

In compliance with Assembly Bill (AB) 361, which allows for a deviation of teleconference rules required by the Ralph M. Brown Act, this Board of Directors meeting is being conducted in a hybrid in-person/virtual format. Members of the public may participate and provide public comment on agenda items during the meeting in person at the location identified above, by joining the Zoom meeting, or by submitting written public comments to the Board Secretary at boardcomment@cambriacsd.org. Meetings will be streamed on www.slo-span.org.



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, November 10, 2022 - 1:00 PM

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/85344986572?pwd=SWpDTnd0K25YNUFVdENsRjdVVM12UT09>

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1. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. President's Report
- E. Agenda Review: Additions/Deletions

2. BOARD MEMBER COMMUNICATIONS

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

3. COMMISSION REPORT

- A. PROS Chairman's Report

4. PUBLIC COMMENT

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

5. CONSENT AGENDA

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

- A. Consideration of Adoption of Resolution 71-2022 Amending the District Salary Schedule

6. REGULAR BUSINESS

- A. Discussion and Consideration of Location Options of Electric Vehicle (EV) Charging Station at the Veterans Hall
- B. Discussion and Consideration of Townhall Meetings and Other Strategies for Community Outreach
- C. Discussion and Consideration of Current Board of Directors Ad Hoc Committees and Assignments
- D. Discussion and Consideration to Review Updates to the Policy Checklist

7. 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

8. 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

9. ADJOURN TO CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government Code Section 54957(b)(2)
Title: General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: John F. Weigold IV, General Manager

Meeting Date: November 10, 2022	Subject: Consideration of Adoption of Resolution 71-2022 Amending the District Salary Schedule
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RECOMMENDATIONS: Staff recommends that the Board of Directors consider adoption of Resolution 71-2022 to amend the CCSD Salary Schedule.

FISCAL IMPACT:

The FY 2022/2023 budget includes the wage increases approved by the Board for Management & Confidential Employees (MCE), Service Employees International Union, Local 620 (SEIU) and International Associated Firefighters, Local 4635 (IAFF) represented employees and the State of California minimum wage increase for Reserve Firefighters.

DISCUSSION:

The Board approved a three-year wage increase for MCE on November 19, 2020. The third-year increase is effective November 19, 2022, and includes a salary increase of 2%.

The Board approved the SEIU Memorandum of Understanding (MOU) on January 16, 2020. This SEIU MOU includes a five-year wage increase ranging from 1.25%-1.5% and 1.0% equity adjustment for Water, Wastewater and Maintenance classifications. The fourth year of the wage increase is 1.5%, plus certain classes receive an equity adjustment of 1% and is effective January 28, 2023.

The Board approved the IAFF MOU on March 12, 2020. This IAFF MOU includes a five-year wage increase ranging from 3%-4%. The fourth year of the wage increase is 4% and is effective January 14, 2023.

Effective January 1, 2023, the minimum wage in California will be increased to \$15.50 per hour for all employees, including Reserve Firefighters. The current State minimum wage for employers with 26 or more employees is \$15.00 per hour.

Staff recommends the Board adopt Resolution 71-2022 amending the District Salary Schedule for the previously negotiated wage increases of MCE, SEIU and IAFF represented employees.

Attachments: Resolution 71-2022 and Exhibit A
Current CCSD Salary Schedule

RESOLUTION 71-2022
NOVEMBER 10, 2022

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT'S SALARY SCHEDULE

WHEREAS, the Board of Directors adopted a revised CCSD Salary Schedule on June 23, 2022; and

WHEREAS, the CCSD's Salary Schedule is required to be amended to implement the third year term of the Management and Confidential Employees (MCE) group Memorandum of Understanding to increase wages by 2%, effective November 19, 2022; and

WHEREAS, the CCSD's Salary Schedule is required to be amended to implement the fourth year term of the Service Employees International Union, Local 620 Memorandum of Understanding to increase wages by 1.5% and a 1% equity adjustment for Water, Wastewater and Maintenance classifications, effective January 28, 2023; and

WHEREAS, the CCSD's Salary Schedule is required to be amended to implement the fourth year term of the International Association of Firefighters, Local 4635 Memorandum of Understanding to increase wages by 4%, effective January 14, 2023; and

WHEREAS, the CCSD's Salary Schedule is required to be amended to reflect the mandatory minimum wage rate increase, for Reserve Firefighter classifications, effective January 1, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that the Cambria Community Services District Salary Schedule, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.

Resolution 71-2022 was adopted at a Regular Meeting of the Cambria Community Services District on November 10, 2022.

Donn Howell
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Leah Reedall
Board Secretary

Timothy J. Carmel
District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023
Updated November 10, 2022**

