



CAMBRIA COMMUNITY SERVICES DISTRICT

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

AGENDA

Regular Board of Directors Meeting

August 8, 2024 1:00 PM

In person at:

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

AND via Zoom at:

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

Webinar ID: 821 5434 1356

Passcode: 150418

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

1. OPENING

1.A Call to Order

1.B Pledge of Allegiance

1.C Establishment of Quorum

1.D President's Report

1.E Agenda Review

2. BOARD MEMBER COMMUNICATIONS

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

3. PUBLIC COMMENT

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

speaker has up to three minutes. Members of the public who wish to comment on matters before the CCSD can submit written correspondence to boardcomment@CambriacsD.org. Note: Written correspondence will not be read into the record during the Board meeting; however, correspondence received at least one hour prior to the meeting commencement will be forwarded to the Board of Directors and posted on the District's website as part of the official meeting record. Your comments and information will become part of the official public record. If you do not want your personal information included in the official record, please do not include your address and/or phone number.

4. REGULAR BUSINESS

4.A Discussion Regarding Board Meeting and Standing Committee Meeting Length and Schedules for the Calendar Year 2025

4.B Discussion and Consideration of Termination of the General Lease for Cambria Village Square Shopping Center Building I, 1316 Tamson Street, Suite 201, Cambria; Adoption of Resolution 25-2024 Approving a Ten-Year Lease with Linnvestments, LLC for the Cambria Community Services District Administrative Offices, located at 2150 Main Street, Cambria, from October 1, 2024, through September 30, 2034 and Authorizing the General Manager to Execute the Lease and Oversee the Transition to the New Office; and Adoption of Resolution 26-2024 Amending the Fiscal Year 2024/2025 Preliminary Budget

5. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

5.A Finance Committee's Report

5.B Policy Committee's Report

5.C PROS Committee's Report

5.D Resources & Infrastructure Committee's Report

5.E Other Liaison Reports and Ad Hoc Committee Reports

6. 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.

7. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A**

FROM: Matthew McElhenie, General Manager

Meeting Date: August 8, 2024 Subject: Discussion Regarding Board Meeting and Standing Committee Meeting Length and Schedules for the Calendar Year 2025

FISCAL IMPACT:

AGP Video's rate for one Board meeting per month is \$1,800 for up to three hours of meeting time, with an overtime rate of \$160 per hour, calculated on 15-minute increments, rounded up. AGP Video's monthly rate for two Board meetings per month is \$3,600, with an overtime rate of \$160 per hour, calculated on 15-minute increments, rounded up. Should the Board decide to go to one meeting per month, depending on meeting length, there's a potential savings of up to \$16,000 annually.

DISCUSSION:

In recent years, the frequency of regular Board meetings has been set at twice per month. This schedule was established to ensure timely decision-making and close oversight of ongoing projects. However, upon President Gray's request to review the frequency of Board meetings, it has become apparent that the current frequency may be excessive, and the District would save money by eliminating one Board meeting per month. The President may call special meetings to address unanticipated and urgent matters, and staff will hold all special meetings using internal resources, without the services of AGP Video unless otherwise directed by the Board.

Additionally, staff is requesting that Standing Committee meetings be held on the same day each month. Below are the proposed Standing Committee meeting times for the Board's consideration.

Date	Meeting	Proposed Times
To be determined by the Board of Directors	Standing Committee Meeting	8-10 am
To be determined by the Board of Directors	Standing Committee Meeting	10:15 am-12:15 pm
To be determined by the Board of Directors	Standing Committee Meeting	1-3 pm
To be determined by the Board of Directors	Standing Committee Meeting	3:15 pm-5:15 pm

Based on the above analysis, it is recommended that the Board of Directors discuss reducing the frequency of regular Board meetings from twice per month to once per month, effective January 2025, and discuss holding all Standing Committee Meetings on the same day each month starting in January 2025, and provide direction to staff.

ATTACHMENTS:

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.B**

FROM: Matthew McElhenie, General Manager

Meeting Date: August 8, 2024 Subject: Discussion and Consideration of Termination of the General Lease for Cambria Village Square Shopping Center Building I, 1316 Tamson Street, Suite 201, Cambria; Adoption of Resolution 25-2024 Approving a Ten-Year Lease with Linnvestments, LLC for the Cambria Community Services District Administrative Offices, located at 2150 Main Street, Cambria, from October 1, 2024, through September 30, 2034 and Authorizing the General Manager to Execute the Lease and Oversee the Transition to the New Office; and Adoption of Resolution 26-2024 Amending the Fiscal Year 2024/2025 Preliminary Budget

FISCAL IMPACT:

The current rent for the CCSD administrative office space at the Cambria Village Square Shopping Center is \$2,771.83, plus bimonthly maintenance costs, which range between \$600 and \$800, and \$378 annually for San Luis Security Systems. From July 2023 to July 2024, the District spent a total of \$41,168.63 for the office space.

Costs for moving and setting up the new office are estimated at \$25,000, which includes Facilities & Resources staff time to move office furniture and supplies, carpet cleaning, and cleaning the entire office after the staff has moved out, and CIO Solutions moving the information technology equipment and phones.

The rent for the new office space is \$1,952 monthly or \$23,424 in year one, which is considerably lower than the current lease. Rent increases annually by 3%. There is an option to extend the lease by five years, subject to rent renegotiation.

With the Board's approval, this would result in a monthly savings of \$819.83, plus the elimination of the maintenance costs, which range anywhere between \$600 to \$800 every two months, or approximately \$17,366.63 annually, and the elimination of \$378 annually for San Luis Security Systems.

DISCUSSION:

This agenda item seeks Board approval to terminate the current office lease located at 1316 Tamsen Street, Suite 201, due to significant water intrusion issues and other maintenance problems, and to approve a new lease agreement for office space at 2150 Main Street.

The CCSD entered into a General Lease with Fred Keeler II and Dean Vadnais on November 5, 1998. Over the years, the CCSD Administrative Office has experienced serious water intrusion problems, as well as no heating or air conditioning in the building.

On November 20, 2014, CCSD staff presented information to the Board of Directors regarding their

concerns about water intrusion problems and that future occurrences could significantly jeopardize District operations, but recommended a one-year lease extension, with the understanding that staff would need flexibility in seeking a new location for the District's offices should problems continue to occur. The Board of Directors expressed considerable concern regarding the difficulties being encountered with the leased premises. The Board indicated it was not comfortable with extending the lease for even a one-year period, preferring instead only to have a month-to-month lease. District staff was asked to contact Mr. Vadnais regarding this matter and bring the issue back to the Board at their December meeting. Subsequent to the Board meeting, more water damage was found in one office and the hallway, and the leak appeared to be more than just water. This matter was not brought back to the Board of Directors for consideration.

The CCSD Administrative Office continues to experience serious water intrusion problems, having identified eighteen incidents of water intrusion since 2018, which pose health risks to staff and jeopardize District equipment. The restaurant located above the District offices is conducting its activities in a manner that results in ongoing leaking into the office, which damages electronic equipment and files. Despite efforts by the restaurant and landlord to remediate the issues, the problems persist. The District cannot continue to risk the integrity of its electronic equipment and files and its ability to conduct District operations.

In response to the ongoing water intrusion problem, the CCSD has taken several measures, including engaging with the building management for repairs and conducting independent inspections. Unfortunately, the water intrusion continues, necessitating the current lease's termination to ensure staff's health and safety.

The CCSD has identified new office space at 2150 Main Street, which meets the District's operational needs and provides a safe and conducive working environment. The proposed lease terms are favorable, with lower rent and improved facilities. If the new lease is approved, the CCSD Administrative Office must close for one week to move.

It is recommended that the Board of Directors terminate the General Lease for Cambria Village Square Shopping Center, Building I, 1316 Tamson Street, Suite 201, Cambria by motion; adopt Resolution 25-2024 approving a ten-year lease with Linnvestments, LLC for the CCSD Administrative Offices from October 1, 2024, through September 30, 2034, authorize the General Manager to execute the lease and oversee the transition to the new office, and adopt Resolution 26-2024 amending the Fiscal Year 2024/2025 Preliminary Budget.

ATTACHMENTS:

1. [Resolution 25-2024](#)
2. [Exhibit A - Standard Commercial Lease Agreement](#)
3. [Resolution 26-2024](#)
4. [Exhibit A](#)

RESOLUTION 25-2024

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING A TEN-YEAR STANDARD COMMERCIAL LEASE AGREEMENT WITH
LINNVESTMENTS, LLC FOR THE CCSD ADMINISTRATIVE OFFICES
FOR THE PERIOD OCTOBER 1, 2024, THROUGH SEPTEMBER 30, 2034

The Board of Directors of the Cambria Community Services District does hereby resolve as follows:

1. The ten-year Standard Commercial Lease Agreement (“Lease”) with Linnvestments, LLC, attached hereto as Exhibit “A” and incorporated herein by this reference, for the period of October 1, 2024, through September 30, 2034, for a CCSD Administrative Office located at 2150 Main Street, #1-B, Cambria, CA 93428, at the initial monthly rental rate of \$1,952.00 is hereby approved; and
2. The CCSD General Manager is hereby authorized to sign the Lease and shall oversee the transition to the new office.

