each Objective as an outcome, not as an activity.

Supporting Action: an activity that will lead to the completion of the Objective, with the intent that each action is necessary and that together the actions are sufficient to achieve the Objective.

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.

CCSD Strategic Plan Progress Tracking Ad Hoc Committee

2. For each Objective with Supporting Actions listed below as bullets, show each Supporting Action in a separate row.

For example, It's unclear whether the 2nd quarter 2023 target date applies to complete the CDP application, revisit the project description, submit the data to the county, or all of the above.

3. Second quarter 2023	Utilities Mgr.	Complete the CDP Application <ul style="list-style-type: none"> Revisit the CDP project description to our CDP application. Submit the data needed to complete the CDP application for the County. 			X	In-Stream Flow Study Task 1 information to be included in the data set to the County.
---------------------------	----------------	---	--	--	---	---

This example would look like:

When (Target Date)	WHO (Responsible Party)	WHAT (Objectives & Supporting Actions)	Status	Comments
		Complete the CDP Application		
		<ul style="list-style-type: none"> Revisit the CDP project description to our CDP application. 		
		<ul style="list-style-type: none"> Submit the data needed to complete the CDP application for the County. 		

3. Include the original dates with each Objective and Supporting Action.

For each Objective and Supporting Action, show the following dates below as bullets:

- The date this Objective or Supporting Action was added to the plan.
- The original target date established for this Objective or Supporting Action.

This will simplify the effort needed by the reader to understand the history of each objective.

The “what” that currently reads

Implement the Water Meter Replacement Program <ul style="list-style-type: none"> Present to the Board the implementation plan for the previously-approved Water Meter Replacement Program.
--

Would become:

Implement the Water Meter Replacement Program ↻ Added to the plan at the 1/31/2023 meeting ↻ Original Target Date: Not established
<ul style="list-style-type: none"> Present to the Board the implementation plan for the previously approved Water Meter Replacement Program. ↻ Added to the plan at the 6/28/2023 meeting ↻ Original Target Date: 9/15/2022

CCSD Strategic Plan Progress Tracking Ad Hoc Committee

4. Shade each row where an Objective or Supporting Action has been completed, and indicate the actual completion date in the Status Column.

This seems self-explanatory, so no further explanation is provided.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 13, 2023Subject: Discussion and Consideration to
Change Strategic Plan Workshop
Meeting Dates

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss changing the Strategic Plan Workshop meeting dates.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The initial meeting dates for the the Strategic Plan Workshop were July 27, 2023, and August 2, 2023; however, one of the Directors has a scheduling conflict. Staff recommends that the Board of Directors consider changing the meeting dates for the Strategic Plan Workshop.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 13, 2023

Subject: Discussion and Consideration to
Appoint an Ad Hoc Committee to
Review Strategic Plan Workshop
Process and Consider Options
for a Workshop Facilitator

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider appointing an ad hoc committee to review the Strategic Plan Workshop process and consider options for a workshop facilitator.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board requested that staff add this item to a future agenda to form an ad hoc committee to review the District's Strategic Plan Workshop process and consider options for a facilitator. In the most recent meeting regarding the Strategic Plan, the District was assisted by former CCSD Director Cindy Steidel in facilitating the process. This is the second meeting where the workshop process will be done in-house.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.E.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 13, 2023	Subject: Discussion and Consideration of Review of the Status of the Policy Committee's Scope of Work and Consideration of Appointment of a New Chair
-----------------------------	---

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider reviewing the status of the Policy Committee's scope of work and appointment of a new Chair.

FISCAL IMPACT:

Board members may receive compensation of one hundred dollars (\$100.00) for each Standing Committee meeting of which the Board member is a Committee member. The fiscal impact for a new Chair is included in the budget, and they would receive \$100 per Standing Committee meeting.

DISCUSSION:

The Board President requested that this item be brought forward to enable the Board of Directors to discuss and consider reviewing the status of the Policy Committee's scope of work and to appoint a new Chair.

The current Standing Committee Bylaws Section 1.6.3 states that the Policy Committee shall:

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

In addition to discussing and considering the status of the Policy Committee's scope of work, the Board President requested that the Policy Committee review Policy 1040.2, Answering Correspondence to the Board, and Policy 4005 regarding the Operating Principles of the Board (Norms).

The Policy Committee met on September 30, 2021, to review and discuss the attached draft Policy 1040.2 regarding answering correspondence to the Board. The Committee approved the

draft policy and recommended forwarding it to the Board of Directors for consideration and adoption. The Board of Directors considered the draft policy and recommendation on November 18, 2021, and they recommended that it be directed back to the Policy Committee for additional review and consideration.

The Policy Committee met on April 27, 2023, to review and discuss the attached draft Policy 4005 regarding the Operating Principles of the Board (Norms). After considerable discussion, the Policy Committee reached a consensus to table this item so that former Chair Farmer could get clarification from President Dean and put it on a future agenda.

Two provisions in the Standing Committee Bylaws address choosing a Committee Chair. Sections 2.3(a) and 3.1 state that the Chair shall be chosen annually from members of the Board of Directors by a majority vote. This discrepancy will need to be addressed in the annual Bylaw review. The current purpose and responsibility of the Policy Committee are set forth in Standing Committee Bylaw Section 1.6.3, which states:

The Policy Committee shall:

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

Staff recommends that the Board of Directors discuss and consider reviewing the status of the Policy Committee’s Scope of Work and appoint a new Chair to the Policy Committee.

Attachments: CCSD Standing Committee Bylaws
Policy 1040.2 Answering Correspondence to the Board
Policy Standing Committee Report to the Board 9/30/2021
Policy 4005 Operating Principles of the Board (Norms)
Policy Committee Status Report



Cambria Community Services District Standing Committee Bylaws

1. SCOPE OF RESPONSIBILITY

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

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

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

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

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

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 The Finance Committee shall:

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

1.6.2 The Resources and Infrastructure Committee shall:

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

1.6.3 The Policy Committee shall:

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

2. COMMITTEE MEMBERS

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

3. COMMITTEE OFFICERS

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

4. COMMITTEE MEMBER GUIDELINES

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

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

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

6. **MEETINGS**

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

7. **PARLIAMENTARY AUTHORITY**

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

8. **AMENDMENTS TO BYLAWS**

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

Policy 1040.2 – Answering Correspondence to the Board

1040.2.1 Introduction

1040.2.1.1 Purpose

The intent of this policy is to help promote and enhance the quality of communication between the CCSD and the community it serves. As such, it provides guidance as to how Directors should respond to correspondence received by them as individuals or by the CCSD Board as a whole.

1040.2.2 General Requirements

1040.2.2.1 Timely acknowledgement:

All correspondence should be acknowledged within two business days of receipt.

1040.2.2.2 Limitations imposed by the Brown Act:

To avoid the creation of a meeting as defined by the Brown Act, Directors must never do a “reply all” to an email addressed or copied to multiple Directors.

1040.2.2.3 Providing Guidance for the Public:

Guidance should be provided to the public via the District Website as to how to contact the District and what expectations they should have regarding a response. The public should also be informed that any correspondence to the Board relating to the conduct of the District’s business is a public record and could be subject to inspection and copying through a public records request.

1040.2.3 Letters & emails addressed to the Board as a whole

This section refers to correspondence addressed to the Board as a whole or to all Directors, each individually.

1040.2.3.1 No individual Director may respond except as directed by the Board President.

1040.2.3.2 If the Board President decides that an answer is appropriate, the correspondence shall be answered by the President or the President’s designee. The designee can be the General Manager or another Director.

1040.2.3.3 All Directors shall be copied on any response.

1040.2.4 Letters & emails addressed to individual Directors

This section refers to correspondence received by a single Director and that Director believes that he or she is the sole recipient. All other cases shall be handled as correspondence addressed to the Board as a whole (see 1040.2.3 above).

1040.2.4.1 If the subject matter relates to questions or complaints about operational matters, the Director should forward the correspondence to the General Manager for resolution.

1040.2.4.2. In all other cases:

Whether to respond and how to respond is up to the individual Director, provided that the following guidelines are observed.

A) Individual Directors shall clearly indicate that they are representing only themselves and are not speaking for the Board as a whole.

B) Directors must observe the rules of individual conduct, as detailed in the current Board Bylaws and any applicable, current social media policies adopted by the District.

DRAFT

Policy Standing Committee Report to the Board, September 30, 2021

Re: Proposed Policy Number 1040.2

Issue:

Handling and responding to Letters and Emails to the Board

History:

At the February 2, 2020 CCSD Board meeting the Policy Committee presented Policy 1040 – Correspondence to the Board and Staff to the Board. The policy was adopted by a unanimous vote. During the Board’s discussion, director Amanda Rice asked that the Board consider a policy for who replies if an email or letter is sent to the entire Board of Directors.

Accordingly, the Policy Committee has undertaken to explore existing practices and to formulate such a policy for consideration by the Board.

Research:

CSD Employee Haley Dodson was exemplary in assisting the Committee by responding to many questions we had regarding the process with consultation by General Manager and Council. The following are those answers summarized.

Letters, which seem to have a very small monthly volume (one letter a month) reach the admin office and are forwarded on to the district clerk. When letters are received, they are scanned to email and forwarded to the Board and General Manager. Letters may also be included in the Board members’ meeting package.

The board can be notified this way but cannot do a “reply all” to avoid Brown Act issues. Same for emails copied to all members.

Email to individual board members require no action by staff as they would not see them unless the sender requests forward to all members. Again, board members may not do a “reply all.”

All email letters to the Board comment address are read during public comment at the relevant Board meeting and a confirmation is sent to the sender.

As to letters and emails addressed to individual Directors, the Director can choose to respond or not. Further, response time can vary widely depending on the Director’s perception of the nature of the issue.

Conclusions:

It appears to us that the established staff process/procedure is operational and working.

We can find no policy regarding letters and emails sent to the entire Board but that are clearly not intended as public comment.

Additionally, we can find little policy guidance for directors in answering letters addressed to them at the District office and emails that they receive individually at their District email address. In this last situation regarding individual emails we note that there is some guidance to be had from the District’s current bylaws (adopted 2/11/2021), sections 5.3, 6.1, 6.2, and 7.5.

5.3 Individual Directors have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.

6.1 The Board of Directors is the unit of authority within the CCD. Apart from their normal function as a part of the unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.

6.2 . . . Directors do not represent any fractional segment of the community, but are rather a part of the body which represents and acts for the community as a whole.

7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

We also note that relevant guidance to individual directors' behavior online may be provided in the District's social media policies that are currently being developed by the General Manager.

Recommendation:

The Committee recommends that the Board consider adopting the proposed *Policy 1040.2 Answering Correspondence to the Board* attached to this report.

We also recommend that to increase transparency, the District web site contain a monthly report from the Board President, which should include his or her answers to correspondence from the public to the Board as a whole.

POLICY TITLE: Operating Principles of the Board (Norms) POLICY NUMBER: 4005

4005.1 IMPLEMENTATION

- The Templeton Community Services District, hereinafter referred to as TCSD, is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. As an example, the Board President may call a break during the meeting for the purpose of privately discussing an apparent breach with another member of the Board. Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.
- Revisit and display these norms at each Board meeting.

4005.2 COMMUNICATION NORMS

- All communication will be accurate and to the point.
- Listen respectfully and actively when communicated with.
- Always Check Your Assumptions.
- Articulate thoughts professionally and respectfully.
- The Board President will be the spokesperson for the Board's official position when responding to inquiries from the media.

4005.3 PROCESS NORMS

- The Board shall address and resolve policy issues and set priorities by building consensus through orderly conduct.
- The Board and Staff are committed to TCSD's mission and to work as a team.
- The Board and Staff need to be responsive to the community.
- Staff needs to make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- The Board is committed to a high level of public engagement, public participation, and transparency.
- The Board will promote educational opportunities for continued learning, new technologies and best practices for the Board and Staff.
- All requests from the Board for information/agenda items will be directed to the General Manager and provided to all Board members.

4005.4 RELATIONSHIP NORMS

- Create an environment that promotes trust, respect and appreciation between the Board, Staff, Consultants, and citizens.
- Fundamental agreement that the focus of TCSD's mission is its accomplishments and future vision that meets the needs of its customers.
- Establish, accept and support common purpose and vision, and not undermine the authority of the Board after decisions are made.

Policy Committee Status Report

As of the Committee's last meeting on April 27 there were three items at various stages of discussion:

1. A needs assessment for a review and re-organization of the District's current purchasing policy 2135.

The committee has prepared a recommendation to the Board as follows.

- First, we recommend that the current policy be re-organized and the parts renumbered according to the CSDA scheme.
- Second, the re-organized, renumbered policy be reviewed to determine
 1. if there are duplications of other existing District policies,
 2. which sections of the current policy document should be reviewed for update, and
 3. if there are areas where a policy is needed but that aren't covered in the current purchasing policy.

This recommendation was passed unanimously at our last meeting. But, it wouldn't hurt for the committee to have a second look before sending it on to the Board.

2. A review of the District's Social Media Policy as it relates to standing committee members.

The current policy was adopted by the Board in the last year or so. It was felt that the policy should be reviewed in light of a recent complaint by a member of the public.

The committee discussed this matter but has not yet taken any formal action.