POSITION TITLE	STEP A	STEP B	STEP C	STEP D	STEP E	10 YEARS	15 YEARS	20 YEARS
						SERVICE	SERVICE	SERVICE
						STEP E+5%	STEP E+7.5%	STEP E+10%
SERVICE EMPLOYEES INTERNATIONAL UNION (ANNUAL AMOUNTS) - Wage Increases Effective 1st Full Payroll Following January 16, 2023								
Administration (Includes 1.5% Wage Increase)								
Clerical Assistant	37,158	39,016	40,967	43,015	45,166	47,424	48,553	49,683
Administrative Technician I	44,322	46,538	48,865	51,308	53,874	56,567	57,914	59,261
Administrative Technician II	52,775	55,414	58,184	61,094	64,148	67,356	68,959	70,563
Board Secretary	52,775	55,414	58,184	61,094	64,148	67,356	68,959	70,563
Administrative Technician III	64,107	67,313	70,678	74,212	77,923	81,819	83,767	85,715
Finance Specialist-Payroll/Benefits	64,107	67,313	70,678	74,212	77,923	81,819	83,767	85,715
Facilities & Resources (Includes 1.5% Wage Increase & 1.0% Equity Adjustment)								
Maintenance Technician	48,941	51,388	53,957	56,655	59,488	62,462	63,949	65,436
Water, WRF & Wastewater Operations (Includes 1.5% Wage Increase & 1.0% Equity Adjustment)								
Water Treatment OIT	48,697	51,132	53,688	56,373	59,191	62,151	63,631	65,110
Water Treatment Operator I	50,932	53,479	56,153	58,960	61,908	65,004	66,552	68,099
Water Treatment Operator II	57,696	60,581	63,610	66,791	70,130	73,637	75,390	77,143
Water Systems Operator T3/D2	65,358	68,626	72,057	75,660	79,443	83,415	85,401	87,387
WasteWater Collection System Worker	51,114	53,669	56,353	59,170	62,129	65,235	66,789	68,342
WasteWater Systems OIT	53,804	56,495	59,319	62,285	65,399	68,669	70,304	71,939
WasteWater Systems Operator I	56,556	59,384	62,353	65,471	68,745	72,182	73,901	75,619
Laboratory Technician	62,489	65,614	68,894	72,339	75,956	79,754	81,653	83,552
WasteWater Systems Operator II	63,748	66,935	70,282	73,796	77,486	81,360	83,297	85,234
WasteWater Systems Operator III	70,435	73,957	77,655	81,537	85,614	89,895	92,035	94,176
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (ANNUAL AMOUNTS) 4% Wage Increases Effective 1st Full Payroll Following December 31, 2022								
Fire Captain	83,349	87,516	91,892	96,487	101,311	106,376	108,909	111,442
Fire Engineer	69,125	72,581	76,210	80,020	84,021	88,223	90,323	92,424
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (HOURLY AMOUNTS) 4% Wage Increases Effective 1st Full Payroll Following December 31, 2022								
Firefighter (SAFER Grant)	19.69	20.67	21.71	22.79	23.93	N/A	N/A	N/A
Firefighter	19.69	20.67	21.71	22.79	23.93	25.13	25.72	26.32
CAMBRIA RESERVE FIREFIGHTERS (HOURLY RATE: NO STEPS) \$.50 salary increase, effective January 1, 2023								
Reserve Recruit Firefighter **	15.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Firefighter **	15.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Fire Engineer **	16.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Lieutenant **	17.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CAMBRIA EXEMPT EMPLOYEES (ANNUAL AMOUNTS) 2% Wage Increases Effective November 19, 2022								
Administrative Analyst - HR & IT	86,662	90,995	95,545	100,322	105,339	N/A	N/A	N/A
Facilities & Resources Manager	93,174	97,833	102,724	107,860	113,254	N/A	N/A	N/A
Program Manager	93,174	97,833	102,724	107,860	113,254	N/A	N/A	N/A
Water Systems Superintendent	104,766	110,005	115,505	121,280	127,344	N/A	N/A	N/A
Wastewater Systems Superintendent	104,766	110,005	115,505	121,280	127,344	N/A	N/A	N/A
Finance Manager	114,504	120,229	126,241	132,553	139,181	N/A	N/A	N/A
District Engineer/Utilities Department Manager	127,101	133,456	140,129	147,136	154,492	N/A	N/A	N/A
Fire Chief	127,101	133,456	140,129	147,136	154,492	N/A	N/A	N/A
Administrative Department Manager	134,265	140,978	148,027	155,428	163,200	N/A	N/A	N/A
General Manager	173,400	173,400	173,400	173,400	173,400	N/A	N/A	N/A

Red denotes a change

CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023
Updated June 8, 2022

POSITION TITLE	STEP A	STEP B	STEP C	STEP D	STEP E	10 YEARS SERVICE STEP E+5%	15 YEARS SERVICE STEP E+7.5%	20 YEARS SERVICE STEP E+10%
SERVICE EMPLOYEES INTERNATIONAL UNION (ANNUAL AMOUNTS)								
Administration								
Clerical Assistant	36,609	38,439	40,361	42,380	44,498	46,723	47,836	48,948
Administrative Technician I	43,667	45,851	48,143	50,550	53,078	55,732	57,059	58,386
Administrative Technician II	51,995	54,595	57,325	60,191	63,201	66,361	67,941	69,521
Board Secretary	51,995	54,595	57,325	60,191	63,201	66,361	67,941	69,521
Administrative Technician III	63,160	66,318	69,634	73,116	76,772	80,610	82,530	84,449
Finance Specialist-Payroll/Benefits	63,160	66,318	69,634	73,116	76,772	80,610	82,530	84,449
Facilities & Resources								
Maintenance Technician	47,747	50,134	52,641	55,273	58,036	60,938	62,389	63,840
Water, SWF & Wastewater Operations								
Water Treatment OIT	47,509	49,884	52,378	54,997	57,747	60,635	62,078	63,522
Water Treatment Operator I	49,690	52,174	54,783	57,522	60,398	63,418	64,928	66,438
Water Treatment Operator II	56,289	59,103	62,059	65,161	68,420	71,840	73,551	75,261
Water Systems Operator T3/D2	63,764	66,952	70,300	73,815	77,506	81,381	83,319	85,256
WasteWater Collection System Worker	49,867	52,361	54,979	57,728	60,614	63,645	65,160	66,675
WasteWater Systems OIT	52,492	55,117	57,873	60,766	63,805	66,995	68,590	70,185
WasteWater Systems Operator I	55,177	57,936	60,832	63,874	67,068	70,421	72,098	73,774
Laboratory Technician	60,965	64,013	67,214	70,575	74,103	77,808	79,661	81,514
WasteWater Systems Operator II	62,193	65,303	68,568	71,996	75,596	79,376	81,266	83,155
WasteWater Systems Operator III	68,717	72,153	75,761	79,549	83,526	87,702	89,790	91,879
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (ANNUAL AMOUNTS)								
Fire Captain	80,143	84,150	88,357	92,775	97,414	102,285	104,720	107,155
Fire Engineer	66,466	69,790	73,279	76,943	80,790	84,830	86,850	88,869
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (HOURLY AMOUNTS)								
Firefighter (SAFER Grant)	18.93	19.88	20.87	21.91	23.01	N/A	N/A	N/A
Firefighter	18.93	19.88	20.87	21.91	23.01	N/A	N/A	N/A
CAMBRIA RESERVE FIREFIGHTERS (HOURLY RATE: NO STEPS)								
Reserve Recruit Firefighter **	15.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Firefighter **	15.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Fire Engineer **	16.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Lieutenant **	17.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CAMBRIA EXEMPT EMPLOYEES (ANNUAL AMOUNTS)								
Administrative Analyst - HR & IT	84,963	89,211	93,672	98,355	103,273	N/A	N/A	N/A
Facilities & Resources Manager	91,347	95,914	100,710	105,746	111,033	N/A	N/A	N/A
Program Manager	91,347	95,914	100,710	105,746	111,033	N/A	N/A	N/A
Water Systems Superintendent	102,712	107,848	113,240	118,902	124,847	N/A	N/A	N/A
Wastewater Systems Superintendent	102,712	107,848	113,240	118,902	124,847	N/A	N/A	N/A
Finance Manager	112,259	117,872	123,766	129,954	136,452	N/A	N/A	N/A
District Engineer/Utilities Department Manager	124,609	130,840	137,382	144,251	151,463	N/A	N/A	N/A
Fire Chief	124,609	130,840	137,382	144,251	151,463	N/A	N/A	N/A
Administrative Department Manager	131,632	138,214	145,124	152,380	160,000	N/A	N/A	N/A
General Manager	170,000	170,000	170,000	170,000	170,000	N/A	N/A	N/A

Red denotes a change

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: John F. Weigold IV, General Manager

Meeting Date: November 10, 2022	Subject: Discussion and Consideration of Location Options of Electric Vehicle (EV) Charging Station at the Veterans Hall
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RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider location options for the electric vehicle charging station at the Veterans Hall.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

DISCUSSION:

The Cambria Community Services District (CCSD) installed an Electric Vehicle (EV) Charging Station at the Cambria Veterans Memorial Building, funded through a grant under the SLO County Clean Air Incentive Program which is managed by the SLO County Air Pollution Control District (APCD). The EV station was constructed on the southwest side of the building in place of two existing accessible parking spaces. That location was determined to be the best choice because of its proximity to the electrical circuit box and the requirement for all public EV charging stations to be accessible parking spaces. Two new accessible parking spaces were then established in the east side parking lot.

