



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, September 24, 2015 - 12:30 PM

Cambria Veterans Memorial Building 1000 Main Street Cambria CA 93428

AGENDA

This agenda is prepared and posted pursuant to Government Code Section 54954.2. By listing a topic on this agenda, the District's Board of Directors has expressed its intent to discuss and act on each item. In addition to any action identified in the summary description of each item, the action that may be taken by the Board of Directors shall include: a referral to staff with specific requests for information; continuance; specific direction to staff concerning the policy or mission of the item; discontinuance of consideration; authorization to enter into negotiations and execute agreements pertaining to the item; adoption or approval; and disapproval.

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the District Clerk, available for public inspection during District business hours. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

1. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum

2. SPECIAL REPORTS (Estimated time 5 Minutes per item)

- A. Sheriff's Department Report
- B. CAL FIRE Report

3. ACKNOWLEDGEMENTS AND PRESENTATIONS

- A. Balance Public Relations-Dean Florez to update Board
- B. Friends of the Fiscalini Ranch Preserve President JoEllen Butler to Present Update to the CCSD Board of Directors
- C. CERT Team Leader Craig Ufferheide to provide an update to the Board.
- D. Present a Proclamation to Retiring Fire Captain Steven Bitto

4. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS

5. PUBLIC COMMENT (LIMITED TO 30 MINUTES)

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. 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. Speaker slips (available at the entry) should be submitted to the District Clerk.

6. MANAGER'S AND BOARD REPORTS (Estimated time 15 Minutes total)

A. Manager's Report

i. General Manager's Report

B. Ad Hoc Committee Reports and Other Related Board Member Reports (Committee Meetings and Board authorized meetings attended)

7. CONSENT AGENDA (Estimated time: 15 Minutes)

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 to Approve the Expenditure Report for the Month of August 2015.
- B.** Consideration to Approve the Minutes from the Special Meeting held on August 19, 2015 and the Regular Meeting held on August 20, 2015.
- C.** Discussion and Consideration to Adopt Revised Purchasing Policy
- D.** Discussion and Consideration to Initiate Process to Appoint a Replacement PROS Commissioner

8. HEARINGS AND APPEALS (Estimated time: 15 Minutes per item)

- A.** None

9. REGULAR BUSINESS (Estimated time: 15 Minutes per item)

- A.** Consideration to Schedule Public Hearing for October 22, 2015 to Consider the Proposed Rate Increase
- B.** Discussion and Consideration of Initiating the Process for Preparation and Adoption of a Groundwater Management Plan

10. PUBLIC COMMENT (CONTINUED)

Members of the public who have not had the opportunity to speak on item 5 due to the limitation of time may now address the Board on any item of interest within the jurisdiction of the Board but not on its agenda today. 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. Speaker slips (available at the entry) should be submitted to the District Clerk.

11. FUTURE AGENDA ITEM(S) (Estimated time: 15 Minutes)

Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct staff to place a matter of business on a future agenda by majority vote.

12. ADJOURN

TO: Board of Directors

AGENDA NO. 6.A.

FROM: Jerry Gruber, General Manager

Meeting Date: September 24, 2015

Subject: MANAGER’S REPORT

GENERAL MANAGER: UPDATE ON THE FOLLOWING ITEMS.

• **DRAFT TIMELINE FOR THE CCSD RATE STUDY**

The following is a preliminary draft project schedule based on initial consultation with the District. The draft timeline is attached and was prepared by Bartle Wells & Associates and is subject to change.

- ✓ August: Project kickoff and initiation
- ✓ September: Ad Hoc Committee/Staff Meetings to discuss findings, present key water and sewer rate/rate alternatives, and gain input
- ✓ September 24: Potential Board Meeting: Discuss findings and preliminary recommendations and alternatives, and gain input
- ✓ October 22: Board Meeting / Workshop: Gain input to finalize proposed rates for inclusion in the Proposition 218 Rate Notice
- ✓ October 30: Mail Proposition 218 Rate Notices
- ✓ December 17: Proposition 218 Rate Hearing
- ✓ January 1, 2016: New rates become effective on bills sent on or after this date
- ✓ (pending input from legal counsel)

• **TIMELINE FOR CCSD EMERGENCY WATER SUPPLY PROJECT CEQA SCHEDULE-JULY 30, 2015**

The CEQA timeline is attached and was prepared by Rita Garcia of Michael Baker International (MBI) and is subject to change.

- ✓ CCSD Completes Review of Admn Draft Project Description July 27, 2015
- ✓ MBI Completes Draft Project Description August 3
- ✓ CDM Completes Review of Draft Project Description August 3 - 10
- ✓ MBI Prepares Admn. DEIR August 10 - September 21
- ✓ CCSD and CDM Review Admn. DEIR September 21 - October 5
- ✓ Peer Review of Admn. DEIR October 5 - 12
- ✓ Coordination of Reviewer Comments on Admn. DEIR October 12 - 19
- ✓ MBI Prepares Preliminary Public Review DEIR2 October 19 - November 2
- ✓ CCSD Approves Public Review DEIR November 2 - 9
- ✓ MBI Completes, Prints, Distributes Public Review DEIR November 9 - 16
- ✓ MBI Submits Electronic Copy of Public Review DEIR to CCSD November 17
- ✓ 45-Day DEIR Public Review Period December 1, 2015 - January 18, 2016
- ✓ Public Hearing January 21, 2016
- ✓ MBI Prepares Admn. FEIR (Responses to Comments/MMRP) January 18 - February 29
- ✓ CCSD Reviews/Comments on Admn. FEIR February 29 - March 14
- ✓ MBI Prepares FEIR March 14 - 28
- ✓ CCSD Approves FEIR. March 28 - April 4
- ✓ MBI Completes, Prints, and Distributes FEIR April 4 – 18

1. There is potential to shorten this schedule. A follow-up conference call to further discuss each milestone and time commitment may be necessary.

- **REPORT ON THE START-UP OF THE ADVANCED WATER TREATMENT PLANT (EWS)**

ADMINISTRATION:

Human Resources:

We have hired an Administrative Technician I for the front desk. Please stop by the office to welcome to Elise Mc Millen.

Recruitments:

We are also working on filling the vacancy within the Fire Department.

We will be working on the Human Resources matters related to hiring the SAFER Grant Firefighters.

FACILITIES AND RESOURCES:

1. Fiscalini Ranch Preserve:

- California Conservation Corp Work Day
 - On Saturday October 17th the California Conservation Corp will be hosting a free work day on Fiscalini Ranch.
 - The public is invited to work alongside over 100 Corp Members for ½ day. There are 4 work sites for this day. 2 are repairing trails, 1 is invasive removal along the bluff trail and the last is a chipping area (public will not participate in this area).
 - After the work day there will be a free BBQ lunch provided by the C's at the Vet's Hall.
- Community Park:
 - Civil Design Studios made a presentation at the September 8th PROS meeting. The design can be found on the CCSD website or a hard copy can be viewed at the Cambria Library.
- Erosion Bluff Trail
 - Facilities Staff closed off 5 different areas alongside the bluff trail, in an effort to restore the eroded ad hoc trails.
- Trail Clearance:
 - Staff removed encroaching branches from ½ mile of the Santa Rosa Trail, behind Waste Water Plant.
 - Staff cleared away 5 fallen trees from trails in the middle of the forest.

- **Homeless Camps:**

- On September 10th the San Luis Obispo Land Conservancy, Sheriff Department staff, an inmate crew and CCSD staff cleaned up 6 abandoned homeless camps below Ramsey St.
- The homeless camps were on both District and Land Conservancy property. About 12 yards of trash were removed.

- **Pinedorado:**

- Facilities Staff were busy during Pinedorado weekend. Parking at Rodeo grounds, Dog Park and Waste Water Plant were arranged. CCSD staff also worked with the parade and car show committees.

- **Main St. Trash Cans:**

- New trash receptacles are in the final stages of production. Estimated time for delivery is end of September.

- We have received good response from the community on the prototypes in front of Vet's Hall. Most of the 26 trash receptacles have a sponsor. However there are still a few receptacles available. If anyone would like to sponsor a planter they can call Facilities and Resources Supervisor at 927-6220.
- **Vet's Hall:**
 - 56 Events were held at Vet's Hall since last Board Meeting.

ENGINEER:

- Responded to County staff information requests to support reimbursement requests on Proposition 84 Integrated Regional Water Management (IRWM) 2014 Drought Grant Award, which had totaled \$4,382,255. The most significant item remaining is the completion of a Groundwater Management Plan, which meets the current criteria described in California Water Code Sections 10753 through 10753.10. Our outstanding reimbursement requests to the County amount to 95% of the total grant, or approximately \$4,163,000. A separate informational agenda item addresses this important matter.
- To date of this staff report's production (9/15/2015), we have yet to receive grant reimbursement from the State Water Resources Control Board on our Public Water System Drought Emergency Response Program grant. The outstanding requested amount for this grant totals \$248,245.52. A subsequent reimbursement request will also be made for the well SR-3 filter media costs, which is currently being installed.
- Limited progress was made during this reporting period on our Proposition 1 grant funding request for wastewater treatment plant improvements due to staff work being focused on the other grant related issues.
- Staff will be attending an Energy Watch/PG&E program presentation on September 16, 2015 by County staff and their consultant on initial energy savings recommendations for the CCSD's water facilities, wastewater facilities, and buildings. This program is intended to allow funding of certain energy saving measures via a no interest loan. Loan payments are made from future utility billings, with the energy savings on the utility bill offsetting the amortized cost of the loan.
- Emergency Water Supply Project:
 - Continue to coordinate with Michael Baker International on the Emergency Water Supply Project EIR. This effort is being completed to support the project's regular Coastal Development Permit application.
 - Change order on blending water for lagoon water (dechlorination and in-line aeration) is to start on 9/14/2015. This work should be completed within approximately two weeks.
- Met with State Parks representative on 9/10/2015 to review right of entry needs on the State Parks property to support CCSD operations, including monitoring of the riparian corridor downstream from the CCSD's property. An application will be made to State Parks, which will include a project description. Once issued, the right of entry would then be subject to renewal every five years.
- Pending improvement work at the wastewater treatment plant, including the influent screen, was placed on hold due to cash flow difficulties, and not receiving the anticipated grant reimbursements.

Well Level and Production Reports are attached and are available on the District website located at www.cambriacsd.org

FIRE:Prevention and Education (August, 2015)

- 01 Residential rough/hydro inspections were completed.
- 02 Residential site visits for building questions
- 04 Residential Plan Reviews
- 01 Engine company commercial fire and life safety inspections were conducted.
- 02 Public education events.
- 08 Residential smoke detectors were installed and or the batteries changed.
- 03 Three cell site antenna reviews

Meetings and Affiliations (August 2015)

- County Chiefs August 05 0900 1200 SLO
- Cambria Fire Safe Focus Group Chiefs Alan Peters and Robert Lewin attended

Operations

- Water Tender 57 responded to the Cuesta vegetation fire and spent 24 hours on the fire we will be seeking reimbursement.
- We will be conducting interviews with eligible candidates from the CCSD Cambria Fire Department to hire internally a Limited Term Captain and a Limited Term Engineer behind the promoted Captain. Both positions will be temporary.
- The SAFER Grant was accepted by the CCSD and we are working on the first step to request an amendment from the hiring of three firefighters to one or two firefighters to ensure no use of general fund.

Fire Statistics are attached for your review

Prevention

- CAL FIRE staff continues to provide information and inspections for Fire Safety Plans for all construction additions and new construction.
- Captain Tony Gomes met with organizers for Cambria Christmas Market event he reviewed and accepted the traffic plan for the event and looks forward to working with them in future events.
- The Fire Safety Plan permit process has not changed at this point. Applicants still need to submit through the CCSD.
- Completed fire and life safety inspection of Pinederado grounds for the Pinederado Days.
- Preparing to implement dead tree removal on CCSD property with the approval of the County Emergency Permit.

Lois Capps Visits Cambria

- Lois Capps meet with local leader and CAL FIRE staff to discuss and see first-hand the fire danger and dying trees to seek a federal assistance to remove dead and dying trees.

Fire Statistics are attached for your review.

WASTEWATER:**Wastewater Treatment Plant Operations (for August, 2015):**

- South sludge holding tank weeds removed from top layer, unplugged diffusers and completely emptied sludge from half of the tank.
- Installed new airlift pump for south sludge holding tank decant transfer.
- Alpha ES performed work on SCADA in blower/RAS MCC room.
- Sludge screw press is now in operation for 2015 sludge dewatering campaign.

- Weed abatement and clean up performed around treatment plant.
- All staff attended weekly safety meetings.

Collection Systems & Lift Stations

- LS B3 pump 1 check valve replaced.
- Operator & OIT's performed work on LS 9 pump 1 suction line.
- Operator and OIT's replaced steel plant for LS 8 wet well cover.
- Weed abatement and clean up performed around lift stations.
- Checked that all alarms are functioning at lift stations.
- Lift station generators where inspected for operation.
- Vactor utilized to clean plant influent wet well and south sludge holding tank.

Laboratory:

- Influent composite sampler replaced with spare sampler.
- Samples gathered for FGL monthly compliance reporting.
- Daily Testing for compliance reporting to local and state agencies.
- Attended conference call with Jon Rokke of RWQCB over sampling and reporting parameters.
- Discussed ELAP accreditation with Jane Jensen of RWQCB.

Administrative:

- Completed and submitted monthly & quarterly report to RWQCB for August, 2015.
- Attended Monthly budget meeting at admin office.

Work Request outside of WWTF and Collections System:

- Operator mowed weeds at and around the spray field.

WATER:

- The process of starting up the EWS began on 9-15; H2O innovations and CDM are on site to help with the process.
- Working with CDM staff to make sure that all of the proper steps are taken to meet the requirements of our low threat discharge permit.
- CDM has begun work on the de-chlorination system expected to be completed in the next few weeks.
- Continued work with ATS to complete the plans for the Fiscalini tank replacement project.
- SR3 filter media replacement is nearing completion. The contact time calculations have been accepted by DDW and once the media replacement has finish we will be running the plant year round.
- Continue valve exercising program, we are working on Lodge Hill.
- We have been diligently addressing and repairing leaks within the water system.
- Working with Centrally Grown to reduce their water usage.
- A 4 inch PVC water main split in half on Pembroke most likely due to age. The main is due for upgrade according to the water master plan.
- Two leaks were repaired on a steel 2" water main in the alley behind the Burton Inn. This main is in need of upgrading as well.
- We saw a 30% increase in water usage over Labor Day weekend that can be attributed to Pinedorado.

Production data, well level reports, and associated graphs are attached for your review and can be located on the District website, www.cambriacsd.org

Attachments: Draft Timeline for the Rate Study
Timeline for the CEQA Schedule

SECTION 3: DRAFT PROJECT SCHEDULE

The following is a preliminary draft project schedule based on initial consultation with the District.

Date/Month	Action
August	Project kickoff and initiation
September	Ad Hoc Committee/Staff Meetings to discuss findings, present key water and sewer rate rate alternatives, and gain input
September 24	Potential Board Meeting: Discuss findings and preliminary recommendations and alternatives, and gain input
October 22	Board Meeting / Workshop: Gain input to finalize proposed rates for inclusion in the Proposition 218 Rate Notice
October 30	Mail Proposition 218 Rate Notices
December 17	Proposition 218 Rate Hearing
January 1, 2016	New rates become effective on bills sent on or after this date (pending input from legal counsel)

**CAMBRIA COMMUNITY SERVICES DISTRICT
EMERGENCY WATER SUPPLY PROJECT
CEQA SCHEDULE¹ - REVISED SEPTEMBER 18, 2015**

CCSD Completes Review of Admn Draft Project Description	July 27, 2015
MBI Completes Draft Project Description	August 3
CDM Completes Review of Draft Project Description	August 3 - 10
Team Directive: Add Brine Disposal Mitigation to EIR	September 9
MBI Prepares Administrative Draft EIR (ADEIR)	August 10 – October 1
CCSD and CDM Review ADEIR	October 1 – October 14
Peer Review of ADEIR.....	October 14 – 21
Coordination of Reviewer Comments on ADEIR	October 21 – 28
MBI Prepares Preliminary Public Review DEIR ²	October 28 – November 10
CCSD Approves Public Review DEIR	November 10 - 18
MBI Completes, Prints, Distributes Public Review DEIR	November 19 - 25
MBI Submits Electronic Copy of Public Review DEIR to CCSD	November 25
45-Day DEIR Public Review Period	December 1, 2015 – January 18, 2016
Public Hearing.....	TBD
MBI Prepares AFEIR (Responses to Comments/Errata/MMRP)	January 18 – February 29
CCSD Reviews/Comments on AFEIR.....	February 29 – March 14
MBI Prepares FEIR.....	March 14 - 28
CCSD Approves FEIR.....	March 28 – April 4
MBI Completes, Prints, and Distributes FEIR.....	April 4 - 18

¹ Potential exists to shorten this schedule.

² Completion of the ADEIR is contingent upon receipt of the updated CDM Hydrogeological Study. Note the Study was due September 7, however, is still in progress.

9/14/15

CAMBRIA COMMUNITY SERVICES DISTRICT
WELL WATER LEVELS FOR 9/14/15

Well Code	Distance Ref. Point to Water Level	Reference Point Distance Above Sea Level	Depth of Water to Sea Level	Remarks
SANTA ROSA CREEK WELLS				
23R	48.25	83.42	35.17	
SR4	45.50	82.00	36.50	
SR3	23.85	54.30	30.45	
SR1	20.41	46.40	25.99	
RP#1	21.98	46.25	24.27	
RP#2		33.11		Not Read
21R3	9.45	12.88	3.43	37640
WBE	13.20	16.87	3.67	
WBW		17.02		Not Read
AVERAGE LEVEL OF CCSD SANTA ROSA WELLS SR1 & SR3 =				28.22 FEET
CCSD SANTA ROSA WELL SR4 =				36.50 FEET

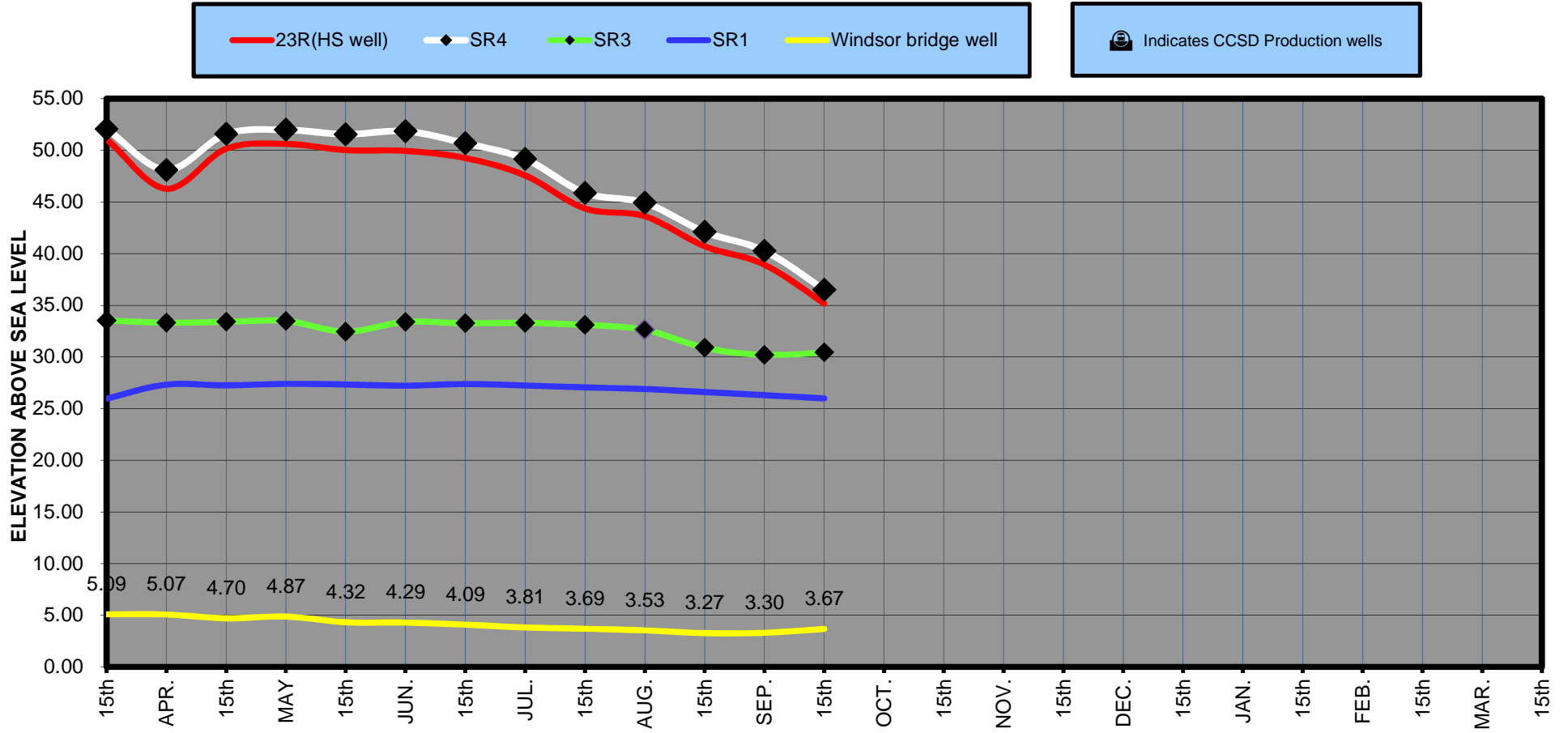
SAN SIMEON CREEK WELLS

16D1	6.61	11.36	4.75	
MW1		42.11		Not Read
MW2		38.10		Not Read
MW3		49.56		Not Read
9M1		65.63		Not Read
9P2	11.45	19.11	7.66	
9P7		20.69		Not Read
9L1	16.80	27.33	10.53	
RIW		25.41		Not Read
SS4	16.88	25.92	9.04	SS4 to 9P2 Gradient = + 1.38
MIW		29.89		Not Read
SS3	20.95	33.73	12.78	
SS2	20.40	33.16	12.76	
SS1	20.15	32.37	12.22	
11B1		105.43		Not Read
11C1	37.85	98.20	60.35	
PFNW		93.22		Not Read
10A1		78.18		Not Read
10G2		62.95		Not Read
10G1		59.55		Not Read
10F2		66.92		Not Read
10M2	31.61	55.21	23.60	
9J3		43.45		Not Read
AVERAGE LEVEL OF CCSD SAN SIMEON WELLS SS1,SS2 & SS3 =				12.59 FEET

