

AMENDED 6/8/2021

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at boardcomment@camabriacsd.org.



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, June 10, 2021 - 2:00 PM

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Please click the link below to join the webinar:

<https://zoom.us/j/97198720721?pwd=bWd0SDNncWF1Z1hfREVVBScG5UnRvZz09>

Passcode: 159456

Or iPhone one-tap:

US: +16699006833,,97198720721# or +13462487799,,97198720721#

Or Telephone:

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

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

Webinar ID: 971 9872 0721

International numbers available: <https://zoom.us/j/97198720721>

1. OPENING

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

2. BOARD MEMBER COMMUNICATIONS

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

3. COMMISSION REPORT

- A. PROS Chairman's Report

4. PUBLIC COMMENT

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

5. CONSENT AGENDA

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

- A.** Consideration of Adoption of Resolution 16-2021 Approving Award of Fire Hazard Fuel Reduction Program Agreement
- B.** Consideration of Re-Approval of an Assistance by Hire Agreement Between CAL FIRE San Luis Obispo Unit and Cambria Community Services District
- C.** Consideration of a Draft Addendum to the Previously Adopted Board Policy 4150 for Filling Vacancies on Board of Directors by Appointment

6. HEARINGS AND APPEALS

- A.** Public Hearing to Discuss and Consider Adoption of Resolution 17-2021 Confirming 2020 Fire Hazard Fuel Reduction Itemized Report of the Cambria Community Services District
- B.** Public Hearing to Discuss and Consider Adoption of Resolution 18-2021 Approving a Fire Suppression Benefit Assessment Consumer Price Index (CPI) Adjustment at the Rate of 2.9% for FY 2021/2022 and Confirming the Itemized Report to Collect the Assessment on the County Tax Rolls
- C.** Public Hearing to Discuss and Consider Adoption of Resolution 19-2021 Confirming the Itemized Report to Collect Delinquent Solid Waste Collection and Disposal Charges on the Fiscal Year 2021/2022 County Tax Rolls

7. REGULAR BUSINESS

- A.** Discussion and Consideration to Adopt Ordinance 01-2021 Amending Article IV of Title 3, Section 3.04.030 of the Cambria Community Services District Municipal Code Changing Reference to the Sustainable Water Facility (SWF) to the Water Reclamation Facility (WRF)
- B.** Discussion and Consideration to Introduce the 2020 Urban Water Management Plan and the 2020 Water Shortage Contingency Plan

8. MANAGER REPORTS

- A.** Public Comment: The President will be asking for public comment before the reports.
- B.** General Manager's Report
- C.** Finance Manager's Report
- D.** Utilities Report

9. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

- A.** Public Comment: The President will be asking for public comment before the reports.
- B.** Finance Committee's Report
- C.** Policy Committee's Report
- D.** Resources and Infrastructure Committee's Report ADDED LATE
- E.** Other Liaison Reports and Ad Hoc Committee Reports

10. FUTURE AGENDA ITEM(S)

This is an opportunity to request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct the General Manager to place a matter of business on a future agenda by majority vote.

11. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: William Hollingsworth, Fire Chief

Meeting Date: June 10, 2021Subject: Consideration of Adoption of
Resolution 16-2021 Approving
Award of Fire Hazard Fuel Reduction
Program Agreement

RECOMMENDATIONS:

Staff recommends the Board of Directors consider adopting Resolution 16-2021 approving the award of the 2021 Fire Hazard Fuel Reduction Program (FHFRP) contract to Mike Rice Forest, Yard & Garden and authorizing the General Manager to sign the agreement.

FISCAL IMPACT:

All costs for clearing the parcels are billed directly to the property owner by the CCSD. Any unpaid bills will be collected via the Fiscal Year 2022-2023 San Luis Obispo County Tax Roll in accordance with the provisions of Health and Safety Code Section 14875 et seq. CCSD administrative fees are also included in the charges.

DISCUSSION:

In accordance with the procedures in Health and Safety Code Section 14875 et seq., as part of its annual FHFRP the CCSD contracts to provide for the removal of dangerous fuels and vegetation that have not been timely abated by property owners. Accordingly, the CCSD issued a Request for Proposals (RFP) for a contractor to abate and remove the fuels and vegetation. Proposals were due on June 3, 2021 at 12:00 PM. The RFP is attached for reference.

One contractor proposal was received by the deadline and evaluated by the CCSD based upon the selection criteria outlined in the FHFRP RFP and contract documents. The contractor that has been selected, Mike Rice Forest, Yard & Garden submitted a responsive proposal, which is attached for reference. The 2021 FHFRP agreement is also attached.

Attachments: Request for Proposal
Mike Rice Forest, Yard & Garden Proposal
Resolution 16-2021 and Exhibit A FHFRP Agreement

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

CINDY STEIDEL, President
 DONN HOWELL, Vice President
 HARRY FARMER, Director
 KAREN DEAN, Director
 TOM GRAY, Director


OFFICERS:

JOHN F. WEIGOLD IV, General Manager
 TIMOTHY J. CARMEL, District Counsel

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

May 13, 2021

SUBJECT: Request for Proposal (RFP)

Fire Hazard Fuel Reduction Program

Submit Request for Proposal (RFP) To:

Cambria Community Services District Fire Department
 Attn: Haley Dodson, Administrative Analyst
hdodson@cambriacsd.org
 (805) 927-6240

Request for Proposal (RFP) Deadline:

DATE: June 3, 2021
TIME: 12:00 p.m., PST

INTRODUCTION

The Cambria Community Services District (CCSD) Fire Department is seeking proposals from contractors for CCSD's annual Fire Hazard Fuel Reduction Program (FHFRP) for 2021.

CCSD has notified approximately two thousand (2,000) parcel owners to abate their property of dried weeds, downed trees or slash. Those parcels that do not comply with the requirements are placed on the CCSD's Contract list. Typically, between fifty (50) and one hundred fifty (150) parcels are placed on the CCSD's contract list.

The contractor selected will be required to provide wildland and vegetation fuel removal services as specified in "2021 Cambria Fire Department Fire Hazard Fuel Reduction Program Policy – Scope of Services" in accordance with the timeline described in "2021 FHFRP Schedule."

WEBSITE INFORMATION

An RFP package with complete program details and contract requirements may be downloaded here: <https://www.cambriacsd.org/fire-hazard-fuel-reduction-program-request-for-proposal-rfp> or available for pick up at Cambria Fire Department, 2850 Burton Drive, Cambria, CA 93428.

PROPOSAL REQUIREMENTS

Contractors submitting proposals must complete and submit a Bid Proposal Form (Exhibit D) containing the following four (4) documents or it will not be considered:

1. Completed copy of the Bid Proposal Form (Exhibit D)
2. Provide *either* a or b as follows:
 - a) A copy of Fire Wise Defensible Space Field Training certification with the proposal; or
 - b) Ensure that the Cambria Fire Department has a copy of your certification(s) or an equivalent course on file before you submit your bid proposal.
3. A signed cover letter as defined and stipulated in "Other Requirements" of the RFP; and
4. A signed statement of qualifications and list of five (5) references, as stipulated in "Other Requirements" of the RFP.

SCOPE OF WORK

The contractor selected will be required to provide weed abatement services as specified in the attached Exhibit C, entitled "**2021 Cambria Fire Department Fire Hazard Fuel Reduction Program Policy – Scope of Services,**" according to a schedule described in Exhibit B, "**2021 Fire Hazard Fuel Reduction Program Schedule.**"

REQUIRED COST OF PROPOSAL, QUALIFICATIONS AND AGREEMENT

Contractors submitting proposals must complete and submit Exhibit D, entitled "**2021 Cambria Fire Department Fire Hazard Fuel Reduction Program Bid Proposal Form.**" The required information is specified in the form and includes the following:

1. Types of equipment to be used and the cost of each to the property owner, including operator costs.
2. Move equipment onto a lot fee, as described in Exhibit D.
3. Charges, per yard, for hauling away the debris.
4. All equipment must be inspected by the Cambria Fire Department for required fire safety items and spark arrestors.
5. Pictures shall be taken by the Contractor before and after each lot is abated (as directed by the Cambria Fire Department), logged with the lot abatement record and submitted to the Cambria Fire Department.

OTHER REQUIREMENTS

A dated cover letter, signed by a person fully authorized to act on behalf of the **CONTRACTOR**, must be submitted with the proposal. The letter must indicate that the **CONTRACTOR** agrees to be bound by the proposal without modifications, unless mutually agreed by the **CONTRACTOR** and CCSD.

A statement of qualifications and a list of five (5) references must be provided, along with documentation demonstrating the **CONTRACTOR's** ability to maintain accurate records.

The selected **CONTRACTOR** will be required to sign the Fire Hazard Fuel Reduction Agreement with the CCSD and must provide proof of insurance coverage as indicated in Exhibit A, "**Legal Relations and Responsibilities to the Public,**" prior to commencing any work for the CCSD. The Cambria Community Services District, its officers, Board Members, managers' and employees must be named as co-insured or additional insured.

Work on all parcels that are placed on the Cambria Community Services District annual "Fire Hazard Fuel Reduction Program" shall adhere to the following criteria:

All clearance work must be completed by July 15, 2021. If the parcel does not conform to the requirements as stated in the notice sent to the property owner, **the parcel will go on the CCSD's contract list on August 12, 2021.** The CCSD's Contractor will then be directed to abate the parcels on the contract list to the following standards:

- Limit leaves, needles, twigs, bark, cones, pods, and chips to three inches (3") in depth.
- Weeds and annual grasses should not exceed four inches (4") in height. Avoid exposing bare soil or creating a situation that would encourage erosion.
- Remove Scotch/Irish or other broom type plants, Pampas Grass, Jubata Grass and Crocosmia, also known as Fire Weed. Isolated specimens may be left with greater than ten feet (10') separation and all dead materials are removed.
- All downed dead trees, tree rounds or limbs within thirty feet (30') of any structure must be removed. Tree stumps fallen over shall be cut and retain no more than 6 feet (6') of the log within this thirty-foot (30') zone.

- All downed trees twelve inches (12") in diameter or greater beyond thirty feet (30') from any structure may remain on the parcel. However, the entire trunk must be completely on the ground. Materials less than twelve inches (12") in diameter shall be cut and removed from the property.
- Remove ladder vegetation (dead wood) from under trees and shrubs, maintaining six feet (6') of vertical clearance for trees greater than twenty feet (20') in height.
- Remove combustible construction debris, trash and rubbish from property.
- Protect seedling pines, oaks and native shrubs by flagging them prior to cutting weeds.

OTHER CONDITIONS

- The Contractor shall photograph each parcel with a digital camera (as directed by the Cambria Fire Department) before and after abatement. Pictures shall be taken from the same spot, incorporating the same view. The before and after pictures shall include all flagged vegetation. Pictures shall include the date and the Assessor's Parcel Number (APN) on the picture. All pictures will be labeled using the Assessor's Parcel Number (APN) and the letters B or A, to indicate before (B) or after (A) clearance. The Contractor shall provide a digital photo file in a .jpg format which is compatible with CCSD software (CD, thumb drive, etc.), as well as hard copies of all pictures.
- All internal combustion powered equipment shall have approved and functional spark arresters on the exhaust.
- A fire extinguisher (ABC type) of at least five (5) pounds capacity shall be immediately available at the work site. A minimum of two and one half (2½) gallons of water must be available for vegetation fire extinguishment at all times by portable means. Examples are a pressurized water extinguisher, Hudson type pump sprayer or back-pump.
- All abatement work assigned to the CCSD Contractor shall begin no later than August 13, 2021 and must be completed September 18, 2021.
- All parcels shall be completely abated as prescribed to the property line, street and adjoining easements.
- ALL MATERIAL FROM ALL PARCELS SHALL BE HAULED AWAY OR APPROVAL WILL BE DENIED, however tree limbs/rounds should not be removed from the Cambria area due to Pine Pitch Canker control requirements.

DEBRIS SHALL NOT BE DUMPED ON ADJOINING OR UNCLEARED PORTIONS OF LOTS.

ANY EVIDENCE OF ILLEGAL DUMPING WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

DEADLINE

Request for Proposal (RFP) Deadline: June 3, 2021 at 12:00 p.m., PST. A complete Request for Proposal (RFP) may be submitted the following ways:

1. Email to hdodson@cambriacsd.org
2. Website submission:
<https://www.cambriacsd.org/fire-hazard-fuel-reduction-program-request-for-proposal-rfp>
3. United States Postal Service to CCSD, Attention: Haley Dodson, Po Box 65, Cambria, CA 93428
4. Deliver to CCSD, 1316 Tamsen Street, Suite 201, Cambria, CA 93428

Proposals not meeting all the standards and requirements will not be considered.

Any questions, requests for further information and/or clarification of the Request for Proposal (RFP) can be sent to:

William Hollingsworth, Fire Chief (805) 927-6240 whollingsworth@cambriacsd.org

Mike Rice
Forest, Yard & Garden
Contractor Lic# 859364
P.O. Box 204
Cambria, CA. 93428
(805) 927-3310
mikerice@thegrid.net

June 2, 2021
Cambria Community Services District
Cambria Fire Department
Fire Chief Hollingsworth
2850 Burton Drive
Cambria, CA 93428



Dear Chief Hollingsworth,

Every year the districts "Fire Hazard Fuel Reduction" program is one of the most important, for the safety and well being of our forested community. I am seeking consideration as the Fire Hazard Fuel Reduction contractor for 2021. I am experienced in fire safe environments, a certified FF1 fire academy graduate and through my years as a CMB Dept. volunteer firefighter and officer.

My experience since 1984 in my own landscape business and C.C.S.D. Fire Hazard Fuel Reduction program requirements for pre-contract weed abatement, in Cambria has given me a unique insight as to what "Fire Hazard Fuel Reduction" needs to be. I take pride in the fact that I know how to create a defensible space, while maintaining the native plants that pose no threat.

I agree to be bound by the Fire Hazard Fuel Reduction proposal - 2021, without modifications, unless mutually agreed by the contractor and CCSD. I look forward to the upcoming evaluation and selection. Thank you.

Sincerely yours,

Michael Rice

Enclosure: Statement of Qualifications and references.

Mike Rice
 Forest, Yard, & Garden
 Contractor Lic. # 859364
 P.O. Box 204
 Cambria, CA. 93428
 (805) 927-3310
mikerice@thegrid.net

Statement of Qualifications
 C.C.S.D. Fire Hazard Reduction - 2021

Mike Rice - Gardening has grown into a Forest, Yard, & Garden landscape business since 1984, serving the Cambria community and SLO county. Service that includes weed abatement, defensible forested yard space, landscaping, terrain loading, and knowledge of native and non-native plants. Besides ongoing general maintenance of client's property, I have had approximately 200+ repeat weed abatement contracts since 1984. I maintain all required insurance for workers, liability and vehicles. In 2005 and 2006, I was engaged as a paid adviser/consultant for the Green Space, California Releaf, Cambria Fire Department "Native Plant Identification and Fire Wise Defensible Space Field Training" certificate program. I am a holder of the above certificate. I take great pride in producing informed quality workmanship, in a timely fashion.

Field Experience

- Over 35 years of experience with C.C.S.D. Fire Hazard Fuel Reduction program requirements, including timely completion of pre-contract weed abatement.
- Thorough knowledge of A.P.N. maps.
- 45 years avid horticulturist.
- SLO Coast Engineering flood control environmental habitat mediation (Oceano)
- Cal Fire Abatement, for Cambria and Cayucos
- Cayucos Fire Dept. Service Dist. (Abatement)
- San Simeon Community Dist. (Contract & Abatement)
- Current groundskeeper for Green Space properties.

Technical Knowledge and Education

- Landscape Contractor Lic. # 859364
- Fire hazard reduction and fuels
- Allen Hancock Fire Academy - Certified FF 1 -fire fighter
- Past pay-call volunteer - Cambria Fire Department
- Qualified Applicator license for Ag./ Right of Way / Landscape, # QAL 108686

Safety

I have a pro-active commitment to safe working conditions and the equipment for my employees and the environment. I have EMT 1 training and worked with the Cambria Community Health Care District, (1987-2002)



References

- Bob Hill - Land Conservancy SLO County
- Heidi Holmes-Nagy - CMB Health Care District
- John Seed—President of Greenspace
- Steve Bitto – CMB Fire (Ret.)
- Kathe Tanner – Cambrian/Tribune Reporter

EXHIBIT "D"

2021 CAMBRIA FIRE DEPARTMENT FIRE HAZARD FUEL REDUCTION PROGRAM
BID PROPOSAL FORM

SCHEDULE OF PROPOSED CHARGES:

The bidder shall set forth for each item of work, in clearly legible figures, a unit price for the item in the respective spaces provided for this purpose.

- A. Maximum charge for moving equipment onto a lot: \$ 35.00
- B. Type of equipment and cost per hour, including operator:
 - 1. Tractor with mower \$ 60.00
 - 2. High wheel mower \$ Ø
 - 3. Weed eater \$ 24.00
 - 4. Chainsaw \$ 24.00
 - 5. Other equipment (list with charges): \$ 60.00
chipper
 - 6. Dump and haul fee (charge by cubic yard) \$ 20.00
- C. Laborer charge (per person/per hour) \$ 24.00
- D. Pictures – before and after each \$ 0.60

I, the undersigned, declare that I am authorized to submit a proposal on behalf of the stated business, have carefully examined Exhibits "A," "B," and "C," and hereby propose to do all the work necessary to complete the project in accordance with the provisions, policies and regulations stated in the attached Fire Hazard Fuel Reduction Program Agreement:

NAME OF PROPOSER: Michael Rice

ADDRESS: Pobx 204

SIGNATURE OF PROPOSER: [Signature]

TITLE: Owner

DATE: 060221

Mike Rice

P.O. Box 204

PARCEL# _____ - _____ - _____

Cambria, CA 93428

(805) 927-3310

Mowing- FIRE BREAK [] ENTIRE PARCEL []

Charge for moving equipment on to lot. \$35.00

Wasp Treatment-----40.00 _____

Tractor Hrs. _____ @ 60.00 per hr. _____

Weed-Eater Hrs. _____ @ 24.00 per hr. _____

Chain Saw Hrs. _____ @ 24.00 per hr. _____

Other equip.-Chipper Hrs. _____ @ 60.00per hr. _____

Dump & Haul _____ @ 20.00 (cub.yrd.) _____

Labor per person: _____ # of workers @ 24.00 per hr. _____

Photos before/ after – print .60 each or N/C digital _____

TOTAL CHARGES _____

Comments: _____

[] Some work done on parcel, but at time of inspection did not meet F.D. requirements.

Additional work required by Fire Dept.

[] Re-mow entire lot [] Weed eat around trees and/ or fence

[] Brush and/ or Pampas grass removal [] Tree Trimming

[] Hauling of Debris [] Additional Work _____

Date Worked Performed _____ / Inspected By: _____ Date _____

RESOLUTION 16-2021
June 10, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT APPROVING AN AWARD OF
THE 2021 FIRE HAZARD FUEL REDUCTION PROGRAM AGREEMENT

WHEREAS, as part of its annual program to abate dangerous weeds and vegetation, the Cambria Community Services District (CCSD) conducts an annual Fire Hazard Fuel Reduction Program (FHFRP) in accordance with the provisions of Health and Safety Code Section 14875 et seq.; and

WHEREAS, under the FHFRP, lots on which the nuisance fire hazard vegetation has not been timely removed by the owners are to be cleared and abated by the CCSD FHFRP contractor; and

WHEREAS, in order to select a contractor for the 2021 FHFRP a Request for Proposals (RFP) was advertised and the proposals that were submitted were evaluated in accordance with the criteria set forth in the RFP and contract documents; and

WHEREAS, based upon that evaluation the contractor, Mike Rice Forest, Yard & Garden has been selected as the lowest most responsive proposal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cambria Community Services District hereby:

1. Approves an Agreement for the 2021 Fire Hazard Fuel Reduction Program with Mike Rice Forest, Yard & Garden, which Agreement is attached hereto as Exhibit A.
2. Authorizes the General Manager to make minor revisions to the Agreement.
3. Authorizes the General Manager to execute the Agreement.

AYES:

NAYS:

ABSENT:

PASSED AND ADOPTED THIS 10th day of June, 2021.

Cindy Steidel, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Ossana Terterian, Board Secretary

Timothy J. Carmel, District Counsel

2021 FIRE HAZARD FUEL REDUCTION PROGRAM AGREEMENT

This Fire Hazard Fuel Reduction Program Agreement ("Agreement") is made upon the date of execution, as set forth below, by and between, **CONTRACTOR** and the Cambria Community Services District ("**CCSD**"). The parties hereto, in consideration of the mutual covenants contained herein, hereby agree to the following terms and conditions:

It is understood and agreed to:

SCHEDULE OF CHARGES

The **CCSD** will pay the **CONTRACTOR** based upon the schedule of charges per the attached ***Bid Proposal Form***, attached hereto as Exhibit "D."

DOCUMENTS INCORPORATED BY REFERENCE

Exhibits "A," "B," "C," and "D," attached hereto, are hereby incorporated by reference and made a part of this Agreement as if fully set forth herein.

OBLIGATIONS OF CONTRACTOR

- A. The **CONTRACTOR** shall furnish and maintain throughout the term of this Agreement all proper insurance coverage as specified in "*Legal Relations and Responsibilities to the Public*" (Exhibit A).
- B. All work shall be completed as depicted in the "*Fire Hazard Fuel Reduction Program Schedule*" (Exhibit B). At all times the **CONTRACTOR's** work shall be subject to the approval of the Fire Chief or his designee.
- C. The **CONTRACTOR** shall become familiar and shall fully comply with the **CCSD** "*2021 Cambria Fire Department Fire Hazard Fuel Reduction Program Policy*" (Exhibit C).
- D. The **CONTRACTOR** agrees to timely and fully perform or provide the services specified in this Agreement.
- E. The **CONTRACTOR** must submit packaged bills for lots cleared, including a cover page that lists the number of lots cleared and the total cost of the packaged bills.
- F. All parcel clearing charges must be submitted to the **Cambria Fire Department** by September 18, 2021, at 4:00 P.M. Failure to deliver the parcel clearance charges to the **CCSD** by this date will result in a 10% withholding of all charges that are delivered late to the **CCSD** as liquidated damages, assessed against the **CONTRACTOR**.