The American Legion, which leases the ground floor of the Vets' Hall, previously utilized the accessible parking spaces and has requested that the CCSD move the newly constructed EV Charging station to a different location.

Staff recommends that the Board discuss and consider relocation of the EV station and provide direction to staff.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**

FROM: John F. Weigold IV, General Manager

Meeting Date: November 10, 2022

Subject: Discussion and Consideration of Town Hall Meetings and other Strategies for Community Outreach

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider holding town hall meetings and other strategies for purposes of community outreach.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board of Directors had a goal to increase communications with the community as part of the previous Strategic Plan. That goal included an objective to hold town hall meetings as part of community outreach efforts.

Staff recommends that the Board discuss holding town hall meetings and other options to facilitate increased communications with the community.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: John F. Weigold IV, General Manager

Meeting Date: November 10, 2022 Subject: Discussion and Consideration of Current Board of Directors Ad Hoc Committees and Assignments

RECOMMENDATIONS:

Staff recommends the Board of Directors review current Board of Directors Ad Hoc Committees and assignments and make adjustments as necessary.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

Staff recommends that the Board review and discuss the current Ad Hoc Committees and make adjustments as necessary.

Attachment: 2022 Committee and Subject Matter Assignments

2022 COMMITTEE AND SUBJECT MATTER ASSIGNMENTS

STANDING COMMITTEE ASSIGNMENTS			
	Director	Public Member	
Finance	Steidel	Ted Siegler Mary Maher Marvin Corne Cheryl McDowell Karen Chrisman	<p>A. Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust. The committee shall support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline.</p> <p>B. Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters.</p> <p>C. Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding staff identified potential funding sources available to the District from private, public, County, State or federal entities.</p> <p>D. Support other Standing Committees' fiscal review needs.</p>
Resources & Infrastructure	Dean	David Pierson James Webb Brad Fowles Steven Siebuhr Michael Thomas	<p>A. Assess existing resources and gather information regarding infrastructure and resource needs of the community. (CIP?)</p> <p>B. The committee shall support and work directly with the CCSD General Manager and 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.</p> <p>C. Provide recommendations to the Board of Directors regarding actions to meet the community infrastructure needs.</p> <p>D. Support other Standing Committees' resource and infrastructure review needs.</p>
Policy	Harry Farmer	Gordon Heinrichs Ted Key Claudia Harmon Worthen Debra Scott Jim Townsend	<p>A. Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies.</p> <p>B. Identify potential areas of policy needs not currently addressed in the Policy Handbook. Develop needs assessment regarding impact due to lack of policy and immediacy of need. Provide to the Board, through the committee chair, for definition of content, consideration of timing needs and</p>

		approval to proceed in policy development. C. The committee supports other Standing Committees' policy review needs.
AD HOC COMMITTEE ASSIGNMENTS		
Affordable Housing	Steidel Howell	
Board's Strategic Focus and Plan	Dean Steidel	
CDP/WRF	Steidel Dean	
Forest Management Alternatives	Farmer Gray	
Low Income Discounts	Farmer Gray	
Review Board and Standing Committee Bylaws	Dean Gray	
Board Skate Park	Dean Farmer	
Emergency Evacuation Routes	Dean Gray	
Underfunded, Under-Staffed & Under-Resourced Services	Farmer Gray	
Veterans' Memorial Hall	Farmer Gray	
Board Policy	Gray Howell	
Solid Waste Rate Alleviation	Dean Gray	
LIAISON ASSIGNMENTS		
Cambria Fire Safe Focus Group	Gray	Varies
Cambria Forest Committee	Farmer	Varies
Friends of Fiscalini Ranch Preserve	Farmer	Varies
North Coast Advisory Council	Dean	Varies
San Simeon CSD	Steidel	Varies
California Coastal Commission	Dean	Varies
PROS Commission	Farmer (ex officio)	Steve Kniffen, Adolph Atencio, Joyce Renshaw, Kermit Johansson, Teri Lord, Stanley Cooper (Alternate), Jim Bahringer (Alternate), Juli Amodei (ex officio)

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D.**

FROM: John F. Weigold IV, General Manager

Meeting Date: November 10, 2022 Subject: Discussion and Consideration to Review Updates to the Policy Checklist

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider updates to the Board Policy Checklist.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

On March 11, 2021, the Board established a Board Policy Ad Hoc Committee (which consisted of President Donn Howell and Director Tom Gray) to inventory existing District policies. The ad hoc committee completed its work and made a final report to the full Board on August 12, 2021. The ad hoc committee's report was later brought back to the Board on October 14, 2021 for further discussion.

The ad hoc committee's charter was to inventory existing District policies and make recommendations to the full Board, to review the CSDA Policy Handbook in comparison with current CCSD policies and make recommendations to the full Board regarding policies to consider for development or review, and to recommend a process to determine which policies should be developed or reviewed in the future.

The Board Policy Ad Hoc Committee has updated the checklist (see attachment) for the full Board's review. It is recommended that the Board discuss the update to the current list of policies and the policy handbook checklist.

Attachment: Board Policy Ad Hoc Committee Update on CCSD Policies

REPORT BY AD HOC COMMITTEE ON CCSD POLICIES – UPDATED 10-31-22

Introduction

On March 11, 2021, the Cambria Community Services District Board of Directors appointed an ad hoc committee, made up of directors Tom Gray and Donn Howell, “to inventory existing District policies and make recommendations to the full Board.”

As a result of that review, the committee organized the CCSD’s general, administration and Board policies – existing, prospective, or currently under development – into a ***Policy Handbook Checklist*** based on the CSDA categories and numbering system. For policies not fitting a specific CSDA description, numbers consistent with broad CSDA categories were assigned. (CSDA numbers are in Roman type, CCSD-assigned numbers not in the original CSDA schema are in underlined italics.)

At its _____, 2022 meeting the Board asked directors Gray and Howell to review the ***Policy Handbook Checklist*** from 2021 and bring it up-to-date.

This report presents

- A. the updated ***Policy Handbook Checklist***,
- B. notes to the ***Checklist***, and
- C. a reprise of the 2021 ad hoc committee’s recommendations

A redline copy of the updated ***Policy Handbook Checklist*** is included as an appendix to this report.