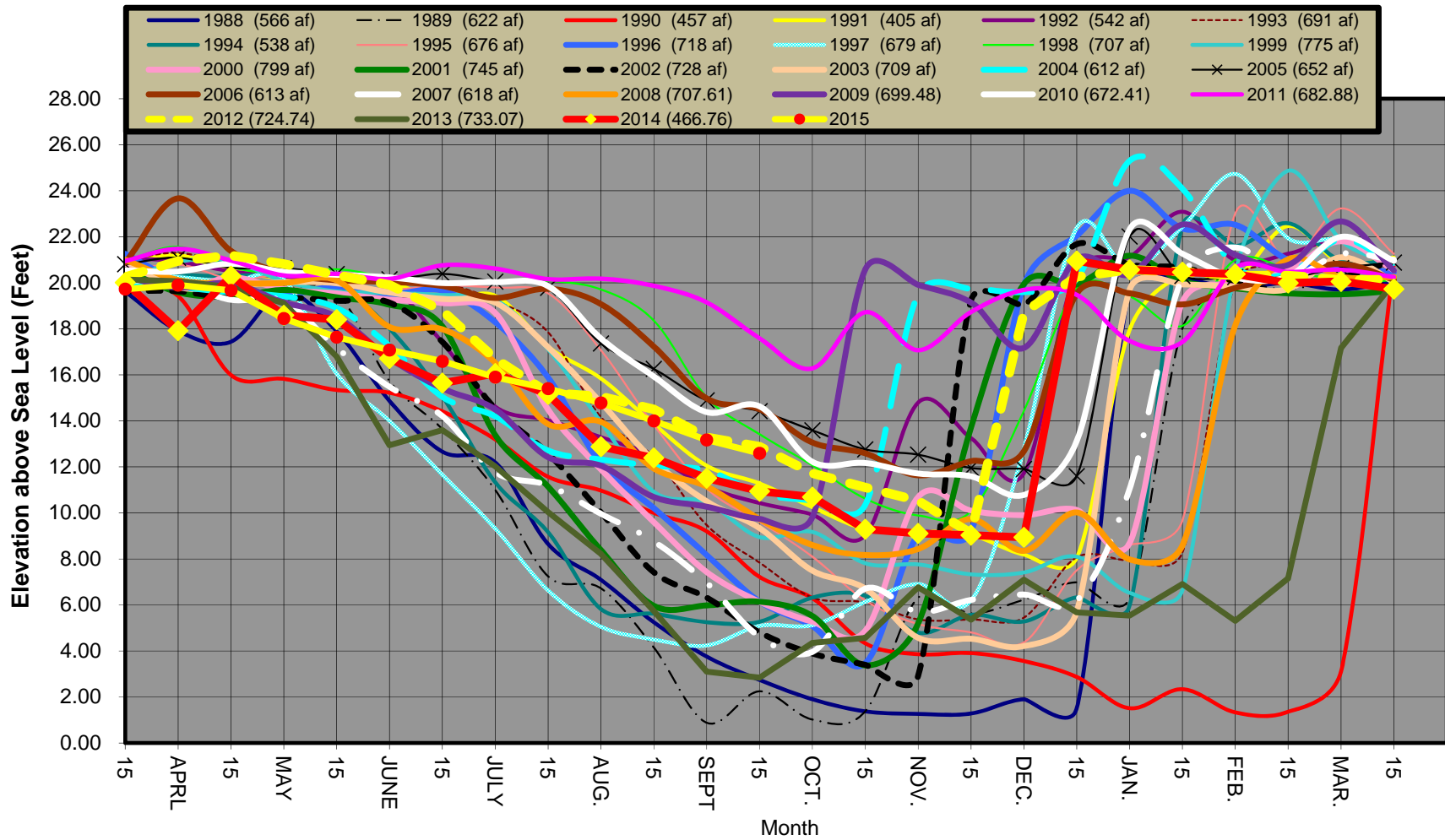
Red Font are the CCSD's Production Wells, as measured on 9/14/15

Reference point on 16d1,miw1,miw2,miw3,9p7,riw,miw1,ss1,ss2 and ss3 updated 2/17/2015

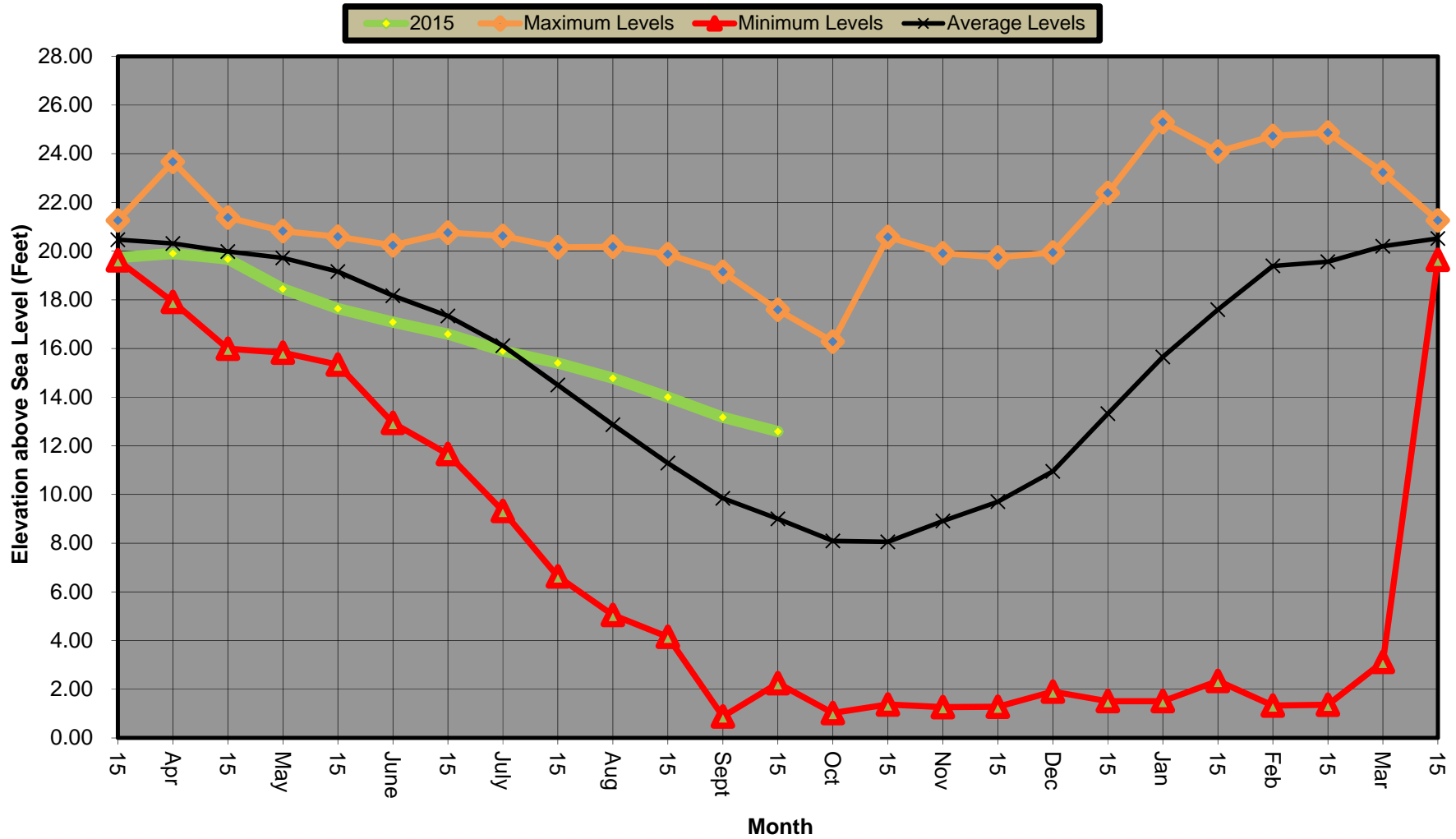
SANTA ROSA CREEK WELL LEVELS March 15th, 2015 - Current



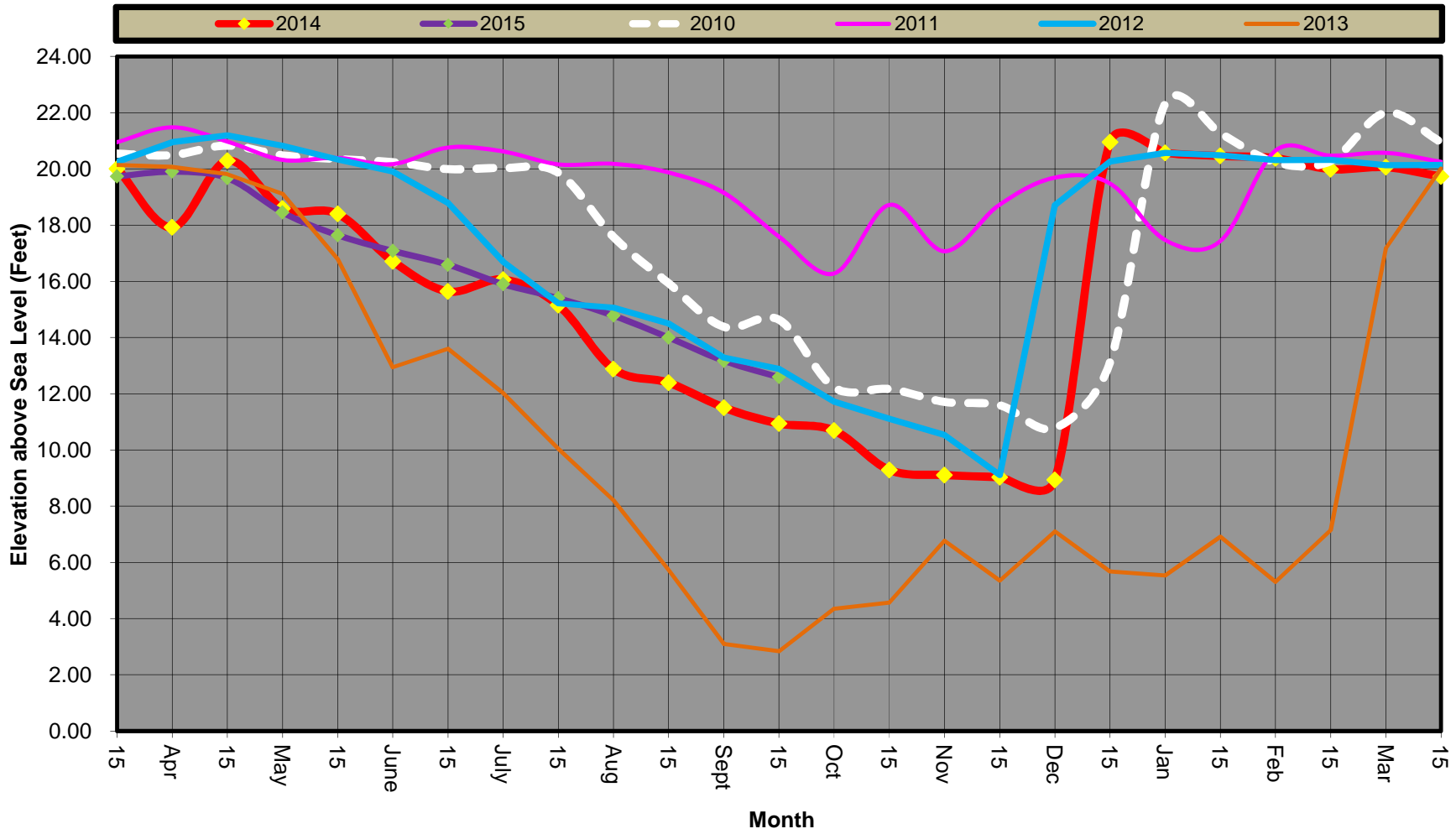
San Simeon Creek Well Levels 1988 - Current



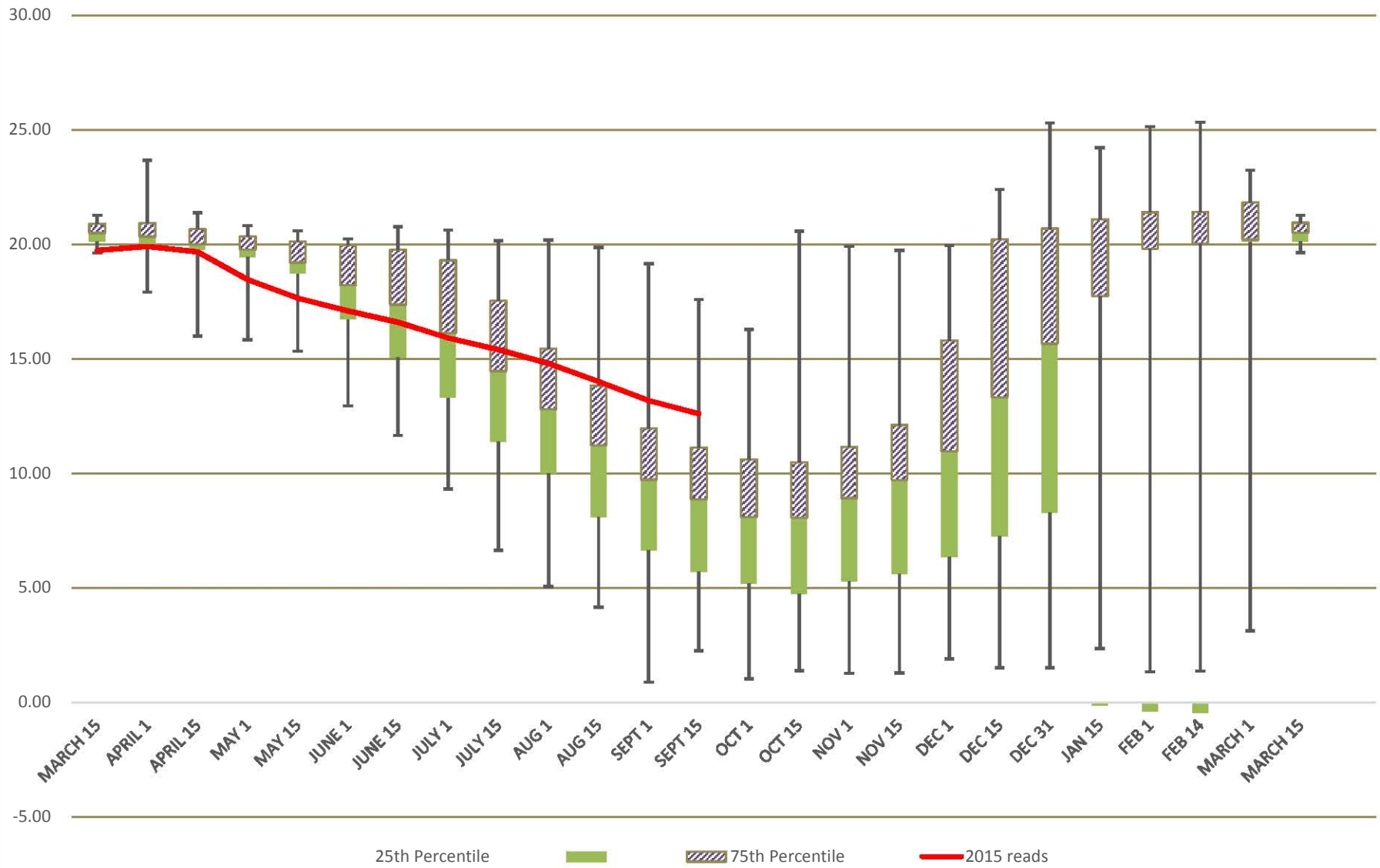
San Simeon Creek Well Levels Water Year 2015/2016 levels to date and 1988 to Current Min, Max, & Average



San Simeon Creek Well Levels Last 5 years March, 2010 - Current



1988 -2014 Statistical San Simeon Well Level Summary by Month
 showing Minimums, Maximums, 25 % Percentile, 75% Percentile
 Average Level is the line between the Purple (hatched) and Green (solid) bars



CMB Fire Monthly Stats: Incidents

Categories	14-Jan	14-Feb	14-Mar	14-Apr	14-May	14-Jun	14-Jul	14-Aug	14-Sep	14-Oct	14-Nov	Dec-14	Totals
Fire	0	1	0	0	1	3	2	2					9
Hazardous Mat.	1	0	0	0	0	0	0	0					1
Medical	49	52	43	42	33	53	48	39					359
Vehicle TC	1	0	0	1	3	4	3	1					13
Hazardous Situations	2	1	2	2	1	0	8	2					18
Public Service Assist	11	23	10	8	5	21	11	11					100
False Alarms	7	6	8	8	17	18	10	14					88
Agency Assist	0	0	0	0	0	0	0	0					0
Mutual Aid	0	0	1	0	0	1	2	1					5
Auto Aid	2	0	0	0	2	0	2	0					6
Rescue	0	1	0	0	0	0	0	0					1
Fire Investigations	0	0	0	0	0	0	0	0					0
Monthly Response Totals	73	84	64	61	62	100	86	70					
Cumulative Totals	73	157	221	282	344	444	530	600					600

BOARD OF DIRECTORS' MEETING – SEPTEMBER 24, 2015
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT

ADMINISTRATION

In early September, the Finance Department hired Elise McMillen into the part-time Admin Clerk I position in the front office. She is replacing Alex Palofox who is going back to the 16 hour a week position in accounts payable because she is returning to nurses training full time.

BUDGET FY 2015/2016

- A Fiscal Year 2015/2016 Budget was adopted on June 25, 2015.

EXPENDITURES OVER \$100,000 DURING JUNE 2015

There were no disbursement in excess of \$100,000 made during August 2015.

WATER/WASTEWATER USAGE AND BILLING

The below chart reflects usage and billing through July/August 2015. The CCF billed were 6% above the amounts projected. The revenue realized in Water was about \$60,000 more than previously projected but included \$127,000 in penalties which substantially exceeds the previous high of \$92,000 so this anomaly will be researched by Finance staff when time is available.

CCSD WATER SALES HISTORY AND PROJECTIONS

9/14/2015

FY 12/13	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
TOTAL	381,951	313,702	250,683	255,453	277,670	333,616
BASE	102,586	102,672	102,722	102,809	102,906	102,915
USAGE	278,488	210,933	146,434	151,971	173,955	229,755
ADJUSTMNTS	877	97	1,527	673	809	946
TOTAL CASH						
CCF	61,407	51,098	40,051	40,943	44,201	54,173
USAGE \$/CCF	4.54	4.13	3.66	3.71	3.94	4.24
FY 13/14	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
TOTAL	393,622	298,103	242,203	232,597	271,413	231,812
BASE	102,895	102,793	102,784	102,907	102,885	102,755
USAGE	288,512	192,906	137,197	129,137	97,979	99,313
ADJUSTMNTS	2,215	2,404	2,222	553	(157)	(17,035)
PENALTIES/SURCHARGES					70,706	46,779
TOTAL CASH						
CCF	63,113	47,345	38,827	36,576	24,917	25,500
USAGE \$/CCF	4.57	4.07	3.53	3.53	3.93	3.89
FY 14/15	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
TOTAL	315,646	386,085	328,775	347,274	397,073	349,205
BASE	102,952	102,867	102,837	102,835	102,093	102,987
USAGE	127,246	103,268	83,048	85,496	107,340	103,415
EWS BASE		62,097	62,094	61,799	61,668	61,996
EWS USAGE		89,005	60,235	61,371	73,203	76,203
ADJUSTMNTS	(7,277)	(15,945)	(12,369)	(3,435)	(7,359)	(51,890)
PENALTIES/SU	92,725	44,793	32,930	39,208	60,128	56,494
TOTAL CASH						
CCF	31,592	28,764	23,723	23,967	28,899	28,229
% OF FY 12-13	51%	56%	59%	59%	65%	52%
USAGE \$/CCF	4.03	3.59	3.50	3.57	3.71	3.66
EWS \$/CCF		3.09	2.54	2.56	2.53	2.70
FY 15/16	ACTUAL	PROJECTED				
	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
TOTAL	496,358	393,005	342,512	345,907	377,915	378,193
BASE	102,935	102,867	102,837	102,835	102,093	102,987
USAGE	124,569	106,366	85,539	88,061	109,487	105,483
EWS BASE	61,874	62,097	62,094	61,799	61,668	61,996
EWS USAGE	83,654	91,675	62,042	63,212	74,667	77,727
EWS OPS						
ADJUSTMNTS	(3,964)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
PENALTIES/SU	127,290	40,000	40,000	40,000	40,000	40,000
TOTAL CASH						
CCF	33,441	29,627	24,435	24,686	29,477	28,794
% OF FY 12-13	54%	58%	61%	60%	67%	53%
USAGE \$/CCF	3.73	3.59	3.50	3.57	3.71	3.66
EWS \$/CCF	2.50	3.09	2.54	2.56	2.53	2.70

The chart below shows how actual CCFs billed in fiscal year 2015 and the first billing period for fiscal year 2016 compared to what was billed in fiscal year 2013.

