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CAMBRIA COMMUNITY SERVICES DISTRICT

REGULAR MEETING

Thursday, June 28, 2012– 12:30 PM

VETERANS MEMORIAL BUILDING, 1000 MAIN ST., CAMBRIA, CA

AGENDA

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

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

1. **OPENING**

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. Report from Closed Session

2. **SPECIAL REPORTS**

- A. SHERIFF'S DEPARTMENT REPORT
(Estimated Time: 5 minutes)

3. **ACKNOWLEDGMENTS/PRESENTATIONS**

- A. Proclamation Recognizing Parks, Recreation, and Open Space (PROS)
Commissioner Jeff Miller
- B. Proclamation Recognizing North Coast Ocean Rescue (NCOR)
(Estimated Time: 15 minutes)

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. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Each speaker has up to three minutes. Speaker slips (available at the entry) should be submitted to the District Clerk.

(Estimated Time: 20 minutes)

5. **AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS**

(Estimated Time: 5 minutes)

6. **MANAGER'S AND BOARD REPORTS**

- A. MANAGER'S REPORT

- B. LONG TERM WATER SUPPLY ALTERNATIVES UPDATE - General Manager and/or District Engineer
- C. MEMBER AND COMMITTEE REPORTS
(Estimated Time: 10 minutes)

7. 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. Approve Expenditures for Month of May 2012
- B. Approve Minutes of Board of Directors Regular Meeting, May 24, 2012
- C. Consideration to Adopt Resolution 21-2012 Approving Award of Fire Hazard Fuel Reduction Contract
- D. Consideration to Adopt Resolution 31-2012 Granting an Exception to Hiring Freeze for Maintenance Technician Full Time Position
- E. Consideration to Adopt Resolution 29-2012 Requesting CCSD 2012 Biennial Election be Consolidated with San Luis Obispo County for the November 6, 2012 Consolidated General Election
- F. Consideration to Approve Extension of Intent to Serve Letter for Cambria Shores Inn, Kim Eady, Applicant, APN 022.381.002
- G. Consideration to Adopt Resolution 20-2012 Approving TechXpress Professional Services Information Technology (IT) Agreement

(Estimated Time: 15 minutes)

8. HEARINGS AND APPEALS

- A. Discussion and Consideration to Adopt Resolution 30-2012 Approving the CCSD Operating Budget for Fiscal Year 2012/2013
- B. Discussion and Consideration to Introduce Ordinance XX-2012 Repealing CCSD Code Section 3.04.010 User Fee Schedule and Table 3.04.010
- C. Discussion and Consideration to Adopt Resolution 23-2012 Confirming 2011 Fire Hazard Fuel Reduction Itemized Report of the Cambria Community Services District
- D. Discussion and Consideration to Adopt Resolution 19-2012 Approving a 2% CPI Adjustment in the Fire Suppression Benefit Assessment

- E. Discussion and Consideration to Confirm Itemized Report and Consider Adoption of Resolution 24-2012 to Collect Delinquent Solid Waste Collection and Disposal Charges on the County Tax Roll
- F. Discussion and Consideration to Introduce Ordinance XX-2012 Amending Section 8.04.080.E. CCSD Code Relating to Extensions of Time for Intent to Serve Letters

(Estimated Time: 90 minutes)

9. REGULAR BUSINESS

- A. Discussion and Consideration to Adopt Resolution 26-2012 Approving CCSD and CCHD (Cambria Community Healthcare District) Agreement for Administrative and Management Services
- B. Discussion and Consideration to Adopt Resolution 22-2012 Approving Consultant Services Agreement with Maddaus Water Management for Development of Water Conservation Program
- C. Status Report, Discussion and Direction to Staff regarding North Coast Ocean Rescue (NCOR)
- D. Discussion and Consideration to Receive Park Recreation and Open Space Commission (PROS) Recommendation Regarding Equestrian Proposal on Fiscalini Ranch

(Estimated Time: 60 minutes)

10. FUTURE AGENDA ITEM(S)

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

11. ADJOURN TO CLOSED SESSION, 1316 Tamsen Street, Suite 201, Cambria

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** pursuant to periodic performance evaluation as required by employment contract. Title: General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: June 28, 2012

Subject: MANAGER'S REPORT

ADMINISTRATION

Listed below is my General Manager's Report for the Month of June, 2012.

- The Draft Budget for fiscal year 2012/2013 was presented to the Board of Directors at their May Board meeting. Staff received direction from the Board and made some changes to the draft agenda that was presented in May. A final version of the fiscal year 2012/2013 budget will be presented today, the June 28, 2012 Board meeting. The Ad Hoc Budget Committee consisting of Director Clift and Director Robinette met with the General Manager and Finance Manager on June 19, 2012 to review and discuss the final draft of the budget. The Ad Hoc Budget Committee supports in its entirety the budget that is being proposed to the Board of Directors. The 2012/2013 fiscal year budget is fiscally sound while holding the line on additional expenditures.
- Staff met with the Ad Hoc Fee Schedule Committee to discuss and review the final draft of the proposed fee schedule. On June 18, 2012 a workshop was held to solicit community input regarding the proposed fee schedule. Although no formal action could be taken by the Board of Directors at the Workshop a consensus was reach that the fee schedule other than the Veterans Hall schedule was acceptable to the Board. Additional dialogue and direction from the Board will need to take place regarding the proposed fees relating to the Veterans Hall. The fee schedule is on the agenda as part of the June 28, 2012 Board meeting.
- The County of San Luis Obispo continues to work on the Fiscalini Ranch Conditional Use Permit application, specifically the Fiscalini Ranch Plan. County staff has indicated that this item will hopefully be presented to the Planning Commission in August of 2012.
- I attended, with Vice President Thompson and Chief Miller, the CCHD Board meeting on June 11, 2012 regarding the CCSD providing administrative services and evaluating the feasibility of moving forward with a JPA relating to shared services. The CCHD voted unanimously to support the agreement. The agreement is on the agenda for today's meeting for consideration by the Board of Directors.
- Bill Avery from Avery and Associates continues to meet with representatives from the MCE, IAFF and the SEIU.
- I continue to meet weekly with the District's Department Managers to discuss operational related matters.
- I worked with staff and Maddaus Water Management on the scope of work and professional services agreement relating to the CCSD'S Water Conservation program.
- I met with the Conservation Committee on June 25, 2012 to discuss and review the Maddaus conservation program proposal.

I attended the following meetings and or public functions since the May Board Meeting:

- I attended the Parks, Recreation and Open Space meeting on June 5, 2012.
- I attended the Cambria Community Healthcare District Board Meeting on June 11 and 26, 2012.
- I attended a Camp Ocean Pines Board of Directors meeting on June 20, 2012
- I attended a Friend's of the Fiscalini Ranch Preserve fund raiser at the Cambria Nursery on June 23, 2012.

From The President
June 2012

On behalf of the Cambria Chamber Board, Chamber Members, Cambria Business's and Visitors to Cambria, I thank the CCSD Board, Manager Jerry Gruber and Facilities Manager Carlos Mendoza for the great job that was done on the upgrade, clean up and painting of the restrooms in the West end of the village.

We all appreciate your efforts and the work to get this done Carlos.

Mel McColloch
President
Cambria Chamber of Commerce

**BOARD OF DIRECTORS' MEETING-JUNE 28, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT**

AUDIT-The CCSD's audited financial statements for the fiscal year ended June 30, 2011 have been posted to the CCSD's website.

BUDGET-The Mid-Year Revised Operating Budget for FY 2011/2012 has been posted to the CCSD website. The Third Quarter Revenue and Expenditure report for the nine months ended March 31, 2012 has been posted to the CCSD's website. The Draft Fiscal Year 2012/2013 Operating Budget will be presented at today's meeting.

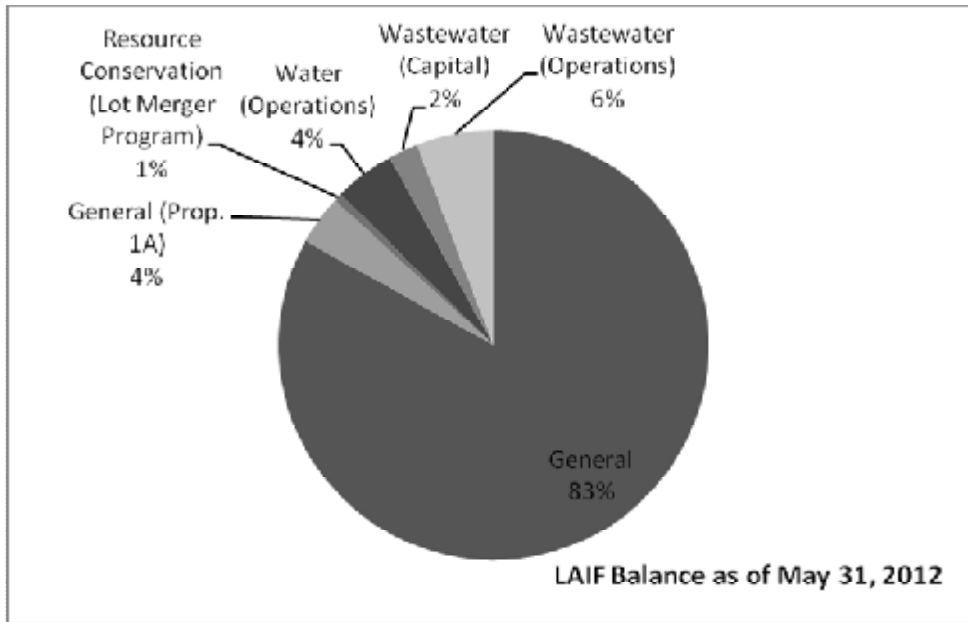
EXPENDITURES-There was one disbursement in excess of \$100,000 during May, 2012, a \$174,056.80 loan payment to the State Water Resources Control Board.

RESERVES-LAIF BALANCE-The balance in the Local Agency Investment Fund (LAIF) as of May 31, 2012 was \$4,426,519, which is the same balance as April 30, 2012 and a decrease of \$7,672 from May 31, 2011. In addition, there was approximately \$125,000 more cash in the bank (after allowing for outstanding checks) on May 31, 2012 than on May 31, 2011. This is an overall annual increase of approximately \$117,000 from May 31, 2011.

The LAIF Balance is made up as follows (restrictions, if applicable, are noted):

<u>FUND</u>	<u>AMOUNT</u>
General	\$ 3,695,902
General (Prop. 1A)	\$ 159,286
Resource Conservation (Lot Merger Program)	\$ 27,152
Water (Operations)	\$ 197,433
Wastewater (Capital)	\$ 96,267
Wastewater (Operations)	\$ 250,479

With the exception of the restricted funds to offset a potential future Proposition 1A take-away, reserve amounts are determined after all other fiscal year activity is recorded, reconciled and audited, although the balances are monitored during the fiscal year to ensure that funds set-aside for specific programs, such as the Lot Merger Program, are not overspent. The above amounts have been updated based on the audit for the fiscal year ended June 30, 2011 with the exception of the Resource Conservation Department's balance (for the Lot Merger Program), which has been updated as of March 31, 2012.



INTERNAL LOANS-As of May 31, 2012, the CCSD Board of Directors approved several internal loans to be made out of the General Fund to the Water and Wastewater Funds. To date, all of the costs that were to be paid from the loan proceeds were actually able to be fully paid for out of the Water or Wastewater Funds respectively with the exception of the \$166,000 loan for ACE match requirements. As such, this is the only loan currently outstanding and no additional loans are expected to be required for activity through May 31, 2012.

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

EXTERNAL LOANS-As of May 31, 2012 the CCSD external debt is as shown per the attachment, including interest rates and prepayment penalty provisions.

**BOARD OF DIRECTORS' MEETING-JUNE 28, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT ATTACHMENT
SCHEDULE OF LONG-TERM DEBT**

DESCRIPTION>	Bank Note (Funds 2006 Refund of 1995 Bonds)-65% Water	Bank Note (Funds 2006 Refund of 1995 Bonds)-35% Sewer	Bank Note (Funds 2006 Refund of 1999 Bonds)	State Revolving Fund Loan
DEBT HOLDER>	Citizens Bank	Citizens Bank	City National Bank	SWRCB
ORIGINAL PRINCIPAL>	1,233,375.00	664,125.00	2,245,000.00	2,592,324.38
INTEREST RATE>	4.50%	4.50%	4.55%	3.00%
FUND>	Water	Wastewater	Wastewater	Wastewater
DEPARTMENT>	Water	Wastewater	Wastewater	Wastewater
FINAL PAYMENT DATE>	5/1/2015	5/1/2015	9/23/2023	5/28/2016
PRINCIPAL BALANCE @ 6/1/12>	383,175	206,325	1,497,000	646,861
PROJECTED PRINCIPAL PAYMENT(S) FFY 2011/2012*>	159,770	86,030	88,000	150,147
PROJECTED INTEREST PAYMENT(S) FFY 2011/2012*>	24,433	13,156	70,116	23,910
PROJECTED BALANCE @ 6/30/12*>	383,175	206,325	1,497,000	646,861
PROJECTED PRINCIPAL PAYMENT(S) FFY 2012/2013*>	166,985	89,915	94,000	154,651
PROJECTED INTEREST PAYMENT(S) FFY 2012/2013*>	17,243	9,285	65,975	19,406
PROJECTED BALANCE @ 6/30/13*>	216,190	116,410	1,403,000	492,210
PROJECTED PRINCIPAL PAYMENT(S) FFY 2013/2014*>	174,525	93,975	100,000	159,290
PROJECTED INTEREST PAYMENT(S) FFY 2013/2014*>	9,729	5,238	61,561	14,766
PROJECTED BALANCE @ 6/30/14*>	41,665	22,435	1,303,000	332,920
PROJECTED PRINCIPAL PAYMENT(S) FFY 2014/2015*>	41,665	22,435	109,000	164,069
PROJECTED INTEREST PAYMENT(S) FFY 2014/2015*>	1,875	1,010	56,807	9,987
PROJECTED BALANCE @ 6/30/15*>	0	0	1,194,000	168,851
AVERAGE ANNUAL TOTAL (P+I) PAYMENT(S)**>	184,228	99,191	161,365	174,057
PREPAYMENT PENALTY>	No	No	Yes-Not allowed until 10/1/13, 3% from 10/1/13-4/1/16, 2% from 10/1/16-4/1/20, none after 10/1/20	No

*Presumes all scheduled payments are timely made.

**Average is based on years with a balance outstanding for the entire year. Payoff years are excluded.

**BOARD OF DIRECTORS' MEETING JUNE 28, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
FIRE CHIEF'S REPORT**

Response information is attached and represents activities for the month of May 2012. Progress updates and highlights regarding the different programs and services our department provides are identified below:

Prevention and Education (May 2012)

- **08** residential new and remodel fire plan reviews were completed.
- **06** residential and commercial technical fire inspections were conducted.
- **00** residential and commercial water appliance inspections were conducted.
- **15** engine company commercial fire and life safety inspections were conducted.
- **02** public education event
- **02** residential smoke detectors were installed and or the batteries changed.

Meetings and Affiliations (May 2012)

- | | | |
|---------------------------------|--------|--------------------------|
| • Supervisor Team Mtg. | May 1 | 1300-1600, Cambria |
| • SLO County Chiefs Association | May 2 | 0900-1300, Arroyo Grande |
| • Cambria Forest Committee | May 9 | 1800-1900, Cambria |
| • FHFRP Planning | May 16 | 0900-1100, Cambria |
| • EMS ADHOC | May 31 | 0900-1100, Cambria |

Operations

Early Sunday morning on June 10th fire crews responded to the report of a residential structure fire at 2150 Andover Street. The initial dispatch reported a trapped occupant and the possibility of multiple dwellings on fire. On arrival personnel found a three story home well involved in fire with adjacent homes being threatened. After initially attacking the fire, crews were relieved to find that all occupants were out of the house. They were then able to focus their attention to protecting exposures and containing the fire. Fire personnel were able to contain the blaze to the single structure but complete extinguishment was difficult due to the extreme fire load within the home. Total extinguishment was not complete for approximately 5 hours. There were no injuries and the cause of the fire is still under investigation by the San Luis Obispo County Fire Investigation Strike Team (SLOFIST). Damages are estimated at approximately \$400,000.

Sunday night June 10th firefighters responded to a vehicle rollover accident after a car lost control and collided with a power pole on Ardath Drive near Haddon Street. The driver lost control and hit the power pole bringing high voltage lines to the ground. Firefighters were able to extricate a mother and her young child who were treated and transported to Sierra Vista hospital.

Prevention

The annual Fire Hazard Fuel Reduction Program is underway. Approximately 1,800 vacant parcels have been identified and noticed to abate weeds and other flammable debris to provide defensible space and fire safety in the community. The deadline for owners to clear their parcels is **July 13, 2012**

“Wildfire Prevention is a Community Responsibility!”

CMB Fire Monthly Stats: Incidents

Categories	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-11	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Totals
Fire	0	0	0	0	1								1
Hazardous Mat.	0	0	0	0	0								0
Medical*	44	35	42	44	35								200
Vehicle TC	2	2	0	0	3								7
Hazardous Situations	2	2	6	0	3								13
Public Service Assist	9	3	5	14	7								38
False Alarms	4	7	12	9	10								42
Agency Assist	0	0	0	0	0								0
Mutual Aid	0	1	0	0	0								1
Auto Aid	1	0	0	0	2								3
Rescue	0	0	0	0	0								0
Fire Investigations	0	0	0	0	1								1
Monthly Response Totals	62	50	65	67	62	0	0	0	0	0	0	0	306
Cumulative Totals	62	112	177	244	306								306

BOARD OF DIRECTORS' MEETING – June 28, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
DISTRICT ENGINEER'S REPORT

This month's report includes a summary of work tasks that are not tied to a specific capital improvement project, (Non-CIP work tasks), as well as a summary of existing CIP projects. Much of the past month's CIP efforts have been associated with Army Corps coordination on the long-term water supply project EIR/EIS, which is further discussed within staff report 6.B.

Non-CIP work tasks this past month included attendance of the SLO County Water Resource Advisory Committee (WRAC) on June 6, 2012. During this meeting, the WRAC approved a policy amendment that would allow future water connections to occur subject to a 2:1 demand offset for areas under a Level of Service severity level of III or II. This policy will be forwarded along to the County Board of Supervisors to consider for approval as part of the County's growth management ordinance. The 2:1 demand offset would essentially be based on water conservation measures being implemented that would offset the estimated demand from a future connection by a factor of two.

Besides the demand offset program, the WRAC is also considering amendments to its existing Integrated Regional Water Management Plan (IRWMP) memorandum of understanding (MOU). Primarily due to Cambria's remote location, the CCSD has not been a signatory agency to the MOU. Although the CCSD is a member of the WRAC, future consideration should be given to the IRWMP MOU, due to certain potential benefits from such planning as well as certain ancillary benefits. The later of these benefits include qualifying and improving the CCSD's competitive position towards future state grant funding opportunities. Further discussion with the Water Alternative Ad Hoc Committee is warranted.

For further details, please see the attached non-CIP Work Task and capital improvement projects (CIPs) summaries.

Attachment: Non-CIP Work Tasks

**BOARD OF DIRECTORS' MEETING JUNE 28, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
WATER SUPERVISOR REPORT**

- Attached is the Water Department summary for May call outs: 171 in total.
- Well levels in San Simeon Creek well field are slightly above average for this time of year. We anticipate the creek to stop running past the well field in mid June. We are starting up SR # 4, 8hrs a day on week days to offset demand on the San Simeon creek well field.
- We are in the process of installing water services at 8 wastewater lift stations. We have received all the materials to start these projects. We will start in the next few weeks. Water and wastewater departments will be working together to complete these tasks.
- Budget has been completed for the Water Department.
- We have received the new meter monitors, they are much more advanced than the previous ones. They are now available to the public. The purchase price is \$40 ea, which is have the Districts cost. Inquire at the Districts administration office.
- Ongoing conservation review and meetings.
- Ongoing fire hydrant repairs and replacement.
- The radio replacement project should be completed sometime in June. We are awaiting equipment for the administration office, then we will switch over to the new narrow band repeater. (this is a FCC requirement)
- We are coming into leak season, where it is easier to notice water running now that it has stopped raining. So if anyone questions water in the streets or elsewhere, please notify the district so that we can assist and or repair as quickly as possible.
- We have new door hangers that you will be seeing. This is to notify / assist customers with possible issues with water leaks, high usage and to let the customers know that we were on their property when they where away. These will be a great tool for both the customers and staff.

Jim Adams
Water System Supervisor

Water Department May 2012 Report

Nature Of Service Provided	Times Provided During Work hours	Times provided After hours	Total # of times provided
Read meter/locate meter	54		54
Leak/high usage on customers side of meter	32	8	40
Meter dial and/or Transmitter replaced (routine)	2		2
Lock/Unlock water meter	6		6
Shut off/ Turn on water at meter	7	1	8
Low water pressure			0
Dirty water complaints			0
Taste and Odor Complaints			0
Repair leak in distribution system	4	1	5
System alarms handled by operator on call		4	4
Water main breaks			0
Retro fit inspections (low flow toilets, hot water recirc pumps)	20		20
Water meter and service line up-grades for fire flow	1		1
U.S.A North locations	22		22
Meter monitor installed/show customer how to read meter	4		4
Water service replaced as routine maintenance			0
Angle stops replaced (routine maintenance)	5		5
Other as not discibed above			0
Total number of services preformed during work hours			157
Total number of services preformed after work hours			14
Total number of services preformed			171

**BOARD OF DIRECTORS MEETING JUNE 28, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
WASTEWATER SUPERVISOR REPORT**

- 1) Hydro cleaned sewer line located between Bridge and Burton Street. (Noticed large amounts of grease).
- 2) Hydro clean/vac lift station B1 wetwell.
- 3) Hydro clean sewer line located on village Ln. (Noticed large amount of grease).
- 4) Hydro clean/vac wastewater plant influent pump station. While cleaning, we observed pitting within the concrete walls which is caused by hydrogen sulfide erosion. We're currently researching several technologies such as fiber glass re-lining or epoxy applications.
- 5) Working on Cambria CSD vehicle DMV smog inspection program.
- 6) Completed hazard business management plan (HBMP) report.
- 7) Alpha electric continues to work on lift station alarms. Lift station B4 and A1 remain.
- 8) Paso Robles Ford repaired F350 service truck. Installed new fuel injector.
- 9) Over the past year and a half, the wastewater department has experienced a dramatic increase in vehicle repairs due to age. As a result, we are currently securing quotes to replace one service truck.
- 10) Sun Pacific electric working on new pump panels for lift stations B4 & A1.
- 11) Obtaining quotes for replacement of two 20 foot walk-way sections on top of both aerobic digesters.
- 12) Obtaining quotes for replacement of pump and rail system at lift station #8. (Scheduled for next fiscal year).
- 13) Working with the water department installing back flow prevention devices at 8 lift stations.
- 14) We hosted a plant tour for the Cambria elementary school on May 30. Students learned about the wastewater treatment process, water quality, protecting the environment, and the hydrologic cycle. We explained how we rely on mathematics and science everyday and how it relates to wastewater treatment. Students participated in microscopic examination to see actual living aerobic organisms like rotifers, stalked ciliates, nematodes, and the famous water bears. In addition, we discussed possible careers associated with the water utility industry.

15) Completed SSMP phase II & III.

16) Continue inspecting manholes per the SSMP. The Cambria CSD collection system has a total of 1030 manholes (2012 GIS mapping Data). However, 163 manholes are unaccounted for. These unaccounted manholes have either been covered by asphalt or buried under dirt. Once these manholes have been located we will mark and record their location and then schedule a future time to make repairs.

Mike Finnigan
Senior WWTP Operator

BOARD OF DIRECTORS' MEETING – JUNE 28, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT FACILITIES AND RESOURCES
MANAGER'S REPORT

- Fiscalini Ranch:
 - § Fire Breaks:
 - § Staff has been mowing fire breaks along the boundaries of the Ranch. Fire breaks have been mowed on:
 - Victoria Way/ Warren Road
 - Huntington Road
 - Windsor
 - § Invasive mowing: Staff has been mowing and spot spraying invasive plants along: Santa Rosa Creek trail, next to emergency road on west part of the Ranch and on three hills next to the Bluff Trail.
 - § Eucalyptus Project: Part of the commitment for the eucalyptus project done last year is that the CCSD maintains the site for the next five years. A contractor was hired to cut back grass and invasive plants along 300 feet of the site.

- Weed abatement:
 - § Along with the weed abatement on the Ranch, staff has been working on weed abating CCSD owned lots. So far staff has abated ten lots
 - § Staff is also in process of bidding out fire breaks behind waste water yard and below air force housing.
 - § Staff has been assisting other departments in weed abating their properties.

- West Village Public Restroom:
 - § Staff remodeled the public restroom on West Village.
 - § Restroom was pressure washed and de-sanitized.
 - § Ceilings, walls, and stalls were painted. Floor was cleaned and resealed.
 - § All fixtures were repaired and cleaned.
 - § New hand dryers installed along with visitor information maps.
 - § Staff is planning on remodeling the East restroom in the next month.

- Vet's hall:
 - § 54 events were held at Veterans Memorial Building since last board meeting.
 - § Board Meetings:
 - § Staff continues to provide assistance for all board meeting and special meetings held at the Vet's hall. That includes, coordinating set up, running sound and video equipment and break down.

Submitted by:
Carlos Mendoza
Facilities and Resources Supervisor/
Fiscalini Ranch Preserve Manager

**BOARD OF DIRECTORS' MEETING June 28, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
ADMINISTRATIVE OFFICE REPORT**

The Administrative Office staff continues to provide support to the community and the other CCSD departments through the following items:

Recruitment:

Maintenance Technicians: We have hired 1 additional part-time temporary, non-benefitted maintenance technician position (pending 2012/2013 budget approval).

Administrative Technician I: We have reinstated Suzy Schneidewind to the currently vacant position. She will start on July 1, 2012 (pending 2012/2013 budget approval).

Conservation:

We are presenting a Professional Services Agreement for development of this matter with Bill Maddaus.

Voluntary lot mergers:

We continue to work toward finalizing any pending mergers. We also receive merger applications on an on-going basis.

Master fee schedule:

The fee schedule item is on the June board meeting for introduction.

Annual assessment programs:

The next season for the annual assessment programs is rapidly approaching.

Water and Wastewater Standby or Availability Fee Program: The file has been prepared and provided to the Finance Officer for submittal to the County Tax Assessor Office.

Fire Hazard Fuel Reduction Program: The 2011 invoices for unpaid abated parcel list has been prepared and is on this month's agenda for board approval.

The 2012 program is in progress. The Administration Office continues to provide support to the Fire Department for this program.

Fire Suppression Benefit Assessment: This assessment is also on the June board agenda for consideration.

Miscellaneous items:

We successfully transitioned to the coax cable system on May 25. There was no interruption of service. This change will save the CCSD approximately \$40,000 in the fiscal year 2012/2013.

TechXpress contract: We have placed the Tech Xpress contract on the June agenda for board consideration and approval. Tech Xpress played an important role in the development and implementation of the transition from fiber optic internet services to the coax cable internet services. Their services continue to be a valuable asset to the CCSD.

Transfers of Positions: We are continuing to work through the commercial EDU transfer and the SRF transfer recently approved by the board. These transfers will provide revenue to the CCSD.

Special Agreement: We have recently entered into our first Special Agreement with Kingston Bay Senior Living LLC. We are reviewing the information they have provided to the CCSD to determine if they have a viable project.

Submitted by,
Monique Madrid
Administrative Services Officer

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**

FROM: Jerry Gruber, General Manager
Bob Gresens, District Engineer

Meeting Date: June 28, 2012

Subject: LONG TERM WATER SUPPLY
ALTERNATIVES UPDATE

WATER SUPPLY PROJECT EIR/EIS

A technical workshop was held on June 14, 2012 to obtain input into the preliminary criteria being considered as part of the initial screening of preliminary concepts and associated variations within each concept. The input received during this workshop indicated that environmental concerns, cost-effectiveness, and reliability were deemed the most important evaluation criteria.

The next scheduled technical workshop is planned for July 19, 2012, which will further describe the various supply concepts and criteria, including planning-level cost estimates and the desired weighting to apply towards each of the technical criteria. This information then will be used to help rank various concepts based on technical criteria, which is planned to be presented as part of the July 26, 2012 Board meeting. A primary goal of the July 26, 2012 discussion will be the identification of a reasonable range of alternatives for subsequent environmental analysis. Once further definition is developed on a reasonable range of alternatives, the project environmental team, (The Chambers Group and Army Corps environmental team members), will complete a detailed environmental review and analysis of each of these alternatives. The environmental analysis will include consideration of potential environmental impacts and possible mitigation measures associated with each of alternatives, which will be described within a public review draft EIR/EIS. The draft EIR/EIS will include the definition of a preferred alternative, and incorporate a 45-day public review and comment period. Following the receipt of public comments, responses to comments to the draft EIR/EIS will be developed, which become part of a final EIR/EIS document. A future Board action will be requested to certify the EIR portion of the final project EIR/EIS.

KEY PROJECT ISSUES

The following highlights a few key outstanding project issues:

- 1) The EIR/EIS for the water supply project will include a reasonable range of alternatives, several of which may not include seawater desalination. Therefore, to allow for future Federal Water Resource Development Act (WRDA) funding of an alternative other than desalination, a WRDA Bill would be needed to amend the Cambria project. Further discussions are needed with Federal representatives to pursue such an amendment.
- 2) The CCSD is also seeking further geological information to further define an aquifer storage and recovery concept, which would store water underground within a fractured rock

formation. To date of this report (6/14/2012), the geologist has yet to complete initial field reconnaissance. Further definition of this concept would follow initial reconnaissance effort, which would then be forwarded to the Army Corps technical team.

- 3) The Army Corps project management has been completing scope of work modifications to the three main consulting services contracts that they administer (CDM Smith, Chambers Group, and Diaz-Yourman) in response to the inability to obtain access for completing a geotechnical investigation of the main Santa Rosa Creek paleochannel. Rebalancing of remaining federal funding will be summarized in the next quarterly financial report.