A. POLICY HANDBOOK CHECKLIST

Part 1: General Policies (1000 et Seq.)				
Number and Title	No action	Staff Review	Board Review	Reason for Classification
1000: Adoption/Amendment of Policies		√		Policy adopted on Aug. 15, 2019 and on website. Earlier policy B-02-2018 also on website needs to be removed and archived
1005: Association Memberships	√			Policy adopted on Aug. 15, 2019.
1010: Basis of Authority	√			Policy adopted on Aug. 15, 2019.
1015: Board Secretary			√	Included in Board bylaws (Section 4). Reword bylaws to specify the Board secretary is a staff member (not a director). Suggest cross-ref. from numbered policy on website to relevant bylaws section.

1020: Board/Staff Communication			√	Policy adopted on Dec. 12, 2019; needs to be reconciled to Board bylaws.
1025: Claims Against the District	√			Policy adopted on Dec. 12, 2019.
1030: Code of Ethics			√	Review now underway per Standing Committee Bylaws Section 1.7.3 (b).
1035: Conflict of Interest		√		Policy adopted on Dec. 12, 2019; needs Staff review to ensure that earlier policies are not still in effect.
1040: Correspondence to the Board and Staff	√			Policy adopted on Feb. 20, 2020.
<u>1042</u> : Use of Electronic Devices by Directors in Meetings	√			Policy Adopted on Jan. 20, 2020.
1045: Legal Counsel and Auditor			√	Responsibilities not described in Board bylaws.
1050: Overview of General Manager's Role			√	Responsibilities not described in Board bylaws.
1055: Legislative Advocacy			√	No policy on record.
<u>1060</u> : Privacy Policy		√		Document is gone from Policy quicklink at CCSD website; needs retrieval for review.
Part 2: Administration – Financial Management (2100 et Seq.)				
2100: Accounts Receivable Policy		√		No policy on record.
2105: Asset Protection and Fraud in the Workplace		√		No policy on record.
2110: Budget Preparation		√		Policy adopted on Dec. 10, 2020 & updated May 13, 2021; on website but needs CSDA number; needs Staff review to harmonize with Purchasing Policy (#2135)
2115: Credit Card Use		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing; due for review.
2120: Employment of Outside Contractors		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing; due for review.
2125: Expense Authorization		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing; due for review.
2130: Investment of District Funds		√		Policy adopted Sept. 2002; due for review.
2135: Purchasing Policy		√		Policy adopted Sept. 24, 2015; due for review.
2140: Receiving/Depositing Remittances		√		Policy adopted Jan. 27, 2018; due for review. Un-numbered "Cash Handling Policy is a memorandum from P. Duffield dated 5/19/22 as an update

				to CCSD's Cash Handling Policy dated 1/27/2016.
2145: Records Retention		√		No policy on record.
2150: Reserve Policy			√	Policy last updated on May 13, 2021; needs Board review pending long-term financial plan.
2155: Debt Management	√			New policy adopted 8/31/22.
2160: Internal Controls		√		Partly covered in 2155 Debt Management and 2135 Purchasing.
2170: Applying for Grants	√			Policy adopted on Feb. 11, 2021.
2175: Policy on Applying for Grants for SST Projects	√			Policy adopted Aug. 13, 2020 .
<u>2180</u> : Fund Balance Cash Reserves		√		Current policy on website has no CSDA # and no adoption date; due for review.
<u>2185</u> : Interfund Loans		√		Policy adopted Jan. 17, 2019, due for review. On website, no CSDA #.
<u>2190</u> : Capitalization		√		Policy adopted Jan. 22, 2004; due for review. On website, no CSDA #.
<u>2195</u> : Travel		√		Policy adopted April 26, 2007; due for review. May be incorporated into #2125. Also covered in #2135 Purchasing. Needs to be checked for consistency.
Part 3: Administration – Inventory & Property Management (2200 et Seq.)				
2200: Disposal of Surplus Property or Equipment		√		No policy on record.
2205: District Electronic Resources Policies and Procedures	√			To be covered by new or updated policies #2415, #2420, #2430 and #2435.
2210: Use/Rental of District Facility		√		No policy on record.
2215: Naming of District Parks and Facilities		√		No policy on record.
2220: Flag Display Policy		√		No policy on record.
<u>2225</u> : Camping on District Property	√			Policy adopted on July 8, 2021
<u>2230</u> : District-owned Vehicle Policy		√		Policy on website with no CSDA # and no adoption date; needs review.
Part 4: Administration – Risk Management (2300 et Seq.)				
2300: Emergency Preparedness		√		No policy on record.
2305: Emergency Response Guidelines for Hostile or Violent Incidents		√		No policy on record.

2310: Workers Compensation		√		Included in personnel policies to be reviewed by Staff.
Part 5: Administration – Communications and Technology (2400 et Seq.)				
2400: Customer Relations		√		No policy on record.
2405: Press Relations		√		No policy on record.
2410: Public complaints		√		No policy on record.
2415: Social Media Use	√			Adopted 9/16/21;
2420: Web Page		√		No policy on record;
2425: California Public Records Act Response Procedures		√		BOD approved 8/12/21.
2430: Electronic Document Retention Policy		√		No policy on record; see also #4220 (regarding retention of Board minutes).
2435: Internet and Email policy		√		Policy adopted in 2003, needs updating; see also #2415,
Part 6: Administration – Miscellaneous (2500 et Seq.)				
<u>2510</u> : Discontinuance of Residential Water Service		√		Policy adopted on Dec. 12, 2019, needs to be assigned number on website.
Part 7: Board of Directors (4000 et Seq.)				
4100: Attendance at Meetings	√			In current (2022) bylaws.
4105: Committees of the Board of Directors	√			In current (2022) bylaws (Sections 9 & 10).
4110: Duties of Board President	√			In current (2022) bylaws (1.2).
4115: Ethics Training	√			Not in current (2022) bylaws; Covered by current ethics training requirement of Board, Senior Staff and Committee members; (included in Section 14 of 2013 bylaws.).
4120: Members of the Board of Directors	√			In current (2022) bylaws (Section 5).
4125: Training, Education and Conferences			√	Only reimbursement covered in current (2022) bylaws (8.5); (topic fully covered in Section 14 of 2013 bylaws).
4150: Filling Mid-Term Vacancies on Board of Directors	√			Policy adopted on Jan. 21, 2021.
4200: Board Actions and Decisions	√			Section 6 of current (2022) bylaws.
4205: Board Meeting Agenda	√			In current (2022) bylaws (Section 3).
4210: Board Meeting Conduct	√			In current (2022) bylaws (5.2-3).