COMPARISON OF WATER USAGE BILLED						
	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
<i>FY 2012/2013</i>	<i>61,407</i>	<i>51,098</i>	<i>40,051</i>	<i>40,943</i>	<i>44,201</i>	<i>54,173</i>
<i>FY 2013/2014</i>	<i>63,113</i>	<i>47,345</i>	<i>38,827</i>	<i>36,576</i>	<i>24,917</i>	<i>25,500</i>
<i>Note 1</i>	<i>103%</i>	<i>93%</i>	<i>97%</i>	<i>89%</i>	<i>56%</i>	<i>47%</i>
<i>FY 2014/2015</i>	<i>31,592</i>	<i>28,764</i>	<i>23,723</i>	<i>23,967</i>	<i>28,899</i>	<i>28,229</i>
<i>Note 2</i>	<i>51%</i>	<i>56%</i>	<i>59%</i>	<i>59%</i>	<i>65%</i>	<i>52%</i>
<i>FY 2014/2015</i>	<i>33,441</i>					
<i>Note 3</i>	<i>54%</i>					
<i>Note 1: Each FY 2013/2014 billing cycle compared to same billing cycle in FY 2012/2013</i>						
<i>Note 2: Each FY 2014/2015 billing cycle compared to same billing cycle in FY 2012/2013</i>						
<i>Note 3: Each FY 2015/2016 billing cycle compared to same billing cycle in FY 2012/2013</i>						

WASTEWATER REVENUE

The chart below shows actual Wastewater revenue for fiscal years 2013, 2014, 2015 and the first billing period for fiscal year 2016 as well as projected revenue for the remainder of fiscal year 2016.

CCSD WASTEWATER SALES HISTORY AND PROJECTIONS

9/14/2015

FY 12/13	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
SEWER SALES	353,040	333,530	314,016	316,887	322,690	339,547
BASE	248,975	248,931	248,991	249,061	248,917	248,880
USAGE	104,065	84,599	65,025	67,826	73,773	90,667
<i>PERCENT SALES COMPARED TO JUL/AUG 2013:</i>						
	100%	81%	62%	65%	71%	87%
FY 13/14	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
TOTAL	356,678	327,765	312,334	309,020	288,655	288,937
BASE	249,916	249,111	249,098	249,489	249,415	249,153
USAGE	106,762	78,654	63,236	59,531	39,240	39,784
<i>COMPARISON TO SAME PERIOD FY 12/13</i>						
TOTAL %	101%	98%	99%	98%	89%	85%
USAGE %	103%	93%	97%	88%	53%	44%
FY 14/15	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
TOTAL	298,877	291,469	286,650	287,225	292,401	291,940
BASE	250,263	250,012	249,984	250,198	249,261	250,349
USAGE	48,614	41,457	36,666	37,027	43,140	41,591
<i>COMPARISON TO SAME PERIOD FY 12/13</i>						
TOTAL %	85%	87%	91%	91%	91%	86%
USAGE %	47%	49%	56%	55%	58%	60%
FY 15/16	<u>ACTUAL</u>	<u>PROJECTED</u>				
	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
TOTAL	297,892	292,713	287,750	288,336	293,264	292,772
BASE	250,403	250,012	249,984	250,198	249,261	250,349
USAGE	47,489	42,701	37,766	38,138	44,003	42,423
<i>COMPARISON TO SAME PERIOD FY 12/13</i>						
TOTAL %	84%	88%	92%	91%	91%	86%
USAGE %	46%	50%	58%	56%	60%	47%

EXPENDITURES FOR THE EMERGENCY WATER SUPPLY

- The District has developed an emergency water supply (EWS) in response to a declared Stage 3 Drought Emergency. The Finance Department has accounted for expenditures associated with this effort by grouping expenditures into two main categories:

- EWS: Filtration System, SR1/SR3 at Santa Rosa Creek**
- EWS: Brackish Water Treatment at San Simeon Creek**

- Total **invoices** paid thru August 2105 for the Emergency Water Supply projects associated with Santa Rosa Creek equal \$354,134. This figure includes costs associated with the rehabilitation of the Filtronics Plant and the SR1 and SR3 wells. An additional \$40,000 will be required to replace the Filtronics filter media to complete the project. The District has been notified that it will receive a Public Works System Drought Relief Grant in the amount of \$307,876 to offset the cost of this project.
- With respect to the Brackish Water Treatment at San Simeon Creek project, total commitments made to-date, in the form of issued **purchase orders**, equal \$10,153,560. These relate to Task Orders in the following way:

174,495	Task Order 1: Hydrogeoloical Modeling
299,601	Task Order 2: Preconstruction Engineering (Phase 1)
920,084	Task Order 3: Preconstruction Services (Phase 2)
499,941	Task Order 4: Engineering; Permitting; Purchase Assistance
584,607	Task Order 5: Permitting and Environmental
308,090	Task Order 6: Permitting and Environmental
<hr/>	
2,786,818	Total CDM Smith
6,647,919	Design/Build Contract
511,602	Change Order 1
123,953	Change Order 2
83,268	Change Order 3
<hr/>	
7,366,742	Total CDM Constuctors
<hr/>	
<u>10,153,560</u>	Total CDM Smith & CDM Constructors

- o Invoices paid through August 2015 to CDM Smith, the Emergency Water Supply Project's primary design/build contractor, equal \$2,946,062.
 - o Invoices paid through August 2015 to CDM Contractors Inc., the Emergency Water Supply Project's primary builder, equal \$6,859,959.
- With respect to the Brackish Water Treatment at San Simeon Creek project, total expenditures to all vendors through August 2015, meaning checks issued, equal \$10,414,685.

CASH BALANCES

CCSD maintains one account with the State of California Local Agency Investment Fund (LAIF) and the following five accounts at Heritage Oaks Bank:

- a payroll account;
- an account for operation of the Veteran's Hall;
- an account for medical benefits for employees;
- a main checking account; and
- a money market account.

CCSD pools all of its cash for all of its funds so, other than restricted funds, no cash asset is held for any specific fund. It should be noted that when the pooling method is used, a fund may overdraw its account in the pool. These overdrafts are reported as liabilities with a corresponding receivable (due to/from other funds) on the balance sheet.

The first three accounts shown above are restricted funds which are not available for use in other areas. However, the last two accounts are unrestricted and are available, along with LAIF, as part of the "pooled" cash of CCSD.

It should be noted that revenues and expenditures fluctuate significantly from month to month and that the most appropriate comparison of available cash balances is at the end of the fiscal year on June 30th. Final balance amounts in the Water and Wastewater funds are determined after all other fiscal year activity is recorded, reconciled and audited. Audited cash balances on June 30, 2014 were as shown below. It should be noted that the Emergency Water Supply Project is included in the Water Fund and receipt of funds from a loan of \$8,900,000 for the Water Fund (Emergency Water Supply Project) was anticipated shortly after the end of the fiscal year.

CCSD FINANCIAL AUDIT JUNE 30, 2014									
<u>FUND</u>	<u>CASH BALANCE</u>	<u>INTERFUND LOANS</u>	<u>CASH POSITION</u>						
GENERAL FUND	1,900,666	2,251,907	4,152,573						
WATER FUND	1,674,294	(2,251,907)	(577,613)						
WASTEWATER FUND	302,778		302,778						
TOTAL	3,877,738	-	3,877,738						
<table border="1" style="margin: auto;"> <tbody> <tr> <td style="width: 60%;">2014 LOANS</td> <td style="text-align: right;">2,094,181</td> </tr> <tr> <td>LOANS PRIOR TO 2014</td> <td style="text-align: right;">157,726</td> </tr> <tr> <td>TOTAL LOANS</td> <td style="text-align: right;">2,251,907</td> </tr> </tbody> </table>				2014 LOANS	2,094,181	LOANS PRIOR TO 2014	157,726	TOTAL LOANS	2,251,907
2014 LOANS	2,094,181								
LOANS PRIOR TO 2014	157,726								
TOTAL LOANS	2,251,907								

Cash balances on August 31, 2015 were \$1,519,812 as shown below. However, there were \$120,174 in checks issued but still outstanding at the end of the month which leaves only \$1,399,638 in cash actually available

CCSD CASH POSITION AND PROJECTION

	8/31/2015
HOB CHECKING BALANCE	\$661,299
HOB MONEY MARKET BAL	503,243
LAIF BALANCE	<u>355,270</u>
TOTAL CASH	\$1,519,812
OUTSTANDING CHECKS	<u>(120,174)</u>
AVAILABLE CASH	<u>\$1,399,638</u>

Earlier this year, SLO County awarded CCSD a Proposition 84 Grant in the amount of \$4,382,255. At the time of the award, it was expected that CCSD would receive the funds no later than August 2015. All of staff's cash flow projections prior to June 1st assumed the cash would be received no later than then. However, in June, it came to staff's attention that the grant might not be delivered for several months.

Based on the assumption that the Proposition 84 grant would be received in August 2015, \$12,736,588 in expenditures for the EWS project have been approved by the CCSD Board of Directors. Those expenditures include the following:

CDM Smith: Engineering, Preconstruction, Permitting and Environmental Services	2,786,818
CDM Constructors Design/Build Services	7,345,669
General Costs	323,747
Regular Coastal Development Permit	1,429,258
Other Professional Services	483,145
Plant Start-Up Expenditures	<u>367,951</u>
Total Authorizations	<u>12,736,588</u>

Since CCSD has not received any of the Proposition 84 grant funding, cash balances are now relatively low. The District has now implemented measures to minimize cash expenditures until the District receives the Proposition 84 grant funds of \$4,300,000 which have been awarded.

Even with careful management of cash, staff projects possible cash deficiencies over the next six months as shown on the following cash flow projection. Staff is working closely with senior managers at the State Department of Water Resources and San Luis Obispo County to ensure adequate funds are available to meet all operational cash requirements until grant funds are received.

CAMBRIA COMMUNITY SERVICES DISTRICT**CASH FLOW: SEVEN MONTH PROJECTION**

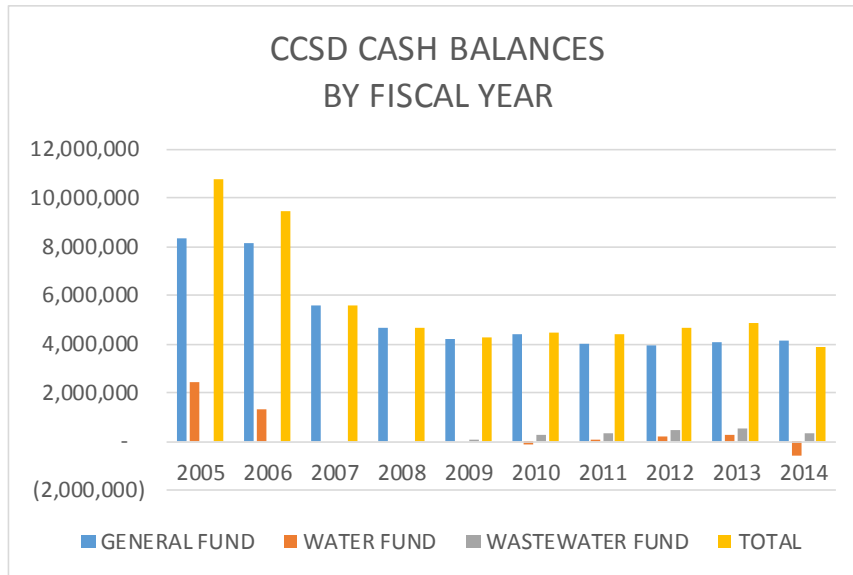
Prepared by Patrick O'Reilly, Finance Manager, 9/8/15

	<u>Sep-15</u>	<u>Oct-15</u>	<u>Nov-15</u>	<u>Dec-15</u>	<u>Jan-16</u>	<u>Feb-16</u>	<u>Mar-16</u>
PROJECTED BEGINNING BALANCE	1,342,359	\$614,552	\$703,552	(\$43)	\$1,267,957	\$758,957	\$543,245
REVENUES							
TAXES		100,000		1,275,000		50,000	
UTILITY BILLING RECEIPTS		625,000		625,000		625,000	
FRANCHISE FEES (GARBAGE)		10,000	2,000	10,000	2,000	10,000	2,000
EXPENDITURES							
RECURRING MONTHLY EXPENDITURES	(59,693)	(86,000)	(86,000)	(86,000)	(86,000)	(86,000)	(86,000)
DISPATCH	(34,000)						
FILTRONICS MEDIA	(18,950)						
CALFIRE CONTRACT			(60,000)			(60,000)	
WW RAG PICKER			(90,000)				
SLUDGE REMOVAL			(20,000)				
BOND	(54,000)						
FISCALINI TANK		(125,000)					
RATE STUDY		(10,000)	(10,000)	6,500			
PAYROLL	(275,000)	(275,000)	(275,000)	(412,500)	(275,000)	(275,000)	(275,000)
LOAN (VEHICLES)			(14,595)				
WASTEWATER BOND	(136,164)						(24,684)
EWS LOAN						(329,712)	
MAINTENANCE	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
OPERATIONS	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
PROJECTED ENDING BALANCE	\$614,552	\$703,552	(\$43)	1,267,957	\$758,957	\$543,245	\$9,561

NOTES:

1. CCSD has an approved Drinking Water Draught Grant for approximately \$250,000 which may be received at any time.
2. CCSD currently owes approximately \$1,128,000 to vendors for work completed or committed for the EWS but not yet paid and which is not included in above expenditures.

The following chart and table show audited cash balances in the three funds on June 30th of each fiscal year for the last ten years.



	GENERAL FUND	WATER FUND	WASTEWATER FUND	TOTAL
2005	8,340,086	2,427,867	-	10,767,953
2006	8,172,903	1,290,772	0	9,463,675
2007	5,561,428	0	0	5,561,428
2008	4,658,444	0	0	4,658,444
2009	4,237,597	0	27,551	4,265,148
2010	4,414,366	(157,726)	242,400	4,499,040
2011	4,001,132	39,341	345,804	4,386,277
2012	3,972,897	231,027	450,891	4,654,815
2013	4,096,965	236,601	556,700	4,890,266
2014	4,152,573	(577,613)	302,778	3,877,738

EXTERNAL LOANS

As of June 30, 2015, the CCSD external debt is as shown in the following two charts, including interest rates and prepayment penalty provisions.

**ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT ATTACHMENT
SCHEDULE OF LONG-TERM INFRASTRUCTURE-RELATED DEBT**

DESCRIPTION	State Revolving Fund Loan	Bank Note (Funds 2006 Refund of 1999 Bonds)	Bank Note (2014 Installment Sales Agreement for EWS)
DEBT HOLDER	SWRCB	City National Bank	Western Alliance Bank
ORIGINAL PRINCIPAL	\$2,592,324.38	\$2,245,000.00	\$8,939,000.00
INTEREST RATE	3.00%	4.55%	4.11%
FUND	Wastewater	Wastewater	Emergency Water Supply
DEPARTMENT	Wastewater	Wastewater	Water
FINAL PAYMENT DATE	5/28/2016	9/23/2023	8/1/2034
PRINCIPAL BALANCE @ 8/11/14	\$332,920	\$1,303,000	\$8,939,000
PROJECTED PRINCIPAL PAYMENT(S) FFY 2014/2015	\$164,069	\$109,000	\$149,181
PROJECTED INTEREST PAYMENT(S) FFY 2014/2015	\$9,987	\$56,807	\$177,573
PROJECTED BALANCE @ 6/30/15**	\$168,851	\$1,194,000	\$8,789,819
PROJECTED PRINCIPAL PAYMENT(S) FFY 2015/2016	\$168,851	\$109,000	\$304,246
PROJECTED INTEREST PAYMENT(S) FFY 2015/2016	\$5,066	\$51,847	\$358,137
PROJECTED BALANCE @ 6/30/16**	\$0	\$1,085,000	\$8,485,573
PROJECTED PRINCIPAL PAYMENT(S) FFY 2016/2017	\$0	\$114,000	\$313,861
PROJECTED INTEREST PAYMENT(S) FFY 2016/2017	\$0	\$46,773	\$345,565
PROJECTED BALANCE @ 6/30/17**	\$0	\$971,000	\$8,171,712
PROJECTED PRINCIPAL PAYMENT(S) FFY 2017/2018	\$0	\$118,000	\$326,893
PROJECTED INTEREST PAYMENT(S) FFY 2016/2017	\$0	\$41,496	\$332,533
PROJECTED BALANCE @ 6/30/18**	\$0	\$853,000	\$7,844,819
PROJECTED INTEREST PAYMENTS FFY 14/15-17/18	\$15,053	\$196,923	\$1,213,808
AVERAGE ANNUAL TOTAL (P+I) PAYMENT(S)*	\$173,987	\$161,731	\$659,975
PREPAYMENT PENALTY	No	Yes-3% from 10/1/13-4/1/16, 2% from 10/1/16-4/1/20, none after 10/1/20	Yes - 5% until 8/1/2015; prepayment premium calculation before 8/1/2024; 0% on or after 8/1/2024

*Average is based on years with a balance outstanding for the entire year. Payoff years are excluded if final amount is less than normal.

**Presumes all scheduled payments are timely made.

INTERNAL LOANS

The only internal loan is the Army Corp of Engineers matching loan which was made consistent with the District's practice of maintaining pooled cash available to cover the cash flow needs of the agency and of any individual Fund, to be restored to the General Fund.