June 28, 2012 Addendum to General Manager's Report, District Engineer's Report

Non-CIP Work Tasks

Item No.	Description	Status
1	Update CCSD Municipal Code on Water Conservation Standards	Developed draft updates to CCSD municipal code sections 4.16 and 4.20 for administrative review. Consideration of proposed updates to become part of a future Board meeting agenda.
2	Remodel permitting	Respond to requests for information & water letters on remodels.
3	Hard rock drilling investigation/Cleath-Harris Geologists	Initial site visits are pending and subject to scheduling constraints of property owners.
4	2010 Urban Water Management Plan (UWMP) Department of Water Resources (DWR) data entries	2010 UWMP adopted by the CCSD Board on 2/23/2012. Data entry into DWR web-based system is approx. 95% complete.
5	Prop 85 Groundwater grant	Conducted initial research of groundwater investigation grant for consideration towards funding future hard rock drilling investigation. Grant applications are due in July 2012.
6	WRAC meeting attendance	Attended 6/6/2012 WRAC meeting. See 6/28/2012 Staff Report 6.A for meeting highlights.
7	WRDA coordination	Further coordination with federally-elected representatives is needed to allow for continued federal WRDA funding should the EIR/EIS preferred alternative not include include seawater desalination.
8	Water conservation program update	Developed draft staff report and agreement with Maddaus Water Management for expert technical assistance. See 6/28/2012 discussion item staff report for details.
9	Miscellaneous information requests	Responded to requests for for CCSD diversion permits, Coastal development permit, and past PowerPoint presentation.
10	Miscellaneous commercial property projects	Reviewing proposed projects versus existing EDUs. Developing background research and file information to assess permitted capacities and to support future transfers of EDUs between properties.

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH ENDING MAY 31, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
ACCURATE MAILING SERVICE	54221	5/1/2012	1	700.00	WD/POSTAGE DEPOSIT FOR MAILING UTIL BILLS 05/12
ACCURATE MAILING SERVICE	54221	5/1/2012	2	700.00	WW/POSTAGE DEPOSIT FOR MAILING UTIL BILLS 05/12
ACCURATE MAILING SERVICE	54232	5/7/2012	1	14.91	WD/AVAILABILITY NOTICES
ACCURATE MAILING SERVICE	54232	5/7/2012	2	14.91	WW/AVAILABILITY NOTICES
ACCURATE MAILING SERVICE	54232	5/7/2012	3	275.67	WD/AVAILABILITY NOTICES
ACCURATE MAILING SERVICE	54232	5/7/2012	4	275.67	WD/AVAILABILITY NOTICES
ACCURATE MAILING SERVICE	54277	5/15/2012	1	80.94	WD/BALANCE DUE FOR MAILING 5/10/12
ACCURATE MAILING SERVICE	54277	5/15/2012	2	80.94	WW/BALANCE DUE FOR MAILING 5/10/12
ACCURATE MAILING SERVICE	54277	5/15/2012	3	109.26	WD/PROF. SERV. MAY UTILITY BILLS
ACCURATE MAILING SERVICE	54277	5/15/2012	4	109.26	WD/PROF. SERV. MAY UTILITY BILLS
ACCURATE MAILING SERVICE	54319	5/22/2012	1	648.00	FD/POSTAGE FOR FHFRP NOTICES
ACCURATE MAILING SERVICE	54319	5/22/2012	1	308.00	RC/POSTAGE FOR WAITLIST ANNUAL INVOICES
ACCURATE MAILING SERVICE	54337	5/30/2012	1	37.12	FD/POSTAGE FHRP NOTICES
ACCURATE MAILING SERVICE	54337	5/30/2012	2	207.62	FD/MISC. HANDLING FHRP NOTICES
				<u>3,562.30</u>	
ADAMS, JAMES R.	54222	5/1/2012	1	45.00	WD/MONTHLY CELLULAR PHONE SERVICE REIMB 05/12
AGP VIDEO	54235	5/7/2012	1	866.25	ADM/VIDEO PROD/DIST BOARD MEETING 04/26/12
AIR POLLUTION CNTRL DIST	54205	5/1/2012	1	1,048.00	WW/EQUIPMENT RENEWAL PERMIT
ALPHA ELECTRICAL SERVICE	54206	5/1/2012	1	1,207.50	WW/TROUBLESHOOT LIFT STATION REPAIRED GHOST ALARMS
ALPHA ELECTRICAL SERVICE	54330	5/29/2012	1	1,423.15	WW/REPAIR MCC BLOWER, TROUBLESHOOT AERATION BLOWER
				<u>2,630.65</u>	
ASHLAND, INC.	54290	5/16/2012	1	743.24	WW/PRAESTOL K
ASHLAND, INC.	54290	5/16/2012	1	1,486.49	WW/PRAESTOL K
				<u>2,229.73</u>	
AT&T	54236	5/7/2012	1	182.24	ADM/CONFERENCE CALL 3/14/12
AT&T	54237	5/7/2012	1	43.80	WW/ALARM LIFT STATION B-4 4/25-5/24/2012
AT&T	54291	5/16/2012	1	282.84	WD/ALARM VAN GRODON CRK RD WELL 05/07-06/06/12
				<u>508.88</u>	
AT&T/CALNET2	54329	5/29/2012	1	15.90	WW/MONTHLY FAX CHARGE 04/10/12-05/09/12
AT&T/CALNET2	54329	5/29/2012	1	15.71	WD/TELEMETRY SYST MONTHLY CHGS 04/10/12-05/09/12
AT&T/CALNET2	54329	5/29/2012	1	30.11	F&R/TELEMETRY SYS MONTHLY CHGS 04/10/12-05/09/12
AT&T/CALNET2	54329	5/29/2012	1	662.18	WW/CIRCUIT ALARM CHARGES 04/10/12-05/09/12
AT&T/CALNET2	54329	5/29/2012	1	15.72	WD/BUILDING PUMP LEIMERT TANK 04/10/12-05/09/12
AT&T/CALNET2	54329	5/29/2012	1	16.09	ADM/FAX MONTHLY CHARGES 04/10/12-05/09/12
AT&T/CALNET2	54329	5/29/2012	1	267.03	ADM/MAIN OFFICE MONTHLY CHARGES 04/10/12-05/09/12
AT&T/CALNET2	54329	5/29/2012	1	52.57	WD/PHONE & FAX MONTHLY CHARGES 04/10/12-05/09/12
AT&T/CALNET2	54329	5/29/2012	1	135.27	FD/MAIN OFFICE MONTHLY CHARGES 04/10/12-05/09/12
AT&T/CALNET2	54329	5/29/2012	1	110.66	WW/MONTHLY PHONE CHARGES 04/10/12-05/1
				<u>1,321.24</u>	
AVERY ASSOCIATES	54238	5/7/2012	1	1,575.62	ADM/EXPENSES RELATED TO LABOR RELATIONS
AVERY ASSOCIATES	54238	5/7/2012	1	1,700.00	ADM/LABOR RELATIONS SERVICE MAY 2012
				<u>3,275.62</u>	
BRENNTAG PACIFIC, INC.	54278	5/15/2012	1	1,162.37	WD/CHEMICALS
BURTON'S FIRE, INC.	54201	5/1/2012	1	666.60	FD/BRAKE PADS
BURTON'S FIRE, INC.	54292	5/16/2012	1	216.46	FD/MAINT & REPAIR VEHICLES
				<u>883.06</u>	
BUSINESSPLANS, INC.	54223	5/1/2012	1	259.00	ADM/MONTHLY HRA PLAN ADMINISTRATION 05/12

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH ENDING MAY 31, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
CAMBRIA BUSINESS CENTER	54293	5/16/2012	1	14.84	WW/SHIPPING CHARGES
CAMBRIA HARDWARE CENTER	54260	5/10/2012	1	37.74	WD/MAINT & REPAIR DISTRIBUTION
CAMBRIA HARDWARE CENTER	54260	5/10/2012	2	314.69	WD/MAINT & REPAIR BUILDINGS
CAMBRIA HARDWARE CENTER	54260	5/10/2012	3	43.01	WD/DEPT OPERATING SUPPLIES
CAMBRIA HARDWARE CENTER	54260	5/10/2012	1	105.16	F&R/MAINT & REPAIR BUILDINGS
CAMBRIA HARDWARE CENTER	54260	5/10/2012	2	12.59	F&R/MAINT & REPAIR VEHICLES
CAMBRIA HARDWARE CENTER	54260	5/10/2012	3	4.60	F&R/SECURITY & SAFETY EQUIP
CAMBRIA HARDWARE CENTER	54260	5/10/2012	4	3.21	F&R/OFFICE SUPPLIES
CAMBRIA HARDWARE CENTER	54260	5/10/2012	5	123.33	F&R/OPERATING EXPENSES
CAMBRIA HARDWARE CENTER	54260	5/10/2012	6	63.76	F&R/CLOTHING & UNIFORMS
CAMBRIA HARDWARE CENTER	54260	5/10/2012	1	45.36	ADM/OPERATING SUPPLY
CAMBRIA HARDWARE CENTER	54260	5/10/2012	2	7.05	ADM/MAINT & REPAIR BUILDINGS
CAMBRIA HARDWARE CENTER	54301	5/16/2012	1	190.87	WW/MAINT & REPAIR TREATMENT
CAMBRIA HARDWARE CENTER	54301	5/16/2012	2	70.74	WW/MAINT & REPAIR LIFT STATION
CAMBRIA HARDWARE CENTER	54301	5/16/2012	3	20.51	WW/MAINT & REPAIR GENERATOR
CAMBRIA HARDWARE CENTER	54301	5/16/2012	4	3.52	WW/MAINT & REPAIR VEHICLES
CAMBRIA HARDWARE CENTER	54301	5/16/2012	5	31.31	WW/DEPT. OPERATING SUPPLIES
CAMBRIA HARDWARE CENTER	54301	5/16/2012	1	80.00	FD/MAINT & REPAIR BUILDING
CAMBRIA HARDWARE CENTER	54301	5/16/2012	2	114.14	FD/DEPT. OPERATING SUPPLIES
				<u>1,286.43</u>	
CAMBRIA TOWING	54311	5/16/2012	1	210.00	WW/MAINT & REPAIR VEHICLES
CAMBRIA VILLAGE SQUARE	54231	5/1/2012	1	3,182.13	ADM/MONTHLY OFFICE LEASE PYMT 1316 TAMSEN 05/12
CAMBRIA VILLAGE SQUARE	54328	5/23/2012	1	320.85	ADM/COMMON AREA MAINTENANCE MARCH APRIL 2012
				<u>3,502.98</u>	
CARMEL & NACCASHA LLP	54224	5/1/2012	1	6,600.00	ADM/MONTHLY RETAINER LEGAL SERVICES 05/12
CARMEL & NACCASHA LLP	54264	5/10/2012	1	874.50	FD/GENERAL COUNSEL APRIL 2012
CARMEL & NACCASHA LLP	54264	5/10/2012	2	1,122.75	WD/GENERAL COUNSEL APRIL 2012
CARMEL & NACCASHA LLP	54264	5/10/2012	4	75.15	WW/GENERAL COUNSEL APRIL 2012
CARMEL & NACCASHA LLP	54264	5/10/2012	5	217.95	RC/GENERAL COUNSEL APRIL 2012
CARMEL & NACCASHA LLP	54264	5/10/2012	6	869.25	F&R/GENERAL COUNSEL APRIL 2012
CARMEL & NACCASHA LLP	54264	5/10/2012	7	4,228.65	ADM/GENERAL COUNSEL APRIL 2012
CARMEL & NACCASHA LLP	54264	5/10/2012	15	(6,600.00)	ADM/LESS MARCH 2012 RETAINER
CARMEL & NACCASHA LLP	54264	5/10/2012	1	975.50	ADM/LITIGATION SERVICE APRIL 1012
CARMEL & NACCASHA LLP	54264	5/10/2012	2	379.25	WD/BERGE
CARMEL & NACCASHA LLP	54264	5/10/2012	3	379.25	WW/BERGE
CARMEL & NACCASHA LLP	54264	5/10/2012	4	148.00	WD/LANDWATCH I
CARMEL & NACCASHA LLP	54264	5/10/2012	5	3,492.25	WD/LINDSEY
CARMEL & NACCASHA LLP	54264	5/10/2012	6	536.50	WW/GILRAY
				<u>13,299.00</u>	
CENTRAL COAST COFFEE	54258	5/10/2012	1	44.64	ADM/OFFICE SUPPLIES
COASTAL REPROGRAPHIC SVCS	54294	5/16/2012	1	400.83	FD/TYVEK
COASTAL REPROGRAPHIC SVCS	54294	5/16/2012	1	183.95	FD/MAP BOOK PAGES
COASTAL REPROGRAPHIC SVCS	54322	5/23/2012	1	133.61	FD/CLEAR FILM FOR MAP
				<u>718.39</u>	
CORBIN WILLITS SYSTEMS	54225	5/1/2012	1	1,199.12	ADM/MONTHLY SUPPORT AGREEMT-MOM SOFTWARE 05/12
CRYSTAL SPRING WATER CO.	54295	5/16/2012	1	34.72	WW/DISTILLED WATER AND EQUIP RENTAL APRIL 2012
CULLIGAN-KITZMAN WATER	54296	5/16/2012	1	52.00	FD/14 DAY WATER SOFTENER SERVICE 04/04/12-04/30/12
DELTA LIQUID ENERGY	54279	5/15/2012	1	830.25	WD/COMMERCIAL LP FOR TANK AT WATER YARD
ECS IMAGING INC.	54265	5/15/2012	1	6,160.00	ADM/ANNUAL RENEWAL LSAP

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH ENDING MAY 31, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
EVERBANK COMMERCIAL FINANCE	54297	5/16/2012	1	289.15	FD/SHARP X3500 COPIER LEASE AGREEMENT MAY 2012
FGL ENVIRONMENTAL	54207	5/1/2012	1	100.00	WD/BACTI ANALYSIS
FGL ENVIRONMENTAL	54207	5/1/2012	1	75.00	WD/BACTI ANALYSIS
FGL ENVIRONMENTAL	54240	5/7/2012	1	90.00	WD/BACTI AND SUPPORT ANALYSIS
FGL ENVIRONMENTAL	54266	5/15/2012	1	1,035.00	WW/MONITORING WELLS QUARTERLY AND SEMI-ANNUAL TEST
FGL ENVIRONMENTAL	54280	5/15/2012	1	90.00	WD/BACTI AND SUPPORT ANALYSIS
FGL ENVIRONMENTAL	54280	5/15/2012	1	110.00	WD/BACTI AND SUPPORT ANALYSIS
				<u>1,500.00</u>	
FINDLAY, NANCY	54250	5/10/2012	1	80.00	WD/CUSTOMER REFUND
FINNIGAN, MICHAEL	54226	5/1/2012	1	45.00	W/MONTHLY CELLULAR PHONE SERVICE REIMB 05/12
FIRMA CONSULTANTS, INC.	54267	5/15/2012	1	708.75	PR/PROF SVCS FISCALINI RANCH
FIRST AMERICAN TITLE CO	54208	5/1/2012	1	318.00	RC/VOT LOT MERGER APN #023.272.034/35/37
FIRST AMERICAN TITLE CO	54331	5/29/2012	1	679.00	RC/VOT LOT MERGER APN 022.242.017/018
				<u>997.00</u>	
FIRST BANKCARD	54259	5/10/2012	1	2,975.00	FD/TRAINING FOR RESCUE SYS II IN MENLO PARK CA
FIRST BANKCARD	54259	5/10/2012	1	26.88	WD/OFFICE SUPPLIES
FIRST BANKCARD	54259	5/10/2012	2	576.00	WD/MATERIALS FOR COMPLETION OF SCADA PROJECT
				<u>3,577.88</u>	
G. W. POTTER	54269	5/15/2012	1	150.00	WW/MAINT & REPAIR VEHICLES
GERBER'S AUTO SERVICE	54242	5/7/2012	1	19.75	WD/REPAIR RIGHT FRONT TIRE FORD F350 L#1148463
GERBER'S AUTO SERVICE	54299	5/16/2012	1	308.81	WD/STARTER MOTOR FOR F250 I#1031124
				<u>328.56</u>	
GORDON, JILL	54338	5/30/2012	1	75.00	RC/REBATE REPLACE 3.0 GLN TOILET WITH 1.28 GLN TLT
GRAINGER	54300	5/16/2012	1	223.17	WW/MAINT & REPAIR TREATMENT
GRESENS, ROBERT C.	54227	5/1/2012	1	45.00	WD/MONTHLY CELLULAR PHONE SERVICE REIMB 05/12
GROSSKREUTZ, BENJAMIN M.	54312	5/18/2012	1	110.81	WD/REIMBURSE TRVL EXP WTR TRMT CERT REVIEW
GRUBER, JEROME	54228	5/1/2012	1	45.00	DM/MONTHLY CELLULAR PHONE SERVICE REIMB 05/12
HARVEYS HONEYHUTS	54209	5/1/2012	1	105.07	F&R/TOILET RENTAL RODEO GROUNDS 4/16 - 5/14/12
HEAD, RON	54210	5/1/2012	1	370.00	WD/TEST & REPAIR BACKFLOW DEVICES
HENRY SCHEIN, INC.	54317	5/18/2012	1	1,584.84	FD/MEDICAL SUPPLIES
HENRY SCHEIN, INC.	54317	5/18/2012	1	37.55	FD/MEDICAL SUPPLIES
				<u>1,622.39</u>	
INT'L CODE COUNCIL (ICC)	54323	5/23/2012	1	125.00	FD/GOVERNMENT MEMBERSHIP DUES 6/30/12-6/30/13
J B DEWAR	54211	5/1/2012	1	1,385.50	WD/GASOLINE & DIESEL
J B DEWAR	54211	5/1/2012	1	1,134.55	WW/DIESEL
J B DEWAR	54270	5/15/2012	1	3,700.74	WW/DIESEL
J B DEWAR	54282	5/15/2012	1	1,129.89	WD/GASOLINE AND DIESEL
J B DEWAR	54302	5/16/2012	1	1,239.36	FD/GASOLINE & DIESEL
J B DEWAR	54302	5/16/2012	1	1,663.90	FD/GASOLINE & DIESEL
				<u>10,253.94</u>	

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH ENDING MAY 31, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
JACKSON, SHANNON	54252	5/10/2012	1	80.00	WD/CUSTOMER REFUND
JOHN DEERE FINANCIAL	54332	5/29/2012	1	375.60	F&R/SPRAYER & MISC. SUPPLIES
JOHN DEERE FINANCIAL	54332	5/29/2012	1	(191.17)	F&R/SPRAYER RETURN
JOHN DEERE FINANCIAL	54332	5/29/2012	1	13.53	F&R/MAINT & REPAIR
				<u>197.96</u>	
L.N. CURTIS & SONS	54313	5/18/2012	1	1,492.92	FD/CLOTHING & UNIFORMS
LABOSSIERE, J. ALLEYNE	54320	5/22/2012	1	65.77	ADM/REIMBURSE TRAVEL EXPENSE
LAWSON PRODUCTS	54212	5/1/2012	1	114.20	WW/MAINT & REPAIR TREATMENT PLANT
LAWSON PRODUCTS	54212	5/1/2012	1	259.60	WW/MAINT & REPAIR TREATMENT
LAWSON PRODUCTS	54212	5/1/2012	1	54.52	WW/MAINT & REPAIR TREATMENT PLANT
LAWSON PRODUCTS	54212	5/1/2012	1	179.13	WW/MAINT & REPAIR TREATMENT PLANT
LAWSON PRODUCTS	54303	5/16/2012	1	18.86	WW/MAINT & REPAIR COLLECTION
				<u>626.31</u>	
LEWIS, WENDY	54251	5/10/2012	1	64.37	WD/CUSTOMER REFUND
LINC DELIVERY	54243	5/7/2012	1	19.50	WW/DELIVERY SERVICE TO SWQCB
MATHESON TRI-GAS, INC	54304	5/16/2012	1	55.10	WW/ACETYLENE
MCR TECHNOLOGIES, INC.	54202	5/1/2012	1	1,667.63	WW/TRANSMITTER & RECEIVER & POWER SUPPLY
MENDOZA, CARLOS	54229	5/1/2012	1	22.50	F&R/MONTHLY CELLULAR PHONE SERVICE REIMB 05/12
MENDOZA, CARLOS	54229	5/1/2012	2	22.50	ADM/MONTHLY CELLULAR PHONE SERVICE REIMB 05/12
				<u>45.00</u>	
MICHAEL TINDELL SIGN HERE	54333	5/29/2012	1	32.18	ADM/OFFICE DOOR SIGN
MILLER, MARK	54203	5/1/2012	1	205.92	FD/REIMBURSE MAINTENENCE EXPENDITURES
MILLER, MARK	54203	5/1/2012	1	75.15	FD/REIMBURSE TRAVEL EXPENSE
MILLER, MARK	54230	5/1/2012	1	45.00	FD/MONTHLY CELLULAR PHONE SERVICE REIMB 05/12
				<u>326.07</u>	
MINER'S ACE HARDWARE	54271	5/15/2012	1	107.74	F&R/CLOTHING/UNIFORMS
MINER'S ACE HARDWARE	54283	5/15/2012	1	4.29	ADM/KEYS
MINER'S ACE HARDWARE	54283	5/15/2012	1	32.31	F&R/MAINT & REPAIR BUILDINGS
				<u>144.34</u>	
MISSION LINEN SUPPLY	54244	5/7/2012	1	269.75	WD/LINEN SERVICE & UNIFORM CLEANING APR 2012
MISSION LINEN SUPPLY	54244	5/7/2012	2	66.60	F&R/LINEN SERVICE & UNIFORM CLEANAING APR 2012
				<u>336.35</u>	
MORSE, RICHARD	54334	5/29/2012	1	150.00	RC/REBATE REPLACE 2, 3 GAL TLTS WITH 1.28 GAL TLTS
MORSE, RICHARD	54339	5/30/2012	1	100.00	RC/REBATE REPLACE 2 3.0 GLN TLTS W/2 1.6 GLN TLTS
				<u>250.00</u>	
MUNICIPAL CODE CORP	54284	5/15/2012	1	500.00	ADM/ANNUAL CODE ON INTERNET FEE
NAPA AUTO PARTS	54213	5/1/2012	1	18.67	WW/MAINT & REPAIR GENERATOR
NAPA AUTO PARTS	54213	5/1/2012	1	33.76	WD/DEPT. OPERATING SUPPLIES
NAPA AUTO PARTS	54245	5/7/2012	1	48.79	WW/MAINT & REPAIR
NAPA AUTO PARTS	54272	5/15/2012	1	24.12	WW/MAINT & REPAIR COLLECTION
NAPA AUTO PARTS	54272	5/15/2012	1	11.31	WW/MAINT & REPAIR GENERATOR
NAPA AUTO PARTS	54272	5/15/2012	1	13.16	WW/MAINT & REPAIR GENERATOR

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NAPA AUTO PARTS	54272	5/15/2012	1	208.59	WW/MAINT & REPAIR
NAPA AUTO PARTS	54305	5/16/2012	1	13.34	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	54305	5/16/2012	1	36.44	FD/NT & REPAIR VEHICLES
NAPA AUTO PARTS	54314	5/18/2012	1	13.34	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	54314	5/18/2012	1	6.96	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	54324	5/23/2012	1	82.31	WD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	54341	5/31/2012	1	2.41	F&R/MAINT & REPAIR
NAPA AUTO PARTS	54341	5/31/2012	1	(21.76)	F&R/MAINT & REPAIR
NAPA AUTO PARTS	54341	5/31/2012	1	51.99	WD/MAINT & REPAIR GENERATOR
NAPA AUTO PARTS	54341	5/31/2012	1	13.92	F&R/MAINT & REPAIR EQUIPMENT
				<u>557.35</u>	
NATIONAL NOTARY ASSOC.	54261	5/10/2012	1	52.00	ADM/ANNUAL NNA MEMBERSHIP RENEWAL
NFPA	54214	5/1/2012	1	165.00	FD/MEMBERSHIP RENEWAL THRU 05/31/13
PACIFIC GAS & ELECTRIC	54215	5/1/2012	1	613.65	FD/ELECTRIC SERVICE 02/29/12-04/04/12
PACIFIC GAS & ELECTRIC	54215	5/1/2012	2	1,606.34	F&R/ELECTRIC SERVICE 02/29/12-04/04/12
PACIFIC GAS & ELECTRIC	54215	5/1/2012	3	270.54	ADM/ELECTRIC SERVICE 02/29/12-04/04/12
PACIFIC GAS & ELECTRIC	54246	5/7/2012	1	19.71	ADM/ELECTRIC SERVICE 03/29/12-*04/27/12
PACIFIC GAS & ELECTRIC	54246	5/7/2012	1	9.86	WD/ELECTRIC SERVICE 03/29/12-04/27/12
PACIFIC GAS & ELECTRIC	54246	5/7/2012	1	4,939.49	WD/ELECTRIC SERVICE 02/29/12-04/30/12
PACIFIC GAS & ELECTRIC	54246	5/7/2012	1	603.45	WD/ELECTRICAL SERVICE 03/30/12-004/30/12
PACIFIC GAS & ELECTRIC	54273	5/15/2012	1	11,097.24	WW/ELECTRIC SERVICE 03/29/12-05/01/12
PACIFIC GAS & ELECTRIC	54273	5/15/2012	1	53.17	WW/ELECTRIC SERVICE 03/29/12-04/27/12
PACIFIC GAS & ELECTRIC	54285	5/15/2012	1	4.45	F&R/ELECTRIC SERVICE 03/29/12-04/27/12
PACIFIC GAS & ELECTRIC	54315	5/18/2012	1	557.74	FD/ELECTRIC SERVICE 03/29/12-05/04/12
PACIFIC GAS & ELECTRIC	54315	5/18/2012	2	279.80	ADM/ELECTRIC SERVICE 03/29/12-05/04/12
PACIFIC GAS & ELECTRIC	54315	5/18/2012	3	1,652.03	F&R/ELECTRIC SERVICE 03/29/12-05/04/12
				<u>21,707.47</u>	
PEARSON, PRISCILLA	54306	5/16/2012	1	275.00	FD/FHFRP REFUND OF DOUBLE PAYMENT
PICKFORD REALESTATE INC,	54253	5/10/2012	1	28.17	WD/CUSTOMER REFUND
PITNEY BOWES, INC.	54274	5/15/2012	1	131.25	ADM/RED INK CARTRIDGES
PORT SAN LUIS BOATYARD	54321	5/22/2012	1	166.05	FD/IMPELLER, GEAR OIL, LABOR
POTTER PLUMBING, INC	54307	5/16/2012	1	1,170.53	ADM/INSTALLATION OF GREY H2O SYS & LO-FLO TOILETS
PROCARE JANITORIAL SUPPLY	54247	5/7/2012	1	37.47	ADM/JANITORIAL SUPPLIES
PROCARE JANITORIAL SUPPLY	54286	5/15/2012	1	537.70	F&R/DEPT. OPERATING SUPPLIES
				<u>575.17</u>	
PUMP REPAIR SERVICE CO.	54216	5/1/2012	1	1,865.58	WW/OVERHAUL & REBUILD 4 INCH CROWN PUMP
PUMP REPAIR SERVICE CO.	54216	5/1/2012	1	2,273.26	WW/OVERHAUL & REBUILD 8 INCH CROWN PUMP
				<u>4,138.84</u>	
QUILL CORP	54217	5/1/2012	1	9.64	WW/OFFICE SUPPLIES
QUILL CORP	54217	5/1/2012	1	86.86	WW/OFFICE SUPPLIES
QUILL CORP	54217	5/1/2012	1	21.94	FD/OFFICE SUPPLIES
QUILL CORP	54217	5/1/2012	1	214.64	ADM/OFFICE SUPPLIES
QUILL CORP	54217	5/1/2012	1	5.89	ADM/OFFICE SUPPLIES
QUILL CORP	54248	5/7/2012	1	164.30	ADM/OFFICE SUPPLIES
QUILL CORP	54248	5/7/2012	1	11.69	ADM/OFFICE SUPPLIES
QUILL CORP	54248	5/7/2012	1	38.60	ADM/OFFICE SUPPLIES
QUILL CORP	54287	5/15/2012	1	158.32	ADM/OFFICE SUPPLIES