MINIMUM AMOUNT OF SERVICE BY CONTRACTOR

CONTRACTOR agrees to devote the necessary hours to perform the services set forth in this Agreement in an efficient and effective manner. **CONTRACTOR** may represent, perform services for, and be employed by additional individuals or entities, at **CONTRACTOR's** sole discretion, as long as the performance of these extra-contractual services does not interfere with or present a conflict with **CCSD** business.

GENERAL PROVISIONS

TERM: This Agreement will become effective on the date of execution set forth below and will continue until terminated as provided herein.

SERVICES TO BE PERFORMED: **CONTRACTOR** agrees to perform or provide the services specified in this Agreement.

CONTRACTOR shall determine the method, details and means of performing the above-referenced services.

CONTRACTOR may, at **CONTRACTOR's** own expense, employ such assistants as **CONTRACTOR** deems necessary to perform the services required of **CONTRACTOR** by this Agreement. **CCSD** may not control, direct or supervise **CONTRACTOR's** assistants or employees in the performance of those services.

TOOLS AND INSTRUMENTALITIES: **CONTRACTOR** shall provide all tools, equipment and instruments to perform the services required under this Agreement.

TERMINATION OF AGREEMENT

TERMINATION ON NOTICE: Notwithstanding any other provision of this Agreement, any party hereto may terminate this Agreement, at any time, without cause by giving at least **thirty (30) days'** prior written notice to the other parties to this Agreement.

TERMINATION ON OCCURRENCE OF STATED EVENTS: This Agreement shall terminate automatically on the occurrence of any of the following events:

- (1) Bankruptcy or insolvency of any party;
- (2) Sale of the business of any party;
- (3) The end of the **thirty (30) day** notice period as set forth above;
- (4) The completion of the work specified under Exhibit C; or
- (5) Assignment of this Agreement by **CONTRACTOR** without the prior written consent of the **CCSD**.

TERMINATION BY ANY PARTY FOR DEFAULT OF CONTRACTOR: Should any party default in the performance of this Agreement or materially breach any of its provisions, a non-breaching party, at their option, may terminate this Agreement, immediately, by giving written notice of termination to the breaching party.

OPTION TO EXTEND: If **CONTRACTOR** has completed all work and obligations set forth in this Agreement satisfactorily, at the discretion of the **CCSD**, the Agreement may be extended through **September, 2022**. In that event, the **CCSD** will provide **CONTRACTOR** with an updated Exhibit B consisting of the Fire Hazard Fuel Reduction Program 2021 Schedule and all the terms governing this Agreement shall remain in effect according to the deadlines contained therein, unless sooner terminated.

MISCELLANEOUS:

REMEDIES: The remedies set forth in this Agreement shall not be exclusive, but shall be cumulative with, and in addition to, all remedies now or hereafter allowed by law or equity.

NO WAIVER: The waiver of any breach by any party of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of this Agreement.

ASSIGNMENT: This Agreement is specifically not assignable by **CONTRACTOR** to any person or entity. Any assignment or attempt to assign by **CONTRACTOR**, whether it be voluntary or involuntary, by operation of law or otherwise, is void and is a material breach of this Agreement giving rise to a right to terminate as set forth in this Agreement.

ATTORNEYS' FEES: In the event of any controversy, claim or dispute between the parties hereto, arising out of or related to this Agreement, or the breach thereof, the prevailing party shall be entitled, in addition to other such relief as may be granted, to a reasonable sum as and for attorneys' fees.

NOTICES: Except as otherwise expressly provided by law, any and all notices or other communication required or permitted by this Agreement or by law to be served on or given to any party to this agreement shall be in writing and shall be deemed duly served and given when personally delivered or, in lieu of such personal service, when deposited in the United States mail, first-class postage prepaid, addressed as follows for each respective party:

CCSD

General Manager
Cambria Community Services District
PO Box 65
Cambria CA 93428

CONTRACTOR

Mike Rice Forest, Yard & Garden
P.O. Box 204
Cambria, CA 93428

GOVERNING LAW: This Agreement and all matters relating to this Agreement shall be governed by the laws of the State of California in force at the time any need for the interpretation of this Agreement or any decision or holding concerning this Agreement arises. Any action arising out of or related to this Agreement shall be filed in the State court in the State of California with jurisdiction over San Luis Obispo County.

BINDING EFFECT: This Agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto, but nothing in this section shall be construed as consent by **CCSD** to any assignment of this Agreement or an interest in this Agreement.

SEVERABILITY: Should any provision of this Agreement be held by a court of competent jurisdiction or by a legislative or rulemaking act to be either invalid, void or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect, unimpaired by the holding, legislation or rule.

SOLE AND ENTIRE AGREEMENT: This Agreement constitutes the sole and entire Agreement between the parties with respect to the subject matter hereof. This Agreement correctly set forth the obligations of the parties hereto to each other as of the date of this Agreement. All Agreements or representations respecting the subject matter of this Agreement not expressly set forth or referred to in this Agreement are null and void.

TIME: Time is expressly declared to be of the essence in this Agreement.

DUE AUTHORITY: The parties hereby represent that the individuals executing this Agreement are expressly authorized to do so on and in behalf of the parties.

CONSTRUCTION: The parties agree that each has had an opportunity to have their counsel review this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting shall not apply in the interpretation of this Agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only and are not intended to be construed to define or limit the provisions to which they relate.

AMENDMENTS: Amendments to this Agreement shall be made only with the mutual written consent of all of the parties to this Agreement.

Executed on this ___ day of _____, 2021 at Cambria, California.

**CAMBRIA COMMUNITY SERVICES
DISTRICT**

CONTRACTOR

By: _____
John F. Weigold IV, General Manager

By: _____
Its: _____

Attest:

Ossana Terterian, Board Secretary

Approved As To Form:

Timothy J. Carmel, District Counsel

EXHIBIT "A"**LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC**

Contractor's Insurance: The **CONTRACTOR** shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by the **CCSD** as to form, amount and carrier. Nor shall the **CONTRACTOR** allow any subcontractor to commence work on his subcontract until similar insurance required of the subcontractor has been so obtained and approved.

- (a) Workers Compensation Insurance: The **CONTRACTOR** shall establish and maintain, during the life of this contract, workers compensation insurance in a minimum amount of **One Million Dollars (\$1,000,000)** for all employees working under this Agreement, and in case any work is sublet, **CONTRACTOR** shall require subcontractor similarly to provide workers compensation insurance. **CONTRACTOR** shall indemnify the **CCSD** for any damage resulting to it from failure of either **CONTRACTOR** or the subcontractor to procure or maintain such insurance.
- (b) Commercial General Liability Insurance: The **CONTRACTOR** shall procure and maintain during the life of this contract, such public liability and property damage insurance as shall protect the **CCSD**, its elected and appointed boards, officers, agents and employees, **CONTRACTOR**, and any subcontractor performing work covered by this Contract from claims for damage for bodily injury including death, as well as claims for property damage which may arise from **CONTRACTOR's** or subcontractor's operations under this contract, whether such operations be by the **CONTRACTOR**, or by any subcontractor, or by anyone directly or indirectly employed by either **CONTRACTOR** or subcontractor, and in the minimum amount of **One Million Dollars (\$1,000,000)**.
- (c) Auto Liability: **CONTRACTOR** shall possess and maintain auto liability insurance (Business Auto Coverage Form) for all vehicles used in the provision of services under this Agreement. The minimum amount of auto liability insurance shall be in the amount of **One Million Dollars (\$1,000,000) per accident**.
- (d) Proof of Coverage of Insurance: Upon award of bid, **CONTRACTOR** shall furnish the **CCSD** with a Certificate of Insurance and endorsement, which shall contain the following:

"Name as Additional Insured Parties: The Cambria Community Services District, its elected and appointed boards, officers, agents and any subcontractor in the performance of work for the **CCSD**."

Thirty (30) days' prior notice shall be given to the **CCSD** of any reduction in insurance coverage or of insurance cancellation.

- (e) Hold Harmless Agreement: **CONTRACTOR** shall indemnify, defend at its cost and with counsel selected by the **CCSD**, and hold harmless the **CCSD** and its officers, officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recoverable against it or them by reason of any act, error or omission of the **CONTRACTOR**, his agents or employees, in the performance of the work.

EXHIBIT "B"**2021 FIRE HAZARD FUEL REDUCTION PROGRAM SCHEDULE**

4/15/2021 Declaration of Public Nuisance

4/16/2021 Notices sent to parcel owners; parcel cutting starts

5/13/2021 Advertise FHFRP Contract

6/3/2021 **RFP Deadline**
To Be Submitted by 12PM

6/10/2021 Award Contract, CCSD Board Meeting

7/15/2021 **Abatement Deadline**
Final Inspections

8/1/2021 CCSD Contract List for Abatement Completed

8/12/2021 CCSD Public Hearing/Contract List for Abatement Considered by Board for Approval

8/13/2021 CCSD Contractor Starts Lot Clearing

9/18/2021 **CCSD Contractor Deadline**
Final Inspections

EXHIBIT "C"

2021 CAMBRIA FIRE DEPARTMENT FIRE HAZARD FUEL REDUCTION PROGRAM POLICY

SCOPE OF SERVICES

All parcels that are placed on the Cambria Community Services District annual "Fire Hazard Fuel Reduction Program" shall adhere to the following criteria:

All clearance work must be completed by July 15, 2021. If the parcel does not conform to the requirements as stated in the notice sent to the property owner, **the parcel will go on the CCSD's contract list August 12, 2021.** The CCSD's Contractor will then be directed to abate the parcels on the contract list to the following standards:

- Limit leaves, needles, twigs, bark, cones, pods, and chips to three inches (3") in depth.
- Weeds and annual grasses should not exceed four inches (4") in height. Avoid exposing bare soil or creating a situation that would encourage erosion.
- Remove Scotch/Irish or other broom type plants, Pampas Grass, Jubata Grass and Crocosmia, also known as Fire Weed. Isolated specimens may be left with greater than ten feet (10') separation and all dead materials are removed.
- All down dead trees, tree rounds or limbs within thirty feet (30') of any structure must be removed. Tree stumps fallen over shall be cut and retain no more than 6 feet (6') of the log within this thirty-foot (30') zone.
- All down trees twelve inches (12") in diameter or greater beyond thirty feet (30') from any structure may remain on the parcel. However, the entire trunk must be completely on the ground. Materials less than twelve inches (12") in diameter shall be cut and removed from the property.
- Remove ladder vegetation (dead wood) from under trees and shrubs, maintaining six feet (6') of vertical clearance for trees greater than twenty feet (20') in height.
- Remove combustible construction debris, trash and rubbish from property.
- Protect seedling pines, oaks and native shrubs by flagging them prior to cutting weeds.

Other Conditions

- The Contractor shall photograph each parcel with a digital camera (as directed by the CCSD Fire Department) before and after abatement. Pictures shall be taken from the same spot, incorporating the same view. The before and after pictures shall include all flagged vegetation. Pictures shall include the date and the Assessor's Parcel Number (APN) on the picture. All pictures will be named using the Assessor's Parcel Number (APN) and the letters B or A, to indicate before (B) or after (A) clearance. The Contractor shall provide a digital photo file in a .jpg format which is compatible with CCSD software

(CD, thumb drive, etc.), as well as hard copies of all pictures.

- All internal combustion powered equipment shall have approved and functional spark arresters on the exhaust.
- A fire extinguisher (ABC type) of at least five (5) pounds capacity shall be immediately available at the work site. A minimum of two and one half (2½) gallons of water must be available for vegetation fire extinguishment at all times by portable means. Examples are a pressurized water extinguisher, Hudson type pump sprayer or back-pump.
- All abatement work assigned to the CCSD Contractor shall begin no later than August 13, 2021 and must be completed September 18, 2021.
- All parcels shall be completely abated as prescribed to the property line, street and adjoining easements.
- ALL MATERIAL FROM ALL PARCELS SHALL BE HAULED AWAY OR APPROVAL WILL BE DENIED, however tree limbs/rounds should not be removed from the Cambria area due to Pine Pitch Canker control requirements.

DEBRIS SHALL NOT BE DUMPED ON ADJOINING OR UNCLEARED PORTIONS OF LOTS.

ANY EVIDENCE OF ILLEGAL DUMPING WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

EXHIBIT "D"**2021 CAMBRIA FIRE DEPARTMENT FIRE HAZARD FUEL REDUCTION PROGRAM
BID PROPOSAL FORM****SCHEDULE OF PROPOSED CHARGES:**

The bidder shall set forth for each item of work, in clearly legible figures, a unit price for the item in the respective spaces provided for this purpose.

- A. Maximum charge for moving equipment onto a lot: \$_____
- B. Type of equipment and cost per hour, including operator:
1. Tractor with mower \$_____
 2. High wheel mower \$_____
 3. Weed eater \$_____
 4. Chainsaw \$_____
 5. Other equipment (list with charges): _____

 6. Dump and haul fee (charge by cubic yard) \$_____
- C. Laborer charge (per person/per hour) \$_____
- D. Pictures – before and after \$_____

I, the undersigned, declare that I am authorized to submit a proposal on behalf of the stated business, have carefully examined Exhibits "A," "B," and "C," and hereby propose to do all the work necessary to complete the project in accordance with the provisions, policies and regulations stated in the attached Fire Hazard Fuel Reduction Program Agreement:

NAME OF PROPOSER: _____

ADDRESS: _____

SIGNATURE OF PROPOSER: _____

TITLE: _____

DATE: _____

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.B.**FROM: John F. Weigold, IV, General Manager
William Hollingsworth, Fire Chief

Meeting Date: June 10, 2021 Subject: Consideration of Re-Approval of an Assistance by Hire Agreement Between CAL FIRE San Luis Obispo Unit and Cambria Community Services District

RECOMMENDATIONS:

Staff recommends that the Board consider re-approval of an Assistance by Hire (ABH) Agreement between CAL FIRE and the Cambria Community Services District, specific to the use and staffing of the Water Tender resource.

FISCAL IMPACT:

Costs for use of the Water Tender and hiring personnel are fully reimbursed (see attachments) and intended to be pre-planned with off-duty personnel. Some personnel costs may be incurred in back-filling personnel if they are sent while on-duty; however, those back-fill costs should also be reimbursable and completely offset by the fees for apparatus and equipment use.

DISCUSSION:

CAL FIRE San Luis Obispo Unit partners with local government agencies by using ABH agreements to allow both the pre-planned and immediate utilization of local firefighting resources to augment State resources. This varies from the existing California Fire Assistance Agreement and mutual aid requests through the State Office of Emergency Services (CAL OES). Currently, all mutual aid requests are free and non-reimbursable for the first 12-hour period. With the proposed ABH Agreement, after two hours, the entire commitment time, retroactive to the time of dispatch or hire, would be reimbursed. The primary use of this agreement would be to augment local resources, with the opportunity for the equipment to be staffed and stationed in Cambria if not committed to an active incident. This ABH Agreement is non-binding. All requests for use, both in and out of County, must be approved by the Cambria CSD Fire Chief. Issues related to staffing, equipment, anticipated weather patterns, and other mitigating circumstances will be considered for each request. Any ABH request for hire will not compromise our existing staffing level or ability to respond to local emergencies. In the extreme example of a large-scale emergency demanding immediate deployment with on-duty personnel, a forced hire of off-duty personnel would occur and/or neighboring resources would be sent to provide emergency response for the community, ensuring continuous coverage.

Cambria Fire Department already actively participates in mutual aid responses, secondary to the California Fire Assistance Agreement. By formalizing this agreement, we can increase our level of participation, assist through the County and State as necessary, and gain valuable experience while funding this opportunity through existing State money dedicated for this purpose.

Attachments: Exhibit A: ABA Letter
Exhibit B: AGA Agreement
Exhibit C: Salary Survey


DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P.O. Box 944246
 SACRAMENTO, CA 94244-2460
 (916) 653-7772
 Website: www.fire.ca.gov



June 10, 2021

To: **CAL FIRE** San Luis Obispo Unit and Cambria CSD Fire Department

Subject: Assistance by Hire Agreement for use of Cambria CSD FD equipment by **CAL FIRE** SLU

CAL FIRE - SAN LUIS OBISPO UNIT
ASSISTANCE BY HIRE AGREEMENT WITH CAMBRIA FIRE DEPARTMENT

I. INTENT

The San Luis Obispo Unit in cooperation with local government agencies utilizes Assistance by Hire (ABH) to allow for the immediate utilization of local government firefighting resources to augment State resources. The procedure is intended to provide direction for CAL FIRE Incident Commanders and cooperating for utilization of local resources on CAL FIRE controlled incidents within the San Luis Obispo Unit's State Responsibility Areas (SRA). If the SRA incident is outside of the San Luis Obispo Unit, it will require the approval of the Cambria CSD's Fire Duty Chief as the intent of this agreement is for use with in the CALFIRE-SLU Unit. This agreement does not apply to SRA incidents within the Cambria CSD jurisdictional boundary. This procedure does not cover mutual aid requests placed through the State Office of Emergency Services under the California Fire Assistance Agreement.

II. DEFINITIONS

WET HIRED APPARATUS- herein referred to as "WET"- A local government apparatus that is staffed consistent with ICS standards by local agency personnel. Wet engines will be used to supplement state resources on incidents, for station coverage and are considered available for state response when hired.

CAL FIRE OFFICIAL- A CAL FIRE Chief Officer from the San Luis Obispo Unit.

REQUIRED TRAINING- All personnel hired under ABH shall be certified for the position they were hired for by CAL OES/CICCS (red card) standards, as a minimum. All apparatus operators shall have the appropriate California driver's license for the apparatus they are operating. It is the sending agencies responsibility to maintain records of the required training and licensing.

III. REQUIREMENTS

APPARATUS

Must be in good mechanical condition and able to sustain arduous fireline assignments.

PERSONNEL

When hired under ABH shall comply with the following:

- Meet the required training for the position they were hired for by CAL OES/CICCS standards.
- Shall have all mandated personnel protective equipment for all risk incident response.
- Shall be in their respective agencies uniform when under hire.

STAFFING

Water tender minimum staffing shall be staffed with two personnel. Minimum one qualified apparatus operator/company officer and one firefighter for each operational period.

COMMUNICATIONS

It is the responsibility of the sending agency to ensure the apparatus has adequate communications capability. All radios will be narrow band capable and programmable.

ORDER

A CAL FIRE official shall be responsible for determining when ABH will be utilized. Until that determination had been made by a CAL FIRE official local resources will be considered mutual aid. The CAL FIRE official will be responsible for providing the ECC with the resources identifier, time of hire and obtaining a request number from the ECC for each resource hired.

IV. RATES AND REIMBURSEMENT

Timeframes for payment for equipment and personnel will be portal to portal once the designated thresholds have been met. The following applies to response on SRA fires not within the boundaries of the Cambria CSD. SRA within the Cambria CSD boundaries is not covered by this agreement.

WATER TENDERS

- **INCIDENTS** - After 2 hours of service on an incident, payable back to the time of assignment. This includes travel time to return to the station and up to one hour to place the apparatus back into service.
- **STATION COVERAGE** - If apparatus is ordered/requested through ABH for station coverage payment will begin when the engine is staffed and available for assignment. Request for station coverage utilization ABH are generated by the San Luis Obispo Duty Chief.

PERSONNEL RATES: Personnel rates will be based on the current CAL OES Salary Survey on file. If a department does not have an established CAL OES Salary Survey, their personnel will be reimbursed based on the established rates on the CAL OES Rate Letter. All personnel rates will be reimbursed at time and a half.

WATER TENDER RATES: An hourly rate will be calculated for each apparatus utilizing the current CAL OES Rate Letter based on the apparatus GPM. The apparatus will be reimbursed for the total hours documented on the FC-33 and the CAL FIRE dispatch record up to a maximum of 24 hours per calendar day. These rates apply to any ICS apparatus type.

OTHER EQUIPMENT: All other equipment not listed will be included on an attached ABH agreement.

ADMINISTRATIVE RATE: The default administrative fee is 10.00%. If you have provided your actual administrative rate, you are required to update this rate by July 1st, of each year. After this date, the rate will default back to base of 10% until an actual rate has been received. It is up to the local government agency to pay their individual firefighters.

VI. GENERAL

APPARATUS LIABILITY: CAL FIRE assumes no liability for any damage to any local government equipment. No local government official or fire department may obligate the state to financial liability.

For **WET** hired equipment, any loss or damage to local agency apparatus or support equipment while traveling to or from an incident, and repairs due to normal wear and tear or due to negligent or unlawful operation by the operator, shall be the responsibility of the local agency. Minor damage caused by the incident or operating conditions may be reimbursed by CAL FIRE and documented on a ME-107. Major damage will be addressed through the Department of General Services Government Claims Program.

CONSUMABLES: CAL FIRE will replace consumable items such as fuses, rations, drinking water, radio and headlamp batteries, chainsaw, portable pump and drip torch fuel, and Class A foam. The items consumed will be documented on a Material Requisition or Transfer (F-72) and Incident Replacement Requisition (OF-315).

FUEL: Apparatus may obtain fuel at no charge from a CAL FIRE facility or incident base, documented on form AO-78a with the incident number, for fuel used while under CAL FIRE's control. If there is no fuel available, the local government agency will be reimbursed for fuel purchased by agency fuel card. A copy of the receipt will be turned into CAL FIRE.

MEALS: Personnel on apparatus assigned to station coverage may obtain meals at the CAL FIRE facility, documented on the meal sheet with names, dates and incident numbers at no cost to the personnel.

VI. DOCUMENTATION

DOCUMENTATION: Local government agencies hired under ABH will need to submit the following documentation to San Luis Obispo Headquarters.

- CAL FIRE FC-33 documenting personnel times, apparatus (ICS Type, year make and model, license, GPM)
- Current CAL OES Salary Survey on file.
- Fuel receipts if fuel was purchased by agency fuel card.
- CAL FIRE 20

The documentation shall be submitted to:

CAL FIRE- San Luis Obispo Unit
635 N. Santa Rosa St.
San Luis Obispo, CA 93405
Attn: ABH Billing

If a Finance Section is assigned to an incident with ABH resources the local agency shall bring the completed documents to the Finance Section for processing.