<u>BORROWING FUND</u>	<u>LOAN AMOUNT AUTHORIZED</u>	<u>COSTS TO DATE</u>	<u>AMOUNT OF LOAN OUTSTANDING TO DATE</u>	<u>PURPOSE OF LOAN</u>
Water	\$ 166,000	\$ 166,000	\$ 157,726	Army Corp of Engineers Matching

**ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT ATTACHMENT
SCHEDULE OF SHORT-TERM DEBT**

LENDER	CITY NATIONAL BANK
AMOUNT OF ORIGINAL DEBT	\$102,000
DATE LOAN OBTAINED	November 1, 2012
INTEREST RATE	3%
ANNUAL PAYMENT	\$27,605
DATE OF LAST PAYMENT	April 1, 2017
PURPOSE OF DEBT	Purchase of 4 Pick-up Trucks and 1 Office Copier

LENDER	MORTON REVOCABLE TRUST
AMOUNT OF ORIGINAL DEBT	\$53,612
DATE LOAN OBTAINED	September 15, 2013
INTEREST RATE	3.5%
ANNUAL PAYMENT	\$14,595
DATE OF LAST PAYMENT	November 20, 2017
PURPOSE OF DEBT	Purchase of 2 Pick-up Trucks

LENDER	JOHN DEERE FINANCIAL
AMOUNT OF ORIGINAL DEBT	\$31,350
DATE LOAN OBTAINED	July 31, 2013
INTEREST RATE	0%
ANNUAL PAYMENT	\$6,270
DATE OF LAST PAYMENT	July 30, 2018
PURPOSE OF DEBT	Purchase of John Deere Tractor

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF AUGUST, 2015**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line Amt</u>	<u>Line Description</u>
ABALONE COAST ANALYTICAL, INC.	61132	8/13/2015	247.00	WD/SURFACE IMPOUNDMENT
ABALONE COAST ANALYTICAL, INC.	61166	8/19/2015	2,895.00	AWTP/GROUNDWATER MONTHLY SERVICE
			3,142.00	
ACCURATE MAILING SERVICE	61071	8/5/2015	45.00	WD/POSTAGE DEPOSIT REMINDER NOTICES 08/2015
ACCURATE MAILING SERVICE	61071	8/5/2015	45.00	WW/POSTAGE DEPOSIT REMINDER NOTICES 08/2015
ACCURATE MAILING SERVICE	61071	8/5/2015	5.00	WW/MAILING SERVICES REMINDER NOTICES 08/2015
ACCURATE MAILING SERVICE	61071	8/5/2015	5.00	WW/MAILING SERVICES REMINDER NOTICES 08/2015
ACCURATE MAILING SERVICE	61086	8/6/2015	1,655.46	WD/WATER REPORT MAILING
			1,755.46	
AGP VIDEO	61133	8/13/2015	1,612.50	ADM/VIDEO PROD'N & DISTRBTN & STRMG BRD MTG 07/23
ALL WAYS CLEAN	61194	8/27/2015	138.72	WW/MONTHLY CLEANING
ALL WAYS CLEAN	61194	8/27/2015	138.72	WD/MONTHLY CLEANING
			277.44	
ALLEN, WILLIAM/ELIZABETH	61147	8/13/2015	11.68	MQ CUSTOMER REFUND
ALPHA ELECTRICAL SERVICE	61134	8/13/2015	4,015.07	WD/SERVICE CALL-PINE KNOLLS CONTROL UPGRADE
ALPHA ELECTRICAL SERVICE	61134	8/13/2015	2,572.75	WD/SERVICE CALL- PRESSURE TRANSDUCER INSTALLATION
ALPHA ELECTRICAL SERVICE	61134	8/13/2015	170.00	WW/SERVICE CALL- REPLACE WELDING CORD
ALPHA ELECTRICAL SERVICE	61134	8/13/2015	390.00	WW/SERVICE CALL- REPAIR SCREW PRESS SCREEN
ALPHA ELECTRICAL SERVICE	61134	8/13/2015	412.50	WD/SERVICE CALL-TROUBLESHOOT TESCO CONTROLLER
ALPHA ELECTRICAL SERVICE	61134	8/13/2015	860.30	WW/SERVICE CALL- REPAIR LIGHTING IN LAB
ALPHA ELECTRICAL SERVICE	61167	8/19/2015	2,251.28	WW/SERVICE CALL-DO CONTROL FOR AERATION BASIN
ALPHA ELECTRICAL SERVICE	61167	8/19/2015	4,634.99	WW/SERVICE CALL-AERATION BASIN DESIGN & CTRL PANEL
			15,306.89	

AMINI, ALEX	61188	8/26/2015	117.47	MQ CUSTOMER REFUND
ARCHULETA, ORLANDO	61072	8/5/2015	45.00	WW/MONTHY CELL PHONE REIMBURSEMENT 08/2015
ARCHULETA, ORLANDO	61135	8/13/2015	71.00	WW/REIMBURSE COMMERCIAL DL EXAM & PERMIT FEE
			<u>116.00</u>	
AT&T	61073	8/5/2015	99.41	WW/ALARM LIFT STATION B4 PHONE SERV THRU 8/24/15
AT&T	61160	8/18/2015	294.83	WD/ALARM VAN GORDON WELL FIELD AUG 2015
			<u>394.24</u>	
AT&T/CALNET3	61191	8/27/2015	19.85	WW/ALARM AT LIFT STN 8 924-1548 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	19.85	WW/ALARM AT LIFT STN B3 924-1550 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	19.91	WW/ALARM AT LIFT STN B1 924-1038 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	19.85	WW/ALARM AT LIFT STN B2 924-1068 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	19.98	WW/ALARM AT LIFT STN B 924-1482 SVC THRU 8/09/15
AT&T/CALNET3	61191	8/27/2015	19.85	WW/ALARM AT LIFT STN A 924-1538 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	19.86	WW/ALARM AT LIFT STN A1 924-1708 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	20.03	WW/FAX LINE 927-0178 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	19.85	WD/TELEMETRY SYSTEM 927-0398 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	37.88	F&R/VETS HALL ALARM 927-0493 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	19.86	WW/ALARM AT LIFT STN 4 927-1518 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	19.85	WW/ALARM AT LIFT STN 8 927-1591 SVC THUR 08/09/15
AT&T/CALNET3	61191	8/27/2015	19.85	WD/LEIMERT PUMP STN 927-1972 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	20.37	ADM/FAX LINE 927-5584 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	293.75	ADM/PHONE SERVICE 927-6223 THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	69.49	WD/PHONE AND FAX LINE 927-6226 SVC THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	171.25	FD/PHONE SERVICE 927-6240 THRU 08/09/15
AT&T/CALNET3	61191	8/27/2015	143.67	WW/PHONE SERVICE 927-6250 08/09/15
			<u>975.00</u>	
AVILES, PAOLA	61148	8/13/2015	17.39	MQ CUSTOMER REFUND
BALANCE PUBLIC RELATIONS	61074	8/5/2015	2,833.33	WW/CONSULTING SERVICE: GRANT FUNDING 8/2015
BALANCE PUBLIC RELATIONS	61074	8/5/2015	2,833.33	WD/CONSULTING SERVICE: GRANT FUNDING 8/2015

BALANCE PUBLIC RELATIONS	61074	8/5/2015	<u>2,833.34</u> 8,500.00	AWTP/CONSULTING SERVICE: GRANT FUNDING 8/2015
BOB WRIGHT CONSTRUCTION	61096	8/6/2015	2,200.00	WD/RAISED 6 VALVE CANS UP TO GRADE FOR ACCESS
BORAH'S AWARDS	61137	8/13/2015	1,935.97	F&R/LASE ENGRAVED SIGNS FOR MAIN ST TRASH CANS
BREEN, RICHARD	61189	8/26/2015	27.00	ADM/REFUND VACATION RENTAL APPLICATION FEE
BRUCE, RICK	61150	8/13/2015	13.53	MQ CUSTOMER REFUND
BURTON'S FIRE, INC.	61138	8/13/2015	334.52	FD/MAINT & REPAIR ENG 5797
CAL-COAST MACHINERY	61139	8/13/2015	266.76	F&R/MAINT & REPAIR NON-LICENSED VEHICLE
CAMBRIA HARDWARE CENTER	61161	8/18/2015	286.28	WD/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	7.93	WD/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	38.98	WD/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	6.98	WD/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	183.13	WW/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	65.54	WW/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	72.73	WW/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	7.35	WW/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	21.45	WW/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	4.26	WW/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	96.48	F&R/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	45.75	F&R/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	686.22	F&R/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	14.59	F&R/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	184.80	FD/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	21.16	FD/HARDWARE SUPPLIES JUL 2015
CAMBRIA HARDWARE CENTER	61161	8/18/2015	<u>192.84</u>	FD/HARDWARE SUPPLIES JUL 2015
			1,936.47	

CAMBRIA TOWING	61186	8/19/2015	45.00	F&R/SERVICE CALL FORD F150
CAMBRIA VILLAGE SQUARE	61085	8/5/2015	3,182.13	ADM/MONTHLY OFFICE LEASE PYMT 1316 TAMSEN 08/2015
CARMEL & NACCASHA LLP	61075	8/5/2015	10,000.00	ADM/MONTHLY RETAINER 8/2015
CARMEL & NACCASHA LLP	61195	8/27/2015	640.15	ADM/COUNSEL SERVICE FOR JUNE 2015
CARMEL & NACCASHA LLP	61195	8/27/2015	1,240.70	AWTP/COUNSEL SERVICE FOR JUNE 2015
CARMEL & NACCASHA LLP	61195	8/27/2015	1,904.00	FD/COUNSEL SERVICES FOR JUNE 2015
CARMEL & NACCASHA LLP	61195	8/27/2015	100.00	F&R/COUNSEL SERVICES FOR JUNE 2015
CARMEL & NACCASHA LLP	61195	8/27/2015	10,692.19	ADM/COUNSEL SERVICES FOR JUNE 2015
CARMEL & NACCASHA LLP	61195	8/27/2015	185.00	RC/COUNSEL SERVICES FOR JUNE 2015
CARMEL & NACCASHA LLP	61195	8/27/2015	273.00	WD/COUNSEL SERVICES FOR JUNE 2015
CARMEL & NACCASHA LLP	61195	8/27/2015	1,205.00	AWTP/COUNSEL SERVICES FOR JUNE 2015
CARMEL & NACCASHA LLP	61195	8/27/2015	1,084.00	WW/COUNSEL SERVICES FOR JUNE 2015
CARMEL & NACCASHA LLP	61195	8/27/2015	<u>(10,000.00)</u>	ADM/MONTHLY RETAINER FOR JUNE 2015
			17,324.04	
CHAMBER OF COMMERCE	61140	8/13/2015	210.00	ADM/ANNUAL MEMBERSHIP DUES
CLARK, MONICA	61151	8/13/2015	36.46	MQ CUSTOMER REFUND
CORBIN WILLITS SYSTEMS	61076	8/5/2015	1,224.12	ADM/MONTHLY SUPPORT AGRMT - MOM SOFTWARE 08/2015
CRYSTAL SPRINGS WATER CO.	61141	8/13/2015	14.36	WW/MONTHLY JULY
CRYSTAL SPRINGS WATER CO.	61141	8/13/2015	19.93	WW/DISTILLED WATER
CRYSTAL SPRINGS WATER CO.	61141	8/13/2015	28.52	WW/DISTILLED WATER
CRYSTAL SPRINGS WATER CO.	61141	8/13/2015	<u>35.31</u>	WW/SPRING DRINKING & DISTILLED WATER
			98.12	
DEPTH PERCEPTIONS DIVING	61087	8/6/2015	637.62	FD/DIVING GEAR
DUNCAN, CHARLES	61152	8/13/2015	27.37	MQ CUSTOMER REFUND
EMPLOYMENT DEVELOPMENT DEPT UN	61097	8/12/2015	900.00	ADM/UNEMPLOYMENT BENEFITS J HARRIS 04/01-06/30/15

EMPLOYMENT DEVELOPMENT DEPT UN	61097	8/12/2015	<u>793.00</u>	ADM/UNEMPLOYMNT BENEFIT S RODRIGUEZ 04/01-06/30/15
			1,693.00	
FENCE FACTORY, THE	61142	8/13/2015	52.50	F&R/FENCE RENTAL 07/27/15 - 08/26/2015
FERGUSON ENTERPRISES, INC #135	61143	8/13/2015	4,265.08	WD/MISC PIPE FITTING
FERGUSON ENTERPRISES, INC #135	61143	8/13/2015	1,085.45	WD/HYDRANT BURY & WEDGE RESTRAINT
FERGUSON ENTERPRISES, INC #135	61143	8/13/2015	538.17	WD/MAINT & REPAIR DISTRIBUTION SYSTEM
FERGUSON ENTERPRISES, INC #135	61143	8/13/2015	<u>79.75</u>	WD/SERVICE FEE
			5,968.45	
FGL ENVIRONMENTAL	61144	8/13/2015	439.00	WW/INORGANIC, ORGANIC & SUPPORT ANALYSIS
FGL ENVIRONMENTAL	61144	8/13/2015	84.00	WW/INORGANIC & SUPPORT ANALYSIS
FGL ENVIRONMENTAL	61144	8/13/2015	20.00	WD/BACTI ANALYSIS
FGL ENVIRONMENTAL	61144	8/13/2015	90.00	WD/BACTI & SUPPORT ANALYSIS
FGL ENVIRONMENTAL	61144	8/13/2015	20.00	WD/BACTI ANALYSIS
FGL ENVIRONMENTAL	61144	8/13/2015	90.00	WD/BACTI & SUPPORT ANALYSIS
FGL ENVIRONMENTAL	61144	8/13/2015	208.00	WW/INORGANIC & SUPPORT ANALYSIS
FGL ENVIRONMENTAL	61144	8/13/2015	<u>288.00</u>	WW/INORGANIC ANALYSIS
			1,239.00	
FIRE CHIEFS ASSOC OF SLO CO	61145	8/13/2015	50.00	FD/COUNTY CHIEF'S MEMBERSHIP DUES 2015/2016
FIRE CHIEFS ASSOC OF SLO CO	61145	8/13/2015	<u>2,000.00</u>	FD/HAZMAT JPA 2015/2016
			2,050.00	
FIRST BANKCARD	61159	8/17/2015	-	F&R/C MENDOZA VISA CHARGES JUL 2015
FIRST BANKCARD	61159	8/17/2015	2,315.39	F&R/FORESTRY KIT JUL 2015
FIRST BANKCARD	61159	8/17/2015	-	ADM/J GRUBER VISA CHARGES JUL 2015
FIRST BANKCARD	61159	8/17/2015	42.36	ADM/MEETING TO DISCUSS PERSONNEL MATTERS JUL 2015
FIRST BANKCARD	61159	8/17/2015	55.04	ADM/FUEL FOR DISTRICT VEHICLE JUL 2015
FIRST BANKCARD	61159	8/17/2015	12.62	ADM/CONSTITUENT MTNG DISCUSS CCSD MATTERS JUL 2015
FIRST BANKCARD	61159	8/17/2015	48.85	ADM/MEETING WITH BOARD MEMBER THOMPSON JUL 2015
FIRST BANKCARD	61159	8/17/2015	-	FD/M MILLER VISA CHARGES JUL 2015
FIRST BANKCARD	61159	8/17/2015	1,693.00	FD/BED BATH AND BEYOND OPERATING SUPPLIES JUL '15

FIRST BANKCARD	61159	8/17/2015	128.55	FD/COMMAND TRANSITION CALFIRE MEETING JUL 2015
FIRST BANKCARD	61159	8/17/2015	607.88	FD/J GIBSON FIRE COMMAND 2A CLASS LODGING JUL 2015
FIRST BANKCARD	61159	8/17/2015	40.33	FD/MEETING WITH CHIEF SHALHOOB JUL 2015
FIRST BANKCARD	61159	8/17/2015	32.45	FD/MEETING WITH CRAIG WITH CERT JUL 2015
FIRST BANKCARD	61159	8/17/2015	60.00	FD/MARK MILLER GOING AWAY PARTY JUL 2015
FIRST BANKCARD	61159	8/17/2015	-	ADM/M MADRID VISA CHARGES JUL 2015
FIRST BANKCARD	61159	8/17/2015	73.74	ADM/CLOSED SESSION FOOD JUL 2015
FIRST BANKCARD	61159	8/17/2015	24.50	ADM/CLOSED SESSION FOOD JUL 2015
FIRST BANKCARD	61159	8/17/2015	19.14	ADM/MEETING EXPENSE JUL 2015
FIRST BANKCARD	61159	8/17/2015	54.00	ADM/MARK MILLER PROCLAMATION RET CAKE JUL 2015
FIRST BANKCARD	61159	8/17/2015	9.45	ADM/CLOSED SESSION FOOD JUL 2015
FIRST BANKCARD	61159	8/17/2015	23.05	ADM/MARK MILLER RETIREMENT CELEBRATION JUL 2015
FIRST BANKCARD	61159	8/17/2015	4.28	ADM/MARK MILLER RETIREMENT CELEBRATION JUL 2015
FIRST BANKCARD	61159	8/17/2015	80.76	ADM/CLOSED SESSION JUL 2015
FIRST BANKCARD	61159	8/17/2015	450.00	ADM/MADRID CITY CLERKS SEMINAR JUL 2015
FIRST BANKCARD	61159	8/17/2015	80.53	ADM/MILLER PROCLAMATION FRAMED JUL 2015
FIRST BANKCARD	61159	8/17/2015	79.01	ADM/WWTP MEETING WITH EMPLOYEES JUL 2015
FIRST BANKCARD	61159	8/17/2015	55.93	ADM/FUEL FOR DISTICT VEHICLE JUL 2015
			<u>5,990.86</u>	
GERBER'S AUTO SERVICE	61168	8/19/2015	68.82	F&R/REPLACED ENGINE OIL & FILTER
GERBER'S AUTO SERVICE	61168	8/19/2015	104.69	F&R/REPLACE ENGINE OIL & FILTER
			<u>173.51</u>	
GRAINGER	61169	8/19/2015	26.24	WW/MAGNIFYING RAIN GAUGE & BALL STOP
GRESENS, ROBERT C.	61078	8/5/2015	45.00	WD/MONTHLY CELL PHONE REIMBURSEMENT 08/2015
GRUBER, JEROME	61079	8/5/2015	45.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 08/2015
HACH COMPANY	61171	8/19/2015	2,472.25	WW/MAINT & REPAIR TREATMENT PLANT
HACH COMPANY	61171	8/19/2015	36.49	WW/NITROGEN AMONIA
			<u>2,508.74</u>	

HAWN, KATIE	61153	8/13/2015	10.19	MQ CUSTOMER REFUND
INNOVATIVE CONCEPTS	61080	8/5/2015	25.00	ADM/FD/CIS HOSTING & FIRE WEBSITE HOSTING 08/2015
INNOVATIVE CONCEPTS	61080	8/5/2015	<u>25.00</u>	ADM/FD/CIS HOSTING & FIRE WEBSITE HOSTING 08/2015
			50.00	
J B DEWAR	61146	8/13/2015	992.04	F&R/140.4 GLS DIESEL & 175 GLS GASOLINE
J B DEWAR	61172	8/19/2015	783.87	FD/275 GALS DIESEL
J B DEWAR	61172	8/19/2015	1,353.99	FD/133.5 GALS GASOLINE & 330 GALS DIESEL
J B DEWAR	61172	8/19/2015	1,033.98	F&R/230 GLS GASOLINE & 95 GLS DIESEL
J B DEWAR	61172	8/19/2015	<u>(976.59)</u>	F&R/CREDIT FOR ORIG INV# 119389
			3,187.29	
JOHN DEERE FINANCIAL	61081	8/5/2015	522.49	F&R/MONTHLY PMT COMPACT UTILITY TRACTOR 08/2015
KNIGHT, JILL	61154	8/13/2015	28.40	MQ CUSTOMER REFUND
KNIGHT, JILL	61154	8/13/2015	<u>10.68</u>	MQ CUSTOMER REFUND OF LATE FEE
			39.08	
LARRY'S SCREEN SHOP	61173	8/19/2015	131.60	F&R/RE-SCREEN & REPAIR VET'S HALL DOOR
LIEBERT CASSIDY WHITMORE	61174	8/19/2015	1,560.00	FD/IAFF NEGOTIATIONS JANUARY 2015
LIEBERT CASSIDY WHITMORE	61174	8/19/2015	4,088.80	ADM/SEIU NEGOTIATIONS MAY 2015
LIEBERT CASSIDY WHITMORE	61174	8/19/2015	6,753.79	FD/IAFF NEGOTIATIONS MAY 2015
LIEBERT CASSIDY WHITMORE	61174	8/19/2015	1,725.55	FD/IAFF NEGOTIATIONS JUNE 2015
LIEBERT CASSIDY WHITMORE	61174	8/19/2015	14,672.85	ADM/SEIU NEGOTIATIONS 2015
LIEBERT CASSIDY WHITMORE	61174	8/19/2015	<u>775.00</u>	FD/PROFESSIONAL SERVICES THRU 06/30/15
			29,575.99	
LOPEZ, MORTIMER dba	61199	8/27/2015	290.00	WW/CODE CHANGE
MADRID, MONIQUE	61082	8/5/2015	45.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 08/2015
MARTIN SEAL COATING	61190	8/26/2015	5,950.00	F&R/SEAL COAT & RE-STRIPE VET'S HALL PARKING LOT

MASTRO, TISH	61155	8/13/2015	101.85	MQ CUSTOMER REFUND
MCMASTER-CARR SUPPLY CO	61088	8/6/2015	469.21	WW/MAINT & REPAIR TREATMENT PLANT
MCMASTER-CARR SUPPLY CO	61088	8/6/2015	1,699.68	WW/MAINT & REPAIR TREATMENT PLANT
MCMASTER-CARR SUPPLY CO	61196	8/27/2015	149.68	WD/MAINT & REPAIR TREATMENT PLANT
			<u>2,318.57</u>	
MEDSTOP URGENT CARE	61089	8/6/2015	1,740.00	FD/3 PRE-EMPLOYMENT PHYSICALS
MEDSTOP URGENT CARE	61175	8/19/2015	200.00	WW/DMV PHYSICAL
MEDSTOP URGENT CARE	61197	8/27/2015	1,760.00	FD/PRE-EMPLOYMENT PHYSICALS
			<u>3,700.00</u>	
MENDOZA, CARLOS	61083	8/5/2015	22.50	F&R/MONTHLY CELL PHONE REIMBURSEMNT 08/2015
MENDOZA, CARLOS	61083	8/5/2015	22.50	ADM/MONTHLY CELL PHONE REIMBURSEMNT 08/2015
			<u>45.00</u>	
MID COAST MOWER & SAW	61176	8/19/2015	22.81	WW/MAINT & REPAIR NON-LICENSED VEHICLES
MINER'S ACE HARDWARE	61177	8/19/2015	323.76	WW/MAINT & REPAIR NON-LICENSED VEHICLE
MINER'S ACE HARDWARE	61177	8/19/2015	112.20	F&R/SUCCULENTS FOR MAIN ST WASTE BIN
MINER'S ACE HARDWARE	61177	8/19/2015	36.73	WW/FASTENERS
MINER'S ACE HARDWARE	61198	8/27/2015	15.10	F&R/MAINT & REPAIR BUILDING
			<u>487.79</u>	
MISSION LINEN SUPPLY	61178	8/19/2015	1,154.85	WW/LINEN SERVICE & UNIFORM CLEANING JULY 2015
MISSION LINEN SUPPLY	61178	8/19/2015	305.51	WD/LINEN SERVICE & UNIFORM CLEANING JULY 2015
			<u>1,460.36</u>	
MOORE, LAWRENCE	61200	8/27/2015	140.00	WD/REIMB WATER SYSTEM COURSE & SWRCB EXAM FEE
MORRISON, CHARLES	61156	8/13/2015	106.65	MQ CUSTOMER REFUND FOR MOR0021
MUNICIPAL EMERGENCY SERVICES,	61201	8/27/2015	4,484.87	FD/TFT INTAKE VALVE & ADAPTER