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QUILL CORP	54287	5/15/2012	1	32.14	ADM/OFFICE SUPPLIES
QUILL CORP	54287	5/15/2012	1	18.09	ADM/OFFICE SUPPLIES
QUILL CORP	54308	5/16/2012	1	69.49	WW/MAINT & REPAIR TREATMENT
QUILL CORP	54308	5/16/2012	1	71.71	WW/MAINT & REPAIR TREATMENT
QUILL CORP	54308	5/16/2012	1	60.97	FD/OFFICE SUPPLIES
QUILL CORP	54308	5/16/2012	1	16.97	FD/OFFICE SUPPLIES
QUILL CORP	54335	5/29/2012	1	265.00	ADM/OFFICE SUPPLIES
QUILL CORP	54335	5/29/2012	1	53.97	ADM/OFFICE SUPPLIES
				<u>1,300.22</u>	
REESE, AMY	54309	5/16/2012	1	100.00	RC/REBATE REPLACE 1.6 GLN TOILET WITH 1.28 4/3/12
RICHMOND, CHARLES	54254	5/10/2012	1	102.84	WD/CUSTOMER REFUND
SAN LUIS SECURITY SYSTEMS	54249	5/7/2012	1	126.00	ADM/SECURITY SYSTEM 1316 TAMSEN JUN - AUG 2012
SANDERS, F.MILTON/ALICE	54255	5/10/2012	1	28.13	WD/CUSTOMER REFUND
SELECT BUSINESS SYSTEMS	54310	5/16/2012	1	85.03	FD/MAINT & REPAIR COMPUTER
SLO COUNTY	54218	5/1/2012	1	494.94	WD/CROSS-CONNECTION CONTROL PROGRAM JAN/FEB 2012
SLO COUNTY NEWSPAPERS	54262	5/10/2012	1	127.10	WD/PUBLIC HEARING NOTICE RE STANDBY CHARGES
SLO COUNTY NEWSPAPERS	54262	5/10/2012	2	127.10	WW/PUBLIC HEARING NOTICE RE STANDBY CHARGES
				<u>254.20</u>	
STATE WATER RES.CTRL.BRD.	54233	5/7/2012	1	154,650.97	WW/PRINCIPAL
STATE WATER RES.CTRL.BRD.	54233	5/7/2012	2	19,405.83	WW/INTEREST
				<u>174,056.80</u>	
SUN PACIFIC	54336	5/29/2012	1	955.78	WW/REMOVED RACO ALARM/INSTALLED PHONE AUTO DIALER
SWCA,INC.	54275	5/15/2012	1	2,516.58	PR/MOONSTONE BEACH DRIVE PATH BIO MONITOR
TECHXPRESS, INC.	54234	5/7/2012	1	474.81	ADM/CHANGE FROM FIBER TO COAX
TECHXPRESS, INC.	54234	5/7/2012	2	474.81	F&R/CHANGE FROM FIBER TO COAX
TECHXPRESS, INC.	54234	5/7/2012	3	474.81	FD/CHANGE FROM FIBER TO COAX
TECHXPRESS, INC.	54234	5/7/2012	4	474.81	WD/CHANGE FROM FIBER TO COAX
TECHXPRESS, INC.	54234	5/7/2012	5	474.81	WW/CHANGE FROM FIBER TO COAX
TECHXPRESS, INC.	54263	5/10/2012	1	2,615.00	ADM/MONTHLY NETGUARD IT SERVICE MAY 2012
TECHXPRESS, INC.	54325	5/23/2012	1	2,680.00	ADM/MONTHLY NETGUARD IT SERVICE JUNE 2012
				<u>7,669.05</u>	
THE DOCUTEAM	54239	5/7/2012	1	292.64	ADM/DOCUMENT STORAGE APRIL 2012
THE GAS COMPANY	54241	5/7/2012	1	19.35	ADM/GAS SERVICE 1316 TAMSEN #201
THE GAS COMPANY	54241	5/7/2012	1	9.53	ADM/GAS SERVICE 1316 TAMSEN #203
THE GAS COMPANY	54268	5/15/2012	1	40.71	WW/GAS SERVICE 5500 HEATH APT B 04/02/12-04/30/12
THE GAS COMPANY	54268	5/15/2012	1	54.57	WW/GAS SERVICE 5500 HEATH LN 04/02/12-04/30/12
THE GAS COMPANY	54281	5/15/2012	1	174.52	F&R/GAS SERVICE 1000 MAINT ST. 03/29/12-04/30/12
THE GAS COMPANY	54281	5/15/2012	1	65.08	F&R/GAS SERVICE 3195 BURTON DR
THE GAS COMPANY	54298	5/16/2012	1	160.78	FD/GAS SERVICE 03/30/12-04/30/12
				<u>524.54</u>	
TITAN INDUSTRIAL SUPPLY	54219	5/1/2012	1	30.80	WW/DEPT. OPERATING SUPPLIES
TITAN INDUSTRIAL SUPPLY	54219	5/1/2012	1	300.09	WW/1 INCH FEMALE HOSE SHANK SWIVEL
				<u>330.89</u>	
UNITED RENTALS NW, INC.	54220	5/1/2012	1	1,833.98	WW/WATER SAMPLE STATION

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UNITED STAFFING ASSOC	54204	5/1/2012	1	184.86	FD/TEMP STAFFING 23 04/22/12
UNITED STAFFING ASSOC	54204	5/1/2012	2	210.54	RC/TEMP STAFFING 23 04/22/12
UNITED STAFFING ASSOC	54204	5/1/2012	3	148.80	WW/TEMP STAFFING 23 04/22/12
UNITED STAFFING ASSOC	54204	5/1/2012	4	595.20	F&R/TEMP STAFFING 04/22/12
UNITED STAFFING ASSOC	54204	5/1/2012	5	508.37	ADM/TEMP STAFFING 04/22/12
UNITED STAFFING ASSOC	54288	5/15/2012	1	441.61	ADM/TEMP STAFFING WE 04/29/12
UNITED STAFFING ASSOC	54288	5/15/2012	2	595.20	F&R/TEMP STAFFING WE 04/29/12
UNITED STAFFING ASSOC	54288	5/15/2012	3	184.86	FD/TEMP STAFFING WE 04/29/12
UNITED STAFFING ASSOC	54288	5/15/2012	4	148.80	WW/TEMP STAFFING WE 04/29/12
UNITED STAFFING ASSOC	54288	5/15/2012	5	112.97	RC/TEMP STAFFING WE 04/29/12
UNITED STAFFING ASSOC	54316	5/18/2012	1	184.86	FD/TEMP STAFFING WE 05/06/12
UNITED STAFFING ASSOC	54316	5/18/2012	2	595.20	WW/TEMP STAFFING WE 05/06/12
UNITED STAFFING ASSOC	54316	5/18/2012	3	71.89	RC/TEMP STAFFING WE 05/06/12
UNITED STAFFING ASSOC	54316	5/18/2012	4	595.20	F&R/TEMP STAFFING WE 05/06/12
UNITED STAFFING ASSOC	54316	5/18/2012	5	462.15	ADM/TEMP STAFFING WE 05/06/12
UNITED STAFFING ASSOC	54318	5/18/2012	1	184.86	FD/TEMP STAFFING WE 05/13/12
UNITED STAFFING ASSOC	54318	5/18/2012	2	82.16	RC/TEMP STAFFING WE 05/13/12
UNITED STAFFING ASSOC	54318	5/18/2012	3	372.00	WW/TEMP STAFFING WE 05/13/12
UNITED STAFFING ASSOC	54318	5/18/2012	4	595.20	F&R/TEMP STAFFING WE 05/13/12
UNITED STAFFING ASSOC	54318	5/18/2012	5	472.42	ADM/TEMP STAFFING WE 05/13/12
UNITED STAFFING ASSOC	54342	5/31/2012	1	148.80	WW/TEMP STAFFING WE 05/20/12
UNITED STAFFING ASSOC	54342	5/31/2012	2	595.20	F&R/TEMP STAFFING WE 05/20/12
				<u>7,491.15</u>	
USA BLUE BOOK	54289	5/15/2012	1	107.40	WD/DEPT. OPERATING SUPPLIES
USA BLUE BOOK	54326	5/23/2012	1	252.96	WW/SENSAPHONE ALARM CARD
USA BLUE BOOK	54326	5/23/2012	2	179.97	WW/COLLECTION ALARMS
USA BLUE BOOK	54326	5/23/2012	3	26.96	WW/BUFFER
				<u>567.29</u>	
VERIZON WIRELESS	54327	5/23/2012	1	91.60	FD/CELL PHONE SERVICE 04/08/12-/05/07/12
VERIZON WIRELESS	54327	5/23/2012	1	21.91	F&R/CELL PHONE SERVICE 04/08/12-05/07/12
VERIZON WIRELESS	54327	5/23/2012	2	21.92	WD/CELL PHONE SERVICE 04/08/12-05/07/12
VERIZON WIRELESS	54327	5/23/2012	3	43.84	WW/CELL PHONE SERVICE 04/08/12-05/07/12
				<u>179.27</u>	
WALKER, PENELOPE	54256	5/10/2012	1	30.21	WD/CUSTOMER REFUND
WILDER, SIMON/MARGARET	54340	5/30/2012	1	150.00	RC/REBATE REPLACE 2 3.0 GLN TLT W/2 1.28 GLN TLTS
WINE COUNTRY BALANCE	54276	5/15/2012	1	375.00	WW/ANNUAL WWTP LAB BALANCE CALIBRATION
WOESTE, MARY	54257	5/10/2012	1	46.37	WD/CUSTOMER REFUND
	53345	5/24/2012	9000	(8.53)	Ck# 053345 Reversed
	54313	5/24/2012	9000	(1,492.92)	Ck# 054313 Reversed
				<u>(1,501.45)</u>	
				<u>298,661.14</u>	
AFLAC (AMER FAM LIFE INS)	2684	5/8/2012	1	786.65	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	2684	5/8/2012	1	81.48	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	2700	5/25/2012	1	786.65	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	2700	5/25/2012	1	81.48	VOLUNTARY INS-PRETAX
				<u>1,736.26</u>	

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AMERITAS	2711	5/31/2012	1	1,802.47	DENTAL INSURANCE-YER
AMERITAS	2711	5/31/2012	2	13.80	DENTAL INSURANCE-YER
AMERITAS	2711	5/31/2012	3	0.02	DENTAL INSURANCE-YER
AMERITAS	2711	5/31/2012	1	316.51	DENTAL INSURANCE-YER
				<u>2,132.80</u>	
CAMBRIA COMMUNITY SERVICES DIS	2685	5/8/2012	1	950.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2685	5/8/2012	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2685	5/8/2012	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2685	5/8/2012	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2685	5/8/2012	5	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2685	5/8/2012	6	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2701	5/25/2012	1	950.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2701	5/25/2012	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2701	5/25/2012	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2701	5/25/2012	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2701	5/25/2012	5	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2701	5/25/2012	6	250.00	MEDICAL REIMBURSEMNT
				<u>3,600.00</u>	
CAMBRIA FIREFIGHTERS ASSN	2703	5/25/2012	1	130.68	RESERVE FIREFTR DUES
EMPLOYMENT DEVELOPMENT DP	2686	5/8/2012	1	3,007.60	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2686	5/8/2012	1	740.34	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2702	5/25/2012	1	3,239.81	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2702	5/25/2012	1	816.13	STATE INCOME TAX
				<u>7,803.88</u>	
H.O.B.-DIRECT DEPOSIT	2687	5/8/2012	1	3,224.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	2687	5/8/2012	1	44,783.08	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	2704	5/25/2012	1	3,431.70	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	2704	5/25/2012	1	51,750.58	Direct Deposit Flat
				<u>103,189.36</u>	
H.O.B./FEDERAL TAXES	2688	5/8/2012	1	9,095.89	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2688	5/8/2012	1	7,816.56	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2688	5/8/2012	1	2,179.64	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2705	5/25/2012	1	9,661.03	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2705	5/25/2012	1	8,487.66	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2705	5/25/2012	1	2,366.80	FEDERAL INCOME TAX
				<u>39,607.58</u>	
ICMA-VNTGPT TRSFR AGT 457	2689	5/8/2012	1	2,863.46	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	2689	5/8/2012	1	800.00	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	2706	5/25/2012	1	2,863.46	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	2706	5/25/2012	1	800.00	457 DEF COMP-INDIV
				<u>7,326.92</u>	
LINCOLN FINANCIAL GROUP	2712	5/31/2012	1	169.41	LIFE INSURANCE
LINCOLN FINANCIAL GROUP	2712	5/31/2012	2	(1.88)	LIFE INSURANCE
				<u>167.53</u>	

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PERS HEALTH BENEFIT SERV	2713	5/31/2012	1	20,949.50	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	2713	5/31/2012	2	9.79	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	2713	5/31/2012	3	81.54	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	2713	5/31/2012	4	3,658.93	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	2713	5/31/2012	5	2,238.02	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	2713	5/31/2012	6	8,074.61	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	2713	5/31/2012	7	3,045.56	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	2713	5/31/2012	8	5,826.98	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	2713	5/31/2012	9	97.95	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	2713	5/31/2012	1	1,690.16	MEDICAL INSURANC-YER
				<u>45,673.04</u>	
PERS RETIREMENT SYSTEM	2690	5/8/2012	1	0.02	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2690	5/8/2012	2	22,576.82	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2707	5/25/2012	1	0.03	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2707	5/25/2012	2	23,664.69	PERS PAYROLL REMITTANCE
				<u>46,241.56</u>	
SEIU LOCAL 620	2691	5/8/2012	1	225.80	SEIU UNION DUES
SEIU LOCAL 620	2708	5/25/2012	1	225.80	SEIU UNION DUES
				<u>451.60</u>	
SLO CREDIT UNION	2692	5/8/2012	1	280.00	CREDIT UNION
SLO CREDIT UNION	2709	5/25/2012	1	280.00	CREDIT UNION
				<u>560.00</u>	
THE VARIABLE ANNUITY LIFE	2693	5/8/2012	1	50.00	DEFERRED COMP -VALIC
THE VARIABLE ANNUITY LIFE	2710	5/25/2012	1	50.00	DEFERRED COMP -VALIC
				<u>100.00</u>	
				<u>258,721.21</u>	
				<u>557,382.35</u>	



ADDENDA TO MONTHLY EXPENDITURE REPORT

<i>DEPARTMENT CODES</i>	
FD	Fire Department
F&R	Facilities and Resources
ADM	Administration
RC	Resource Conservation
WD	Water Department
WW	Wastewater Department
PR	Parks & Recreation

CAMBRIA COMMUNITY SERVICES DISTRICT
 BOARD OF DIRECTORS REGULAR MEETING MINUTES
 THURSDAY, MAY 24, 2012, 12:30 PM

AGENDA ITEM	DISCUSSION OR ACTION
1A. CALL TO ORDER	President MacKinnon called the regular meeting to order at 12:30 PM.
1B. PLEDGE OF ALLEGIANCE	President MacKinnon led the pledge of allegiance.
1C. ESTABLISHMENT OF QUORUM	President MacKinnon Present Vice President Thompson Present Director Bahringer Present Director Clift Present Director Robinette Present Staff Present: General Manager Jerry Gruber, District Counsel Tim Carmel, District Engineer Bob Gresens, Finance Manager Alleyne LaBossiere, District Clerk Kathy Choate.
1D. REPORT FROM CLOSED SESSION	District Counsel reported no report.
2. SPECIAL REPORTS	
A. Sheriff's Department Report	Senior Deputy Steeb reported 270 calls for service; of that, 65 EMS related for fire department and ambulance. In conjunction with CCSD and Fire Department a drop-in office is being planned for Fire Department.
3. ACKNOWLEDGEMENTS/PRESENTATIONS	President MacKinnon commended Elizabeth Bettenhausen on providing the Board and CCSD with conservation information.
4. PUBLIC COMMENT	
5. AGENDA REVIEW	
6. MANAGER'S AND BOARD REPORTS	
A. GENERAL MANAGER'S REPORT	General Manager presented the reports, highlighting department activities. Board discussion followed. Board commended NCOR for recent rescues and requested volunteers attend next meeting for recognition. Board discussion followed.
B. LONG TERM WATER SUPPLY ALTERNATIVES UPDATE	General Manager Gruber introduced the item and Bob Gresens summarized the report. Board discussion followed including discussion of tentatively scheduled workshops.
C. MEMBER AND COMMITTEE REPORTS	President MacKinnon presented "If Not Now—When? If Not Us—Who? President MacKinnon spoke on issues of water and supplemental water for Cambria. A board discussion followed.

	<p>Public Comment: <u>Steve Figler</u>, Cambria. Cautiously optimistic. Supports what is being done and the way it is being done. Technology does change, when the time comes when we need a facility, we will get latest technology.</p> <p>Committee Reports: Director Clift reported on CSDA Legislative Days, attending as a director of SDRMA with no charge to CCSD.</p>
<p>7. CONSENT AGENDA</p>	
<p>A. Approve expenditures for month of April 2012</p> <p>B. Approve minutes of Board of Directors April 26 regular meeting</p> <p>C. Adopt Resolution 15-2012 approving SSMP (Sanitary Sewer Management Plan)</p> <p>D. Authorize General Manager to process the transfer of eleven commercial active service EDUs from commercial property at 1601 Main Street to commercial property at 6170 Moonstone Beach Drive, subject to meeting the requirements of CCSD Code §8.04.100(F)</p> <p>E. Adopt Resolution 18-2012 granting an exception to the hiring freeze for the Administrative Technician I position</p>	<p>President MacKinnon introduced consent agenda. Director Robinette moved approval of consent agenda as presented. Director Clift seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent – 0</p>
<p>8. HEARINGS AND APPEALS</p>	
<p>A. Discussion and Consideration of DRAFT Fiscal Year 2012/2013 Operating Budget</p>	<p>President MacKinnon introduced the item. General Manager Gruber presented the report and highlighted key assumptions. Board discussion followed.</p> <p>Public Comment: <u>Jerry McKinnon</u>, Cambria. Commented on no draft page for the Veterans Memorial Building. Concerned with transparency and accountability of money spent on this building. Will facility rent money come back into this building or weed cropping on the Ranch land? Commented on FOG program and repairs needed on Vets Hall kitchen. <u>Richard Stacey</u>, Cambria. Commented on NCOR as an official part of CCSD. NCOR boats are registered to CCSD. When volunteers show for rescue, it is up to Cambria Fire Captain on duty as to whether the NCOR volunteers participate and under direct jurisdiction of Cambria Fire Department. Commented on budget amount requested for</p>

	<p>safety equipment and provided a history of funding for NCOR equipment. He provided information on how calls for rescue are processed through 911.</p> <p><u>Jerry McKinnon</u>, Cambria. Would computer upgrades come from allocated overhead? Where is allocated overhead money spent? Philosophically the Vets Hall is supported by General Fund from tax-paying community. Requests funding for the building so it works for the community.</p>
<p>B. Adopt Resolution 14-2012 confirming water and wastewater standby or availability charges for Fiscal Year 2012/2013</p>	<p>President MacKinnon introduced the item and opened public hearing. Public Comment: None. President MacKinnon closed the public hearing Director Clift moved to adopt Resolution 14-2012 confirming water and wastewater standby or availability charges for FY 2012/2013. Director Bahringer seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent - 0</p>
<p>C. Adopt Resolution 17-2012 declaring a public nuisance for the annual Fire Hazard Fuel Reduction program</p>	<p>President MacKinnon introduced the item. General Manager Gruber presented the report. Director Robinette moved to adopt Resolution 17-2012 declaring a public nuisance for the annual Fire Hazard Fuel Reduction Program. Director Thompson seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent - 0</p>
<p>9. REGULAR BUSINESS</p>	
<p>A. Adopt Ordinance 03-2012 amending CCSD Code §7.04.010 rules governing Cambria Veterans’ Memorial Building</p>	<p>President MacKinnon introduced the item. General Manager Gruber reviewed the staff report. Director Thompson moved to adopt Ordinance 03-2012 by title only and waive further reading. Director Bahringer seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent - 0 Director Bahringer moved to adopt Ordinance 03-2012 amending CCSD Code §7.04.010 rules governing Cambria Veterans’ Memorial Building. Director Robinette seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent - 0 Public Comment: <u>Jerry McKinnon</u>, Cambria. Commented on page 215 paragraph O, regarding monthly meeting(s) and requested those falling under CA Military Code be added to the end of paragraph O.</p>
<p>10. FUTURE AGENDA ITEM(S)</p>	<p>None.</p>
<p>11. ADJOURN</p>	<p>President MacKinnon adjourned the meeting at 3:42 PM.</p>

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C.**

FROM: Mark Miller, Fire Chief

Meeting Date: June 28, 2012

Subject: Discussion and Consideration of Resolution 21-2012 Approving Award of Fire Hazard Fuel Reduction Contract

RECOMMENDATIONS:

Adopt Resolution 21-2012 approving:

1. The award of the Fire Hazard Fuel Reduction (FHFR) Contract to Bushwacker 1 and
2. Authorizing the General Manager to sign the contract for the 2012 Fire Hazard Fuel Reduction Program.

FISCAL IMPACT:

All costs for clearing the parcels are billed directly to the property owner by the CCSD. Any unpaid billing will be collected via the San Luis Obispo County Tax Roll for calendar year 2013 in accordance with the provisions of Health and Safety Code Sections 14875 et seq., CCSD administrative fees are also included in the charges.

DISCUSSION:

In accordance with the procedures in Health and Safety Code Sections 14875 et seq., as part of its annual Fire Hazard Fuel Reduction Program (FHFR) the CCSD contracts to provide for the removal of dangerous fuels and vegetation that have not been abated by property owners. Accordingly, the CCSD issued a Request for Proposals ("RFP") the week of June 4th for a contractor to abate and remove the fuels and vegetation. Proposals were due on June 14th at 4:00 PM. The RFP is attached for information.

Two contractor proposals were received by the deadline and evaluated by the CCSD based upon the selection criteria outlined in the FHFR RFP and contract documents. The contractor that has been selected, Bushwacker 1, submitted the lowest most responsive proposal, which is attached for reference. The 2012 FHFR Program Contract is also attached.

Attachments:

- Resolution 21-2012
- CCSD Request for Proposals (RFP)
- Bushwacker 1 Proposal, Exhibit E

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

Fire Hazard Fuel Reduction Program

Request for Proposals (RFP)

June 6, 2012

CONTRACT REQUIREMENTS FOR FIRE HAZARD FUEL REDUCTION PROPOSALS/BIDS

The Cambria Community Services District (CCSD) is seeking proposals by Contractors for the Fire Hazard Fuel Reduction Program for 2012.

CCSD typically, has notified approximately two-thousand (2000+) parcel owners to abate their property of dried weeds, down trees or slash. Those parcels that do not comply with the requirements are placed on the CCSD's Contract list. Typically between one hundred fifty and three hundred (150-300) parcels are placed on the CCSD's contract list.

Required Scope and Schedule of Work

The contractor selected will be required to provide weed abatement services as specified in Exhibit C, titled "**Fire Department Fire Hazard Fuel Reduction Policy 2012 – Scope of Services**", according to a schedule described in Exhibit B "**2012 Fire Hazard Fuel Reduction Schedule.**"

Required Cost of Proposal, Qualifications, and Agreement

Those submitting proposals must complete and submit the attached form identified as Exhibit E titled "**Cambria Community Services District Fire Hazard Fuel Reduction Program – 2012, Cost Proposal Form.**" The required information is contained on 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. Fee Structure for various lot sizes, as described in Exhibit "E".
3. Charges, per yard, for hauling away of the debris.
4. All equipment must be inspected by the 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 CSD Fire Department), logged with the lot abatement record and submitted to the 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 an agreement (see 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.

A Faithful Performance Bond will also be required. A cash deposit of \$5000.00 or Assignment of a Financial Instrument acceptable to the **CCSD** may be substituted in lieu of a **Faithful Performance Bond (see Exhibit D)**. All equipment must be inspected by the Fire Department to assure that all fire safety standards are met, including operational spark arrestors where required.

Proposal Evaluation

Proposals will be evaluated on the basis of the following criteria:

1. Stated costs to the property owner- 60%
2. Various types of equipment to be used by contractor- 10%
3. Prior demonstrated ability to maintain accurate records- 10%
4. Ability to complete the contract by August 17, 2012 and prior record of timely clearance completion 20%

Proposal Deadline

All proposals must be delivered to the Cambria CSD Administration Office, 1316 Tamson Street, Suite 201, Cambria Calif. 93428; by 4:00 PM, Thursday, June 14, 2012

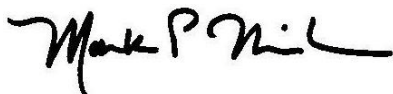
An evaluation of proposals and selection of contractors who meet the requirements as stated will occur after 4:00 P.M. June 14, 2012. The selection is subject to CCSD Board of Directors approval at their next scheduled meeting on Thursday June 28, 2012. **Proposals not meeting all the required standards and requirements will not be considered!**

Bid proposals must contain the following four documents or they will not be considered:

1. Copy of a Fire Wise Defensible Space Field Training certificate for field supervisor(s);
2. Completed copy of the Bid Proposal Form (Exhibit E);
3. Signed cover letter as defined and stipulated in the: 'Other Requirements' first paragraph of the RFP;
4. A signed statement of qualifications, and list of 5 references, as stipulated in the: 'Other Requirements' second paragraph of the RFP.

If you have any questions, contact the Cambria Fire Department at (805) 927-6240.

**CAMBRIA COMMUNITY SERVICES DISTRICT
FIRE DEPARTMENT**



**Mark Miller
Fire Chief**

RESOLUTION 21-2012

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT APPROVING AWARD OF THE 2012
FIRE HAZARD FUEL REDUCTION PROGRAM CONTRACT

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

WHEREAS, under the FHFRP, lots on which the nuisance fire hazard vegetation has not been removed by the owners are to be cleared and abated by the Cambria Community Services District Fire Hazard Fuel Reduction Program contractor; and

WHEREAS, in order to select a contractor for the 2012 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, Bushwacker 1, has been selected as the lowest most responsive proposal;

NOW, THEREFORE, the Board of Directors of the Cambria Community Services District Does Hereby Resolve as follows:

1. Authorizes and approves a contract for the 2012 Fire Hazard Fuel Reduction Program with Bushwacker 1, which contract is attached hereto as Exhibit A and incorporated herein by this reference.
2. The General Manager is authorized to execute the contract with Bushwacker 1 on behalf of the Cambria Community Services District.
3. The General Manager is authorized to make minor revisions to the contract as necessary that do not impact the price and term.

PASSED AND ADOPTED THIS 28th day of June 2012.

Allan S. MacKinnon, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

2012 FIRE HAZARD FUEL REDUCTION AGREEMENT

This Fire Hazard Fuel Reduction 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 following schedule of charges to the **CONTRACTOR** per the attached bid schedule, included as Exhibit E.

DOCUMENTS INCORPORATED BY REFERENCE

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

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 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 **CCSD** Fire Hazard Fuel Reduction Policy (Exhibit "C").
- D. The **CONTRACTOR** upon award of contract shall furnish a performance bond (Exhibit "D").
- E. The **CONTRACTOR** agrees to timely and fully perform or provide the services specified in this Agreement.
- F. The **CONTRACTOR** must submit packaged bills for lots cleared with a cover page that lists the number of lots cleared and the total cost of the packaged bills.
- G. All parcel clearing charges must be submitted to the **CCSD** by August 17, 2012. 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 hours necessary 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 in effect 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 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 **(30) thirty-days** prior written notice to the other parties to this Agreement.

TERMINATION OF 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 **(30) thirty-days** as set forth above;
- (4) End of the contract to which **CONTRACTOR'S** services were necessary; 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.

TERMINATION: This agreement may be terminated at the end of **August 2012**, **OR** if **CONTRACTOR** has completed all work and obligations set forth in this Agreement satisfactorily, at the discretion of the **CCSD**, it may be extended through **August 2013**. In that event, for the 2013 year, all parcel clearing charges must be submitted to the **CCSD** by date specified in Exhibit "B" 2013 schedule. 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**.

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.

ATTORNEY 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 attorney 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 to the following address for each respective party:

‘CCSD’

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

“CONTRACTOR”

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 _____ 2012 at Cambria, California.

Attest: CAMBRIA COMMUNITY SERVICES DISTRICT:

Allan S. MacKinnon, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

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 take out or maintain such insurance.

(b) Commercial General Liability Insurance: The **CONTRACTOR** shall take out 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 per accident (\$1,000,000)**.

(d) Proof of Coverage of Insurance: **CONTRACTOR** shall furnish the **CCSD** upon award of bid 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**."

(30) Thirty-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"

2012 FIRE HAZARD FUEL REDUCTION PROGRAM (FHFRP) **SCHEDULE**

5/24/2012	Declaration of Public Nuisance
5/25/2012	Mail Notice to Destroy Weeds and/or Debris per Resolution 17-2012 Exhibit "A" Lot Cutting Starts
5/29/2012	Advertise FHFRP Contract
6/14/2012	RFP Deadline (To Be Submitted to CCSD Admin Office by 4:00 PM, No Postmarks Accepted) Lot Inspections Start
6/28/2012	Award Contract
7/13/2012	Abatement Deadline Final Inspections
7/20/2012	CCSD Contract List for Abatement Completed Submit Contract List to Clerk for Board Packet
7/26/2012	CCSD Public Hearing/Contract List for Abatement Considered by Board for Approval
7/27/2012	CCSD Contractor Starts Lot Clearing
8/17/2012	CCSD Contractor Deadline Final Inspections
9/13/2012	Invoice CCSD Contracted Parcels (1 st Notice) Invoices Mailed (paid w/in 90 days, reduced Admin Fee of \$200)
11/13/2012	Mail 2 nd Notice to Unpaid CCSD Contracted Parcels (w/ Reduced \$200 Admin Fee)
12/13/2012	Deadline for CCSD Contracted Parcel Payments w/ Reduced Admin Fee of \$200 (deadline is 90 days from 1 st Invoice)
12/14/2012	Mail 3 rd Notice to Unpaid CCSD Contracted Parcels w/ Full Admin Fee of \$400
2/14/2013	Deadline for CCSD Contracted Parcel Payments w/Full Admin Fee of \$400
4/25/2013	CCSD Public Hearing to Confirm Itemized List for SLO County Tax Roll

EXHIBIT "C"

FIRE DEPARTMENT FIRE HAZARD FUEL REDUCTION PROGRAM POLICY 2012

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 13, 2012. If the parcel does not conform to the requirements as stated in the notice sent to the property owner, **the parcel will go to the CCSD's contract list July 26, 2012.** The CCSD's Contractor will then be directed to abate those parcels on the contract list to the following standards;

- ▶ Limit leaves, needles, twigs, bark, cones, pods, and chips to 3" in depth.
- ▶ Weeds and annual grasses should not exceed 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 (10) feet separation and all dead materials are removed.
- ▶ All down and dead trees, tree rounds or limbs within thirty (30) of any structure must be removed. Tree stumps fallen over shall be cut and retain no more than 6 feet of the log within this 30 foot zone.
- ▶ All down trees beyond 30 feet from any structure twelve (12) inches in diameter or greater may remain on the parcel. However, the entire trunk must be completely on the ground. Materials less than 12 inches in diameter shall be cut and removed from the property.
- ▶ Remove ladder vegetation (dead wood) from under trees and shrubs, maintaining six (6) feet of vertical clearance for trees greater than twenty (20) feet 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. Before and after 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. The contractor shall provide a digital photo file in a format 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 5-pound capacity shall be immediately available at the work site. A minimum of 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 Cambria CSD Contractor shall begin no later than July 29, 2011 and must be completed August 19, 2011.
- ▶ 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"

2012 ANNUAL FIRE HAZARD FUEL REDUCTION PROGRAM

FAITHFUL PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS:

That _____, as **CONTRACTOR**, and _____, as Surety, are held and firmly bound hereinafter called Owner, in the sum of **Five Thousand Dollars (\$5,000)**, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said **CONTRACTOR** has been awarded and is about to enter into annexed agreement with said Owner to perform all work required under the Bidding Schedule titled;

2012 ANNUAL FIRE HAZARD FUEL REDUCTION PROGRAM

NOW, THEREFORE, if said **CONTRACTOR** performs all the requirements of said agreement as required on his/her part, at the times and in the manner specified therein, then this contract shall remain in full force and effect; if the **CONTRACTOR** fails to fulfill this contract, this obligation shall be null and void.