3. The Board President asked that the Committee review the Templeton CSD's "Operating Principles of the Board (Norms) policy Number 4005" and consider recommending it to the CCSD Board for adoption.

The committee wanted some further guidance on this matter before taking it up.

Future Agenda Items:

Over the course of the last several Committee meetings members have requested the following:

- Re-address an outdoor lighting policy (member Harmon)
- Create an *ad hoc* subcommittee to review the CCSD Policy Handbook (member Heinrichs)
- Review & evaluate the policy inventory checklist created by Directors Howell & Gray and prioritize items noted as 'no policy on record' (chair Farmer and member Harmon)
- Review current plans for disaster evacuation (member Heinrichs)
- Adopt specific language regarding the titling of closed session items (member Townsend)

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.F.**FROM: Matthew McElhenie, General Manager
Justin Vincent, Fire Chief

Meeting Date: July 13, 2023

Subject: Discussion and Consideration of
Approval of a Letter to Property Owners
Regarding Use of Emergency
Evacuation Routes**RECOMMENDATIONS:**

It is recommended that the Board approve and authorize the Board President, General Manager, and Fire Chief to sign a letter of support for adequate, safe escape routes for Cambria residents in the event of a wildfire or other disaster that forces a mass evacuation.

FISCAL IMPACT:

The need for one-time improvement and ongoing roadway maintenance costs has been identified. The total amount of such costs is unknown at this time.

DISCUSSION:

The Board President and Vice President, working with the Fire Chief and the Cambria Fire Safe Council Chair on this evacuation route concern, requested a letter be written to property owners along Harmony Ranch Road regarding concerns about wildfire evacuation safety in and near Cambria. Updating the CCSD Board as to any and all changes to evacuation planning within the District is item number three on the District's strategic goal for the Cambria Fire Department. The proposed letter asks for their help in dealing with a potentially life-threatening situation in our community -- the danger posed by inadequate escape routes for Cambria residents in the event of a wildfire or other disaster that forces a mass evacuation. Much of Cambria has only *one* southbound evacuation route, Highway One, and getting to the highway would require residents to navigate a traffic logjam that could take hours to clear. Some would have to get through more than three dozen intersections, with little or no signage or traffic control to help them. However, creating a second safe southbound evacuation route from Cambria can mitigate this life-endangering situation. The proposed letter is attached.

Attachment: Property Owners Along Harmony Ranch Road Letter

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

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



OFFICERS:

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

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

July 14, 2023

Dear Property Owners along Harmony Ranch Road:

As public officials concerned about wildfire safety in and near Cambria, we are writing to ask for your help in dealing with a potentially life-threatening situation in our community -- the danger posed by inadequate escape routes for Cambria residents in the event of a wildfire that forces a mass evacuation.

Much of Cambria has only *one* southbound evacuation route, Highway One, and getting to the highway would require residents to navigate a traffic logjam that would take hours to clear. Some would have to get through more than three dozen intersections, with little or no signage or traffic control to help them.

This life-endangering situation can be avoided, however, by creating a second southbound evacuation route from Cambria.

Recent traffic studies by Cal Poly Transportation Planning Professor Cornelius Nuworsoo show that such a route, starting at the southern side of Marine Terrace and joining the existing Harmony Ranch Road, would sharply reduce evacuation times for all of the West Lodge Hill/Marine Terrace areas.

The route would require some improvement of existing roadways and periodic maintenance afterward. As a first step, we need to secure the cooperation of business entities and individuals who own property through which the route will pass.

That is why we are writing to you today. Let us be clear about what we are asking for. We are *not* asking for an easement or right-of-way to open the door to non-emergency public access to your property. We want to be able to use your property *for a one-way evacuation from Cambria that is ordered by local authorities* (i.e., Sheriff or Fire Chief). Such an event would be extremely rare. Otherwise, the road would be opened only for needed maintenance and never to the general public.

What do we ask of you now? To meet with us so that we can tell you more about our goals and listen to your concerns and suggestions. Please let us know – see the contacts listed below – when you would be available for a meeting via remote conferencing.

We have enclosed an executive summary of Prof. Nuworsoo's latest study.

We look forward to hearing from you.

Together we can save lives.

Best wishes,

Karen Dean, President, Cambria Community Services District
Matthew McElhenie, General Manager, Cambria Community Services District
Justin Vincent, Fire Chief, Cambria Community Services District

Enclosure: Assessment of Cambria's Emergency Evacuation Plan: Executive Summary of
Prof. Nuworsoo's Latest Study

Assessment of Cambria's Emergency Evacuation Plan: Executive Summary

The following report is the third study of fire evacuation in Cambria conducted by Dr. Cornelius Nuworsoo, professor of city and regional planning at Cal Poly San Luis Obispo. Funded by a \$25,000 CalFire grant, it is a follow-up to evacuation analyses conducted in 2019 for two parts of Cambria – areas south of Fiscalini Ranch and West of Highway One, and areas east of Highway 1. With this study, we now have analyses for all of Cambria under scenarios for different evacuated areas and alternate evacuation routes.

The new evacuation assessment, like the earlier ones, is designed to model the traffic movement that would occur during the rapid evacuation of large parts of Cambria during a major wildfire emergency. As with the other studies, it assumes that residential units and visitor lodgings are fully occupied, and that each household would evacuate with two vehicles, on average. All vehicle types in the traffic stream are converted to passenger car equivalents to account for buses, trailers, recreational vehicles, and commercial trucks in the traffic stream.

It further assumes that through traffic on Highway 1 would be at normal levels before additional traffic is generated by evacuation from Cambria. This assumption adds the equivalent of 500 passenger cars on Highway 1 during the time frame of evacuation. (Trucks count for three passenger cars and RVs for two). Only southbound evacuation is modeled in all scenarios.

Note that this analysis, though assuming maximum *traffic*, is not able to predict the potential for other factors to impede evacuation, such as poor visibility due to smoke, nighttime conditions or fallen trees, stalled cars, and other potential obstructions.

In addition to scenarios based on using Highway 1 in its normal two-lane configuration (one lane each southbound and northbound), this study also analyzes scenarios with alternate evacuation routes, as well as a second southbound lane added to Highway 1 from Ardath Drive to Highway 46.

One alternate route is the existing emergency access road across the Fiscalini Ranch Preserve from Seacliff Estates to Marine Terrace. The other is a possible emergency access route from Marine Terrace to Highway 1 south of Highway 46. Labeled the “Beach Road” in the study, this route would follow the existing four-wheel-drive track through the Norris Rancho Marino Preserve and other properties to an existing private road, Harmony Ranch Road, which serves several residences on the coast and joins Highway 1 south of the Highway 46 junction. It is important to note that, at this point, public agencies have not made arrangements with the property owners for use of the route, nor have they secured funding to improve it for passenger-car travel.

The study analyzes these five new scenarios:

1. Evacuate Park Hill and Moonstone Beach areas toward the south using *one* southbound lane on Highway 1.
2. Evacuate Cambria West of Highway 1 (Lodge Hill, Marine Terrace, Park Hill and Moonstone Beach) toward the south using *two* southbound lanes on Highway 1 from Ardath Drive to Highway 46.

3. Evacuate all neighborhoods toward the south using two southbound lanes on Highway 1 from Ardath Drive to Highway 46.
4. Evacuate Park Hill and Moonstone Beach toward the south across the existing emergency access route on the Fiscalini Ranch Preserve, continuing through Marine Terrace to the end of Ardath Drive, then on to Highway 1 via the Beach Road.
5. Evacuate both Lodge Hill and Marine Terrace toward the south using two routes: Highway 1 with *one* southbound lane, and the Beach Road to Highway 1 from the end of Ardath Drive in Marine Terrace.

In Scenario 5, the evacuation traffic would be divided along a line running northwest to southeast along Trenton Ave. and Norwich Ave. in lower Lodge Hill. Residents to west of that line would take the Beach Road route. Those to the east would evacuate via Highway 1.

In addition to these five scenarios, the study includes results (Scenarios 6 & 7) from Dr. Nuworsoo's two previous studies, as well as modeling (Scenario 8) for all neighborhoods that incorporates data from all three of his studies.

Among its key findings, the new study shows that the addition of an added southbound lane on Highway 1 from Ardath Drive to Highway 46 -- the "critical segment" on which all traffic would have to travel -- would not have a significant impact on overall evacuation times.

For instance, the evacuation of all Cambria neighborhoods using two southbound lanes between Ardath and Highway 46 (Scenario 3) would take the same *total* time (6.8 hours) as full evacuation with one southbound lane only (Scenario 8). Travel time on the critical segment would be half as long in Scenario 3, but time spent reaching the critical segment would increase to eliminate the advantage of the two-lane option. Extending the two-lane option further north (see recommendations, below) would be at least a partial solution to this problem.

Also, using alternate routes -- the Fiscalini Ranch emergency road and the proposed "Beach Road" from Marine Terrace to Highway 1 south of Highway 46 -- would not offer a significant advantage over Highway 1 in evacuation of the Park Hill and Moonstone Beach neighborhoods. (See Scenarios 1 and 4 on Table 1).

On the other hand, the "Beach Road" option would substantially improve evacuation times from Marine Terrace and Lodge Hill (west of Highway 1), if traffic from that area were split between the Beach Road and Highway 1 (Scenario 5). Total evacuation time would be 1.8 hours, in contrast to over 4 hours as modeled in Dr. Nuworsoo's 2019 analysis of this area.

In conclusion, the study recommends:

- Establishing the Beach Road as an additional exit route.
- Designating the Beach Road for use by those in the southwest area of Cambria (western Lodge Hill and Marine Terrace).
- Widening and strengthening shoulders on Highway 1 to enable an improvised second southbound exit lane during emergencies.
- Extending the improvised second southbound lane further north on Highway 1, ideally as far as the intersection with Cambria Pines.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**FROM: Matthew McElhenie, General Manager
Ray Dienzo, Utilities Department Manager/District Engineer

Meeting Date: July 13, 2023

Subject: Discussion and Consideration of
Modification of Project Description for
the Water Reclamation Facility Coastal
Development Permit Application**RECOMMENDATIONS:**

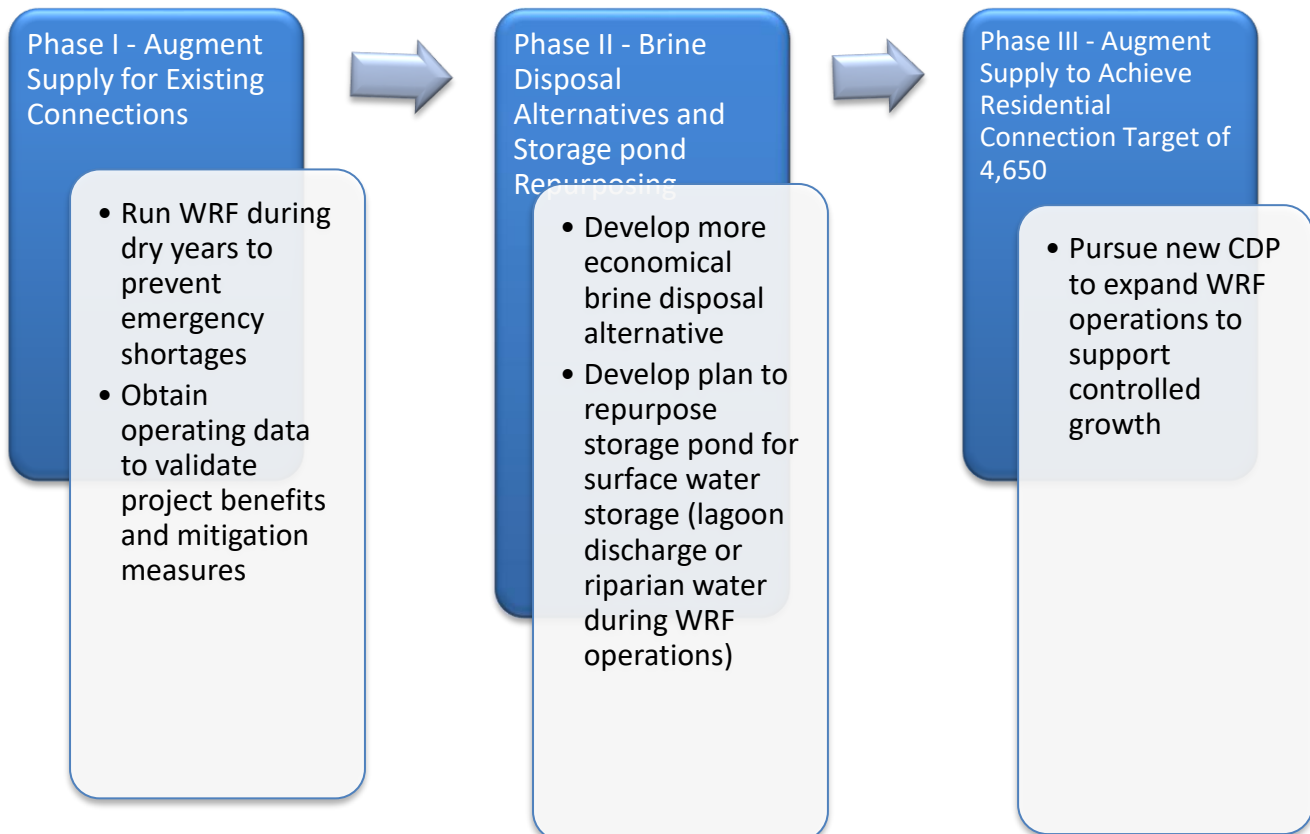
Staff recommends that the Board discuss and consider the modified project description for the Water Reclamation Facility (WRF) Coastal Development Permit (CDP) application.