4215: Brown Act Compliance; Open Meeting Requirements			√	Brown Act not specifically referenced in current bylaws. Review needed to decide what aspects of Act, if any, to include in bylaws.
4220: Minutes of Board Meetings			√	In current (2022) bylaws (Section 4) but needs review for consistency with a new electronic document retention policy (to be #2430).
4225: Review of Administrative Decisions			√	Not in current bylaws; see Code of Civil Procedure Sec. 1094.6.
4230: Rules of Order of Conduct of Board and Committee Meetings	√			Rosenberg's/Roberts rules referenced in current (2022) bylaws (5.4). (Clarification of y policies as to abstentions, roll-call votes & public's right to record meetings was added in 2022.) See Jan. 17, 2013 bylaws for relevant material.
4235: Types of Board Meetings			√	Not in current bylaws. CSDA rule summarizes Brown Act on meeting types; see also #4215.
4300: Board Standing Committees	√			Included in Website text of 2022 Standing Committee bylaws.
4350: Reimbursement of Standing Committee Travel Expenses	√			Policy adopted on Aug. 13, 2020.

B. CHECKLIST NOTES

Each policy or policy topic is assigned an action category – no action, Staff review or Board review – with a brief explanation as to why it is assigned to that category.

- “No action needed” covers policies that have recently been updated (as a rule, in 2019 or later), other existing policies (e.g., Board bylaws) that adequately cover the topic, or CSDA topics that are not relevant to the CCSD.
- “For Staff review” covers policy that are administrative in nature – i.e., that apply only to activities under the purview of the General Manager and other CCSD managers. Though the Board of Directors has discretion to make changes to existing policies in this category or adopt new ones, such changes or additions will normally originate with staff and will be submitted to the Board for approval. Included in this category are cases in which multiple administrative policies exist on the same or similar topics. In such cases, the Staff will recommend changes to the Board to clarify which policies are in to be in force.

- “For Board review” covers policies that apply to procedures or powers of the Board of Directors or that apply to the Board and Staff generally. This category includes, but is not limited to, Board bylaws. As with policies for Staff review, the Board will review cases in which multiple policies apply to a given topic.

Not included here are the policies in the CSDA’s “Personnel” section (No. 3000 et seq.). These are administrative in nature and are all subject to Staff review as needed; in the interest of brevity, they are not spelled out in this report.

C. RECOMMENDATIONS

- Existing and future District policies are to be presented in a public document titled “CCSD Policy Handbook.” Policies will be organized by topic following the framework of the California Special District Association (CSDA) Policy Handbook. CCSD policies that correspond to numbered model CSDA policies are to be numbered accordingly.
- CCSD policies not analogous to particular CSDA models are to be organized by CSDA topic areas (e.g., “General,” “Board of Directors,” “Inventory & Property Management”) but will have CCSD-assigned numbers. These include policies previously adopted and currently posted on the District website without CSDA Handbook numbers.
- CSDA model policies are to be used only for convenience in classifying CCSD policies and as a general guide to the range of topics that the CCSD’s policies need to cover. They are not to be treated as requirements, and the CCSD Board is free to depart from CSDA recommendations as it sees fit. The existence of a numbered CSDA policy does *not* necessarily mean that the CCSD needs a policy for that topic.
- Any action to adopt new policies or amend existing ones shall be governed by the Board’s current Policy No. 1000 (“Adoption/Amendment of Policies”).
- The Board at its discretion may refer a proposed policy adoption or amendment to a standing committee or ad hoc committee. However, it will not be required to do so.

APPENDIX
Policy Handbook Checklist -- redline

Part 1: General Policies (1000 et Seq.)				
Number and Title	No action	Staff Review	Board Review	Reason for Classification
1000: Adoption/Amendment of Policies		√		Policy adopted on Aug. 15, 2019 <u>and on website.</u> Earlier policy B-02-2018 also now on website needs to be archived removed and archived.
1005: Association Memberships	√			Policy adopted on Aug. 15, 2019.
1010: Basis of Authority	√			Policy adopted on Aug. 15, 2019.
1015: Board Secretary	√		√	Included in Board bylaws (Section 4). <u>Reword bylaws to specify the Board secretary is a staff member (not a director). Suggest cross-ref. from numbered policy on website to relevant bylaws section.</u>
1020: Board/Staff Communication			√	Policy adopted on Dec. 12, 2019; needs to be reconciled to Board bylaws.
1025: Claims Against the District	√			Policy adopted on Dec. 12, 2019.
1030: Code of Ethics			√	<u>Board considered and tabled this topic on Jan. 16, 2020. Review now underway per Standing Committee Bylaws Section 1.7.3 (b).</u>
1035: Conflict of Interest		√		Policy adopted on Dec. 12, 2019; needs Staff review to ensure that earlier policies are not still in effect.
1040: Correspondence to the Board and Staff	√			Policy adopted on Feb. 20, 2020.
1042 : Use of Electronic Devices by Directors in Meetings	√			Policy Adopted on Jan. 20, 2020.
1045: Legal Counsel and Auditor			√	Responsibilities not described in Board bylaws.
1050: Overview of General Manager's Role			√	Responsibilities not described in Board bylaws.
1055: Legislative Advocacy			√	No policy on record.
1060 : Privacy Policy		√		Document is gone from Policy quicklink at CCSD website; needs retrieval for review.
Part 2: Administration – Financial Management (2100 et Seq.)				
2100: Accounts Receivable Policy		√		No policy on record.

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Commented [TG1]: Review now underway per Standing Committee Bylaws Section 1.7.3 (b)

2105: Asset Protection and Fraud in the Workplace		√		No policy on record.
2110: Budget Preparation		√		Policy adopted on Dec. 10, 2020 & updated May 13, 2021; on website but needs CSDA number ; needs Staff review to harmonize with Purchasing Policy (#2135)
2115: Credit Card Use		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing ; due for review.
2120: Employment of Outside Contractors		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing ; due for review.
2125: Expense Authorization		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing ; due for review.
2130: Investment of District Funds		√		Policy adopted Sept. 2002; due for review.
2135: Purchasing Policy		√		Policy adopted Sept. 24, 2015; due for review.
2140: Receiving/Depositing Remittances		√		Policy adopted Jan. 27, 2018; due for review. Un-numbered "Cash Handling Policy is a memorandum from P. Duffield dated 5/19/22 as an update to CCSD's Cash Handling Policy dated 1/27/2016.
2145: Records Retention		√		No policy on record.
2150: Reserve Policy			√	Policy last updated on May 13, 2021; needs Board review pending long-term financial plan. Does this policy supersede old "Fund Balance Cash Reserve Policy" on website with no number, adoption date unknown?
2155: Debt Management	√	—√		Policy adopted on Nov. 15, 2018; due for review New policy adopted 8/31/22.
2160: Internal Controls		√		No policy on record. Partly covered in 2155 Debt Management and 2135 Purchasing.
2170: Applying for Grants	√			Policy adopted on Feb. 11, 2021.
2175: Policy on Applying for Grants for SST Projects	√	√		Policy adopted Aug. 13, 2020, but Aug. 13, 2020 but needs review for consistency with Policy #2170.
<u>2180</u> : Fund Balance Cash Reserves		√		Current policy on website has no CSDA # and no adoption date ; due for review.
<u>2185</u> : Interfund Loans		√		Policy adopted Jan. 17, 2019, due for review. On website, no CSDA #.
<u>2190</u> : Capitalization		√		Policy adopted Jan. 22, 2004; due for review. On website, no CSDA #.