PROVIDED, that any alterations in the work to be done or the materials to be furnished, which may be made pursuant to the terms of said agreement, shall not in any way release said **CONTRACTOR** or said Surety hereunder, nor shall any extensions of time granted under the provisions of said agreement release either said **CONTRACTOR** or said Surety, and notice of such alterations of extensions of the agreement is hereby waived by said Surety.

SIGNED AND SEALED, this _____ day of _____, 2012.

Contractor (SEAL) Surety (SEAL)

BY: _____ BY: _____
Signature Signature

(Seal and Notary Acknowledgment of Surety)

Note: A cash deposit of \$5,000.00 or Assignment of a Financial Instrument acceptable to the CCSD may be substituted in lieu of a Faithful Performance Bond.

EXHIBIT "E"
CAMBRIA COMMUNITY SERVICES DISTRICT
FIRE HAZARD FUEL REDUCTION PROGRAM - 2012
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. Minimum charge for moving equipment onto a lot:

- | | |
|---------------------------------|------------------------------|
| 1. 25' X 70' Lot | \$ <u>25-</u> |
| 2. 50' X 70' Lot | \$ <u>35-</u> |
| 3. 75' X 70' Lot | \$ <u>45-</u> |
| 4. 100' X 70' Lot | \$ <u>55-</u> |
| 5. Larger parcel charge formula | \$ <u>1.00 PER FRONT FT.</u> |

B. Type of equipment and cost per hour, including operator:

- | | |
|--|---------------|
| 1. Tractor with mover | \$ <u>40-</u> |
| 2. High wee mover | \$ <u>N/C</u> |
| 3. Weed-eater | \$ <u>15-</u> |
| 4. Chainsaw | \$ <u>15-</u> |
| 5. Other equipment; (list with charges): | _____ |

- | | |
|---|---------------|
| 6. Dump and haul fee (charge by cubic yard) | \$ <u>12-</u> |
|---|---------------|

C. Laborer charge (per person/per hour) \$ 15-

D. Pictures – before and after \$ N/C

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

NAME OF PROPOSER: BUSHWHACKER 1

ADDRESS: 1700 LONDON LN. CAMBRIA CA. 93828

SIGNATURE OF PROPOSER: Don Campo & [Signature]

TITLE: CO-OWNERS

DATE: 6-14-12

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: Jerry Gruber, General Manager
Monique Madrid, Administrative Services Officer

Meeting Date: June 28, 2012 Subject: Discussion and Consideration of
Resolution 21-2012 Granting an
Exception to Hiring Freeze for
Maintenance Technician Full Time
Position

RECOMMENDATIONS:

Adopt Resolution 21-2012 granting an exception to the hiring freeze for Maintenance Technician.

FISCAL IMPACT:

This position is included in the proposed fiscal year 2012/2013 budget with a salary range of \$3210-\$3901 per month plus benefits.

DISCUSSION:

The Board has adopted Resolution 13-2009 which established a hiring freeze for the CCSD. The Resolution also includes procedures pursuant to which the General Manager can seek Board approval granting exceptions.

Per Resolution 13-2009: The General Manager may determine that a vacated position is deemed necessary and critical to public safety or the delivery of essential services to the community. Upon such written determination, which shall be immediately transmitted to the Board of Directors, such a position may be filled on a temporary basis, subject to further review, consideration and ratification by the Board at its next meeting.

As a result of the appointment of Carlos Mendoza to the Facilities and Resources Supervisor position, in September 2011 the Maintenance Technician position has been temporarily filled with provisional employees. Staff would like to proceed with the recruitment for a replacement of the full-time Maintenance Technician position. The position is critical to the delivery of essential services to the community, and to maintain the public facilities and employee workplace safety. Written determination was provided to the Board on June XX , 2012.

The Facilities and Resources Department has one supervisor and four temporary, provisional employees. These positions assist with the maintenance of all CCSD properties and facilities including, Veteran’s Hall, public bathrooms, Fiscalini Ranch Preserve (480 acres) and the Administrative Offices.

Attachment: Resolution 21-2012

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BHRINGER ___ CLIFT ___ ROBINETTE ___

RESOLUTION 21-2012
June 28, 2012

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
GRANTING AN EXCEPTION TO THE HIRING FREEZE OF A MAINTENANCE
TECHNICIAN FULL TIME POSITION

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

1. Grants an exception to the hiring freeze imposed by Resolution 13-2009 authorizing the hiring of a Maintenance Technician (Full Time Position), filling a budgeted vacant position that is critical to the delivery of essential services and public and employee safety.

PASSED AND ADOPTED THIS 28th day of June 2012.

AYES:

NOES:

ABSENT:

Allen S. MacKinnon
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.E.**

FROM: Jerry Gruber, General Manager
Kathy Choate, District Clerk

Meeting Date: June 28, 2012 Subject: Discussion and Consideration of
Resolution 29-2012 Requesting the
CCSD 2012 Biennial Election be
Consolidated with San Luis Obispo
County for the November 6, 2012
Consolidated General Election

RECOMMENDATIONS

Adopt Resolution 29-2012 requesting that the CCSD 2012 Biennial Election be consolidated with San Luis Obispo County for the November 6, 2012 Consolidated General Election.

FISCAL IMPACT

Consolidating the CCSD's election with other elections reduces the CCSD's cost to print the ballot (undetermined at this time, approximately \$5,000).

DISCUSSION:

The CCSD has three (3) full-term (four years) director positions to be filled in the November 6, 2012 General Election. President Allan MacKinnon and Director Muril Clift were elected to terms that expire on December 6, 2012. Additionally, Director Robinette was appointed to fill the vacancy created by the resignation of Director DeMicco, and her term will also expire on December 6, 2012.

The attached Resolution requesting consolidation of CCSD's election with the November 6, 2012 San Luis Obispo County General Election must be filed no later than **Friday, August 10, 2012** with the County Elections Official.

Also attached for the Board's reference is the County's Special District Calendar of Events further describing the elections process and deadlines.

Attachments: Resolution No. 29-2012
2012 Consolidated General Election Calendar

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

RESOLUTION 29-2012

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT
REQUESTING CONSOLIDATION OF ITS BIENNIAL ELECTION WITH THE
NOVEMBER 6, 2012 CONSOLIDATED GENERAL ELECTION**

WHEREAS, pursuant to Elections Code Sections 10500 et seq, an election is to be conducted on November 6, 2012 to fill offices on the Cambria Community Services District ("CCSD") Board of Directors; and

WHEREAS, pursuant to Elections Code §10555, said election may be consolidated with any other election, pursuant to Elections Code Sections 10400 et seq.; and

WHEREAS, the CCSD Board of Directors has determined that it should request that the San Luis Obispo County Board of Supervisors consolidate the CCSD's General District Election with any other election that may be held on the same day.

NOW, THEREFORE, BE IT RESOLVED BY THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS as follows:

1. The Board of Supervisors of San Luis Obispo County is hereby requested to consolidate the General District Election of the CCSD to be held on November 6, 2012, with all other elections held on the same date. This request is made pursuant to Elections Code § 10555 and 10400, et seq. The Board of Directors agrees to reimburse, upon presentation of an invoice, the County of San Luis Obispo in full for services performed relating to this election.

2. The offices to be voted on are three (3) full term positions on the Board of Directors.

By unanimous vote on the motion of Director _____, seconded by Director _____ Resolution No. 29-2012 is hereby adopted this 28th day of June 2012.

AYES:
NOES:
ABSENT:

The foregoing resolution is hereby adopted this 28th day of June 2012.

Allan S. MacKinnon
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

Office of the County Clerk-Recorder

COUNTY OF SAN LUIS OBISPO ♦ 1055 MONTEREY ST. RM. D120 ♦ SAN LUIS OBISPO, CA 93408 ♦ (805) 781-5080/5088



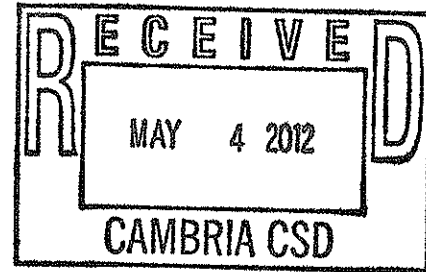
JULIE L. RODEWALD
COUNTY CLERK RECORDER

MELANIE FOSTER
Administrative Service Officer

TOMMY GONG
ASSISTANT COUNTY CLERK RECORDER

May 3, 2012

Cambria Community Services District
P.O. Box 65
Cambria CA 93428
Attn: District Secretary



Dear District Secretary:

Pursuant to California Elections Code Section 1303(b), your district's biennial election will be held on Tuesday, November 6, 2012. In connection with this election the items listed below must be acted upon by the district board of directors and submitted to our office by the deadlines set out in the enclosed Calendar of Events.

1. Notice to County Elections Official - Elective Offices to be Filled (enclosed)
2. A map of your district's boundaries (even if they haven't changed)
3. A resolution by the board of directors requesting consolidation with the November 2, 2012 Consolidated General Election (sample enclosed)


As indicated in the Calendar of Events, Items 1 and 2 above must be filed with our office by **Wednesday, July 5, 2012**. Item 3 above shall be filed with our office no later than **Friday, August 10, 2012**, although as indicated on the calendar it would be appreciated if your resolution could be submitted by July 16, 2012. If you are planning on putting a measure on the ballot, along with the offices to be filled, please contact our office immediately.

Attached is a list of the terms which are to be filled at the upcoming election according to our records. Please review your district's information and notify us immediately if this information is incorrect.

Thank you in advance for your cooperation for providing the required information in a timely manner.

Sincerely,

JULIE L. RODEWALD, County Clerk-Recorder

By , Assistant County Clerk-Recorder

Encl:

COMMUNITY SERVICE DISTRICT DIRECTORS

DISTRICT	# OF TERMS	INCUMBENT	TERM BEGINS	TERM ENDS
Avila Beach Community Services District	2 Full Terms	John P. Janowicz Daniel Yoder	12/7/12	12/2/16
California Valley Community Services District	3 Full Terms	Tammy Forrest Lisa Marrone Thomas Ortega	12/7/12	12/2/16
Cambria Community Services District	3 Full Terms	Muril Clift Allan S. Mackinnon Vacant	12/7/12	12/2/16
Creston Hills Ranch Community Services District	2 Full Terms	Tom Blankenship Michael Prowse	12/7/12	12/2/16
Ground Squirrel Hollow Community Services District	3 Full Terms	Robin Bradley Mike Milbury Scott C Simons	12/7/12	12/2/16
Heritage Ranch Community Services District	2 Full Terms	Dan Burgess Richard Gourley	12/7/12	12/2/16
Independence Ranch Community Services District	3 Full Terms	Thomas John Hunter Carol Camarata Noe George Tracy	12/7/12	12/2/16
Linne Community Services District	2 Full Terms	James Dempsey Martha James	12/7/12	12/2/16
	1 Short Term	W Miller Newlon	12/7/12	12/5/14
Los Osos Community Services District	2 Full Terms	Marshall Ochylski Robert Michael Wright	12/7/12	12/2/16
Nipomo Community Services District	2 Full Terms	Ed Eby Mike Winn	12/7/12	12/2/16
Oceano Community Services District	3 Full Terms	Matthew Guerrero Felma Hurdle Mary Lucey	12/7/12	12/2/16
	1 Short Term	Richard Searcy	12/7/12	12/5/14
San Miguel Community Services District	3 Full Terms	Dale E Hamblin Richard L Harrison Richard Smithen	12/7/12	12/2/16
San Simeon Community Services District	3 Full Terms	Alan M Fields Ralph N Mc Adams Leroy Price	12/7/12	12/2/16
Squire Canyon Community Services District	3 Full Terms	Carol Capito Thomas J. Murphy Stephen Fiant	12/7/12	12/2/16
Templeton Community Services District	3 Full Terms	Robert Bergman Judith R Dietch Kevin G Hunt	12/7/12	12/2/16

SPECIAL DISTRICT CALENDAR OF EVENTS
NOVEMBER 6, 2012 CONSOLIDATED GENERAL ELECTION

DATE/DEADLINE	EVENT
July 4, 2012* 125 days EC §10509, 10522	District Secretary completes and delivers to the County Elections Official, the Notice of Elective Offices to be filled, along with the map of the district's boundaries.
JULY 9- AUG 8, 2012 120-90 Days EC Code §12112 EC §12113	County Elections Official shall publish the Notice of Election for each district containing: <ol style="list-style-type: none"> 1. The date of the election 2. The office for which candidates may file 3. The qualifications for office 4. Location where candidates may file for office and the deadlines 5. Statement regarding appointments EC §10515 In addition, County Elections official, shall, by a general press release, set forth the offices to be filled and a telephone number to call for information. County Elections Official shall deliver a copy of all published notices to the District Secretary for posting in the district office.
JULY 16- AUG 10, 2012 113-88 Days EC §10510, 10603 EC §10515	Nomination period - Candidates file declaration of candidacy forms and other related nomination documents with the County Elections Official. No person may file papers for more than one district office at the same election. Candidates for Harbor Commissioner must file nomination papers signed by 25 to 50 registered voters within the District. Insufficient Nominees - if by the close of nominations for a given office, there are insufficient or no nominees, and a petition requesting an election has not been filed, the district will not hold an election. Those candidates who filed Declarations of Candidacy will be appointed in-lieu of election by the Board of Supervisors. Upon recommendation of the District, the Board of Supervisors will make appointments where no candidates filed the requisite papers.
AUG 10, 2012 88 Days EC §10403, 10603b	Last day for districts to file their resolutions requesting consolidation of their election with the November 6, 2012 General Election with the County Elections Official Last day for a candidate to withdraw their Declaration of Candidacy.
AUG 11- AUG 15, 2012 87-83 Days EC §10604	Extended Filing Period- If an incumbent officer does not file a declaration of candidacy by August 10, 2012, any person other than the incumbent , may file between these dates. The extension is not applicable if there is no incumbent to be elected.
AUG 13, 2012 85 Days EC §13307	Last Day for a candidate to withdraw their Statement of Qualifications. Once filed, the statement cannot be changed, only withdrawn. If the office has a filing extension, the last day to withdraw the statement of qualifications is August 16, 2012.
DEC 7, 2012 EC §10554	Term of Office begins. Prior to taking office, each elective officer shall take the official Oath of Office.
JAN 7, 2013 HNC §6050, 6055, 6056	Term of Office for Harbor Commissioners begins at noon. Prior to taking office, each commissioner shall take the official oath and execute any bond required by the principal act.

* denotes a date that falls on a county holiday or weekend. Deadline extends until the next business day

**NOTICE TO COUNTY ELECTIONS OFFICIAL
ELECTIVE OFFICES TO BE FILLED
MAP OF DISTRICT BOUNDARIES
PAYMENT OF CANDIDATE STATEMENT OF
QUALIFICATIONS**

Elections Code §10509 & 10522

Name of District

TO THE COUNTY ELECTIONS OFFICIAL OF SAN LUIS OBISPO COUNTY:

1. Notice is hereby given that the elective offices of the district to be filled at the Consolidated General Election on November 6, 2012 are as follows:

NUMBER OF DIRECTORS TO BE ELECTED

TERM OF OFFICE

Four Year Term

Two Year Term

2. The qualifications of a nominee and of an elective office of the District are as follows:

SHALL BE A REGISTERED ELECTOR RESIDING IN THE DISTRICT

3. Pursuant to Elections Code §10522, a map showing the boundaries of the district is attached.

Have the boundaries changed since 2010?

YES _____ NO _____

4. Please indicate whether the DISTRICT or the CANDIDATE will pay for the printing and handling of the Statement of Qualifications, per Elections Code §13307

DISTRICT _____ CANDIDATE _____

Signed: _____

Dated: _____

Print Name and Title: _____

SAN LUIS OBISPO COUNTY ACTIVITY SCHEDULE FOR PLACING A MEASURE ON THE BALLOT FOR THE NOVEMBER 6, 2012 CONSOLIDATED GENERAL ELECTION
NOTE: THIS IS A GENERIC CALENDAR BASED ON TIMELINES SET BY THE COUNTY CLERK AND THE DEADLINES FOR ACTUAL MEASURES MAY DIFFER. ONCE A MEASURE IS PLACED ON THE BALLOT, SEE THE SPECIFIC DEADLINE FOR THAT BALLOT MEASURE.

<p>July 25, 2012 (E-104) EC Sec 9140, 9342</p>	<p>LAST DAY for Governing Boards to submit their resolutions calling for and placing a measure on the General Election ballot. The resolutions must contain the FULL TEXT OF THE MEASURE and the EXACT FORM OF THE QUESTION as it is to appear on the ballot. If the question is the Full Text of the Measure, this needs to be stated in the resolution. File the original resolution with the Elections Official</p>
<p>August 1, 2012 (E-97) EC Sec 9163, 9316</p>	<p>BY THIS DATE the Elections Official shall send the Notice Calling for Submission of arguments FOR or AGAINST the measure to be published.</p>
<p>August 10, 2012 (E-88) EC Sec 10402-10403)</p>	<p>LAST DAY for Governing Boards to file the resolution requesting consolidation of their election with the November 6, 2012 Consolidated General Election. File the original with the Elections Official. This resolution must set forth the exact form of the question of any measure to appear on the ballot.</p>
<p>August 15, 2012 (E-83) EC Sec 9161-9163, 9315-9316, 9501-9503, 9600-9601</p>	<p>PRIMARY ARGUMENTS DUE - File with the County Elections Official. LAST DAY for proponent(s) to change or withdraw Primary Arguments.</p>
<p>August 15, 2012 (E-83) EC Sec 9160, 9313, 9401, 9500</p>	<p>IMPARTIAL ANALYSIS DUE from County Counsel/LAFCO. FISCAL IMPACT STATEMENT DUE from Auditor (if directed by B.O.S.) TAX RATE STATEMENT DUE (Bond Measures)</p>
<p>August 16 – August 27, 2012* (E- 82-73) EC Sec 9190, 9380, 9509</p>	<p>PUBLIC EXAMINATION PERIOD - Primary Arguments, Analysis. Tax Rate Statement & Fiscal Impact Statement.</p>
<p>August 24, 2012 (E-74) EC Sec 9167, 9317, 9504, 9600-9601</p>	<p>REBUTTAL ARGUMENTS DUE - File with the County Elections Official. LAST DAY for proponent(s) to change or withdraw Rebuttal Arguments.</p>
<p>August 25 – September 4, 2012 (E-73-64)</p>	<p>PUBLIC EXAMINATION PERIOD - For Rebuttals Only.</p>
<p>September 27, 2012 (E-40)</p>	<p>SAMPLE BALLOT BOOKLETS MAILED</p>
<p>October 8, 2012* (E-29) EC Sec 3001</p>	<p>VOTE BY MAIL BALLOTS PERIOD BEGINS</p>
<p>October 22, 2012 (E-15) EC Sec 2107</p>	<p>CLOSE OF REGISTRATION</p>

* denotes a date that falls on a county holiday or week~~end~~. Deadline extends until the next business day

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.F.**

FROM: Jerry Gruber, General Manager
Cortney Upthegrove, Administrative Tech II

Meeting Date: June 28, 2012 Subject: Consider Extension of Intent
to Serve Letter for Cambria Shores Inn,
Kim Eady, Applicant, APN 022.381.002

RECOMMENDATION:

Approve 12-month extension of a 6 commercial EDU Intent to Serve Letter for Kim Eady's Cambria Shores Inn, APN 022.381.002.

FISCAL IMPACT: \$200 fee paid.

DISCUSSION:

Pursuant to CCSD Code Section 8.04.080(E)(3), the extension of an Intent to Serve letter for more than three (3) EDU's is to be approved by the Board of Directors. Commercial project extensions are valid for a 12-month period.

CCSD Code Section 8.04.080(E)(3) also requires that applications for an extension of a commercial intent to serve letter have an application accepted by the County for processing of a minor use permit or development plan, if applicable, and an active application for a building permit. In addition any extension of an Intent to Serve letter shall be subject to payment of a non-refundable fee in the amount of \$200.00.

The current project provides for upgrades to the existing kitchen area and development of a small-scale dining restaurant (hot breakfast and lunch) for guests. Cambria Shores Inn has met all of the required conditions noted above

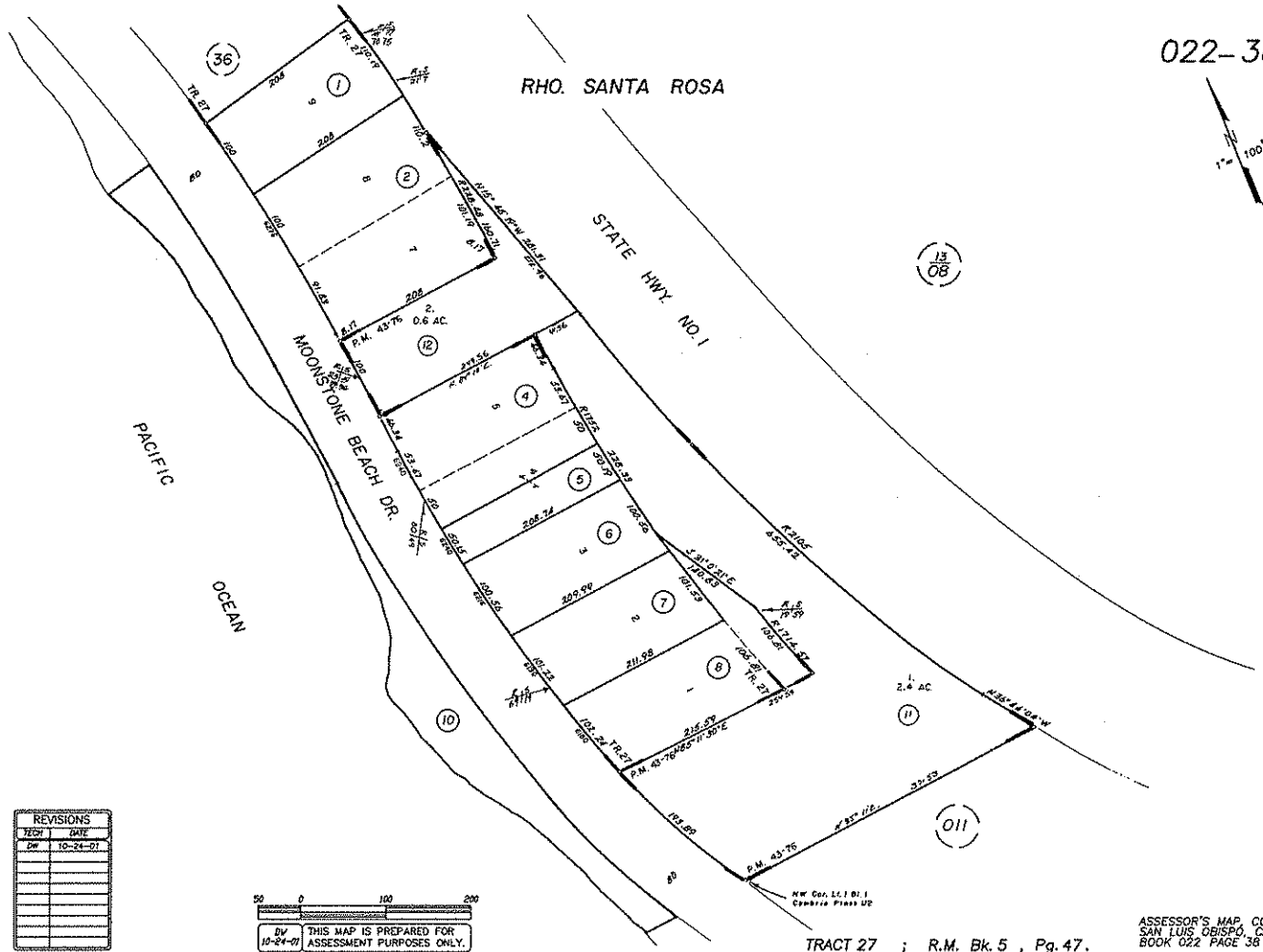
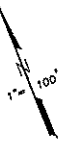
CCSD Board of Directors has approved eleven prior extensions from 2002 until present. If approved, this extension of the Intent to Serve letter would be valid through July 25, 2013.

Attachments: Parcel Map
Application for Extension
Proof of valid County permit through 2012

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

022-38



REVISIONS	
REV#	DATE
1	10-24-01

50 0 100 200

DIV 10-24-01 THIS MAP IS PREPARED FOR ASSESSMENT PURPOSES ONLY.

TRACT 27 ; R.M. Bk. 5 , Pg. 47.

ASSESSOR'S MAP COUNTY OF SAN LUIS OBISPO, CA. BOOK 022 PAGE 38

APPLICATION FOR EXTENSION

INTENT TO SERVE LETTER
 CONNECTION PERMIT

Extension, if approved, is valid for 6 months on residential Intent to Serve Letters, and 12 months on Commercial Intent letters and all Connection Permits. RESIDENTIAL COMMERCIAL

INSTRUCTIONS: Application for Extension shall be submitted at least thirty (30) days prior to expiration date of letter/permit. Applicant must provide proof that application(s) for a building construction permit and, if required for this project, a minor use permit, is/are actively being processed by the County Planning Dept.
Application must include payment of Extension Fee per District Fee Schedule.

TODAY'S DATE: MAY 8 2012 EXPIRATION DATE of LETTER/PERMIT JULY 25 2012

OWNER'S NAME JOSEPH MCKIM EADY (KIM) PHONE # 805-927-8644 HOTEL
805-305-1492 CELL

OWNER'S MAIL ADDRESS CAMBRIA SHORES 6276 MOONSTONE BEACH DR CAMBRIA CA 93928

AGENT'S NAME/PHONE NO. KIM EADY 805-305-1492

ASSESSOR'S PARCEL NUMBER 022-381-002

INTENT TO SERVE LETTER FIRST ISSUED (DATE): MARCH 1 1999 # OF EXTENSIONS PREVIOUSLY REQUESTED 11

- (REQUIRED) • Attach **CURRENT** (no more than 30 days old) **COUNTY STATUS PRINT-OUT**
showing RECENT activity on the project
- (REQUIRED) • Building Permit/ Project No. B PMT 2009-00367 ISSUED 10/26/09
EXPIRATION 10/26/2012
- (If applicable) • Minor Use Permit/ Project No. D
- Have you started the foundation or construction? Yes No

Reason for this request: PHASE 1 WE REMODELED ROOMS 19-24 AND ADDED ROOM 25
PHASE 2 MANAGERS UNIT TO BE REPAIRED FOR KITCHEN TO MEET
COMMERCIAL REQUIREMENTS. WE WILL ADD TABLES & SEATS FOR
GUEST USE. RESTAURANT PER SEAT = .07 EDU 6 EDUS X .07 = 85.72 SEATS

I/We understand that the General Manager/Board of Directors (as applicable) shall have full discretion to approve or disapprove the requested extension, and if granted, the extension shall be subject to any conditions which may be imposed.

/s/ Joseph McKim Eady MAY 8 2012
Signature of Applicant or Authorized Agent Date

----- for office use -----

Extension Fee Paid 5/8/12 Extension DENIED _____

All documentation received _____ Reason for Denial _____

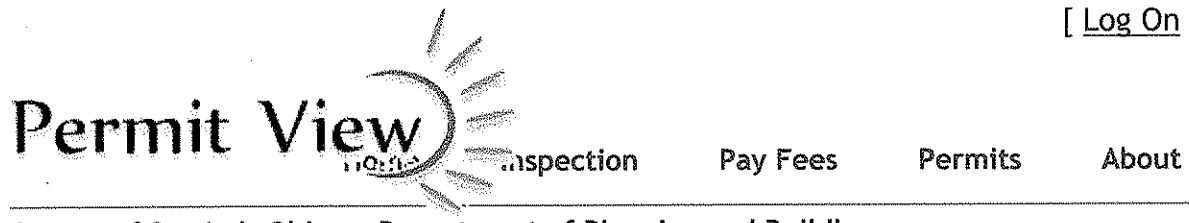
Board Action Date (if applicable) _____

Extension APPROVED _____

New Expiration Date _____

_____/s/Permits Specialist / for General Manager Date

[[Log On](#)]



County of San Luis Obispo, Department of Planning and Building

Parcel - 022-381-002

Property	Lot Info	Hazards	Zoning
History	Cases		

Cases Associated with this Parcel Record

Permit	Address	Type	Status	Status Date
PMT2009-00361	06276 MOONSTONE BEACH DR CAMB	Commercial/Industrial Addition/Alteration	Issued	2/4/2010
PMT2006-02256	06276 MOONSTONE BEACH DR CAMB	Commercial/Industrial Addition/Alteration	Finalled	7/6/2007
PMT2006-01546	06276 MOONSTONE BEACH DR CAMB	Electrical Permit	Finalled	5/2/2007
PMT2006-00903	06276 MOONSTONE BEACH DR CAMB	Tenant Improvement	Finalled	7/6/2007
PMT2005-00877	06276 MOONSTONE BEACH DR CAMB	Hotel/Motel	Expired	10/12/2007
PMT2005-00429	06276 MOONSTONE BEACH DR CAMB	Grading	Expired	8/7/2007
P980493Z	06276 MOONSTONE BEACH DR CAMB	Business Owner or Name Change Zoning Clearance	Approved	2/3/1999

<u>G830007N</u>	00221 WEYMOUTH ST CAMB	CO INIT - LUE TEXT	Denied	8/26/1996
<u>D990291D</u>	06276 MOONSTONE BEACH DR CAMB	CONDITIONAL USE PERMIT/DEV PLAN	Complied/Complete	3/15/2012
<u>D990290V</u>	06276 MOONSTONE BEACH DR CAMB	VARIANCE	Complied/Complete	3/15/2012
<u>A6365</u>	06276 MOONSTONE BEACH DR CAMB	Commercial/Industrial Addition/Alteration	Expired	3/23/2001
<u>95072</u>	06276 MOONSTONE BEACH DR CAMB	Commercial/Industrial Addition/Alteration	Finald	2/10/1995

[Search For Another Parcel](#)



ABOUT SSL CERTIFICATES

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 7.G.