PASSED AND ADOPTED THIS 8th day of August, 2024.

Tom Gray
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Confidential Administrative Assistant

Timothy J. Carmel
District Counsel

STANDARD COMMERCIAL LEASE AGREEMENT

Linnvestments, LLC., herein called Lessor, hereby leases to Cambria Community Services District, herein called Lessee, those certain premises in the County of San Luis Obispo, State of California, described as follow: Cambria Medical Building, located at 2150 Main St., #1-B, Cambria, CA 93428 upon the following terms and conditions:

Terms of Lease

The lease shall be for a term of 10 years, commencing on October 1, 2024, and ending on September 30, 2034, unless terminated as herein provided.

Should Lessee fully and faithfully perform all the terms and conditions of this lease for the full term specified, Lessee may extend this lease for a further term of 5 years, commencing on expiration of the full term specified herein, after giving Lessor written notice of intent to renew at least ninety days prior to expiration of term specified herein. At renewal, monthly rent must be renegotiated.

Should Lessee hold over and continue in possession of said premises after expiration of the term of this lease or any extension thereof, continued occupation of said premise shall be considered a month-to-month tenancy and shall remain subject to all the terms and conditions of this lease, except that Lessor may at their discretion raise the rental rate by up to 125% of the rent in effect on expiration of the lease.

Possession

Should Lessor for any reason be unable to deliver possession of said premises to Lessee on the date specified above, this lease shall not be void or voidable, nor shall Lessor be liable to Lessee for any loss or damage resulting from such failure to deliver possession so long as Lessor has exercised and continues to exercise diligence in the delivery of possession to said Lessee. No rent shall, however, accrue or become due from Lessee to Lessor under this lease until the actual physical possession of said premises is delivered, or the right to physical possession of said premises under this lease is tendered, by Lessor to Lessee. The term of this lease shall not be extended by Lessor's failure to deliver possession on the date set for commencement.

Rental

Lessee agrees to pay to Lessor as rent for the use and occupancy of said premises, the sum of \$1,952 per month on or before the first day of each month, commencing October 1, 2024, at 2535 Village Ln, Ste A, Cambria, CA 93428, or such other place as Lessor may designate to Lessee. Lessee also agrees to pay to Lessor the sum of \$1,952 as a security deposit on the premises. Security deposit will be returned to Lessee upon vacation of the premises, if premises are left in condition equal to or better than when occupied. Rental shall increase annually on the anniversary date of this lease by 3%.

Use of Premises

Leased premises shall, during the term of this lease and any extensions thereof, be used for the purpose of operating and conducting a business, office and/or professional use, consistent with the other uses on the premises, and for no other purpose.

Lessee shall not commit or permit the commission of any acts on said premises that do not comply with all statutes, ordinances, regulations and requirements of governmental agencies whether municipal, county, state or federal, whether now in force or hereinafter enacted.

Taxes and Utilities

Lessee shall pay and hold Lessor harmless and free from all charges for the furnishing of gas, electricity, telephone, cable or internet services and other public utilities to said premises during the term of this lease. Lessor will provide water, trash service and common area heating and maintenance for all the building tenants at premises address. For those units with no separate meters for gas and electricity, Lessor will charge those tenants an estimated proportional amount approximating tenants' individual usage of these costs.

Personal Property

Lessee shall pay, before they become delinquent, all taxes, assessments of other charges levied or imposed by any governmental entity on the furniture, trade fixtures, appliances and other personal property placed by the Lessee in, on, or about said premises in a timely manner and will hold Lessor harmless from liability for such changes.

Real Property

All real property taxes and assessments against said premises by any governmental entity shall be paid by the Lessor.

Alterations and Repairs

Lessee accepts said premises, including improvements thereon and the facilities appurtenant thereto, in this present condition and stipulates with Lessor that said premises are in good, clean, safe and tenantable condition as of the date of this lease. Lessee agrees to maintain the leased area at Lessee's own expense, including fixtures present at lease commencement.

Assignment and Subletting

Lessee shall not assign this lease or sublet any portion of the premises without prior written consent of Lessor. Any such assignment or subletting without such consent shall be void and, at the option of the Lessor, may terminate this lease.

Entry and Inspection

Lessee shall permit Lessor or Lessor's agents to enter upon the leased premises at reasonable times and upon reasonable notice for the purpose of inspecting same and will permit Lessor at any time within

30 days prior to the expiration of this lease to place upon premises and normal "space for rent" signs and will permit persons desiring to lease the same to inspect the premises at reasonable times.

Default

Should Lessee default in timely payment of rent hereunder, such rent shall bear a penalty of 10% from the sixth day after its due date. Rent is delinquent the sixth day after it is due. All other obligations, benefits, and monies which may become due to Lessor from the Lessee, or which are paid by Lessor due to Lessee's default hereunder, shall bear the same penalty from the date due until paid, or, in the case of sums paid by Lessor because of Lessee's default hereunder, from the date such payments were made by Lessor until the date Lessor is reimbursed by Lessee therefore. Such default, if allowed to persist beyond thirty days without reimbursement, may result in termination of the lease by Lessor.

Indemnification of Lessor — Insurance

Lessor shall not be liable for any damage or injury to Lessee or any other person, or to any property, occurring on the demised premises or any part thereof, except for such damage or injury caused by the sole negligence or willful misconduct of Lessor. Lessee agrees to hold Lessor harmless from any claims for damages, no matter how caused, in respect to leased premises, except for such damage or injury caused by the sole negligence or willful misconduct of Lessor.

Lessee, at their own expense, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee, and Lessor as additional insured. Lessee shall provide Lessor with Certificate of Insurance showing Lessor as additional insured. Certificate shall provide for written notice of at least ten days prior to cancellation or material change of coverage. To the maximum extent permitted by insurance policies which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights to subrogation, which might otherwise exist.

Destruction of Premises

In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the premises. If such repairs cannot be made within said sixty (60) days, Lessor, at their option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate the lease.

Attorney's Fees

In case suit should be brought for recovery of the premises or for any sum due hereunder, or because of any act which may arise out of the possession of the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.

Waiver & Notices

No failure of Lessor to enforce any term hereof shall be deemed to be a waiver, Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Lessee at the premises, or Lessor at the address specified above, or at such other places as may be designated by the parties from time to time.

Heirs. Assigns, Successors

This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.

Entire Agreement

This Agreement contains all the terms agreed to by the parties relating to its subject matter including any attachments or addendums. This Agreement replaces all previous discussions, understandings, and oral agreements. The Lessor and Lessee agree to the terms and conditions and shall be bound until the end of the Lease Term.

The parties have agreed and executed this agreement on October 1, 2024.

Lessor's Signature _____
John Linn

Lessee's
Signature _____

Lessee's Name: Cambria Community Services District

Initial Payment: \$ 3,904

Security Deposit: \$ 1,952

First Month Rent: \$ 1,952

RESOLUTION NO. 26-2024
August 8, 2024

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE FISCAL YEAR 2024/2025 PRELIMINARY BUDGET

WHEREAS, on June 20, 2024, the Board of Directors adopted Resolution 17-2024 approving the Preliminary Budget for Fiscal Year 2024/2025; and

WHEREAS, Government Code Section 61111(a) authorizes the board of directors of a community services district to amend the budget by resolution; and

WHEREAS, the Board of Directors desires to amend the Preliminary Fiscal Year 2024/2025 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Cambria Community Services District Board of Directors that the Fiscal Year 2024/2025 Preliminary Budget is hereby amended as shown on Exhibit "A," attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 8th day of August, 2024.

Tom Gray
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Confidential Administrative Assistant

Timothy J. Carmel
District Counsel

Exhibit A

CAMBRIA COMMUNITY SERVICES DISTRICT
 2024-2025 FISCAL YEAR BUDGET
 PROPOSED BUDGET ADJUSTMENT

Budget Adjustment

Fund	Purpose	Sources	Uses
GF	General Fund Reserves	\$ 25,000	\$ -
GF	Moving Administrative Office	\$ -	\$ 25,000
	Fund Sub-Total	\$ 25,000	\$ 25,000
	Difference (unidentified sources of funding)	\$ -	

Report on the July 23, 2024, Finance Standing Committee meeting, for the August 8, 2024, CCSD Board Agenda

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

Committee Chair Tom Gray **called the meeting to order** at 10:00 a.m.

Present were Mr. Gray and Committee members David Pierson, Karen Chrisman, Keith Hinrichsen and Scott McCann. Vice-Chair Cheryl McDowell was absent.

Staff present were CCSD General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz, and Confidential Administrative Assistant Haley Dodson.