FISCAL IMPACT:

No fiscal impact for this item. Costs for future actions related to this issue are undetermined.

DISCUSSION:

On April 20, 2023, the Board of Directors discussed and considered modifying the project description for the Water Reclamation Facility for the Coastal Development Permit application. At that meeting, staff recommended a phased approach to the permitting process, as depicted in the figure below.



As a result, the Board directed that the existing CDP Ad Hoc Committee, consisting of Vice President Gray and President Dean, further review the proposed phased approach to the WRF permitting process. They were further directed to work with staff and District Counsel to draft a modified project description for Phase 1 of the WRF CDP application process and to bring the proposed draft of a modified WRF project description back to the Board for a public hearing to receive community input.

The changes were made to the project description to remove all growth-inducing aspects. Some Sustainable Water Facility (SWF) references were changed to Water Reclamation Facility (WRF). Other editorial comments were made for clarity but did not change the content. County staff and Coastal Commission staff were previously notified that these changes would be discussed and considered.

Staff recommends the following actions:

- The Board of Directors discusses and considers the modified draft of the CDP project description and approves changes and/or suggests amendments.
- Staff also recommends that after the changes and amendments are incorporated, the CDP Ad-hoc review the revised draft to verify that the Board-approved changes were made.
- Staff submits the modified WRF project description to update the current County of SLO Land Use Application for the WRF (permit number DRC2013-00112), also known as WRF Coastal Development Permit.

Attachments: Proposed modified project description of the current County of SLO Land Use Application for the WRF (permit number DRC2013-00112), also known as WRF Coastal Development Permit

Introduction

The Cambria Community Services District (CCSD) provides water, wastewater, fire protection, administration, parks and recreation, and other services to the community of Cambria. The CCSD service area covers nearly 3,200 acres (five square miles) and includes the adopted Urban Reserve Line (URL) and land surrounding the URL (Figure 1). Cambria's water system serves 4,034 service connections while delivering an average of 520 acre-feet per year¹ (AFY) of water to its customers. ~~The CCSD's 2015 Urban Water Management Plan² (UWMP) projects that less than 700 AFY will be required to serve the development holding capacity accommodated by the currently adopted Local Coastal Program, which is discussed in more detail later in this project description.~~

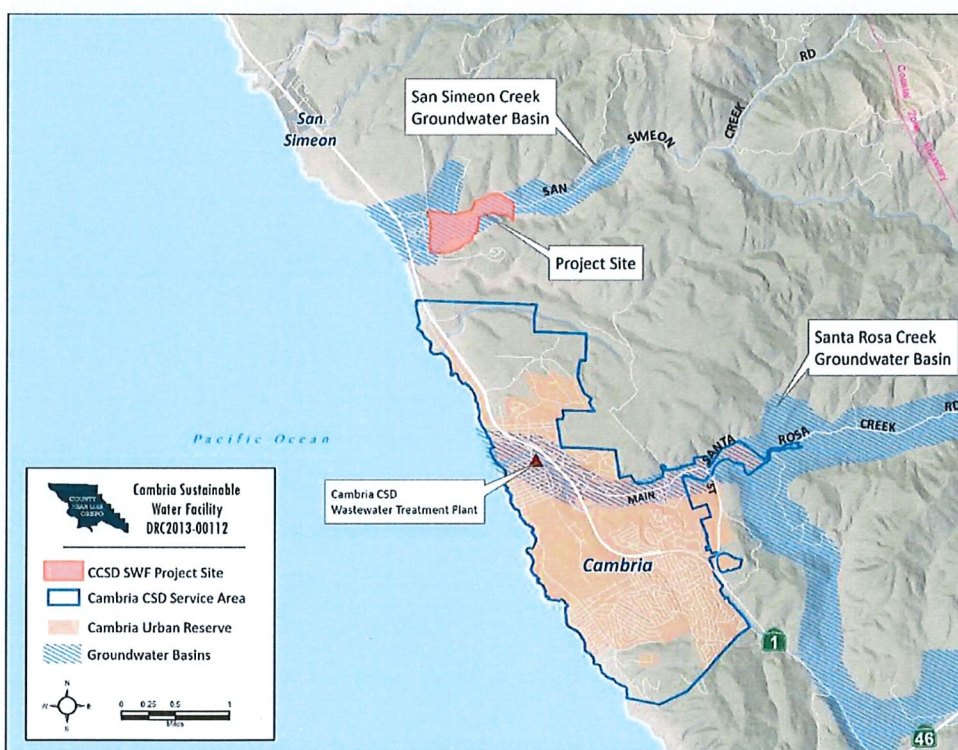


Figure 1 Project Location

The CCSD obtains ~~all of~~ its potable water supply from the San Simeon Creek and Santa Rosa Creek groundwater basins (Figure 1). Neither aquifer has been adjudicated; however, the CCSD's current State Water Resources Control Board (SWRCB) water rights diversion licenses limit the combined pumping from both basins to a maximum of 1,017 acre-feet (AF) annually (799 AF from San Simeon and 218 AF from Santa Rosa). During the dry season, the diversion is conditioned to include not exceeding 370 acre-feet from the date of flow cessation at the San Simeon Creek

¹ An acre-foot is 325,851 gallons. Figure is based on 2015-2019 consumption.

² ~~The CCSD is currently preparing an update of the UWMP which will contain revised estimates for supply and demand based on the Division of Water Resources' (DWR) forthcoming guidebook for the 2020 UWMP. The DWR is expected to release the final guidebook in Fall 2020; the deadline to submit the 2020 UWMP is July 1, 2021.~~

Palmer Flats bridge until October 31st. The Santa Rosa diversion cannot exceed 155.3 acre-feet between May 1st and October 31st. In addition to the ~~SWRCB-issued~~ ~~SWRCB-issued~~ diversion licenses, a May 29, ~~1984~~ ~~1981~~, Coastal Development Permit amendment issued to CDP 132-18 (rehabilitation of the CCSD's water distribution system and San Simeon well field) and CDP 132-20 (CCSD WWTP) limits the total diversion from both basins to no more than 1,230 acre-feet per year (AFY).

Data compiled since 1988 indicate that the average groundwater level at the District's San Simeon Creek well field typically ranges from 8 to 20 feet in depth. However, a succession of below-average rainfall years beginning in 2010 resulted in significantly less than the minimum needed to recharge the two aquifers. In response, the CCSD imposed stringent water conservation measures while it continued to consider strategies for improving the short-term and long-term reliability of the community's water supply. During the 2013/2014 water year³, well levels dropped to as low as three feet during ~~the month of~~ September and fluctuated between four to seven feet in depth from October through February. The CCSD determined that if the drought continued, well levels could decline to a point where the community's water supply was ~~in serious jeopardy~~ ~~seriously jeopardized~~. In January 2014, the CCSD Board of Directors (Board) declared a Stage 3 Water Shortage Emergency Condition, the most severe of three levels. The Stage 3 Condition was declared based on the Board's determination that:

...the demands and requirements of water consumers cannot be satisfied without depleting the water supply of the CCSD to the extent that there would be insufficient water for human consumption, sanitation, and fire protection ~~and that~~, based on this condition and ~~on~~ concerns regarding the anticipated prolonged drought conditions.

In light of the ~~urgency of the situation~~ ~~situation's urgency~~, the CCSD decided to construct an emergency water supply system that could be completed as quickly as possible. The chosen approach, originally known as the Emergency Water Supply project, involved ~~the construction and operation of~~ ~~constructing and operating~~ an advanced water treatment plant at the CCSD's existing San Simeon well field and treated wastewater effluent land disposal system property (Figure 1). The facility utilizes an indirect potable reuse process through which a mixture of treated effluent, deep brackish water from a saltwater wedge, and lost aquifer underflow are recovered and treated through advanced treatment methods to produce "advanced treated water," which is then injected into the groundwater basin to augment the community's potable water supply. The system is designed to provide a minimum of sixty days' travel time from the point of injection to the point of diversion (e.g., San Simeon well field). Potable water is then consumed and converted to wastewater, ~~where it is~~ treated by the wastewater treatment plant, pumped to the percolation ponds (after secondary treatment), and infiltrated back into the groundwater to restart the cycle. This process is illustrated ~~by~~ ~~in~~ Figure 2. Because the processed water is returned to the aquifer from which it was pumped, it is not included in the CCSD's annual diversion totals⁴.

~~An emergency Coastal Development Permit (CDP) was issued by the County~~ ~~The County issued an emergency Coastal Development Permit (CDP)~~ in May ~~of 2014~~ ~~2014~~, and construction began soon ~~thereafter~~ ~~after that~~. The facility began operation in January 2015. Condition No. 6 of the

³ The State Water Resources Control Board defines a 'water year' as October 1st to September 30th.

⁴ RO waste discharge is removed from the aquifer during plant operations, so it is included in the CCSD's annual diversion total. This accounts for approximately 8% of the total volume treated at the plant.

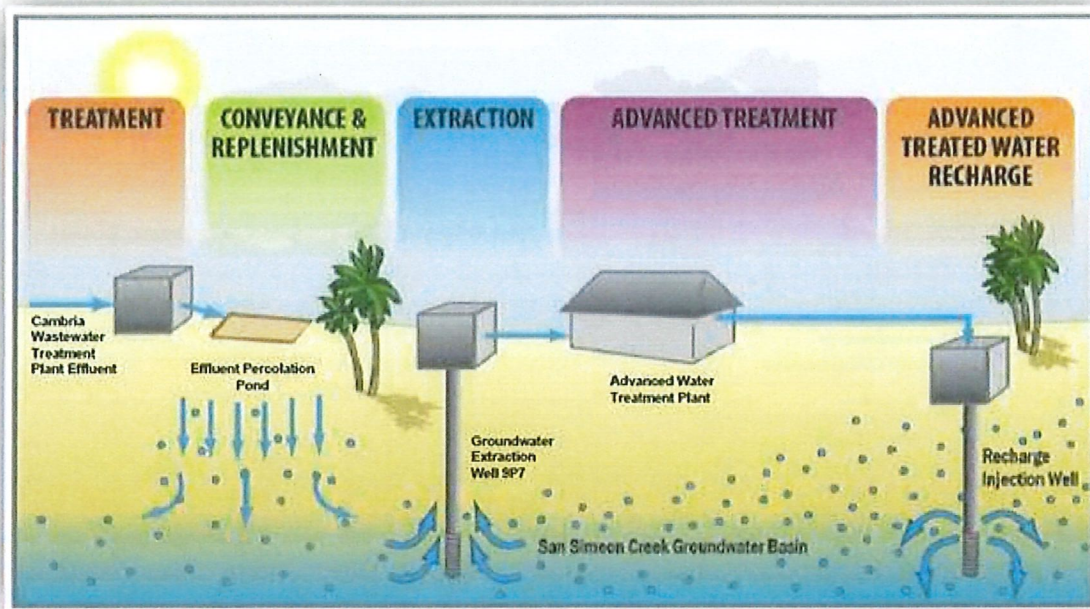


Figure 2 Steps in the Advanced Water Treatment Process

Emergency CDP required the CCSD to apply for a regular CDP within 30 days of the issuance of the emergency permit. As part of the application for the regular CDP, Condition No. 6 required the CCSD to include, at a minimum, the following in the application materials:

- Expected discharge volumes into the proposed evaporation ponds.
- Hydrogeologic modeling analyzing the expected effects of project operations on the underlying aquifer.
- Hydrogeologic monitoring to ensure project operations do not adversely impact coastal waters.
- A description of project operations informed by ~~the~~ hydrogeologic modeling and monitoring.
- An analysis of potential project-related noise and light impacts on biological resources and public recreation.
- Documentation of the impacts of withdrawals on creek and stream resources.