FROM: Jerry Gruber, General Manager
Monique Madrid, Administrative Services Officer

Meeting Date: June 28, 2012 Subject: Discussion and Consideration of
Resolution 20-2012 Approving a
Professional Services Information
Technology Agreement with
TechXpress

RECOMMENDATIONS:

Adopt Resolution 20-2012 Approving a Professional Information Technology Services Agreement (“Agreement”) with TechXpress, **Subject to Approval by the Board of the CCSD’s FY 2012/2013 Operating Budget.**

FISCAL IMPACT:

The fixed fee for the information technology services to be provided by TechXpress is \$2,680 per month for a total of \$32,160 for one year. TechXpress has not increased the price of their services during the time they have provided IT support services to the CCSD. They have once more agreed to honor the costs they had quoted during the initial term of the Agreement.

DISCUSSION:

Competent and reliable information technology support is critical to the operations of the CCSD. TechXpress has provided information technology maintenance services to the CCSD for the last two years.

The CCSD has a very complex information technology network, which serves all CCSD operations, and includes a new conversion to coax cable internet access. TechXpress provided the technical information and coordination of the conversion of the service with no interruption of services to any of the CCSD operations. This conversion is saving the CCSD approximately \$40,000 annually.

The Agreement provides for professional information technology maintenance and management services by TechXpress. The Agreement reflects the same rates as were provided for the initial term of the Agreement. TechXpress continues to provide their broad information technology experience as a service provider, including their 24-hour remote service capabilities and 1-hour response time. Each CCSD employee, no matter what shift at work, is able to resolve their information technology problems within one hour. It’s important to note that with these managed information technology services, many problems are resolved before an employee is even aware of it because TechXpress works remotely behind the scenes and after hours to maintain/update/repair CCSD servers, the network system, and computers. The level of support services by TechXpress has resulted in enhanced work performance for staff. Each employee is directly responsible for reporting computer or system problems to TechXpress for resolution.

Attachments: Resolution 20-2012

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS:___ MACKINNON___ THOMPSON ___BAHRINGER___ CLIFT ___ ROBINETTE

RESOLUTION 20-2012
June 28, 2012

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING A PROFESSIONAL SERVICES INFORMATION TECHNOLOGY
AGREEMENT WITH TECHXPRESS

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

1. Approves a Professional Services Information Technology Agreement with TechXpress for the period 7/1/12 through 6/30/13; and
2. Authorizes the General Manager to sign said Agreement.
3. The General Manager is authorized to make minor revisions to said Agreement as necessary that do not impact the price and term.

PASSED AND ADOPTED this 28th day of June, 2012

Allan S. MacKinnon, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

FROM: Jerry Gruber, Interim General Manager
Alleyne LaBossiere, Finance Manager

Meeting Date: June 28, 2012

Subject: Public Hearing to Discuss and Consider
Resolution 30-2012 Approving the
CCSD Operating Budget for Fiscal Year
2012/2013

RECOMMENDATIONS:

1. Receive staff presentation on the proposed final CCSD Operating Budget for Fiscal Year (FY) 2012/2013.
2. Open the public hearing.
3. Receive public input.
4. Close public hearing.
5. Adopt Resolution 30-2012 approving the CCSD Operating Budget for FY 2012/2013.

FISCAL IMPACT:

The FY 2012/2013 CCSD Operating Budget establishes the CCSD's plan for total anticipated operating revenue and expenditures as follows and a net surplus of \$24,538 is projected:

FUND(S)	TOTAL REVENUES & TRANSFERS IN	TOTAL EXPENDITURES
Water Enterprise Fund	\$2,021,043	\$2,040,484
Wastewater Enterprise Fund	\$2,107,895	\$2,092,982
General Fund	\$3,503,600	\$3,474,535

Since last month's draft preliminary budget introduction and presentation, several changes were made in revenues and expenditures. The majority were minor adjustments based on updated information received. Changes in excess of \$5,000 are detailed on separate pages of the attached draft budget document.

DISCUSSION:

Attached is the draft final FY 2012/2013 Operating Budget for review. Key assumptions and highlights are included in the draft Budget. The most significant assumptions are:

- No change in Water and Wastewater sales from FY 2011/2012.
- A \$10,000 increase in Property Tax Revenue from FY 2011/2012.
- Total Maintenance & Repair/Major Maintenance/Capital Outlay expenditures will increase by \$98,210 from the total projected for FY 2011/2012 and by \$142,341 from the total projected for FY 2010/2011 in the Water Fund and while they would decrease by \$17,940 from the total projected for FY 2011/2012, they would increase by \$239,282 from the total projected for FY 2010/2011 in the Wastewater Fund.

- Rebate and Retrofit Program Expenditures will increase by \$74,000 from the total projected for FY 2011/2012.

Attachments: DRAFT FY 2012/2013 CCSD Operating Budget
Resolution 30-2012

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

**CAMBRIA COMMUNITY SERVICES DISTRICT
OPERATING BUDGET-FISCAL YEAR 2012/2013
CHANGES FROM MAY 24, 2012
DRAFT**

Information that can impact a budget is continuously being received. An example is the receipt of the CCSD's Workers' Compensation Insurance rates on June 7, 2012. As information is received, the Budget is updated so as to project as accurately as is possible the CCSD's revenue and expenditures for the next fiscal year. In addition, since this Budget also projects the current year's activity, these amounts are updated based on information received on a daily basis. For both the current fiscal year and next fiscal year, most of the changes are minimal or in some cases the only change is moving costs between fiscal years. All changes of \$5,000 or greater are listed below as are some lesser amounts. Where amounts under \$5,000 are shown, it represents a change in activity or is related to a specific project. Changes are grouped as follows-The first grouping are changes between fiscal years, which do not represent a change in fiscal impact over the 2 year span; the second grouping are changes in how items are presented, which do not represent a change in fiscal impact; the third grouping are changes affecting fiscal year 2012/2013 only with items reducing the projected surplus listed first, then changes that increase the projected surplus being listed and the fourth grouping are changes that affect only fiscal year 2011/2012.

CHANGES BETWEEN FISCAL YEARS:

ACCOUNT	DEPARTMENT	ITEM		REASON FOR CHANGE
		INCREASE/ (DECREASE)	FISCAL YEAR	
CAPITAL OUTLAY (Relocate 3 Meters/Abandon 2" Line)	Water	(12,000) 12,000	2011/2012 2012/2013	Project originally budgeted for FY 2011/2012, moved to FY 2012/2013
MAJOR MAINTENANCE (Main Service Line Upgrade)	Water	(8,000) 8,000	2011/2012 2012/2013	Project originally budgeted for FY 2011/2012, moved to FY 2012/2013
MAJOR MAINTENANCE (Hand Rails)	Wastewater	(1,500) 1,500	2011/2012 2012/2013	Project all originally budgeted for FY 2011/2012, 50% moved to FY 2012/2013
CAPITAL OUTLAY (LS Backflow Devices)	Wastewater	5,749 (5,749)	2011/2012 2012/2013	Project budgeted for FY 2012/2013, started in FY 2011/2012
MAINTENANCE & REPAIRS- Restrooms Upgrades	Facilities & Resources	7,000 (7,000)	2011/2012 2012/2013	Project budgeted for FY 2012/2013, done in FY 2011/2012

PRESENTATION ONLY CHANGES:

PROPERTY TAX	Administration	19,559	2012/2013	Surpluses combined
PROPERTY TAX	Facilities & Resources	(14,788)	2012/2013	Surpluses combined-See Administration
PROPERTY TAX	Fire	(4,727)	2012/2013	Surpluses combined-See Administration
PROPERTY TAX	Parks & Recreation	(44)	2012/2013	Surpluses combined-See Administration
NCOR (See also FY 2012/2013 DECREASES TO SURPLUS)	Fire	2,350	2012/2013	Now shown separately, previously included in OPERATING SUPPLIES
MAINTENANCE & REPAIRS-VETERAN'S HALL	Facilities & Resources	12,800	2012/2013	Now shown separately, previously included in MAINTENANCE & REPAIRS
UTILITIES-VETERAN'S HALL	Facilities & Resources	9,000	2012/2013	Now shown separately, previously included in UTILITIES

FISCAL YEAR 2012/2013 INCREASES TO SURPLUS:

PROFESSIONAL SERVICES	Water	(30,000)	2012/2013	Deleted Demand/Supply Analysis
PROFESSIONAL SERVICES	Water	(5,000)	2012/2013	Decreased District Counsel cost projection
PAYROLL TAXES & BENEFITS	Wastewater	(5,587)	2012/2013	Lower projected Workers' Compensation Insurance costs
PAYROLL TAXES & BENEFITS	Fire	(7,805)	2012/2013	
PROFESSIONAL SERVICES	Administration	(7,040)	2012/2013	Deleted Temporary Help cost due to hiring of Administrative Technician timing change
PROPERTY TAXES	Administration	2,220	2012/2013	Projection Increased
SALARIES & WAGES plus P/R TAXES & BENEFITS	Facilities & Resources	(14,612)	2012/2013	Timing of hiring Maintenance Technician changed

**CAMBRIA COMMUNITY SERVICES DISTRICT
OPERATING BUDGET-FISCAL YEAR 2012/2013
CHANGES FROM MAY 24, 2012
DRAFT**

FISCAL YEAR 2012/2013 DECREASES TO SURPLUS:

ACCOUNT	DEPARTMENT	ITEM INCREASE/ (DECREASE)	FISCAL YEAR	REASON FOR CHANGE
PROFESSIONAL SERVICES	Water	39,000	2012/2013	Increased Develop Conservation Program
PROFESSIONAL SERVICES	Water	10,000	2012/2013	To update parcel mgmt. software for water conservation tracking
UTILITIES	Wastewater	10,000	2012/2013	Recent electricity costs higher than expected
M&R COLLECTION SYSTEM	Wastewater	5,000	2012/2013	Estimate change
NCOR (See also FY 2012/2013 PRESENTATION ONLY CHANGES)	Fire	7,650	2012/2013	Funding increased
PROFESSIONAL SERVICES	Facilities & Resources	10,080	2012/2013	Added Temporary Help cost due to hiring of Maintenance Technician timing change
OPERATING SUPPLIES	Facilities & Resources	2,400	2012/2013	Added cost of "Mutt Mitts"
SALARIES & WAGES plus P/R TAXES & BENEFITS	Administration	14,438	2012/2013	Timing of hiring Administrative Technician changed (See also FY 2012/2013 INCREASES TO SURPLUS)

FISCAL YEAR 2011/2012 INCREASES TO SURPLUS:

MAJOR MAINTENANCE (Rehab Fiscalini Tank)	Water	(2,155)	2011/2012	Lower projected project costs
MAJOR MAINTENANCE (Compound Meters)	Water	(3,000)	2011/2012	Lower projected project costs
SLUDGE DISPOSAL	Wastewater	(10,000)	2011/2012	No further hauling during FY
MAJOR MAINTENANCE (Generator Preventative M&R)	Wastewater	(10,000)	2011/2012	Costs included in regular M&R (FY 2011/2012 and on-going)
MAJOR MAINTENANCE (Digester)	Wastewater	(5,000)	2011/2012	Costs included in regular M&R (FY 2011/2012 and on-going).
MAJOR MAINTENANCE (Limit Torque Valves)	Wastewater	(3,000)	2011/2012	Project placed 'On Hold'
CAPITAL OUTLAY (New Generator)	Wastewater	(4,897)	2011/2012	Cost less than projected
GRANTS/DONATIONS REVENUE	Fire	58,267	2011/2012	Additional activity

FISCAL YEAR 2011/2012 DECREASES TO SURPLUS:

MAJOR MAINTENANCE (Collection System)	Wastewater	1,000	2011/2012	Higher projected project cost
GRANT EXPENDITURES	Fire	8,021	2011/2012	Additional activity
CAPITAL OUTLAY (Moonstone Connector Trail)	Parks & Recreation	17,482	2011/2012	Actual costs higher than projected

SUMMARY OF CHANGES FROM MAY 24, 2012 DRAFT OPERATING BUDGET TO JUNE 28, 2012 DRAFT OPERATING BUDGET:

FUND	FISCAL YEAR 2012/2013		CHANGE
	SURPLUS/ (DEFICIT) per 5/24/12 DRAFT	SURPLUS/ (DEFICIT) per 6/28/12 DRAFT	
WATER	16,902	(19,441)	(36,343)
WASTEWATER	23,296	14,913	(8,383)
GENERAL	31,760	29,065	(2,695)
TOTAL CCSD	71,958	24,538	(47,420)

**CAMBRIA COMMUNITY SERVICES DISTRICT
OPERATING BUDGET-FISCAL YEAR 2012/2013
HIGHLIGHTS
DRAFT**

Pg. 1 of 3

OPERATING BUDGET-As this is an operating budget, Capital Improvement Program Revenue and Expenditures are not included.

COLUMN DESCRIPTIONS:

FISCAL YEAR 2010/2011 ACTUAL-Represents the final amounts for the fiscal year ended June 30, 2011.

FINAL APPROVED FISCAL YEAR 2011/2012 BUDGET-Represents the budgeted amounts approved by the amounts approved by the CCSD Board of Directors on March 23, 2012 (as the Mid-Year Budget Adjustment) plus any subsequent Budget Adjustments. To date, approved Budget Adjustments are as follows:

Water Department/Fund-\$15,000 to research and investigate hard rock drilling for water.

Facilities & Resources Department/General Fund-\$10,000 to purchase light post brackets. (A specific dollar amount was not approved, rather the project was approved. Total cost was originally shown as \$7,558, but that was only for the cost of the goods, installation costs account for the difference. An additional \$1,500 in costs are projected for FY 2012/2013).

FISCAL YEAR 2011/2012 ESTIMATED-Represents the estimated final amounts for the fiscal year ended June 30, 2012.

FISCAL YEAR 2012/2013 PROPOSED-If approved, represents the Operating Budget for the fiscal year ended June 30, 2013.

INCREASE/(DECREASE) FY 2011/2012 EST. TO FT 2012-2013 PROPOSED AMOUNT-Represents the difference between the amount that is estimated to be the total Revenue or Expenditure for a given line item for Fiscal Year 2011/2012 and the amount of Revenue or Expenditure proposed to be budgeted for Fiscal Year 2012/2013.

INCREASE/(DECREASE) FY 2011/2012 EST. TO FT 2012-2013 PROPOSED %-Represents the percentage of the increase or decrease of the amount of the total Revenue or Expenditure proposed for a given line item for Fiscal Year 2012/2013 compared to the amount estimated for Fiscal Year 2011/2012.

SIGNIFICANT ASSUMPTIONS-Following are the significant assumptions made while compiling this budget:

No increase or decrease in Water and Wastewater sales (Service Fees) is projected.

The increase in Property Tax Revenue is based on SLO County's projected increase.

The increase in Fire Benefit Assessment Revenue is based on a 2% increase in the consumer price index and that the CCSD Board of Directors approve the increase.

No revenue increases were projected based on potential fee increases.

No Grant revenue or expenditures are budgeted.

Salaries & Wages and Payroll Taxes & Benefits are based on current staffing and benefits with the exceptions of the vacancy in Administration that resulted from an employee separation and the vacancy in Facilities & Resources being filled; retirement costs are based on rates issued by CalPERS; an 8% increase in healthcare insurance costs is budgeted and workers' compensation insurance rates are based on actual rates.

OPERATING REVENUE-The following information is provided for the Operating Revenue Accounts:

SERVICE FEES (SALES)-This is the main source of revenue for the Water and Wastewater Funds. Amounts budgeted are based on the projected amounts for FY 2011/2012.

PROPERTY TAXES-This is the main source of revenue for the Fire, Facilities & Resources and Parks & Recreation departments and a significant revenue source for the Administration Department. An overall \$10,000 increase is budgeted.

ADMINISTRATIVE SERVICES CHARGES-These are charges allocated to other departments based on the percentage of time spent by Administration Staff processing other departments' revenue, expenditures and other activities.

FIRE BENEFIT ASSESSMENT-This is a separate property tax assessment that provides additional revenue to the Fire Department. A 2.0% increase (based on CPI increase) is budgeted.

REMODEL/IN-LIEU/TRANSFER EDUs FEES-These are Resource Conservation fees and are highly variable and do not flow in any pattern. The budgeted amount is approximately one-third of the actual revenue for FY 2007/2008. The amount budgeted for FY 2011/2012 is based on the projected amount for FY 2010/2011.

**CAMBRIA COMMUNITY SERVICES DISTRICT
OPERATING BUDGET-FISCAL YEAR 2012/2013
HIGHLIGHTS
DRAFT**

Pg. 2 of 3

OPERATING REVENUE-Continued:

WEED ABATEMENT/FUEL REDUCTION-This revenue source is the reimbursement to the CCSD of its costs to clear lots under the CCSD's Fuel Hazard Reduction Program, included fees to administer the program.

INTEREST INCOME-Most Interest Income is from the CCSD's account with the Local Agency Investment Fund (LAIF). A projected average interest rate of 0.5% was used.

ASSIGN/EXTENSION/ACCT SERVICE FEES-These are fees received by the Water and Resource Conservation Funds for such activities as maintaining or transferring Wait List positions as well as fees associated with late payments by customers.

SERVICE FEES-This is revenue received by Administration related to vacation rentals and for other services provided and revenue received by the Resource Conservation Department for special projects.

FRANCHISE FEES-These are the fees paid to the CCSD by Mission Country Disposal for the rights to provide sanitation services in Cambria.

FACILITY RENTS-These are the rental fees received for the use of the Veteran's Hall as well as rental fees received from SLO County for the use of CCSD property. While the proposed rent revenue generated by the Veteran's Hall is expected to increase due to private events using the facility, land rent from the county is projected to decrease.

STANDBY AVAILABILITY-These are Water and Wastewater assessments to generate revenue for the maintenance and improvement of the respective funds' infrastructure.

MUTUAL AID REIMBURSEMENTS/INSPECTION FEES-Mutual Aid is revenue resulting from the CCSD Fire Department assisting with out-of-district fires is highly variable and none is budgeted. Inspection Fee Revenue are payments for such items as review of fire plans.

GRANTS-Grant Revenue is recorded when the granting agency is billed and has approved payment. No active grants are in place.

OTHER-Revenue that does not fit under any other category is reported as Other Revenue such as the funds received to reimburse the CCSD for its Medicare Part D costs associated with retirees, the amount of medical reimbursement benefit not used by employees and other miscellaneous payments.

TRANSFERS FROM RESERVES-The Voluntary Lot Merger Program is funded by Resource Conservation reserves that are the result of prior years payments received for EDU transfers.

OPERATING EXPENDITURES-The following information is provided for the major Operating Expenditure Accounts:

SALARIES & WAGES-Salaries, wages and other forms of employee compensation are recorded here. Staffing levels budgeted for FY 2012/2013 are the same as for FY 2011/2012 with the exception of a Maintenance Technician position being budgeted for FY 2012/2013 and an Administrative Technician budgeted for FY 2011/2012 was vacant.

BENEFITS-All employee benefits are recorded here. Budgeted amounts are based on the most current information available. Amounts budgeted for unfilled positions are at the highest possible amounts and actual costs may well be lower. While the largest increases in costs from FY 2011/2012 are for employee and retiree medical insurance, retirement costs easily remain the largest single benefits cost.

MAINTENANCE & REPAIRS-These costs vary significantly from year to year. More activity than expected occurred in the Wastewater Department for FY 2011/2012 and a decrease in repair costs is projected to occur in FY 2012/2013. Less activity occurred in the Water Department than was expected for FY 2011/2012 and an increase in repair costs is projected for FY 2012/2013.

MAJOR MAINTENANCE-Details of Major Maintenance projects budgeted for FY 2012/2013 are listed as attachments to the Water and Wastewater Fund budgets.

GOVERNMENT FEES AND DUES-The largest of these expenditures are \$55,000 for the annual wastewater discharge fee, \$28,000 for the annual 911 Dispatch fee and \$27,000 for the annual Local Agency Formation Commission (LAFCO) fee. In addition, \$5,000 is budgeted for election costs as this is an election year.

**CAMBRIA COMMUNITY SERVICES DISTRICT
OPERATING BUDGET-FISCAL YEAR 2012/2013
HIGHLIGHTS
DRAFT**

Pg. 3 of 3

OPERATING EXPENDITURES-Continued:

OPERATING SUPPLIES AND EQUIPMENT-These costs include fuel costs, supplies (other than office supplies) that include everything from lab supplies to toilet paper, lab tests and various other items. The main change in the FY 2012/2013 Budget for these costs is a 10% increase for fuel.

UTILITIES-This includes electricity, telephone, sewer, water, internet, gas and telephone charges. The most significant change are sharply reduced internet costs due to the expiration of the prior contract, although it should be noted the previous contract included the costs of installing fiber optic cable and was not just for internet costs.

PROFESSIONAL SERVICES-These costs include the District Counsel (including litigation costs), auditing, outside engineering, taping of Board of Director's meetings, labor negotiator, document storage and other payments to contracted service providers in addition to the costs listed in the ADDITIONAL INFORMATION section. No funding for temporary staffing/advocate/fee study is budgeted and funding for the labor negotiator is significantly reduced.

OPERATING SUPPLIES AND EQUIPMENT-These costs include fuel costs, supplies (other than office supplies) that include everything from lab supplies to toilet paper, lab tests and various other items. The main change in the FY 2012/2013 Budget for these costs is a 10% increase for fuel.

DEBT SERVICE-All debt service is related to bonds and notes of the Water and Wastewater funds. The proceeds from the underlying obligations were used for the CCSD's infrastructure. A schedule of the CCSD's debt service can be found monthly as an attachment to the Finance Manager's Report.

REBATE AND RETROFIT PROGRAMS-These are programs funded by the CCSD to encourage water conservation. In recent years, these programs had been scaled back and even though the low-flow toilet rebate program had continued to be funded, very few rebates were requested. For Fiscal Year 2012/2013, a greatly expanded program is expected to be implemented, although the details are still in flux. In addition, a Commercial, Industrial and Institutional Program is expected to be implemented.

CAPITAL OUTLAY-Details of Capital Outlay projects budgeted for FY 2011/2012 are listed as attachments to the Water and Wastewater Fund budgets.

ALLOCATED OVERHEAD PERSONNEL COSTS/OPERATING COSTS-See description of ADMINISTRATIVE SERVICE CHARGES under OPERATING REVENUES on the previous page.

MAJOR MAINTENANCE, CAPITAL OUTLAY AND CAPITAL IMPROVEMENT PROGRAM ACTIVITY-The distinction between these accounts is mainly an accounting matter. Major Maintenance projects are proactive and are to bring equipment and/or infrastructure back to its original functionality. Capital Outlay Projects have a minimal cost of \$5,000, are either new or improve equipment and/or infrastructure and are depreciated. Capital Improvement Program (CIP) projects are multi-year projects costing \$100,000 or more, improve equipment and/or infrastructure or are additions or replacements and are also depreciated. As previously noted, this is an operating budget and CIP expenditures are not shown as they are part of a capital budget, however the Board of Directors has approved the environmental and design tasks related to the Rodeo Grounds Pump Station and Stuart Street Water Tank CIP projects with a remaining cost of \$251,234.69. Funding for these costs is to come from Water Fund reserves. In addition, \$81,510 of the District Engineer's salary and benefits were allocated to the CIP program. Funding for these costs will be from the Water Fund's Standby Availability revenue.

**CAMBRIA COMMUNITY SERVICES DISTRICT
OPERATING BUDGET-FISCAL YEAR 2012/2013
ALL FUNDS/DEPARTMENTS
DRAFT**

DESCRIPTION	FISCAL YEAR	FINAL	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2010/2011 ACTUAL	APPROVED 2011/2012 BUDGET	2011/2012 ESTIMATED	2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING REVENUE						
WATER DEPARTMENT-WATER FUND	1,754,942	1,788,494	1,812,139	1,906,443	94,304	5.2%
RESOURCE CONSERVATION-WATER FUND	104,301	94,350	98,826	102,600	3,774	3.8%
WASTEWATER FUND	1,935,788	2,086,908	2,107,879	2,107,895	16	0.0%
FIRE DEPARTMENT-GENERAL FUND	1,718,309	1,806,377	1,878,314	1,575,101	(303,213)	-16.1%
ADMINISTRATION-GENERAL FUND	1,427,119	1,363,627	1,368,573	1,426,024	57,451	4.2%
FACILITIES AND RESOURCES-GENERAL FUND	454,944	500,735	504,202	480,123	(24,079)	-4.8%
PARKS AND RECREATION-GENERAL FUND	46,462	32,180	32,180	22,352	(9,828)	-30.5%
TOTAL OPERATING REVENUE	7,441,865	7,672,671	7,802,113	7,620,538	(181,575)	-2.3%
TRANSFER FROM RESERVES	417,787	11,251	13,379	12,000	(1,379)	-10.3%
TOTAL OPERATING REVENUE & TRANSFERS IN	7,859,652	7,683,922	7,815,492	7,632,538	(182,954)	-2.3%
OPERATING EXPENDITURES						
WATER DEPARTMENT-WATER FUND	1,510,070	1,662,481	1,650,428	1,833,056	182,628	11.1%
RESOURCE CONSERVATION-WATER FUND	128,934	151,000	154,679	207,428	52,749	34.1%
WASTEWATER FUND	1,935,204	2,084,636	2,084,801	2,092,982	8,181	0.4%
FIRE DEPARTMENT-GENERAL FUND	1,942,024	1,821,902	1,823,310	1,575,101	(248,209)	-13.6%
ADMINISTRATION-GENERAL FUND	1,578,607	1,356,368	1,365,293	1,396,959	31,666	2.3%
FACILITIES AND RESOURCES-GENERAL FUND	474,266	496,527	508,220	480,123	(28,097)	-5.5%
PARKS AND RECREATION-GENERAL FUND	34,585	32,378	49,531	22,352	(27,179)	-54.9%
TOTAL OPERATING EXPENDITURES	7,603,690	7,605,292	7,636,262	7,608,000	(28,262)	-0.4%
OPERATING REVENUE & TRANSFERS IN LESS EXPENDITURES	255,962	78,630	179,230	24,538	(154,692)	-86.3%
NET TRANSFERS	(255,962)	(78,630)	(179,230)	(24,538)	154,692	-86.3%
NET RESULTS OF OPERATIONS	0	0	0	0	0	

CAMBRIA COMMUNITY SERVICES DISTRICT
 OPERATING BUDGET-FISCAL YEAR 2012/2013
 ALL FUNDS/DEPARTMENTS
 DRAFT

DESCRIPTION	FISCAL YEAR	FINAL	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2010/2011 ACTUAL	APPROVED FISCAL YEAR 2011/2012 BUDGET	2011/2012 ESTIMATED	2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING REVENUE						
SERVICE FEES	3,602,555	3,690,000	3,733,968	3,733,968	0	0.0%
PROPERTY TAX	1,857,081	1,807,174	1,807,174	1,817,174	10,000	0.6%
ADMINISTRATIVE SERVICES CHARGES	1,133,609	1,081,908	1,081,908	1,115,721	33,813	3.1%
FIRE BENEFIT ASSESSMENT	393,194	407,885	404,885	411,983	7,098	1.8%
REMODEL/IN LIEU FEES/TRANSFER EDUs	40,044	26,634	27,210	27,000	(210)	-0.8%
WEED ABATEMENT/FUEL REDUCTION	61,894	18,422	18,147	18,147	0	0.0%
INTEREST INCOME	22,067	15,562	15,794	15,562	(232)	-1.5%
ASSIGN/EXTENSION/ACCT SERVICE FEES	130,259	130,762	132,934	130,800	(2,134)	-1.6%
SERVICE FEES	3,726	1,714	3,243	10,475	7,232	223.0%
FRANCHISE FEES	68,039	69,000	70,135	71,538	1,403	2.0%
FACILITY/PROPERTY RENT	11,961	30,924	34,391	22,500	(11,891)	-34.6%
STANDBY AVAILABILITY	0	115,000	115,000	210,500	95,500	83.0%
MUTUAL AID REIMBURSEMENT/FEES	1,750	2,264	5,756	5,000	(756)	-13.1%
GRANT REVENUE	49,743	246,602	318,787	0	(318,787)	-100.0%
OTHER	65,943	28,820	32,781	30,170	(2,611)	-8.0%
TOTAL OPERATING REVENUE	7,441,865	7,672,671	7,802,113	7,620,538	(181,575)	-2.3%
TRANSFER FROM RESERVES	417,787	11,251	13,379	12,000	(1,379)	-10.3%
TOTAL OPERATING REVENUE & TRANSFERS IN	7,859,652	7,683,922	7,815,492	7,632,538	(182,954)	-2.3%