There were no reports from **Ad hoc subcommittees**.

In his **report to the Committee**, Chair Gray said that, barring unforeseen events, the next scheduled meeting (on August 27) will be cancelled.

There was no **Public Comment** from attendees in person or via Zoom. Written comments were noted and are included in the online record of the meeting.

On the **Consent Agenda**, the Committee approved the May 28, 2024 Regular Meeting Minutes by a vote of 4-0.

Regular Business included the following items:

4.A: Review of Fourth Quarter Budget Report and Approval of Recommendation to the Board of Directors.

Ms. Fritz reviewed the document and answered questions from the committee. She noted that the report includes one Fourth Quarter budget adjustment, for the water meter replacement program financing, and that the Capital Improvement Program (CIP) list was updated. In the General Fund report, she noted that the cost of installing the new restroom at the Community Park is included without offsetting grant revenue, which will not be recorded until the 2024-25 Fiscal Year.

Ms. Fritz highlighted “major” variances between budgeted and actual spending for the 2023-24 fiscal year. These included a downward variance in Fire Department salaries due to unfilled positions, offset partially by higher overtime. She also noted that maintenance and repair of vehicles significantly exceeded budgeted amounts.

In Facilities and Resources, Ms. Fritz noted reductions in some expenses, such as clearing of homeless encampments, while vehicle maintenance was above budget. Mr. McElhenie noted that one cause of the maintenance cost was the lack of CCSD vehicle use (and operator training) in prior years due to contracting. He noted that the lack of detail in invoicing before the 2023-24 fiscal year has made it difficult to make precise comparisons in particular expenses in prior years.

In review of the Administration Department, Mr. Pierson voiced his opinion that Administration should not have a surplus and that that surplus should not go into General Fund reserves as scheduled. Chair Gray stated his efforts to find a clear ruling on this matter have not yet been met but he is still pursuing the issue with counsel. Ms. Fritz pointed out that the budgets as presented comply with current board policy.

In Water, Ms. Fritz noted the adjustment that was made in the fourth quarter for the water meter replacement program.

Mr. Hinrichsen moved to recommend approval of the report to the Board of Directors.

Mr. McCann seconded the motion.

The motion passed 3-1, Mr. Pierson dissenting.

4.B: Discussion and Consideration of the Final Budget for FY 2024/2025 and Approval of Recommendation to the Board of Directors

Ms. Fritz reviewed the document and answered questions from the committee. Mr. Pierson again objected to the surplus in the Administration Department. Chair Gray stated that a surplus of this type has apparently never been a legal issue. Mr. McElhenie said Staff is “agnostic” on the issue and would follow Board policy on the surplus. After further discussion, the issue was referred to the ad hoc committee already established to review and revise, as needed, the Allocation Policy.

Ms. Fritz noted that the narrative from the Preliminary Budget has been updated to be applicable to the Final Budget, and that the Organization Chart has been updated to reflect a vacancy. The CIP list has been updated from the Preliminary Budget. She explained that the Final Budget adds a list of carry-forward items and a statement of fund reserves.

Mr. Hinrichsen moved to recommend approval of the Final FY 2024-25 Budget by the Board of Directors.

Mr. McCann seconded the motion.

The Motion passed 3-1, with Mr. Pierson dissenting.

4.C: Discussion and of Revised Purchasing Policy and Approval of Recommendation to the Board of Directors

Ms. Fritz presented the new proposed Purchasing Policy and noted that the document is a complete revision of the policy adopted in 2015. She

Mr. McCann asked if the review could be delayed as he had not the chance to fully review the policy, specifically on the question of whether the policy adequately accounts for future cash flows connected to major capital projects. After further discussion, Chair Gray stated that the Committee could delay its final review until September’s meeting, and the item was continued until that time.

In **Future Agenda Items**, there were no new topics presented.

Chair Gray **adjourned** the meeting at 11:57 a.m.

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

To: CCSD Board of Directors

From: Debra Scott, Chair, Policy Committee

Re: Regular Meeting, Thursday, July 25, 2024

The Policy Committee Meeting was called to order at 3:01 pm at the Cambria Veterans Hall by the Chairperson.

A quorum was established by the attendance of Committee Members: Donn Howell, Secretary, Ted Key, and Claudia Harmon-Worthen, Committee members. Committee members James Townsend and Gordon Heinrichs, Vice Chair attended via Zoom due to their having medical conditions that prevented them from attending in person. Staff present was Haley Dodson, Confidential Administrative Assistant, and Matthew McElhenie, General Manager.

There were no public members present throughout the meeting nor online.

CHAIRMAN'S REPORT: The Chair reported that there are no action items on the agenda today so the Committee members' comments would be limited to a discussion of the Ad Hoc Subcommittee Report and the listed agenda items.

COMMITTEE MEMBER COMMUNICATIONS: Member Key reported that there was an Offshore Wind presentation on July 16, 2024, at the Vet's Hall with over 100 in attendance.

AD HOC SUBCOMMITTEE REPORT(S): The Climate Change Ad Hoc Subcommittee consisting of Committee Members Key and Townsend (and community member Christine Heinrichs) met this week to discuss the future contents of a climate change policy for the District. Committee Member Key submitted a draft of the suggested contents for the policy, including a suggestion for the title change to "Climate Adaptation Policy". He stated that once the policy is approved by the Board, there will be a need for the Board to work closely with District staff to formulate a Climate Adaptation Plan which would be much more comprehensive and should include specific actions and timelines to be met by the District to address climate change. He stated that he'd contacted Senator Laird's office and was informed that there was no legislative mandate that required community service districts to have a policy addressing climate change, but that many districts, cities, counties, and other communities have created those plans. Member Townsend added that the Ad Hoc Subcommittee had a good discussion about how to proceed with the policy creation and gave further direction that a climate adaptation plan will need to be written and approved by the Board in the future. The Committee thanked the Ad Hoc for their contribution and voiced support for further work on the policy. Member Howell suggested that the District might work with the IWMA to address how to better deal with Cambria's solid waste recycling processes. Chair Scott stated that the contents of the draft policy was concise and specific but might need the addition of how District decisions are made in relation to climate adaptation. She offered to put the draft into policy format including the specifics that were identified by the Ad Hoc for consideration by the Committee at its next regular meeting in August.

PUBLIC COMMENT: There was no public comment.

CONSENT AGENDA: The June 27, 2024 Regular Meeting Minutes were approved as written.

REGULAR BUSINESS:

4.A. Discussion of CCSD's Response to Homeless

This agenda item was suggested by Committee Member Harmon at the June Policy Committee meeting. The committee packet consisted of the current CCSD Policy Title: Encampments on District Property, Policy Number 2225, approved by the Board on July 8, 2021. Generally, the Committee opined that the current policy seemed to be concise and complete related to how the District addresses the homeless population in Cambria which are situated on District property. Secretary Howell gave a short history related to the Board's approval of this policy in 2021 since he was a member of the Board at that time. Member Harmon asked what is meant by "independent local non-profits" in the last line of the policy. Secretary Howell stated that there was much discussion at the time the policy was approved to leave the wording as it is rather than delineating specific non-profits. Member Harmon thought that there should be specific types of potential "non-profits". She also stated that she had been discussing this issue with Facilities & Resources Manager David Aguirre who has a clear plan on how to address this issue and that the policy gives him good guidance as to how the District deals with encampments on its property. She suggested that perhaps it would be beneficial to reference the county code related to encampments in the policy and add a definition or possible non-profit organizations in the policy. This policy will be brought to the Committee's August meeting for possible minor edits.

Public Comment: There was no public comment.

4.B Discussion of CCSD's Policy on Lighting

This agenda item was suggested by Committee Member Harmon at the June Policy Committee meeting. She submitted comments for the Committee's review related to a previous Outdoor Lighting Policy that was previously considered by the Board. The other attachment to the packet was a set of power point slides on Cambria's Dark Skies Certification Initiative created by Beautify Cambria. Member Harmon stated that Cambria's receiving the certification was a goal of Beautify Cambria and that there were others in the community who were in favor of Cambria's being certified.

Member Townsend suggested that Dark Skies Certification was not within the CCSD's jurisdiction and perhaps there would be a way for the Board to endorse this initiative by passing a resolution in support of this initiative and sending it to the County Board of Supervisors. The Chair refocused the discussion and suggested that it may be proactive to ask the Board if it desires that the Policy Committee create a policy on lighting to address that lighting within the CCSD's jurisdiction. Chair Scott will discuss this possibility with Board President Gray in the future.

Public Comment: There was no public comment.

5. FUTURE AGENDA ITEMS

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

1. Climate Change Policy
2. Homeless Policy
3. Lighting Policy

The Policy Committee Meeting was adjourned at 4:100 p.m.

PROS Committee Report for the August 8, 2024 CCSD Board Meeting

The CCSD Parks, Recreation and Open Space Committee held a meeting July 16, 2024, 2:00-3:57 PM, in person at the Vets Hall and via Zoom.