CAL FIRE finance will generate the pay document using a CAL FIRE 93 for payment of local government resources. It will be sent to the agency providing the ABH for review and signature.

Eddy Moore
Unit Chief
CAL FIRE SLU

William Hollingsworth
Fire Chief
Cambria CSD Fire Department

Exhibit B

CAMBRIA FIRE DEPARTMENT ABH AGREEMENT FOR EQUIPMENT NOT COVERED BY OES RATE LETTER

1. ORDERING OFFICE (name and address) CALFIRE – SAN LUIS OBISPO UNIT 635 N. SANTA ROSA SAN LUIS OBISPO, CA 93405 (805) 543-4244		<u>VENDOR NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT</u>				
		2. VENDOR NUMBER 072476-00				
		3. EFFECTIVE DATES a. Beginning July 1, 2021 b. Ending June 30, 2022				
4. VENDOR a. Name and Address CAMBRIA COMMUNITY SERVICES DISTRICT PO BOX 65 CAMBRIA, CA 93428 (805)-927-6240		5. POINT OF HIRE (location when hired) 2850 Burton Dr, Cambria, CA 93428			6. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY:	
		7. OPERATOR(s) FURNISHED BY <input checked="" type="checkbox"/> VENDOR <input type="checkbox"/> GOVERNMENT				
b. Dispatch Telephone No. (805) 543-4243	c. Business Telephone No. (805) 927-6240	8. TYPE OF VENDOR (Certified Small Business (CSB) or Disabled Veteran Business Enterprise (DVBE)) <input type="checkbox"/> CERTIFIED SB Certificate No. <input type="checkbox"/> CERTIFIED DVBE Certificate No.				
9. ITEM DESCRIPTION <i>(include make, model, year, serial number and accessories)</i>	10. NUMBER OF OPERATORS	11. WORK OR DAILY		12. SPECIAL		13. GUARANTEE RATE <i>(8 or more hrs.)</i>
		a. rate	b. unit	a. rate	b. unit	
a. WATER TENDER, TYPE 2 – 500 GPM				HR	SEE OES RATE	
b. WATER TANK, PORTABLE – 2,100 GAL		105.00	DAY			
c. WATER PUMP, PORTABLE - 187 GPM HONDA WT20X		80.00	DAY			
d. <small>2,100 gallon portable tank</small>						
e.						
f.						
g.						
14. SPECIAL PROVISIONS Agreed upon rates are subject to change as provided by the Department per Policy Handbook Section 3934.						
15. VENDOR'S OR AUTHORIZED AGENT'S SIGNATURE		16. DATE	17. CONTRACTING OFFICER'S SIGNATURE		18. DATE	
19. PRINT NAME AND TITLE			20. PRINT NAME AND TITLE			

DISTRIBUTION: OF CAL FIRE-294 AND ATTACHMENTS: **ORIGINAL** OF ALL PAGES TO THE UNIT'S HIRED EQUIPMENT COORDINATOR; **COPY** OF ALL PAGES TO THE VENDOR. **IF PREPARED AT AN INCIDENT:** ORIGINAL TO THE FINANCE SECTION AND COPY OF ALL PAGES TO THE VENDOR AND TO THE GROUND SUPPORT UNIT LEADER.

NOTE: CAL-Card is not an acceptable payment mechanism for Hired Equipment Services.

**GENERAL CLAUSES ATTACHED TO
EMERGENCY EQUIPMENT RENTAL AGREEMENT FORM – CAL FIRE–294**

Since the equipment needs of the State and availability of Vendor's equipment during an emergency incident cannot be determined in advance, it is mutually agreed that, upon request of the State, the Vendor shall furnish the equipment listed hereon to the extent the Vendor is willing and able at the time of order. At time of dispatch, an Incident Order Number and Request Number will be assigned. Vendor must furnish this number upon arrival and check in at the incident. When such equipment is furnished to the State, the following provisions shall apply:

- CLAUSE 1.** Condition of Equipment - All equipment furnished under this agreement must be in good working order and safe to operate. The State reserves the right to reject equipment which is not in safe and operative condition. No payment will be made for rejected equipment.
- CLAUSE 2.** Time Under Hire - The time under hire shall start at the time agreed upon when equipment is ordered by the State and end by notification to the Vendor by the State that equipment is released back to its point of hire per Handbook Section 7761.3.1, except as provided in Clause 8.
- CLAUSE 3.** Transportation of Equipment - Equipment will be transported at State expense from point of hire to the site of work and return, except as provided in Clause 8.
- CLAUSE 4.** Operating Supplies - Operating supplies include fuel, oil, filters, and lube/oil changes. Even though the agreement may specify that all operating supplies are to be furnished by the Vendor (wet), the State may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be deducted from payment to the Vendor.
- CLAUSE 5.** Repairs - Repairs to equipment shall be made and paid for by the Vendor. The State may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from payment to the Vendor.
- CLAUSE 6.** Timekeeping - Time will be recorded by the State Agent responsible for ordering and/or directing use of each piece of equipment. Time will be recorded as follows:
- Hourly Rate - to nearest quarter hour.
 - Daily Rate - by calendar day except for first and last day, this will be recorded to nearest hour.
 - Mileage Rate - to nearest mile.
- CLAUSE 7.** Payments
- Rates of payments: Rates for equipment hired with operator(s) include all operator(s) expenses except those items provided by the State under Clause 9. Payment for equipment and operator(s) furnished will be at rates specified and, except as provided in Clause 8, shall be in accordance with the following:
 - Work Rates (column 11 above): Shall apply when equipment is under hire as ordered by the State and on shift, including travel to and from the incident, 1 round trip and relocation of equipment..
 - Special Rates (column 12 above): Shall apply as specified.
 - Guarantee: For each calendar day that equipment is under hire at least 8 hours, the State will pay not less than the amount shown in Column 13. If equipment is under hire for less than 8 hours during a calendar day, the amount earned for that day will be calculated at actual hours worked or not less than one-half the amount specified in Column 13, whichever is greater. The guarantee is not applicable to equipment hired under the Daily Rate. Equipment under transport is compensated at the appropriate hourly work rate.
 - Daily Rate (column 11): Payment will be made on basis of calendar days. Single (1) operator rates are based on 16 hours under hire. 8 hours or more under hire will be compensated at a full daily rate. Less than 8 hours under hire will be compensated at ½ the daily rate. Two (2) operator rates are based on 24 hours under hire. 12 hours or more under hire will be compensated at a full daily rate. Less than 12 hours under hire will be compensated at ½ the daily rate.
 - Method of Payment: Lump-sum payment will normally be processed at the end of the emergency incident. Payment for each calendar day will be made for (1) actual units ordered and performed under Work or Daily and/or Special Rates or (2) the guarantee earned, whichever is the greatest amount. CAL-Card is not an acceptable payment mechanism for Hired Equipment Services.
- CLAUSE 8.** Exceptions
- No further payment under Clause 7 will accrue during any period that equipment under hire is not in a safe or operable configuration or when Vendor furnished operator(s) is (are) not available.
 - If the Vendor withdraws equipment and/or operator(s) prior to being released by the State, no further payment under Clause 7 shall accrue and the Vendor shall bear all costs of returning equipment and/or operator(s) to the point of hire.
 - After inspection and acceptance for use, equipment and/or furnished operator(s) that cannot be replaced or equipment that cannot be repaired at the site of work by the Vendor or by the State in accordance with Clause 5, within 24 hours, may be considered as being withdrawn by the Vendor in accordance with Paragraph 8.b. above, except that the State will bear all cost of returning equipment and/or operator(s) to the point of hire as promptly as emergency conditions will allow.

CLAUSE 9. Prompt Payment Clause - Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927. In the event of an emergency, as defined in section 927.11, late payment penalties may not apply. **Specific to the California Department of Forestry and Fire Protection (CAL FIRE), if an invoice from a business under contract with CAL FIRE becomes subject to late payment penalties during the annually declared fire season, then the required payment approval date shall extend thirty (30) calendar days beyond the initial forty-five (45)-day period, except in the case of a contract with a certified small business, a certified Disabled Veteran Business Enterprise, a non-profit organization, or a non-profit public benefit corporation.**

CLAUSE 10. Meals and Bedding - When an incident base or camp is established, meals and bedding for the Vendor's operator(s) will be furnished without charge at the incident base. When enroute to or from the incident, meals and lodging are the responsibility of the vendor.

CLAUSE 11. Loss, Damage, or Destruction - Damage to hired equipment resulting from exposure to fire or from firefighting activities will be investigated by the Compensation and Claims Unit at the incident. The documented damage will be addressed through appropriate action at the incident or through the California Victim Compensation and Government Claims Board claims process.

CLAUSE 12. Vendor's Responsibility - The parties intend that Vendor be an independent vendor and the Vendor and its employees are not agents or employees of State; Vendor shall indemnify State against all liability, loss, damage, or expense caused by reason of acts or neglect of Vendor, his/her employees, or agents in connection with the performance of the Agreement; Vendor shall furnish, at its own expense, public liability and Workers Compensation insurance. Theft, fire, and other insurance Vendor deems necessary for its protection shall be at Vendor's expense. Vendor certifies under the penalty of perjury under the laws of the State of California to have, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and California Code of Regulations, Title 2, Section 8103.

CLAUSE 13. Deductions - Unless specifically stated elsewhere in this agreement the cost of any commissary items, supplies, materials, or services provided for the Vendor by the State will be deducted from the payment to the Vendor.

CLAUSE 14. Personal Protective Equipment - Operators employed by Vendor shall be provided with safety equipment specified in CAL FIRE handbook section 3833 by Vendor. Operators shall be issued additional personal safety equipment by the Vendor when required by the State. Equipment issued by the State shall be turned in on release from the emergency incident. Cost of safety equipment not returned will be deducted from final payment to Vendor.

CLAUSE 15. Subject to CAL FIRE Policies and Procedures - Vendor agrees that this agreement is subject to the policies and procedures contained in the following CAL FIRE Handbook sections and included subsections: 3833, 3934, and 7761. Noncompliance with the policies and procedures as defined in section 7761.9.4 will be subject to the actions by CAL FIRE described in that section, which include placement at the bottom of, or removal from rotational list(s) for a specified period of time, removal from list(s) for the remainder of the year, and possible civil and/or criminal action where authorized by law.

CLAUSE 16. Darfur Contracting Act Vendor Certification Form CAL FIRE-720 – Under the Darfur Contracting Act (Public Contract Code Sections 10475-10481), if a company that currently, or within the previous three years, has had business activities or other operations outside of the United States submits a bid or proposal for a State of California contract for goods or services, the State agency must require the company to certify that it is not a *scrutinized* company as defined in Public Contract Code Section 10476, or that it is a scrutinized company that has been granted permission by the California Department of General Services to submit a bid or proposal for the contract.

VENDOR: You MUST INITIAL either line (a) or (b) below, to indicate your company's current certification requirement:

_____ (a) We currently have, or have had within the previous three years, business activities or other operations outside of the United States, and, therefore, are **REQUIRED to and shall complete and submit a form CAL FIRE-720 (Darfur Contracting Act Vendor Certification) with our bid or proposal for this contract for goods or services.**

OR

_____ (b) We currently do not have, and have not had within the previous three years, business activities or other operations outside of the United States, and, therefore, are **NOT REQUIRED** to complete and submit a form CAL FIRE-720 (Darfur Contracting Act Vendor Certification) with our bid or proposal for this contract for goods or services.

CLAUSES INCORPORATED BY REFERENCE

This Agreement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text.

VENDOR agrees to these General Clauses.

Vendor's Initials

Date

**SUPPLEMENTAL GENERAL PROVISIONS ATTACHED TO
EMERGENCY EQUIPMENT RENTAL AGREEMENT FORM – CAL FIRE-294**

- A. **REPAIR BILLING RATE** – The State billing rate for mechanical or repair services shall be deducted at the rate of \$150.00 per hour, plus parts.
- B. **SAFETY EQUIPMENT** – Vendors shall be responsible for providing their own personal protective equipment per CAL FIRE Handbook section 3833.

Water tenders, fuel trucks, and transports shall be equipped with reflectors (1 set of three), fire extinguisher (2A10BC or better), chock blocks of appropriate size for tire diameter, electronic backup alarm (minimum 97 decibels)

Vendor shall comply with the wildland firefighting requirements as set forth in Title 8, California Code of Regulations, Section 3410 (General Industry Safety Orders).

Safety Requirements - All bulldozers, and motor graders shall be equipped with roll-over protective structures and seat belts pursuant to the requirements of Title 8, Section 1590 through 1596 (Construction Safety Orders) of the California Code of Regulations. Operators shall be instructed in the use of required safety belts.

- C. **CONDITION OF EQUIPMENT** – Clause 1 is supplemented as follows: No payment for travel to an Incident or return home will be made for equipment that does not pass inspection.
- D. **PAYMENTS** – In accordance with Clause 7.a.(3), for any equipment, payment under the Guarantee may exceed 100 percent of the guarantee on any calendar day if total hours worked exceed 8 hours. CAL-Card is not an acceptable payment mechanism for Hired Equipment Services.
- E. **RE-INSPECTION COSTS** - All equipment that does not pass initial inspection at an incident may be given an opportunity for re-inspection. However, the vendor will be charged \$150.00/hour for the second inspection. This cost will be pro-rated in 30 minute increments. This re-inspection charge also applies to any vehicle that carries 15 passengers or more, regardless of gross vehicle weight Rating (GVWR).
- F. **WATER TENDER INSPECTIONS** - **All privately owned special equipment (SE) plate water tenders and commercial plate water tenders weighing more than 26,001 lbs. GVWR are required to be inspected prior to each fire season; in no event will an inspection be accepted that is older than 12 months. The inspection must have been preformed by California Highway Patrol (CHP) or a facility licensed to operate as a commercial motor vehicle repair and maintenance shop. Neither Forest Service nor CAL FIRE personnel shall perform this service. All costs will be borne by the vendor. The inspection will meet the criteria of Federal Motor Carrier Safety Regulations, Part 393, Parts and Accessories Necessary for Safe Operation, 393.1 through 393.209 and Title 49, Parts 40, 325, 350 and 399 and California Vehicle Code Division 14.8, 34500, Safety Regulations and California Code of Regulations Title 13.**

All privately owned water tenders, regardless of vehicle registration, must carry a copy of the inspection with them and provide a copy to the CAL FIRE Unit that originally signed up the equipment. The commercial motor vehicle shop's Department of Transportation (DOT) inspection form is acceptable as long as the following is shown:

1. Shop's address and phone number Vehicle's identifying numbers (license and serial)
2. All critical items identified in the regulations listed above.
3. Repair documentation must show, in addition to 1. and 2. above, itemization of repairs completed.
4. All forms and job orders must be legible.

Alternatively, the R5-5100-2T, Inspection Form, may be used by the Vendor. If this form is used, 1., 2. and 4. (when applicable) must be shown and be accompanied by a copy of the inspector's work order. Finally, either of CHP inspection forms CHP 407F, Safetynet Driver/Vehicle Inspection Report, or CHP 343A, Vehicle/Equipment Inspection Report, Motor Carrier Safety Operation is acceptable (CHP 108, Truck and/or Tractor Maintenance and Safety Inspection, is suggested as a guide only; it may not be used in lieu of the inspection). Any vehicle arriving at an incident without proof of successful completion of the inspection, along with proof that noted defects have been corrected, will be rejected.

CAL FIRE personnel will perform a complement, capability, and capacity inspection at the incident. The inspection will not be preformed and no payment will be made to the Vendor until the above proof of commercial inspection is provided.

- G. **EMERGENCY HIRE OF EQUIPMENT RENTAL RATE** - The current edition of the CAL FIRE Emergency Hire of Equipment Rental Rates is hereby incorporated by reference.
- H. **CHILD SUPPORT WITHHOLDING DISCLAIMER:** Payment for services provided under this contract may be subject to withholding pursuant to a child support income withholding order. California 5206, 5246, and 17512.
- I. **Permits and Driving Regulations:** Vendors are responsible for obtaining any transportation permits required by regulatory agencies. Vendors and their drivers of regulated hired equipment are not exempt from the limitations on driving hours or logbook requirements of the Federal Motor Carrier Regulations (Code of Federal Regulations, Part 395), California Motor Carrier Regulations (California Code of Regulations, Title 13, §1212), or the California Vehicle Code (§34500 et seq). Hired equipment drivers exceeding their maximum driving hour limitations shall immediately notify their fire line supervisor and be placed out of service and unavailable.

VENDOR agrees to these Supplemental General Provisions.

VENDOR's Initials

DATE

2021 SALARY SURVEY / ADMINISTRATIVE RATE

for

AGREEMENT FOR LOCAL GOVERNMENT FIRE AND EMERGENCY ASSISTANCE TO

THE STATE OF CALIFORNIA AND FEDERAL FIRE AGENCIES

(California Fire Assistance Agreement)

Please complete the salary survey information sheet. All fields on this form that pertain to your agency are required, or may be returned due to lack of information. Return your completed survey as soon as possible to:

Cal OES - Fire and Rescue Division
3650 Schriever Ave Mather, California 95655

-or-

cfaareimbursement@caloes.ca.gov

(Cal OES will verify receipt of your emailed salary survey by replying "received")

Agency 3-Letter MACS I.D.:	
Agency / Department Name:	
Chief's Name:	
Chief's Email Address*:	
Department Email Address:	
Physical Address, City, State, Zip:	
Mailing Address, City, State, Zip:	
Telephone Number:	
Federally Recognized Tribe? Yes: No:	Federal Fire Dept.? Yes: No: Dept. of Defense? Yes: No: Volunteer/Combo Fire Dept.? Yes: No:

* Email is for the individual responsible for reviewing and processing the salary survey, administrative rate, and invoices.

All information provided on this form is subject to audit by Cal OES, CAL FIRE, and the Federal Fire Agencies signatory to the California Fire Assistance Agreement. Please provide the hourly Salary Rate, or Base Rate for each classification used by your agency that is reflected in the chart below. [Instructions for Completing the 2020 Cal OES Salary Survey](#) / [Instructions for Completing Administrative Rate Calculations](#)

A	B	C	D	E	F
Classification Title	Base Rates (ST) as of 05/01/2020 Are you utilizing these rates? If no, continue to D to enter you agency's Salary Rates. If yes, continue to C .	WC and/or UI? If yes, add to the rates listed in B and enter new rates in D .	Salary Rate or the Base Rate (ST) as of: (If using Base Rate enter the rates from B or B + C)	Above B/C with an MOU/MOA for overtime.	MOU/MOA/GBR for Portal-to-Portal.
Chief	\$27.14 / hour Yes: No:	Yes: No:	\$ / hour	Yes: No:	Yes: No:
Deputy Chief	\$27.14 / hour Yes: No:	Yes: No:	\$ / hour	Yes: No:	Yes: No:
Division Chief	\$27.14 / hour Yes: No:	Yes: No:	\$ / hour	Yes: No:	Yes: No:
Assistant Chief	\$27.14 / hour Yes: No:	Yes: No:	\$ / hour	Yes: No:	Yes: No:
Battalion Chief	\$27.14 / hour Yes: No:	Yes: No:	\$ / hour		Yes: No:
Co. Officer/Capt./Lt.	\$22.58 / hour Yes: No:	Yes: No:	\$ / hour		Yes: No:
App. Officer/Eng.	\$22.58 / hour Yes: No:	Yes: No:	\$ / hour		Yes: No:
Firefighter/FF-PMedic	\$22.58 / hour Yes: No:	Yes: No:	\$ / hour		Yes: No:
Administrative Rate** (due by July 1st):					Enter as Decimal
Agency Federal Taxpayer I.D. Number or Federal Employee I.D. Number:					
Agency Data Universal Numbering System (DUNS) Number:					
FISCAL Supplier I.D. Number:					

NOTE: These rates are not effective until the date they are received by Cal OES.

**If your agency has an administrative rate on file, you are required to update and complete an administrative rate calculation sheet (Page 2) by July 1, 2021. After that date, the rate will default to the de minimis of 10%.

What is reported on this form constitutes direct salary costs for employees.

As an authorized representative of my agency/dept., I certify to the best of my knowledge and belief, and under penalty of perjury that this information is correct. Furthermore, my signature below represents acceptance by my agency/dept., as a cooperator, to comply with the authorities, terms and conditions of the CFAA. I also agree to comply with all cooperator agency internal accounting and expense reimbursement standards.

W & H Hollingsworth

Print Name

Authorized Representative

Date

2021 SALARY SURVEY / ADMINISTRATIVE RATE

for

AGREEMENT FOR LOCAL GOVERNMENT FIRE AND EMERGENCY ASSISTANCE TO

THE STATE OF CALIFORNIA AND FEDERAL FIRE AGENCIES

(California Fire Assistance Agreement)

Agency 3-Letter MACSI.D.: _____ Agency/Dept. Name: _____

FY ____ / ____ Data for use in _____ Fire Agreements

Year

Administrative Rate (Include *ONLY* allowable costs and use whole numbers)

PROGRAM	INDIRECT	DIRECT	TOTAL
Emergency Medical Services			
General Administration			
Information Technology			
Logistics / Procurement / Supply / Minor Fire Equipment			
Public Information Office			
Telecommunications			
Arson Investigation			
Community Education			
Facilities			
Fire Comm. Center / Dispatch / Comm. & Control Center			
Fire Hazard Reduction Program			
Fleet			
Hazardous Materials Response Program			
Mapping			
Operations			
Prevention			
Training			
Urban Search and Rescue			
GRAND TOTALS			

ADMINISTRATIVE RATE (INDIRECT COST/DIRECT COST):

As an authorized representative of my agency/dept., I certify to the best of my knowledge and belief, and under penalty of perjury that the administrative rate is correct and is established in accordance with the negotiated California Fire Assistance Agreement using the [Instructions for Completing Administrative Rate Calculations](#) and [ICRP Definitions](#). Furthermore, my signature below represents acceptance by my agency/dept., as a cooperator, to comply with the authorities, terms and conditions of the CFAA.



Print Name

Authorized Representative

Date

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.C.**

FROM: John F. Weigold IV, General Manager

Meeting Date: June 10, 2021Subject: Consideration of a Draft
Addendum to the Previously
Adopted Board Policy 4150 for
Filling Vacancies on Board of
Directors by Appointment

RECOMMENDATIONS:

The Policy Committee recommends the Board of Directors review the draft Addendum to Policy 4150 and consider adoption of the same.