**CAMBRIA COMMUNITY SERVICES DISTRICT
OPERATING BUDGET-FISCAL YEAR 2012/2013
ALL FUNDS/DEPARTMENTS
DRAFT**

Pg. 2 of 2

DESCRIPTION	FINAL APPROVED				INCREASE/(DECREASE)	
	FISCAL YEAR 2010/2011 ACTUAL	FISCAL YEAR 2011/2012 BUDGET	FISCAL YEAR 2011/2012 ESTIMATED	FISCAL YEAR 2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING EXPENDITURES						
SALARIES & WAGES	2,197,881	2,162,423	2,170,318	2,150,081	(20,237)	-0.9%
SALARIES & WAGES-BUDGET ADJUSTMENT	166,339	0	0	0	0	N/A
PAYROLL TAXES & BENEFITS	1,339,902	1,420,432	1,385,577	1,514,009	128,432	9.3%
PAYROLL TAXES & BENEFITS-BUDGET ADJ.	23,367	0	0	0	0	N/A
SETTLEMENT	0	45,000	45,000	0	(45,000)	-100.0%
INSURANCE/CLAIMS/BAD DEBT	72,184	69,562	71,662	76,400	4,738	6.6%
MAINTENANCE & REPAIRS	330,211	463,541	487,919	456,050	(31,869)	-6.5%
STREETLIGHT BANNERS-BUDGET ADJ.	0	10,000	10,000	1,500	(8,500)	-85.0%
MAJOR MAINTENANCE	89,586	110,364	78,749	203,900	125,151	158.9%
SLUDGE HAULING	59,691	35,000	25,000	35,000	10000	40.0%
OFFICE SUPPLIES & EQUIPMENT	31,134	40,359	44,997	54,073	9,076	20.2%
GOVERNMENT FEES, DUES,PUBLICATIONS	134,106	137,736	139,424	158,164	18,740	13.4%
UTILITIES	409,589	412,776	406,051	367,847	(38,204)	-9.4%
PROFESSIONAL SERVICES	349,697	321,280	359,746	311,180	(48,566)	-13.5%
WELL DRILLING-BUDGET ADJUSTMENT	0	15,000	15,000	0	(15,000)	-100.0%
FUEL HAZARD CONTRACT	33,214	7,329	7,329	7,329	0	0.0%
DISTRICT OFFICE RENT	38,186	38,186	38,186	38,186	(0)	0.0%
LEASE-WELL SITE & EQUIPMENT	29,676	29,660	29,660	33,700	4,040	13.6%
OPERATING SUPPLIES & EQUIPMENT	136,183	125,246	136,404	138,850	2,446	1.8%
NORTH COAST OCEAN RESCUE	2,004	N/A	2,350	10,000	7,650	325.5%
GRANT EXPENDITURES	41,345	229,249	253,747	0	(253,747)	-100.0%
TRAINING/TRAVEL & RECRUITMENT	36,544	21,868	22,056	34,050	11,994	54.4%
PUBLIC OUTREACH/EDUCATION	4,432	5,754	8,202	10,950	2,748	33.5%
CLAIMS	0	36	3,136	0	(3,136)	-100.0%
DEBT SERVICE	687,763	615,562	615,562	617,460	1,898	0.3%
DEBT SERVICE-BUDGET ADJUSTMENT	216,141	0	0	0	0	N/A
REBATE AND RETROFIT PROGRAMS	925	300	1,000	75,000	74,000	7400.0%
VOLUNTARY LOT MERGER PROGRAM	11,940	11,251	13,379	12,000	(1,379)	-10.3%
CAPITAL OUTLAY	28,243	195,470	183,899	186,551	2,652	1.4%
ALLOCATED OVERHEAD-PERSONNEL COSTS	753,626	739,264	739,264	810,158	70,894	9.6%
ALLOCATED OVERHEAD-OPERATING COSTS	379,982	342,644	342,644	305,563	(37,081)	-10.8%
TOTAL OPERATING EXPENDITURES	7,603,690	7,605,292	7,636,262	7,608,000	(28,262)	-0.4%
OPERATING REVENUE & TRANSFERS IN LESS EXPENDITURES	255,962	78,630	179,230	24,538	(154,692)	-86.3%
NET TRANSFERS	(255,962)	(78,630)	(179,230)	(24,538)	154,692	-86.3%
NET RESULTS OF OPERATIONS	0	0	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
WATER FUND
DRAFT**

DESCRIPTION	FISCAL YEAR	FINAL	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2010/2011 ACTUAL	APPROVED 2011/2012 BUDGET	2011/2012 ESTIMATED	2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING REVENUE						
WATER DEPARTMENT-WATER FUND	1,754,942	1,788,494	1,812,139	1,906,443	94,304	5.2%
RES. CONSERVATION DEPT.-WATER FUND	104,301	94,350	98,826	102,600	3,774	3.8%
TOTAL OPERATING REVENUE	1,859,243	1,882,844	1,910,965	2,009,043	98,078	5.1%
TRANSFER FROM UNRESTRICTED RESERVES	11,940	11,251	13,379	12,000	(1,379)	-10.3%
TOTAL OPERATING REVENUE & TRANSFERS IN	1,871,183	1,894,095	1,924,344	2,021,043	96,699	5.0%
OPERATING EXPENDITURES						
WATER DEPARTMENT-WATER FUND	1,510,070	1,662,481	1,650,428	1,833,056	182,628	11.1%
RES. CONSERVATION DEPT.-WATER FUND	128,934	151,000	154,679	207,428	52,749	34.1%
TOTAL OPERATING EXPENDITURES	1,639,004	1,813,481	1,805,107	2,040,484	235,377	13.0%
OPERATING REVENUE LESS EXPENDITURES	232,179	80,614	119,237	(19,441)	(138,678)	-116.3%
NET TRANSFERS (TO)/FROM RESERVES	(232,179)	(80,614)	(119,237)	19,441	138,678	-116.3%
NET RESULTS OF OPERATIONS	0	0	0	0	0	



CAMBRIA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2012 – 2013 OPERATING BUDGET

WATER DEPARTMENT

BUDGETED EXPENDITURES FOR FISCAL YEAR 2012/2013: \$1,833,056

REVENUE SOURCES: Water Rate Fees and related charges; Standby Availability

NUMBER OF PERSONNEL IN DEPARTMENT: 4.95 (Includes 95% of District Engineer's Costs)

SERVICES PROVIDED BY THIS DEPARTMENT:

The CCSD water department is responsible for the production and delivery of water to approximately 4,000 residential and commercial customers. The water system consists of 70 miles of water lines ranging in size from 2" to 14". With 8 different pressure zones, 4 tank site (Total number of tanks is 6), 2 booster stations, 1 pressure pump station and 6 PRV's (pressure reducing valves). The distribution system is supplied by 4 wells, 3 on San Simeon creek and 1 on Santa Rosa creek. The well on Santa Rosa creek is equipped with an Iron and Manganese removal plant.

We have 4 emergency generators at key locations and 1 portable generator for backup locations as needed.

In addition, department personnel operate and maintain the entire water system, from the wells to the customers. Along with reading meters, leak detection, service and main line repairs and installations, water sampling, water conservation, creek and lagoon monitoring, water shed management, tracking production, monitoring well levels, and assists all the other departments as needed.

This department's mission is to provide high quality (Award winning) drinking water that meets or exceeds all state and federal requirements, along with excellent customer service.

Jim Adams

Water System Supervisor

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
WATER FUND-WATER DEPARTMENT
DRAFT**

DESCRIPTION	FINAL APPROVED				INCREASE/(DECREASE)	
	FISCAL YEAR 2010/2011 ACTUAL	FISCAL YEAR 2011/2012 BUDGET	FISCAL YEAR 2011/2012 ESTIMATED	FISCAL YEAR 2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING REVENUE						
SERVICE FEES	1,684,392	1,720,000	1,742,843	1,742,843	0	0.0%
ACCOUNT SERVICE FEES	15,800	15,960	15,486	15,500	14	0.1%
LATE FEES	50,414	47,202	47,448	47,300	(148)	-0.3%
INTEREST INCOME	0	732	732	700	(32)	N/A
STANDBY AVAILABILITY	0	0	0	95,500	95,500	N/A
OTHER	4,336	4,600	5,630	4,600	(1,030)	-18.3%
TOTAL OPERATING REVENUE	1,754,942	1,788,494	1,812,139	1,906,443	94,304	5.2%
OPERATING EXPENDITURES						
SALARIES & WAGES	259,259	328,289	331,824	353,285	21,461	6.5%
PAYROLL TAXES & BENEFITS	177,134	215,652	215,678	242,969	27,291	12.7%
MAINTENANCE & REPAIR-DELIVERY SYSTEM	64,321	108,435	89,585	124,000	34,415	38.4%
MAINTENANCE & REPAIR-PLANT	6,490	5,571	5,828	5,600	(228)	-3.9%
MAINTENANCE & REPAIR-VEHICLES & EQUIP	6,115	8,056	8,901	7,500	(1,401)	-15.7%
MAJOR MAINTENANCE	3,590	59,350	46,235	90,000	43,765	94.7%
OFFICE SUPPLIES & EQUIPMENT	5,778	8,813	10,257	15,010	4,753	46.3%
GOVERNMENT FEES, DUES,PUBLICATIONS	14,868	16,620	16,809	21,162	4,353	25.9%
UTILITIES	133,397	131,134	131,521	125,400	(6,121)	-4.7%
BAD DEBT & CLAIMS	399	0	1,500	1,000	(500)	N/A
PROFESSIONAL SERVICES	99,234	84,516	106,604	141,000	34,396	32.3%
WELL DRILLING-BUDGET ADJUSTMENT	0	15,000	15,000	0	(15,000)	-100.0%
LEASE-WELL SITE	26,000	26,000	26,000	30,000	4,000	15.4%
OPERATING SUPPLIES & EQUIPMENT	39,968	36,001	37,651	39,700	2,049	5.4%
TRAINING/TRAVEL & RECRUITMENT	10,462	3,558	1,450	3,450	2,000	137.9%
PUBLIC OUTREACH & EDUCATION	157	0	2,758	1,000	(1,758)	N/A
DEBT SERVICE	184,192	184,203	184,203	184,228	25	0.0%
CAPTIAL OUTLAY	28,243	15,000	2,341	24,000	21,659	925.2%
ALLOCATED OVERHEAD-PERSONNEL COSTS	299,470	284,750	284,750	307,699	22,949	8.1%
ALLOCATED OVERHEAD-OPERATING COSTS	150,994	131,533	131,533	116,053	(15,480)	-11.8%
TOTAL OPERATING EXPENDITURES	1,510,070	1,662,481	1,650,428	1,833,056	182,628	11.1%
OPERATING REVENUE LESS EXPENDITURES	244,872	126,013	161,711	73,387	(88,324)	-54.6%
TRANSFER TO WATER RESERVES	0	0	0	0	0	N/A
TRANSFER FROM WATER CAPITAL	(244,872)	(80,614)	(119,279)	0	119,279	-100.0%
TRANSFER TO RESOURCE CONSERVATION	0	(45,399)	(42,432)	(73,387)	(30,955)	73.0%
NET TRANSFERS	(244,872)	(126,013)	(161,711)	(73,387)	88,324	-54.6%
NET RESULTS OF OPERATIONS	0	0	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
SUPPLEMENTAL INFORMATION
SCHEDULE OF MAJOR MAINTENANCE & CAPITAL OUTLAY
WATER FUND/DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2010/2011 ACTUAL	FINAL	FISCAL YEAR 2011/2012 ESTIMATED	FISCAL YEAR 2012/2013 PROPOSED	INCREASE/(DECREASE)		
		APPROVED FISCAL YEAR 2011/2012 BUDGET			FY 2011/2012 EST. TO FY 2012/2013 PROPOSED	AMOUNT	%
MAJOR MAINTENANCE							
PEMBROOK	3,340	0	0	0	0	0	N/A
REHAB FISCALINI TANK	250	10,000	7,885	30,000	22,115	22,115	280%
COMPOUND METER UPGRADES	0	20,000	17,000	24,000	7,000	7,000	41%
MAIN STREET SERVICE LINE UPGRADE	0	8,000	0	8,000	8,000	8,000	N/A
VALVE RAISING	0	15,000	15,000	0	(15,000)	(15,000)	-100%
CATHODIC PROTECTION/INSPECTION	0	6,350	6,350	11,000	4,650	4,650	73%
SEAL COAT MANOR WAY	0	0	0	17,000	17,000	17,000	N/A
ABANDONE WATERLINE & RELOCATE METERS- (CARDIFF/BERWICK)	0	0	0	0	0	0	N/A
RELOCATE METERS (CENTER STREET ALLEY)	0	0	0	0	0	0	N/A
WATERLINE REPLACEMENT (PINEDORADO)	0	0	0	0	0	0	N/A
TOTAL MAJOR MAINTENANCE	3,590	59,350	46,235	90,000	43,765	43,765	95%
CAPITAL OUTLAY							
HYDRANTS REPLACEMENT	28,243	0	0	0	0	0	N/A
RELOCATE METERS/ABANDONE WATERLINE (HESPERIAN)	0	12,000	0	12,000	12,000	12,000	N/A
MOBILE RADIOS	0	3,000	2,341	0	(2,341)	(2,341)	-100%
2 TRUCKS	0	0	0	12,000	12,000	12,000	N/A
TOTAL CAPITAL OUTLAY	28,243	15,000	2,341	24,000	21,659	21,659	925%



CAMBRIA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2012 – 2013 OPERATING BUDGET

RESOURCE CONSERVATION DEPARTMENT

BUDGETED EXPENDITURES FOR FISCAL YEAR 2012/2013: \$207,428

REVENUE SOURCES: Wait List, Remodel, Assignment, Administrative Fees,

NUMBER OF PERSONNEL IN DEPARTMENT: .55

SERVICES PROVIDED BY THIS DEPARTMENT:

Administers Rebate, Retrofit and Voluntary Lot Merger programs. Maintains Wait List. Provides customer support for EDU transfers and meter assignments. An updated Conservation Program is scheduled to be implemented in Fiscal Year 2012-2013. While the details of the updated program have not yet been compiled, it is envisioned that the Program will be greatly expanded. Towards that end, \$75,000 is budgeted for Rebates and Retrofit Programs in fiscal year 2012/2013 compared to \$2,000 or less in recent fiscal years.

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
WATER FUND-RESOURCE CONSERVATION DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2010/2011 ACTUAL	FINAL	FISCAL YEAR 2011/2012 ESTIMATED	FISCAL YEAR 2012/2013 PROPOSED	INCREASE/(DECREASE)		
		APPROVED FISCAL YEAR 2011/2012 BUDGET			FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%	
OPERATING REVENUE							
IN-LIEU FEES	20,013	5,000	0	0	0	N/A	
REMODEL FEES	20,031	21,634	27,210	27,000	(210)	-0.8%	
WAIT LIST FEES	55,003	56,000	56,000	56,000	0	0.0%	
ASSIGNMENT FEES	9,042	11,600	14,000	12,000	(2,000)	-14.3%	
ADMINISTRATIVE FEES	0	0	1,500	7,500	6,000	400.0%	
INTEREST INCOME	212	116	116	100	(16)	-13.8%	
TOTAL OPERATING REVENUE	104,301	94,350	98,826	102,600	3,774	3.8%	
TRANSFER FROM RESERVES	11,940	11,251	13,379	12,000	(1,379)	-10.3%	
TOTAL OPERATING REVENUE & TRANSFERS IN	116,241	105,601	112,205	114,600	2,395	2.1%	
OPERATING EXPENDITURES							
SALARIES & WAGES	38,504	38,752	37,525	36,171	(1,354)	-3.6%	
PAYROLL TAXES & BENEFITS	25,031	25,590	24,929	22,773	(2,156)	-8.6%	
SETTLEMENT	0	15,750	15,750	0	(15,750)	-100.0%	
OUTREACH/EDUCATION	0	0	0	4,000	4,000	N/A	
REBATE & RETROFIT PROGRAMS	925	300	1,000	75,000	74,000	7400.0%	
OFFICE SUPPLIES & EQUIPMENT	451	100	408	200	(208)	-51.0%	
VOLUNTARY LOT MERGER PROGRAM	11,940	11,251	13,379	12,000	(1,379)	-10.3%	
PROFESSIONAL SERVICES	2,211	8,318	10,749	5,000	(5,749)	-53.5%	
ALLOCATED OVERHEAD-PERSONNEL COSTS	33,155	34,800	34,800	37,965	3,165	9.1%	
ALLOCATED OVERHEAD-OPERATING COSTS	16,717	16,139	16,139	14,319	(1,820)	-11.3%	
TOTAL OPERATING EXPENDITURES	128,934	151,000	154,679	207,428	52,749	34.1%	
OPERATING REVENUE LESS EXPENDITURES	(12,693)	(45,399)	(42,474)	(92,828)	(50,354)	118.6%	
TRANSFER (TO)/FROM RESERVES	0	0	0	19,441	19,441	N/A	
TRANSFER FROM WATER DEPARTMENT	0	45,399	42,474	73,387	30,913	72.8%	
TRANSFER FROM GENERAL FUND	12,693	0	0	0	0		
NET TRANSFERS	12,693	45,399	42,474	92,828	50,354	118.6%	
NET RESULTS OF OPERATIONS	0	0	0	0	0		



CAMBRIA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2012 – 2013 OPERATING BUDGET

WASTEWATER DEPARTMENT

BUDGETED EXPENDITURES FOR FISCAL YEAR 2012/2013: \$2,092,982

REVENUE SOURCES: Service Fees and Standby Availability

NUMBER OF PERSONNEL IN DEPARTMENT: 4.05 (Includes 5% of District Engineer's Costs)

SERVICES PROVIDED BY THIS DEPARTMENT:

The wastewater department is responsible for the operation and maintenance of the wastewater plant, CCSD laboratory, collection system, lift stations and effluent sprayfields.

The wastewater plant is a 1 MGD extended aeration secondary treatment process. The majority of the plant maintenance is done in house for each process and it's supporting equipment. This includes the influent headwork's and pump station, grit chamber, aeration basins, secondary clarifiers, aerobic digesters, solids dewatering, effluent pump station, & sprayfields. The operators also repair pumps and perform minor electrical repairs.

In our laboratory, operators set up, collect, and analyze samples, required by the WDR permit. Results are reported to the CA State Water Quality Control Board and other state agencies. We also perform PCT's (process control testing) to monitor each treatment process. Our lab is certified every two years through the CA ELAP program. All operators are required to take part in the Environmental Laboratory Accreditation Program testing to ensure quality assurance and quality control.

Cambria's collection system consists of 59 miles of piping, ARV's (air relief valve) and 10 lift stations. Operators are responsible for the maintenance, repair of all sewer lines, ARV's and lift stations. This includes hydro cleaning, CCTV, and pipe repair. Each lift station consists of two pumps, pump control panels, emergency generators, and alarm communication equipment. We monitor each station 24/7 by way of a phone data lines.

Our 15-acre effluent sprayfield site is located off San Simeon Creek Road. We have five percolation/evaporation ponds that we discharge to. Operators collect samples on a regular basis from several wells used for monitoring, checking the integrity of the ponds, and to ensure that they are operating correctly.

Cambria CSD Wastewater Department

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
WASTEWATER FUND/DEPARTMENT
DRAFT**

DESCRIPTION	FINAL APPROVED				INCREASE/(DECREASE)	
	FISCAL YEAR 2010/2011 ACTUAL	FISCAL YEAR 2011/2012 BUDGET	FISCAL YEAR 2011/2012 ESTIMATED	FISCAL YEAR 2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING REVENUE						
SERVICE FEES	1,918,163	1,970,000	1,991,125	1,991,125	0	0.0%
INTEREST INCOME	1,166	1,284	1,284	1,300	16	1.2%
STANDBY AVAILABILITY	0	115,000	115,000	115,000	0	0.0%
OTHER	16,459	624	470	470	0	0.0%
TOTAL OPERATING REVENUE	1,935,788	2,086,908	2,107,879	2,107,895	16	0.0%
OPERATING EXPENDITURES						
SALARIES & WAGES	347,251	301,474	300,799	283,039	(17,760)	-5.9%
PAYROLL TAXES & BENEFITS	240,050	231,226	227,666	234,507	6,841	3.0%
MAINTENANCE & REPAIR-COLLECTION SYSTEM	31,969	109,085	118,514	88,000	(30,514)	-25.7%
MAINTENANCE & REPAIR-PLANT	38,327	47,146	71,766	40,000	(31,766)	-44.3%
MAINTENANCE & REPAIR-GROUNDS	12,303	8,452	5,807	5,500	(307)	-5.3%
MAINTENANCE & REPAIR-VEHICLES & EQUIP	4,674	16,025	20,332	8,600	(11,732)	-57.7%
MAJOR MAINTENANCE	85,996	51,014	32,514	113,900	81,386	250.3%
EMERGENCY REPAIR-STORM EVENT	16,313	0	0	0	0	N/A
SLUDGE DISPOSAL	59,691	35,000	25,000	35,000	10,000	40.0%
OFFICE SUPPLIES & EQUIPMENT	8,374	13,911	16,575	14,163	(2,412)	-14.5%
GOVERNMENT FEES, DUES,PUBLICATIONS	53,657	60,929	60,979	67,002	6,023	9.9%
UTILITIES	186,256	190,576	184,498	170,100	(14,398)	-7.8%
PROFESSIONAL SERVICES	12,559	28,638	30,318	45,200	14,882	49.1%
OPERATING SUPPLIES & EQUIPMENT	37,640	41,797	39,555	42,500	2,945	7.4%
TRAINING/TRAVEL & RECRUITMENT	6,195	1,304	1,304	1,100	(204)	-15.6%
PUBLIC OUTREACH & EDUCATION	157	100	127	250	123	96.9%
DEBT SERVICE	454,505	431,359	431,359	433,232	1,873	0.4%
CAPITAL OUTLAY	0	180,470	181,558	156,551	(25,007)	-13.8%
ALLOCATED OVERHEAD-PERSONNEL COSTS	225,559	229,183	229,183	257,295	28,112	12.3%
ALLOCATED OVERHEAD-OPERATING COSTS	113,728	106,947	106,947	97,043	(9,904)	-9.3%
TOTAL OPERATING EXPENDITURES	1,935,204	2,084,636	2,084,801	2,092,982	8,181	0.4%
OPERATING REVENUE LESS EXPENDITURES	584	2,272	23,078	14,913	(8,165)	-35.4%
TRANSFER TO RESERVES	(584)	(2,272)	(23,078)	(14,913)	8,165	-35.4%
NET RESULTS OF OPERATIONS	0	0	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
SUPPLEMENTAL INFORMATION
SCHEDULE OF MAJOR MAINTENANCE & CAPITAL OUTLAY
WASTEWATER FUND/DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2010/2011 ACTUAL	FINAL	FISCAL YEAR 2011/2012 ESTIMATED	FISCAL YEAR 2012/2013 PROPOSED	INCREASE/(DECREASE)	
		APPROVED			FY 2011/2012 EST. TO	FY 2012/2013 PROPOSED
		FISCAL YEAR 2011/2012 BUDGET			AMOUNT	%
MAJOR MAINTENANCE						
INFLUENT PUMP CONTROL PANEL	85,996	0	0	0	0	N/A
COLLECTION SYSTEM	0	10,000	11,000	0	(11,000)	-100%
AERATION BASIN (SOCKS) REPLACEMENT	0	10,553	10,553	0	(10,553)	-100%
DIGESTER	0	5,000	0	0	0	N/A
HAND RAILS REPAIR	0	3,000	1,500	1,500	0	0%
ORLANDO EMERGENCY REPAIRS	0	9,461	9,461	0	(9,461)	-100%
LIMIT TORQUE VALVES	0	3,000	0	0	0	N/A
GENERATOR PREVENTATIVE M&R	0	10,000	0	0	0	N/A
HYDRO CLEAN/CCTV COLLECTION SYS.-20%	0	0	0	75,000	75,000	N/A
REPLACE CHECK & PLUG VALVES	0	0	0	37,400	37,400	N/A
TOTAL MAJOR MAINTENANCE	85,996	51,014	32,514	113,900	81,386	250%
CAPITAL OUTLAY						
SSMP-PHASE II & III	0	19,000	19,895	0	(19,895)	-100%
MOBILE RADIOS	0	3,000	2,341	0	(2,341)	-100%
LIFT STATION RADIOS	0	7,000	7,000	0	(7,000)	-100%
DISSOLVED OXYGEN CONTROL EVALUATION	0	5,732	5,732	0	(5,732)	-100%
LIFT STATION PUMP PANELS	0	59,000	59,000	0	(59,000)	-100%
NEW GENERATOR A-1	0	37,500	32,603	0	(32,603)	-100%
GRIT REMOVAL UNIT	0	49,238	49,238	0	(49,238)	-100%
INSTALL & MOVE PUMP PANELS	0	0	0	70,000	70,000	N/A
SYSTEM AUDIT	0	0	0	30,300	30,300	N/A
RADIO COMMUNICATION ALARM SYSTEM	0	0	0	12,000	12,000	N/A
NEW RAIL & PUMP LIFT STATION A & B	0	0	0	19,000	19,000	N/A
LIFT STATION BACKFLOW DEVICES	0	0	5,749	5,251	(498)	N/A
MAIN PLANT CIRCUIT GROUND	0	0	0	20,000	20,000	N/A
CAPITAL OUTLAY	0	180,470	181,558	156,551	(25,007)	-14%

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
GENERAL FUND
DRAFT**

DESCRIPTION	FISCAL YEAR	FINAL	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2010/2011 ACTUAL	APPROVED FISCAL YEAR 2011/2012 BUDGET	2011/2012 ESTIMATED	2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING REVENUE						
FIRE DEPARTMENT-GENERAL FUND	1,718,309	1,806,377	1,878,314	1,575,101	(303,213)	-16.1%
ADMINISTRATION-GENERAL FUND	1,427,119	1,363,627	1,368,573	1,426,024	57,451	4.2%
FACILITIES AND RESOURCES-GENERAL FUND	454,944	500,735	504,202	480,123	(24,079)	-4.8%
PARKS AND RECREATION-GENERAL FUND	46,462	32,180	32,180	22,352	(9,828)	-30.5%
TOTAL OPERATING REVENUE	3,646,834	3,702,919	3,783,269	3,503,600	(279,669)	-7.4%
TRANSFER FROM UNRESTRICTED RESERVES	405,847	0	0	0	0	
TOTAL OPERATING REVENUE & TRANSFERS IN	4,052,681	3,702,919	3,783,269	3,503,600	(279,669)	-7.4%
OPERATING EXPENDITURES						
FIRE DEPARTMENT-GENERAL FUND	1,942,024	1,821,902	1,823,310	1,575,101	(248,209)	-13.6%
ADMINISTRATION-GENERAL FUND	1,578,607	1,356,368	1,365,293	1,396,959	31,666	2.3%
FACILITIES AND RESOURCES-GENERAL FUND	474,266	496,527	508,220	480,123	(28,097)	-5.5%
PARKS AND RECREATION-GENERAL FUND	34,585	32,378	49,531	22,352	(27,179)	-54.9%
TOTAL OPERATING EXPENDITURES	4,029,482	3,707,175	3,746,354	3,474,535	(271,819)	-7.3%
OPERATING REVENUE LESS EXPENDITURES	23,199	(4,256)	36,915	29,065	(7,850)	-21.3%
NET TRANSFERS (TO)/FROM RESERVES	(23,199)	4,256	(36,915)	(29,065)	7,850	-21.3%
NET RESULTS OF OPPORATIONS	0	0	0	0	0	



CAMBRIA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2012 – 2013 OPERATING BUDGET

FIRE DEPARTMENT

BUDGETED EXPENDITURES FOR FISCAL YEAR 2012/2013: \$1,575,101

REVENUE SOURCES: Property Taxes; Fire Suppression Benefit Assessment

NUMBER OF PERSONNEL IN DEPARTMENT: 7 Full time, 15 Part Time (Reservists)

SERVICES PROVIDED BY THIS DEPARTMENT:

Effectively and efficiently manage and oversee all program areas related to fire prevention, public education, code promulgation and enforcement and fire cause investigation to enhance fire safety in the community.

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
GENERAL FUND-FIRE DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR	FINAL	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2010/2011 ACTUAL	APPROVED 2011/2012 BUDGET	2011/2012 ESTIMATED	2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING REVENUE						
PROPERTY TAX	1,206,917	1,138,348	1,138,348	1,139,921	1,573	0.1%
FIRE BENEFIT ASSESSMENT	393,194	407,885	404,885	411,983	7,098	1.8%
WEED ABATEMENT/FUEL REDUCTION	61,894	18,422	18,147	18,147	0	0.0%
MUTUAL AID/INSPECTION FEES	1,750	2,264	5,756	5,000	(756)	-13.1%
INTEREST INCOME	957	50	50	50	0	0.0%
GRANT/DONATION REVENUE	45,437	238,908	311,093	0	(311,093)	-100.0%
OTHER	8,160	500	35	0	(35)	N/A
TOTAL OPERATING REVENUE	1,718,309	1,806,377	1,878,314	1,575,101	(303,213)	-16.1%
TRANSFER FROM UNRESTRICTED RESERVES	216,141	0	0	0	0	N/A
TOTAL OPERATING REVENUE & TRANSFERS IN	1,934,450	1,806,377	1,878,314	1,575,101	(303,213)	-16.1%
OPERATING EXPENDITURES						
SALARIES & WAGES	795,937	796,418	788,678	742,789	(45,889)	-5.8%
PAYROLL TAXES & BENEFITS	408,676	455,248	436,148	466,699	30,551	7.0%
INSURANCE & OTHER SERVICES	3,211	900	500	400	(100)	-20.0%
MAINTENANCE & REPAIR	35,307	39,490	35,480	41,100	5,620	15.8%
OFFICE SUPPLIES & EQUIPMENT	2,260	3,006	4,470	6,450	1,980	44.3%
GOVERNMENT FEES, DUES,PUBLICATIONS	31,384	31,066	34,066	34,000	(66)	-0.2%
UTILITIES	26,813	27,218	26,742	20,000	(6,742)	-25.2%
PROFESSIONAL SERVICES	51,365	25,357	30,488	13,400	(17,088)	-56.0%
FUEL HAZARD CONTRACT	33,214	7,329	7,329	7,329	0	0.0%
OPERATING SUPPLIES & EQUIPMENT	47,674	28,457	36,409	31,800	(4,609)	-12.7%
NORTH COAST OCEAN RESCUE	2,004	N/A	2,350	10,000	7,650	325.5%
GRANT EXPENDITURES	37,039	217,555	224,571	0	(224,571)	-100.0%
TRAINING/TRAVEL & RECRUITMENT	10,277	6,456	9,577	14,750	5,173	54.0%
PUBLIC OUTREACH & EDUCATION	1,263	1,700	1,700	1,700	0	0.0%
EQUIPMENT LEASE	3,676	3,660	3,660	3,700	40	1.1%
CLAIMS	0	36	3,136	0	(3,136)	-100.0%
DEBT SERVICE	49,066	0	0	0	0	N/A
DEBT SERVICE-BUDGET ADJUSTMENT	216,141	0	0	0	0	N/A
ALLOCATED OVERHEAD-PERSONNEL COSTS	124,130	121,864	121,864	131,418	9,554	7.8%
ALLOCATED OVERHEAD-OPERATING COSTS	62,587	56,142	56,142	49,566	(6,577)	-11.7%
TOTAL OPERATING EXPENDITURES	1,942,024	1,821,902	1,823,310	1,575,101	(248,209)	-13.6%
OPERATING REVENUE LESS EXPENDITURES	(7,574)	(15,525)	55,004	0	(55,004)	-100.0%
TRANSFER (TO)/FROM RESERVES	7,574	15,525	(55,004)	0	55,004	-100.0%
NET RESULTS OF OPERATIONS	0	0	0	0	0	



CAMBRIA COMMUNITY SERVICES DISTRICT FISCAL YEAR 2012 – 2013 OPERATING BUDGET

ADMINISTRATIVE DEPARTMENT

BUDGETED EXPENDITURES FOR FISCAL YEAR 2012/2013: \$1,396,959

REVENUE SOURCES: Allocated overhead for support services, Property Taxes, Franchise Fees.