Commented [TG2]: Does this policy supersede old "Fund Balance Cash Reserve Policy" on website with no number, adoption date unknown?

Commented [d3]: This is an older policy, retained only for SST projects. Doesn't need to be consistent with #2170.

<u>2195</u> : Travel		√		Policy adopted April 26, 2007; due for review. May be incorporated into #2125. Also covered in #2135 Purchasing. Needs to be checked for consistency.
Part 3: Administration – Inventory & Property Management (2200 et Seq.)				
2200: Disposal of Surplus Property or Equipment		√		No policy on record.
2205: District Electronic Resources Policies and Procedures	<u>√</u>	<u>—√</u>		To be covered by new or updated policies #2415, #2420, #2430 and #2435.
2210: Use/Rental of District Facility		√		No policy on record.
2215: Naming of District Parks and Facilities		√		No policy on record.
2220: Flag Display Policy		√		No policy on record.
<u>2225</u> : Camping on District Property	√			Policy adopted on July 8, 2021
<u>2230</u> : District-owned Vehicle Policy		√		Policy on record-website with no CSDA # and no adoption date; needs review.
Part 4: Administration – Risk Management (2300 et Seq.)				
2300: Emergency Preparedness		√		No policy on record.
2305: Emergency Response Guidelines for Hostile or Violent Incidents		√		No policy on record.
2310: Workers Compensation		√		Included in personnel policies to be reviewed by Staff.
Part 5: Administration – Communications and Technology (2400 et Seq.)				
2400: Customer Relations		√		No policy on record.
2405: Press Relations		√		No policy on record.
2410: Public complaints		√		No policy on record.
2415: Social Media Use	<u>√</u>	<u>—√</u>		Draft policy is under Staff review Adopted 9/16/21; see also #2205.
2420: Web Page		√		No policy on record; see also #2205
2425: California Public Records Act Response Procedures		√		No policy on record. BOD approved 8/12/21.
2430: Electronic Document Retention Policy		√		No policy on record; see also #2205 and #4220 (regarding retention of Board minutes).
2435: Internet and Email policy		√		Policy adopted in 2003, needs updating; see also #2205-#2415 ,

Part 6: Administration – Miscellaneous (2500 et Seq.)			
2510: Discontinuance of Residential Water Service		√	Policy adopted on Dec. 12, 2019, needs to be assigned number on website.
Part 7: Board of Directors (4000 et Seq.)			
4100: Attendance at Meetings	√		In Not in current (2022) bylaws.
4105: Committees of the Board of Directors	√		In current (2022) bylaws (Sections 9 & 10).
4110: Duties of Board President	√		In current (2022) bylaws (1.2).
4115: Ethics Training	√	√	Not in current (2022) bylaws; <u>Covered by current ethics training requirement of Board, Senior Staff and Committee members; (included in Section 14 of 2013 bylaws).</u>
4120: Members of the Board of Directors	√		In current (2022) bylaws (Section 5).
4125: Training, Education and Conferences			√ Only reimbursement covered in current (2022) bylaws (8.5); (topic fully covered in Section 14 of 2013 bylaws).
4150: Filling Mid-Term Vacancies on Board of Directors	√		Policy adopted on Jan. 21, 2021.
4200: Board Actions and Decisions	√	√	Section 6 of current (2022) bylaws. <u>covers topic in part only.</u>
4205: Board Meeting Agenda	√		In current (2022) bylaws (Section 3).
4210: Board Meeting Conduct	√		In current (2022) bylaws (5.2-3).
4215: Brown Act Compliance; Open Meeting Requirements			√ Brown Act not specifically referenced in current bylaws. Review needed to decide what aspects of Act, if any, to include in bylaws.
4220: Minutes of Board Meetings			√ In current (2022) bylaws (Section 4) but needs review for consistency with <u>a new</u> electronic document retention policy (<u>see #4220 to be #2430</u>).
4225: Review of Administrative Decisions			√ Not in current bylaws; see Code of Civil Procedure Sec. 1094.6.
4230: Rules of Order of Conduct of Board and Committee Meetings	√	√	Rosenberg's/Roberts rules referenced in current (2022) bylaws (5.4). <u>(Clarification of - but review needed to clarify policies as to abstentions, roll-call votes & public's right to record meetings was added in 2022.)</u> —See Jan. 17, 2013 bylaws for relevant material.

Commented [TG4]: Added in 2022 revision of Bylaws (Section 2.4)

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Commented [TG5]: Covered by current ethics training requirement of Board, Senior Staff and Committee members;

Commented [TG6]: Covered by 2022 update of Bylaws.

Commented [TG7]: Relevant provisions added in 2022 revision of Bylaws (Sections 2.5-2.7)

4235: Types of Board Meetings			√	Not in current bylaws. CSDA rule summarizes Brown Act on meeting types; see also #4215.
4300 : Board Standing Committees	√	√		Needs to be included in Website text of 2022 Standing Committee current bylaws.
4350 : Reimbursement of Standing Committee Travel Expenses	√			Policy adopted on Aug. 13, 2020.

Summary of the Standing Policy Committee Meeting September 22, 2022

Chairperson Harry Farmer called the meeting to order at 3:07 PM. A quorum was established with all Committee members present consisting of Chairperson Harry Farmer, Vice Chair Gordon Heinrichs, Claudia Harmon, Ted Key, James Townsend and Debra Scott.

In his Chairman's Report, Chair Farmer provided a brief summary of the CCSD Board meeting on September 15th that featured the counting of the 218 protest forms regarding the Mission Country Disposal trash rate increase, and the confusing and unsettled nature of the meeting, especially in the beginning, as members of the public attended the meeting at both the Veteran's Hall and via Zoom. He indicated that a Special Meeting on this matter would tentatively be taking place on Monday, September 26th at the Veteran's Hall and via Zoom.

The Minutes of the August 4, 2022 meeting were approved, with member Townsend abstaining due to his absence from the meeting.

Under (Old) Regular Business, the Committee followed up on the CCSD Board of Directors direction as to a Needs Assessment for a District 1030 Code of Ethics Policy. Ad Hoc committee members Harmon and Scott stated they had not begun gathering information on this topic to forward to the Board. Member Scott commented that she did not feel the Board had given strong support to pursue this matter despite a favorable 3-2 vote to do so. After a bit more discussion member Key remarked this would be a good time for fact finding and information gathering on this item. Member Townsend then offered to investigate the number of Service Districts that actually have a Code of Ethics Policy and those who do not. Chair Farmer suggested the Needs Assessment on this topic be addressed at the Policy Committee meeting on Thursday, December 1st.