FISCAL IMPACT:

There are no fiscal impacts identified with this action.

DISCUSSION:

The Policy Committee met on October 29, 2020 to review and discuss approval of draft Policy 4150: CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment and an Addendum to Policy 4150. The Committee approved forwarding the draft Policy 4150 and Addendum to the Board of Directors for consideration. The Board of Directors reviewed and adopted the policy on January 21, 2021 and provided revisions to the Addendum and suggested the Policy Committee revise and return the Addendum to the Board for approval. The Addendum provides examples of ranked choice voting and tie-breakers.

Attachment: Policy 4150: CCSD Policy and Procedures for Filling Vacancies on Board of
Directors by Appointment
Addendum to Policy 4150

POLICY TITLE: Policy and Procedures for Filling Vacancies on Board of Directors by Appointment

POLICY NUMBER: 4150

4150.1 WHEN A VACANCY OCCURS ON THE BOARD OF DIRECTORS:

4150.1.1 The CCSD shall notify the San Luis Obispo County Registrar of Voters' office of the vacancy no later than **15 days** following either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later. **Government Code § 1780(b)**

4150.1.2 The remaining CCSD Board members have **60 days** immediately subsequent to either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy by appointment or by calling a special election. **Government Code § 1780(c)(d)(1)**

4150.2 BOARD APPOINTMENT TO FILL A VACANCY – REQUIREMENTS

4150.2.1.1 If the Board decides to appoint someone to fill the vacancy, the Board first must post a notice of the vacancy in **three or more** conspicuous places in the District at least **15 days** before the appointment is made. **Government Code § 1780(d)(1)**

4150.2.1.2 The Board must notify the San Luis Obispo County Registrar of Voters' office of the appointment no later than **15 days** after the appointment is made. **Government Code § 1780(d)(1)**

4150.2.2.1 If the vacancy occurs in the first half of a term of office and at least **130 days** prior to the next general District election, the person appointed to fill the vacancy shall hold office until the next general District election that is scheduled **130 or more days** after the date the District Board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office. **Government Code § 1780(d)(2)**

4150.2.2.2 If the vacancy occurs in the first half of a term of office, but less than **130 days** prior to the next general district election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

4150.2.3.1 Notwithstanding any other provision of this section, if the number of remaining members of the District Board falls below a quorum, then, at the request of the District Secretary or a remaining member of the District Board, the San Luis Obispo County Board of Supervisors shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. **Government Code § 1780(h)(1)**

4150.2.3.2 The Board of Supervisors shall only fill enough vacancies by appointment or by election to provide the District Board with a quorum. **Government Code § 1780(h)(2)** After a quorum has been achieved, the CCSD Board of Directors shall follow the procedures specified in this policy 4150 to fill the remaining vacancy or vacancies.

4150.3. PROCEDURES TO FILL A BOARD VACANCY BY APPOINTMENT

The following procedures shall direct the process of filling vacancies on the Board of Directors by appointment.

4150.3.1 Procedure to appoint using voting results from last scheduled election

(Note: pursuant to adoption of Policy 4150 by the Board of Directors, Section 4150.3.1 shall become effective 12 months following adoption of Policy 4150.)

Should a vacancy occur no later than 8 months past the last scheduled election of Directors, CCSD Directors shall fill a vacancy by appointing the candidate from the last scheduled election who had received the greatest number of votes behind the candidate(s) who won the election, provided that candidate received at least 10% of total votes cast. If this method is not available because a vacancy occurs after 8 months since the last scheduled election, or if the candidate is unwilling to serve or no longer meets minimum qualifications, including vote minimum, or is no longer available, the following procedures shall apply.

4150.3.2 Procedure to appoint from a pool of volunteers

4150.3.2.1 Applications

CCSD shall adopt a uniform application form that presents minimum requirements for serving on the Board of Directors and the process the Board will use to make an appointment. Applications will be available to residents at the time a vacancy is announced publicly, and applicants shall return completed applications to the CCSD Office no later than 30 days following the public announcement of a vacancy.

4150.3.2.2 Board interviews of eligible applicants

All applicants who meet minimum requirements, as determined by CCSD staff review of submitted applications, shall be eligible for consideration of appointment and for interviews by the Board of Directors at a special meeting of the Board. In advance of the special meeting, the Board shall prepare and agree upon a single set of questions that shall be asked of each applicant. Applicants waiting for interview shall be sequestered. Board members may ask only follow-up questions of applicants for clarification of responses to the uniform set of questions. Members of the public in attendance at the special meeting may address the Board only after all applicants have been interviewed.

4150.3.2.3 Board selection of appointee(s)

- A. Following interviews of the applicants, the Board shall select the applicant for appointment using a ranked choice method of selection, followed by motion and action by the Board to confirm the appointment. For the ranked choice process of selection, each Board member shall designate by open ballot their ranked order choices (1,2,3, and so forth).
 1. An applicant wins outright if ranked first by more than half of the voting Directors. Otherwise, the applicant in last place, the one with the fewest first choices, is eliminated, and the voting Directors who ranked that applicant as their "number 1" will have their votes count for their next ranked choice. This process continues until an applicant wins with more than half of the votes
 2. If the balloting results in a tie for most first-place choices, the applicant with the most

first and second place choices wins. If the balloting still results in a tie, the process continues until all choices are counted. If two or more applicants remain tied following

the counting of all choices, the Board will yield the decision of appointment to the San Luis Obispo County Board of Supervisors, pursuant to Section C, below

3. See addendum #1 to this policy for an example of the ranked choice and tie-breaking processes.
- B. Following the ranked choice order selection of an applicant for appointment, The Board, through motion and action, shall vote to confirm the appointment.
- C. If the ranked choice method of selection yields a stalemate, pursuant to Section A, above, the Board shall declare a stalemate and refer action and decision for filling the vacancy to the San Luis Obispo County Board of Supervisors, who may either appoint to fill the vacancy or call for a special election, per Government Code 1780 (F) (G) (H).

With 4 directors voting the possible outcomes will be **4 - 0**, **3 - 1**, **2 - 1 - 1**, **2 - 2** and **1 - 1 - 1 - 1**
4 - 0 and **3 - 1** are outright majorities on the 1st round.
2 - 1 - 1 requires a 2nd, ranked choice round.
2 - 2 and **1 - 1 - 1 - 1** are ties on the 1st round and require 1 or more tie-breaking rounds,

2 - 1 - 1 EXAMPLES

		Ranked Choice round 1				Ranked Choice round 2				
		DIRECTOR				DIRECTOR				
APPLICANT	A	B	C	D	talley	A	B	C	D	talley
Joe	1	1	4	2	XX	1	1	4 -> 3	2 -> 1	XXX
Mary	4	5	2	4		4	5	2 -> 1	4 -> 3	X
Bob	2	3	1	5	X	2	3	1 -> 0	5 -> 4	
Susan	3	2	3	3		3	2	3 -> 2	3 -> 2	
Mike	5	4	5	1	X	5	4	5 -> 4	1 -> 0	

need 3 **Joe wins**

		Ranked Choice round 1				Ranked Choice round 2				
		DIRECTOR				DIRECTOR				
APPLICANT	A	B	C	D	talley	A	B	C	D	talley
Joe	1	1	3	2	XX	1	1	3 -> 2	2 -> 1	XXX
Mary	3	4	1	4	X	3	4	1 -> 0	4 -> 3	
Bob	2	3	2	1	X	2	3	2 -> 1	1 -> 0	X
Mike	4	2	4	3		4	2	4 -> 3	3 -> 2	

need 3 **Joe wins**

Ranked Choice round 1

	DIRECTOR				
APPLICANT	A	B	C	D	talley
Susan	1	8	7	6	X
Bob	2	3	8	7	
Mary	3	1	1	8	XX
Theo	4	2	2	1	X
Jane	5	4	3	2	
Homer	6	5	4	3	
Betty	7	6	5	4	
Charles	8	7	6	5	

need 3

Ranked Choice round 2

	DIRECTOR				
	A	B	C	D	talley
1 -> 0	8		7	6 -> 5	
2 -> 1	3		8	7 -> 6	X
3 -> 2	1	1	1	8 -> 7	XX
4 -> 3	2		2	1 -> 0	
5 -> 4	4		3	2 -> 1	X
6 -> 5	5		4	3 -> 2	
7 -> 6	6		5	4 -> 3	
8 -> 7	7		6	5 -> 4	

need 3

Ranked Choice round 3

	DIRECTOR				
	A	B	C	D	talley
0 0	8		7	5 -> 4	
1 -> 0	3		8	6 -> 5	
2 -> 1	1	1	1	7 -> 6	XXX
3 -> 2	2		2	0 0	
4 -> 3	4		3	1 -> 0	
5 -> 4	5		4	2 -> 1	X
6 -> 5	6		5	3 -> 2	
7 -> 6	7		6	4 -> 3	

Mary wins

THIS 2 - 1 - 1 EXAMPLE REQUIRES AN ADDITIONAL TIE-BREAKER ROUND.

Ranked Choice round 1

	DIRECTOR				
APPLICANT	A	B	C	D	talley
Joe	1	1	4	3	XX
Mary	3	3	2	2	
Bob	2	5	1	5	X
Susan	4	2	3	4	
Mike	5	4	5	1	X

need 3

Ranked Choice round 2

	DIRECTOR				
	A	B	C	D	talley
1	1	1	4 -> 3	3 -> 2	XX
3	3		2 -> 1	2 -> 1	XX
2	5		1 -> 0	5 -> 4	
4	2		3 -> 2	4 -> 3	
5	4		5 -> 4	1 -> 0	

Tie ----->

Tie breaker round:
 Which of the tied applicants has the most 2s?
 Joe has one 2 and Mary has none.
Joe wins.

2 - 2 EXAMPLE

Ranked Choice round 1

		DIRECTOR				
		A	B	C	D	talley
APPLICANT	Joe	1	1	3	2	XX
Mary	3	4	1	1	XX	
Bob	2	2	4	3		
Mike	4	3	2	4		

Tie breaker round:

Which of the tied applicants has the most 2's?

Joe has one 2 and Mary has none.

Joe wins.

Tie ----->

1 - 1 - 1 - 1 EXAMPLES

Ranked Choice round 1

		DIRECTOR				
		A	B	C	D	talley
APPLICANT	JOE	1	5	4	3	X
MARY	4	1	2	4	X	
BOB	2	3	1	5	X	
SUSAN	3	2	5	2		
MIKE	5	4	3	1	X	

Tie breaker round 1

Which of the tied applicants has the most 2's?

Mary and Bob each has one 2.

A two-way tie between Mary & Bob.

Tie breaker round 2

Between Mary and Bob, who has the most 3's?

Bob has one '3' and Mary has none.

Bob wins.

Tie ----->

Ranked Choice round 1

		DIRECTOR				
APPLICANT	A	B	C	D	talley	
JOE	1	5	4	2	X	
MARY	3	1	2	4	X	
BOB	2	3	1	3	X	
SUSAN	4	2	5	5		
MIKE	5	4	3	1	X	

Tie breaker round 1

Which of the tied applicants has the most 2's?
 Joe, Mary and Bob each has one 2; Mike has none.
 Joe, Mary & Bob are tied.

Tie breaker round 2

Among Joe, Mary and Bob, who has the most 3's?
 Bob has two 3's and Mary has one.
Bob wins.

Tie ----->

Ranked Choice round 1

		DIRECTOR				
APPLICANT	A	B	C	D	talley	
Susan	1	3	7	2	X	
Bob	2	1	8	7	X	
Mary	3	4	6	6		
Theo	4	2	2	5		
Jane	5	6	1	4	X	
Homer	6	5	3	3		
Betty	7	8	5	8		
Charles	8	7	4	1	X	

Tie breaker round 1

Which of the tied applicants has the most 2's?
 Susan and Bob each has one 2; Jane and Charles have none.
 Susan & Bob are tied.

Tie breaker round 2

Between Susan and Bob, who has the most 3's?
 Susan has one 3 and Bob has none.
Susan wins.

Tie ----->

Ranked Choice round 1

DIRECTOR

APPLICANT	A	B	C	D	talley
Susan	1	3	7	8	X
Bob	4	1	8	7	X
Mary	2	4	6	6	
Theo	3	2	2	5	
Jane	5	6	1	4	X
Homer	6	5	3	3	
Betty	7	8	5	2	
Charles	8	7	4	1	X

Tie ----->

Tie breaker round 1

Which of the tied applicants has the most 2's?

No one has a 2.

Susan, Bob, Jane and Charles are still tied.

Tie breaker round 2

Between Susan, Bob, Jane and Charles, who has the most 3's?

Susan has one 3 and Bob, Jane and Charles have none.

Susan wins.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**FROM: John F. Weigold IV, General Manager
Pamela Duffield, Finance Manager

Meeting Date: June 10, 2021

Subject: Public Hearing to Discuss and Consider
Adoption of Resolution 17-2021
Confirming 2020 Fire Hazard Fuel
Reduction Itemized Report of the
Cambria Community Services District**RECOMMENDATIONS:**

1. Conduct a public hearing to consider the itemized report on costs incurred for the 2020 Fire Hazard Fuel Reduction Program on parcels subject to clearing under the CCSD's Fire Hazard Fuel Reduction contract:
 - a. Open public hearing.
 - b. Receive public testimony and consider any objections from affected property owners.
 - c. Close public hearing and make any modifications to the itemized cost report deemed necessary.
2. Adopt Resolution 17-2021 confirming the 2020 Fire Hazard Fuel Reduction Itemized Cost Report.

FISCAL IMPACT:

The CCSD's contractor's cost for performing all the work on the parcels, plus CCSD's administrative charges, total \$33,814.50. The fifty-six (56) outstanding parcels invoiced and listed in the itemized cost report included in Resolution 17-2021 will be assessed on the San Luis Obispo County Fiscal Year 2021-2022 Tax Roll in the total amount of \$33,814.50.

DISCUSSION:

This agenda item is for a public hearing that is being held in accordance with Health and Safety Code Section 14910 to consider the itemized cost report and hear any objections to the costs incurred by the CCSD to abate weeds and fire hazards as part of the CCSD's 2020 Fire Hazard Fuel Reduction Program. At the hearing, the Board may modify the amounts as it deems necessary and adopt the attached Resolution to confirm the itemized cost report. After the itemized cost report has been confirmed, the Resolution will be submitted to the County and the amounts will be included and collected on each respective property owner's property tax bill, in accordance with the provisions of the Health and Safety Code. Pursuant to the requirements of Health and Safety Code Section 14906, a copy of the itemized cost report has been posted on the District Board's chamber doors for three (3) days with a notice of the time and date when the itemized cost report will be considered by the Board for confirmation.

The itemized cost report provides a specific cost for each property owner subject to the charges. The charges reflect the actual contract price to remove or reduce the downed fuels and vegetation on the property, plus the CCSD's administrative charge of \$200 for the inspection, follow-up, and managerial and administrative work performed by CCSD staff to submit the charges with the parcel data to the San Luis Obispo County Tax Collector for CCSD reimbursement. The CCSD invoiced affected property owners on December 22, 2020. The District's general practice is to mail out additional courtesy notices to parcel owners who have not paid their invoices. The CCSD mailed reminder notices on March 1, 2021. The properties listed in the itemized cost report are those with invoices that remain outstanding.

It should be noted that the procedures and timing related to the collection of charges incurred by the CCSD in clearing parcels were approved by the Board on May 26, 2011. The process of confirming the costs of abatement for collection on the tax roll occurs in the following year, and accordingly the itemized report for 2020 abatement work is being presented to the Board for confirmation. The timing requirements imposed by San Luis Obispo County for inclusion of assessments on the FY 2021-2022 tax roll has a submission deadline of July 20, 2021.

Attachments: Resolution 17-2021
Exhibit A to Resolution 17-2021

RESOLUTION 17-2021
June 10, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT
CONFIRMING THE FIRE HAZARD FUEL REDUCTION PROGRAM
ITEMIZED REPORT

WHEREAS, by Resolution No. 12-2020, the Fire Chief was directed to abate a public nuisance on certain parcels of real property located within the Cambria Community Services District; and

WHEREAS, said nuisance, consisting of noxious or dangerous weeds, live or dead vegetation located upon said parcels, has been abated under the power granted to the Cambria Community Services District by Health and Safety Code Section 14875, et seq., and Government Code Section 61100(t), whereby the Cambria Community Services District may declare certain hazardous vegetation a public nuisance for abating said vegetation to reduce the community wildland fire vulnerability and threat; and

WHEREAS, parcels in which the nuisance fire hazard vegetation was not removed by the owners have been cleared and abated by the Cambria Community Services District Fire Hazard Fuel Reduction Contractor, as approved by the Board of Directors in Resolution No. 12-2020; and

WHEREAS, an itemized report has been prepared showing the actual cost of said Fire Hazard Fuel Reduction to be charged to each parcel, which report is attached hereto, marked "Exhibit A," and incorporated herein by reference as though here fully set forth.

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

1. That the recitals set forth hereinabove are true, correct and incorporated herein by this reference.
2. That said itemized cost report entitled "Cambria Community Services District, Report of Fire Hazard Fuel Reduction 2020," a copy of which is on file in the office of the Cambria Community Services District and is available there for public inspection, be and hereby is ordered confirmed in the form set forth in said "Exhibit A."
3. That in accordance with Health and Safety Code Section 14915, the Finance Manager shall forthwith transmit a copy of this Resolution to the County Auditor.
4. That pursuant to the authority in Health and Safety Code Sections 14912, 14916 and 14917, the County Auditor and the County Tax Collector be and hereby are authorized and directed to do all acts necessary and proper to place on the

Fiscal Year 2021-2022 Tax Rolls, the respective assessments as set forth in said confirmed itemized cost report, plus such administrative fees as are allowed under the law.

5. That because of said confirmation and recording of said itemized cost report, pursuant to Health and Safety Code Section 14912, the amounts of the Fire Hazard Fuel Reduction costs set forth in said itemized cost report are thereby made special assessments and liens against the respective parcels of real property in the Cambria Community Services District, all as set forth in said itemized report referred to hereinabove as "Exhibit A."

PASSED AND ADOPTED THIS 10TH day of June 2021.

AYES:

NAYS:

ABSENT:

Cindy Steidel, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Ossana Terterian, Board Secretary

Timothy J. Carmel, District Counsel

EXHIBIT "A" TO RESOLUTION 17-2021
 CAMBRIA COMMUNITY SERVICES DISTRICT
 REPORT OF FIRE HAZARD FUEL REDUCTION 2020

<u>Parcel</u>	<u>Contractor</u>	<u>Administrative</u>	<u>Total Cost</u>
	<u>Cost</u>	<u>Fee</u>	
022.093.012	\$ 155.00	\$ 200.00	\$ 355.00
022.093.051	\$ 270.00	\$ 200.00	\$ 470.00
022.151.014	\$ 1,430.00	\$ 200.00	\$ 1,630.00
022.212.016	\$ 131.00	\$ 200.00	\$ 331.00
022.212.038	\$ 305.00	\$ 200.00	\$ 505.00
022.212.043	\$ 186.00	\$ 200.00	\$ 386.00
022.223.005	\$ 217.00	\$ 200.00	\$ 417.00
022.271.004	\$ 166.00	\$ 200.00	\$ 366.00
022.271.041	\$ 278.00	\$ 200.00	\$ 478.00
022.271.042	\$ 150.00	\$ 200.00	\$ 350.00
022.271.044	\$ 150.00	\$ 200.00	\$ 350.00
022.271.047	\$ 150.00	\$ 200.00	\$ 350.00
022.341.011	\$ 400.00	\$ 200.00	\$ 600.00
023.066.011	\$ 1,777.00	\$ 200.00	\$ 1,977.00
023.075.018	\$ 538.00	\$ 200.00	\$ 738.00
023.091.039	\$ 186.00	\$ 200.00	\$ 386.00
023.116.022	\$ 131.00	\$ 200.00	\$ 331.00
023.202.019	\$ 191.00	\$ 200.00	\$ 391.00
023.213.027	\$ 1,259.00	\$ 200.00	\$ 1,459.00
023.213.038	\$ 107.00	\$ 200.00	\$ 307.00
023.214.022	\$ 362.00	\$ 200.00	\$ 562.00
023.223.013	\$ 207.00	\$ 200.00	\$ 407.00
023.223.024	\$ 159.00	\$ 200.00	\$ 359.00
023.233.029	\$ 314.00	\$ 200.00	\$ 514.00
023.233.068	\$ 903.00	\$ 200.00	\$ 1,103.00
023.243.013	\$ 682.00	\$ 200.00	\$ 882.00
023.271.006	\$ 970.00	\$ 200.00	\$ 1,170.00
023.281.013	\$ 697.00	\$ 200.00	\$ 897.00
023.333.002	\$ 147.00	\$ 200.00	\$ 347.00
023.333.029	\$ 187.00	\$ 200.00	\$ 387.00
023.333.042	\$ 514.00	\$ 200.00	\$ 714.00
023.353.003	\$ 155.00	\$ 200.00	\$ 355.00
023.353.004	\$ 207.00	\$ 200.00	\$ 407.00
023.353.025	\$ 131.00	\$ 200.00	\$ 331.00
023.423.006	\$ 191.00	\$ 200.00	\$ 391.00
023.451.031	\$ 1,398.00	\$ 200.00	\$ 1,598.00
023.451.032	\$ 803.50	\$ 200.00	\$ 1,003.50
023.471.018	\$ 162.00	\$ 200.00	\$ 362.00
024.011.044	\$ 370.00	\$ 200.00	\$ 570.00

EXHIBIT "A" TO RESOLUTION 17-2021
 CAMBRIA COMMUNITY SERVICES DISTRICT
 REPORT OF FIRE HAZARD FUEL REDUCTION 2021

<u>Parcel</u>	<u>Contractor</u> <u>Cost</u>	<u>Administrative</u> <u>Fee</u>	<u>Total Cost</u>
024.034.013	\$ 274.00	\$ 200.00	\$ 474.00
024.131.010	\$ 339.00	\$ 200.00	\$ 539.00
024.181.001	\$ 143.00	\$ 200.00	\$ 343.00
024.182.035	\$ 131.00	\$ 200.00	\$ 331.00
024.201.005	\$ 1,150.00	\$ 200.00	\$ 1,350.00
024.211.024	\$ 155.00	\$ 200.00	\$ 355.00
024.212.017	\$ 339.00	\$ 200.00	\$ 539.00
024.241.019	\$ 195.00	\$ 200.00	\$ 395.00
024.253.006	\$ 131.00	\$ 200.00	\$ 331.00
024.273.017	\$ 162.00	\$ 200.00	\$ 362.00
024.273.019	\$ 162.00	\$ 200.00	\$ 362.00
024.291.010	\$ 131.00	\$ 200.00	\$ 331.00
024.342.017	\$ 195.00	\$ 200.00	\$ 395.00
024.353.014	\$ 131.00	\$ 200.00	\$ 331.00
024.353.031	\$ 131.00	\$ 200.00	\$ 331.00
024.191.063	\$ 790.00	\$ 200.00	\$ 990.00
024.191.062	\$ 1,319.00	\$ 200.00	\$ 1,519.00
	TOTAL PARCELS: 56		\$ 33,814.50

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**FROM: John F. Weigold IV, General Manager
Pamela Duffield, Finance Manager

Meeting Date: June 10, 2021 Subject: Public Hearing to Discuss and Consider Resolution 18-2021 Approving a Fire Suppression Benefit Assessment Consumer Price Index (CPI) Adjustment at the Rate of 2.9% for FY 2021/2022 and Confirming the Itemized Report to Collect the Assessment on the County Tax Rolls

RECOMMENDATIONS:

1. Receive staff report.
2. Open public hearing.
3. Receive public comment.
4. Close public hearing.
5. Discussion.
6. Adopt Resolution 18-2021 approving a 2.9% CPI adjustment in the existing Fire Suppression Benefit Assessment rates, effective July 1, 2021, in compliance with Resolution 27-2003 and the related Engineer's Report and confirming the itemized report to collect the assessment on the County tax rolls.