NUMBER OF PERSONNEL IN DEPARTMENT: 6.45

SERVICES PROVIDED BY THIS DEPARTMENT:

The Administrative Department provides overall support, management and leadership to all of the CCSD departments. This department also strives to provide excellent customer service to all internal and external customers. The areas of responsibility for the Administrative Department are as follows: Policy direction approved by Board of Directors, oversight of the administrative, financial, engineering, utility, fire, facilities/resources, and personnel, and legal services.

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
GENERAL FUND-ADMINISTRATION DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2010/2011 ACTUAL	FINAL	FISCAL YEAR 2011/2012 ESTIMATED	FISCAL YEAR 2012/2013 PROPOSED	INCREASE/(DECREASE) FY 2011/2012 EST. TO FY 2012/2013 PROPOSED	
		APPROVED FISCAL YEAR 2011/2012 BUDGET			AMOUNT	%
OPERATING REVENUE						
ADMINISTRATIVE OVERHEAD CHARGES-PS	753,627	739,264	739,264	810,158	70,894	9.6%
ADMINISTRATIVE OVERHEAD CHARGES-OE	379,982	342,644	342,644	305,563	(37,081)	-10.8%
PROPERTY TAX	171,037	174,941	174,941	197,690	22,749	13.0%
INTEREST INCOME	19,199	12,968	13,200	13,000	(200)	-1.5%
SERVICE FEES	3,726	1,714	1,743	2,975	1,232	70.7%
FRANCHISE FEES	68,039	69,000	70,135	71,538	1,403	2.0%
OTHER	31,509	23,096	26,646	25,100	(1,546)	-5.8%
TOTAL OPERATING REVENUE	1,427,119	1,363,627	1,368,573	1,426,024	57,451	4.2%
TRANSFER FROM UNRESTRICTED RESERVES	189,706	0	0	0	0	
TOTAL OPERATING REVENUE & TRANSFERS IN	1,616,825	1,363,627	1,368,573	1,426,024	57,451	4.2%
OPERATING EXPENDITURES						
SALARIES & WAGES	582,832	543,146	557,858	607,106	49,248	8.8%
SALARIES & WAGES-BUDGET ADJUSTMENT	166,339	0	0	0	0	N/A
PAYROLL TAXES & BENEFITS	372,473	394,835	389,660	437,067	47,407	12.2%
PAYROLL TAXES & BENEFITS-BUDGET ADJ.	23,367	0	0	0	0	N/A
SETTLEMENT	0	29,250	29,250	0	(29,250)	N/A
INSURANCE & CLAIMS	68,574	68,662	69,662	75,000	5,338	7.7%
MAINTENANCE & REPAIRS	61,495	64,656	66,852	63,200	(3,652)	-5.5%
OFFICE SUPPLIES & EQUIPMENT	14,251	14,529	13,287	18,250	4,963	37.3%
GOVERNMENT FEES, DUES,PUBLICATIONS	33,393	28,221	27,570	36,000	8,430	30.6%
UTILITIES	27,068	24,111	23,499	19,050	(4,449)	-18.9%
DISTRICT OFFICE RENT	38,186	38,186	38,186	38,186	0	0.0%
PROFESSIONAL SERVICES	178,664	138,841	138,196	88,800	(49,396)	-35.7%
TRAINING & TRAVEL	9,297	9,050	8,644	11,400	2,756	31.9%
PUBLIC OUTREACH & EDUCATION	2,668	2,881	2,628	2,900	272	10.4%
TOTAL OPERATING EXPENDITURES	1,578,607	1,356,368	1,365,293	1,396,959	31,666	2.3%
OPERATING REVENUE LESS EXPENDITURES	38,218	7,259	3,280	29,065	25,785	786.2%
TRANSFER TO RESOURCE CONSERVATION	(12,693)	0	0	0	0	N/A
TRANSFER (TO)/FROM RESERVES	(25,525)	(7,259)	(3,280)	(29,065)	(25,785)	786.2%
NET TRANSFERS	(38,218)	(7,259)	(3,280)	(29,065)	(25,785)	786.2%
NET RESULTS OF OPERATIONS	0	0	0	0	0	



CAMBRIA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2012 – 2013 OPERATING BUDGET

FACILITIES AND RESOURCES DEPARTMENT

BUDGETED EXPENDITURES FOR FISCAL YEAR 2012/2013: \$480,123

REVENUE SOURCES: Property Taxes and Facility Rents

NUMBER OF PERSONNEL IN DEPARTMENT: 2 Full time, 2 Part Time (16 Hours/Week)

SERVICES PROVIDED BY THIS DEPARTMENT:

Management and maintenance of Veteran's Hall, Fiscalini Ranch Preserve, Public Restrooms, Street Lights, Main Street Trash Receptacles, Pocket Parks, Trails, CCSD Owned Lots and Administration Offices.

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
GENERAL FUND-FACILITIES AND RESOURCES DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR	FINAL	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2010/2011 ACTUAL	APPROVED FISCAL YEAR 2011/2012 BUDGET	2011/2012 ESTIMATED	2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING REVENUE						
PROPERTY TAX	436,971	469,399	469,399	457,211	(12,188)	-2.6%
VETERANS HALL RENT	11,961	18,424	19,391	22,500	3,109	16.0%
OTHER RENT	0	12,500	15,000	0	(15,000)	-100.0%
INTEREST INCOME	533	412	412	412	0	0.0%
OTHER/DONATION	5,479	0	0	0	0	N/A
TOTAL OPERATING REVENUE	454,944	500,735	504,202	480,123	(24,079)	-4.8%
OPERATING EXPENDITURES						
SALARIES & WAGES	173,898	154,344	153,634	127,691	(25,943)	-16.9%
PAYROLL TAXES & BENEFITS	116,538	97,881	91,496	109,994	18,498	20.2%
MAINTENANCE & REPAIRS-VETERAN'S HALL*	N/A	N/A	N/A	12,800	12,800	N/A
MAINTENANCE & REPAIRS	31,888	37,743	45,972	20,750	(25,222)	-54.9%
STREETLIGHT BANNERS-BUDGET ADJ.	0	10,000	10,000	1,500	(8,500)	-85.0%
OPEN SPACE MAINTENANCE	21,009	18,882	18,882	39,000	20,118	106.5%
GOVERNMENT FEES, DUES,PUBLICATIONS	804	900	0	0	0	N/A
UTILITIES-VETERAN'S HALL*	N/A	N/A	N/A	9,000	9,000	N/A
UTILITIES-OTHER	36,055	39,737	39,791	24,297	(15,494)	-38.9%
PROFESSIONAL SERVICES	1,412	34,610	42,636	17,580	(25,056)	-58.8%
OPERATING SUPPLIES & EQUIPMENT	10,901	18,991	22,789	24,850	2,061	9.0%
TRAINING/TRAVEL & RECRUITMENT	313	1,500	1,081	1,300	219	20.3%
CAPITAL OUTLAY	0	0	0	6,000	6,000	N/A
ALLOCATED OVERHEAD-PERSONNEL COSTS	54,147	55,927	55,927	61,983	6,056	10.8%
ALLOCATED OVERHEAD-OPERATING COSTS	27,301	26,012	26,012	23,378	(2,634)	-10.1%
TOTAL OPERATING EXPENDITURES	474,266	496,527	508,220	480,123	(28,097)	-5.5%
OPERATING REVENUE LESS EXPENDITURES	(19,322)	4,208	(4,018)	0	4,018	-100.0%
TRANSFER (TO)/FROM RESERVES	19,322	(4,208)	4,018	0	(4,018)	-100.0%
NET RESULTS OF OPERATIONS	0	0	0	0	0	

*Not tracked during these periods.



CAMBRIA COMMUNITY SERVICES DISTRICT FISCAL YEAR 2012 – 2013 OPERATING BUDGET

Parks & Recreation Department

BUDGETED EXPENDITURES FOR FISCAL YEAR 2012/2013: \$22,352

REVENUE SOURCES: Property Taxes

NUMBER OF PERSONNEL IN DEPARTMENT: None

SERVICES PROVIDED BY THIS DEPARTMENT:

Provides Cambria trail guides and public education. Completing the Moonstone Beach Connector Trail. In prior years, built the Cross Town, Marine Terrace and Bluff Trails and restored Santa Rosa Stream Bank. Financed all or part of Guthrie-Bianchini House, tennis courts and pocket parks.

The Parks, Recreation and Open Space (PROS) Committee works collaboratively with CCSD Staff in its management of the CCSD's public properties.

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2012-2013 OPERATING BUDGET
GENERAL FUND-PARKS AND RECREATION DEPARTMENT
DRAFT**

DESCRIPTION	FINAL APPROVED				INCREASE/(DECREASE)	
	FISCAL YEAR 2010/2011 ACTUAL	FISCAL YEAR 2011/2012 BUDGET	FISCAL YEAR 2011/2012 ESTIMATED	FISCAL YEAR 2012/2013 PROPOSED	FY 2011/2012 EST. TO FY 2012/2013 PROPOSED AMOUNT	%
OPERATING REVENUE						
PROPERTY TAX	42,156	24,486	24,486	22,352	(2,134)	-8.7%
GRANTS	4,306	7,694	7,694	0	(7,694)	N/A
TOTAL OPERATING REVENUE	46,462	32,180	32,180	22,352	(9,828)	-30.5%
OPERATING EXPENDITURES						
PUBLIC OUTREACH /EDUCATION	187	1,073	989	1,100	111	11.2%
OFFICE SUPPLIES & EQUIPMENT	20	0	0	0	0	N/A
PROFESSIONAL SERVICES	4,252	1,000	755	200	(555)	-73.5%
TRAINING & TRAVEL	0	0	0	2,050	2,050	N/A
GRANT EXPENDITURES	4,306	11,694	29,176	0	(29,176)	-100.0%
ALLOCATED OVERHEAD-PERSONNEL COSTS	17,165	12,740	12,740	13,798	1,058	8.3%
ALLOCATED OVERHEAD-OPERATING COSTS	8,655	5,871	5,871	5,204	(667)	-11.4%
TOTAL OPERATING EXPENDITURES	34,585	32,378	49,531	22,352	(27,179)	-54.9%
OPERATING REVENUE LESS EXPENDITURES	11,877	(198)	(17,351)	0	17,351	-100.0%
TRANSFER TO PARKS & RECREATION CAPITAL	(1,161)	0	0	0	0	N/A
TRANSFER (TO)/FROM RESERVES	(10,716)	198	17,351	0	(17,351)	-100.0%
NET TRANSFERS	(11,877)	198	17,351	0	(17,351)	-100.0%
NET RESULTS OF OPERATIONS	0	0	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
OPERATING BUDGET-FISCAL YEAR 2012/2013
ADDITIONAL INFORMATION
DRAFT**

CONTRACTED STUDIES/ANALYSES/PROGRAM DEVELOPMENTS

DESCRIPTION	DEPARTMENT	COST CENTER	AMOUNT PROPOSED
Develop Conservation Program	Water	Professional Services	69,000
Demand/Supply Analysis	Water	Professional Services	0
Impact Fee Study	Water	Professional Services	10,000
Update Parcel Mgmt. Software for Conservation	Water	Professional Services	10,000
Commercial, Industrial, Institution Program	Conservation	Rebate & Retrofit Prog.	20,000
Fats, Oil & Grease Program	Wastewater	Professional Services	20,000
Maintenance Data Input (OPT 10)	Wastewater	Professional Services	5,000

FACILITIES & RESOURCES UPGRADES/PROJECTS

DESCRIPTION	COST CENTER	AMOUNT PROPOSED
Erosion Project	Open Space Maint.	15,000
Eucalyptus Project	Open Space Maint.	5,000
Public Restroom Upgrades	Maintenance & Repairs	0 *
Vet's Hall Range Hood	Maintenance & Repairs	2,800
Basketball Backboard-Vet's Hall	Maintenance & Repairs	1,200
Purchase Pickup Truck	Capital Outlay	6,000

*Being done in FY 2011/2012

**RESOLUTION 30-2012
JUNE 28, 2012**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING THE CCSD OPERATING BUDGET
FOR FISCAL YEAR 2012/2013**

WHEREAS, the General Manager has submitted for consideration the Cambria Community Services District (CCSD) Fiscal Year (FY) 2012/2013 Operating Budget; and

WHEREAS, the draft preliminary FY 2012/2013 CCSD Operating Budget was introduced during a regular business item on May 24, 2012, and all persons were given an opportunity to be heard and their suggestions carefully considered; and

WHEREAS a public hearing on June 28, 2012, on the final FY 2012/2013 CCSD Operating Budget was duly scheduled, advertised, and held, and all persons were given an opportunity to be heard and their suggestions carefully considered.

NOW, THEREFORE BE IT RESOLVED that the CCSD Board of Directors has reviewed the final FY 2012/2013 CCSD Operating Budget for the period July 1, 2012 through June 30, 2013, and hereby finds that the budget is a sound plan for financing and expenditure control of required CCSD operations and services, and said Budget is hereby approved.

BE IT FURTHER RESOLVED that the Board of Directors is aware of the potential that events beyond control of the CCSD that could substantially reduce CCSD revenues and/or increase expenditures. Therefore, the General Manager may temporarily suspend the expenditure of funds within the adopted budget if in his judgment such temporary suspension is necessary to protect the CCSD's financial position and the impact of such a temporary suspension on CCSD operations will not be substantially detrimental to CCSD services. The General Manager is directed to administer the business operations of the CCSD as called for in the Operating Budget for FY 2012/2013 and as modified by any such temporary expenditure suspension. The General Manager is further directed to report back to the CCSD Board of Directors, as necessary, with recommendations for revision of the budget when, and if, budget impacts are known and specific CCSD program or service level adjustments can be formulated.

BE IT FURTHER RESOLVED that the CCSD Board of Directors hereby directs the General Manager to levy and collect special assessments and other fees as duly approved by the Board and to administer and expend the tax proceeds in accordance with the enabling legislative direction.

On the motion of Director _____, seconded by Director _____, and the following roll call vote, to wit:

AYES:
NOES:
ABSENT:

PASSED AND ADOPTED this 28th day of June 2012.

Allen S. MacKinnon, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES CCSD

TO: Board of Directors

AGENDA NO. **8.B.**

FROM: Jerry Gruber, General Manager

Meeting Date: June 28, 2012 Subject: Discussion and Consideration to Introduce Ordinance XX-2012 Repealing CCSD Code Section 3.04.010 User Fee Schedule and Table 3.04.010

RECOMMENDATION:

Introduce Ordinance XX- 2012 “An Ordinance of the Board of Directors of the Cambria Community Services District Repealing Section 3.04.010 and Table 3.04.010 of the Cambria Community Services District (“CCSD”) Code Relating to the Fee Schedule for Various Services and Facilities,” and waive further reading.

FISCAL IMPACT:

No fiscal impact with this action. The contract amount for the fee study as budgeted for fiscal year 2011/2012 was not exceeded. If the new user fee schedule is adopted at the July Board Meeting, additional revenues can be anticipated, although those amounts are unknown at this time. Revenues generated from the user fees have not been included as part of the 2102/2013 proposed fiscal year budget.

BACKGROUND:

During the past year, the User Fee Ad-Hoc Committee and District staff have worked collaboratively with Bartle Wells regarding revisions to the District’s user fee schedule. On June 14, 2012, a Special Board Meeting was conducted to solicit community input on the proposed final draft user fee schedule.

The last comprehensive user fee schedule was updated approximately 10 years ago with minor revisions completed a few years afterwards. The proposed user fee schedule to be considered at the July Board Meeting includes an overview, background and objectives, legal requirements, methodology, update fee requirements and a regional survey to compare the CCSD’S proposed user fee’s to other cities and special districts. The goal of the user fee schedule update is to ensure that the CCSD recovers the full cost of providing services from those to whom the service is provided.

DISCUSSION:

Currently, the user fee schedule is set forth in the CCSD Municipal Code, Section 3.04.010 and Table 3.04.010. Although the law used to require that certain fees and charges be adopted by ordinance, it now allows those fees to be adopted by resolution. There is far greater flexibility in establishing user fees by resolution, as future changes in fee amounts can be done in a single Board action.

Introduction of the subject ordinance is the first step in a three step process. At your July meeting, you will consider both adopting the repeal ordinance and adopting a resolution establishing the proposed new user fee schedule. In the interim, staff will continue to solicit public impact regarding the proposed new user fees. Lastly, attached for your reference is a copy of the current draft fee schedule that will be considered at the July Board Meeting.

Attachment: Draft Ordinance
Draft CCSD Fee Schedule

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

ORDINANCE NO. XX-2012

BOARD OF DIRECTORS
CAMBRIA COMMUNITY SERVICES DISTRICT
DATED: June 28, 2012

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT REPEALING SECTION 3.04.010 AND TABLE 3.04.010 OF THE CAMBRIA COMMUNITY SERVICES DISTRICT (CCSD) CODE RELATING TO THE FEE SCHEDULE FOR VARIOUS SERVICES AND FACILITIES

WHEREAS, Section 3.04.010 and Table 3.04.010 of the Cambria Community Services District (“CCSD”) Code contain the CCSD’s fee schedule for various services and facilities, including customer service charges, general administrative charges, fire permits and facility use; and

WHEREAS, a previously existing provision of State law, Government Code Section 61621, authorized community services districts to adopt certain charges and deposits by ordinance, however, SB 135, Chapter 249 of the Statutes of 2005, which was a comprehensive revision to the Community Service District Law (Government Code Sections 61000 et seq), repealed Section 61621 and enacted Government Code Section 61115, which expressly authorizes community service districts to establish rates or other charges for services and facilities that the district provides by either resolution or ordinance; and

WHEREAS, the Board of Directors has determined that it is more appropriate, and provides greater flexibility to facilitate any needed changes, to adopt the CCSD’s fees and charges for services and facilities by resolution instead of by ordinance and therefore Section 3.04.010 and Table 3.04.010 should be repealed.

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

Section 1. Section 3.04.010 and Table 3.04.010 of the Cambria Community Services District Code is hereby repealed.

Section 2. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this ordinance. The District Board hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

Section 3. This Ordinance shall take effect thirty (30) days after its adoption.

The foregoing ordinance amendment was adopted at a regular meeting of the Board of Directors of the Cambria Community Services District held on the day of 2012.

AYES:
NOES:
ABSENT:

Allan MacKinnon
President, Board of Directors

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT



District Fee Update

Final Draft 06/20/12



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

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DISTRICT OVERVIEW

The Cambria Community Services District provides water, wastewater, fire protection, parks, recreation, and open space services to a population of approximately 6,400 in and around the unincorporated community of Cambria in San Luis Obispo County, California. The District was formed in 1976 and is located on California's Central Coast, roughly halfway between the cities of San Francisco and Los Angeles. The District is governed by a five-member board of directors elected at large to four-year overlapping terms.

BACKGROUND & OBJECTIVES

The District charges a number of miscellaneous fees to help recover the cost of providing various services to its customer base and the community. These fees are organized into a number of categories including Customer Service Charges, General Administrative Charges, Water Meter Allocation Fees, Utility Service & Water Conservation Fees, Fire Department Fees, and Veteran's Memorial Hall Rentals. The District's fees were last updated in 2005. Many of the fees no longer reflect the District's cost of providing service. In addition, some fees are no longer levied while other new fees are needed to recover costs for various services.

In 2011, the District retained Bartle Wells Associates to conduct a comprehensive review and update of the District's miscellaneous fees and charges. The overall goal of the study is to develop updated fees and charges based on a cost-of-service approach to help ensure the fees adequately and accurately recover the costs of providing the service for which each fee is levied. Updated fee recommendations were developed with substantial input from District staff.

Key elements of the study included:

- Provide independent review of the District's fees and charges;
- Survey fees of other regional agencies for comparison;
- Work closely with District staff to develop updated fees that reasonably recover the cost of providing service.

LEGAL REQUIREMENTS

Fees and charges levied by state and local governmental agencies must meet the requirements of Proposition 26, a Constitutional Amendment that was narrowly approved by California voters on the November 2010 ballot. Proposition 26 redefines fees and charges levied by local agencies as “taxes”, which are subject to voter approval. However, Proposition 26 included seven exceptions under which local fees are not considered taxes and are therefore not subject to voter approval. All of the fees imposed by the District meet one or more of these criteria to be exempted from voter approval as a tax. These exceptions include:

- A fee that is imposed for a special benefit or privilege provided to an individual, does not exceed the reasonable cost of service, and does not provide broad, general benefits to others in the community;
- A fee imposed for a specific government service or product provided directly to the person paying the fee, that does not exceed the reasonable cost of providing service;
- A charge imposed for reasonable regulatory costs (i.e. licenses, audits, inspections, permits) that does not exceed the reasonable cost of service;
- Rental or lease fees charged for the use of or entrance to governmental property;
- Fines or penalties imposed for violations of the law;
- A charge imposed as a condition of property development (such charges are governed by California Government Code Section 66000 et. seq. with Water and Sewer Capacity Charges governed specifically by Section 66013);
- Assessments and property-related fees imposed under the provisions of Proposition 218, such as the District’s water and sewer service charges.

For fees that cannot exceed the reasonable cost of service, the District can charge up to the cost of providing service, but also has the option of charging less than the cost of service at its discretion. Fees that are penalties or are rental fees for District facilities, vehicles, or equipment do not need to be based on the cost of service.

METHODOLOGY

BWA held a number of phone conferences with District staff to discuss each fee in detail and obtain reasonable estimates of staff time, equipment, and materials required for the provision of each fee. Most updated fees were developed based on a cost of service methodology with District input. In many cases, the updated fees were based on slightly conservative cost estimates to ensure the fees do not exceed the cost of providing service.

UPDATED FEE RECOMMENDATIONS

The attached tables show updated fee recommendations. The proposed fees represent standard fees that would apply in most situations. In situations requiring additional staff time and costs, the District should reserve the right to collect additional fees to reflect the actual cost of service on a time and materials basis.

The study recommends elimination of a number of fees that District staff indicated were no longer levied. At the same time, the study recommends the addition of some new fees when the need was identified by District staff. For some fees, the cost of providing service can vary widely based on the specifics of each application or incident. For these types of fees, the District should track staff time and costs to ensure the fee accurately and reasonably recovers the cost of service to each customer. In some cases, a minimum fee is recommended with the indication that additional fees may apply when applicable.

REGIONAL FEE SURVEY

BWA conducted a survey of fees levied by a number of other regional agencies. These comparable fees are shown on the attached updated fee tables. The fee comparisons are for general information purposes only. BWA obtained fee schedules from these agencies, but did not contact each agency to discuss the specifics of each fee. As such, in some cases, other agencies' fees may not be a perfect match with the District's fees.

FUTURE FEE UPDATES

To ensure future fees continue to reflect the cost of providing service, District fees should be reviewed every three to five years and updated as needed. In interim years, the District can add or revise specific fees on a case-by-case basis when warranted. BWA recommends the District establish a straightforward process for updating future fees by Resolution (as opposed to Ordinance) pursuant to Government Code Section 61115.

Updated Fees with Regional Fee Comparisons

CUSTOMER SERVICE CHARGES			
Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Account Start	\$35	\$38.50	Nipomo CSD & Templeton CSD: \$10 City of Arroyo Grande: \$15 Heritage Ranch CSD: \$25 City of Morro Bay: \$25 City of Paso Robles: \$39 City of Pismo Beach: \$45 Los Osos CSD: \$50 City of Grover Beach: \$100
Account Close	\$35	Eliminated	No comparable agencies charge this fee
Security Deposit for non-owner customers / or after disconnect	\$80	\$100	City of Paso Robles: \$84 City of Morro Bay: \$100 City of Pismo Beach: \$180 City of Grover Beach: \$198
Returned Check	\$35	\$25 first time \$35 per each additional time	City of Atascadero: \$20 Heritage Ranch CSD: \$20 (1st time), \$30 (2nd time), \$35 (3rd time), \$40 (each add'l) City of San Luis Obispo: \$26 City of Morro Bay: \$25 first time, \$35 add'l times City of Pismo Beach: \$25 first time, \$35 add'l times Templeton CSD: \$30 Town of Atherton: \$35
Late Fee – after 30 days	\$30	10% of delinquent amount with a \$10 minimum charge plus 0.5% of delinquent amount each additional month bill remains delinquent. Government Code §61115(c). <i>The District allows one (1) late fee waiver per calendar year.</i>	City of Arroyo Grande: 10% of unpaid balance Los Osos CSD: 10% of unpaid balance San Miguel CSD: 10% of unpaid balance San Simeon CSD: 10% of unpaid balance City of Pismo Beach: 10% penalty + 8% annual interest City of Grover Beach: \$19 Heritage Ranch CSD: 12% per year

CUSTOMER SERVICE CHARGES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
48-Hour Notice fee	\$50	\$29.50	Los Osos CSD: \$10 (72 hour notice) City of Paso Robles: \$29 City of Morro Bay: \$50
Service Disconnect / Reconnect Fee Service Disconnect only Service Reconnect only	\$120 \$60 \$60	\$140 \$70 \$70	City of Arroyo Grande: \$30 Pismo Beach: \$30 Heritage Ranch CSD: \$40 City of Morro Bay: \$42 San Simeon CSD: \$50 Templeton CSD: \$50 San Miguel CSD: \$60 City of Grover Beach: \$66 Los Osos CSD: \$75 City of Paso Robles: \$84
Off Hours Reconnect – Surcharge	\$50	\$155	City of Morro Bay: \$107 Heritage Ranch CSD: \$120 City of Pismo Beach: \$126 (if done through a return call out min of 3 hours) City of Grover Beach: \$132 Los Osos CSD: \$225 City of Paso Robles: \$337
Non-customer Account History Reports	\$10 + copy cost	Eliminated	No comparable agencies charge this fee
Meter Tampering	\$50 + actual cost	\$50 + actual cost	City of Arroyo Grande: \$10 (lock cut replacement fee) City of Grover Beach: \$19 City of Paso Robles: 1st offense is \$56; 2nd offense is \$84; and \$112 penalty if damage to meter plus cost of meter Los Osos CSD: \$110 Heritage Ranch CSD: \$140

CUSTOMER SERVICE CHARGES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Payment Plan	New fee	Fee waived for first payment plan. Late Fee applies to second payment plan. <i>Maximum of 2 payment plans allowed per calendar year.</i>	
Remodel Application Review Fee with Water Fixtures	New fee	Actual cost (including 10 % admin overhead), <i>\$250 deposit required</i>	
Remodel Application Review Fee without Water Fixtures	New fee	Actual cost (including 10 % admin overhead), <i>\$100 deposit required</i>	
Special Agreement Fee	New fee	Actual cost (including 10 % admin overhead), <i>\$1000 deposit required</i>	
Other/Miscellaneous Services	New fee	The General Manager may levy fees for other services not specified herein at a level not exceeding the cost of providing each service. These fees can be appealed to the Board of Directors.	