The CCSD applied for a Regular CDP in June 2014. To help address the items required by Condition No. 6, and in compliance with the California Environmental Quality Act (CEQA), the CCSD prepared a Subsequent Environmental Impact Report (SEIR) based on the Emergency Project but with proposed modifications. The Emergency Project, combined with the modifications derived from the SEIR process, became known as the Sustainable Water Facility (SWF) and is the project sought by the Regular CDP. The SEIR was certified in July 2017. [On March 11, 2021, the CCSD Board of Directors officially changed the name of this SWF to Water Reclamation Facility \(WRF\).](#)

Project Site/Pre-Project Facilities

The project site ~~consists of~~ ~~comprises~~ about 96 acres ~~located~~ on the south side of San Simeon Creek Road immediately east of the San Simeon State Park campground (Figure 3). Based on

an assessment of project alternatives prepared by the CCSD in 2019⁵, the entire project site consists of mapped and unmapped Environmentally Sensitive Habitat Areas (ESHA) of varying quality. The 2019 assessment considered a range of alternative project sites and configurations to determine the feasibility of locating some or all ~~of the~~ project components in areas ~~that would have with~~ the ~~leastmost negligible~~ impact on mapped and unmapped ESHA. The 2019 study considered seven project alternatives and alternative sites that were determined to be infeasible for a variety of reasons that include the following:

- Regulatory (permitting) constraints;
- Significantly increased project costs;
- Land acquisition;
- Uncertainty regarding groundwater quality and yield;
- Insufficient water production;
- Significantly larger areas of disturbance ~~that~~ ranged from 2.4 acres to over 43 acres;

In addition, each of the alternatives would result in a range of potentially significant environmental impacts, including impacts to ESHA. The assessment concluded that the ~~SWFWRF~~ project, as represented in the 2017 SEIR, disturbs 1.06 acres, the lowest acreage of disturbance of any of the considered alternatives. ~~As represented in this description, the project would have even less impact due to the exclusion of certain project modifications, such as the Surface Water Treatment Plant. The project as represented in this description As represented in this description, the project would have an even smaller more negligible impact due to the exclusion of certain project modifications, such as the Surface Water Treatment Plant.~~

~~Prior to~~ ~~Before~~ ~~the~~ construction of the ~~SWFWRF~~, the CCSD-owned property was developed with various water and wastewater facilities, including the San Simeon Well Field and potable water supply line, pumping and monitoring wells, treated wastewater effluent percolation pond system, and Van Gordon Reservoir, which had previously been used as an effluent storage basin.

- **San Simeon Well Field and Potable Water Supply Line.** The San Simeon Well Field (well field) is located on the eastern portion of the project site, approximately one mile inland from the ocean. The well field contains three municipal water wells (CCSD Wells SS-1, SS-2, and SS-3) used to extract groundwater from the San Simeon Aquifer. An underground potable water supply pipeline, which generally parallels the northern and western site boundaries, ~~is used to transport~~ ~~transports~~ the potable water from the well field to Cambria, approximately 2.5 miles to the south.
- **Pumping, Monitoring, and Irrigation Wells.** Pumping, monitoring, and irrigation wells include:
 - The CCSD municipal pumping wells ~~are~~ described above.
 - Well 9P2; ~~is~~ an inactive irrigation well used to monitor the gradient between the CCSD's San Simeon Well Field and the percolated mound of treated wastewater.
 - Well 9P4, which supplies irrigation water ~~pursuant to~~ ~~under~~ an agreement with the CCSD that replaced the use of Well 9K1.

⁵ Cleveland, Cindy, & Gresens, Robert C., Sustainable Water Facility, Feasibility Study and Assessment of Environmentally Sensitive Habitat Areas (ESHA), February 15, 2019.

- Well 9P7 is, a former gradient control well ~~which has been~~ repurposed as part of the project.
- Well 16D1, is an existing monitoring well.
- Abandoned irrigation wells 9K2 and 9L1; and,
- Well 9P5 (CCSD Well SS-4) ~~which~~ was previously used for monitoring and is located within an offsite easement ~~that is~~ south of San Simeon Creek and on State Park property.

In the past, groundwater was pumped from Well 9P7 to control the gradient between the ~~well~~ field and the percolation ponds. Water was pumped into a buried eight-inch diameter PVC (polyvinyl chloride) pipeline that discharged into Van Gordon Creek. Monitoring Well 16D1 is located at the southwest corner of the project site and is used to monitor groundwater quality down-gradient from the percolation ponds.

- **Treated Wastewater Effluent Percolation Pond Disposal System.** Cambria's Wastewater Treatment Plant (WWTP) is located approximately 2.5 miles to the south, at 5500 Heath Lane (Figure 1). The system, which operates under RWQCB Waste Discharge Requirements Order No. 01- 100 (December 7, 2001), includes four percolation ponds, and associated treated wastewater effluent pipelines. After secondary treatment, treated effluent is pumped to the four percolation ponds. Treated effluent recharges the aquifer through the ponds to maintain a hydraulic mound/barrier, ~~which~~. This reduces potable groundwater losses at the San Simeon Creek aquifer/ocean interface and slows the creek underflow. This practice is also ~~important~~essential in preventing saltwater intrusion into the freshwater aquifer.

Project Description

The SWFWRF was designed and constructed to improve the reliability of the CCSD's potable water supply during drought conditions and other dry periods. The design and operation of the facility ~~has~~have been informed by several previous studies including, but not limited to, the following:

- The 2006 Water Master Plan and Program EIR (August, 2008);
- Cambria Water Supply Alternatives Engineering Technical Memorandum (CDM Smith, November 27, 2013);
- The Cambria Emergency Water Supply Project San Simeon Creek Basin Groundwater Modeling Report (GMR) (CDM Smith, May, 2014);
- CCSD's 2010 and 2015 Urban Water Management Plans (UWMP);
- Emergency Coastal Development Permit Mitigation Monitoring and Reporting Program (E-CDP MMRP);
- Draft Initial Study and Mitigated Negative Declaration prepared for the project in 2014;
- The Subsequent Environmental Impact Report was certified by the CCSD in July, 2017 (Michael Baker International).
- Cleveland, Cindy, & Gresens, Robert C., Sustainable Water Facility, Feasibility Study and Assessment of Environmentally Sensitive Habitat Areas (ESHA), February 15, 2019

Further refinements and modifications were incorporated into the final design in response to comments received on the draft Initial Study and Mitigated Negative Declaration prepared for the emergency project in 2014, and through continued consultation with other regulatory agencies.

Lastly, the SEIR identified several mitigation measures to avoid and/or reduce potentially adverse environmental impacts associated with ~~the continuation of~~ continuing project operations within and adjacent to sensitive habitat areas. The project requested under the regular Coastal Development Permit includes the facilities constructed under the Emergency CDP plus select Project Modifications. The components of the proposed project are described below and illustrated ~~by~~ in Figures 4 and 5. Where relevant, the SEIR mitigation measures are referenced with the corresponding Project Modifications.

Source Water -- Extraction Well 9P7

Emergency Project Components

The brackish source water for the [SWFWRF](#) is pumped from existing Well 9P7 and is a blend of native basin groundwater, deep aquifer brackish water, and percolated secondary effluent from the CCSD's WWTP. The brackish groundwater is comprised of diluted seawater (that occurs from the subterranean dispersion of salts from a deeper saltwater wedge into an overlying freshwater interface zone), creek underflow, and percolated treated wastewater effluent. The degree to which this groundwater source is impaired depends on the ultimate contribution of secondary effluent in the extracted water and the level of treatment achieved ~~for this water~~ through soil aquifer treatment and aquifer travel time. With the system in operation, the water elevation at the potable well field is maintained higher than the secondary effluent mound, and higher than that of seawater. This serves as a barrier to prevent seawater from moving inland to the potable well field.

Advanced Water Treatment Plant (AWTP)

Emergency Project Components

The AWTP treats the potentially impaired groundwater to advanced treated water quality standards suitable for injection further upstream into the groundwater basin to augment the potable water supply. A portion of the advanced treated water will also be conveyed to a point immediately upstream of the San Simeon Creek Lagoon to maintain water levels during dry weather conditions (discussed below).



AWTP Treatment Processes. The AWTP's main treatment processes include membrane filtration (MF), reverse osmosis (RO), and advanced oxidation process (AOP) utilizing ultraviolet (UV) light and hydrogen peroxide.

Key AWTP unit processes equipment ~~were~~ was pre-packaged and mounted in six shipping containers, ~~which were~~ installed within an area measuring approximately 100 feet by 170 feet. Each treatment plant container is approximately about 15 feet in height. UV vessels, water tanks, pump skids, and self-contained chemical totes were installed outdoors on concrete housekeeping pads. The AWTP process flow is shown in Figure 6.

AWTP Production Flows. Table 1 summarizes recoveries, waste flows, and treatment process capacities for MF and RO systems required to meet the target potable water augmentation of 250

~~AFY (452,570 gallons per day (gpd) over six months) and San Simeon Creek Lagoon water recharge of 62 AFY (112,980 gpd over six months). The water supply augmentation goal of 250 AFY was determined to meet the minimum capacity necessary to improve water supply reliability to serve approximately 4,650 residential units (including both existing connections and CCSD-approved wait list customers) accommodated by the adopted Local Coastal Program. This residential service connection goal was established through Board action as part of the proposed Buildout Reduction Program and is included within the County's North Coast Area Plan, as well as other CCSD water resource management studies. production goals to maintain the operational stability of the San Simeon aquifer without impacting environmentally sensitive habitat in Van Gordon Creek and San Simeon Creek.~~

The AWTP feed water flow rate would be about 581 ~~gpm~~**GPM**. Assuming all process-associated losses and a 100 ~~GPM~~**gpm** flow of filtrate product water to recharge San Simeon Creek Lagoon, the AWTP's daily average product water flow rate would be 400 ~~gpm~~**GPM**. Thus, 400 ~~GPM~~**gpm** of advanced treated water would be pumped to RIW-1, ~~located a minimum of at least two-month~~**two months** travel time from existing potable production Wells SS-1 and SS-2. A total of 400 ~~gpm~~**GPM** maximum extraction from existing Wells SS-1 and SS-2 (or a combination of both) can occur during project operations.

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

AWTP Hours of operation. Operating and maintaining the equipment requires onsite full-time staff, although the AWTP is designed to operate with minimal operator intervention. Up to two employees visit the site daily ~~to visually inspect and maintain the AWTP~~**to inspect and maintain the AWTP visually**.

In response to ~~the~~ prolonged dry season, the ~~SWFWRF~~**SWFWRF** could run for 24 hours per day, seven days per week (24/7), during the driest time of the year (approximately six months), ~~subject to the~~

Adaptive Management Plan (AMP) and the need to protect environmentally sensitive habitat.

During normal precipitation years, ~~the~~ average operation would likely be 9 hours per day, four days per week, for approximately two to six months. The plant would not need to be operated during wet or normal rainfall periods, except for gradient control purposes. During such periods of inactivity, the AWTP is maintained in a ready state, which may include routinely exercising equipment and valves, ~~as well as~~ and pickling ~~of~~ the RO elements.