NAPA AUTO PARTS	61090	8/6/2015	33.93	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61090	8/6/2015	5.32	FD/ATM-10 FUSE
NAPA AUTO PARTS	61090	8/6/2015	21.48	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61090	8/6/2015	3.20	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61090	8/6/2015	31.37	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61090	8/6/2015	80.57	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61090	8/6/2015	68.95	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61090	8/6/2015	14.50	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61163	8/18/2015	11.37	F&R/MAINT & REPAIR PREM RED GRS CART
NAPA AUTO PARTS	61163	8/18/2015	59.63	FD/MAINT & REPAIR TOWELS AND FLEX BLADE
NAPA AUTO PARTS	61163	8/18/2015	21.49	FD/MAINT & REPAIR FUSE KIT
NAPA AUTO PARTS	61163	8/18/2015	11.81	FD/MAINT AND REPAIR MULTI TESTER
NAPA AUTO PARTS	61163	8/18/2015	31.67	F&R/MAINT & REPAIR FILTERS, SPARK PLUGS
NAPA AUTO PARTS	61163	8/18/2015	(15.67)	F&R/MAINT & REPAIR 12/30/14 CREDIT 38772
NAPA AUTO PARTS	61163	8/18/2015	(5.90)	F&R/MAINT & REPAIR 12/30/14 CREDIT 38771
NAPA AUTO PARTS	61163	8/18/2015	88.84	F&R/MAINT AND REPAIR HYDRAULIC HOSE & ENDS
NAPA AUTO PARTS	61163	8/18/2015	(38.60)	F&R/MAINT AND REPAIR 12/30/14 CREDIT 38769
NAPA AUTO PARTS	61163	8/18/2015	(40.73)	F&R/MAINT AND REPAIR 12/30/14 CREDIT 38770 \$40.73
NAPA AUTO PARTS	61163	8/18/2015	53.64	WW/ REPAIR & MAINT BOAT TRAILER GRS CART
NAPA AUTO PARTS	61163	8/18/2015	13.84	FD/MAINT & REPAIR GUNK ENGINE DEGREASER
NAPA AUTO PARTS	61163	8/18/2015	9.42	FD/MAINT & REPAIR NYLON HARNESS BRACKET
NAPA AUTO PARTS	61163	8/18/2015	19.84	FD/MAINT & REPAIR BRAKLEEN, EXPOXY, CACHE TOOLS
NAPA AUTO PARTS	61163	8/18/2015	78.73	FD/MAINT & REPAIR OIL FILTER, ANTIFREEZE, FILTER
NAPA AUTO PARTS	61163	8/18/2015	80.31	F&R/MAINT & REPAIR TAIL LIGHT ASSEMBLY
NAPA AUTO PARTS	61163	8/18/2015	(50.00)	F&R/MAINT & REPAIR 12/30/14 CREDIT 38770 \$50
NAPA AUTO PARTS	61163	8/18/2015	70.40	WW/MAINT & REPAIR DISC BRAKE PADS
NAPA AUTO PARTS	61163	8/18/2015	212.82	WW/MAINT & REPAIR BRAKE ROTER AND BEARING
NAPA AUTO PARTS	61163	8/18/2015	59.09	WW/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61163	8/18/2015	8.32	WW/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61163	8/18/2015	15.04	WW/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61163	8/18/2015	6.44	WW/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61163	8/18/2015	6.44	WW/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61163	8/18/2015	5.90	WW/MAINT & REPAIR F150 TRUCK RACK

NAPA AUTO PARTS	61163	8/18/2015	34.38	WW/MAINT & REPAIR VEHICLE CABLES
NAPA AUTO PARTS	61163	8/18/2015	235.43	WW/MAINT & REPAIR POWER LUBER WITH CASE
NAPA AUTO PARTS	61163	8/18/2015	4.29	WW/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61163	8/18/2015	11.80	WW/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	61163	8/18/2015	13.43	WW/MAINT & REPAIR DEGREASER FOR BLOWER ROOM FLOOR
NAPA AUTO PARTS	61163	8/18/2015	122.14	WW/MAINT & REPAIR BATTERY AND CIRCUIT TESTER
NAPA AUTO PARTS	61163	8/18/2015	204.21	WW/MAINT & REPAIR TRACTOR PREMIUM OIL
NAPA AUTO PARTS	61163	8/18/2015	18.60	WW/MAINT & REPAIR TRAILER BALL
NAPA AUTO PARTS	61163	8/18/2015	5.36	WW/MAINT & REPAIR BLACK PAINT MARKER
NAPA AUTO PARTS	61163	8/18/2015	13.86	FD/MAINT & REPAIR SERVICE CHARGES
NAPA AUTO PARTS	61163	8/18/2015	6.59	F&R/MAINT AND REPAIR SERVICE CHARGES
NAPA AUTO PARTS	61163	8/18/2015	109.88	WW/MAINT & REPAIR SERVICE CHARGES
NAPA AUTO PARTS	61163	8/18/2015	(29.71)	WW/MAINT & REPAIR SERVICE CHARGES CREDITED
NAPA AUTO PARTS	61192	8/27/2015	6.42	WD/MAINT & REPAIR MASK
NAPA AUTO PARTS	61192	8/27/2015	27.93	WD/MAINT & REPAIR WRENCH COMB
NAPA AUTO PARTS	61192	8/27/2015	88.87	WD/MAINT & REPAIR PULLER I WAY2-3 JAW
NAPA AUTO PARTS	61192	8/27/2015	59.26	WD/MAINT & REPAIR GREASE GUN/ CART PLEX GREASE
NAPA AUTO PARTS	61192	8/27/2015	2.77	WD/MAINT & REPAIR BULB
NAPA AUTO PARTS	61192	8/27/2015	264.22	WD/MAINT & REPAIR SEAT COVER, DIGIAL MULTIMETER
NAPA AUTO PARTS	61192	8/27/2015	2.68	WD/MAINT & REPAIR SPRARK PLUG
NAPA AUTO PARTS	61192	8/27/2015	106.41	WD/MAINT & REPAIR IGNITION COIL
NAPA AUTO PARTS	61192	8/27/2015	26.89	WD/MAINT & REPAIR ING COIL RET/NEW INGITION COIL
NAPA AUTO PARTS	61192	8/27/2015	4.66	WD/MAINT & REPAIR SERVICE CHARGES
			<u>2,313.83</u>	
NOBLE SAW, INC.	61179	8/19/2015	90.83	F&R/MAINT & REPAIR EQUIPMENT
NORTH COAST TREE SERVICE	61180	8/19/2015	3,800.00	WD/REMOVAL OF 3 LARGE PINES ON PINES RD
NOVICK, LESLIE/JOSH	61149	8/13/2015	101.85	MQ CUSTOMER REFUND
OASIS EQUIPMENT RENTAL	61181	8/19/2015	269.65	F&R/EQUIPMENT RENTAL
ORKIN	61091	8/6/2015	65.00	FD/PEST CONTROL SERVICE

PACIFIC GAS & ELECTRIC	61084	8/5/2015	244.86	WW/ELEC SVC 990 SAN SIMEON CRK RD JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	19.06	ADM/ELEC SVC 1316 TAMSEN #203 JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	554.39	WD/ELEC SVC 990 S SIMEON CRK EWS TR PLANT JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	9.53	WD/ELEC SVC 7806 VAN GORDON CREEK RD JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	23.78	WD/ELEC SVC 9110 CHARING LANE JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	201.53	WD/ELEC SVC 1320 SAN SIMEON CRK RD JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	854.19	WD/ELEC SVC 1340 SAN SIMEON CRK RD JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	535.07	WD/ELEC SVC 6425 CAMBRIA PINES RD JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	34.28	WD/ELEC SVC 988 MANOR WAY JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	2,849.15	WD/ELEC SVC 2031 RODEO GROUNDS RD JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	32.11	WD/ELEC SVC 2499 VILLAGE LANE JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	441.93	WD/ELEC SVC 1975 STUART ST JUL 2015
PACIFIC GAS & ELECTRIC	61084	8/5/2015	4,125.99	WD/ELEC SVC 990 S SIMEON CRK EWS EVAP POND JUL '15
PACIFIC GAS & ELECTRIC	61099	8/12/2015	39.33	F&R/ELEC SVC WEST VILLAGE RR JUL 2015
PACIFIC GAS & ELECTRIC	61099	8/12/2015	19.24	F&R/ELEC SVC EAST VILLAGE RR JUL 2015
PACIFIC GAS & ELECTRIC	61099	8/12/2015	1,195.66	F&R/ELEC SVC ALL STREET LIGHTING JUL 2015
PACIFIC GAS & ELECTRIC	61099	8/12/2015	441.23	F&R/ELEC SVC VETERAN'S HALL JUL 2015
PACIFIC GAS & ELECTRIC	61099	8/12/2015	586.47	FD/ELEC SVC 2850 BURTON DRIVE JUL 2015
PACIFIC GAS & ELECTRIC	61099	8/12/2015	20.31	FD/ELEC SVC 2850 BURTON DRIVE JUL 2015
PACIFIC GAS & ELECTRIC	61099	8/12/2015	413.64	ADM/ELEC SVC ADMIN OFFICE JUL 2015
PACIFIC GAS & ELECTRIC	61099	8/12/2015	132.74	ADM/ELEC SVC RADIO SHACK JUL 2015
PACIFIC GAS & ELECTRIC	61099	8/12/2015	3,893.22	WD/ELEC SVC 2820 SANTA ROSA CRK WELL PUMP JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	246.50	WW/ELEC SVC LIFT STATION A JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	188.69	WW/ELEC SVC LIFT STATION 9 JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	124.80	WW/ELEC SVC LIFT STATION B2 JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	184.35	WW/ELEC SVC LIFT STATION A1 JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	361.16	WW/ELEC SVC LIFT STATION B JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	156.51	WW/ELEC SVC LIFT STATION B3 JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	271.45	WW/ELEC SVC LIFT STATION B4 JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	139.90	WD/ELEC SVC LIFT STN WELL PUMP 9P7 SPRY FIELD 7/15
PACIFIC GAS & ELECTRIC	61164	8/18/2015	21.86	WW/ELEC SVC LIFT STN 8 JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	14,131.11	WW/ELEC SVC TREATMENT PLANT JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	21.29	WW/ELEC SVC LIFT STATION 4 JUL 2015
PACIFIC GAS & ELECTRIC	61164	8/18/2015	114.14	WW/ELEC SVC LIFT STATION B1 JUL 2015

			<u>32,629.47</u>	
PARR, LINDA	61157	8/13/2015	10.55	MQ CUSTOMER REFUND FOR PAR0030
PETTY CASH	61069	8/3/2015	49.07	ADM/BOARD OF DIRECTORS COFFEE AND WATER
PETTY CASH	61069	8/3/2015	1.50	ADM/COMPANY CAR WASH
PETTY CASH	61069	8/3/2015	73.25	ADM/POSTAGE EXPENSE
PETTY CASH	61069	8/3/2015	9.98	ADM/MEETING EXPENSE
			<u>133.80</u>	
PITNEY BOWES CREDIT- PBCC	61092	8/6/2015	125.78	ADM/QUARTERLY LEASE MAILING EQUIP 04/01 - 6/30/15
PLACER TITLE COMPANY	61182	8/19/2015	679.00	RC/VLM FEES FOR VIRGINIA TAYLOR 023.425.032 & 033
PROCARE JANITORIAL SUPPLY	61183	8/19/2015	1,144.75	F&R/DEPARTMENT OPERATING SUPPLIES
PROCARE JANITORIAL SUPPLY	61183	8/19/2015	96.20	ADM/DEPARTMENT OPERATING SUPPLIES
PROCARE JANITORIAL SUPPLY	61202	8/27/2015	2,772.43	F&R/SABER BLADE 16
PROCARE JANITORIAL SUPPLY	61202	8/27/2015	131.60	F&R/DEPARTMENT OPERATING SUPPLIES
PROCARE JANITORIAL SUPPLY	61202	8/27/2015	326.69	F&R/DEPARTMENT OPERATING SUPPLIES
PROCARE JANITORIAL SUPPLY	61202	8/27/2015	235.52	ADM/DEPARTMENT OPERATING SUPPLIES
			<u>4,707.19</u>	
PROFESSIONAL WATER TECHNOLOGIE	61093	8/6/2015	2,228.30	WD/PRESERVOL
QUILL CORP	61184	8/19/2015	101.59	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	190.64	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	(17.61)	ADM/OFFICE SUPPLIES CRED REF # 5085659
QUILL CORP	61184	8/19/2015	248.23	WW/LAB SUPPLIES
QUILL CORP	61184	8/19/2015	16.11	WW/LAB SUPPLIES
QUILL CORP	61184	8/19/2015	38.80	WW/LAB SUPPLIES
QUILL CORP	61184	8/19/2015	101.27	WW/LAB SUPPLIES
QUILL CORP	61184	8/19/2015	70.94	WW/LAB SUPPLIES
QUILL CORP	61184	8/19/2015	32.23	WW/LAB SUPPLIES
QUILL CORP	61184	8/19/2015	42.99	WW/BUSINESS CARD FILE
QUILL CORP	61184	8/19/2015	7.50	WW/DEPARTMENT OPERATING SUPPLIES
QUILL CORP	61184	8/19/2015	195.06	ADM/OFFICE SUPPLIES

QUILL CORP	61184	8/19/2015	21.49	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	11.60	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	3.85	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	39.75	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	150.83	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	65.61	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	63.41	WW/PUMICE BAR SOAP
QUILL CORP	61184	8/19/2015	78.22	WW/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	62.87	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	3.21	ADM/OFFICE SUPPLIES
QUILL CORP	61184	8/19/2015	37.07	WW/OFFICE SUPPLIES
QUILL CORP	61187	8/20/2015	96.73	ADM/OFFICE SUPPLIES
QUILL CORP	61187	8/20/2015	8.59	ADM/OFFICE SUPPLIES
QUILL CORP	61187	8/20/2015	131.65	WW/OFFICE SUPPLIES
QUILL CORP	61187	8/20/2015	185.45	WW/OFFICE SUPPLIES
QUILL CORP	61187	8/20/2015	12.86	WW/PERSONAL PROTECTIVE EQUIPMENT
QUILL CORP	61187	8/20/2015	208.95	WW/OFFICE SUPPLIES
QUILL CORP	61187	8/20/2015	71.99	WW/OFFICE SUPPLIES
QUILL CORP	61187	8/20/2015	180.47	WW/OFFICE FURNITURE
QUILL CORP	61187	8/20/2015	115.33	WW/OFFICE SUPPLIES
QUILL CORP	61187	8/20/2015	210.69	WW/OFFICE FURNITURE
QUILL CORP	61187	8/20/2015	11.80	WW/OFFICE SUPPLIES
QUILL CORP	61187	8/20/2015	17.18	WW/OFFICE SUPPLIES
QUILL CORP	61193	8/27/2015	29.99	WD/OFFICE SUPPLIES
QUILL CORP	61193	8/27/2015	16.11	WW/OFFICE SUPPLIES
QUILL CORP	61193	8/27/2015	194.56	WD/OFFICE SUPPLIES
QUILL CORP	61193	8/27/2015	32.23	WW/OFFICE SUPPLIES
QUILL CORP	61193	8/27/2015	107.49	WW/OFFICE SUPPLIES
QUILL CORP	61193	8/27/2015	69.37	ADM/OFFICE SUPPLIES
QUILL CORP	61193	8/27/2015	226.40	ADM/OFFICE SUPPLIES
QUILL CORP	61193	8/27/2015	150.83	ADM/OFFICE SUPPLIES
QUILL CORP	61203	8/27/2015	37.60	ADM/OFFICE SUPPLIES
			<u>3,681.93</u>	

RAIN FOR RENT	61204	8/27/2015	818.40	WD/FRESH WATER PROJ:21,000 GAL TANK RENTAL
RAIN FOR RENT	61204	8/27/2015	818.40	WD/FRESH WATER PROJ:21,000 GAL TANK RENTAL
			<u>1,636.80</u>	
RETIREE00	61101	8/12/2015	477.47	WD/MONTHLY HEALTH INSUR PREMIUM REIMB SEP '15
RETIREE01	61102	8/12/2015	804.83	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE02	61103	8/12/2015	678.18	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE04	61104	8/12/2015	469.20	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE05	61105	8/12/2015	504.89	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE06	61106	8/12/2015	173.52	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE07	61107	8/12/2015	354.93	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE08	61108	8/12/2015	477.47	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE09	61109	8/12/2015	191.45	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE10	61110	8/12/2015	354.93	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE11	61111	8/12/2015	177.74	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE12	61112	8/12/2015	831.85	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE13	61113	8/12/2015	177.74	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE14	61114	8/12/2015	177.74	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE15	61115	8/12/2015	173.60	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE16	61116	8/12/2015	469.20	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE17	61117	8/12/2015	469.20	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE19	61118	8/12/2015	831.85	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE20	61119	8/12/2015	166.55	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE21	61120	8/12/2015	173.60	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE22	61121	8/12/2015	804.83	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE23	61122	8/12/2015	469.20	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE24	61123	8/12/2015	177.74	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE26	61124	8/12/2015	804.83	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE27	61125	8/12/2015	804.83	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE28	61126	8/12/2015	477.47	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE29	61127	8/12/2015	469.20	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE30	61128	8/12/2015	341.41	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE31	61129	8/12/2015	341.41	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
RETIREE32	61130	8/12/2015	804.83	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15

RETIREE33	61131	8/12/2015	<u>341.41</u>	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR SEP '15
			13,973.10	
SANDERS, JEFF	61158	8/13/2015	117.47	MQ CUSTOMER REFUND
SHIELDS CONSULTING GROUP	61100	8/12/2015	1,245.02	ADM/PREP & SUBMISSION OF ST CLAIMS REIMBURSEMENT
TECHXPRESS, INC.	61185	8/19/2015	48.18	ADM/IT SERVICES
TECHXPRESS, INC.	61185	8/19/2015	<u>3,135.00</u>	ADM/MONTHLY NETGUARD IT SERVICE
			3,183.18	
TEMPLETON UNIFORMS	61094	8/6/2015	111.21	FD/UNIFORMS
THE BLUEPRINTER	61136	8/13/2015	273.38	WD/PRINTING OF WATER CONSUMER CONFIDENCE REPORT
THE GAS COMPANY	61070	8/3/2015	95.84	F&R/GAS SVC VETERAN'S HALL JULY 2015
THE GAS COMPANY	61070	8/3/2015	1.91	ADM/GAS SVC 1316 TAMSEN #201 JULY 2015
THE GAS COMPANY	61077	8/5/2015	2.86	FD/GAS SVC 5490 HEATH LANE JUL 2015
THE GAS COMPANY	61077	8/5/2015	17.65	WW/GAS SVC 5500 HEATH LANE #B JUL 2015
THE GAS COMPANY	61077	8/5/2015	30.04	WW/GAS SVC 5500 HEATH LANE JULY 2015
THE GAS COMPANY	61098	8/12/2015	<u>47.28</u>	FD/GAS SVC 2850 BURTON DRIVE JUL 2015
			195.58	
THE TRIBUNE	61095	8/6/2015	1,430.58	WD/PUBLICATIN OF WATER CONS RESOLUTION 12-2015
THE TRIBUNE	61095	8/6/2015	59.39	WD/NOTICE ON FIXING STANDBY/AVAILABILITY CHARGE
THE TRIBUNE	61095	8/6/2015	60.39	WW/NOTICE ON FIXING STANDBY/AVAILABILITY CHARGE
THE TRIBUNE	61095	8/6/2015	<u>203.40</u>	FD/NOTICE OF FIRE SUPPRESSION BENEFIT ASSESSMENTS
			1,753.76	
THOMAS S. GRAY	61170	8/19/2015	3,000.00	AWTP/PUBLIC OUTREACH SERVICE JULY 2015
UNDERGROUND SERVICE ALERT	61205	8/27/2015	175.20	WD/ANNUAL MEMBERSHIP-LOCATING UTILITY LNS FY 15/16
UNITED RENTALS (NA) INC.	61206	8/27/2015	319.44	WW/ROAD PLATE & LIFTING RING STANDARD

USA BLUE BOOK	61207	8/27/2015	656.13	WD/PRESSURE TRANSMITTER
USA BLUE BOOK	61207	8/27/2015	656.13	WD/PRESSURE TRANSMITTER
USA BLUE BOOK	61207	8/27/2015	351.76	WD/SMALL TOOLS
			<u>1,664.02</u>	
VERIZON WIRELESS	61165	8/18/2015	34.15	FD/MONTHLY CELL PHONE SERVICE WATER TENDER JUL '15
VERIZON WIRELESS	61165	8/18/2015	97.35	FD/MONTHLY CELL PHONE SERVICE ENGINE 5791 JUL '15
VERIZON WIRELESS	61165	8/18/2015	40.76	F&R/MONTHLY ON CALL PHONE SERVICE FOR JUL 2015
VERIZON WIRELESS	61165	8/18/2015	72.16	WD/MONTHLY ON CALL PHONE SERVICE FOR JUL 2015
VERIZON WIRELESS	61165	8/18/2015	74.30	WW/MONTHLY ON CALL PHONE SERVICE FOR JUL 2015
VERIZON WIRELESS	61165	8/18/2015	20.41	ADM/MONTHLY ON CALL PHONE SERVICE FOR JUL 2015
			<u>339.13</u>	
WATER SYSTEMS CONSULTING, INC	61208	8/27/2015	1,638.25	WD/WATERSHED SANITARY SURVEY 7/1/15 - 7/31/15
WINSOR CONSTRUCTION, INC.	61209	8/27/2015	90.00	F&R/GREEN WASTE DISPOSAL 07/16/15
WINSOR CONSTRUCTION, INC.	61209	8/27/2015	75.00	F&R/GREEN WASTE DISPOSAL 08/19/15
			<u>165.00</u>	
ZEE MEDICAL SERVICE CO.	61210	8/27/2015	47.25	ADM/REPLACE MEDICAL SUPPLIES IN FIRST AID CABINET
	60889	8/25/2015	(5,950.00)	Ck# 060889 Reversed
	60988	8/27/2015	(224.78)	Ck# 060988 Reversed
			<u>208,687.21</u>	
Accounts Payable Vendor Subtotal			208,687.21	
AFLAC (AMER FAM LIFE INS)	4307	8/14/2015	186.43	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4307	8/14/2015	36.37	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4322	8/28/2015	186.43	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4322	8/28/2015	36.37	VOLUNTARY INS-PRETAX
			<u>445.60</u>	
AMERITAS	4332	8/31/2015	2,325.96	DENTAL INSURANCE-YER