We had a quorum, with all Committee Members present: Michael Thomas, Shannon Sutherland, Jeff Wilson, Juli Amodei, Steve Kniffen and Jim Bahringer.

Staff was represented by GM McElhenie, F&R Mgr. David Aguirre, and for a portion of the meeting Utilities Mgr. Jim Green attended on zoom.

Public Present: Tony Church, Laura Swartz, and Director Harry Farmer. We had the following participants on zoom: Karin Argano, Kitty Connolly, Dennis Dudzik and Claudia Harmon Worthen

Chair Report:

- Clarified that the PROS Committee does not have flood risk reduction within its purview.
- Reported that yesterday was the weed abatement deadline, the Fire Department is inspecting for compliance, and the Board has a Public Hearing on July 25 to order abatement of vacant parcels that are out of compliance.
- Reported briefly on what the Board has accomplished since the June 18 PROS Committee meeting.

Reports from Affiliated Community Groups:

[Greenspace the Cambria Land Trust](#), Executive Director Karin Argano, 2:09 PM

- Greenspace will need to move from their current location, seeking new office facilities.
- Kicking off the Greenspace Speaker Series Sunday 7/21 with Chris Cameron at UU.
- Recently instituted a Docent Pocket Park Program with community members keeping an eye on Greenspace properties.
- Graffiti and vandalism, Dave Bidwell recently cleaned up one of the Greenspace signs.
- As a recipient of the USLTRCD Native Plant Grant, they will plant and maintain California native plants in Strawberry Canyon.
- Recently had goats in Strawberry Canyon and continue efforts to control the invasive grasses. Karin pointed out that the top of Strawberry Canyon is not owned by Greenspace.

[Forest Committee](#), Laura Swartz, 2:13 PM

- Updated the Forest Committee kiosk at the Cambria Historical Society.
- Planning to reprint the Cambria's Invasive Weeds booklet.
- Discovered unused fireworks Wednesday around the CCSD sewer manhole covers.
- Concerned that following the clearing several years ago by CCSD in Strawberry Canyon, invasive grasses moved into the areas that were cleared.

Jeff Wilson suggested we invite our SLO County Parks & Recreation Commission liaison Pandora Nash-Karner, our District 2 Commissioner, as part of the Reports from Affiliated Community Groups for future meetings.

Juli Amodei shared that the School District has assembled a task force to address the graffiti, racing, and illegal fireworks. GM McElhenie plans to attend the meeting Monday July 22.

Public Comment Not on the Agenda, 2:23 PM: Claudia Harmon Worthen said Beautify Cambria is working on graffiti cleanup near the Library. With the disappearing cigarette tubes from the trash cans, cigarette butts are ending up in the sewer, seeking a grant to replace the cigarette tubes. With the numerous synergies between Beautify Cambria and the PROS Committee, we will add Beautify Cambria to Reports from Affiliated Community Groups.

4. Reports & Project Updates:

Facilities & Resources Manager's Report, David Aguirre, 2:31 PM

- Recent F&R work challenges, extensive work hours. The team is working harder than ever before. David's leadership style of leading by doing is creating a good team spirit.
- After very intensive efforts, current on weed abatement on CCSD parcels.
- Has Mercado working on fire breaks along the FRP perimeter.
- Recent mishap with the tractor while clearing near the top of Fern Canyon.
- Priorities for clearing the top of Fern Canyon, Fern Drive, Trenton and Ramsey.
- Mowed the East Ranch Saturday July 13, will mow again in October.
- Scraped the debris runoff from the skate park site.
- Working with Biologist Kevin Merk to train F&R staff on improving environmental sustainability of our vegetation management practices.
- Had a light pole come down at Cambria Drive and Main Street, and rather than pay \$18k for a new the light pole, hired a welder to construct a new light pole for \$2k.
- Problems with the trash recycle planter receptacles.
- Discussed recent efforts removing encampments.
- Alberto Novas is leaving, taking a job with the Paso Robles Water Department. His last day will be Monday July 29.

Shannon Sutherland raised the issue of dumping and encroachment on CCSD property off Ramsey Road.

Jim Bahringer suggested we charge for putting the High School graduate banners on the light posts

Public Comment from Laura Crosby, trying to help by clipping off the seeds of the invasive grasses in Fern Canyon, leading to discussion regarding vegetation management practices, and the importance of removal of the invasives in April-May.

Friends of the Fiscalini Ranch Preserve Report, Executive Director Kitty Connolly, 2:59 PM

- Monday July 15, FFRP volunteers cleaned up Main Street from Pine Knolls to Hwy. 1.
- Intensive volunteer efforts continue removing invasive weeds, roughly 550 hours year to date, enhanced by the F&R Managers putting the CCSD trailer near FFRP work locations.
- On July 10, FFRP & CCSD had an onsite kickoff with the contractors for the Linking Boardwalk Trail Project, construction is scheduled to start late August or early September, with completion expected prior to the start of the rainy season.
- Responding to recent reports of putting of rare plants on Fiscalini Ranch Preserve, the California Department of Fish and Wildlife Internet Tracking Unit is investigating. Each plant is potentially subject to a \$5000 fine.
- There is a group of CSU Bakersfield Biology students doing rare plant survey on the bluffs, and the California Native Plant Society is also doing a plant survey on the Bluffs.
- FRP is planning participation in the Pinedorado parade.
- Moonstone Cellars Open Mic Night fundraiser this summer for FFRP.

Skatepark Project Update Report, Juli Amodei, 3:03 PM

- Working with CCSD to define the maintenance fund.
- Progressing well with the skatepark grant, and recently applied for another grant.
- Will be fundraising at the skatepark Friday July 19 during the Farmers Market.
- Rather than participate in the Pinedorado parade, the skate park group will have a concert and fundraiser Friday August 30, at the start of Pinedorado weekend

East Ranch Community Park Restroom Project Update Report, 3:06 PM.

- Chair Thomas reported the CCSD made payment of \$198,237 to The Public Restroom Company for the East Ranch Community Park Prefabricated Public Restroom Building, as noted on the June Expenditure Report on page 88 of the July 18 Board agenda packet.
- Utilities Manager Jim Green reported forecast delivery of the prefab restroom is scheduled for late January. Following a recent meeting with Monte Soto, planning to do the site prep after Labor Day, will be seeking bids for site prep.
- The Utilities Manager also reported that Monte Soto has enough information to submit the Skatepark Restroom Construction Permit application to the County within the next 3-4 weeks, starting the clock on the approximately 4 months cycle time to get through the County Construction Permitting process.

In Regular Business:

3:10 PM, the Committee discussed **recent improvements made by the County**, for example Rodeo Grounds Road, Burton Drive, and Windsor Drive, and discussed ideas for ongoing community action to further improve and maintain pedestrian pathways.

3:40 PM Vice Chair Sutherland lead a discussion to update the **PROS Goals Progress Report**.

The next PROS Committee Regular Meeting is scheduled Tuesday, August 20, 2024, 2-4 PM.

Respectfully submitted,
Michael Thomas, Director and PROS Committee Chair

Resources & Infrastructure Committee Report for August 8, 2024 CCSD Board Meeting

The Special Meeting of the Resources and Infrastructure Committee was Held on Monday July 15, 2024, in person at the Veterans Memorial Hall and via Zoom.

Opening (Time 2:00pm)

The meeting was called to order by Chairperson Karen Dean at 2:00pm.

Committee members present were Chairperson Karen Dean, Vice Chair Steven Siebuhr, Secretary Derrick Williams, and Committee Member Dennis Dudzik. Committee members absent were Jim Webb and Mark Meeks.

Staff present were General Manager Matthew McElhenie, Confidential Administrative Assistant Haley Dodson, Administrative Department Manager Denise Fritz (remote), Utilities Manager Jim Green, Program Manager Tristan Reaper, Administrative Technician Eric Johnson, and Water Systems Superintendent Cody Meeks.

Others present were Director Harry Farmer, Director Michael Thomas (remote), Allan Dean, Christine Siebuhr, Crosby and Laura Swartz (remote), and Clark Easter from Global Water Innovations.

Chair Report

Chair Dean gave a brief overview of the Board of Directors actions from the May 16, June 13, June 20, and July 11 CCSD Board meetings. Newly appointed Committee Member Dennis Dudzik was welcomed to the Resources & Infrastructure Committee, filling the seat previously held by Juli Amodei. Chair Dean requested GM McElhenie give an update on the Climate Adaptation and Resiliency Grant that the District has applied for. GM McElhenie explained that although we had received some positive comments regarding the District's application, the grant has been canceled by the state due to budget shortfalls. GM McElhenie also reported on the Skatepark grant, and that grant is still going under Federal review.