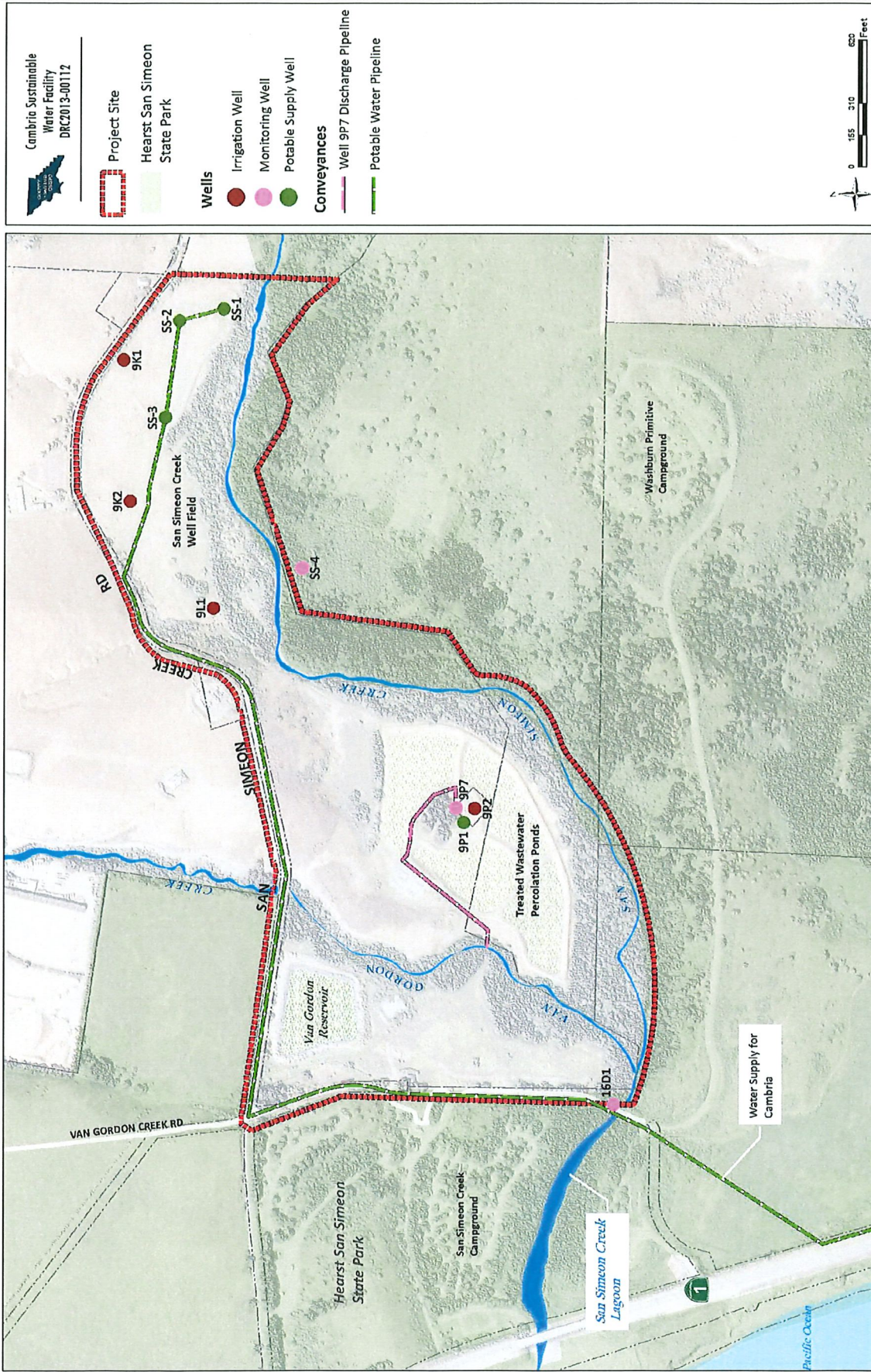


Figure 3 Cambria CSD's Pre-project Facilities

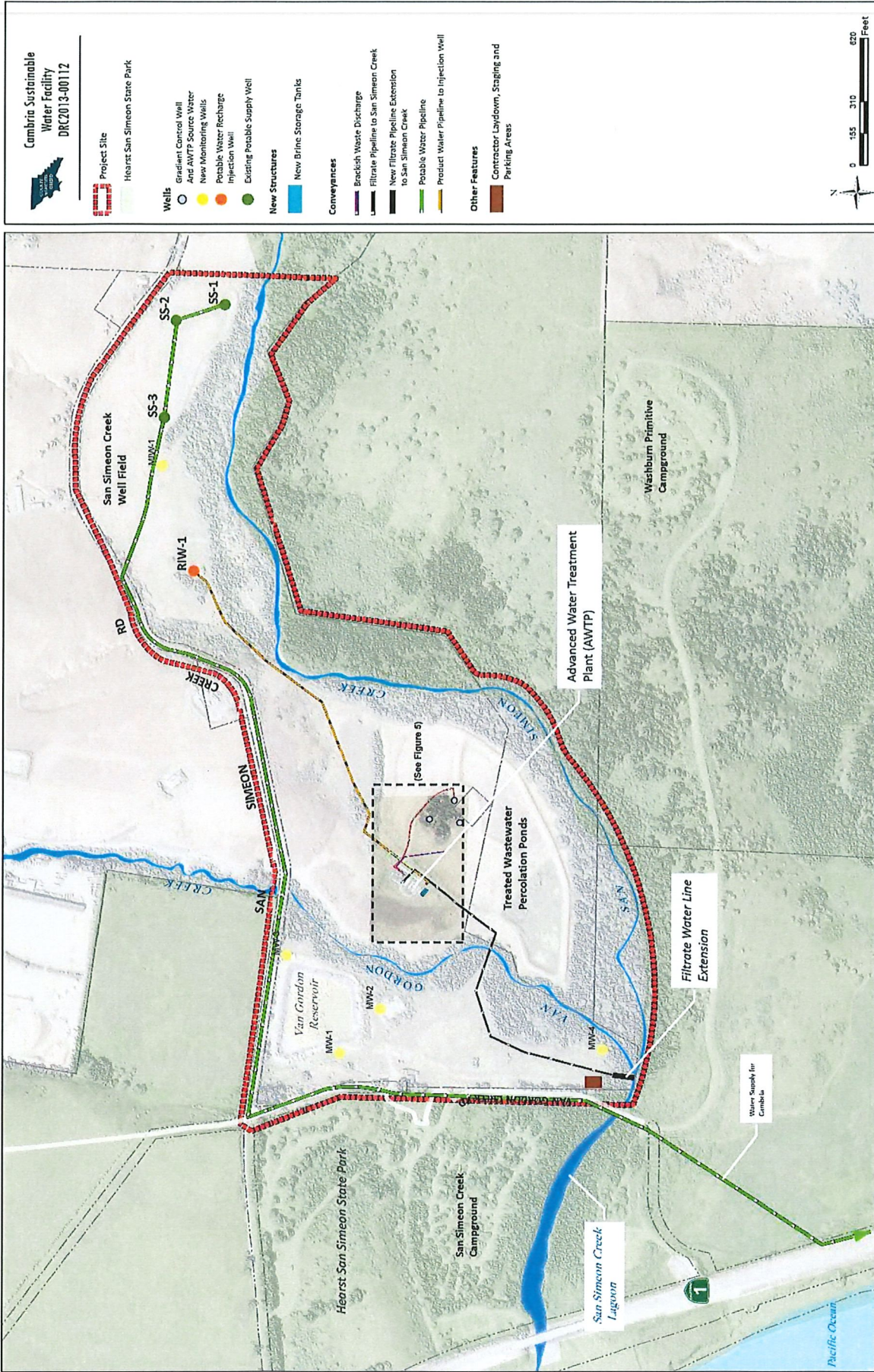


Figure 4 *SWFWRE* with Project Modifications (in italics)

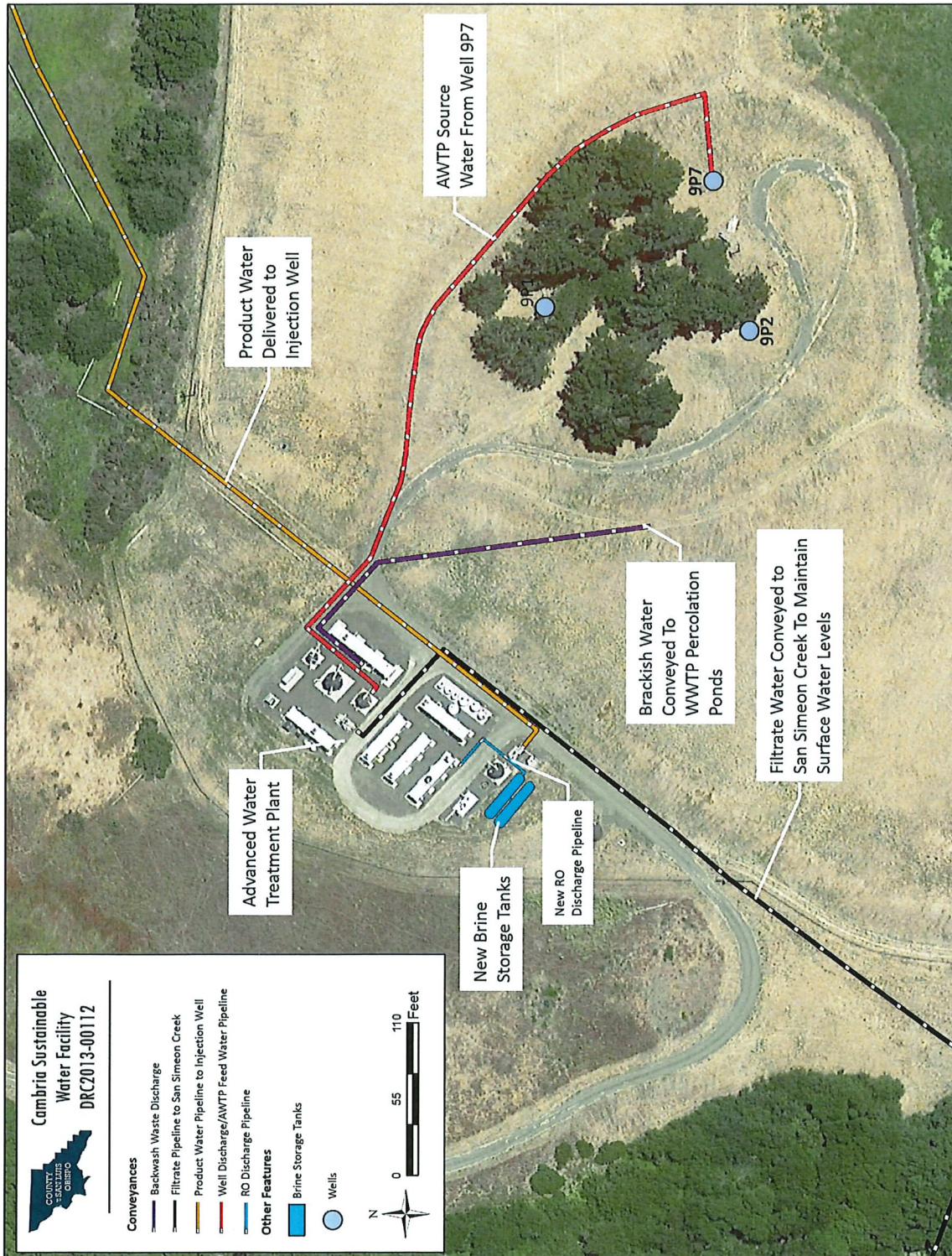
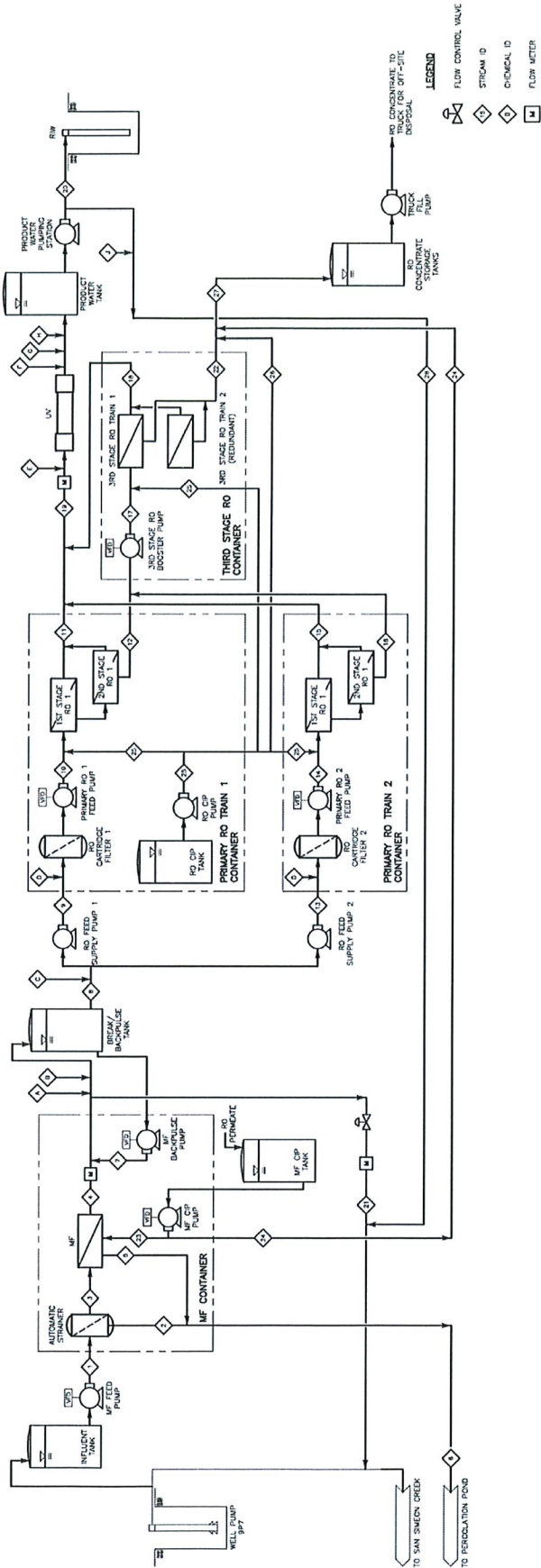


Figure 5 Advanced Water Treatment Plant and Associated Facilities



FLOW STREAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
CHEMICAL																												
CHEMICAL STREAM ID	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Chemical Concentration	12 mg/L	4.0 mg/L	80 mg/L	2.0 mg/L	3.0 mg/L	15 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L	30 mg/L
Design Process Flow	1.25 Tpd	2.5 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd	1.25 Tpd

FLOW STREAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
MF FEED	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	
MF BACKWASH FEED (NOTE 1)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MF AND AUTOMATIC STRAINER COMBINED WASTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MF FILTRATE	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274	1.274

NOTES:

- NET WATER FLOW.
- ALL CHEMICAL DOSING SKIDS EXCEPT THIS SHOULD INHIBITOR WILL BE INSTALLED IN CHEMICAL CONTAINER (NOT SHOWN). THRESHOLD INHIBITOR DOSING SKIDS WILL BE INSTALLED IN PRIMARY RO TRAIN 1 AND PRIMARY RO TRAIN 2 CONTAINERS.
- NO FLOW CONDITIONS BASED ON AN AVERAGE MEMBRANE AGE OF 3 YEARS.

Figure 6 Advanced Water Treatment Plant Process Flow

The CCSD may also adjust the project's operational period according to need based on the amount and timing of seasonal rainfall and the groundwater levels within the lower San Simeon aquifer. Other considerations will influence the timing and duration of plant operation, including the Adaptive Management Plan (AMP), riparian water use, and licensed diversion totals.

Recharge Injection Well (RIW-1)

Emergency Project Components

The stabilized AWTP finished product water is pumped for injection into the groundwater basin at the San Simeon Well Field utilizing a new recharge injection well (RIW-1) located west of ~~the~~ existing potable supply water Well SS-3. The RIW has a 5.0-foot, stainless steel sediment trap below the well screen. A total of 400 ~~gpm~~**GPM** is injected into RIW-1. The wellhead facilities are ~~located 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 for removal of 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~~**above-ground** equipment. No pumps or ~~noise-generating~~**noise-generating** equipment are located at RIW-1. A small control panel is provided at the wellhead.