The Committee also discussed and considered CSDA Policy 1050, Role of the General Manager. Once again there was quite a bit of discussion on this matter. While concern was expressed by Vice Chair Heinrich's that GM John Weigold's contract was not available for examination, it was pointed out in public comment by three folks from the community that the document addressing the Role of the General Manager, and Mr. Weigold's specific contract, were both available at the District web site. In fact, attendee Elizabeth Bettenhausen pointed out that the duties of the District General Manager were discussed at the Board meeting of June 14, 2019.

After discussion seemed to be almost past its point of usefulness, a motion was made by member Scott to request that the Board of Directors direct the Policy Committee to do a Needs Assessment for a policy to address the Role of the General Manager as provided in the CSDA Manual Policy 1050. Ultimately after a bit more clarification the vote was 3-2, with members Scott and Townsend dissenting.

After one and one-half hours the Committee then discussed the next Agenda Item regarding the extensive Policy Checklist. Compliments were given to Ad Hoc Committee members President Donn Howell and Director Tom Gray for their detailed attention in creating this Document in year 2021. Committee member Harmon expressed frustration as to the number of Policies that need attention, as did member Key. Ultimately Chair Farmer stated that time would not allow the Committee to address the information on the checklist at this time, suggesting that Committee members take a closer look at the list, and we put this Item on the Agenda for our October 27th meeting.

Finally, the Committee briefly discussed the Status of the Proposed Emergency Preparedness Evacuation Plan (as per CSDA Policy 2300). Vice Chair Heinrichs remarked that other entities have been and continue to be working on this issue. He then recommended the Policy Committee take up this item for discussion at our October meeting when more information would likely be available.

Under Future Agenda Items, nothing was mentioned other than the two items above.

Chair Farmer adjourned the meeting at 4:52 PM.

This summary written and submitted by Director Harry Farmer

Summary of the Forest Committee Meeting Friday, October 14th, 2022

The meeting was called to order by Committee Chair Crosby Swartz at about 10AM. A large number of folks attended the meeting, making for productive and meaningful discussions on various topics addressing the health and vitality of local forested areas.

Chair Swartz commented on a recent tour he and his wife Laura took of the Santa Rita Ranch Preserve, a 1700-acre section of the Los Padres National Forest off of Highway 46 near Old Creek Road. They commented on the variety of vegetation, the various wildlife living there and how beautiful this area is, recommending that everyone pay this spot a visit.

FFRP Executive Director Kitty Connolly reported on the ongoing cutting down and chipping of dead trees on the Fiscalini Ranch, especially then removal of the dead Monterey Pine growing adjacent to the 200 year old spectacular Coastal Oak at the Forest Loop and Trenton Trails.

A brief discussion addressed a recent article in the Tribune regarding Forest Management practices in Cambria, and the need to make sure that the reporter is fully informed on whatever topic in this area is being addressed. It was noted that even if letters sent to the paper weren't printed, the editor would still become more informed on the subject.

The potential acquisition of a lot in Fern Canyon property by the Cambria CSD was discussed, as well as the need for a conservation easement in the area. Remarks were also made as to the "rich habitat", and how "green and gorgeous" the Fern Canyon Preserve has been and continues to be. The potential for the Preserve being adopted into the Fiscalini Forest Management Plan was briefly commented upon.

Crosby provided a partial update on the recent Fire Safe Focus Groups meeting, especially on the ongoing fuel reduction work continuing on the Covell Ranch. Opinions were voiced as to the severity of the work being done, and the need for more site visits with varied participants being involved.

Then again, quite positive comments were made regarding the wellbeing of the Rancho Marino property, and that soon a Registered Professional Forester and perhaps a Forest Ecologist would be consulted as to upcoming fuel reduction practices that would occur. Rancho Marino Reserve Director Keith Seydel remarked that a large majority of the roughly 400 acres would not be affected by any work that would take place. Also, recently appointed Greenspace Executive Director Karin Argano talked about the Strawberry Canyon area owned by Greenspace The Cambria Land Trust, and how efforts were continuing to keep the roughly 20 acres available for hiking as natural as possible.

The observation was made that a "one size fits all" approach as to forest management practices does not work, and that the specific uniqueness of various forested areas or zones needed to always be considered.

An update was provided as to the planned effort by the Bureau of Land Management do major fuel reduction work in the Las Padres National Forest. The environmental group Las Padres Forest Watch is protesting this widespread operation, and has brought this project to the attention of large numbers of environmentally concerned organizations and individuals. As a result, over 3,000

letters have been submitted protesting this proposed and potentially harmful project that could do severe damage to the natural environment and the wildlife living in this National Forest, including tree removal for timber harvesting. It was observed that Los Padres Forest Watch is on the “cutting edge” of efforts being made as to forest protection and best practices regarding forest health.

Finally, Karin Argano reminded everyone that the Greenspace planting of 1,000 trees would be taking place in the Washburn area of San Simeon State Park the weekend of November 5th-6th. This is a follow up of the roughly 3,000 trees that have been planted by Greenspace in the past. It also appears that an increase in the number of volunteers, especially folks participating for the first time, will be happening as well.

The meeting was adjourned at 10:58AM

The next First Committee meeting will take place on Friday, November 11th, at 10AM via Zoom.

This summary written and submitted by Board Director Harry Farmer.

Summary of the Friends of the Fiscalini Ranch Preserve Meeting October 11, 2022

The meeting was called to order by Chair John Nixon shortly after 4PM. Facilities and Resources Supervisor Carlos Mendoza was not available, so Executive Director Kitty Connolly provided an update on work being done on the Ranch. A large amount of iceplant removal has taken place in 2022, mostly along the bluff trail, done by hand and machine. Actually, this has been a multi-year project begun in 2015, with more activity and participation in recent years. Overall, roughly 600 cubic yards of ice plant has been removed during this time, resulting in a significantly improved appearance along the bluff trail where much walking is done by locals and visitors alike.

Also, the major forest project so far this year was the removal of the tall Monterey Pine tree that was growing very close to the classic Coastal Oak by the bench where the Trenton and Forest Loop Trails meet. The fear was that the pine could fall and do very serious damage to the oak. An excellent job was done by Cambria Pines Tree Service in late May, with the work being done by cutting the pine into small pieces and lowering them by rope to prevent any damage being done to the spectacular Oak estimated at around 200 years old.

Around this point in the meeting much interference was experienced in audio reception by some Board members, resulting in ending the meeting and starting again, which mostly seemed to resolve the problem.

Ellie Etter provided an update on Marketing and Development, a discussion that wound up occupying much of the meeting. It was reported that the recent meeting of the Events Committee had determined FFRP needed to be more focused on the Mission of the organization and what it means to the community, attracting more members and developing long term relationships with donors, while becoming less event oriented. Creating small gatherings and maximizing the use of Popups was determined to be the best use of volunteer energy, attracting new members and generating income. The suggestion was also made to have more volunteers spending time at the Friends office on Main St., therefore having it open more frequently which hopefully would generate more interest in the Ranch, increasing membership and donations as a result.