FISCAL IMPACT:

Adoption of the Resolution increases the annual fire suppression benefit assessment revenue by approximately \$14,000 for a projected total of \$498,900 for FY 2021/2022. The Fire Suppression Benefit Assessment provides critical supplemental funding for Fire Department operations.

DISCUSSION:

CCSD Resolution 27-2003 confirmed the special benefit assessment for fire suppression services. Pursuant to Government Code Section 50078 et seq., the assessment may be increased for the ensuing year based upon the Consumer Price Index, not to exceed 5.4%. The United States' Bureau of Labor Statistics recorded an average increase of 2.9% for the Los Angeles-Long Beach-Anaheim & Riverside-San Bernardino-Ontario areas for the twelve-month period ending March 31, 2021.

The proposed range of assessments compared with the existing rates is as follows:

	<u>FY 2021/2022</u>	<u>FY 2020/2021</u>
Vacant Lot	\$20.94	\$20.35
Single Family Residence < 3600 sq. ft	\$104.70	\$101.75
Single Family Residence > 3600 sq. ft	\$157.09	\$152.66
Multi-Family Residence per Dwelling Unit	\$52.37	\$50.89
Commercial Range	\$314.13 - \$2,671.98	\$305.28 - \$2,596.68

Attachment: Resolution 18-2021

RESOLUTION NO. 18-2021
June 10, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING THE FIRE SUPPRESSION BENEFIT ASSESSMENT CONSUMER
PRICE INDEX ADJUSTMENT IN THE AMOUNT OF
2.9% FOR FISCAL YEAR 2021/2022
AND AUTHORIZING COLLECTION ON THE TAX ROLLS

WHEREAS, in accordance with the authority in Government Code Section 61122, a community services district may levy benefit assessments consistent with the requirements of Article XIID of the California Constitution; and

WHEREAS, the Fire Suppression Benefit Assessment was approved by a majority of the property owners in Cambria in March 2003 pursuant to Government Code Section 50078 et seq.; and

WHEREAS, Government Code Section 50078.16 states that the Board of Directors may provide for the collection of the assessment in the same manner, and subject to the same penalties as, other fees, charges, and taxes fixed and collected by, or on behalf of the District and further provides that the County may deduct its reasonable costs incurred for that service before remittal of the balance to the District.

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

1. The above findings are true, correct and incorporated herein by this reference.
2. A Fire Suppression Benefit Assessment Consumer Price Index increase in the amount of 2.9%, effective July 1, 2021, in compliance with Resolution 27-2003 and the related Engineer's Report is hereby approved.
3. The following assessments for Fiscal Year 2021/2022 are hereby approved:

	<u>FY 2021/2022</u>	<u>FY 2020/2021</u>
Vacant Lot	\$20.94	\$20.35
Single Family Residence < 3600 sq. ft	\$104.70	\$101.75
Single Family Residence > 3600 sq. ft	\$157.09	\$152.66
Multi-Family Residence per Dwelling Unit	\$52.37	\$50.89
Commercial Range	\$314.13 - \$2,671.98	\$305.28 - \$2,596.68

4. Pursuant to the authority established in Government Code Section 50078.16, the Board of Directors hereby elects to collect the District's Fire Suppression Benefit Assessment on the County of San Luis Obispo Fiscal Year 2021-2022 tax roll, in the same manner, by the same person, and at the same time, together with and not separate from its taxes.

AYES:

NAYS:

ABSENT:

PASSED AND ADOPTED THIS 10TH day of June, 2021.

Cindy Steidel, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Ossana Terterian, Board Secretary

Timothy J. Carmel, District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**FROM: John F. Weigold IV, General Manager
Pamela Duffield, Finance Manager

Meeting Date: June 10, 2021

Subject: Public Hearing to Consider Adoption of
Resolution 19-2021 Confirming the
Itemized Report to Collect Delinquent
Solid Waste Collection and Disposal
Charges on the County Tax Rolls**RECOMMENDATIONS:**

1. Receive staff report and review the itemized report for delinquent solid waste collection and disposal charges.
2. Open Public Hearing.
3. Take Public Testimony.
4. Close Public Hearing.
5. Discussion.
6. Adopt Resolution 19-2021 confirming the itemized report (Exhibit "A" to the Resolution) describing each parcel and the amount of delinquent solid waste collection and disposal charges to be collected against such parcel.

FISCAL IMPACT:

The property owner of record is responsible for payment of the delinquent charges. Collecting delinquent charges on the tax roll ensures the CCSD's Franchisee, Mission Country Disposal, will receive payment for solid waste collection and disposal services from owners who have not paid their bills.

DISCUSSION:

On October 1, 2009, at the request of the Franchisee, the CCSD Board of Directors adopted Ordinance 02-2009 electing to have delinquent solid waste collection and disposal service charges collected on the County tax roll in accordance with the provisions of Health and Safety Code Section 5473.1, et seq.

The CCSD Board of Directors found that the timely and full payment of charges for solid waste collection and disposal services is critical for the successful operation of the CCSD's solid waste collection and disposal Franchise and elected to, by resolution, have solid waste collection and disposal charges which are delinquent at the end of any fiscal year collected on the tax roll.

Mission Country Disposal has requested and filed an itemized report with the CCSD listing all delinquent solid waste collection and disposal charges for collection on the 2021/2022 County tax roll. Outstanding charges total approximately \$1,930.

The Board is required to hold a public hearing at which it is to consider all objections and protests to the itemized report. Pursuant to Health and Safety Code Section 5473.3, at the conclusion of the hearing the Board may adopt, revise, change, reduce or modify any charge or overrule any or all objections. The attached Resolution has been prepared for Board consideration to approve and adopt the report. Thereafter it will be filed with the County Auditor-Controller and the amounts of the delinquent charges will be entered as charges against the parcels and collected on the annual bills for property taxes levied against the respective parcels.

RESOLUTION NO. 19-2021
JUNE 10, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT
CONFIRMING THE ITEMIZED REPORT AND AUTHORIZING
DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL SERVICE
CHARGES TO BE COLLECTED ON TAX ROLL

WHEREAS, the Board of Directors ("Board") of the Cambria Community Services District ("District") makes the following findings of fact:

1. On October 1, 2009, the District Board duly adopted Ordinance No. 02-2009 pursuant to which the District elected to have delinquent solid waste collection and disposal service charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government and Health and Safety Codes; and

2. In accordance with Health and Safety Code Section 5473.1, the Board Secretary has mailed letters to owners of real property notifying them of the District's intent to have such solid waste collection and disposal service charges delinquent as of May 31, 2021 placed on the 2021-2022 County tax roll for collection, pursuant to Health and Safety Code Sections 5473 and 5473a by filing a written report with the Auditor-Controller's office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent solid waste collection and disposal service charges, the amount of those delinquent charges, and the owner thereof; and

3. In accordance with the requirements of Health and Safety Code Section 5473.1, the District Clerk has caused a notice to be published of the time and place of the public hearing to be held before the District Board at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report or any portions thereof; and

4. On or before July 20, 2021, the final filing date established by the County Auditor-Controller's Office, the Finance Manager must submit all changes, additions and deletions to such list on a final filing basis; and

5. In accordance with San Luis Obispo County regulations, as of July 1, 2008 a fee of \$36.00 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of District error will be subsequently invoiced and collected by the District from the property owner of record.

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

Section 1. The above findings are true and correct and are incorporated herein by this reference.

Section 2. The Board hereby confirms the itemized report describing the delinquent solid waste collection and disposal service charges attached hereto as Exhibit "A" and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Health and Safety Code Section 5473 et seq.

Ayes:
Nays:
Absent:

PASSED AND ADOPTED this 10th day of June, 2021.

Cindy Steidel, Board President

ATTEST:

APPROVED AS TO FORM:

Ossana Terterian, Board Secretary

Timothy J. Carmel, District Counsel

Cust No.	Customer Name	Parcel No.	Service Address	Bill Name	Bill Address	Bill City	>120 Day	Fin Charg	Total
10054151	LANKFORD, DARIN	022-261-036	950 HARTFORD ST	LANKFORD, DARIN & CYNTHIA	950 HARTFORD ST	CAMBRIA, CA 93428-2814	319.51	66.18	385.69
10049559	MC ALPINE, TIM & GINA	023-401-006	1445 HADDON DR	MC ALPINE, TIM & GINA	1445 HADDON DR	CAMBRIA, CA 93428-5125	319.51	66.18	385.69
8004231	SMALLEY, BETTY J	022-041-001	503 WEYMOUTH ST	SMALLEY, BETTY	1425 WOODSIDE DR #3068	SAN LUIS OBISPO, CA 93401-5936	319.51	66.18	385.69
8003775	ADAMS, ICA	024-063-078	2155 SPENCER ST	ADAMS, ICA	624 E 10TH AVE	WINFIELD, KS 67156-3705	241.44	65.00	306.44
8004920	IBSEN, DAVID	023-333-039	2270 ROMNEY DR	IBSEN, DAVID	3899 CLAY ST	SAN FRANCISCO, CA 94118-1615	214.57	50.00	264.57
10110358	BOHNER, LEAHANDAH	023-133-006	1872 ST THOMAS AVE	LEAHANDAH, BOHNER	1872 ST THOMAS AVE	CAMBRIA, CA 93428-5518	162.10	40.00	202.10
							1,576.64	353.54	1,930.18

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**FROM: John F. Weigold IV, General Manager
Timothy J. Carmel, District Counsel-----
Meeting Date: June 10, 2021Subject: Discussion and Consideration to
Adopt Ordinance 01-2021 Amending
Article IV of Title 3, Section 3.04.030 of
the Cambria Community Services
District Municipal Code Changing
Reference to the Sustainable Water
Facility (SWF) to the Water Reclamation
Facility (WRF)

RECOMMENDATIONS:

Staff recommends that the Board of Directors adopt Ordinance No. 01-2021, which will amend Section 3.04.030 of the Cambria Community Services District Municipal Code. In order to proceed, the Board should move to adopt Ordinance 01-2021 by title only and waive further reading.

FISCAL IMPACT:

With the exception of staff time, there is no fiscal impact to the District by amending Section 3.04.030 of the Cambria Community Services District Municipal Code.

DISCUSSION:

At the March 11, 2021 Board meeting, the Board voted 5-0 to change the name of the facility from SWF to WRF. The Board also requested staff to return with a list of impacts, resulting from this change in name. This action, through the adoption of this Ordinance, is one of several items that staff outlined at the April 8, 2021 Board meeting as requiring action due to the name change. The Board introduced the Ordinance at the May 20, 2021 regular meeting.

Attachment: Ordinance No. 01-2021

ORDINANCE NO. 01-2021

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

DATED: June 10, 2021

AN ORDINANCE AMENDING SECTION 3.04.030 OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE
RELATING TO THE WATER RECLAMATION FACILITY

The Board of Directors of the Cambria Community Services District Ordains as follows:

Section 1. Section 3.04.030 of the Cambria Community Services District Municipal Code is hereby amended in its entirety to read as follows:

3.04.030 – Relief from fees and charges in special circumstances.

- A. Notwithstanding any other provision of any ordinance adopted by this district, the board of directors may grant relief from the payment of fees and charges applicable to the provision of water and sewer services.
- B. Such relief may only be granted after formal application to the district, in a form and manner as may be established by the general manager, has been made and filed. The application shall contain all information deemed necessary by the general manager, including the facts and circumstances surrounding the natural disaster and the particular relief sought. Any relief granted shall not be retroactive beyond the billing period immediately preceding the date of application.
- C. The board shall not be obligated to grant relief in any particular application but may do so in order to achieve equity and fairness.
- D. In addition to the provisions contained in subsections A through C herein, the general manager may, in his or her discretion, grant relief from the payment of water and sewer service fees and charges that are the result of leaks, if he or she finds and determines that:
 - 1. A water leak was not the fault of the customer and was discovered and repaired by the customer in a reasonable amount of time; and
 - 2. That the leak resulted in usage that is more than twice the normal usage for the property.
 - 3. The general manager may authorize the following actions:

- a. Normal water usage charges for all water used in excess of normal usage may be charged at the lowest tier rate (i.e., the rate for usage in the 1—4 unit category); and
- b. Water Reclamation Facility (WRF) usage charges and WRF operating charges for all water used in excess of normal usage may be waived completely; and
- c. If the leak does not go through the sewer system, the amount of the excess sewer fee for the billing period can be waived and the customer charged only the normal sewer fee charged in previous billing periods; and
- d. If surcharges/penalties are being imposed, all surcharges/penalties can be waived for water used in excess of normal usage; and
- e. The general manager and a customer can agree to a "payment plan" to spread payments out for up to twelve (12) months.
- f. "Normal usage" shall be the usage for the same billing period in the previous year. If the customer does not have usage for that period, normal usage shall be the usage for the last billing period that was not affected by the leak prior to the billing period being considered. If the customer has no usage history, the general manager will determine an appropriate usage amount.
- g. An applicant for relief under this section may appeal the general manager's decision to the board of directors. A request for appeal must be submitted to the district in writing not more than ten (10) days after the general manager's decision.

Section 2. A summary of this Ordinance shall be published in a newspaper published and circulated in the District at least five (5) days prior to the Board of Directors meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the office of the Board Secretary. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those Board members voting for and against the Ordinance shall be published again, and the Board Secretary shall post a certified copy of the full text of such adopted Ordinance.

Section 3. This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage.

Section 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Ordinance would be subsequently declared invalid or unconstitutional.

The foregoing Ordinance was adopted at a regular meeting of the Board of Directors of the Cambria Community Services District held on the 10th day of June, 2021.

AYES:

NAYS:

ABSENT:

Cindy Steidel
President, Board of Directors

APPROVED AS TO FORM:

Ossana Terterian
Board Secretary

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.B.**FROM: John F. Weigold IV, General Manager
Ray Dienzo, Utilities Department Manager/District Engineer

Meeting Date: June 10, 2021	Subject: Discussion and Consideration of 2020 Urban Water Management Plan (UWMP) Demand Components and Proposed Water Shortage Stages of the 2020 Water Shortage Contingency Plan (WSCP)
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RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider the public draft of the 2020 Urban Water Management Plan (UWMP) and 2020 Water Shortage Contingency Plan (WSCP).

FISCAL IMPACT:

The FY 2020-21 adopted Water Fund budget includes an amount of \$92,192 (Water Ops \$71,729 and SWF \$20,463) for the UWMP activity. There is no fiscal impact associated with this action.

DISCUSSION:

Staff is updating the Urban Water Management Plan (UWMP). This updated 2020 UWMP will incorporate changes since the 2015 UWMP that the California Department of Water Resources (DWR) has compiled in its 2020 UWMP guidebook. The Public Draft of the 2020 UWMP was released on May 28, 2021. The 2020 WSCP is included as Chapter 8 of the 2020 UWMP, but it will be adopted as a stand-alone plan.

At the May 20, 2021 Board meeting, staff presented the following for Board discussion and consideration:

- Water Demand Model Update and Analysis – this updated model incorporated data since 2015 and revised assumptions for future demand. Staff presented assumptions concerning no growth through 2025 followed by 1% growth until buildout goal is reached.
- Water Shortage Contingency Plan Water Shortage Severity Stages – the proposed six stages based on the framework of the existing Emergency Water Conservation Program's three (3) stage structure as outlined in CCSD Code Section 4.12.

Staff incorporated Board feedback in the Public Draft of the 2020 UWMP and WSCP. Staff recommends discussion and consideration of the current Public Draft and requests direction for changes, if any. The Public Hearing for the discussion, consideration, and adoption of the final 2020 UWMP and WSCP is scheduled to take place at the Board meeting on June 17, 2021.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors
FROM: John F. Weigold, IV, General Manager

AGENDA NO. **8.B.**

Meeting Date: June 10, 2021

Subject: General Manager's Report

GENERAL MANAGER:

The District continues its mission of providing water, wastewater treatment, emergency response, facilities, and administrative services. In addition to the daily operations of the Cambria Community Services District (CCSD), the following is an update on some of our current ongoing projects:

Skatepark

Spohn Ranch, our skatepark design contractor, held an initial planning meeting with community stakeholders on April 27th.

COVID-19

San Luis Obispo County has shifted to the Orange Tier for COVID-19 readiness, and the staff continues to operate according to County Health Department regulations.

Regulatory Compliance

The District continues to provide all required regulatory reporting on or ahead of schedule.

Grants

Congressman Carbajal selected the CCSD's Stuart Street Water Tank refurbishment project, a \$472,000 project, as part of the Congressional Community Project Funding, a supplement to the traditional federal appropriations process that allows for direct project inclusion in federal appropriation bills. This CCSD project was one of 65 submissions from across San Luis Obispo and Santa Barbara Counties, and was the only special district project selected as one of the ten projects ultimately selected. Thank you to the following people and organizations for writing letters of support for this application: Supervisor Bruce Gibson, North Coast Advisory Council, Cambria Chamber of Commerce, Cambria Tourist Bureau, and the CCSD Board of Directors.

HUMAN RESOURCES:COVID-19

There were no extraordinary actions taken by the General Manager this month related to the COVID-19 pandemic, as authorized by Resolutions 09-2020 and 52-2020.

INFORMATION TECHNOLOGY:Zoom Update

Zoom [regularly provides new versions](#) of the Zoom desktop client and mobile app to release new features and fix bugs. Zoom has released a new version and the District recommends the Board of Directors, Standing Committee members, PROS Commissioners and members of the public consider upgrading to the latest version. You can manually download the latest version by clicking on download from the link at <https://zoom.us> or directly from one of the following links:

- <https://zoom.us/support/download>

- <https://zoom.us/download>
- <https://zoom.us/download2>

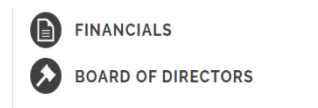
If you already have the Zoom desktop client installed, you can check for updates by signing in to your Zoom desktop client, click on your profile picture and click **Check for Updates**.

For more information on how to update your Zoom client, please visit <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>

District Policies on CCSD Website

We have reorganized all CCSD policies on our website. The “Policies” quicklink is located on the homepage and the Administration Department’s page. The link is:

<https://www.cambriacsd.org/district-policies>. A screenshot of the “Policies” page is below:





THIS ITEM APPEARS ON

ADMINISTRATION
DEPARTMENT

ABOUT US

HOME PAGE

District Policies

- ④ Applying for Grants for the SST Projects Included in the SST Program Policy
- ④ Budget Policy
- ④ Capitalization Policy
- ④ Cash Handling Policy
- ④ CCSD Owned Vehicle Policy
- ④ Debt Management Policy
- ④ Discontinuance of Residential Water Service Policy
- ④ Fund Balance Cash Reserve Policy
- ④ Interfund Loan Policy
- ④ Internet & Email Policy
- ④ Investment Policy
- ④ New Policy Creation Policy
- ④ Purchasing Policy
- ④ Travel Policy

CCSD Policy Handbook

Section 1000: General

- ④ Adoption/Amendment of Policies Policy Number: 1000, Association Memberships Policy Number: 1005, Basis of Authority Policy Number: 1010
- ④ Board/Staff Communication Policy Number: 1020
- ④ Claims Against the District Policy Number: 1025
- ④ Conflict of Interest Policy Number: 1035
- ④ Correspondence to the Board & Staff Policy Number: 1040
- ④ Use of Electronic Devices by Board Members During Public Meetings Policy Number: 1042

Section 2000: Administration

Section 2100 Financial Management

FACILITIES & RESOURCES:

Please refer to the attached report.