Ad Hoc Committee Reports (Time 2:02pm)

Committee Member Williams reported that he met with Utilities Manager Jim Green and Project Manager Tristan Reaper and was provided with locations and GIS files for two potential sites for geophysical investigations. He visited the sites and took pictures. He provided the site photos and the GIS files to Geophysical Imaging Consultants for their assessment of the practicality and cost of running geophysical surveys on these two locations. Committee Member Williams will be bringing a report to the Resources and Infrastructure Committee at a future meeting.

Chair Dean reported that Committee Member Meeks is continuing to investigate the option of solar hydro-panels.

Public Comment: There was no public comment on these reports. Chair Dean related that since this was a Special Meeting, public comment is to be on agenda items only, and due to the large agenda the public comment will be limited to three minutes.

Committee Member Communications (Time 2:05pm)

Newly Appointed Committee Member Dennis Dudzik introduced himself to the committee.

Utilities Manager Report (Time 2:06pm)

Utilities Manager Jim Green reported on the following projects:

- Wastewater Treatment Plant SST Program: The construction trailers are on site. Wastewater Supervisor Toni Artho went to the FRM location in Arroyo Grande to inventory the construction components for the project, the components are being stored there and will be brought to the WWTP as needed. There has been some difficulty and delay in scheduling of plumbing contractors, but the District hopes to break ground in mid-August.
- Water Meter Replacement: The end points and registers have been received for the water meter upgrade project, and water department staff will start installing these in parallel to the lead and copper compliance reporting which is due October 24th of this year. As these components are installed, water department staff will be checking the water lines at the water meter and where it goes into the house, and customers will then be able to go online and see what materials the inspection shows. The District is looking for some temporary staff to help clean out the meter boxes and get them ready for the installation of the new components.
- Skate Park: The cultural resources reports has been submitted, and staff is working with our engineering consultant to begin preparations for the construction phase permitting process with County Planning.
- East Ranch Restroom: The restroom delivery is expected late January. The site preparations will begin in early January depending on weather conditions.
- San Simeon Well #3: The new pump has been installed and the well is fully operational. Some additional separate lines were put in so the well now has full time monitoring of pumping and static water levels. The District is waiting now for the Variable Frequency Drive (VFD).

Public Comment: There were no public comments on the Utilities Report.

Consent Agenda (Time 2:14pm)

Consideration to Approve the May 13, 2024 Regular Meeting Minutes.

Chair Dean provided three spelling corrections to names on the May 13 draft meeting minutes. The minutes were adopted with those modifications.

Regular Business

4.A. Receive and Discuss Information Update on Stuart St. Tanks (Time 2:16pm)

Utility Manager Jim Green gave an update on the Stuart Street Tank Replacement Project. Cultural, GeoTechnical, and Arborist investigations had been completed. The geotechnical investigations showed that the existing 12” deep footings will not comply with current California Building Code requirements. The updated codes call for a 30” deep footings for strength and support for seismic events. In addition, the County is requiring a 10 foot setback from the street, retaining wall, and side fence, the current setback is 5 feet. Because of the new pads required and the relocation of the tanks to meet the setback requirements, the County is requiring a Coastal Development Permit (CDP). The project will need to be presented to County Planning for review, followed by a Planning Commission Hearing, and will also be brought before the NCAC in August. District Staff and their consultants have met with the Environmental Protection Agency Project Officer to confirm that these changes would not jeopardize the grant funding for the project. Updated plans and renderings of the tanks will be available August 12, and brought before R&I in September.

Committee Member Dudzik asked if there would be any impacts to runoff by changing the tank locations.

Utility Manager Green stated that grading will prevent runoff issues.

Committee Member Dudzik also asked about the red notes on the Categorical Exemption submittal. Utility Manager Green stated that those are the items that were discussed with the County.

Chair Dean asked if the tanks must be completed before the District receives the grant funds. Utility Manager Green stated that they do not need to be completed before the District receives the funds, funding will likely be awarded in late 2024.

Public Comment: There were no public comments on this report.

4.B. Receive and Discuss Information Update on San Simeon Transmission Line Replacement (Time 2:29pm)

Utility Manager Jim Green presented the status of the transmission line replacement. District Staff met with State Parks in May to receive their input on the alignment options. State Parks preferred alignment Alternative #4 as it would be routed outside the Natural Preserve on previously disturbed areas and would utilize a utility easement with other infrastructure. This alignment would be along Hwy 1, through the Washburn Day-Use entrance road and parking lot, and connect with the existing pipelines at Washburn Campground Rd. Shut off valves will be installed to isolate areas in case of a leak. Staff has done the majority of the permitting work preparation, there is still some geotechnical work to complete. District Staff met with District Consultants, State Parks Staff, and CalTrans Encroachment Engineers to review the Alternative #4 alignment and receive input from CalTrans, and will be submitting 30% designs to State Parks and CalTrans by late August.

Committee Member Dudzik asked about the depth of the horizontal drilling. Utility Manager Green stated he believes that the horizontal drilling would be 10 to 17 feet below the ground surface.

Public comment: There were no public comments on this report.

4.C. Discussion and Consideration of Approval of Zero Liquid Discharge (ZLD) Pilot Testing Program and Recommendation to the Board of Directors. (Time 2:41pm)

Utility Manager Jim Green gave a summary of the project status. The costs associated with this pilot project for operation, electrical, and chemicals are to be reimbursed through the NAWI (National Alliance for Water Innovation) grant. This pilot program is tentatively scheduled to begin in mid-October. The District has filed a Substantial Conformance Determination with the County, and the County has deemed a permit is not required for this short-term test. The District is also working with the RWQCB regarding discharge permitting.

Clark Easter from Global Water Innovations (GWI) gave a brief overview of the ZLD process. The pilot project will include two approaches, one of which is a switchable solvent system. GWI did some bench tests of this system with samples of the Districts brine. The other approach is a direct current method that separates brine into two streams that can be independently concentrated, one with calcium and magnesium, the other with sulfates.

Chair Dean asked what happens to the water that is recovered from the system. Mr Easter stated that the permeate water would be as clean as what will come out of the current WRF RO system, and will likely be put in the existing recharge ponds. The District is working with the RWQCB who will determine if the specs of the quality of the permeate water meets the Water Board's requirements before being allowed to be discharged to the percolation ponds.

Committee Member Dudzik asked about the schedule of the pilot test. Mr Easter anticipates the system will be constructed and available for the pilot test at the beginning of the fourth quarter of 2024.

Committee Member Williams ask if we should assume the brine concentrate will go to Kettleman City. Mr Easter stated that it is the back up assumption, but they are also looking at opportunities for other uses such as CO2 removal from the atmosphere.

Chair Dean asked about the footprint of the test system. Mr Easter stated that the ZLD system will be housed in a 40-foot mobile trailer. There will also be 250-gallon totes to hold each day's brine waste which will be periodically taken to Kettleman City for disposal, and temporary surface pipelines and electrical hookups which will be removed at the end of the pilot program. There will be no permanent changes to the site. Utility Manager Green will bring a site map back to our next meeting.

Public Comment: Mr Dean asked about the cost differences between the two processes. Mr Easter stated that the cost estimates should come out of the pilot studies. Mr Easter also stated that he anticipates that between the capital and operational costs that with this system the there could be a cost of about 3¢ per gallon to dispose of the brine concentrate as compared to the 25¢ per gallon it may cost to haul the brine to the outfall. We would also recover approximately 90% of the water using the ZLD method.

Mr Crosby Swartz asked that the R&I Committee review the contract for this pilot program prior to forwarding it to the Board, mentioned that a permit would be needed to discharge into the percolation ponds, and asked who would be responsible for that permitting process. Mr Easter will be submitting a draft contract prior to the next R&I meeting, and the District is working with the RWQCB on the discharge permit issue.

No vote was taken on this item. This discussion will be brought back to the next R&I Committee meeting for discussion and consideration with additional updated information regarding the contract, the discharge permitting question, and a location map for the pilot project.

5. Future Agenda Items (Time 3:09 pm)

Chair Dean asked for future agenda items. In addition to bringing back the ZLD Pilot Project discussion, the following future agenda items were brought forward.

- Committee Member Williams will provide a report on the possibility of a geophysical survey.
- Committee Member Meeks might be ready with a report on the solar hydro-panels.
- Utility Manager Green will discuss replacing the backup generator at the Rodeo Grounds.
- Utility Manager Green will discuss the District accepting operation of the stream gauge.

6. Adjourn. Chair Dean adjourned the meeting at 3:12 pm.

Respectfully submitted, Director Karen Dean, R&I Committee Chairperson.

NCAC July 17, 2024 Meeting Summary for the CCSD Board of Directors

The North Coast Advisory Council held a meeting July 17, 2024, 6:00-8:47 PM via Zoom. This report summarizes some of the more salient points discussed. For the convenience of those watching the recorded meetings [on YouTube](#), approximate start times are noted at several points in this report. For further detail, please visit the well-organized NCAC website:

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

GM Matthew McElhenie, Fire Chief Michael Burkey, and Directors Harry Farmer and Debra Scott were also in attendance.