AMERITAS	4332	8/31/2015	(60.44)	DENTAL INSURANCE-YER
AMERITAS	4332	8/31/2015	102.07	DENTAL INSURANCE-YER
AMERITAS	4332	8/31/2015	(0.07)	DENTAL INSURANCE-YER
AMERITAS	4332	8/31/2015	<u>327.32</u>	DENTAL INSURANCE-YER
			2,694.84	
CAMBRIA COMMUNITY SERVICES DIS	4308	8/14/2015	950.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4308	8/14/2015	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4308	8/14/2015	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4308	8/14/2015	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4308	8/14/2015	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4308	8/14/2015	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4323	8/28/2015	900.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4323	8/28/2015	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4323	8/28/2015	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4323	8/28/2015	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4323	8/28/2015	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4323	8/28/2015	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4323	8/28/2015	<u>50.00</u>	MEDICAL REIMBURSEMNT
			3,700.00	
CAMBRIA FIRE FIGHTERS LOCAL 46	4311	8/14/2015	240.00	DUES-FIRE IAFF
CAMBRIA FIRE FIGHTERS LOCAL 46	4325	8/28/2015	240.00	DUES-FIRE IAFF
CAMBRIA FIREFIGHTERS ASSN	4310	8/14/2015	<u>153.99</u>	RESERVE FIREFTR DUES
			633.99	
EMPLOYMENT DEVELOPMENT DP	4309	8/14/2015	4,250.84	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4309	8/14/2015	859.26	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4324	8/28/2015	2,780.15	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4324	8/28/2015	<u>620.59</u>	STATE INCOME TAX
			8,510.84	
H.O.B.-DIRECT DEPOSIT	4312	8/14/2015	3,275.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4312	8/14/2015	59,586.68	Direct Deposit Flat

H.O.B.-DIRECT DEPOSIT	4326	8/28/2015	2,999.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4326	8/28/2015	<u>45,010.22</u>	Direct Deposit Flat
			110,870.90	
ICMA-VNTGPT TRSFR AGT 457	4314	8/14/2015	2,573.33	457 DEFERRED COMP
ICMA-VNTGPT TRSFR AGT 457	4314	8/14/2015	909.25	457 DEFERRED COMP
ICMA-VNTGPT TRSFR AGT 457	4328	8/28/2015	2,573.33	457 DEFERRED COMP
ICMA-VNTGPT TRSFR AGT 457	4328	8/28/2015	<u>909.25</u>	457 DEFERRED COMP
			6,965.16	
IRS/FEDERAL PARYOLL TAXES	4313	8/14/2015	12,596.20	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4313	8/14/2015	11,996.64	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4313	8/14/2015	2,999.44	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4327	8/28/2015	8,361.60	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4327	8/28/2015	8,699.02	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4327	8/28/2015	<u>2,228.24</u>	FEDERAL INCOME TAX
			46,881.14	
LINCOLN FINANCIAL GROUP	4333	8/31/2015	182.68	LIFE INSURANCE
LINCOLN FINANCIAL GROUP	4333	8/31/2015	<u>(0.01)</u>	LIFE INSURANCE
			182.67	
PERS HEALTH BENEFIT SERV	4335	8/31/2015	20,126.17	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	729.41	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	(0.10)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	488.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	488.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	1,342.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	732.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	732.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	85.46	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	64.13	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4335	8/31/2015	<u>4,279.85</u>	MEDICAL INSURANC-YER
			29,066.92	

PERS RETIREMENT SYSTEM	4315	8/14/2015	(0.01)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4315	8/14/2015	16,903.42	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4315	8/14/2015	0.01	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4315	8/14/2015	3.68	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4329	8/28/2015	(0.01)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4329	8/28/2015	14,940.68	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4329	8/28/2015	(1.48)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4334	8/31/2015	2,800.00	UNFUND ACCRUAL LIABILITY
PERS RETIREMENT SYSTEM	4334	8/31/2015	2,947.71	UNFUND ACCRUAL LIABILITY
PERS RETIREMENT SYSTEM	4334	8/31/2015	8,790.07	UNFUND ACCRUAL LIABILITY
PERS RETIREMENT SYSTEM	4334	8/31/2015	7,496.68	UNFUND ACCRUAL LIABILITY
PERS RETIREMENT SYSTEM	4334	8/31/2015	6,234.54	UNFUND ACCRUAL LIABILITY
			<u>60,115.29</u>	
SEIU LOCAL 620	4316	8/14/2015	387.01	SEIU UNION DUES
SEIU LOCAL 620	4330	8/28/2015	<u>313.27</u>	SEIU UNION DUES
			700.28	
VARIABLE ANNUITY LIFE (VALIC)	4317	8/14/2015	50.00	DEFERRED COMP -VALIC
VARIABLE ANNUITY LIFE (VALIC)	4331	8/28/2015	<u>50.00</u>	DEFERRED COMP -VALIC
			100.00	
			<u>Payroll Payable Vendor Subtotal</u>	<u>270,867.63</u>
			TOTAL DISBURSEMENTS FOR JULY, 2015	<u><u>479,554.84</u></u>

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
WEDNESDAY, AUGUST 19, 2015 12:30 PM

AGENDA ITEM	DISCUSSION OR ACTION
1A. CALL TO ORDER	President Robinette called the regular meeting to order at 12:30 PM.
1B. PLEDGE OF ALLEGIANCE	President Robinette led the pledge of allegiance.
1C. ESTABLISHMENT OF QUORUM	<p>President Robinette Present Vice President Clift Present Director Bahringer Present Director Thompson Present Director Rice Present</p> <p>Staff Present: Jerry Gruber General Manager, District Counsel David Hirsch, Administrative Services Officer/District Clerk Monique Madrid, Finance Manager Patrick O'Reilly, District Engineer Bob Gresens</p>
1D. REPORT FROM CLOSED SESSION David Hirsch	<p>1D. District Counsel reported there was a closed session and there is nothing to report.</p> <p>Public Comment: None</p>
2. SPECIAL REPORTS	
<p>A. Sheriff's Department Report B. CAL-FIRE Report</p>	<p>A. Sheriff's Department: No representative from the Sheriff's Dept was present. B. CAL-FIRE: Chief Robert Lewin reported.</p> <p>Public Comment: Elizabeth Bettenhausen</p>
3. ACKNOWLEDGEMENTS/PRESENTATIONS	
<p>A. Balanced Public Relations to Provide an Update to the Board of Directors related to their work. B. CERT Representative Craig Ufferheide will provide an update to the Board of Directors related to CERT activities.</p>	<p>A. Dean Florez was not available to attend the special meeting. B. CERT Representative Craig Ufferheide was not available to attend the special meeting.</p> <p>Public Comment: None</p>
4. AGENDA REVIEW: Additions/Deletions and Pulled Consent Items	<p>Nothing pulled</p> <p>Public Comment: None</p>
5. PUBLIC COMMENT	Public Comment:
6. MANAGER'S REPORT	
i. MANAGER'S REPORT	General Manager Jerry Gruber presented the General Manager's Report. Finance Manager Patrick O'Reilly presented the Finance

	<p>Manager’s Report and Bob Gresens presented on District Engineer’s Report.</p> <p>Public Comment: Jerry Wood Jeri Farrell Elizabeth Bettenhausen Bob Putney Marianne Meyer</p>
<p>7. AD HOC COMMITTEE REPORTS AND OTHER RELATED BOARD MEMBER REPORTS (COMMITTEE MEETINGS AND BOARD AUTHORIZED MEETINGS ATTENDED)</p>	<p>Director Bahringer reported on the Rate Study Ad Hoc Committee meeting. They are working on scheduling some public outreach meetings in early September.</p> <p>Vice President Clift reported on the Fire Prevention Ad Hoc Committee meeting. They have two workshops scheduled for August 31, and September 3. They are looking to receive information from the public. A questionnaire may be mailed to the utility billing customers. He also reported on the Budget Ad Hoc Committee meetings that have occurred and the discussions occurring nearly daily.</p> <p>Director Rice reported that the Conservation Ad Hoc Committee also met and will report on it at tomorrow’s regular meeting.</p> <p>Public Comment: Bill Knoop</p>
<p>i. AD HOC COMMITTEE REPORTS</p>	<p>7i. Public Comment: None</p>
<p>8. CONSENT AGENDA</p> <p>A. Consideration to Approve the Expenditure Report for the Month of July 2015.</p> <p>B. Consideration to Approve the Minutes from the Special Board meeting held on July 7, 2015 and the Regular Board meeting held on July 23, 2015.</p>	<p>General Manager Jerry Gruber introduced the consent agenda.</p> <p>Public Comment: None</p> <p>Director Bahringer moved to approve the consent agenda.</p> <p>Director Clift seconded the motion.</p> <p>Motion passed unanimously. Ayes-5, No’s-0, Absent-0.</p>
<p>9. HEARINGS AND APPEALS</p> <p>A. None</p>	<p>None</p>

<p>10. REGULAR BUSINESS</p>	
<p>A. Discussion and Consideration to Concur with General Manager’s Recommendation to Suspend Waivers of Veteran Hall Use Fees for Community Groups and Civil Organizations.</p> <p>B. Discuss to Approve Bartle Wells Proposal for Water and Wastewater Financial Plans and Rate Studies and Authorize the General Manager to Enter into an Agreement.</p> <p>C. Consideration of Authorization for General Manager to Execute an Indemnity Agreement with San Luis Obispo County, or Provide the County with Other Assurances Relating to Proposition 84 Grant Funding, as Necessary.</p>	<p>10A. General Manager Jerry Gruber introduced the item.</p> <p>Public Comment: None</p> <p>Director Bahringer moved to table the item and direct the General Manager to be prudent in granting waivers he approves.</p> <p>Vice President Clift seconded the motion.</p> <p>Roll Call Vote: Director Bahringer-Aye Vice President Clift-Aye Director Thompson-Aye Director Rice-Aye President Robinette-Aye</p> <p>Motion passed unanimously, Ayes-5, No’s-0, Absent-0.</p> <p>10B. General Manager Jerry Gruber introduced the item.</p> <p>Public Comment: Tina Dickason</p> <p>Director Bahringer moved to approve the Bartle Wells proposal for water and wastewater financial plans and rate studies and authorize the General Manager to enter into an agreement that will be brought back to the board and also to authorize incurrence of hourly charges during any ad hoc committee discussions that might be needed.</p> <p>President Robinette seconded the motion.</p> <p>Roll Call Vote: Vice President Clift -Aye Director Thompson -Aye Director Bahringer -Aye Director Rice-Aye President Robinette-Aye</p>

	<p>Motion passed unanimously, Ayes-5, Nos-0, Absent-0.</p> <p>10C. General Manager Jerry Gruber introduced the item.</p> <p>Public Comment: Elizabeth Bettenhausen</p> <p>Director Bahringer moved to authorize the General Manager to execute an indemnity agreement with San Luis Obispo County, or provide the County with other assurances relating to Proposition 84 Grant funding, as necessary.</p> <p>Vice President Clift seconded the motion.</p> <p>Roll Call Vote: Director Bahringer-Aye Vice President Clift -Aye Director Thompson - Aye Director Rice-No President Robinette-Aye</p> <p>Motion passed 4-1, Ayes-4, Nos-1, Absent-0.</p>
<p>11. ADJOURN TO CLOSED SESSION</p> <p>A. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6 Agency Designated Representatives: Shelline Bennett and General Manager Jerry Gruber, Employee Group, International Association of Firefighters (IAFF)</p> <p>B. CONFERENCE WITH LEGAL COUNSEL- Existing Litigation Pursuant to Government Code Section 54956.9(d)(1) Name of Case: LandWatch San Luis Obispo County v. Cambria Community Services District, San Luis Obispo Superior Court, Case No. 14CVP0258</p>	<p>Public Comment: Tina Dickason</p> <p>President Robinette adjourned the meeting at 3:40 p.m.</p>

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
 THURSDAY, August 20, 2015 12:30 PM

AGENDA ITEM	DISCUSSION OR ACTION
1A. CALL TO ORDER	President Robinette called the regular meeting to order at 12:32 PM.
A. PLEDGE OF ALLEGIANCE	President Robinette led the pledge of allegiance.
1C. ESTABLISHMENT OF QUORUM	<p>President Robinette Present Vice President Clift Present Director Bahringer Present Director Thompson Present Director Rice Present</p> <p>Staff Present: General Manager Jerry Gruber, District Counsel David Hirsch, Administrative Services Officer/District Clerk Monique Madrid</p>
1D. REPORT FROM CLOSED SESSION	<p>1D. District Counsel advised there was nothing to report from the 8/19/2015 closed session.</p> <p>Public Comment: None</p>
2. SPECIAL REPORTS	
None	Public Comment: None
3. ACKNOWLEDGEMENTS/PRESENTATIONS	
None	Public Comment: None
4. AGENDA REVIEW: Additions/Deletions and Pulled Consent Items	
	Public Comment: None
5. PUBLIC COMMENT	Public Comment: Julie Tacker Tina Dickason Elizabeth Bettenhausen
6. MANAGER'S AND BOARD REPORTS	
A. None	None
B. AD HOC COMMITTEE REPORTS	<p>Director Rice reported she attended the Fire Safe Council meeting at the request of Director Bahringer.</p> <p>Public Comment: None</p>
7. CONSENT AGENDA	
None	Public Comment: None

8. HEARINGS AND APPEALS

A. Public Hearing Regarding Adoption of Resolution 31-2015 Revising Enhanced Water Conservation Measures, Restrictions on Use of Potable Water and Maximum Water Use Allotments

8A. General Manager Jerry Gruber introduced the item.

President Robinette opened the public hearing.

Public Comment:

Crosby Swartz
Julie Tacker
Elizabeth Bettenhausen
Tina Dickason

President Robinette closed the public hearing.

Director Bahringer moved to Adopt Resolution 31—2015 Revising Enhanced Water Conservation Measures, Restrictions on Use of Potable Water and Maximum Water Use Allotments as amended.

Vice President Clift seconded the motion.

Roll Call Vote:

Director Bahringer-Aye
Vice President Clift-Aye
Director Rice-Aye
Director Thompson-Aye
President Robinette-Aye

Motion passed unanimously, Ayes-5, No's-0, Absent-0.

Director Rice moved to amend the Resolution to allow even-numbered addresses to water on Tuesdays and odd-numbered addresses to water on Thursdays for full time residents.

Director Bahringer seconded the motion.

Roll Call Vote:

Director Rice-Aye
Director Bahringer-Aye
Director Thompson-Aye
Vice President Clift-Aye
President Robinette-Aye

Motion Passed Unanimously, Ayes-5, No's-0, Absent-0.

	<p>Director Bahringer moved to add a watering provision for property owners who demonstrate they are only in residence on weekends, so that they may instead water on one weekend day, either Saturday or Sunday.</p> <p>Director Thompson seconded the motion.</p> <p>Roll Call Vote: Director Bahringer-Aye Director Thompson-Aye Director Rice-No Vice President Clift-Aye President Robinette-Aye</p> <p>Motion passed 4-1, Ayes-4, No's-1, (Rice), Absent-0.</p> <p>Director Bahringer moved to prohibit watering between 9:00 a.m. and 6:00 p.m.</p> <p>Director Rice seconded the motion.</p> <p>Roll Call Vote: Director Bahringer - Aye Director Rice- Aye Director Thompson- Aye Vice President Clift - Aye President Robinette-Aye</p> <p>Motion passed unanimously, Ayes-5, Nos-0, Absent-0.</p>
<p>9. REGULAR BUSINESS</p>	
<p>None</p>	<p>None</p>
<p>10. PUBLIC COMMENT (continued)</p>	<p>Public Comment: None</p>
<p>11. FUTURE AGENDA ITEM(S)</p>	<p>Director Rice moved to put the reserve policy for Board consideration on an agenda in either September or October.</p> <p>Director Bahringer seconded the motion.</p> <p>Roll Call Vote: Director Rice-Aye</p>

	<p>Director Bahringer-Aye Director Thompson-Aye Vice President Clift-Aye President Robinette-Aye</p> <p>Motion Passed Unanimously, Ayes-5, No's-0, Absent-0.</p> <p>Public Comment: Elizabeth Bettenhausen Mike Lyons</p> <p>Vice-President Clift moved to adjourn. Director Bahringer seconded the motion. Motion Passed Unanimously, Ayes-5, No's-0, Absent-0.</p>
12. ADJOURN	
	President Robinette adjourned the meeting at 2:00 p.m.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C.**FROM: Jerry Gruber, General Manager
Patrick O'Reilly, Finance Manager-----
Meeting Date: September 24, 2015Subject: Discussion and Consideration to
Adopt Revised Purchasing Policy**RECOMMENDATION:**

Adopt revised Purchasing Policy.

FISCAL IMPACT:

There will be no fiscal impact by adopting the revised Purchasing Policy.

DISCUSSION:

Both the existing Purchasing Policy and the proposed revised Purchasing Policy are attached.

There are new federal requirements for purchasing when spending federal grant funds. They are contained in 2 CFR Part 200 and referred to as "Uniform Guidance" or as the "Super Circular" or "Omni Circular." Substantial changes to the District Purchasing Policy are required to comply with these federal requirements. The District needs to have the procedures in place soon to be able to process the 2014 Assistance to Firefighter Grant we have received.

The major changes are:

Para I B. Special consideration for local merchants has been removed because it is prohibited by Federal regulations.

Para II A. Changed to include five methods for procurement as specified by Federal regulations.

Para II B. Added to include consideration for small and minority business, women's business and labor surplus area firms, as required by Federal regulations.

Para II C. Added to include consideration for procurement of recovered materials, as required by Federal regulations.

Para IV C. (existing policy) Special consideration of local merchants was removed because it is prohibited by Federal regulations.

Para IX. Added to specify bid actions required by Federal regulations.

Para IX F. Bonding provisions required by Federal regulations have been added.

Para XV C. Federal regulations require that disciplinary actions be included for infractions of conflicts of interest.

Para XVI. Extensive additional requirements of the Federal regulations have been added in this paragraph.

Another option that was considered was keeping the existing policy with an addendum that specified “additional procedures to be followed when purchasing using federal grant funds.” However, if federal regulators did not find that adequate, the District could lose all grant funding, so that option was not pursued.

The original revisions to the Purchasing Policy were drafted by the Finance Manager but they were reviewed and amended by the Assistant District Counsel.

Attachments: Purchasing Policy

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ROBINETTE ___ CLIFT ___ THOMPSON ___BAHRINGER ___ RICE



CAMBRIA COMMUNITY SERVICES DISTRICT

P.O. Box 65 • Cambria, CA 93428 • Telephone: (805) 927-6223 • Fax: (805) 927-5584

PURCHASING POLICY

I. PURPOSE

A. The Board of Directors for the Cambria Community Services District (“CCSD”) adopts the overall CCSD purchasing policy and implements it through the adoption of the annual budget, which is then administered by the General Manager. This policy will be used by CCSD staff to secure supplies and equipment at the lowest possible cost commensurate with quality needed and to exercise positive financial control over purchases. In the event that the CCSD does not have an approved budget, only essential goods and services may be obtained until such time as the annual budget is adopted. The responsibility for buying materials and services is assigned to staff members skilled in negotiating cost reductions and purchasing within the budgeted funds.

B. ~~The goal~~ Goals of this policy ~~is~~ are:

- to purchase needed items at the best possible price and at the best possible value within the required deadlines and maintain the necessary support for CCSD operations; and

- to establish procurement standards that comply with requirements contained in Federal regulations to receive grant funding.

~~When~~ the best possible value conflicts with the best possible price, a detailed justification for the best possible value shall be prepared. ~~Staff will give local merchants consideration whenever possible for the purchase of supplies and services.~~

C. At the beginning of each fiscal year the Finance Manager will issue a complete CCSD Budget approved by the Board of Directors. This budget

ADMIN:Policy&Procedure\Purchasing Policy

~~29/234/125~~

contains the purchasing account titles, description of line items, and numbers corresponding with budgeted funds for each item. Each CCSD department will receive its own budget for conducting purchasing transactions. It is the responsibility of each department manager to control spending and monitor the funds in the account line items that they are authorized to use. A monthly or quarterly status report will be issued showing a comparison between budgeted amounts and the department purchasing activity. All CCSD department purchases will be identified with the appropriate line item account number by the requestor. All unbudgeted expenditures that are approved and paid through the system are to be tracked. The following will occur if a department must purchase an item that that is not authorized on its chart of accounts:

1. Obtain the approval from a department that is authorized to purchase the items. This will require the authorized department manager to initial the purchase order.
2. The General Manager or Administrative Services Officer ~~ssistant~~ ~~General Manager~~ approves the purchase transaction.