Attachments:

Facilities and Resources Report

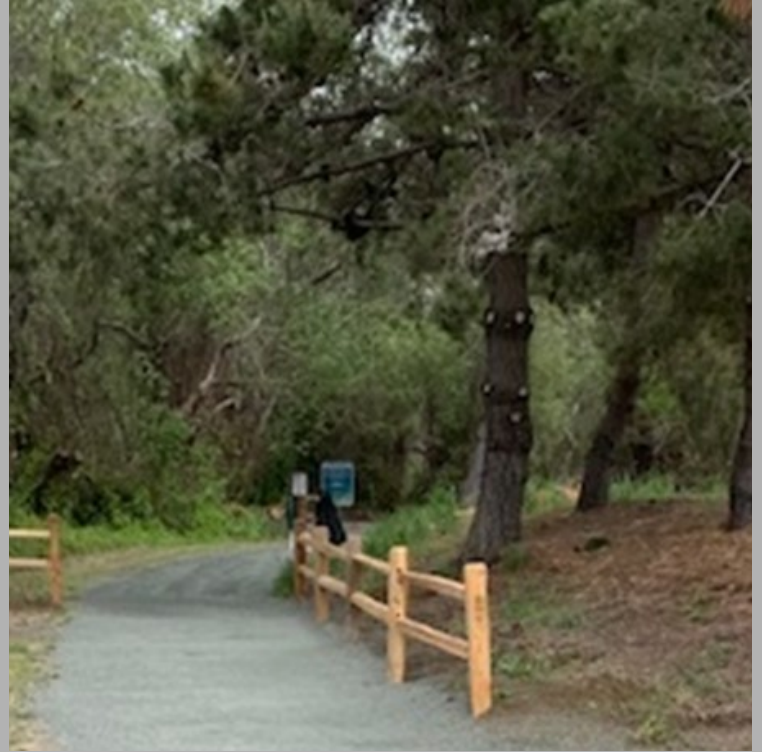
Public Record Requests and Responses

Facilities and Resources Supervisor Report



Santa Rosa Creek Trail

- Trail has been reopened to the public. Below are before and after pictures.



Santa Rosa Creek Trail

- Below are pictures of the clean up and repairs being done on the trail by CCSD Staff.



Tree Work Fiscalini Ranch Preserve

- CCSD Staff continues to clean up fallen trees behind the homes on Warren Dr and Tipton.
- The work is part of the annual weedabatement and fire break maintenance.



Fire Breaks On Fiscalini Ranch Preserve

- CCSD Staff has started to mow fire breaks along the perimeter of the Preserve.
- Some of the mowing is also done to control invasive plants.



Bluff Trail

- On May 3rd the one way directional signs were removed from the trail. The trail is once again a two way trail.



New Bridge On Fiscalini Ranch

- FFRP Volunteers installed a new bridge on Wallbridge St.
- Funds for the replacement of the bridge came from a donation from a nearby neighbor.



Monthly Volunteer Work Day

- 12 Volunteers showed up for the monthly work day on Fiscalini Ranch Preserve on Saturday, April 17th.
- Volunteers spread wood chips along trails.



Public Record Requests and Responses

The District responded to three (3) Public Record Request since April 8, 2021 by the following citizens:

04/13/21 Tina Dickason - Good afternoon, Ossana. Please provide any and all comments received from the agencies described below, related to the SOW, described in Agenda item 7B, in the April 15, 2021 Board Packet, copied and pasted below?

7B "DISCUSSION: Utilities Department staff and the Board's ad hoc committee for the Coastal Development Permit (CDP) spent a significant amount of time developing and refining a proposed scope of work (SOW) for the Instream Flow Study required by the North Coast Area Plan (NCAP). This SOW was submitted to staff of the California Coastal Commission, California State Parks, and California Department of Fish and Wildlife (CDFW) for their review and comment. This SOW proposed two major tasks." Thank you, Tina Dickason

On 04/23/21, the CCSD responded to Tina Dickason's 04/13/21 Public Records Request with the following:

Enclosed are the following documents which are responsive to your request:

Email correspondence to RayD_Redacted

Email correspondence re_Instream Flow Study – scope status

04/14/21 Tina Dickason - Good afternoon, Ossana. Please provide evidence, if such exists, of any legal (or otherwise) complaint filed against the Cambria Community Services District, related to the California Voter Rights Act. Thank you, Tina Dickason

On 04/23/21, the CCSD responded to Tina Dickason's 04/14/21 Public Records Request with the following:

There hasn't been a complaint filed against the District. We received the attached correspondence from Mr. Drayer, which is the only document that we are aware of that could be considered responsive to your request.

04/19/21 Michelle Alvarez - Hello, Will you please provide all the utility info you may have for Windsor Blvd? The bore will cross from 4696 Windsor Blvd to an existing vault in the median. (See file attached) Thank you, Michelle Alvarez

On 4/29/21, the CCSD responded to Michelle Alvarez' 04/19/21 Public Records Request with the following:

Ray Dienzo contacted Ms. Alvarez to request further clarification.

BOARD OF DIRECTORS' MEETING – MAY 20, 2021

FINANCE MANAGER'S REPORT

EXPENDITURE REPORT FOR THE MONTH OF APRIL 2021

The Expenditure Report for the month of April 2021 is being submitted to the CCSD Board of Directors in today's meeting (see Agenda Item 5.A.). The report includes a detailed listing and monthly sub-total for each Accounts Payable Vendor, and a summary of each department's monthly expenditures. This month's expenditure report may look a bit different, as the report was generated from the Tyler Incode 10 system.

CCSD DIRECTOR MEETINGS & COMPENSATION FOR THE MONTH OF APRIL 2021

CCSD Directors may receive compensation of \$100 for each meeting attended, up to a maximum compensation of \$600 in each month, per the CCSD Board Bylaws. The table below shows the meeting month, number of meetings attended and the total compensation for each CCSD Director.

Director Name	Meeting Month	Number of	Amt Per	Total
Farmer, Harry	Mar-21	6	\$ 100.00	\$ 600.00
Howell, Donn	Feb-21	4	\$ 100.00	\$ 400.00
Steidel, Cynthia	Feb-21	6	\$ 100.00	\$ 600.00
Dean, Karen	Mar-21, Apr-21	12	\$ 100.00	\$ 1,200.00
Gray, Tom	Mar-21	3	\$ 100.00	\$ 300.00
Total		31		\$ 3,100.00

AVAILABLE CASH BALANCES AS OF APRIL 2021

The total available cash is listed as follows:

Account Type	Balance
Main Checking	\$ 2,013,075.83
Money Market	\$ 2,038,938.87
Local Agency Investment Fund (LAIF)	\$ 3,863,032.11
Total	\$ 7,915,046.81

Available cash is defined as the balance in the Main Checking Account, less outstanding checks, plus Money Market Account, plus Local Agency Investment Fund (LAIF). The total available cash as of April 30, 2021 was \$7,915,046.81.

The total available cash in all restricted accounts are listed as follows:

Account Type (Restricted)	Balance
Payroll	\$ 219,626.43
Veterans Hall	\$ 5,670.10
Health Reimbursement Account (HRA)	\$ 69,633.49
Total	\$ 294,930.02

At this time, the CCSD has adequate resources to meet its cash commitments. Staff will continue to be frugal in purchases, postpone non-critical purchases and carefully monitor their respective budget(s).

Staff submitted a reimbursement request for COVID-19 costs to FEMA. The next step in the process is for FEMA to determine if the costs submitted are eligible for reimbursement, which continues to be under review. Staff will report on the outcome as information becomes available.

In late January 2021, CCSD facilities and equipment were damaged by the significant rain and windstorm activity. The total costs are still under evaluation, as damages are still being assessed. The initial estimate is projected to be \$400,000 or greater. Staff is continuing to work with County of San Luis Obispo Office of Emergency Services to determine if State or Federal disaster relief will be granted.

NEW FINANCIAL SYSTEM UPGRADE - STATUS

Staff and the Tyler Ad-hoc Committee have continued routine conference calls with Tyler Technologies, in developing the next steps required for implementation. During the month of April 2021, the Accounts Payable, Miscellaneous Cash Receipting and Payroll modules were implemented and are now being used for daily financial activities. Utility Billing data verification began, and power user training of Finance staff continued. The Utility Billing module of the Tyler Incode 10 System will "Go Live" beginning May 10, 2021. This process is expected take 3-4 weeks and will occur during the month of May.

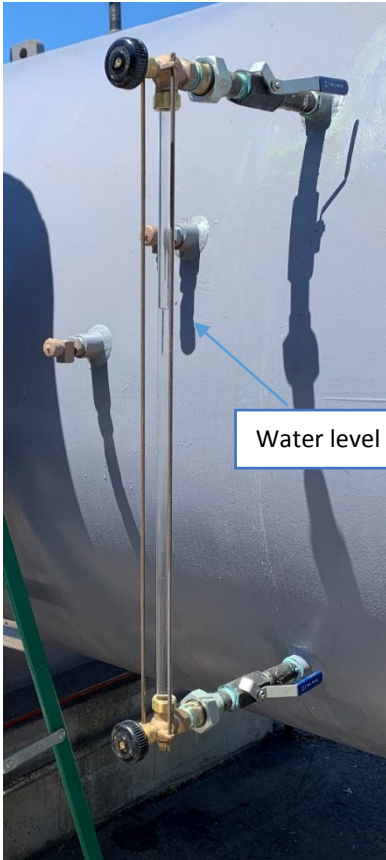
ANNUAL AUDIT – STATUS

Staff is working with the Auditor, to prepare for the FY 2019/2020 financial audit. The fieldwork portion of the audit began on May 3, 2021.

Utilities Report for May 2021

Department Activities for the Month of **April**

Wastewater Treatment Plant (WWTP)



Water level in surge tank

Figure A- Close up of surge tank water level indicator

In April, the effluent discharge surge tank was brought back online after sitting idle for many years. The effluent discharge surge tank protects the discharge pipeline system from a “water hammer” caused by a surge in flow. The original surge tank system was built by a company that has been long out of business, so previous attempts at repair were unsuccessful. Toni Artho was the lead on this repair. The surge tank is now fully operational but is operated manually with no automation.



Figure B- Operator Toni Artho repairing effluent discharge surge tank

Collection System

Routine jetting and inspecting of collection system lines continues, resulting in finds such as the root ball shown in Figure C.

Due to frequent use, a 400' section of hose on the vactor truck is being replaced. Annual hose replacement is routine when used on a regular basis. Our crew is using the vactor frequently to clean and maintain our critical sewer collections infrastructure.



Figure C- Operator Delon Blackburn with a root ball retrieved from a wastewater collection system line.

Water Department

Staff continues to focus efforts on locating meters in anticipation of the transition upgrade to an Advanced Metering Infrastructure (AMI). To date, 3384 meters have been pinpointed and recorded in the department's GIS system with 702 meters located in April alone.

As a result, hydrant testing was suspended for the month of April. This decision was also made due to the valve exerciser being sent for repair. Every fire hydrant has a corresponding valve that is exercised during hydrant maintenance and testing. The valve exerciser is used to turn the hydrant valve to ensure proper working order when called upon.

Water operator Adam Steventon received training in April to sit for the Backflow Prevention Assembly Tester Certification exam. Adam's certification will reduce third party contractor costs to test and repair the District's backflow devices.

The Supervisory Control and Data Acquisition (SCADA) Phase II project is nearing completion with all servers, hardware, and human to machine interface (HMI) development substantially complete. The final component of this project includes a new alarm system, a historian, and reporting software. The Water Department's SCADA system is a critical element of day-to-day operations. Operators use SCADA to check the status of pumps, tank levels, and analytical equipment, and the data retrieved by this system is also populated into monthly state-mandated reports. Improvements to the alarms programmed into SCADA will prevent unnecessary call-outs to standby personnel and provide the earliest possible detection of water quality or treatment issues that require staff intervention.

As of April 30, the CCSD has diverted 17% of both the annual San Simeon Creek and Santa Rosa Creek allocations with 78% of total production coming from the San Simeon Creek aquifer. San Simeon Creek well levels are still trending just below average (see attached charts). Additional well level data and production summary reports are available on the website at www.cambriacsd.org/water-data.

The Water Board released a statement¹ in March of this year warning of continued dry conditions across the State. Water users are urged to reduce and conserve. According to the State's website², this past February was the third driest recorded over the past 127 years. All of San Luis Obispo County is in Severe Drought with the eastern most portion in Extreme Drought conditions. Utilities staff will continue to monitor the District's water supply and recommend conservation actions to the Board, as needed. It is important to note that the District's water supplies are localized and may be more or less severe than State and County levels.

Water Department activities and tasks for April 2021 are included in the chart below.

¹ https://www.waterboards.ca.gov/press_room/press_releases/2021/pr03222021_dry_conditions.pdf

² <https://www.drought.gov/states/california/county/san%20luis%20obispo>

Activity	# Completed
Manual Meter Reads/Locates for Billing Purposes	1287
Customer assists for high water usage on customer side of meter	7
Locking/Unlocking Water Meters	1
Meter Shut-Off/Turn-On at Owner's Request	5
Repairs of distribution system leaks	6
After-Hours System Alarm Responses	0
USA Locations	30
Water Service Line Information Requests	4
Service angle stop/Valves Replaced	2
GIS Locating	702
Hydrant Testing/Maintenance*	2
Back-up Generator maintenance/testing	4

*Additional information regarding the Department's hydrant maintenance program can be found at www.cambriacsd.org/water.

Water Reclamation Facility (WRF)

Piezometers were installed at the District's San Simeon Creek Rd property as part of the groundwater modeling and monitoring project being performed by Todd Groundwater's Gus Yates. Data loggers inside the piezometers will record water level data which will be retrieved by Water Department staff and utilized to aid the Instream Flow Study and improve the Adaptive Management Program.

The WRF vendor technicians (H2O Innovations) were onsite in April to assist staff in testing and replacing equipment such as chemical dosing pumps, chemical lines and air lines.

The District's UV vendor was also onsite to test and perform maintenance on the UV Oxidation system. Several ballasts were identified for replacement and extras were ordered to have on hand as back up. One of the screens on the UV system was determined to be non-operable due to exposure to the elements over several years. Protective covering for this kind of equipment is listed on the Department's Capital Improvement Plan as a Priority 2 item. In summary, the UV Oxidation system is fully operational but must be operated manually until the new screen is installed.

Staff will be conducting tests of the Reverse Osmosis (RO) system this summer. The RO filters have been stored in manufacturer packaging and are nearing their recommended storage time limit. Installing the filters will allow vendor technicians and District staff to audit the WRF system during a complete maintenance run. This maintenance run has been requested by the Water Board and will not result in water being reinjected into the aquifer.

Conservation & Permits

This month, the second round of Flume Smart Water System rebates was finally launched. As of the writing of this report (May 6th), 65 rebates have been issued with 56 rebates still available. Visit www.flumewater.com/ccsd to learn more about this limited time offer.

Staff is completing the required components of the Urban Water Management Plan (UWMP) 2020 update, which includes a separate Water Shortage Contingency Plan (WSCP). Both plans are due to the State by July 1st. In April, Staff assisted consultants in preparing a draft list of actions to be taken during the various stages of the WSCP, as well as a preliminary set of shortage indicators which will be used to move within stages of the plan. The State is requiring that all urban water suppliers adopt a standard six stage program and prepare procedures for completing annual water supply and demand assessments. A draft of both the UWMP and WSCP 2020 update will be available in the end of May.

Tech Talk Topic – California Water Conservation Legislation

In 2018, landmark water conservation legislation was signed into law, although the lengthy road map to implementation has largely erased it from the average citizen's memory. You may recall the sensational headlines about the 55-gallon per person per day limit and the false claim that Californians would have to choose between taking a shower or doing laundry. In reality, these policy laws, Assembly Bill 1668 and Senate Bill 606, work together to push Californians toward a more sustainable water future by imposing water budgets on the suppliers (that's us) not on customers like you. Individual households and businesses will not be required to meet specific indoor and outdoor standards. These water budgets will emphasize the aggregate amount of all categories of urban water use, such as indoor and outdoor residential use, Commercial, Industrial, and Institutional (CII) use, irrigation, and water loss. Some of these standards, such as outdoor residential use, are still being developed for future implementation. Once the CCSD's standards are set, the District will decide how best to achieve the new targets as a service area. In the meantime, the District continues to offer rebates and other water conservation programs to help customers use water wisely. Learn more by visiting us at www.cambriacsd.org/water-conservation.

In response to this legislation, the State issued a primer called Making Water Conservation a California Way of Life. It's available online at <https://water.ca.gov/Programs/Water-Use-And-Efficiency/2018-Water-Conservation-Legislation>.

Permit counter activity for the month of April includes the following:

Assignments (12 To Date In 2021)

APN 023.035.021	Boyd to Mora	Waitlist No. 133
APN 023.086.037	Farkas to Shortes	Waitlist No. 267
APN 024.143.027	Myers to Mislant	Waitlist No. 209
APN 024.321.026	Cantu to Berger	Waitlist No. 271

Transfers (3 To Date In 2021)

APN 023.049.034 Henderson Exchange Waitlist No. 311, 646

Voluntary Lot Mergers (1 To Date In 2021)

Will Serves For Remodels, Active Service Transfers, & Grandfathers (14 To Date In 2021)

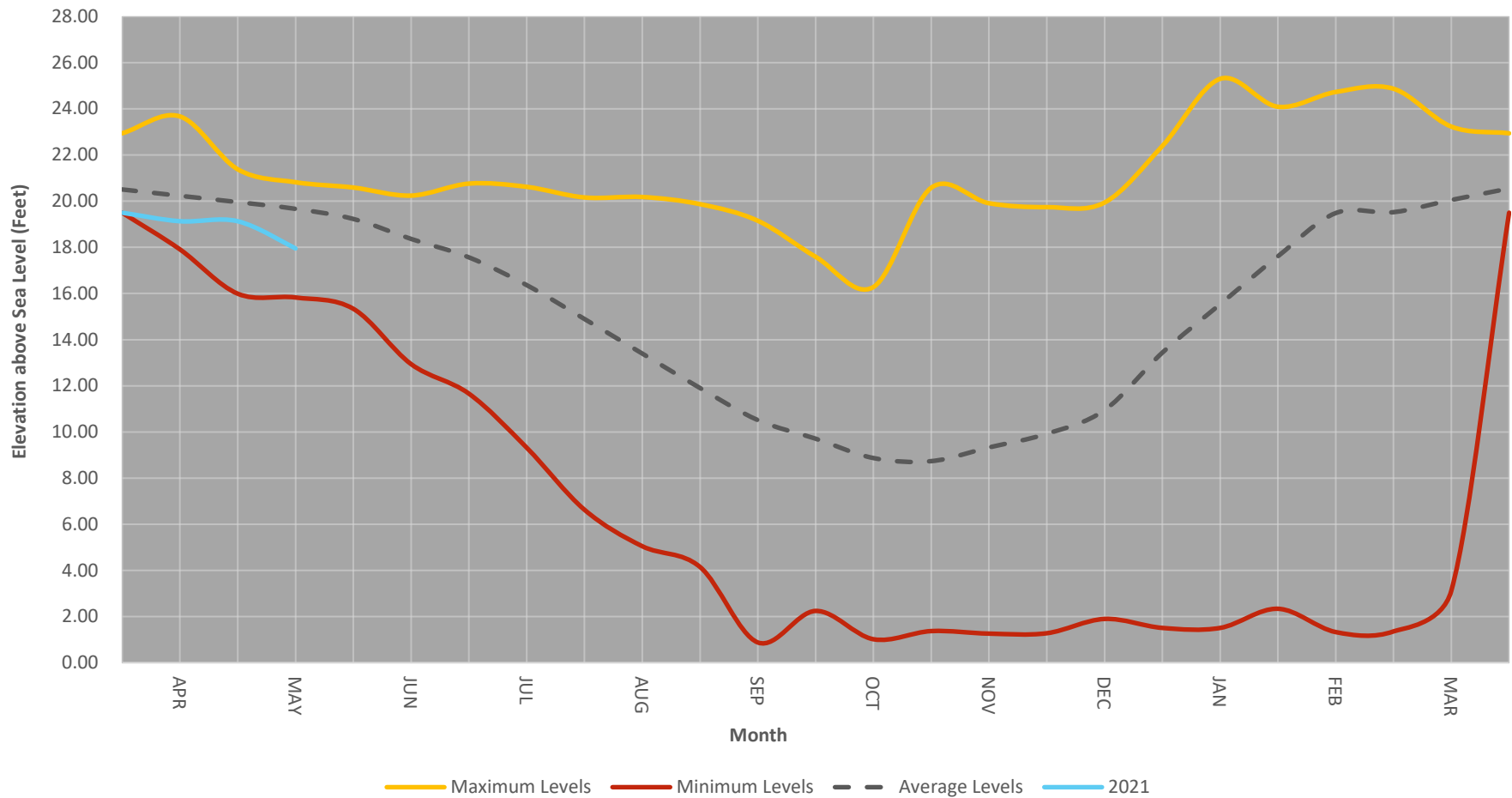
Cannoles	022.212.053	901 Sheffield	Bath/Bed Addition
Chalifoux/Berry	022.353.011	1034 Hillcrest	Garage Addition
Vadnais-Aguilera	013.101.081	1276 Tamsen	Tenant Improvements
Zimmerman/Greenfield	022.312.018	353 Huntington	Interior Remodel/Bath Add
Harley/Ayers	022.282.014	5165 Windsor	Interior and Exterior Addition
Vanherweg-Jones	023.364.026	2338 Pierce	Guest House & Garage Add

Retrofit Verifications (21 To Date In 2021)