Christina Galloway was voted in as the **new Vice Chair**.

6:02 PM, **Public Safety**: Commander Stuart Macdonald provided a written report, and discussed several of the incidents, focusing on illegal fireworks, graffiti, and reckless driving/ racing. Commander Macdonald emphasized the importance of reporting [online](#), through the Non-Emergency phone line 805-781-4550 ext. 3, or email him at SMacdonald@co.slo.ca.us.

6:18 PM, **Report from Supervisor Gibson**:

- Homelessness update, impact of recent court decisions, [SB43](#), and [Care Court](#).
- Affordable housing & inclusionary housing ordinance.
- Status of San Simeon CSD, on May 2 the San Simeon CSD Board voted for dissolution. LAFCO, likely will be referred to the County, will need to develop a Plan for Service.
- Director Thomas expressed appreciation for recent support from County Public Works, including:
 - Tuesday May 14, Public Works scraped and leveled Rodeo Grounds Road.
 - The new stop sign at Drake Street and Marlborough Lane.
 - In June, Public Works cleared the vegetation overgrowth along Burton Drive between the Nursery and the Santa Rosa Creek bridge, and along Windsor Drive between Hwy 1 & Shamel Park.

Regular Public Agency Reports:

- 6:38 PM, GM McElhenie and Chief Burkey provided an update on weed abatement, a summary of the July 11 Fire Risk Reduction Plan presentation to the Board, answered questions and provided links to the appropriate pages on the CCSD website.
- 6:59 PM, Cambria Fire Safe Focus Group: Dave Pierson provided an oral report, plans for chipping day on July 22, and expected insurance regulation changes. No CFSFG meetings in July or August, the next meeting will be September 25.
- 7:03 PM, SLO County Planning: Ana Luvera provided an extensive oral report covering many topics of interest, including:
 - The Cambria Christmas Market Coastal Commission appeal,
 - The Brambles project,
 - The Cambria Skatepark,
 - The proposed cellular communications tower at 400 Monte Cristo Place,
 - The Sherwood Drive project,
 - The Lampton Park Stairs repair status,
 - The East Ranch Restroom permit, and
 - 343 Harvey Street.
- 7:44 PM, CCSD: Michael Thomas provided a written report, and highlighted key points of interest.

- 7:46 PM, CCHD: Cecilia Montalvo provided an oral report, summarized the July 17 Press Conference with Representative Jimmy Panetta, and the \$1 million in federal funding.

Guest Presentation: 8:02 PM, Suzanne Fiedler presented the **Lampton Cliffs "Adopt a Park"** renovation, focused on ice plant removal, with positive reception from the NCAC.

Reports from Standing Committees and Special Interest Representatives:

- 8:24 PM, Land Use Committee: Jeff Kwasny provided a written report
 - C-DRC2024-00027 Green Valley Cattle Cellular, a Conditional Use Permit to allow a 65-foot-high communications tower at 400 Monte Cristo Place, by Atlas Towers, on David Fiscalini's property. Due to NCAC members leaving the meeting resulting in the lack of a quorum, no vote was taken.
 - C-DRC2024-00014, a request for a Minor Use Permit / Coastal Development Permit to allow a new 2,876 square-foot single-family residence on the corner of Worchester Drive and Whitehall Avenue. This project involves an active water service transfer agreement. County planning reported that this project is in the early stage of review.
- 8:46 Outreach Committee: Karen Chrisman provided an oral a written report, ~1000 people viewed the posting for this meeting.

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

Respectfully submitted, Michael Thomas, CCSD Board of Directors

LIAISON REPORT TO CCSD BOARD OF DIRECTORS ON THE SAN SIMEON COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING ON June 6, 2024

DISCUSSION, .Room. Chair Diamond called the meeting to order at 6:05 pm. Directors Tiwana and Lee were present. Director Donahue was late in attending the meeting. He came in to the meeting at 6:19 pm. Interim General Manager Faverty and Ruth Montgomery were also in attendance.

4. PUBLIC COMMENT

There was no public comment.

5. CONSENT AGENDA ITEMS

The meeting minutes for May 2, 2024 Regular meeting and the minutes for the May 9, 2024 Special meeting were approved under the Consent Agenda.

The May Disbursements Journal was approved as written under the Consent Agenda.

6. BUSINESS ACTION ITEMS:

A. DISCUSSION, REVIEW AND APPROVAL OF A RESOLUTION FOR THE WATER WAITLIST REFUND POLICY AND EXTENDING THE WATER, SEWER, AND SERVICE ALLOCATION WAIT LIST

There was some confusion because the wait list wasn't attached to the Board packet and the list that was on the website was not updated. Board Counsel suggested that the Board approve the resolution for the water waitlist refund policy and continue the extension until the next Board meeting. The resolution was approved unanimously.

There was no public comment.

B. DISCUSSION, REVIEW AND APPROVAL OF A RESOLUTION FOR THE CONSOLIDATION OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT'S BOARD OF DIRECTORS ELECTION WITH THE NOVEMBER 5, 2024, PRESIDENTIAL ELECTION

This resolution was passed unanimously.

There was no public comment.

C. DISCUSSION, REVIEW, AND APPROVAL OF A RESOLUTION ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO, AND COSTS OF, CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT THE NOVEMBER 5, 2024, PRESIDENTIAL GENERAL ELECTION

This resolution was passed unanimously.

There was no public comment.

D. DISCUSSION AND APPROVAL OF RESOLUTION ACCEPTING THE 2023-2024 SAN SIMEON COMMUNITY SERVICE DISTRICT BUDGET AS AN INTERIM BUDGET UNTIL THE FINAL 2024-2025 BUDGET IS DEVELOPED BY SEPTEMBER 1, 2024

This resolution was passed unanimously.

There was no public comment.

E. DISCUSSION AND ACTION TO CHANGE THE DATE OF THE JULY 2024 MEETING

The Board's regularly scheduled meeting would have fallen on Independence Day, July 4th, so the Board voted unanimously to change the date to the following Thursday at 6 pm, July 11, 2024.

There was no public comment.

7. DISTRICT STAFF & COMMITTEE REPORTS:

A. STAFF REPORTS

i. FRM Operations Report: FRM representative, Corinne Ellison, gave a short up date. Most of her audio was unintelligible.

There was no public comment.

ii. Interim General Manger's Report--Summary of May Activities and Update regarding the Stillwater Pico Creek Management Plan: : Dr. Faverty reported that the weed abatement around the District's properties is complete. He described a problem with the State Parks meter reading, billing, and payments situation where the District has not received payment form State Parks from December 2022 through March, 2024, whereby the State Parks owes the District approximately \$80,000. They have said that the bill will be paid by the end of the month. He described a log jam that is located at the Pipe Bridge which has been very problematic. Pueblo has been working with him to estimate how the problem should be solved since several of the logs have an 8-10 inch diameter and are hindering the flow of the creek next to the bridge. Storm damage from the spring storms has not been repaired as yet and he expects that the District will be able to get some relief from FEMA funding. The latest meter reading has also been problematic since there are some meters that are dysfunctional and the meter reading apparatus wasn't able to read them.

There was no public comment.

iii. District Financial Summary—A representative from RGS gave a short update online describing that District staff have been working closely with them, although the process has been slow. The 2022-2023 financial records have been organized to allow RGS to begin that year's audit. There were questions from the Board about how long the process will be taking. The representative stated that turnaround from their company is within about 24 hours but the delays have been on the District staff's end since the work is so tedious.

There was no public comment.

iv. District Counsel's Report: There was no further report from District Counsel.

There was no public comment.

8. NON-DISTRICT REPORTS:

A. Sheriff's Report

The Sheriff requested that he be able to give his report at the beginning of the meeting. There were questions from the Board were related to incidents that they were aware of happening in their community. There had been some vandalism at the Pico Street stairway and the Sheriff stated that they were aware of this incident and they have increased surveillance in that area.

There was no public comment.

BOARD COMMENTS:

Board member Donahue suggested that a revision of the “Streetwater Report” be put on a future agenda since there were some inconsistencies in previous report. He also requested a future agenda item to place security cameras at the Pico Street stairway to prevent further vandalism.

The meeting was adjourned at 6:49 p.m.

Submitted by Debra Scott, CCSD Director

LIAISON REPORT TO CCSD BOARD OF DIRECTORS ON THE SAN SIMEON COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING ON July 11, 2024

Chair Donahue called the meeting to order at 6:00 pm. Directors Tiwana, Diamond and Lee were present. Interim General Manager Faverty and Ruth Montgomery were also in attendance.

4. PUBLIC COMMENT

One public member, Bob Haver from San Luis Obispo, made a comment related to “Hearst Castle not paying for its San Simeon CSD services” and that the District should give the state a deadline to start paying for services or the services will be discontinued.