Also, at the Events Committee meeting the previous week the decision was made to cancel the long-time annual December Songs of the Season fund raiser. It was stated that while this has been an enjoyable happening for all for several years, the reality was the amount of time and energy involved over a number of months unfortunately resulted in very little financial reward taking place, and volunteers having also become less enthusiastic in being involved. Disappointment was expressed that this decision had been made without first bringing the item to the full Board for discussion, and that some activities should remain intact, especially this long time very recognized popular event. Ultimately the motion was made and seconded to cancel Songs of the Season, which was unanimously approved.

Sheryl Ebbs Education report highlighted a homeschool walk the afternoon of October 20th. She also reported a successful committee meeting regarding expanding programs and docent walks to include knowledge of Monterey Pine trees. Also being sought is someone knowledgeable in marine biology. Rusty Burns stated three astronomy walks on the horizon, two in October, and one on November 11th Veteran's Day.

The meeting was adjourned at roughly 5:40 PM.

The next FFRP meeting will be on Tuesday, November 8th at 4PM via Zoom.

This summary written and submitted by Board Director Harry Farmer

Summary of Parks, Recreation and Open Space Meeting Tuesday October 4th, 2022

The meeting was called to order shortly after 10AM by Chair Steve Kniffen. Initially only three Commission members were in attendance: Vice Chair Adolph Atencio, Kitty Connolly and Kermit Johannson along with Chair Kniffen. Jim Bahringer joined soon after, and Teri Lord was present around 11 o'clock. Facilities and Resources Manager Carlos Mendoza was also in attendance as well as myself. The meeting was conducted via Zoom.

The meeting began with a report from ex-officio member and FFRP Executive Director Kitty Connolly. A number of programs will be taking place through the end of the year, including six docent walks and one family walk, as well as a three-part stargazing program weather permitting. A tree planting is scheduled for the Saturday after Thanksgiving, and volunteers would be much appreciated. A PopUp is scheduled following Veteran's Day on Saturday November 12th. Trail work continues like "gangbusters" on all the major trails, and there was a partial Main St cleanup on September 27th. "Counters" are being deployed on the Ranch at some of the key trailheads to determine how many folks are visiting the Ranch. Kitty also reported that the proposed Dog Leash Ordinance was only one step away from being enforced, and that was approval by the CCSD Board of Directors.

Chair Kniffen gave a brief report on the progress of the Skatepark. Currently \$532,000 have been donated, and 4th quarter fundraising is about to begin. Steve read correspondence from CCSD Chief Engineer Ray Dienzo stating that progress continues, including moving forward with the onsite single stall all gender restroom. It also appears parking spaces are being adjusted, and the wall size reduced. A finalized permit package will be presented by Mr. Dienzo to the CCSD Board for approval at the November 17th meeting to then be submitted to County Planning.

Representing the Historical Society, Dick Clark reported on the recent homeless encampment cleanup at the Pocket Park. He also provided an update on the Schoolhouse, that exterior painting has been completed, the bathroom and storage area will be drywalled, ceiling work done, and all the interior work will be completed by year's end.

In public comment, Ms. Jessica Scarffe addressed the issue of the mandatory leash law on the Ranch, reading from a letter her and her husband submitted to the District in late September. She remarked that, according to feedback from the CCSD, it appears no truly verifiable relevant documented data exists of violent behavior by off leash dogs on the Ranch. Chair Kniffen stated that he would allow for public discussion on this topic at the November PROS meeting. Mr. Bahringer remarked he would also like to see this as a Future Agenda Item.

Facilities and Resources Supervisor Carlos Mendoza provided his report, beginning with noting that fumigation of the Vet's Hall that will take place from Saturday, October 22nd through Thursday the 27th. Also, a grant has been submitted to T Mobile's Hometown Grant Program for almost \$42,000 to help revitalize the Veteran's Hall. Also, there was a three week project where extensive ice plant removal took place on the Ranch, mostly by hand. In the past two years much of the ice plant has been removed near the bluff trail, mostly being funded by FFRP. Carlos also described the extensive ongoing homeless encampment cleanup at the East Village Pocket Park, as well as stating that upwards of 150 encampment cleanups have taken place on District property in the past three years. Commissioner Bahringer stated that grant funding should be investigated so that Cambria residents and the CCSD should not be having to pay for this ongoing problem.

Under Regular Business, an Ad Hoc Committee report was continued regarding Community Park Projects on the East Ranch. It was first noted that viable low-cost projects including benches, trash enclosures, and a delineated trail discussed at the September PROS meeting were approved by the CCSD Board of Directors later that month. This was followed by a discussion led by Carlos Mendoza of Major Projects, including a multiuse sports field, a more extensive ADA approved trail system, native landscaping, and a playground and picnic area, all included in the Fiscalini Ranch Coastal Development Permit. Previous accomplishments were noted, such as grading and drainage work and swales, and removal of the old residence and eucalyptus trees. Presently building the Board approved restroom needs to be addressed before any further projects can be pursued and moved forward. It's anticipated the restroom will be built in summer of 2023. In the meantime, an effort needs to take place to create shovel ready projects which first involves designing and then ascertaining the cost of these projects followed by seeking grant funding. Brief public comment then took place, including the fact that ADA compliant portable restrooms exist. Ultimately a motion was made and seconded to forward the list of major projects to the CCSD Board of Directors for approval. Soon after Mr. Mendoza noted that the PROS Commission has \$19,000 available, and the Commission should recommend to the Board of Directors that a consultant be hired to create a design and determine construction costs for one of the projects.

Regular Business discussion and consideration then took place regarding the Center Street properties and multi-purpose trails in Cambria. Commissioner Kermit Johannson talked about the Cambria Bicycle Alliance and their proposed plan to put a bridge across Santa Rosa Creek to connect with the Pocket Park at Bridge and Center Streets. While the Cambria Historical Society and the CCSD continue negotiating for the Society to purchase the Park, the CHS does not want any further conditions such as a bridge to be included in the agreement. A somewhat back and forth discussion took place as to whether the PROS Commission should recommend to the CCSD Board that the bridge being built should be included in the sale contract. Also briefly discussed was a trail from the Tin City area to the creek, noting that this would be taking place over private property. Ultimately the PROS Commission voted to recommend to the Board of Directors that the community of Cambria retain an easement for public access across the creek in the sale agreement.

Under Future Agenda items, Commissioner Bahringer suggested the PROS Commission return to in person meetings in the Veteran's Hall with Zoom access included. Also suggested was addressing funding for the final design of the major projects for the Community Park.

Commission Chair adjourned the meeting at 11:20AM.

This summary written and submitted by Board Director Harry Farmer.