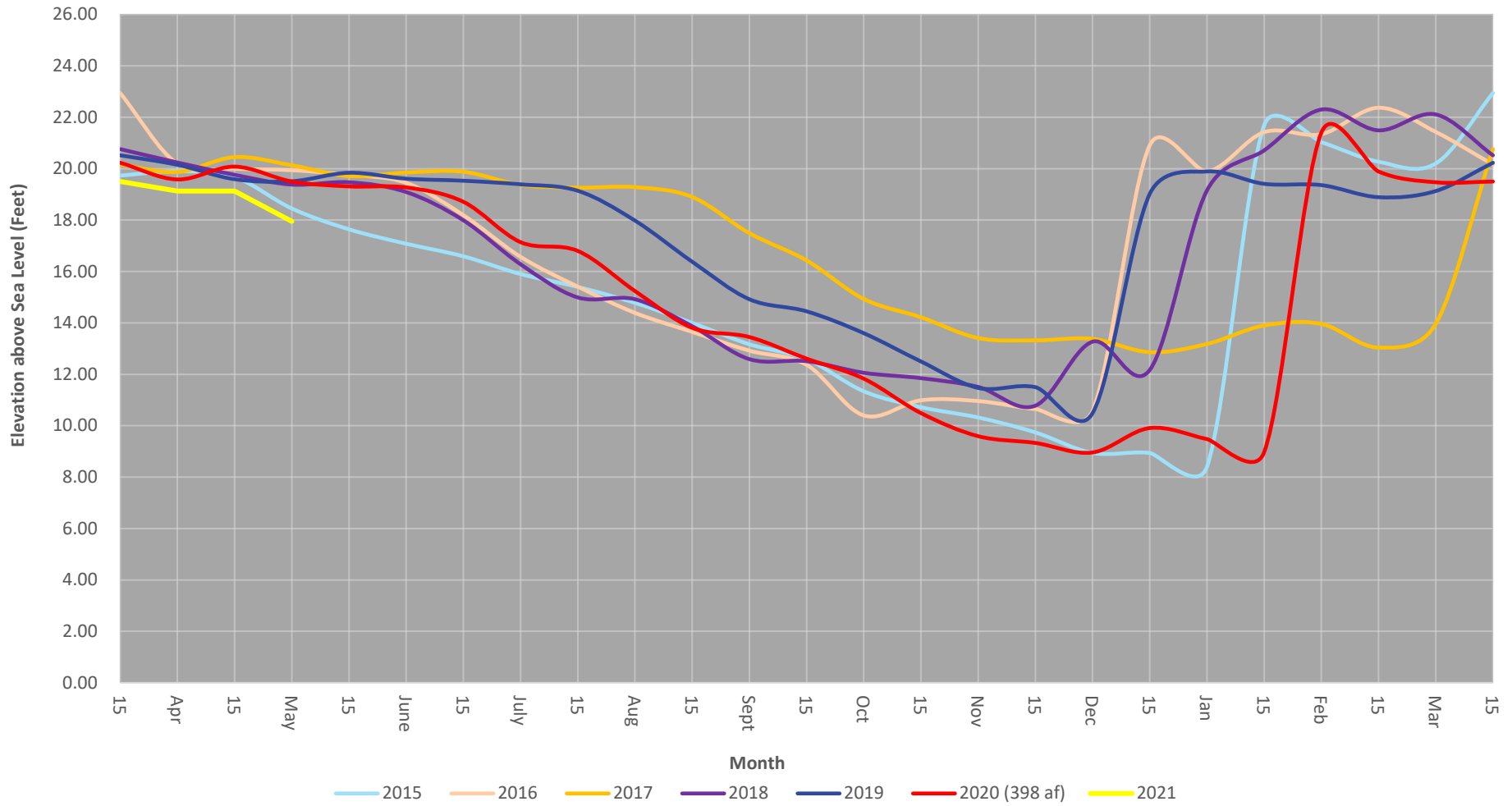
2950 Orin	1441 Richard	2555 Macleod
612 Exeter	531 Canterbury	

Water Line/Meter Replacement (0 to date in 2021)

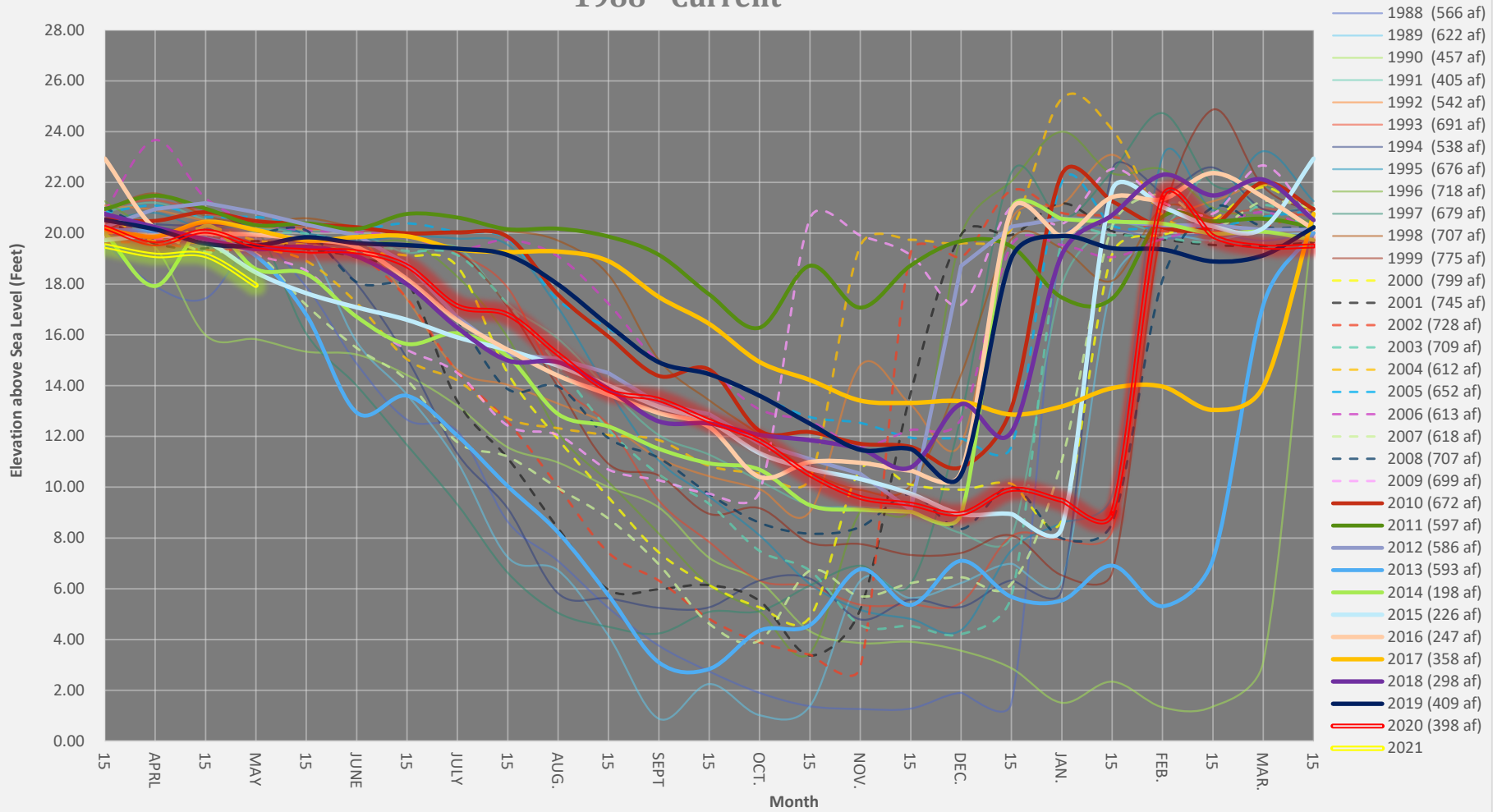
San Simeon Creek Well Levels Mid-March 2021 levels to date and 1988 to Current Min, Max, & Average



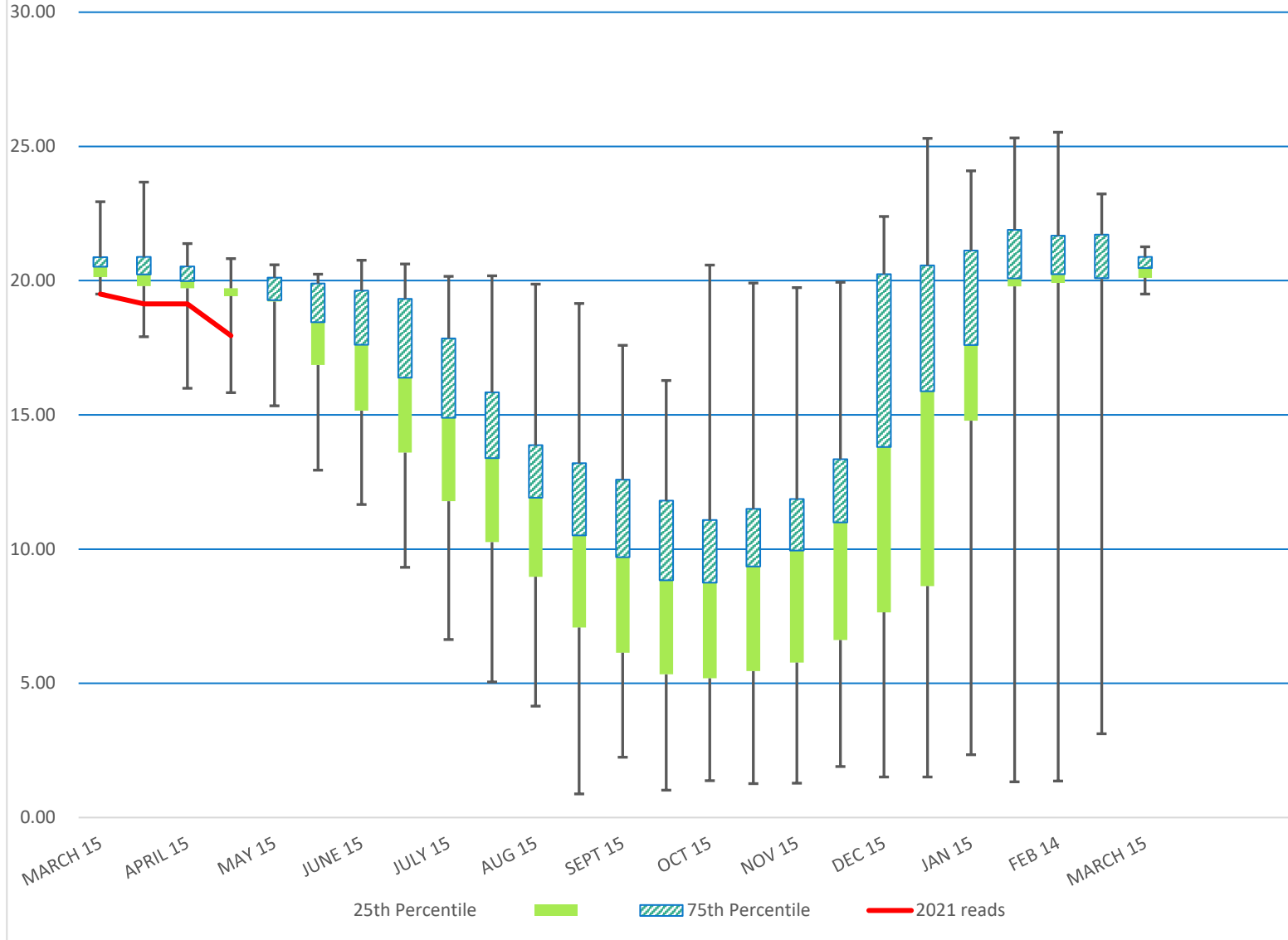
San Simeon Creek Well Levels Last 7 years March, 2014 - Current



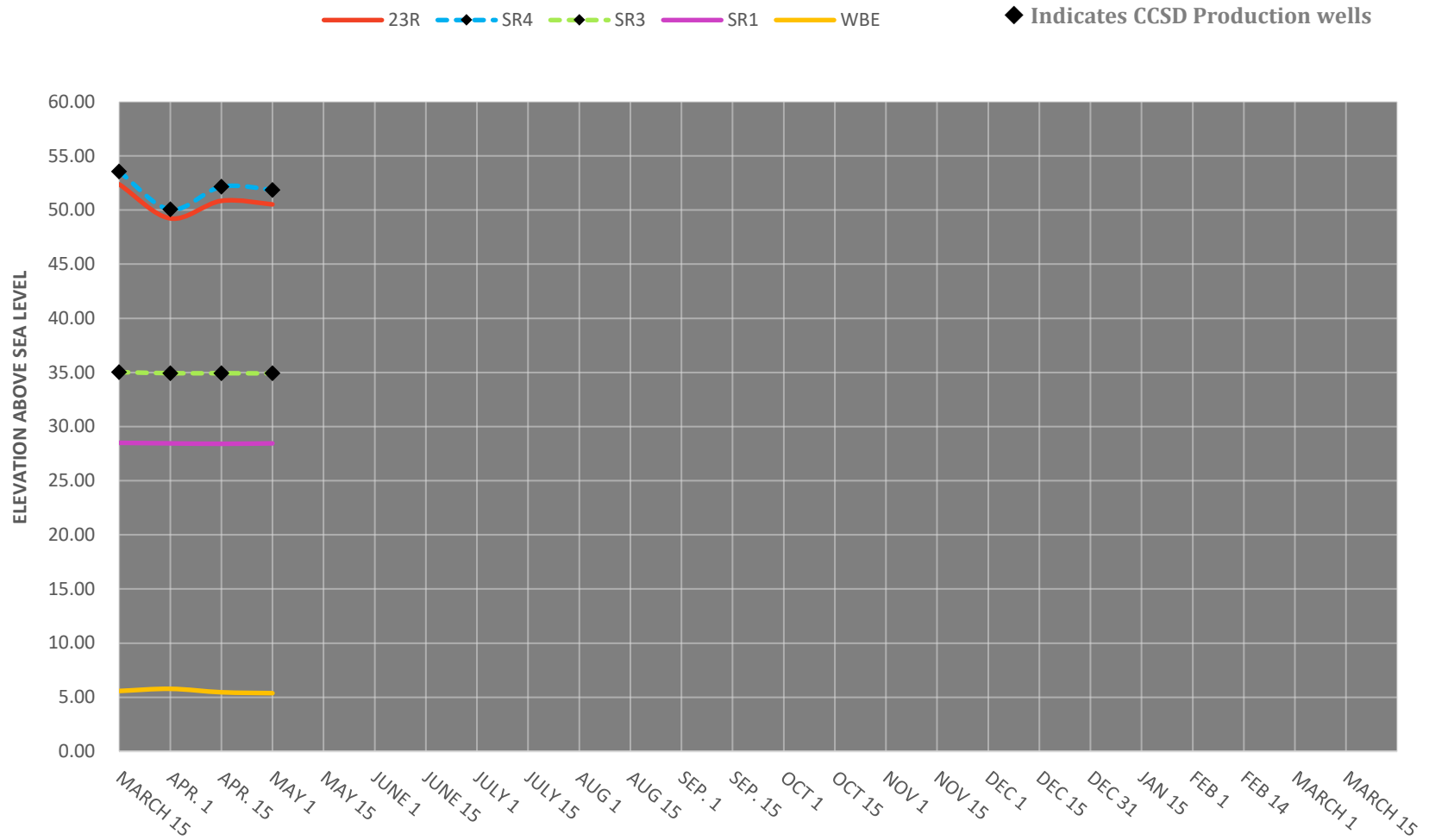
San Simeon Creek Well Levels 1988 - Current



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



SANTA ROSA CREEK WELL LEVELS March 15th, 2021 - Current



5/3/2021

CAMBRIA COMMUNITY SERVICES DISTRICT
WELL WATER LEVELS FOR 5/3/2021

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	32.90	83.42	50.52	
SR4	30.15	82.00	51.85	
SR3	19.39	54.30	34.91	
SR1	17.95	46.40	28.45	
21R3	7.81	12.88	5.07	Meter read 44602 CF
WBE	11.49	16.87	5.38	
WBW	11.97	17.02	5.05	

AVERAGE LEVEL OF CCSD SANTA ROSA WELLS SR1 & SR3 = 31.68 FEET
CCSD SANTA ROSA WELL SR4 = 51.85 FEET

SAN SIMEON CREEK WELLS

16D1	7.83	11.36	3.53	
MW4	12.25	15.95	3.70	
MW1	14.72	42.11	27.39	
MW2	14.50	38.10	23.60	
MW3	18.97	49.56	30.59	
9M1	20.91	65.63	44.72	
9P2	11.14	19.11	7.97	
9P7	11.22	20.69	9.47	
9L1	16.77	27.33	10.56	
RIW	12.74	25.41	12.67	
SS4	15.08	25.92	10.84	SS4 to 9P2 Gradient = + 2.87
MIW	13.30	29.89	16.59	
SS3	16.00	33.73	17.73	
SS2	15.14	33.16	18.02	
SS1	14.28	32.37	18.09	
11B1	20.79	105.43	84.64	
11C1	15.57	98.20	82.63	
PFNW	13.93	93.22	79.29	
10A1	27.23	78.18	50.95	
10G2	20.16	62.95	42.79	
10G1	18.57	59.55	40.98	
10F2	26.67	66.92	40.25	
10M2	23.54	55.21	31.67	
9J3	16.27	43.45	27.18	
lagoon	20.13			mitigation errosion none

AVERAGE LEVEL OF CCSD SAN SIMEON WELLS SS1,SS2 & SS3 = 17.95 FEET

revised 6/6/16

Red Font are the CCSD's Production Wells, as measured on 5/3/2021

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

2021
CAMBRIA COMMUNITY SERVICES DISTRICT
GROSS WATER DIVERSION, BY SOURCE
REPORTED IN ACRE-FEET

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
2007	S.S.	57.70	47.45	56.47	60.50	56.11	51.21	55.95	63.48	58.72	37.58	34.83	38.61	618.61	2007
	S.R.	0.00	0.00	0.60	1.81	14.47	22.24	23.47	12.37	5.29	18.70	21.20	9.42	129.57	
	SS & SR TOTAL	57.70	47.45	57.07	62.31	70.58	73.45	79.42	75.85	64.01	56.28	56.03	48.03	748.18	
2006	S.S.	50.81	49.10	48.82	49.65	60.58	65.65	56.12	59.67	52.49	42.86	34.46	42.75	612.96	2006
	S.R.	0.00	0.78	0.00	0.62	0.74	2.56	23.58	20.72	20.17	23.88	26.46	13.63	133.14	
	SS & SR TOTAL	50.81	49.88	48.82	50.27	61.32	68.21	79.70	80.39	72.66	66.74	60.92	56.38	746.10	
2005	S.S.	50.05	46.16	51.09	55.01	65.70	68.81	80.52	61.60	48.71	47.08	40.83	36.70	652.26	2005
	S.R.	0.00	0.62	0.93	0.76	0.76	0.73	1.64	17.32	20.25	21.69	16.92	7.36	88.98	
	SS & SR TOTAL	50.05	46.78	52.02	55.77	66.46	69.54	82.16	78.92	68.96	68.77	57.75	44.06	741.24	
2004	S.S.	55.83	51.40	58.56	64.33	67.98	52.62	47.04	39.68	41.06	34.80	49.30	49.92	612.52	2004
	S.R.	0.00	0.61	1.17	4.84	8.68	22.08	30.80	36.30	27.32	24.95	1.73	1.63	160.11	
	SS & SR TOTAL	55.83	52.01	59.73	69.17	76.66	74.70	77.84	75.98	68.38	59.75	51.03	51.55	772.63	
2003	S.S.	52.73	49.97	57.35	58.32	62.82	68.22	65.05	63.34	58.91	67.08	56.20	48.84	708.83	2003
	S.R.	0.70	1.11	0.48	0.94	1.84	5.63	19.77	22.04	16.00	6.58	3.12	5.84	84.05	
	SS & SR TOTAL	53.43	51.08	57.83	59.26	64.66	73.85	84.82	85.38	74.91	73.66	59.32	54.68	792.88	
2002	S.S.	54.43	52.23	60.70	65.43	60.75	55.13	66.79	73.35	66.59	62.03	56.36	53.98	727.77	2002
	S.R.	1.28	1.27	1.10	1.11	14.82	22.79	19.54	9.67	3.52	4.02	2.04	0.55	81.71	
	SS & SR TOTAL	55.71	53.50	61.80	66.54	75.57	77.92	86.33	83.02	70.11	66.05	58.40	54.53	809.48	
2001	S.S.	56.16	48.05	55.92	60.69	73.30	77.51	85.01	78.50	53.45	56.21	48.16	52.29	745.25	2001
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.78	21.08	16.87	8.06	0.89	52.68	
	SS & SR TOTAL	56.16	48.05	55.92	60.69	73.30	77.51	85.01	84.28	74.53	73.08	56.22	53.18	797.93	
2000	S.S.	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	2000
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SS & SR TOTAL	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	
1999	S.S.	56.40	45.26	52.16	57.40	70.43	71.35	85.41	82.68	69.45	68.04	57.78	57.69	774.05	1999
	S.R.	0.01	0.01	0.01	0.04	0.02	0.07	0.01	0.02	0.32	0.02	0.00	0.00	0.53	
	SS & SR TOTAL	56.41	45.27	52.17	57.44	70.45	71.42	85.42	82.70	69.77	68.06	57.78	57.69	774.58	
1998	S.S.	44.39	46.36	47.00	50.53	56.43	63.43	77.75	80.30	68.35	66.58	54.06	52.13	707.31	1998
	S.R.	0.01	0.01	0.01	0.01	0.00	0.01	0.01	0.09	0.01	0.00	0.00	0.00	0.16	
	SS & SR TOTAL	44.40	46.37	47.01	50.54	56.43	63.44	77.76	80.39	68.36	66.58	54.06	52.13	707.47	
1997	S.S.	50.61	49.20	65.66	68.65	76.18	79.14	82.31	57.02	37.32	27.50	38.96	45.96	678.51	1997
	S.R.	0.02	0.08	0.02	0.02	0.02	0.02	0.38	25.92	31.54	36.85	12.41	0.01	107.29	
	SS & SR TOTAL	50.63	49.28	65.68	68.67	76.20	79.16	82.69	82.94	68.86	64.35	51.37	45.97	785.80	
1996	S.S.	46.66	43.40	47.39	56.95	66.18	70.83	75.70	77.27	68.23	65.58	50.37	49.43	717.99	1996
	S.R.	0.01	0.03	0.03	0.03	0.03	0.01	0.03	0.02	0.01	0.02	0.02	0.02	0.26	
	SS & SR TOTAL	46.67	43.43	47.42	56.98	66.21	70.84	75.73	77.29	68.24	65.60	50.39	49.45	718.25	
1995	S.S.	41.30	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	675.94	1995
	S.R.	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.90	
	SS & SR TOTAL	43.20	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	677.84	
1994	S.S.	47.00	38.60	48.60	52.00	54.60	63.40	69.30	47.80	31.70	30.80	28.20	26.00	538.00	1994
	S.R.	0.00	0.00	0.00	0.00	0.10	0.00	0.00	25.00	30.20	27.70	21.20	19.90	124.10	
	SS & SR TOTAL	47.00	38.60	48.60	52.00	54.70	63.40	69.30	72.80	61.90	58.50	49.40	45.90	662.10	

2021
CAMBRIA COMMUNITY SERVICES DISTRICT
GROSS WATER DIVERSION, BY SOURCE
REPORTED IN ACRE-FEET

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR	
1993	S.S.	50.10	45.70	52.60	56.30	68.30	68.80	68.10	69.80	59.80	56.10	51.40	43.50	690.50	1993	
	S.R.	0.50	0.30	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90		1993
	SS & SR TOTAL	50.60	46.00	52.60	56.30	68.40	68.80	68.10	69.80	59.80	56.10	51.40	43.50	691.40		
1992	S.S.	45.30	42.20	45.90	55.20	64.00	58.10	44.90	41.80	35.00	32.80	34.00	43.10	542.30	1992	
	S.R.	0.80	0.30	0.10	0.40	0.50	6.10	22.70	28.10	26.30	25.10	19.50	5.50	135.40		1992
	SS & SR TOTAL	46.10	42.50	46.00	55.60	64.50	64.20	67.60	69.90	61.30	57.90	53.50	48.60	677.70		
1991	S.S.	26.90	23.10	32.70	39.60	48.60	44.10	40.10	34.80	30.50	28.00	26.40	30.10	404.90	1991	
	S.R.	15.30	13.10	0.50	0.10	0.10	5.50	15.00	21.60	20.20	21.00	19.70	18.70	150.80		1991
	SS & SR TOTAL	42.20	36.20	33.20	39.70	48.70	49.60	55.10	56.40	50.70	49.00	46.10	48.80	555.70		
1990	S.S.	45.70	47.00	55.28	44.75	31.46	32.34	40.00	38.00	31.91	31.40	29.40	29.90	457.14	1990	
	S.R.	8.70	0.80	0.50	18.03	32.30	26.79	22.30	22.20	20.64	20.20	19.30	14.90	206.66		1990
	SS & SR TOTAL	54.40	47.80	55.78	62.78	63.76	59.13	62.30	60.20	52.55	51.60	48.70	44.80	663.80		
1989	S.S.	51.00	47.90	53.90	61.90	57.20	62.20	69.20	60.90	36.30	38.70	42.60	40.60	622.40	1989	
	S.R.	0.00	0.00	0.00	1.00	13.80	13.50	17.90	28.00	42.00	22.60	17.60	18.20	174.60		1989
	SS & SR TOTAL	51.00	47.90	53.90	62.90	71.00	75.70	87.10	88.90	78.30	61.30	60.20	58.80	797.00		
1988	S.S.	51.20	57.90	63.20	47.30	57.40	44.20	50.00	51.70	41.90	37.40	27.40	36.00	565.60	1988	
	S.R.	0.00	0.00	0.00	16.30	15.70	30.70	31.20	34.90	36.00	34.90	35.20	19.00	253.90		1988
	SS & SR TOTAL	51.20	57.90	63.20	63.60	73.10	74.90	81.20	86.60	77.90	72.30	62.60	55.00	819.50		

Finance Committee Report for CCSD Board Agenda, June 10, 2021:

The Finance Committee of the CCSD Board of Directors held its regular meeting via Zoom on Tuesday, May 25, 2021 at 10 a.m.