Brine Storage Tanks and Off-site Hauling

Project Modification

The emergency project included ~~the use of using~~ Van Gordon Reservoir as a Brine Evaporation Pond. However, during a flood emergency declared by the Governor in early January 2017, ~~storm water~~**stormwater** drained across San Simeon Creek Road, with a portion of the ~~storm water~~**stormwater** entering the Emergency Project's Brine Evaporation Pond. This resulted in a Cease and Desist order from the Water Board directing the CCSD to stop using the pond for brine disposal. Accordingly, the brine disposal facilities associated with the pond were subsequently decommissioned. ~~Final pond closure and termination of the associated Title 27 permit was approved by the Water Board~~**The Water Board approved the final pond closure and termination of the related Title 27 permits** at its regional meeting on December 13, 2019. Although ~~the~~ future use of the decommissioned brine evaporation pond is uncertain, it is not a component of the project sought by the Regular CDP.

Brine Storage Tanks. The AWTP-generated waste stream (RO concentrate or RO reject water) from the RO process, as well as any chemical cleaning waste, is temporarily being sent to two ~~21,000-gallon~~**21,000-gallon** Baker tanks for intermediate storage ~~prior to before~~ being pumped to tanker trucks for off-site 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.

Future tasks within this project modification may include ~~acquisition of acquiring~~ permanent brine storage tanks, such as the four Baker tanks proposed within the SEIR. The tank(s) would be ~~double-walled~~**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.

Offsite RO Concentrate Disposal. Under prolonged dry weather conditions, the facility could run 24 hours per day, seven days per week (24/7), during the driest time of the year, 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 ~~gpd~~GPD. Average operations during years of normal precipitation would likely be 9 hours per day, four days per week, and 2 to six months per year. Under this scenario, the estimated RO concentrate volume would be approximately 20,000 ~~gpd~~GPD.

Concentrate from the RO treatment process would be hauled away to a disposal site, such as the South San Luis Obispo County Sanitation District (SSLOCSD), which is in Oceano, San Luis Obispo County, California, approximately 53 miles from the project site.

SSLOCSD is a fully permitted 7.6-acre wastewater treatment, storage, and disposal facility. Under normal operations, three truck trips per day would be needed to haul the RO concentrate to SSLOCSD, assuming a 6,000-gallon truck would be used. Under peak operations, nine truck trips per day (limited to operating within the SWFWRF site between ~~the hours of~~ 7:00 AM and 7:00 PM) would be needed to haul the RO concentrate to SSLOCSD.

Should CCSD reach the SSLOCSD daily brine disposal limit, currently set at 50,000 ~~gpd~~GPD, an alternative disposal site ~~would be utilized, such as Kettleman Hills Hazardous Waste Facility, such as Kettleman Hills Hazardous Waste Facility, would be utilized.~~

Lagoon Surface Discharge

Emergency Project Components with Project Modifications

To maintain and enhance the San Simeon Creek Lagoon, micro-filter (MF) effluent and/or de-chlorinated and oxygenated 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 ~~is used to deliver~~delivers the lagoon water from the AWTP to a surface discharge structure. The discharge structure, ~~which is located just north of the San Simeon Creek tree line (Figure 3), dissipates velocity, to create a sheet flow of lagoon water, prior to~~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 will depend on the results of monitoring and surveys performed under the AMP but are anticipated to be approximately 100 ~~gpm~~GPM when the creek is dry.

When 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 RWQCB's ~~low threat~~low-threat discharge permit requirements, ~~which have~~with a very low a meager maximum limit of 0.02 mg/l for chlorine residual. Also included in the product water de-chlorination process is an in-line aeration system to ~~make sure the water provided to the lagoon has sufficient dissolved oxygen prior to its~~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 Order No. R3-2011-0223, NPDES Permit No. CAG993001, *General Permit for Discharges with Low Threat to Water Quality*; and, ~~Draft Waste Discharge Requirements 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 Modified December 8, 2014 Monitoring and Reporting Program issued to the CCSD).

Project Modifications – Mitigation Measures BIO-3, BIO-18, BIO-19

This proposed Project Modification involves 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 further avoid~~ to avoid further biasing 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 (approximately 87 square feet) erosion prevention measures would be installed to protect the San Simeon Creek channel bank. Armorflex would allow ~~for the continued growth of riparian vegetation~~ riparian vegetation's continued growth, further protecting the channel from ~~any~~ potential erosion.

Monitoring Wells

Emergency Project Components

The project includes five monitoring wells (MW-1, MW-2, MW-3, MW-4, and MIW-1 (Figure 4)). MW-1, MW-2, and MW-3 are up-gradient and down-gradient from the existing evaporation pond. MW-4 was installed outside ~~of~~ the tree drip line and approximately 150 feet up-gradient from the lagoon water discharge structure ~~to ultimately replace existing MW-16D1~~ to replace the existing MW-16D1 ultimately. MW-4 was constructed in response to RWQCB concerns over the 100 ~~gpm~~ 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. MIW-1 is located ~~at the well field, between RIW-1 and the existing production wells~~ between RIW-1 and the existing production wells at the well field.

Pipelines and Conveyances

Emergency Project Components

Yard Piping. All yard piping is installed below ground at the AWTP site.

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

AWTP Feed Water Pipeline. This pipeline delivers the source water (brackish groundwater) from 9P7 to the AWTP. This pipeline also connects with the Well 9P7 Discharge Pipeline, ~~which was originally constructed~~ 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 ~~located~~ near the confluence of San Simeon and Van Gordon Creeks. The pipeline ~~is a combination of~~ combines a pipeline ~~laid~~ 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 ~~was continued outside of~~continued outside the Van Gordon Creek tree line and along the ground surface to the surface discharge structure. The discharge structure is located ~~just~~-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~~double-contained pipeline delivers concentrate from the AWTP's RO process and chemical cleaning waste to the brine storage tanks for off-site hauling.

Project Modifications – Mitigation Measure BIO-3

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

Construction Activities

Emergency Project Components

The emergency project components required general construction activities, including clearing, grading (nominal), 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 (CY) of cut and 50 CY of fill were generated during the construction of the proposed wells and AWTP, and approximately 200 CY of cut and 200 CY of fill were generated during pipeline installation. Ground disturbance activities for well construction included drilling between 40 and 100 feet in-depthdeep. Excavated soils were retained for backfill to avoid soil exportation and minimize truck trips. Additionally, vegetation was 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.

Project components were designed and constructed in accordance with applicable provisions of the SLO County-issued emergency CDP, the California Water Board's 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 monitors.

Construction Phasing

Emergency Project Components

The emergency project involved a design-build construction delivery method that included ~~construction and installation of~~ installing the water facilities described above. Construction of the emergency project occurred over approximately six months, with construction beginning on May 20, 2014, and substantially completed on November 14, 2014. Construction work times occurred between 7:00 AM and 5:00 PM, Mondays through Fridays, and between 8:00 AM and 5:00 PM, Saturdays, consistent with CZLUO Section 23.06.042 regulations. The construction phase was followed by an approximately two-month start-up period ~~that included,~~ including facility testing and commissioning.

Operations

Project Modifications – Mitigation Measure BIO-7

Mitigation Measure BIO-7 states:

The CCSD shall develop and implement an Adaptive Management Program (AMP) for post-construction operations upon commencement of SWF operations. The AMP shall be incorporated while the facility is operating and indefinitely until the facility is no longer in use or until deemed no longer necessary by applicable regulatory agencies. The AMP is intended to monitor and protect the lagoon, creek, and riparian habitats adjacent to the Project site and, by extension, protect the species that inhabit it. The AMP's primary goal shall be to require the CCSD to develop and adopt an Adaptive Management Plan (AMP) to monitor the response of the lagoon, creeks, and riparian habitats to SWF operations. This shall include, but not be limited to, the following:

- *Regular monitoring of groundwater levels, surface water levels, surface water flow, instream and riparian habitat extent and health, available in-stream and fish habitat, and water quality;*
- *Surveys for tidewater goby, steelhead, CRLF, western pond turtle, and/or two-striped garter snake a minimum of two times per year to measure population levels over time; and*
- *Monitoring of riparian vegetation in the water bodies and ~~in~~ their upland extents.*

Based on the ~~results of the biological monitoring~~ biological monitoring results and any noted adverse changes in these habitats, operations shall be adjusted such that the amount of treated water ~~that is~~ injected or discharged back into the system, is either increased or decreased to restore affected habitat features. ~~It is expected that the typical amount of water returned would~~ The typical amount of water returned is expected to be 100 ~~gpm~~ GPM.

As required by BIO-7, the CCSD has prepared an Adaptive Management Plan, which sets forth a systematic process for monitoring and managing the ongoing operation of the facility in a

manner that protects the sensitive resources of San Simeon Creek, Van Gordon Creek, and San Simeon Creek Lagoon. These resources include (but are not limited to):

- Riparian and wetland resources;
- Habitat for listed plant and animal species;
- ~~Important~~Essential surface water and groundwater resources;

Adaptive management is the process by which resource management activities are implemented and monitored using scientific research design, ~~which.~~ This allows analysis of changes due to management and, therefore, an evaluation of management effectiveness. Using this approach, management strategies and techniques will be developed and implemented using an integrated approach in which science is used to inform management, which ~~in turn~~ will incorporate scientific methods to increase knowledge of the system and enhance success. The primary goals of the AMP are described below. A *goal* specifies the desired conditions for the resources affected by the Project.

Riparian and Wetland Resources

Goal: Maintain and enhance the structure and species composition of native riparian and wetland plant communities affected by the Facility.

Habitat for Listed Species

Goal: Achieve and maintain sustainable and persistent populations of listed species within the project area.

Surface Water

Goal: Preserve and enhance the surface water quality of San Simeon Creek, Van Gordon Creek, and the San Simeon Creek lagoon consistent with applicable federal and State standards.

Goal: Maintain surface water volumes in Van Gordon and San Simeon Creeks to sustain riparian and wetland resources and listed species.

Groundwater

Goal: Preserve and enhance groundwater quality associated with San Simeon Creek, Van Gordon Creek, and the San Simeon Creek lagoon.

Goal: Prevent adverse impacts to wells on surrounding properties.

An instream flow study of San Simeon Creek is in process and will include an analysis of the Van Gordon Creek. Recommendations from this study tentatively scheduled for completion in the Summer of 2020. ~~This study will~~ build from and better inform the Adaptive Management Plan and ensure that the operation of the SWFWRF will not adversely impact existing ESHA and riparian resources. The CCSD has also initiated consultation with the US Fish and Wildlife Service in accordance with Section 7 of the Endangered Species Act. The Section 7 ESA process will further ensure ~~involvement of and concurrence from other resources agencies~~ other resources agencies' involvement and concurrence.

Resources & Infrastructure Committee Report for July 13, 2023 CCSD Meeting

The Resources & Infrastructure Committee held two meetings in June.

The first meeting in June was called to order on June 10, 2023 at 2:00pm. Committee members present were Chair Karen Dean, Vice Chair Steven Siebuhr, Secretary Derrick Williams, and Committee member Juli Amodei. Committee member Mark Meeks was absent.

Staff present were District Engineer/Utilities Manager Ray Dienzo, Program Manager Tristan Reaper, Water Dept. Supervisor James Green, Administrative Analyst Haley Dodson, and General Manager Matthew McElhenie who was present via Zoom.

Chair Dean relayed the sad news of Former CCSD Director Cindy Steidel's passing.

A Special Meeting date and time to review proposals for the San Simeon Water Main and Effluent Pipelines Replacement Project was agreed upon to take place on Monday, June 26, at 10 AM.

District Engineer Dienzo gave several updates on his Engineer Report. He reported that he would be bringing the Skatepark CEQA NOE before the Board on June 15, he will be submitting plans for the East Ranch restroom to the County around the end of June, and that proposals for the replacement San Simeon Water Main and Wastewater Pipelines have been reviewed. The interview panel selected a consultant, and this will be coming before the R&I Committee at the Special Meeting on June 26.

The Standing Committee Bylaws were reviewed, Chair Dean requested that the Committee members stay current on the issues under discussion by the Board of Directors in order to be adequately informed on the items coming before the Committee for review.

District Engineer/Utilities Manager Dienzo and Program Manager Tristan Reaper, assisted by Water Supervisor James Green, gave a thorough presentation and update on the 2023/2024 Annual Water Supply & Demand Assessment and Water Shortage Contingency Plan. This report is required annually by the Department of Water Resources. The Committee approved moving this report forward to the June 15 Board of Directors meeting.

Chair Dean requested that the AdHoc Committees on Long Term Water Storage, and on Brine Waste Disposal Alternatives be prepared to give an update on their progress at the July R&I meeting, and that the Committee receive an update on the status of the PGE SST projects. Committee member Derrick Williams asked if the Committee could receive a presentation on regular maintenance of District Infrastructure.

This meeting was adjourned at 3:00 PM.