5. CONSENT AGENDA ITEMS

The meeting minutes for the June 6, 2024 Regular meeting were approved under the Consent Agenda.

The June Disbursements Journal was approved as written under the Consent Agenda.

6. BUSINESS ACTION ITEMS:

A. DISCUSSION, REVIEW AND APPROVAL OF A RESOLUTION EXTENDING THE WATER, SEWER, AND SERVICE ALLOCAIONS WAITLIST AND EXTENDING CURRENT ISSUED WILL SERVE LETTERS

Dr. Faverty presented this agenda item and reported that the Wait List was begun in 2014. Those individuals on the Wait List need to be extended through the dissolution process so that whoever takes over the services in San Simeon can decide what to do with those on the Wait List.

The resolution was approved unanimously.

There was no public comment.

B. DISCUSSION, REVIEW AND APPROVAL OF A RESOLUTION APPROVING THE AGREEMENT WITH PARADISE TREE SERVICE REMOVAL

This resolution is for removal of the log jam at the Pipe Bridge. The cost estimate is \$75,000.

This resolution was passed unanimously.

There was no public comment.

C. DISCUSSION, REVIEW, AND APPROVAL OF A RESOLUTION APPROVING THE AGREEMENT WITH PADRE ASSOCIATES, INC. FOR PERMITTING SUPPORT

Padre Associates must supervise Paradise Tree Service removal of the log jam at the Pipe Bridge so this agreement is to hire them to support the log jam removal process.

This resolution was passed unanimously.

There was no public comment.

D. DISCUSSION AND ACTION TO CHANGE THE DATE OF THE AUGUST AND SEPTEMBER 2024 MEETING

Because of the work that’s being done on the 2024-2025 budget and the work on the audit, the GM has been very busy trying to complete the budget. He requested that the August Regular meeting be delayed to August 29th to approve the budget since it has to be approved by the Board before September 1, 2024. The Board did

not appear to be comfortable with some of his requests so they settled on having a Board meeting on August 8th and the 29th and possibly not having a September Board meeting.

This resolution was passed unanimously.

There was no public comment.

7. DISTRICT STAFF & COMMITTEE REPORTS:

A. STAFF REPORTS

i. FRM Operations Report: No one was available from FRM to report.

There was no public comment.

ii. Interim General Manger's Report--Summary of May Activities and Update regarding the Stillwater Pico Creek Management Plan: : Dr. Faverty reported that he has received the Pico Street Instream Report, a 138 page report. The Pico stairway is still not safe. The District has contracted to remove the log jam. Ash-Vance will be giving the District an appraisal to repair the Pipe Bridge. Staff and the auditor are working on the 2022-2023 Audit. There has been a pause in the LAFCO dissolution process and Dr. Faverty has a meeting scheduled with the County Supervisor Gibson next week to find out what the District can do to encourage the process. He stated that the District's contract with RGS expired June 1, 2024, and he will not recommend renewing their contract since the District doesn't need their services any longer.

There was no public comment.

iii. District Financial Summary: The District received a letter from RGS stating that they needed to be used through the dissolution, but Dr. Faverty states that their services are no longer needed. Member Diamond asked if it is within the Board's jurisdiction to make the decision to renew the contract with RGS, not the decision of the District staff. Another Board member stated that he agreed with the decision to not renew RGS's contract. Dr. Faverty explained why he'd made that decision and the agreed.

There was no public comment.

iv. District Counsel's Report: District Counsel had no report.

There was no public comment.

8. NON-DISTRICT REPORTS:

A. Sheriff's Report

The Sheriff was not available to give his report.

There was no public comment.

BOARD COMMENTS: Board member Tiwana requested that a letter that has been received from LAFCO regarding the dissolution process be on next month's agenda. Member Diamond requested that a discussion about applying for relief funds from FEMA be on the next agenda.

The meeting was adjourned at 7:12 p.m.

Submitted by Debra Scott, CCSD Director

Friends of the Fiscalini Ranch Preserve July 9, 2024 Meeting summary

The meeting was called to order by Chair Dianne Anderson at 4PM. In attendance were Chair Anderson, Vice Chair Tom Loganbill, Secretary John Nixon, Treasurer Mary Maher, Executive Director Kitty Connolly, Barbara Beuche, assistant to ED Connolly, and Board Directors Ellie Etter, Marvin Josephson, Rusty Burns, Cathleen Campe, Shari Robascotti via Zoom, CCSD Board Director and PROS (Parks, Recreation and Open Space) Committee Chair Michael Thomas, and CCSD Board Director and FFRP Liaison Harry Farmer.

The first order of business was approval of the minutes from the May 14th FFRP meeting. The motion to do so was made by Ellie Etter, with a second by Mary Maher. Board approval was unanimous.

There was no public comment. However, a report was provided by PROS Committee Chair Michael Thomas. He said a request had been made to County Public Works to improve the bumpy and rutted Rodeo Grounds Road which is the entrance to the East Ranch, as well as removing the overgrown brush on the Burton Drive pathway from Eton Road to the bridge crossing Santa Rosa Creek. Quite possibly due to support from Supervisor Bruce Gibson, both of these requested improvements were done within a week of them being made, which was greeted with enthusiasm by those in attendance. Mr Thomas suggested that perhaps an “issue of the month” could be determined on a regular basis and forwarded to the County to hopefully be dealt with. He also recommended creating a volunteer brigade community work party to help out on the East Ranch and maybe elsewhere, using tools from FFRP. John Nixon recommended this been a future agenda item for discussion, and perhaps a policy be created for this situation.

Under Matters for Decision was Designation of a New Endowment Fund to support Public Access and Trail Maintenance on the West Ranch, which would include a Boardwalk plaque dedication program. After brief discussion, Mary Maher made a morion for approval, seconded by Shari Robascotti, and unanimously approved by the Board.

This was followed by Matters for Discussion and various reports, starting with ED Kitty Connolly. She provided an update on a May Agenda item regarding Mr Thomas Ridley from Fresno, who had recently passed away and unexpectedly left a substantial endowment to FFRP, and that in fact two bequests including Mr Ridley’s had been gifted to FFRP in the total of \$529,000. A suggestion was made to place a plaque of appreciation to Mr Ridley on the Harootunian bench, and that contact be made with his sisters to approve of this gesture. Kitty also reported on the very successful PopUp on May 25th, with sales of \$1539 and two new memberships. In addition, a record breaking PopUp over the July 4th holiday weekend netted \$2600. She also reminded us of the upcoming Linking Boardwalk kickoff meeting the following day, July 10th, which would include representatives from Quincon Construction, the engineering firm RRM design, and the Cambria CSD. The construction start date will likely be determined at this time. So far 63 plaques have been sold to help fund the project, with the anticipated possibility of 600 ultimately being purchased. The Spring/Summer Appeal donations began coming in on June 11th, and as of July 2nd income from donations, memberships and dedications have totaled almost \$20,000.

Ms Connolly also updated us on the ongoing problem of poaching of rare plants on the Bluff trail. Two incidents were reported, one by a stranger who observed six men removing bags full of these plants, with another actually caught in person by CCSD Facilities and Resources Supervisor David Aguirre. The taking of these rare species is in fact an international crime. Ultimately the plants, obviously damaged in the poaching effort, have had to ultimately be put in the FFRP dumpster. Folks from the California Native Plant Society will be doing a survey on the Bluff trail to determine what special plants are in that area. Kitty will also be providing information of this type from the wooded portions of the Ranch.

At this point Vice Chair Loganbill suggested doing a small dedication for Mr Wiggins to acknowledge his generosity. Also, Ellie Etter recommended having a groundbreaking event for the construction of the Linking Boardwalk.

F&R Supervisor Aguirre, now attending via Zoom, reported on the extended weed abatement taking place on the Ranch, as well as 58 CCSD owned lots. He added that fire breaks throughout the Ranch and in Cambria have been extended, including a new one on Park Hill at Pembroke and Plymouth overlooking the wastewater plant. He further stated that the East Ranch has been abated twice, and that a second weeding would take place on the West Ranch adjacent to Huntington Road probably in September.

Chair Anderson provided a brief Chairperson's Report, mostly expressing her appreciation for the support she's received from other Board members, including while she was on vacation, stating she is both "pleased and proud" to be involved with such a wonderful group as FFRP.

A written statement from Education coordinator Suzanne Fiedler informed everyone that on Thursday, July 18th, a Ranch walk will take place for the Camino Scholars, an Education Program service provided by People's self Help Housing from Santa Barbara. The group is expected to be as large as 60 students, with an additional 15 or more chaperones. Sounds like much fun will be had by all!