Committee members present were: Tom Gray (chair), Ted Siegler (vice-chair), DeWayne Lee, Cheryl McDowell and Marvin Corne.

Staff present were: John Weigold, General Manager, Pamela Duffield, Finance Manager, Ossana Terterian, Board Secretary, William Hollingsworth, Fire Chief, Carlos Mendoza, Facilities & Resources Supervisor, Ray Dienzo, Utilities Department Manager/District Engineer.

In his report, Chairman Gray noted that an Agenda item has been added enabling Committee members to make announcements, report briefly on their activities, or ask questions for clarification.

Regular business was as follows:

-- Review and discussion of the FY 2021/2022 preliminary CCSD budget and providing recommendation(s) to the Board:

Finance Manager Duffield reviewed the FY 2021/2022 preliminary budget, detailing projected revenue and outlays for four General Fund and four Enterprise Fund departments.

Public Comment was offered by Tina Dickason (orally) and David Pierson (in writing).

During the discussion members inquired why the SST loan repayment was included in the budget without showing loan proceeds. The committee also discussed whether to simply repair storm damage or to invest in a more comprehensive solution to prevent damage in the future; how to handle the lawsuit settlement money; brine disposal; the need for an additional truck and tractor, and whether to have a one-page summary for the public to better understand the budgets, including the actual amount spent on the WRF.

Mr. Weigold drew attention to the question of paying off the interfund loan to the Water Fund vs. spending more on water meter replacement.

Mr. Dienzo explained the rationale for funding an additional truck and tractor, as well as facilities for brine disposal.

Committee Vice-Chair Siegler moved to recommend to the Board that it approve the preliminary budget as drafted with one change – removing SST loan repayment and replacing it with SST project outlay that would be budgeted if the loan is not obtained.

In other business, the committee heard an update on the Fiscal Year 2019-2020 Audit and the Tyler Incode installation, both from Ms. Duffield. She reported that the draft report from the audit should be completed in time for the July 2021 Finance Committee meeting, if not earlier. She said the Tyler Incode installation is on track to be completed in July as well.

-- Submitted by Tom Gray

Resources & Infrastructure Report for CCSD Board Agenda June 10, 2021

The Standing Committee on Resources & Infrastructure held it's regular meeting via Zoom on Monday May 10, 2021 at 2:00 pm.

The Committee members present via Zoom were: Karen Dean (Chair), David Pierson (Vice Chair), Brad Fowles, James Webb, Steven Siebuhr, and Michael Thomas.

Staff present were: General Manager John Weigold, District Engineer/Utilities Manager Ray Dienzo, and CCSD Board Secretary Ossana Terterian.

The R & I Committee reviewed and discussed the most recent iteration of the Capital Improvement Project List. This list had been updated since the previous time that it had come before the R&I Committee. Capital Improvement Projects for the General Fund Departments have been added to make a more complete lists of projects for the District and items that were considered to be maintenance or operational rather than capital projects were removed from the CIP list. After questions and discussion by the full R&I Committee, as well as input from members of the public, the R&I voted, four in favor and with one abstention, to forward the CIP list to the Board.

The Committee received an update from District Engineer/Utilities Manager Ray Dienzo on the status of the CDP process. Mr Dienzo reported that the Task 2 of the Instream Flow Study is underway, the Piezometers are installed and data is being collected. This study will not be completed by the May 31 deadline, so an extension will be needed for the IFS Task 2. The Traffic Study, the Sound Study, and the FEMA Flood Plain Verification Study are complete (the project is not in the 100yr flood zone), and reports are being finalized to meet the May 31 timeline for data requested for the CDP Information Hold.

The R&I Committee will not be holding a meeting in June.

Submitted by Karen Dean, R&I Committee Chair.

CCSD Intent to Serve Letters Ad Hoc Committee Report and Recommendations

The CCSD Board Ad Hoc Committee on Intent to Serve Letters (ITS), consisting of Director Harry Farmer and Director Karen Dean, was formed during the December 17, 2020 CCSD Board meeting. The original task of this Committee was to research the status of the existing active ITS, to review the Municipal Code Ordinances and District policies related to the ITS, and to develop possible recommendations for Board consideration regarding the methodology for bringing all new connections to the Board for discussion, while also providing public transparency on the background and the requirements for those new connections.

During the CCSD Board meeting of March 11, 2021, an additional task was added to the ITS Ad Hoc Committee, which was to investigate potential action to suspend all Active ITS and the effects of temporarily suspending those ITS. The Committee was advised to work with Staff and District Legal Counsel to look at Active Intent to Serves, Existing Commitments, legal constraints, and what the Board can or cannot do in regards to new connections, transfers, etc., and to make recommendations for possible policy and procedural modifications for the Board to consider.

Our Ad Hoc Committee met several times, including meeting with Staff and Legal Counsel. In addition to receiving updated data on the Active ITS for consideration of a possible recommendation to suspend those letters temporarily, we also received updates on Existing Commitments for Unimproved Single Family Residential, the Cambria West Tract 1804, Unbuilt Active Service Transfers, Unimproved Multi-Family Residential, and Unimproved Commercial from Staff and Legal Counsel, as well as the background on these and what the legal restraints are for them. We researched and discussed with Staff and District Counsel the current policy and procedures on Intent to Serves and on Will Serves, the Municipal Codes regarding new connections, the retrofit and offset program, and other requirements involved with new projects.

The parcels named above as "Existing Commitments" have meters in the ground, no existing structures, and are paying the base bi-monthly rates for water, and therefore are considered active service connections. These are what are being called by the District "Grandfathered" units. To quote the County Growth Management Ordinance, Section 26.01.070(10)a.1.ii:

"Grandfathered" Units in Cambria. Of the total number of dwelling units to be allowed in Cambria each year, the Cambria Community Services District shall reserve eight allocations for parcels certified by the district as having "grandfathered" right to water service and "will serve" letters will be issued to such applicants on a first-come-first-served basis. These grandfathered units shall be allocated as follows: four units for Tract 1804 and four for the remaining units on the grandfather list. This increase shall be re-evaluated once the Cambria Community Services District has lifted the current

moratorium on development that is not considered as grandfathered or active meter status.

The Ad Hoc Committee is not including these “grandfathered” Active Service Connections that are considered Existing Commitments in our recommendations on suspending Active Intent to Serves. We are also not addressing the WWL or future ITS at this time as we are still in a moratorium and no new ITS for new connections are currently being issued. Please note that we will be using the term “Will Serve”, as did the quote from the Growth Management Ordinance above, for the purpose of this report for grandfathered/active service connections that have no structures or improvements to differentiate those projects from the current Active Intent to Serves.

After extensive discussions with Staff and Counsel, as well as research of policies, procedures, and codes, the legal constraints involved with Existing Commitments, the current requirements for projects to be able to move forward, the Ad Hoc Committee has the following recommendations to be brought forward to the Board for discussion and consideration regarding Policy and Procedure modifications, amendments to the Municipal Code, and adjustments for water offsets for future projects.

Recommendation 1:

There are a total of five current Active ITS letters. These include one Single Family Residential, one Multifamily Residential, and three Commercial ITS.

The Single Family Residential ITS expires Sept 2021.

Two of the Commercial ITS expired in 2018, however they had not been notified that the suspension of their ITS from the drought emergency declaration of 2013 had been lifted. The other Commercial ITS expires Dec 2022.

We recommend that the Board discuss and consider temporarily suspending four of the Active ITS listed above, the one Single Family Residential ITS and the three Commercial ITS, until such time that the final results of both the Task 1 & Task 2 of the Instream Flow Study have been completed and accepted.

We are NOT recommending that the Multifamily Residential ITS be included in this action to suspend ITS. This project has already been approved by the California Coastal Commission, and is in the process of addressing all the requirements and conditions that the CCC has placed on this project.

Recommendation 2:

We recommend that a policy be considered for all Will Serves for new projects on the Existing Commitment lists. These are currently unimproved parcels that include grandfathered single family residential meters, Tract 1804, unbuilt active service transfers, Multifamily, and Commercial. These shall be brought before the Board for review and discussion of the status of the project, any legal requirements involved, and for transparency for the public.

(We are not including minor remodels or additions to existing structures in this policy change recommendation.)

Recommendation 3:

We recommend that Municipal Code section 8.04.080.D.4, Procedure for new service from district water and sewer waitlists, be amended to require all applications for projects requiring any EDUs be considered by the Board of Directors. The current Code only requires projects with over 3 EDUs to be considered by the Board.

Recommendation 4:

We recommend that Municipal Code section 8.04.080.E.3 be amended to require all requests for extensions of Intent to Serve letters, regardless of the number of EDUs involved, be considered by the Board of Directors. The current Code only requires project extensions with over 3 EDUs to be considered by the Board.

Recommendation 5:

We recommend that Municipal Code section 8.04.080.H be amended to require extensions of connection permits, regardless of the number of EDUs, be considered by the Board of Directors. The current Code only requires connection permit extensions with over 3 EDUs be considered by the Board.

Recommendation 6:

We recommend that the use of the retrofit points in the points bank from past retrofits be suspended or put on hold, and that any new projects requiring retrofit/offset points for construction obtain them through new verifiable water offsets and retrofits. We further recommend that retrofits upon resale be disconnected from retrofits/offset points due to the difficulty in verification.

Recommendation 7:

We recommend that any new projects on the currently unimproved parcels, as well as tear down/rebuilds, be required to only use non-potable water for outdoor landscape irrigation.

Recommendation 8:

We recommend that all Will Serve or Availability of Water & Sewer notification letters sent to SLO County for Existing Commitments or Grandfathered meters have a statement included that the property has a water meter installed, the property owner has been paying a bimonthly base water charge, and the District is legally obligated to provide water service due to a Settlement Agreement or Active Service Connection prior to the declaration of the Moratorium in 2001.

Respectfully submitted,

Director Karen Dean and Director Harry Farmer

FFRP Report

First off, there is nothing to report from the Cambria Forest Committee meeting of Wednesday, May 12th. The next CFC meeting via Zoom is Wednesday, June 9th, at 6:30PM.

Here's the summary from the Friends of the Fiscalini Ranch Preserve meeting of Tuesday, May 11th:

Essentially the meeting began with a report from Facilities and Resources Supervisor Carlos Mendoza on recent actions taken to upgrade the Ranch. This included reopening the Santa Rosa Creek trail after the serious repair work needed resulting from the very heavy rains of late January. Firebreaks in various areas of the Ranch have been cleared, and mowing in other locations is taking place as well.

Executive Director Kitty Connolly began her report by saying that donations are way down so far this year from the same period last year, though FFRP did get a \$2500 grant to help with plant propagation. Also, the California Coastal Conservancy had a grant that would cover the cost of clean up from January's storm damage. And while the CCC was receptive to the grant application proposed by FFRP, they wanted to fund these repairs through the CCSD. Unfortunately, problems also occurred due to the short application window, so time will tell regarding what the outcome of this item will be.

FFRP has been concerned about the current trail/path that exists between the Bluff and Marine Terrace trails, which is presently dirt and quite muddy. There has often been talk of moving the trail out of the wetland, creating a boardwalk, and also making it ADA compliant. There is a Proposition 68 Regional Parks Trail Program administered by State Parks that addresses needs such as this, and grant funding is being pursued. The Grant would cover all costs with no matching funds required. It's anticipated the cost of this project could be upwards of \$250,000. Recently FFRP received two pledges of \$25,000 each to assist in this endeavor. The overall process could take up to two years to complete.

At present there are 17 benches on the West Ranch, the maximum number allowed. A number of them were recently built or redesigned and look great. Presently benches on the East Ranch exist in theory only, but may be pursued in the future.

Treasurer Ted Siegler has done an excellent job overseeing the investments of FFRP, but is now in his fifth year serving in this capacity, and will be resigning at the end of the year. As a result, Friends will be considering hiring a bookkeeper to serve in this position.

On Friday, April 16th, there was a Self Guided Walk on the Bluff Trail that included 3 local teachers and 12 families, with a total of 29 people in attendance. Covid 19 rules were observed by all, and a map with highlighted information was included. A wonderful time was had by everyone, with kids of all ages seeing everything from otters and baby sea lions to tadpoles, ground squirrels, lizards and many birds. The children especially enjoyed taking photos of flowers and matching them with the pictures in the information packet.

Finally, one recent day President John Nixon and Executive Director Kitty Connolly were working in the office on Main Street in the West Village with the door locked. There was a knock on the door. A couple from Petaluma wearing FFRP T shirts were visiting, as they've been doing for 25 years. They love the ranch, and asked what more they could do to continue to provide support toward the "Jewel of the Central Coast".

The next FFRP meeting is Tuesday, June 8th, at 4PM, also via Zoom.

Report from the Ad Hoc Forest Management Committee meeting of Monday, May 24th.

In attendance were Board Directors Tom Gray and Harry Farmer, as well as Registered Professional Forester Satve Auten, who is overseeing the project taking place on the Covell Ranch, as well as Dan Turner, head of the San Luis Obispo County Fire Safe Council. Briefly in attendance by phone was Keith Seydel, manager of Rancho Marino. Unable to attend due to a last minute scheduling conflict was Jon Hall from the San Luis Obispo County Land Conservancy.

The main topics discussed were forest health, as well as the availability of grant funding to address the needs of our local forested areas.

Early on in our meeting it was noted that the current Cambria Forest Management Plan is nearly 20 years old, that conditions have changed since its inception, and an update could be required. Assessing current circumstances and forest management practices would be necessary to determine what projects could be developed moving forward, and therefore where grant funding would be most available. It was suggested that perhaps a new Forest Management Plan could be implemented which should include consulting with all local property owners.

According to Dan Turner, the Covell Ranch has the largest privately owned stand of Monterey Pines in the world, followed by the Hearst Ranch. The nearby Rancho Marino area of roughly 400 acres is also a UC Santa Barbara research project. Of course we also have the Fiscalini Ranch owned by the Cambria Community Services District, as well as other Cambria properties all filled with Monterey Pines, local Coastal Oaks and other tree species.

It was pointed out that the overall health of the forest in our town is not good, due mainly to the lack of adequate rainfall beginning in 2013. Since then various diseases have affected even the most mature trees. Mr Auten suggests that presently there are too many trees for the ground to support, especially on the Covell ranch, and that thinning to 200 trees per acre would be the ideal situation. He noted that updating a Forest Management Plan for the Covell ranch would be required before moving forward in this area, and that assessing the health of the largest properties in the Cambria area should be done first. What could be problematic moving forward is that obtaining a Forest Health Grant requires covering at least 800 acres, and continuity of treatment is necessary. Most important would be assessing what areas can be reasonably treated right now and in the relatively immediate future.

Recently 93 acres in our area have been treated by Cal Fire, both on the Fiscalini Ranch, as well as a shaded fuel break project on Bridge St, with mostly very positive results. Thinning has occurred which has allowed for healthy seedlings to develop, as well as the resprouting of understory vegetation. Additional botanical work will begin in a few weeks.

Regarding obtaining Grant Funding. Recently various private foundations and State Conservancies have created and obtained more grant funding opportunities to address fire safety and forest health.. In addition, Federal and State grants are also available, from the California Coastal Conservancy, as well as the Urban and Community Forestry Grant Program available through the Federal Government, to assist in promoting forest health. It's possible that the UCFGP could provide a 2-4 year grant so our community could obtain a Forest Manager/Ecologist to help in assessing and overseeing the health and well being of the forested areas throughout our community.

Also, we are fortunate that Cal Poly, our local State University, is a premiere forestry school, with a well respected Natural Resource Environmental Science Department. It's possible they may be able to assist in Grant Planning.

We are hoping that our next meeting, a yet date undetermined, will include Devin Best, Executive Director of the Upper Salinas Las Tablas Resource Conservation District, as well as Forest Ecologist Andrew Johnson.

NCAC Liaison Report

The NCAC met on May 19th via Zoom.

The Special Guest Speaker for May was Michelle Roest, who gave a wonderful presentation on the Monterey Bay Marine Sanctuary. Her audio-video presentation is available on the NCAC website, ncacslo.org.

Our County Supervisor Bruce Gibson announced that the California Coastal Commission approved the appointment for a Special Code Enforcement Hearing Officer for SLO County. He also announced that the County Board of Supervisors will hold hearings on June 14th for the new budget of approximately \$600 million, and he said there will be a special meeting on June 15 to discuss the American Rescue Plan Fund and explore what expenses might be accepted for reimbursement. Supervisor Gibson stated that he expected that by June 15 there could be relaxed State Covid guidelines and a probable change to the yellow tier status for the County prior to that. Supervisor Gibson was asked about a return to In person meetings, and said the County will return to the in-public format as of the June 22 Board of Supervisors meeting.

Schani Siong from SLO County Planning and Building announced several changes in the Planning Department. There are some new personnel responsible for four new teams with focus on Coastal, Inland, Regional and Environmental issues. Ms Siong will continue to oversee Coastal projects, including Cambria. Young Choi is no longer with SLO County, and his ongoing projects will be continued by Ms Siong and Emi Sugiyama.

Ms Siong let the Council know that new owners of Leimert Lot 11 have made a formal request for a permit for "Incidental Camping".

The Cambria Community Healthcare District announced they have appointed an ad hoc committees to look at options for replacing or updating their 60 year old facility. MrMcDonough also mentioned that they were making extra efforts with staffing for ambulance and readiness units for Memorial Day weekend.

The Land Use Committee presented three projects to the Council for review and recommendations. The LUC received a referral for a Minor Use Permit amendment for the Cambria Christmas Market, and noted that numerous permit violations had been observed with previous events. The Council voted to approve the permit with the conditions that all permit requirements be strictly abided by, that the term of the permit be for no more than 5 years, that the total vendor booths be no more than 35, that operations be limited to 5 days a week. Review of the application found many errors, inconsistencies, and outdated material, therefore it was requested that the final completed new permit application be brought back to the LUC and the NCAC for action.

A referral was also received for Minor Use permit for a guest house and attached garage on Pierce Ave, the Council recommended approval with the conditions that the issues in the County information hold letter, with special emphasis on the identification, location, and size of trees on the property with a removal and replacement plan, and to provide two off street parking spaces.

A referral was reviewed for a CDP for an agricultural irrigation pond on Van Gordon Creek Rd. The Council recommended approval of this permit with adherence of all County and other regulatory agencies.

Business Report indicated that real estate in Cambria has been very busy, with an average of only four days on the market for residential listings. State Parks is trying to get Hearst Castle Tours open

as soon as possible, San Simeon businesses are suffering due to the closure. Pinedorado will be held this year with some possible changes to format.

Several Candidates for NCAC Representatives and Alternates were verified and confirmed as eligible to run for election.

For Area 1: San Simeon: Hank Krzciuk

For Area 3: Park Hill: Ted Key, Morgan Dougherty, and Karen Chrisman

For Area 5: no applicants

For Area 7: West Lodge Hill: Jeff Kwasny, and Jamie MacLeod

The election is scheduled for July 6 at the Cambria Vets Hall.

The NCAC meeting for June will be held, via Zoom, on June 16 @ 6:30pm. Special Guest Speaker for June will be Devin Best, Executive Director of the Upper Salinas-Las Tablas Resource Conservation District. Mr Best has extensive background in natural resource management as well as being a strong advocate for resource stewardship and ecological restoration. His firm has been engaged with the SLO Firesafe Council and Cal Fire on a fire/fuels management plan for the Covell Ranch, which will address forest health and the likelihood of severe fire. The Zoom link for this meeting is available on the NCAC website, ncacslo.org.

Respectfully submitted,
Karen Dean