The Resources & Infrastructure Committee held a Special Meeting on Monday June 26. The meeting was called to order at 10:00 AM. Committee members present were Chair Karen Dean, Vice Chair Steven Siebuhr, Secretary Derrick Williams, and Committee members Juli Amodei and Mark Meeks. Staff present were District Engineer Ray Dienzo, Program Manager Tristan Reaper, and Administrative Analyst Haley Dodson. Administrative Department Manager Denise Fritz was present via Zoom. Also present were Larry Kraemer and Michael Kielborn from Cannon Engineering.

During the week of May 29, an interview panel consisting of CCSD staff and R&I Committee member Mark Meeks conducted interviews with key team members of three extensively qualified consulting firms who had submitted proposals for the design and engineering of the San Simeon Water Main and

Wastewater Effluent Pipeline Replacement Project. The interview panel reached a unanimous consensus to award this project to Cannon Engineering.

The R&I Committee reviewed and discussed the proposal by Cannon Engineering, with additional details being provided by staff and Cannon representatives in response to questions by Committee members and members of the public.

There are several phases to this project that will be undertaken by Cannon Engineering. Their proposal includes Project Coordination, Management, and Administration, Design and Engineering, Environmental Services, Permit Compliance, Surveying, Geotechnical Investigation, Final Plans and Specifications, Assistance During Bidding, and Assistance During Construction and Project Close-Out. Three alternative alignment routes for the pipelines are being considered and are mapped out in the Cannon Proposal Document in the June 26 R&I agenda packet.

The Committee unanimously approved the Cannon Engineering Proposal and Cost Estimate and voted to refer the project proposal and the necessary budget adjustment to the Finance Committee. The original budget estimate for this project was \$500,000. Cannon Engineering's cost proposal is for \$585,000, thus the need for a budget adjustment of \$85,000.

The meeting was adjourned at 10:31 AM. The next R&I Meeting will be held Monday July 10, 2023 at 2:00 PM, and tentatively on the agenda will be AdHoc Committee Reports, the District Engineering Report, a discussion of the water meter upgrades, and an update on the Stuart St water tank project.

Respectfully submitted,
Karen Dean, CCSD Board President
Chair Resources & Infrastructure

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

The special meeting was held in the Cambria Vet's Hall. Vice Chairperson, Karina Tiwana, led the meeting. Three Directors were present.

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

**5.A. CONSIDERATION OF CANDIDATES TO FILL THE BOARD O DIRECTOR VACANCIES
CREATED BY THE RESIGNATION OF GWEN KELLAS AND DANIEL DE LA ROSA AND BOARD
APPOINTMENT OF THE NEW DIRECTORS.**

Board staff have received no applications for the Board vacancies. There was discussion both from Public Comment and the Directors that it has been difficult to recruit those individuals who are living in the designated districts where there are vacancies. Vice Chairperson Tiwana motioned for the staff to plan an event "like it is for your birthday" to attract community interest from those who may want to apply to be on the Board. She further motioned that if there are no persons interested in applying, that the situation be referred to the county supervisor's office to address the vacancies. The motion carried with 3 votes.

**5.B. DISCUSSION, REVIEW AND APPROVAL OF A BOOKKEEPER PROPOSAL FOR SSCSD
BOOKKEEPING SERVICES.**

There has been no interest from 2 companies to provide bookkeeping services which SSCSD, but they received a proposal from Regional Government Services (RGS) to perform bookkeeping services on behalf of the District. The estimated cost for services is \$35,000 over a two-year period. Included as an optional service is that RGS could also conduct an initial assessment to review current processes for accuracy, assure internal controls and to recommend efficiencies for the transparent provision of financial services. The cost for this optional service is \$7500.00.

The Board voted to direct their legal counsel to construct a contract with RGS to provide bookkeeping services for SSCSD.

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Public comment for this agenda item included a request that the Board at least give the names of the litigants prior to going into closed session so that the public would know what types of comments to make.

7. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS.

All 3 Board Directors made a total of 13 proposed agenda items. One director suggested that they "take the lead from Cambria CSD" and include proposed future agenda items as part of their minutes and on their website in the future. There was no consensus among the directors as to which of the 13 items should be future agenda items and staff suggested that the Board prioritize which agenda items should be on the next agenda.

THE MEETING WAS ADJOURNED AT 7:15 P.M.

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

Submitted by Debra Scott, CCSD Director

**REPORT TO CCSD BOARD OF DIRECTORS ON THE SAN SIMEON COMMUNITY SERVICES
DISTRICT SPECIAL MEETING ON JUNE 13, 2023**

The special meeting was held in the Cambria Vet's Hall. Vice Chairperson, Karina Tiwana, led the meeting. Three Directors were present.

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

4. CONSENT AGENDA ITEMS

4.G. ADOPTION OF RESOLUTION 23-471 ELIMATING HYBRID MEETING FORMAT

This item was pulled from the Consent Agenda for discussion. Director Diamond stated that she wanted to keep the hybrid format for the meetings so that the public has the opportunity to attend the Board meetings virtually. The Board voted to continue hybrid format meetings.

4.I. ADOPTION OF RESOLUTION 23-474 OF REVISED DEADLINE FOR GENERAL MANAGER REQUESTS FOR QUALIFICATIONS AND OPERATIONS MANAGEMENT REQUEST FOR PROPOSALS.

This item was pulled from the Consent Agenda for discussion. The date was changed to July 14, 2023.

5. BUSINESS ACTION ITEMS

5.A. DISCUSSION AND APPROVAL OF RESOLUTION 23-474 RECOMMENDING THE SAN LUIS OBISPO COUNTY BOARD OF SUPERVISORS APPOINT HOLLE LE TO FILL A VACANCY ON THE SSCSD BOARD OF DIRECTORS.

This agenda item was approved unanimously. Holly Le is now the newest member of the SSCSD Board.

5.D. DISCUSSION, REVIEW, AND APPROVAL TO RESCHEDULE THE JULY 11, 2023 REGULAR BOARD MEETING.

The Board voted to change their regular board meeting time to the first Thursday of each month at 6 p.m. to be held at the Cambria Veterans Hall.

5.E. DISCUSSION AND APPROVAL OF REQUEST TO CAMBRIA COMMUNITY SERVICES DISTRICT FOR MUTUAL AID AGREEMENT.

Vice Chair Tiwana reported that Cambria has requested a formal written request from the SSCSD to formalize the requested terms for a "cooperative agreement" between the CCSD and the SSCSD. Several community members made public comment on this agenda item. The individuals brought questions related to how this would play legally, related to county laws, contracts, and the potential need to change insurance coverage to address the terms of the agreement. The Board voted to construct a letter outlining terms the SSCSD see as important in an agreement with the CCSD and to forward the letter to the CambriaCSD.

The Board went into closed session at 7:40 p.m. to discuss anticipated litigation—3 potential cases. Other topics to be discussed during closed session were:

1. Public employee evaluation

2. Public employee dismissal/release

RETURN TO OPEN SESSION

Upon return to open session, it was reported that the Board of Directors relieved Mr. Grace of his General Manager duties. GES will continue to provide other services as needed.

THE MEETING WAS ADJOURNED

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

Submitted by Debra Scott, CCSD Director

**REPORT TO CCSD BOARD OF DIRECTORS ON THE SAN SIMEON COMMUNITY SERVICES
DISTRICT SPECIAL MEETING ON JUNE 23, 2023**

The special meeting was held in the Cambria Vet's Hall. Vice Chairperson, Karina Tiwana, led the meeting. Three Directors were present, Director Diamond was attending through electronic transmission due to medical reasons.

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

The meeting was called to order at 6 p.m.

Vice Chair Tiwana asked for Public Comment for items not on the agenda and for the items under Closed Session. There was no public comment for either items.

The Session was Closed.

The meeting was reconvened. No action was taken during Closed Session.

7.A. DISCUSSION, REVIEW AND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR TRANSITIONAL CONSULTING SERVICES FOR ACTING GENERAL MANAGER DUTIES.

Board Counsel summarized the content of the Closed Session including the process by which two applicants were secured who are interested in performing the General Manager duties during the transition between the termination of the last General Manager and the hiring of a permanent General Manager. The two applicants were Dr. Patrick Faverty, Ed.D. and Regional Governmental Services. The expectation is that the applicant chosen by the Board would work closely with Grace Environmental Services for a limited time, possibly 2 months, while the Board recruits and secures an individual to perform as a permanent General Manager. The effective date of the contract and the compensation would be specified in the contract.

Vice Chair Tiwana made the motion for the Board to contract with Patrick Faverty to provide transitional consulting services for Acting General Manager for the SSCSD. Director Donahue seconded the motion which was approved unanimously.

THE MEETING WAS ADJOURNED at 7:59 p.m.

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

Submitted by Debra Scott, CCSD Director

Cambria Forest Committee June 2nd, 2023 Meeting Summary

The meeting was called to order by Chairman Crosby Swartz at 10:05 AM. Just prior to the start of the meeting Crosby mentioned that Greenspace and the Cambria Forest Committee had sent a joint letter to the California Coastal Commission addressing the Fuel Reduction Projects in the Cambria area to be discussed and ruled on by the CCC at their June 7th meeting. A copy of this letter is enclosed at the end of this summary. Crosby also explained how to attend the meeting and present one's concerns, and that this month's CFC meeting is earlier than usual, on the first Friday of the month instead of the second Friday, so folks could be more prepared regarding any comments they'd wish to make to the Coastal Commission.

In attendance at today's meeting were CFC Chair Crosby Swartz, Treasurer Laura Swartz, Greenspace Executive Director Karin Argano, Friends of the Fiscalini Ranch Executive Director Kitty Connolly, Upper Salinas-Las Tablas Resource Conservation District Assistant Project Manager Eli Ginsberg, Rancho Marino Preserve Director Keith Seydel, California Native Plant Society representative Neil Havlik, and Harry Farmer, CCSD Board Director and CFC liaison.

CNPS local representative Neil Havlik began the discussion by again expressing his concerns regarding the shrub component and the potential excessive removal of the shrub layer on the planned projects, especially Rancho Marino. He said it would be unrealistic to expect workers with chain saws to be reasonably attentive to the details of the work being done, and hoped that someone would be on site such as a "biological monitor" to oversee what's taking place and marking the areas to be saved.

At this point Karin Argano spoke to Neil's concerns by describing her reaction on the recent Covell Ranch tour, stating she was "pleasantly surprised" with the work done by the crews, including being sensitive to the wildlife such as deer and frogs. She added that the presentation by the supervisor gave her, "a boost of confidence, a glimmer of hope." Eli Ginsberg added that monitors would be supervising the crews on the Rancho Marino project, including US-LTRCD Project Manager Spencer Gordon and Rancho Marino PD Keith Seydel, and that the group doing the work on the Covell Ranch are known as, "the Great Tree Tenders". Neil then stated that while he was "glad to hear" the good news of what had been done and what was planned, he again expressed concern that the deer could possibly retard the reestablishment of shrubs, their own nesting habitat and food source.

Laura then gave her observations of the work done on the Covell Ranch, including many trees removed, much chipping having been done, and that poison oak as well as invasives such as orchard grass had come back, and there was a need to be proactive in this area to prevent invasives returning.

Treasurer Swartz then provided a brief update on finances, and continuing involvement with the Committee's accountant.

Continuing along the same topic, Crosby then offered his assessment of the work done on the Covell Ranch as a result of the recent tour, saying that the area had, "a nice look to it" as a result of the abundance of rain in recent months, also that it was obvious much work had been done such as tree thinning and chipping, and it would be helpful to tour the area again in the dry season to witness the results of what had been done. Laura remarked there needs to be "a happy medium, a middle ground", not either too much removal or none at all.

The upcoming CA Coastal Commission meeting was again brought up, observing that on June 7th about one hour would be devoted to Public Comment to the various Cambria projects on Agenda Item 17 that would likely be occurring later in the day. Karin stated that Greenspace would probably not be commenting, as they were happy with the letter written by Crosby and cosigned by Crosby and Greenspace President John Seed. She added that, observing past history with other agencies, Letters are more influential to Commissioners and Staff than verbal public comment. The comment letter to the Coastal Commission and the Coastal Staff response are posted on the Coastal Commission website www.coastal.ca.gov/meetings/agenda/#/2023/6. Look for June 7th Agenda Item 17, Correspondence, and Addendum.

No new Future Agenda Items were brought up, and a presentation by Steve Auten of the Auten Consulting Group and US-LTRCD PM Spencer Gordon is still being considered.

The meeting was adjourned at 10:50 AM.

The next CFC meeting will be on Friday, July 14th, at 10 AM via Zoom.

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

Friends of the Fiscalini Ranch Preserve June 13, 2023 meeting summary

The meeting was called to order by Chair John Nixon at 4PM. In attendance were Chair Nixon, Vice Chair Tom Loganbill, Executive Director Kitty Connolly, Secretary Mark Larsen, Treasurer Mary Maher, Board members Joyce Renshaw, Bob Detweiler, Dianne Anderson, Ellie Etter, Sheryll Ebbs (by phone), Barbara Bronson Gray, and Jose Luis Sanchez, staff Barbara Bueche, Facilities and Resources Supervisor Carlos Mendoza, and CCSD Board Director and liaison Harry Farmer.