Treasurer Mary Maher provided the Finance Report. So far partial monies from the Schrum and Ridley estates have been received. Depending on when this continues, FFRP may be able to avoid taking withdrawals from the Mercer Endowment to pay for the Linking Boardwalk. Mary also acknowledged FFRP ended April with \$5.03 million in long term investments, \$684K in short term investments, and \$70K in checking. Ellie Etter presented her Outreach and Development Report, including a visit to the Ranch for the first time by our local Congressman Jimmy Panetta. Joining him were ED Connolly, Chair Anderson and Secretary John Nixon. Also, the fund raising musical events at Moonstone Cellars has continued to benefit FFRP. Kitty describes the vibe as, "super nice happy folks".

Marvin Josephson provided the Ranch Committee Report. Much work continues to be done endeavoring to remove invasive thistle. Wednesday Weeding leader Michael Thomas spent time at Friday Farmers Market at the Veterans Hall parking lot to inform residents of the need for more community involvement, and some additional folks have showed up on Wednesdays since then. Recently CCSD hired a contractor to spray the agent Milestone on the invasive thistle, and the plants are now dead or dying. Marvin also talked about the abundance of hemlock on the Ranch that needs removal. F&R Supervisor Aguirre says he plans to have his staff trained and permitted in the use of Milestone, which requires the use of long sleeves and masks. He hopes to spray as much as possible, and may purchase electric back pack sprayers. Both Ellie and Kitty state they're reluctant to have ranch volunteers do this work.

As for a presence in local media, Marvin has had nice reports in CambriaCA, including photos pleasing to the eye. Kitty says there's not much activity on the FFRP website, but more on Next Door and Facebook. Barbara Beuche comments that, "Next Door is the Best".

Marvin says that once again Brian Morgan is getting things together for another awesome Pinedorado Parade award winning entry. He also reminds us more kikuyu grass removal will take place on the Bluff trail July 27th. He also tells us of a remarkable young man in Cambria named Noah Runyan, who for his 16th Birthday raised money to donate to World Central Kitchen, the nonprofit organization that provides meals to needy folks in times of crisis. It youngsters like Noah who give us faith in the future generation and the future of the Planet.

Kitty reminds us the monthly Main St cleanup will take place Monday, July 15th starting at 9AM. Beginning at the old Grammar School, there will be six different routes of two people each, going in both directions up to Highway One and Ardath.

Tom Longanbill says that the new bench at Owl's Roost "looks great". He's also hoping to get some Ranch history, perhaps connecting with Jo Ellen Butler, Joyce Renshaw, and myself.

Chair Anderson adjourned the meeting at 5:38 PM.

The next FFRP monthly meeting will be Tuesday, August 13, 4PM at the Cambria Center for the Arts green room.

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

Cambria Forest Committee July 19th, 2024 Meeting summary

The meeting was called to order at 10:03 AM. In attendance were CFC Chair Crosby Swartz, Secretary Christine Heinrichs, Treasurer Laura Swartz, CFC Director Julie Jorgensen, CCSD Director and PROS Parks, Recreation and Open Space Committee) Chair Michael Thomas, Greenspace Executive Director Karin Argano, US-LT RCD (Upper Salinas-Las Padres Resource Conservation District) Project Manager Spencer Gordon, Rancho Marino Reserve Director Keith Seydel, Cambria resident Dennis Dudzik, and CCSD Board member and CFC liaison Harry Farmer.

Chair Swartz began the meeting by asking for Public Comment of which there was none. He then acknowledged the summary/minutes provided by CCSD liaison Harry Farmer available in the July 11th CCSD Board Agenda packet.

Treasurer Laura Swartz reported that no grant monies applied for had yet to be obtained or approved. Laura added that CFC recently spent \$92.43 to upgrade both the kiosk and the Forest Committee information provided at the grounds of the Cambria Historical Museum. She observed that other organizations have spruced up their presentations as well.

While there was no representative from the Cambria Fire Safe Focus Group, both Ms Argano and Mr Thomas acknowledged the focus of the meetings has mainly been on the community wide Evacuation Plan. Michael also reminded us that the CFSFG meetings are now permanently at the Veterans Hall and no longer at the Fire Department.

Greenspace Executive Director Karin Argano provided a thorough update, starting with the organization having found new office space on Main St across from the Cambria Community Health Care District office and Emergency Services, with the move in date being September 1st. She described the large educational library of reference material that will become more accessible for other organizations to take advantage of. Karin then expressed much appreciation to the Linn family for allowing for the use of the office space on Bridge St at such a reasonable rate for 10 years. She told us of the new Greenspace Speaker Series, with the first event occurring on Sunday July 21st at the Unitarian Universalist Hall from 4-5PM. Featured will be former Camp Ocean Pines Executive Director and multi talented consultant and activist Chris Cameron who will speak on the topic, "Working with Nature to Solve the Big Problems". Also upcoming on Wednesday, July 31st will be a presentation discussing different types of bats, taking place at the Greenspace Creekside Reserve Center St from 7-9 PM.

Greenspace is still waiting on funding from the Cal Fire Wildfire Prevention Grant for Strawberry Canyon. Also it's taking longer for fuel reduction assistance due to cost of labor and other issues. However, Karin says GS is "super excited" about a recent donation to create a new pocket park on Lodge Hill, closing escrow on July 24th. There will be a bench on it, another opportunity to enjoy a relaxing moment in nature here in Cambria courtesy of Greenspace and its generous donors.

Laura then commented on the increasing abundance of orchard grass in Strawberry Canyon and the harm it does to the natural understory. Karin then stated efforts have been made to lessen the influence of both orchard and kukuyu invasive grasses by using wood chips as well as grazing with sheep and goats. There is a maintenance plan in place to further address the problem in conjunction with the US-LT RCD, including using the California Conservation Corp. They are presently unavailable due to fighting wildfires and other demands.

Laura and Crosby then spoke to their deep affection for Fern Canyon, and the efforts they've made to retard the growth of invasive grasses in that area.

Rancho Marino Reserve Director Keith Seydel reported that no further work is being done in his area due to all work crews presently fighting wildfires throughout the state, and nothing will be taking place until their return

which of course is unknown. So far most all work has been done regarding the the shaded fuel break on Randall Rd and the road into Camp Ocean Pines, there is just a little bit of cleanup left to do.

Spencer Gordon then added a bit more information on Rancho Marino, saying that 25 of the 44 acres needing attention have already been worked on, and that the major effort was made to save small trees and saplings, as well as the retention of snags, shrubs and much vegetation for the critters living on the land. He's also contracted out to do spot applications of herbicides to deal with the weeds in the area, essentially trying to keep the area "better, safer and healthier". Much thinning and pile building has already occurred, and in the fall controlled burns will be happening to remove this hazard. Spencer said long before this takes place residents in town will be informed, and much monitoring of the burned piles will be part of the process as well to alleviate any fear of something unexpected occurring.

Under New Business there was then a brief discussion on the recently formed CCSD Climate Action Committee made up of Board Directors Michael Thomas and Harry Farmer appointed by former Board President Karen Dean and approved by the Board. Christine Heinrichs then informed us that the Climate Change Policy Ad Hoc Committee would be meeting this coming Sunday further discuss this very important issue.

As to Unfinished Business, updating and reprinting the Invasive Weed Guide so expertly put together a few years ago by Christine Heinrichs was considered at length. In talking with ASAP Reprographics who initially printed the Guide, turns out adding new pages will make the cost of printing the Guide now about \$11 each. Of course essentially the Guide is a public service of which Laura said Christine did "amazing work", including the abundance of descriptive information and color photos. Laura stated that we plan to add additional pages for invasive grasses and several new invasive plants. In addition, as in the past, it is hoped grant funding will be provided by the Cambria Community Council, especially to help with any new design work and printing. Christine also commented on connecting with Fiscalini Ranch Wednesday weeding overseer Michael Thomas regarding tools that are used in weed removal, describing their usage, and taking photos of them to be placed in the Guide. In fact, Mr Thomas remarked he'd like to have the Guide available for Ranch volunteers, and offered to fund any additional expense in this area. Laura offered the thought that having the Fiscalini Ranch mentioned in the updated Guide could possibly gather more interest from the residents of our community. Crosby speculated that perhaps 150 copies could be printed, remarking that there would be little price break with an additional number of copies. He also added that once again this endeavor is essentially a public service for our town and folks interested in addressing the weed problem, including on their own property. He then stated that before the next Forest Committee meeting the grant application would have to be submitted to the Community Council. Whether the grant will be obtained, and the amount, of course remains to be seen. Christine and Crosby reminded everyone that the Guide is actually available electronically on a smartphone as well as in printed form so it can more easily be used when working outside in one's yard or elsewhere. Laura adds it would be a wonderful gift for a new resident to our special town. She also added that the grant needed to be written and submitted by August 1st and presented to the Council on August 21st, and it would be a good idea for her and Christine to get together to discuss finances and design for the final draft, perhaps taking more picture in the meantime.

Crosby then asked for any Future Agenda items or comments, of which there were none. At this point Chair Swartz adjourned the meeting at 10:52 AM

The next Cambria Forest Committee meeting will be on Friday, August 16th at 10AM via Zoom.

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