~~2.~~

II. PROCUREMENT STANDARDS

A. All materials, goods and services shall be procured using one of the following five methods of procurement.

1. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold, currently \$3,000 established in Federal Code of Regulations (§200.67). To the extent practicable, micro-purchases will be distributed equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the price is reasonable.
2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or property that do not cost more than the Simplified Acquisition Threshold, currently \$150,000, established in the Federal Code of Regulations. Price or rate quotations must be obtained from an adequate number of qualified sources.

3. Procurement by sealed bids (formal advertising). Bids for materials, goods and services will be publicly solicited and a firm fixed price contract (lump sum or unit price) will be awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids is the lowest price. ~~The sealed bid method is the preferred method for procuring construction.~~ In order for sealed bidding to be feasible, the following conditions should be present:

- a complete, adequate and realistic specification or purchase description should be present;
- two or more responsible bidders are willing and able to compete effectively for the business; and
- the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- Bids will be solicited from an adequate number of known suppliers;
- The invitation for bids will be publicly advertised;
- Sufficient time will be provided to allow bidders sufficient response time prior to the date set for opening the bids;
- The invitation for bids will adequately define the items or services in order for the bidders to properly respond;
- All bids will be opened publicly at the time and place prescribed in the invitation for bids;
- Any or all bids may be rejected if there is a sound documented reason; and
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.

4. Procurement by competitive proposals. This method is used when conditions are not appropriate for the use of sealed bids and is normally conducted with more than one source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. The following requirements apply:

Requests for proposals which identify all evaluation factors and their relative importance will be publicized;

Proposals will be solicited from an adequate number of qualified sources;

Responders will be rated by a committee assigned by the General Manager with scores assigned for each evaluation factor;

Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program with price and other factors included in the evaluation factors considered; and

CCSD will use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualification are evaluated and the most qualified competitor is selected ~~consistant~~consistent with the requirements of Government Code Section 4526, subject to negotiation of fair and reasonable compensation. This method cannot be used to purchase other types of services even if A/E firms are a potential source to perform the proposed effort. (Also see Section IX, herein, relating to Professional Services Agreements)

5. **Procurement by non-competitive proposals.** Procurement through solicitation of a proposal from only one source will be used only when one or more of the following circumstances apply.

- o The item is only available from a single source;
- o The public exigency or emergency for the requirement will not permit a delay from competitive solicitation; or
- o After solicitation of a number of sources, competition is determined inadequate.

See Section IX(E) relating to sole source contracts for professional services.

B. Purchasing materials, goods and services from ~~Contracting with~~ small and minority businesses, women's business enterprises, and labor surplus area firms. It is the express intent of CCSD to award as much business as practical to small and minority businesses, women's

business enterprises and labor surplus area firms. To that end, the following policies shall apply:

- Qualified small and minority businesses and women's business enterprises will be included on all solicitation lists;
- Qualified small and minority businesses and women's' business enterprises will be directly solicited whenever they are a potential source of required materials or services;
- When economically feasible, requirements will be divided into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- When feasible, delivery schedules will be established that encourage participation by small and minority businesses and women's business enterprises;
- When appropriate, the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce will be consulted concerning maximizing the participation of small and minority businesses and women's business enterprises; and
- Prime contractors will be required to take the affirmative steps listed above.

C. Procurement of recovered materials. The District will comply and will require compliance by all contractors with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, in all of its procurement solicitations and contract awards. When a purchase price exceeds \$10,000, only items designated in guidelines of the EPA (40 FR part 247) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition will be purchased. Solid waste management services will be procured in a manner that maximizes energy and resource recovery.

III. SIGNING AUTHORITY

A. The General Manager, or in his/her absence the ~~Administrative Services Officer~~ ~~Officer~~ ~~Assistant General Manager~~, is hereby authorized to sign on behalf of the CCSD the following documents:

1. Any documents necessary to conduct the general business of the CCSD that does not require prior approval of the Board of Directors.
2. Any documents necessary to conduct the general business of the CCSD requiring approval of the Board, after said documents have received approval of the Board of Directors.
3. Any agreements or other documents necessary to secure and receive state, federal, or other agency grants or loans.
4. Any agreements or documents necessary for the receipt and/or disbursement of any grant monies contracted for by the CCSD.

III.V. COMMITMENT AUTHORITY

A. A.—The General Manager and department heads ~~individuals~~ identified below are responsible for conducting purchasing transactions within the guidelines and procedures set forth in this policy. Transactions involving contractual agreements must be reviewed and approved by District Counsel and are subject to Section VII.

DOES THIS NEED MORE MODIFICATION? WHAT ABOUT FACILITIES AND RESOURCES MANAGER? DISCUSS WITH PATRICK AND MONIQUE!

<u>Employee</u>	<u>Category</u>
General Manager	Legal Services (at the direction of the Board). All categories listed below.
<u>Administrative Services Officer</u> Assistant General Manager	Parks and recreation planning and development materials and supplies. Human resources and training services. Departmental operational materials and supplies for Administration. <u>Office supplies, dues and subscriptions, and travel arrangements.</u> All categories listed below.
District Engineer	Engineering and professional consulting services. <u>Departmental operational supplies</u>

for Water and Wastewater, and Property Management, repair, training, and maintenance materials, equipment rentals, employee clothing, fuel & oil, vehicle repair services and janitorial supplies.

~~Utilities Manager~~ — ~~Departmental operational supplies for Water and Wastewater, and Property Management, repair, training, and maintenance materials, equipment rentals, employee clothing, fuel & oil, vehicle repair services and janitorial supplies.~~

Fire Chief Departmental operational supplies, repair, training, and maintenance materials, equipment rentals, employee clothing, fuel & oil, vehicle repair services and janitorial supplies.

Finance Manager Financial services and arrangements; audit engagements; office supplies; computer equipment.

~~District Clerk~~ ~~Office supplies, dues and subscriptions, and travel arrangements.~~

IV. APPROVAL REQUIREMENTS

- A. A system of approval limits is the next element of purchasing control. Within the authorized categories, employees may commit CCSD funds up to their maximum approval amounts. Department managers are authorized to purchase items that fall within the approved budget's amount for their department and account category. Department managers may delegate purchasing authority to any employee within his/her department as necessary.
- B. Board approval is required for all purchases of \$25,000 or more, unless the purchase is for equipment, materials or services that has been previously

approved by the General Manager and is contained within the CCSD's budget. If the total price exceeds the budgeted amount by more than 5%, the General Manager's approval shall be required.

- C. ~~A 5% premium for using local vendors—defined as vendors within the Cambria Community Services District—when comparing bids between local and out-of-area suppliers, (e.g., the local vendor's bid may be reduced by 5% for the purpose of awarding the bid) up to a maximum of \$100 is pre-approved. A premium of greater than \$100 may be approved by the General Manager in order to encourage local content in purchases whenever possible.~~
- D. A CCSD Purchase Order is required for all purchases greater than \$250.00. Exceptions to the policy are listed below. Any CCSD employee authorized by his/her department manager can sign a purchase order up to \$500.00. The department manager will provide a written list of his/her authorized employees, who can sign purchase orders, to the Finance Manager or his/her designee. The department manager will be responsible for updating the employee signatory list as needed.

Purchase Orders are not required for:

- Regular, recurring utility services.
- Payroll, including payroll vendor payments.
- Petty cash.
- Travel advances when a Travel Advance Claim form is used.
- Travel expenses when a Travel Expense Claim form is used.
- Credit card payment if related to approved travel or meeting expenses.

- E. The following intermediate supervisory or management staff, as approved by the General Manager, can initiate and authorize a purchase order up to \$5,000.00:

- ~~ADMINISTRATIVE SERVICES OFFICER~~
- ~~ASSISTANT FINANCE MANAGER~~
- ~~ASSISTANT FIRE CHIEF~~
- ~~DISTRICT CLERK~~
- ~~DISTRICT COUNSEL~~
- FACILITIES AND RESOURCES SUPERVISOR

- ~~FINANCE MANAGER~~
- FIRE CAPTAIN
- WASTEWATER SUPERVISOR
- WATER SUPERVISOR

Purchases over \$5,000.00 will require the signature of a department manager.

VI. PURCHASE ORDER PREPARATION

- A. All formal purchase orders shall be prepared from a properly completed purchase order form. The form is designed to contain all the necessary information and signatures relevant to the purchase within the CCSD. The current purchase order form may be redesigned from time to time at the discretion of the General Manager, or his/her designee, whenever conditions warrant.
- B. Each purchase order shall include a purchase order number only after the appropriate approval procedures are completed. The purchase order form is used as a written order to a vendor and may be either an original order or may confirm a verbal order. This form may also serve as a written change order.
- C. Each purchase order form (Attachment P-1) shall be filled out by the CCSD employee prior to CCSD funds being obligated for a purchase and shall contain the following information:
1. Purchase order number, date, department, and who wrote it.
 2. To whom the purchase order is issued, together with a complete address.
 3. Quantity/unit and description of item(s) to be purchased.
 4. Account number to be charged.
 5. Unit price and extended amount (depending upon quantity).
 6. If applicable, the words "OPEN PO" and "EXPIRATION DATE," not to exceed past the end of the current fiscal year, at the top of the purchase order form.
 7. The words "NOT TO EXCEED" if it is for a repetitive purchase or a contract amount.

8. The total amount of the purchase order shall include charges for freight and tax, if applicable.
 9. The initial purchase order **MUST** have attached to it the following: the written quote or estimate or a copy of the contract, or other backup supporting documentation.
- D. The purchase order must be submitted immediately to the Finance Manager or his/her designee. The purchase order date must precede the order date.
 - E. Any incomplete purchase orders will be returned to the department manager for completion.
 - F. Insofar that it does not conflict with any other Purchasing Policy limitations, a purchase order may be exceeded by up to 10% of the original purchase order amount. No increase may be given for quoted prices.
 - G. When a purchase order is intended to be used to issue a check, write "Check Request" on the purchase order.

VII. OPEN PURCHASE ORDERS

- A. A blanket or open purchase order can be used to reduce the time consuming process of filling out a purchase order form for each purchase when it is with the same vendor and for repeat materials.
- B. Open purchase orders are to be used when the CCSD will:
 1. Purchase repetitive, specified services or items, or categories of items from the same vendor over a period of less than one year, or on a monthly basis.
 2. Order standard materials or maintenance supplies, which require numerous shipments.
 3. Obtain more favorable pricing through volume commitments.
- C. Open purchase orders generally should NOT be used when:
 1. No benefit will be derived over and above a regular purchase.

2. Prices are unknown at ordering time, or subject to change later without notice.
 3. Quality of vendor or service is questionable.
 4. Control over CCSD expenditures would be weakened significantly.
- D. An open purchase order differs from the normal purchase order only in the date entry block that now has a date range not to exceed past the end of the current fiscal year.
- E. Each year during the month of June, each department manager will review all department blanket purchase orders and reissue all necessary blanket purchase orders effective July 1.

VIII. QUOTATION

- A. The policy of obtaining competitive quotes applies to purchase of materials and/or services with an estimated price of greater than \$100 but less than \$25,000 and not covered by a contractual agreement.
- B. Types of quotations:
1. Verbal – Verbal quotations will be obtained for purchases of standard or non-complex materials with an estimated price of under \$1,000 and not covered by a contractual agreement. Prices are to be recorded on a quotation sheet that will serve as backup documentation after the order is placed and will be attached to the purchase order. The quotation sheet will be attached to the original purchase order and shall contain the name of the vendor, the person giving the quote, the date and time of the verbal quote, and the price quoted. A minimum of two (2) suppliers is acceptable for verbal requests providing the buyer is familiar with the market and prices of the materials in question.
 2. Written – Written requests for quotations (RFQ) will be sent to vendors under the following conditions:
 - a. Purchases estimated to exceed \$1,000, but less than a total of \$25,000.
 - b. All capital equipment purchases exceeding \$1,000, but less than a total of \$25,000.

- c. Non-standard conditions, requirements, instructions, etc.
- d. Any occasion where more permanent documentation is advisable.
- e. Any purchase based on best value rather than lowest price.

D. Written requests for quotations will incorporate a clear and accurate description of the technical requirement of the material, product or service to be procured.

1. The description will not contain features which unduly restrict competition.
2. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
3. Detailed product specifications should be avoided if at all possible.
4. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly state.
5. The description will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating the bids or proposals.

E. G. The CCSD employee, when purchasing materials and/or services requiring written request for quotations, will solicit prices from three (3) or more vendors. After the quotations have been received and examined for completeness, a determination of the low bidder and award of the order will be made by the department manager and reviewed with the General Manager ~~or or Administrative Services Officer~~ ~~Assistant General Manager~~. The department manager or his/her designee will notify unsuccessful vendors that the quotations have been closed and the contract awarded.

VIII. BIDS

- ~~A. The CCSD may purchase materials and supplies for the construction or completion of any building, structure, or improvements in the open market when the cost does not exceed \$25,000.~~
- ~~B. Public Contract Code Section 20682 provides that contracts for materials and supplies for the construction or completion of any building, structure, or improvements, when the cost exceeds \$25,000, shall be contracted for and let to the lowest responsible bidder after notice. If two or more bids are the same and the lowest, the CCSD Board may accept the one it chooses.~~
- ~~C. The CCSD shall publish a notice inviting bids for any contract for which competitive bidding is required at least one time in a newspaper of general circulation in the CCSD at least one week before the time specified for receiving bids. The notice inviting bids shall set a date for opening bids and state the materials and supplies to be purchased, or the work to be accomplished.~~
- ~~D. If the General Manager recommends and the Board of Directors determines that the publication of advertisements of the notice in trade journals and papers in lieu of publication pursuant to subsection (C) will increase the number of business enterprises receiving that notice, the Board of Directors may by resolution declare that those notices shall be published in trade journals and papers at least ten (10) days prior to the time specified for receiving bids.~~
- AA. For bids estimated to exceed the Simplified Acquisition Threshold established in the Federal Code of Regulations, (\$150,000 on June 1, 2015), the following actions must be taken:
- CCSD staff must make or have made an independent estimate of the expected cost before receiving bids or proposals;
 - CCSD staff must negotiate a fair and reasonable profit as a separate element of the price of the contract considering things such the complexity of the work, the risk borne by the contractor, the contractor's investment, the quality of the contractor's past performance and industry profit rates in the surrounding geographical area for similar work;
 - The cost plus a percentage of cost and percentage of ~~construction~~ cost methods of contracting will not be used.

- CCSD staff will ensure contracts include administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and will specify sanctions and penalties to be applied in each circumstance;
- All contracts in excess of \$10,000 will include provisions for termination for cause and for convenience of the District including the manner by which it will be effected and the basis of settlement.

B.E.—The CCSD may require a performance bond before entering a contract in such amount as it finds reasonably necessary to protect the interests of the CCSD. For purchasing ~~construction or facility improvement~~ contracts that exceed the Simplified Acquisition Threshold and for which grant funds have been received, the following minimum bonding requirements will be established:

- A bid guarantee from each bidder equivalent to five percent of the bid price consisting of a firm commitment such as a bid bond, certified check, or other negotiable instrument as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;
- A performance bond on the part of the contractor for 100 percent of the contract price;
- A payment bond on the part of the contractor for 100 percent of the contract price to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

CF. At its discretion, the Board of Directors may reject any bids presented and re-advertise.

DG. The CCSD may dispense with bidding when an emergency is declared.

IX. PROFESSIONAL SERVICES AGREEMENTS

- A. The CCSD ~~A local agency~~ may contract with any specially trained and experienced person, firm, or corporation for special services and advice in financial, economic, accounting, legal or administrative matters.
~~(Government Code Section 37103.)~~ Contracts for professional services are

not subject to competitive bidding requirements. (Government Code Section 4526. [Also, however, see Sections II\(A\)\(4\) and \(5\), herein \)](#)

- B. If the CCSD is seeking the professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, special provisions apply. The selection must then be based upon the demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Government Code Section 4526 does not apply when the CCSD determines that the services are more of a technical nature and involve little professional judgment and that requiring bids would not be in the public interest. (Government Code Section 4529.)
- C. It is the policy of the CCSD to conform to the preceding paragraphs in using professional and other contract services whenever it is in the CCSD's best interest. This may be when outside professionals will be less expensive than in-house staff; a project or study is of a limited duration and not warranting permanent staff; or existing staff is unavailable to undertake the project or they lack the expertise and/or ability necessary.
- D. For contracts estimated to be less than \$25,000, the General Manager or department manager, or his/her designee, will solicit proposals from the qualified consultants and negotiate the fee.
- E. Sole source contracts are permitted only when the product or service has limited availability and/or is proprietary (copyrighted or patented), or under emergency conditions such as those implemented with an Emergency Operations Center situation or a State or Federal Disaster Declaration. Under such emergency conditions, the General Manager, or his/her designee, with consultation of one or more Directors, has full authority to complete sole source purchasing transactions. In such situations, every attempt shall be made to obtain the best value to the CCSD. Only the minimal amount of goods and services required to address the emergency conditions shall be obtained and normal documentation and approvals shall be obtained in a timely fashion once the emergency situation has stabilized. [\(Also see Section II\(A\)\(5\)](#)

XI. PURCHASES VIA DISTRICT CREDIT CARD

- A. The primary use of a CCSD credit card is for CCSD travel. All purchases using a CCSD credit card are subject to the same procedures as outlined previously in this policy, plus the following additional requirements:
1. All CCSD credit cards shall be issued on a department basis in the name of each department manager, the on-staff District Counsel, and each Board Member. The Administrative Services Officer ~~District Clerk~~ shall manage the administration of CCSD credit cards.
 2. Only the General Manager, Administrative Services Officer ~~Assistant General Manager~~, District Engineer, ~~District Counsel~~, department managers, or Board Members are authorized to sign credit card purchases. Department managers can allow their department employees to use the department credit card; however, they are fully responsible for its care and control.
 3. Travel on CCSD business is to be paid for via CCSD credit card. Telephone calls to the CCSD when out of town, expenses related to travel by car on CCSD business, lodging and meals when out of town on CCSD business, and CCSD approved seminars and business meetings, are expenses authorized to be paid with the CCSD credit cards.

Credit card receipts MUST BE obtained for these expenses and turned in immediately upon return to the Finance Manager or his/her designee. If a credit card receipt is lost or misplaced, the receipt replacement form needs to be promptly filled out by the responsible party and turned in to the Finance Manager or his/her designee.

Other purchases requiring instant payment ability must be accompanied by a purchase order.
 4. The credit limit on the CCSD credit cards shall be no more than \$5,000 for each department and on-staff ~~District Counsel~~, \$5,000 for each Director, and \$10,000 for the General Manager.
 5. Credit card purchases for orders that are made via telephone or Internet are permitted in limited circumstances (e.g., offsite internet connections while traveling, on-line registrations, manual/resource guide/book

orders, etc.). A receipt or quote sheet must be obtained and turned in immediately to the Finance Manager or his/her designee.

6. Personal purchases or spending on a CCSD credit card are prohibited. Any violation of this policy will result in loss of CCSD credit card privileges and may include disciplinary action.
7. Cash advances on any CCSD credit card are prohibited. Any violation of this policy will result in disciplinary action.

XII. CHECK SIGNING PROCEDURES

- A. All checks must have two (2) authorized signatures per the current bank resolution adopted by the CCSD Board of Directors.
 1. Checks in the amount of \$100,000 and greater require two (2) handwritten signatures, one of which shall be the General Manager's or his/her designee.
 2. Checks in the amount of \$25,000-\$99,999 require one (1) handwritten signature, which shall be the General Manager's or his/her designee, and one (1) computer generated signature.
 3. Checks in the amount of \$24,999 and less require two (2) computer-generated signatures.
- B. The General Manager has the authority to authorize employee signatories.
- C. The General Manager shall review and initial all issued checks in the amount of \$5,000 - \$24,999.

XIII. INVOICE APPROVAL PROCEDURES

- A. Invoices shall be approved based on the same monetary limits as applicable to Purchase Order signatory.
- B. Invoices should only be approved for payment if all related goods and/or services have been satisfactorily received. Registrations for seminars/workshops/classes are exempt from this process as are subscriptions, membership dues, and payments to government agencies. Any other prepayments require the approval of the Finance Manager.

XIV. PETTY CASH PROCEDURES

- A. The CCSD Finance Manager or his/her designee shall maintain a petty cash fund of \$300.00.
- B. This fund will be used to purchase items costing no more than \$25.00 and must be authorized by department managers or his/her designated employee.
- C. Purchase orders should be used whenever practical and receipts are required for reimbursement. There are no exceptions to the receipt rule.
- D. The CCSD Finance Manager or his/her designee shall perform a reconciliation of the petty cash fund on a monthly basis.