After a unanimous approval of the minutes of the FFRP meeting of May 9, 2023, a presentation was provided by Treasurer Mary Maher regarding the Asset Allocation Changes discussed at the recent FFRP Finance Committee meeting with the representative from Vanguard Investments. With the shift in market dynamics and the rapid rise in interest rates, the recommendation was made to alter the percentage of investment in the Stock Market versus Bonds from 70/30 to 65/35. As a result, risk would be lowered almost 7%, while anticipated revenue reduction would be less than 2%. A lengthy discussion followed of roughly 25 minutes. Board member Bob Detweiler made the observation that while we'd be looking at several years of moderate income, this might be hard to sustain and add to the Endowment portfolio. Mary responded by stating that change in FFRP investments will affect little change in income, adding that the market is not as strong as it has been. Ellie Etter commented positively on the current condition of the market, as did Dianne Anderson. Mary remarked that there is actually significant market change taking place. ED Connolly said that while she favored "aggressive earnings", she would also support Vanguard's advice. Barbara Gray expressed her concern over fluctuating circumstances, and conditions around the world in general. Once again Mary emphasized there continues to be significant market change. Bob Detweiler comforted everyone by reminding all that currently the Endowment is providing a "very good income".

At this point Joyce Renshaw made a motion to approve the recommended Asset Allocation Changes that was seconded by Barbara Gray. The vote was 9-2 in favor, with Ellie Etter and Dianne Anderson dissenting.

Executive Director Connolly began her report by stating how saddened she is that F&R Supervisor Carlos Mendoza is leaving the Cambria CSD, having recently tendered his resignation. With the extensive commitment Carlos has made to caring for the Ranch, she expressed concern if the new hire to this position would have the same "ecological concerns" as Carlos. She added that some changes would be made in the Boardwalk design so that footings would be less intrusive, and less excavation would take place as well. She added a company currently working with State Parks would be submitting a bid for the project. Also, counters at the Bluff Trail and elsewhere are very active, indicating an increase in those visiting the Ranch. Kitty then added she'd be taking significant time off in July, maybe late June as well.

Barbara Gray inquired as to the search for Carlos' replacement. Chair Nixon said he is on the screening committee interviewing applicants for the position, with committee members including representatives from other local CSD's.

Carlos then began his (final) Facilities and Resources report by saying he has not attended any meetings since his resignation but is attending the FFRP meeting because of his respect for the Board and its members. He provided an update on conditions on the Ranch, emphasizing the major repairs and improvements made to the Santa Rosa Creek Trail. He acknowledged the work done by him and especially his crew, stating the cost for this if contracted out would have been upwards of \$100,000. He added many fire breaks have been reinforced and the work is almost done. Mark

Larsen asked Carlos if he thought the accumulation of fuel as a result of many downed trees this past many months would increase fire danger. Carlos responded, "we're in a good place" as a result of years of fuel reduction in the forested areas on the Ranch, and that he's pleased with the works that's been done by his crew.

Bob Detweiler asked for an update on the homeless situation. Carlos began by stating a few years ago you'd have an encampment every 1-2 years. Now it's as much as 4-5 a month, and the longer they last the larger they become. therefore the more difficult to remove. He added this would be one of the biggest challenges facing the new F&R Supervisor.

At this point Barbara Gray spoke, stating she had contacted the office of our local Supervisor Bruce Gibson to complain about the large amount of vegetation that was impeding the ability to walk the sidewalk area/trail on Windsor Blvd leading up toward Shamel Park. As a result, the next days there was a crew on site doing the cutting down and removal of the trees and bushes. Carlos expanded on this, saying at times it's difficult to tell who is responsible for what, such as in this case the District, SLO County or State Parks.

Chair Nixon expressed his concern that in Carlos FFRP was losing a very active advocate for the Ranch, plus the most knowledgeable. And while he was not aware of the extent of responsibilities and obligations Carlos and his crew have elsewhere in the CCSD, there was a need for FFRP to be "as active and vigilant" as possible regarding the future of the Ranch and the involvement of the new F&R Supervisor.

John then spoke as to the plans for the East Ranch Community Park. He reminded everyone that FFRP is not so concerned about the activities on the East Ranch, but that the Environmental Impact Report and fundamental documents such as the Conservation Easement and Ranch Management Plan be honored. He added being alert to the actions of the Parks, Recreation and Open Space Commission (PROS), the CCSD Board, the County Use Permit, would be, "another area of interest and concern".

Education Coordinator Sheryll Ebbs, calling in from the East Coast, said that the school year had ended, and projects such as the "Life Cycle of the Pines" were very successful. Three different new walks are being incorporated, including a partnership with the Audubon Society, and recent walks went very well. Also, much positive feedback on this past year's events was received from various school districts. The Education Team will be meeting in August to discuss upcoming involvement with the high school, middle school, elementary school, and Boy Scouts and Girl Scouts. Kitty added recently 15 members of the local chapter of the CA Native Plant Society had a Ranch walk focusing on grasses for which they were very enthusiastic.

Treasurer Mary Maher stated there was not much to add to her initial presentation at the beginning of the meeting, and there would be no July report as she will be on vacation.

Development and Outreach coordinator Ellie Etter reported efforts were still being made at Farmers Market to obtain new members and recruit volunteers to help with education and ranch hand work. She said docents at the FFRP office on Main St now filled in three days a week - Tom Pope on Thursday, Karen Christmas on Friday, and either Dianne Anderson or herself on Saturday. As a result there has been a serious increase in office visitors, and an even greater uptick in merchandise sales. A volunteer to fill in on Sunday is still being sought. We were also reminded the next major event continues to be "Songs Of The Season" in early December. Finally, letters continue to be sent

out to new arrivals/residents of our community, with much useful feedback as a result. Chair Nixon responded by commenting, "lots of good progress, lots of good work."

John also gave a brief report on the PROS Commission being mostly focused on East Ranch activities. In addition, he also pointed out that the number of ranch volunteers had increased significantly in the past year. Tom Loganbill added that the amount of mustard and thistle has been overwhelming these past many months, but that volunteers had seriously tackled the problem with much success.

Finally, Chair Nixon reminded everyone that this coming Friday at Noon lunch would be happening at the Moonstone Grill to express appreciation to Carlos Mendoza for his years of service to the community and the Fiscalini Ranch, and to his very able staff Alberto Novas and Martin Garcia.

The meeting was adjourned by Chair Nixon at 5:13 PM.

The next FFRP Board meeting will be on Tuesday, July 11th at 4PM via Zoom.

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

Parks, Recreation and Open Space Commission June 6, 2023 Meeting Summary

The meeting was called to order at exactly 10AM by Chair Steve Kniffen. In attendance were Vice Chair Adolph Atencio, Secretary Kermit Johannson, Commissioners Jim Bahringer and Shannon Sutherland, alternate John Nixon, and Ex-Officio members Kitty Connolly and Juli Amodei.

Chair Kniffen began by stating there is no Chairman's Report, immediately followed by going to Agenda 4.B. Presentation by Cambrians For Aquatics and introducing their representative Barbara Bronson Gray. Barbara began by informing everyone that CFA has roughly 500 active members, over a dozen of which were in attendance today. This was followed by referencing past surveys done by CFA that indicate much support exists for a pool in Cambria. The current design would cover less than an acre, have a warming pool and a lap pool, and a covering would be available when needed. It is hoped that this pool would be part of the East Ranch Community Park proposal. A handful of supporters spoke to the advantages of a community pool, such as lap swimming, water aerobics and therapy for chronic illness, exercises for injury recovery, as well as swim lessons being available for all ages. It was also pointed out that the decades old pool at Shamel Park was mostly for children, and had no lap swimming or dressing room. Local businessman John Linn added that the proposed community pool would be major attraction for folks who visit our town, further enhancing the reputation of Cambria as a recreation destination.

Juli Amodei applauded the group for their ongoing initiative over the many years. Kitty Connolly asked for a ballpark figure as to cost of the project. Barbara responded that while there was no determined amount at this time this should not be a problem, as many people are ready to step up once the project appears to be moving forward, especially with County Planning. Vice Chair Atencio asked if some history could be provided about the group and its efforts over time. He seemed to recall the situation was awkward in the beginning for many reasons, but CFA had grown considerably since then.

Pool supporter Terry Fox then stated CFA has been a model of perseverance over the past ten years, especially trying to find a location, such as Shamel Park or the high school. He feels the timing is right for recreation being supported by the town, mentioning the Skate Park as an example. To add clarity to the discussion and perhaps dismiss past suspicions, Barbara said the would not be a country club but a community pool, a gathering place for fun and enjoyment, and the project would be addressed in a responsible fashion to meet the needs of all the people. Then there was a very brief discussions to what documentation would be required for County approval.

At this point Chair Kniffen intervened, saying that while the almost half hour discussion had been quite valuable, it was time to wrap it up. Juli Amodei then spoke of the Environmental Report for the East Ranch, suggesting that perhaps at some point the CCSD could apply for a Land Use Permit for the pool and other recreation. It was ultimately determined the next step would be to approach County Planning and determine if the proposed East Ranch activities, including the pool, would be compliant with the initial permit.

Chair Kniffen restated that while no vote would be taken on this matter, PROS would stay in touch with CFA, including having regular updates on progress. With the pool discussion ending, the over a dozen supporters left the meeting in good spirits.

With no Committee Reports, the Chair then introduced the new Commission members Shannon Sutherland, and alternate John Nixon, followed by all in attendance introducing themselves representing PROS, CCSD, the Fire Safe Focus Group and the Cambria Community Council.

At this point Commissioner Johansson provided a Trails Report, mostly focusing on the foot path on Burton Drive from Eton Dr to Village Lane, as well as building a walkway under Highway One that connects the Santa Rosa Creek Trail. Commissioner Sutherland then emphasized the importance of upgrading the Burton Dr trail for the safety of everyone, especially children and bike riders.

FFRP Executive Director Kitty Connolly reported that much weeding continued to be done on the Ranch, that school programs were going strong, and that the construction permit for the Boardwalk linking the Bluff Trail to the Emergency Road would be submitted to the County this week. She also spoke of a recent Zoom call with the CA Coastal Conservancy, and their offer to provide future financial assistance if the Bluff Trail ever needed to be moved as a result of sea level rise, describing this proposal as “fabulous news!”.

Juli then reported on on recent Skate Cambria activities, with the local youth (known as Skate Cambria Strong) participating in recent Monster Skate and other activities, and that there is much support for the Cambria Skate park throughout the County. She also reported that recently the CCSD Board of Directors unanimously approved the Grant Application that could ultimately cover half the cost of Skate Park construction. Juli then spoke to the Frisbee Disc Golf Course being designed by expert designer and builder Leonard Musie of Whirlwind Disc Golf, stating that while she could not speculate on the cost of this low impact nine hole course, it would not be that expensive.

Under agenda Item 5, Facilities and Resource Manager, CCSD General Manager Matt McElhenie stated that leadership at F&R is under transition as a result of the recent resignation of long time Supervisor Carlos Mendoza, adding that active recruitment is under way, as is an revision of the job description.

At this point under Consent Agenda the Minutes of the May 2nd PROS meeting were voted on and unanimously approved.

Next was Regular Business Item 7A: Discussion Regarding the Coastal Conservancy Letter Regarding the Future of the Cambria/Lodge Hill Restoration Program.

This letter addresses Open Space in Cambria, especially empty lots that require maintenance, including weed abatement. Chair Kniffen suggested the a map would be needed to indicate the Open Space area that exist in Cambria, including Fern Canyon and other District properties. Fire Safe Focus Group President David Pierson said a map exist that covers this issue. Discussion then took place as to how important addressing fire would be in the Restoration Program considering this was already the major concern of the FSFG.

Regular Business Item 7B Discussion Regarding East Fiscalini Ranch Site Assessment

Ms Amodei began by addressing realistic expectations regarding permitting for the low impact recreation projects already proposed, versus the “huge infrastructure commitment” and impact upon the environment a pool would be. Commissioner Bahringer suggested approaching County Planning with TWO applications, one for low impact recreation, and the other to include the more extensive and involved project. The topic then shifted to soccer and other activities and the need to deal with the gopher hole problem on much of the East Ranch, and the potential danger resulting in physical injuries.

Under Future Agenda Items, Kermit asked why last month's Future Agenda Item regarding the PROS Goals being rejected by the CCSD Board was not on today's Agenda. Juli said PROS had been tasked with going out into the community to determine what activities the residents wanted the Commission to promote. This has yet to be pursued.

Continued Future Agenda discussion then turned to the use of Social Media to promote the efforts of the PROS Commission. It was observed that as the CCSD has a Social Media policy that perhaps the District could include PROS in any information given to the public.

Finally discussed as a Future Agenda Item was how to use the \$19,000 annual amount in the CCSD Budget for PROS that so far had not been used. It was then observed that the same amount from the previous Fiscal Year was not utilized either. Then proposed was a Special Meeting to determine how to spend the money in a useful fashion on East Ranch activities. Chair Kniffen then called for a Special Meeting for Thursday, June 8th, to discuss the matter. (This meeting was ultimately cancelled.)

The Chair then adjourned the meeting at exactly 11:30 AM.

There will be no PROS meeting in July due to the regular first Tuesday date falling on the July 4th Holiday.

The next meeting will be Tuesday, August 1st at 10AM at the Veterans Hall and via Zoom.

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