XV. CONFLICT OF INTEREST

- A. Employees must recuse themselves from all purchasing activities when a real or apparent economic conflict of interest exists. CCSD employees may not perform services for the CCSD on a contractual basis. Employees may not economically benefit from their employment within the CCSD except as related to their approved salary and benefits.
- B. Employees shall not use their employment status with the CCSD to obtain discounts or any other advantage for personal purchases. Unsolicited discounts offered by vendors for all CCSD employees are exempt.
- C. Failure of any employee to adhere to the provisions of this Section may be subject to disciplinary action in accordance with the CCSD's Personnel Policy, Procedures and Rules.

~~The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.~~

XVI. ADDITIONAL PURCHASING POLICIES AND PROCEDURES

- A. It is important for the CCSD to evaluate materials, equipment, and services of all current suppliers. Suppliers with a low rating can be viewed as costing the CCSD time and money, and, therefore, should be terminated upon documentation.
- B. In an effort to obtain the best prices possible, vendors contacted for quotes and/or bids shall be regularly reviewed to ensure competitive pricing and maintenance of vendor lists.
- ~~C. Employees must recuse themselves from all purchasing activities when an economic conflict of interest exists. CCSD employees may not perform services for the CCSD on a contractual basis. Employees may not economically benefit from their employment within the CCSD except as related to their approved salary and benefits.~~
- ~~D. Employees shall not use their employment status with the CCSD to obtain discounts or any other advantage for personal purchases. Unsolicited discounts offered by vendors for all CCSD employees are exempt.~~
- C. Documentation associated with procurements exceeding the micro-purchase threshold, currently \$3,000 established in Federal Code of Regulations (§200.67) shall be maintained for auditing purposes for at least ten years. As a minimum, the following will be maintained:
- Technical specifications on procurements to ensure that the item or service specified is the one being proposed for acquisition;
 - Requests for proposals, invitation for bids, and/or independent cost estimates;
 - Any proposed or actual contract modifications that change the scope of the contract;
- D. All contracts exceeding micro-purchase threshold must include the equal opportunity clause provided under 41 CFR 60-1.4(b).
- E. All contracts in excess of \$2,000 will include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented. Contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. A contract will not be issued unless the contractor accepts the wage determination. CCSD will report all suspected or reported violations to the Federal Awarding Agency.

- F. All contracts in excess of \$2,000 will include a provision for compliance with the Copeland Anti-Kickback Act (40 U.S.C. 3145)
- G. All contracts in excess of \$100,000 that involve the employment of mechanics or laborers will comply with 40 U.S.C. 3702 and 3704 requiring that work in excess of the standard work week will be compensated at a rate of not less than one and a half times the basic rate of pay and further requiring that no laborer or mechanic may be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.
- H. All contracts in excess of \$150,000 will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671g) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations will be reported to the Federal awarding agency (if grant funds are involved) and to the Regional Office of the Environmental Protection Agency (EPA).
- I. Contracts will not be awarded to parties listed on the government wide exclusions in the System for Award Management (SAM).
- J. Contractors that apply or bid for an award exceeding \$100,000 will file the required certifications under the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) certifying that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

XVII. REVIEW

- E. This policy should be reviewed on an annual basis and changed where deemed appropriate to reflect changes in the CCSD's operations. The General Manager, acting with the Board of Directors, may at any time make changes to this policy to facilitate a more efficient purchasing process for the CCSD.

Attachment: Purchase Order Form

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: Jerry Gruber, General Manager

Meeting Date: September 24, 2015 Subject: Discussion and Consideration to Initiate
 Process to Appoint a Replacement
 PROS Commissioner

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss and consider initiating the process to appoint a replacement commissioner to the Parks, Recreation and Open Space (PROS) Commission.

FISCAL IMPACT:

No new fiscal impacts have been identified by the recommended action.

DISCUSSION:

Section 7.08.010 of the CCSD Municipal Code provides for a Parks, Recreation and Open Space (PROS) Commission. The commissioners are appointed by the Board of Directors and serve four year terms and serve until they are replaced. Commissioner Ben Bouldin was reappointed by Resolution 38-2014 in October of 2014 and his term is scheduled to expire in 2018; however, he is unable to complete the remainder of his term and must be replaced.

The PROS Commission By-Laws provide for vacancies of unexpired terms to be filled from among current alternate members; however, there are no current alternate members. Therefore, the standard process to fill vacancies provided for in the By-Laws will have to be followed. Staff will advertise the vacancy for two weeks in the local newspaper and post it on all CCSD public information bulletin boards. The application period will remain open for four weeks from the date of the first posting. Applicants will be interviewed by the Commission, who will then forward their recommendations to the Board for consideration and approval. It is also suggested that the Commission take this opportunity to also build an alternate list, so that any potential future mid-term vacancies can be filled according to the By-Laws.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ ROBINETTE ___ CLIFT ___ THOMPSON ___ BAHRINGER ___ RICE ___

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.A.**

FROM: Jerry Gruber, General Manager
Monique Madrid, District Clerk
Tim Carmel, District Counsel

Meeting Date: September 24, 2015 Subject: Consideration to Schedule
Public Hearing for October 22,
2015 to Consider the Proposed
Rate Increase

RECOMMENDATIONS:

It is recommended that the Board of Directors schedule a public hearing for October 22, 2015 on the proposed solid waste rate increase for Mission Country Disposal.

FISCAL IMPACT:

None. All costs associated with the processing of the proposed rate increase to comply with the requirements of Proposition 218 will be borne by Mission Country Disposal

DISCUSSION:

The CCSD’s solid waste and recycling Franchisee, Mission Country Disposal, is proposing to increase its rates in the approximate amount of 10.37%. The procedures for rate increases contained in Proposition 218 (Article XIID, Section 6 of the California Constitution) includes the requirement that a 45 day written notice of the proposed fee increase be provided. Mission Country Disposal has distributed the attached rate increase notice in compliance with that requirement. The notice includes the amount of the proposed fee, the basis upon which the amount of the proposed fee was calculated, the reason for the fee, along with the date, time and location of a public hearing at which property owners or tenants may submit written protests to the proposed rate increase. Based upon the notice, it is recommended that the Board of Directors approve scheduling the public hearing for its regular meeting on October 22, 2015.

In addition, Resolution 14-2009 was adopted for the CCSD’s 2009 water and wastewater increases and utilized for the hearing to adopt the Emergency Water Supply Surcharges. It contains guidelines for submission and tabulation of protests, and also provides clarification regarding what constitutes a parcel given Cambria’s confusing history of subdivision and development, and customers owning more than one assessor’s parcel number, or more than one lot. Although these are guidelines and not mandatory, to the extent it becomes necessary in order to determine whether a majority protest exists, staff recommends utilizing these adopted guidelines at the hearing.

Attachments: Notice of Public Hearing Regarding Proposed Solid Waste Rate Increase

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ROBINETTE ___ CLIFT ___ BHRINGER ___ THOMPSON ___ RICE___

**CAMBRIA COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING REGARDING
PROPOSED SOLID WASTE RATE INCREASE**

Dear Property Owners and Tenants-Customers:

This notice is intended to inform you that the Cambria Community Services District Board of Directors (“District”) will hold a public hearing regarding solid waste disposal rate increases (the “Proposed Rate Increase”) proposed by Mission Country Disposal (“the Garbage Company”) for properties and customers receiving solid waste services within the District. The Proposed Rate Increase will be considered by the Cambria Community Services District Board at the date, time and location specified below. Consistent with the requirements of Proposition 218, this notice also provides you with the following information:

- Date, Time and Place of the Public Hearing
- Majority Protest Procedures
- Reason for the Proposed Rate Increase
- Basis Upon Which the Proposed Rate Increase is Calculated
- Proposed Rate Increase Amounts

NOTICE OF PUBLIC HEARING

A Public Hearing for the Proposed Solid Waste Rate Increases within the District’s boundary will be held on:

Date: October 22, 2015

Time: 12:30 pm

Place: Cambria Vets Building, 1000 Main Street. Cambria, CA

At the Public Hearing the Cambria Community Services District Board of Directors will consider all public comment in support and in opposition of the Proposed Rate Increase and whether or not a Majority Protest exists pursuant to the California Constitution (below). If approved, the Proposed Rate Increase would become effective January 1, 2016.

MAJORITY PROTEST

Pursuant to Section 6 of Article XIII D of the California Constitution, the following persons may submit a written protest against the Proposed Rate Increase to the District’s Clerk before the close of the Public Hearing referenced above.

- An owner(s) of property (parcel(s)) receiving solid waste service within the District’s boundary. If the person(s) signing the protest, as an owner, is not shown on the last equalized assessment roll as the owner of the parcel(s) then the protest must contain or be accompanied by written evidence that such person signing the protest is the owner of the parcel(s) receiving water service; or
- A Tenant(s) whose name appears on the Garbage Company’s records as the customer of record for the corresponding parcel receiving solid waste services service within the District’s boundary (tenant-customer).

A valid written protest must contain a statement that you protest the increase in solid waste rates, the address OR Assessor's Parcel Number (APN) of the parcel or parcels which receive solid waste service and must be signed by either the owner or the tenant-customer of the parcel or parcels. One written protest per parcel shall be counted in calculating a majority protest to the proposed solid waste rate increase subject to the requirements of Section 6 of Article XIII D of the California Constitution. Written protests will not be accepted by e-mail or by facsimile. Although oral comments at the public hearing will not qualify as formal protests unless accompanied by a written request, the Board welcomes input from the community during public hearing. To be counted, a protest must be received in writing by the District Clerk before the close of the Public Hearing referenced above.

Written protests regarding the solid waste rate increase may be mailed to:

**Cambria Community Services District
Attn: District Clerk
P.O. Box 65
Cambria, CA 93428-0065**

Written protests may also be personally delivered to the District Clerk at the Cambria Community Services District Office located at 1316 Tamsen Street, Suite 201, Cambria, California.

If valid written protests are presented by a majority of owners and/or tenants-customers of parcels receiving solid waste service within the District's boundary, then the District will not adjust/increase the solid waste rates. Only one protest per parcel will be counted in determining whether or not a majority protest exists.

REASON FOR THE PROPOSED RATE INCREASES

The Proposed Rate Increases (amounting to an increase of approximately 10.37% for each category of service) are necessary for the Garbage Company to continue to provide safe, environmentally sound and reliable solid waste removal, transportation and disposal services to the citizens of the Cambria Community Services District. The increases requested by the Garbage Company are due to increasing operational costs. Several factors have contributed to these increased costs, including, but not limited to: the rising costs associated with the operation of a garbage company, increased costs associated with operation and fuel for vehicles, increased labor costs, increased landfill rates, and costs associated with the implementation of an Organics Program as mandated by California AB 1826, which requires local jurisdictions across the state to develop a recycling program to divert organic waste from landfills to an authorized composting facility. Organic waste means food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste that is mixed in with food waste.

BASIS UPON WHICH THE PROPOSED RATE INCREASE IS CALCULATED

The Proposed Rate Increases (amounting to an increase of approximately 10.37% for each category of service) is based on the following cost increases incurred by the Garbage Company:

1. 5.76% of the Proposed Rate Increase is based on increased costs for fuel, for vehicles, ongoing maintenance, and increased labor costs.
2. 0.61% of the Proposed Rate Increases are based on a \$2.25 per ton increase in the cost of landfill disposal.
3. 4.00% of the Proposed Rate Increases are based on the implementation of an Organics Program.

In addition, commencing on January 1, 2017 and January 1 2018, all the rates shall be increased based on the following:

1. Increase, if any, in the Consumer Price Index (CPI) for Bureau of Labor Statistics' Consumer Price Index for Urban Consumers based on the All U.S. City Average, Bureau of Labor Statistics for the month of June 2016 for January 1, 2017 and June 2017 for January 1, 2018.
2. Increase of 0.59% for 2017 and 0.57% for 2018 for increase in the cost of landfill disposal.
3. Increase, if any, in the Consumer Price Index (CPI) for Bureau of Labor Statistics' Consumer Price Index for Urban Consumers based on the All U.S. City Average, Bureau of Labor Statistics for increase in AB939 fee cost.

PROPOSED RATE INCREASE AMOUNTS

The following charts provide a summary of the current solid waste rates and proposed rate increases:

MISSION COUNTRY DISPOSAL				
RATE INCREASE EFFECTIVE January 1, 2016				
CAMBRIA COMMUNITY SERVICES DISTRICT				
Service Description	Pickups Per Week	Current Monthly Rate Effective 1-1-2015	Proposed Rate Adjustment %	Proposed Monthly Rate Effective 1-1-2016
RESIDENTIAL:				
32 Gallon Waste Wheeler	1	\$18.04	10.37%	\$19.91
64 Gallon Waste Wheeler	1	\$36.08	10.37%	\$39.82
96 Gallon Waste Wheeler	1	\$54.12	10.37%	\$59.73
RESIDENTIAL - OTHER CHARGES:				
Garbage extras (per bag)	1	\$9.02	10.37%	\$9.96
Loose Cardboard		\$9.56	10.37%	\$10.55
Loose Yardage		\$19.09	10.37%	\$21.07
Mattress, box spring, small chair, tv	each	\$13.63	10.37%	\$15.04
Recycling extras(per bag)	1	\$4.52	10.37%	\$4.99
Resi Trip Charge		\$6.80	10.37%	\$7.51
Service away from the curb	1	\$8.18	10.37%	\$9.03
Sunday service		\$60.30	10.37%	\$66.55
Switch waste wheelers twice/year		\$24.14	10.37%	\$26.64
Tax Lien Cert Mail Fee		\$3.86	10.37%	\$4.26
White good, couch, hide-a-bed	each	\$47.72	10.37%	\$52.67
Xtra 32 gal Green Waste Pickup		\$4.50	22%	\$5.50

Xtra Greenwaste 32 or 96 gal cart		\$1.28	330%	\$5.50
Xtra Recycle 32, 64 or 96 gal cart		\$1.27	10.37%	\$1.40
Per month late fee or 18%		\$5.00		\$5.00
COMMERCIAL DUMPSTERS - ALL AREAS:				
1 yd dumpster	1	\$60.60	10.37%	\$66.88
1 yd dumpster	2	\$90.46	10.37%	\$99.84
1 yd dumpster	3	\$122.97	10.37%	\$135.72
1 yd dumpster	4	\$154.32	10.37%	\$170.32
1 yd dumpster	5	\$185.49	10.37%	\$204.73
1.5 yd dumpster	1	\$76.89	10.37%	\$84.86
1.5 yd dumpster	2	\$125.72	10.37%	\$138.76
1.5 yd dumpster	3	\$157.64	10.37%	\$173.99
1.5 yd dumpster	4	\$209.44	10.37%	\$231.16
1.5 yd dumpster	5	\$261.62	10.37%	\$288.75
2 yd dumpster	1	\$87.75	10.37%	\$96.85
2 yd dumpster	2	\$152.91	10.37%	\$168.77
2 yd dumpster	3	\$215.38	10.37%	\$237.71
2 yd dumpster	4	\$278.08	10.37%	\$306.92
2 yd dumpster	5	\$336.59	10.37%	\$371.49
3 yd dumpster	1	\$112.78	10.37%	\$124.48
3 yd dumpster	2	\$211.79	10.37%	\$233.75
3 yd dumpster	3	\$310.49	10.37%	\$342.69
3 yd dumpster	4	\$414.08	10.37%	\$457.02
3 yd dumpster	5	\$531.29	10.37%	\$586.38
4 yd dumpster	1	\$150.36	10.37%	\$165.95
4 yd dumpster	2	\$282.39	10.37%	\$311.67
4 yd dumpster	3	\$413.99	10.37%	\$456.92
4 yd dumpster	4	\$552.10	10.37%	\$609.35
4 yd dumpster	5	\$708.41	10.37%	\$781.87
6 yd dumpster	1	\$225.54	10.37%	\$248.93
6 yd dumpster	2	\$423.59	10.37%	\$467.52
6 yd dumpster	3	\$620.99	10.37%	\$685.39
6 yd dumpster	4	\$620.99	10.37%	\$685.39

6 yd dumpster	5	\$1,062.62	10.37%	\$1,172.81
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The rates shown above include the monthly container rental fee and a semi-annual dumpster cleaning.

The rates are the same for bins and garwoods, when volume is identical. Bins and garwoods are types of containers used for recycling.

COMMERCIAL GARBAGE CANS - ALL AREAS:

32 gallon waste wheeler	1	\$18.04	10.37%	\$19.91
64 gallon waste wheeler	1	\$36.08	10.37%	\$39.82
64 gallon waste wheeler	2	\$57.95	10.37%	\$63.96
96 gallon waste wheeler	1	\$54.12	10.37%	\$59.73
96 gallon waste wheeler	2	\$67.65	10.37%	\$74.67
96 gallon waste wheeler	3	\$84.56	10.37%	\$93.33
Garbage extras (per bag)		\$9.02	10.37%	\$9.96
Garbage extras (per yard)		\$19.09	10.37%	\$21.07

* Maximum volume and weight per garbage can : 33 gallons / 80 pounds

COMMERCIAL - OTHER CHARGES:

Additional 1Yd Recycle Pick Up		\$6.88	10.37%	\$7.59
Additional 2Yd Recycle Pick Up		\$6.88	10.37%	\$7.59
Additional 3Yd Recycle Pick Up		\$6.88	10.37%	\$7.59
Bin Cleaning		\$32.71	10.37%	\$36.10
Cmml Trip Charge		\$6.81	10.37%	\$7.52
Lock Charge		\$40.86	10.37%	\$45.10
Loose Cardboard		\$6.87	10.37%	\$7.58
Recycle Bin Rental		\$6.03	10.37%	\$6.66
Rental		\$28.07	10.37%	\$30.98
Special Pickup 1.5yd		\$28.61	10.37%	\$31.58
Special Pickup 1yd		\$19.09	10.37%	\$21.07
Special Pickup 2yd		\$38.16	10.37%	\$42.12
Special Pickup 3yd		\$57.26	10.37%	\$63.20
Standby Time		\$1.75	10.37%	\$1.93
Temporary Rental Charge		\$1.01	10.37%	\$1.11

Rates for all commercial customers include recycling pickup once per week free of charge for up to 4 cubic yards. **If you need more frequent service, it can be provided at a 75% discount from the garbage service rates for the specified level of service required.**

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CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.B.**

FROM: Jerry Gruber, General Manager

Meeting Date: September 24, 2015 Subject: Discussion and Consideration of
Initiating the Process for
Preparation and Adoption of a
Groundwater Management Plan

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss and consider initiating the process for preparing and adopting a Groundwater Management Plan.

FISCAL IMPACT:

There will be costs related to staff time needed to draft the Groundwater Management Plan ("GMP"). Once adopted, it will satisfy a requirement of the Proposition 84 Integrated Regional Water Management (IRWM) Grant, so that funding can be processed to the District.

DISCUSSION:

As the Board of Directors is aware, the CCSD was awarded a Proposition 84 IRWM Grant (the "Grant") for the Emergency Water Supply Project. One of the Grant conditions is the adoption of a GMP that complies with the requirements of Water Code Section 10753.7. Based upon this requirement, staff is proposing initiating and scheduling the necessary hearings to draft and adopt the GMP and comply with the statutory procedures and requirements of Water Code Sections 10753 through 10753.10.

The procedure includes holding a noticed public hearing, after which the Board will consider adopting a Resolution of Intention to Draft a Groundwater Management Plan. After adopting a Resolution of Intention, a copy of the Resolution shall be published and provided to the Department of Water Resources (DWR), which in turn posts it on the DWR website. The District is also required to make a written statement available to the public and DWR describing the manner in which interested parties may participate in developing the GMP.

Staff believes that a balance must be struck between swiftly preparing and adopting a GMP and facilitating the community's involvement in same, so that the Grant conditions can be satisfied as quickly as possible while maximizing public participation in the process. To that end, staff intends to include public review and comment through a process similar to how environmental documents are reviewed. This will include an initial workshop, where the public will be introduced to a draft GMP. This will then be followed by a public review and comment period, where written review comments can be provided to the District. A second workshop would then be held to receive additional verbal comments and to discuss any written comments received. During this

process, the draft GMP will be posted on the CCSD website, as well as any subsequent revisions to the draft. Public input will be accepted and considered throughout the process.

Fortunately, over the past 36 plus years, the CCSD has developed a library of useful reports, documents and other materials addressing many of the specific components of a GMP, which will assist greatly in its preparation. After a draft GMP has been prepared, a second noticed public hearing will be held to determine whether to adopt it. At the hearing, the Board of Directors will consider any protests to the adoption of the proposed GMP.

It should be noted that the GMP will be adopted under Water Code Sections 10753 et seq., which, since January 1, 2015, is only available for low or very low priority groundwater basins. Both the San Simeon and Santa Rosa basins are classified by DWR as very low priority basins. It should be further noted that this proposed plan will not be a Groundwater Sustainability Plan, which is a process that follows a different statutory scheme (reference Water Code Sections 10720 et seq.) for high or medium priority groundwater basins.

Below is a chart indicating options for the Board to hold the two Special Meetings at which the two required public hearings will be held. Staff requests the Board consider these dates and establish a quorum and time for the meetings to be held.

Event	Earliest	Latest
First Public Hearing (Special Meeting)	Oct. 13 (Tuesday)	Oct. 16 (Friday)
Second Public Hearing (Special Meeting)	Nov. 12 (Thursday)	Nov. 13 (Friday)

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ ROBINETTE ___ CLIFT ___ THOMPSON ___ BAHRINGER ___ RICE