GENERAL ADMINISTRATIVE CHARGES			
Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Photo-copying	\$0.20 per page	\$0.20 per page for black & white copies plus any additional pass-through costs if applicable	City of Arroyo Grande: \$0.20 per page Town of Atherton: \$0.10 per page
Drawings & Maps	\$2.00/pg Or plus actual costs	Actual costs with a minimum of \$2 per page	
Reports	\$10 + \$0.20 / pg	Eliminate	
Parcel Lists	\$10 + \$0.20 / pg	Eliminate	
Allocation Wait Lists	\$10 + \$0.20 / pg	Eliminate	
Customer Mailing Lists	\$10 + \$0.20 / pg	Eliminate	
Weed Abatement Lists	\$10 + \$0.20 / pg	Eliminate	
Weed Abatement Mailing Labels	\$10 + copy costs	Eliminate	
Misc. Locate & Copy	\$10 + \$0.20 / pg Or actual cost + 30%	Eliminate	
Videos of Board Meetings	\$25	Eliminate	
Audio Cassettes	N/A	Eliminate	
Audio, CD, or DVD	Combines several eliminated fees	Actual cost (including any vendor costs, materials, staff time, 10% administrative overhead, mailing costs, and any other related costs)	City of Arroyo Grande: \$10 audio tape, \$5 audio CD, vendor cost DVD
Public Records Research	\$25 + copy cost + actual costs over 1 hr	Eliminate	
Custom Report	\$25 + copy cost + actual costs over 1 hr	\$0.20 per page for black & white copies plus actual costs (including staff time and 10% administrative overhead)	City of Morro Bay: \$24 (report copies) Heritage Ranch CSD: \$40/hour (staff) +10% (legal counsel/engineer) City of Paso Robles: \$110/hour City of Arroyo Grande: hourly rate at cost City of Atascadero: hourly rate at cost City of Pismo Beach: hourly rate at cost Town of Atherton: \$20 (report/research)
Agenda Subscription (by Email)	\$24 annual	\$36 annual	City of Arroyo Grande: \$15 to \$35 for various Boards/Commissions/City Council agendas & minutes
Agenda Subscription (by Postal Mail)	\$48 annual	\$54 annual (including postage)	City of Pismo Beach: \$36 + postage

WATER METER ALLOCATION FEES			
Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Initial Application Administrative Fee	\$35	Eliminate	
Wait List Administration Fee	\$80	\$88 (includes 10% admin overhead)	
Intent to Serve Letter	\$70	Actual cost (including 10 % admin overhead), <i>\$900 deposit required</i> <i>Cost tracking by staff</i>	Templeton CSD: \$50 (will serve letter administration) Los Osos CSD: \$750 deposit; \$195 application; \$290 complex application
Extension of Intent to Serve Letter Single Permit Permits for more than 3 EDUs		Actual cost (including 10 % admin overhead) with deposit required <i>\$200 deposit required</i>	
Transfer of Meter/Position Location	\$598 + costs	Replaced with 2 separate fees (listed below)	
Meter/Position Relocation: <i>Positions are defined in CCSD Municipal Code</i> For parcels with positions, without existing connection Active Service Transfer	See above See above	Actual cost (including 10% admin overhead), \$750 deposit required Actual cost (including 10% admin overhead), <i>\$750 deposit required</i>	
Transfer of Wait List Position Location	See above	Eliminate	Town of Atherton: Address change for building permit fee \$250
Research and Evaluation Fee of Proposed Projects	New fee	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	
Fireflow Evaluation of Infrastructure	New fee	Actual cost (including 10% admin overhead), <i>\$200 deposit required</i>	
Assignment of Position (Change of Owner)	\$475 + costs	Actual cost (including 10% admin overhead), <i>\$500 deposit required</i>	
Assignment requiring Board Approval	\$1,100 + costs	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	

UTILITY SERVICE & WATER CONSERVATION FEES

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Construction Damage	\$104 + actual costs	Actual cost (including 10% admin overhead)	City of Atascadero: time and materials City of Pismo Beach: time and materials
Customer Service Call for Water Loss (formerly callout to private property leak)	\$30 + actual costs over 1 hr	No charge first call. Subsequent calls will be billed at actual costs and may include a minimum 2 hours fully burdened overtime rate for after hours calls. <i>No charge if meter is malfunctioning.</i>	Los Osos CSD: Broken service repair \$150 (during business hours); \$225 (after hours); fees for up to 2 hours
Water Connection Fee	\$3,255 per EDU	Not included in study	City of Arroyo Grande: \$853 City of Grover Beach: \$1,158.42 Heritage Ranch CSD: \$1,456 City of Morro Bay: \$2,276 Los Osos CSD: \$2,584 Nipomo CSD: \$3,192 City of Paso Robles: \$14,870 City of San Luis Obispo: \$15,919 Templeton CSD: \$24,478
Sewer Connection Fee	\$2,170 per EDU	Not included in study	City of Arroyo Grande: \$1,030 Los Osos CSD: \$2,584 Heritage Ranch CSD: \$3,389 City of Grover Beach: \$1,072.90 for wastewater DIF + \$2,475 sewer facility fee City of San Luis Obispo: \$3,849 Templeton CSD: \$5,441 City of Paso Robles: \$5,467 Nipomo CSD: \$7,625
Engineering Plan Check	\$120	\$206 + actual costs over 2 hours (including 10% admin overhead)	City of Arroyo Grande: \$1,560 (expedited engineering plan check) City of Atascadero: \$415 (public works plan check for single family residence)
New Construction Application Fee	New fee	\$55	
New Construction Plan Review	New fee	\$110 + actual costs over 2 hours	

UTILITY SERVICE & WATER CONSERVATION FEES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Remodel Application Fee	New fee	\$55	
Remodel Plan Review	\$25	\$110 + actual costs over 2 hours	
Water & Sewer Impact Fee – New fixtures added to Existing Service		Not included in study	See Water and Sewer Connection Fees
Each Add'l Sink/Lavatory	\$400		
Each Add'l Toilet/Urinal	\$1,000		
Each Add'l Shower or Bathtub	\$800		
Meter Test	\$75 + actual costs	Actual costs (including 10% admin overhead), <i>\$125 deposit required</i>	Heritage Ranch CSD: \$40 City of Grover Beach: \$69 Los Osos CSD: \$150 deposit City of Paso Robles: \$168 City of Pismo Beach: \$218 (refunded if meter is overcharging)
Meter Relocation	\$75 + actual costs	Actual costs (including 10% admin overhead), <i>\$100 deposit required</i>	City of Morro Bay: 1.5 x regular meter fee City of Paso Robles: Hydrant meter relocation \$129 Los Osos CSD: \$500 deposit
Water Conservation Fixture(s) Inspection(s):			
New Construction, Retrofits, and Resale Pre-Inspection	\$30 each inspection after first two inspections	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs	
Remodels of greater than 20% of existing square footage		\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs	
Remodels of less than 20% of existing square footage	\$30 each inspection after first two inspections	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs	

UTILITY SERVICE & WATER CONSERVATION FEES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Sewer Wye Inspection	\$30	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs	
Sewer Lateral Agreement	Actual costs	Fee eliminated	
Response to Private Sewer Spill	Actual costs + 40%	Fee eliminated	
Pre-Treatment Inspection Related to SSMP	Actual costs	\$105 plus actual costs over 1 hour	

EQUIPMENT RECOVERY FEES (EXCLUDES STAFF TIME)

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Backhoe	\$90 / hour	\$90 / hour	City of Arroyo Grande & Los Osos CSD: \$40 / hr Heritage Ranch CSD: \$100 / hr (includes operator)
Portable Trailer Mounted Compressor	\$20 / hour	\$30 / hour	City of Arroyo Grande: \$19 (air compressor)
Service Truck	\$35 / hour	\$50 / hour	City of Arroyo Grande: \$40 / hr Heritage Ranch CSD: \$75 / hr (includes operator)
Dump Truck	\$70 / hour	\$70 / hour	City of Arroyo Grande: \$45 / hr Heritage Ranch CSD: \$80 / hr (includes operator)
Vactor Truck	New fee	\$100 / hour	
Labor (each worker)	\$56 / hour	\$45 / hour	City of Arroyo Grande: \$43.65 / hr Heritage Ranch CSD: \$35 / hr
Other Equipment	Actual cost	Actual cost	

FIRE DEPARTMENT FEES			
Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Fireworks/Pyrotechnics Show Permit and Inspection	Actual costs + 40%	\$250 + actual costs over 2 hours	City of Arroyo Grande: \$245 (pyrotechnic show) City of Grover Beach: \$255 for less than 200 devices, \$382 for more than 200 devices (public fireworks display inspection) City of Paso Robles: \$300 (per event)
Tent Fire Permit and Inspection	Actual costs + 40%	\$150 + actual costs over 1 hour	City of Arroyo Grande: \$27 (special event inspection of tent)
Movie Set Fire and Inspection	New Fee	\$250 + actual costs over 2 hours	
Plan Check w/Inspection and Fire Letter:			City of Arroyo Grande: \$360 (fire code permits and inspection); City of Grover Beach: \$63 to \$190 based on building type City of San Luis Obispo: 21.5% of the combined construction permit and plan check fee; Templeton CSD: Plan review \$175 minimum + \$0.25 per square foot over 5,000 square feet; Cal Fire is \$340 minimum
Residential New Construction	\$55 + actual costs over 1.5 hrs	\$350 + actual costs over 3 hours	
Residential Remodel	\$28 + actual costs over .75 hrs	\$350 + actual costs over 3 hours	
Commercial New Construction	\$109 + actual costs over 3 hrs	\$450 + actual costs over 4 hours	
Commercial Remodel	\$54 + actual costs over 1.5 hrs	\$350 + actual costs over 3 hours	

FIRE DEPARTMENT FEES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Fire Alarm Plan Check & Inspection	Actual costs + 40%	\$350 + actual costs over 3 hours	<p>City of Arroyo Grande: Varies based on type of construction and number of devices (plan check is \$149.95 to \$329.94; inspection is \$151.97 to \$289.53);</p> <p>City of Atascadero: \$120 per plan or 1.3 times the actual cost of consultant (plan check), \$130 (inspect);</p> <p>City of Grover Beach: Plan check is \$72 for residential, \$96 for businesses; Inspection varies based on building type and ranges from \$255 to \$638;</p> <p>City of Morro Bay: Ranges from \$60 to \$275 based on number of devices;</p> <p>City of Paso Robles: Permit issuance \$55; Fire Alarm System fee ranges from \$200 to \$350 based on number of devices</p>
On-site Hydrant(s) Inspection(s)	\$75 + actual costs	\$300 + actual cost over 2.5 hours	<p>City of Arroyo Grande: Hydrant Service Plan Check \$221.95, inspection \$128.06;</p> <p>City of Grover Beach: Hydrant meter set-up fee \$48;</p> <p>Heritage Ranch CSD: Temporary hydrant meter \$35, hydrant meter deposit \$100;</p> <p>Los Osos CSD: Hydrant meter service charge deposit \$500;</p> <p>City of Morro Bay: at cost;</p> <p>Templeton CSD: construction fire hydrant meter \$750</p>
Sprinkler System	\$75 + actual costs	<p>\$250 standard + actual costs over 2 hours</p> <p>+ if required, \$100 for bucket flow test</p> <p>+ if required, \$100 for underground inspection</p> <p>+ if required, \$100 for line test</p>	<p>City of Arroyo Grande: Varies based on type of construction and number of sprinkler heads (plan check is \$113.95 to \$227.90, inspection is \$151.97 to \$271.48);</p> <p>City of Atascadero: \$205 for residential, \$720 to \$1,405 for large commercial (fire sprinkler plan check and inspection)</p>

FIRE DEPARTMENT FEES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Hydrant / Fire Flow Calculations	\$34 + actual costs	\$175 + actual cost over 1.5 hours	City of Arroyo Grande: \$41.95 plan chk + \$14.40 inspection; City of Grover Beach: Fire flow test/document \$127; Los Osos CSD: Fire flow test \$75; City of Morro Bay: \$35; City of Paso Robles: Fire Flow \$370; City of Pismo Beach: Fire flow test \$35
Administration of Fire Hazard Fuel Reduction Order (Formerly Weed Abate Order)	\$400 + actual costs over 11 hrs	\$200 + contractor cost pass through	City of Arroyo Grande: \$240; City of Atascadero: Actual costs plus 150% if lot must be cleared by the City; City of Grover Beach: Direct and indirect costs; City of Pismo Beach: Actual cost + 100% with a \$100 minimum
Incident Report	\$10 + copy cost	\$10 + \$0.20 / pg	City of Arroyo Grande: \$10 City of Atascadero: \$0.50 for 1st page, \$0.10 for each additional page City of Grover Beach: \$18
Fire Investigation Report	\$10 + copy cost	\$10 + \$0.20 / pg	City of Morro Bay \$27 City of Paso Robles \$15 City of Pismo Beach: no charge if 5 pages or less, otherwise \$0.25 per page
Fire Service Vehicle Reimbursement Rates for Mutual Aid Calls			
Fire Engine Type I	\$50 per hour	\$90 per hour	State of California 2012 Reimbursement Rates
Fire Engine Type II	\$42 per hour	\$56 per hour	State of California 2012 Reimbursement Rates
Rescue Vehicle	\$15 per hour	\$56 per hour	State of California 2012 Reimbursement Rates
Command Vehicle	\$12 per hour	\$56 per hour	State of California 2012 Reimbursement Rates
Utility Vehicle	\$10 per hour	\$56 per hour	State of California 2012 Reimbursement Rates
Water Tender CAF (Compressed Air Foam)	\$136 per hour	\$70 per day	State of California 2012 Reimbursement Rates
Vehicle Mileage	\$0.36 per mile	Per IRS allowance	IRS allowance in 2012 is \$0.555 per mile
Personnel Costs	Actual cost	Actual cost	

Updated Fees for Veteran's Memorial Hall Rentals

VETERAN'S MEMORIAL HALL RENTALS					
	Community Groups & Civic Organizations		For Profit Entities & Private Events		
SECURITY/CLEANING DEPOSIT					
Partial Facility Use:					
Class I & II		\$100		\$100	
Class III		\$400		\$400	
Full Facility Use:					
Class I & II		\$250		\$250	
Class III		\$1,000		\$1,000	
Class IV Events		\$1,000		\$1,500	
CLASS I - III FEES					
Main Hall & Full Facility		<u>Main Hall</u>	<u>Full Facility</u>	<u>Main Hall</u>	<u>Full Facility</u>
Class I	1 Hour	\$25	\$50	\$50	\$80
	Half Day (4 Hours)	\$75	\$150	\$150	\$250
	Full Day (8 Hours)	\$150	\$300	\$300	\$500
Class II	1 Hour	\$35	\$70	\$70	\$100
	Half Day (4 Hours)	\$100	\$200	\$200	\$300
	Full Day (8 Hours)	\$200	\$400	\$400	\$600
Class III	Half Day (4 Hours)	\$150	\$300	\$300	\$600
	Full Day (8 Hours)	\$250	\$500	\$500	\$1,000
	Each Add'l Hour	\$30	\$60	\$60	\$120
Overnight Add-On Fee		\$25		\$50	
Dining Room with Deck					
	1 Hour	\$20		\$35	
	Half Day (4 Hours)	\$60		\$90	
	Full Day (8 Hours)	\$120		\$180	
Kitchen (Add-On Fee)					
<i>Only rented as an add-on to rental of Main Hall or Dining Room</i>					
	1 Hour	\$20		\$30	
	Each Add'l Hour	\$10		\$15	
BBQ Pit					
	Half Day (4 Hours)	\$40		\$60	
	3/4 Day (6 Hours)	\$55		\$80	
	Full Day (8 Hours)	\$70		\$100	
Parking Lot Only (Includes Restrooms)					
	Half Day (4 Hours)	\$100		\$200	
	Each Add'l Hour	\$25		\$50	
CLASS IV FEES					
		<u>Parking Lot Only</u>	<u>Full Facility</u>	<u>Parking Lot Only</u>	<u>Full Facility</u>
	Half Day	\$400	\$600	\$800	\$1,200
	All Day	\$750	\$1,000	\$1,500	\$2,000
STAFFING \$40 per hour per staff member, with a 2 hour minimum					
<i>Onsite District staff may be required at the discretion of the General Manager or his/her designee.</i>					

Class I—Low or Minimum Impact (Events up to 35 people, includes passive uses, such as group meetings or exercise classes.)

Class II—Medium Impact (Events with more than 35 people but less than 100, or where equipment or materials, supplies, or displays are brought in, such as woodcarving or art instruction, educational seminars, health fairs, craft shows, holiday benefits, and events with similar

Class III—Moderate to Higher Impact (Events from 100 up to 500 people, events where alcohol liability is required, dances, large exhibits, and other events with similar impact.)

Class IV—High Impact (Events with attendance by 500 or more people)

Community groups and civic organizations may receive one fee waiver not to exceed \$100 per calendar year due to financial hardship.

Updated Fee Notes & Supporting Information

CUSTOMER SERVICE CHARGES		
Type of Fee	Proposed Fee	Notes
Account Start	\$38.50	Cost of service basis includes staff time estimated at 0.7 hours at burdened rate of \$50/hr plus 10% administrative overhead.
Account Close	Eliminated	
Security Deposit for non-owner customers / or after disconnect	\$100	Security deposit increased to better reflect typical minimal bill for bi-monthly billing period.
Returned Check	\$25 first time \$35 per each additional time	Updated fee complies with California Civil Code Section 1719.
Late Fee – after 30 days <i>Fee can be waived one time each calendar year.</i>	10% of delinquent amount with a \$10 minimum charge plus 0.5% of delinquent amount each additional month bill remains delinquent	The proposed fee reduces the burden on customers with delinquent bills below \$300.
48-Hour Notice fee	\$29.50	Updated fee calculated on a per unit basis based on the average cost for processing, delivering and posting each notice. Costs of service include 16 hours of staff time at a fully burdened rate of \$50 (4 hours billing clerk, 2 employees delivering and posting notices for 6 hours each), plus 10% administrative overhead, plus vehicle costs for 6 hours resulting in a total cost of service of \$1180 divided by an estimated average of 40 notices resulting in an average fee of \$29.50 per notice.
Service Disconnect / Reconnect Fee	\$140	Updated fee calculated on a per unit basis based on the average cost for connecting and/or disconnecting water service. Costs of service include 10 hours of staff time at a fully burdened rate of \$50 (4 hours administrative processing plus 2 employees for 3 hours each connecting/disconnecting water services on site), plus 10% administrative overhead, plus vehicle costs of \$150 resulting in a total cost of service of \$700 divided by an estimated average of 10 service connects/disconnects resulting in a fee of \$70 per service connection or disconnection.
Service Disconnect only	\$70	
Service Reconnect only	\$70	

CUSTOMER SERVICE CHARGES - CONTINUED

Type of Fee	Proposed Fee	Notes
Off Hours Reconnect	\$155	Employee MOU requires a minimum of 2 hours overtime pay for after hour call outs. Fee includes 2 hours of water dept staff time at a fully burdened overtime rate of \$65 plus \$25 for a half hour of vehicle use.
Non-customer Account History Reports	Eliminated	
Meter Tampering	\$50 + actual cost	This fee is a penalty that is not subject to cost of service requirements. In addition to the penalty, customers are required to pay the actual costs of repair, including any overhead and administration.
Payment Plan	Fee waived for first payment plan. Late Fee applies to second payment plan. <i>Maximum of 2 payment plans allowed per calendar year.</i>	Optional at request of customer.
Remodel Application Review Fee with Water Fixtures	Actual cost (including 10% admin overhead), <i>\$250 deposit required</i>	The cost of providing service varies based on the specifics of each application.
Remodel Application Review Fee without Water Fixtures	Actual cost (including 10% admin overhead), <i>\$100 deposit required</i>	The cost of providing service varies based on the specifics of each application.
Special Agreement Fee	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	The cost of providing service varies based on the specifics of each agreement.
Other/Miscellaneous Services	The District reserves the authority to levy fees for other services not specified herein at a level not exceeding the District's costs for providing each service. Such fees will be based on District estimates for staff time and materials, including overhead and administration.	The District also reserves the authority to levy fees that are different from the standard fees proposed on a case-by-case basis when a standard fee does not accurately reflect the cost of providing service.

GENERAL ADMINISTRATIVE CHARGES		
Type of Fee	Proposed Fee	Notes
Photo-copying	\$0.20 per page for black & white copies plus any additional pass-through costs if applicable	Cost recovery for photocopier, paper, toner, and costs for photocopier operations, maintenance and repair.
Drawings & Maps	Actual costs with a minimum of \$2 per page	In some cases, actual costs may require cost recovery related to offsite travel for document retrieval.
Reports	Eliminated	
Parcel Lists	Eliminated	
Allocation Wait Lists	Eliminated	
Customer Mailing Lists	Eliminated	
Weed Abatement Lists	Eliminated	
Weed Abatement Mailing Labels	Eliminated	
Misc. Locate & Copy	Eliminated	
Videos of Board Meetings	Eliminated	
Audio Cassettes	Eliminated	
Audio, CD, or DVD	Actual cost (including any vendor costs, materials, staff time, 10% administrative overhead, mailing costs, and any other related costs)	
Public Records Research	Eliminated	Fees for information requests submitted pursuant the California Public Records Act (Government Code Sections 6250 - 6270) are generally limited to the direct costs of duplication and may not also recover costs for staff time to search for or review information.
Custom Report / Data Queries	\$0.20 per page for black & white copies plus actual costs (including staff time and 10% administrative overhead)	
Agenda Subscription (by Email)	\$36 annual	Fee estimated at \$3.00 per month including staff time and administrative overhead.
Agenda Subscription (by Postal Mail)	\$54 annual (including postage)	Fee estimated at \$4.50 per month including staff time, administrative overhead, and postage.

WATER METER ALLOCATION FEES		
Type of Fee	Proposed Fee	Notes
Initial Application Administrative Fee	Eliminated	
Wait List Administration Fee	\$88 (includes 10% admin overhead)	Replaced the previously-named "Wait List Annual Maintenance Fee". Staff time estimated at 2 hours at a burdened rate of \$40/hr plus 10% administrative overhead. Tasks include annual administrative review and update, database maintenance.
Intent to Serve Letter (Good for 18 months)	Actual cost (including 10 % admin overhead), <i>\$900 deposit required</i>	The letter is good for 18 months and expires thereafter.
Extension of Intent to Serve Letter Single Permit Permits for more than 3 EDUs	Actual cost (including 10 % admin overhead) with deposit required <i>\$200 deposit required</i> <i>\$400 deposit required</i>	The cost of providing service can vary based on the specifics of each extension. Deposits reflect a rough estimate of the minimum cost for issuing the extension under each situation.
Transfer of Meter/Position Location	Replaced with 2 separate fees (listed below)	
Meter/Position Relocation: For parcels without an existing connection	Actual cost (including 10% admin overhead), <i>\$750 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Active Service Transfer	Actual cost (including 10% admin overhead), <i>\$750 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Transfer of Wait List Position Location	Eliminated	
Special Project Agreement	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Fireflow Evaluation of Infrastructure	Actual cost (including 10% admin overhead), <i>\$200 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Assignment of Position (Change of Owner)	Actual cost (including 10% admin overhead), <i>\$500 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Assignment requiring Board Approval	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.

UTILITY SERVICE & WATER CONSERVATION FEES		
Type of Fee	Proposed Fee	Notes
Construction Damage	Actual cost (including 10% admin overhead)	The cost of providing service can vary based on the specifics of each incident.
Customer Service Call for Water Loss (formerly callout to private property leak)	No charge first call ; actual cost thereafter; After hours minimum 2 hours fully burdened overtime rate <i>No charge if meter is malfunctioning</i>	The cost of providing service can vary based on the specifics of each incident. After hours calls will include a minimum of 2 hours of fully burdened staff overtime costs based on existing labor contracts.
Water Connection Fee	Not included in study	Not included in study. District should review this fee to ensure it adequately and equitably recovers the cost of infrastructure benefiting new development.
Sewer Connection Fee	Not included in study	Not included in study. District should review this fee to ensure it adequately and equitably recovers the cost of infrastructure benefiting new development.
Engineering Plan Check	\$206 + actual costs over 2 hours (including 10% admin overhead)	Staff time estimated at 2 hours at an engineer's burdened rate of \$94/hr plus 10% admin overhead. Additional fees can apply on a case-by-case basis to recover costs for additional staff time required.
New Construction Application Fee	\$55	Estimated minimum 1 hour of staff time at fully burdened rate of \$50/hr plus 10% admin overhead.
New Construction Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)	Staff time estimated at 2 hours at a burdened rate of \$50/hr plus 10% admin overhead. Additional fees can apply on a case-by-case basis to recover costs for additional staff time required plus 10% admin overhead. District should better coordinate with County to ensure District is informed of remodels; County should require District signoff before approving remodels.
Remodel Application Fee	\$55	Estimated minimum 1 hour of staff time at fully burdened rate of \$50/hr plus 10% admin overhead.
Remodel Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)	Staff time estimated at 2 hours at a burdened rate of \$50/hr plus 10% admin overhead. Additional fees can apply on a case-by-case basis to recover costs for additional staff time required plus 10% admin overhead.

UTILITY SERVICE & WATER CONSERVATION FEES - CONTINUED

Type of Fee	Proposed Fee	Notes
Water & Sewer Impact Fee – New fixtures added to Existing Service Each Add'l Sink/Lavatory Each Add'l Toilet/Urinal Each Add'l Shower or Bathtub	Not included in study	These fees should be scaled to the District's Water and Sewer Connection Fees to ensure the fee is proportional to estimated demand of each added fixture.
Meter Test	Actual costs (including 10% admin overhead), \$125 deposit required	
Meter Relocation	Actual costs (including 10% admin overhead), \$100 deposit required	The cost of providing service can vary based on the specifics of relocation. Actual costs may include staff time billed at the fully burdened rate, 10% administrative overhead, equipment and vehicle costs, and any other direct costs incurred in providing the service. <i>The District can require a higher deposit based on District assessment of costs required to provide the service.</i>
Water Conservation Fixture(s) Inspection(s) Applies to: New Construction, Retrofits, Resale Pre-Inspection, Remodels of greater than 20% of existing square footage, and Remodels of less than 20% of existing square footage	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs	Costs of service for inspection include 1 hour of staff time at a fully burdened rate of \$45/hr, 10% administrative overhead, and vehicle costs. Tasks includes site inspection, data entry, and administration. Reinspection costs estimated at half of the initial inspection cost assuming 1/2 hour staff time.
Sewer Wye Inspection	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs	Costs of service for inspection include 1 hour of staff time at a fully burdened rate of \$45/hr, 10% administrative overhead, and vehicle costs. Tasks includes site inspection, data entry, and administration. Reinspection costs estimated at half of the initial inspection cost assuming 1/2 hour staff time.
Sewer Lateral Agreement	Eliminate	
Response to Private Sewer Spill	Eliminate	
Pre-Treatment Inspection Related to SSMP	\$105 plus actual costs over 1 hour	Inspections and reinspections estimated at a minimum time of 1 hour at \$50/hr, 10% administrative overhead, and vehicle costs. Tasks include site inspection, data entry, and administration.

EQUIPMENT RECOVERY FEES (EXCLUDES STAFF TIME)

Type of Fee	Proposed Fee	Notes
Backhoe	\$90 / hour	No change; current fees deemed adequate and reasonable based on staff review.
Portable Trailer Mounted Compressor	\$30 / hour	This fee replaces the District's prior fee for "Compressor Tools".
Service Truck	\$50 / hour	Revised based on District estimate.
Dump Truck	\$70 / hour	No change; current fees deemed adequate and reasonable based on staff review.
Vactor Truck	\$100 / hour	Vehicle cost is approximately \$300,000. Operation requires a commercially licensed driver.
Labor (each worker)	\$45 / hour	Hourly rate based fully burdened salary of \$45/hr for a Water Treatment Operator II. <i>The District may recover additional costs to account for overtime pay when applicable.</i>
Other Equipment	Actual cost	District can determine a reasonable rate for other equipment to help ensure adequate cost recovery.

FIRE DEPARTMENT FEES		
Type of Fee	Proposed Fee	Notes
Fireworks/Pyrotechnics Show Permit and Inspection	\$250 + actual costs over 2 hours	Base fee includes fire department staff time estimate of 2 hours at a fully burdened rate of \$100/hr and \$50 fire department vehicle use. Tasks include site visit and inspection, issuance of permit, and administration.
Tent Fire Permit and Inspection	\$150 + actual costs over 1 hour	Base fee includes fire department staff time estimate of 1 hour at a fully burdened rate of \$100/hr and \$50 for fire department vehicle use.
Movie Set Fire Permit and Inspection	\$250 + actual costs over 2 hours	Base fee includes fire department staff time estimate of 2 hours at a fully burdened rate of \$100/hr and \$50 fire department vehicle use. Tasks include site visit and inspection, issuance of permit, and administration.
Plan Check w/Inspection and Fire Letter:		Tasks include plan review, rough and final site inspection, and administration. Staff time can vary based on project.
Residential New Construction	\$350 + actual costs over 3 hours	Base fee includes staff time estimate of 3 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials.
Residential Remodel	\$350 + actual costs over 3 hours	Base fee includes staff time estimate of 3 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials.
Commercial New Construction	\$450 + actual costs over 4 hours	Base fee includes staff time estimate of 4 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials.
Commercial Remodel	\$350 + actual costs over 3 hours	Base fee includes staff time estimate of 3 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials.
Fire Alarm Plan Check & Inspection	\$350 + actual costs over 3 hours	Base fee includes staff time estimate of 3 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials. Tasks include rough and final site inspections, sprinkler inspection, and administration.
On-site Hydrant(s) Inspections(s)	\$300 + actual cost over 2.5 hours	Base fee includes staff time estimate of 2.5 hours at fully burdened rate of \$100/hr plus \$50 for vehicle, equipment, and administrative materials. Tasks include site inspections and administration.

FIRE DEPARTMENT FEES - CONTINUED

Type of Fee	Proposed Fee	Notes
Sprinkler System	\$250 standard + actual costs over 2 hours + if required, \$100 for bucket flow test + if required, \$100 for underground inspection + if required, \$100 for line test	Base fee includes staff time estimate of 2 hours at fully burdened rate of \$100/hr plus \$50 for vehicle, equipment, and administrative materials. Tasks include rough and final site inspections and administration. Additional fees apply to recover costs for additional testing and inspection requirements.
Hydrant / Fire Flow Calculations	\$175 + actual cost over 1.5 hours	Staff time estimated a minimum of 1.5 hours at a rate of \$50/hr plus \$100 for fire truck, equipment, and administration.
Administration of Fire Hazard Fuel Reduction Order (Formerly Weed Abate Order)	\$200 + contractor cost pass through	Base fee per parcel includes 4 hours of staff time at \$50 per hour. Fee recovers District's costs for site inspection, notifying owner, hiring contractor, invoicing, and related administration. Tasks include involvement of fire chief and captain, District Board, clerk, legal counsel, and administrative staff.
Incident Report	\$10 plus \$0.20 per page for black & white copies	Fee recovers costs for annual software license fees, computers, and printers/copiers.
Fire Investigation Report	\$10 plus \$0.20 per page for black & white copies	Fee recovers costs for annual software license fees, computers, and printers/copiers.
Vehicle Mileage	Per IRS allowance	
Personnel Costs	Actual cost	

Fire Service Vehicle Reimbursement Rates for Mutual Aid Callout Responses

Fire Engine Type I (1,500 gpm)	\$90 per hour	These fees are based on the State of California reimbursement rate schedule for mutual aid callout responses.
Fire Engine Type II	\$56 per hour	
Rescue Vehicle	\$56 per hour	
Command Vehicle	\$56 per hour	
Utility Vehicle	\$56 per hour	
Water Tender CAF (Compressed Air Foam) (500 gpm)	\$70 per day	
Vehicle Mileage	Per IRS allowance	
Personnel Costs	Actual cost	

Appendix A
Summary of Proposition 26

Proposition 26: An Executive Summary for The Layperson

BY PATRICK WHITNELL



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Much effort has been expended trying to explain and analyze the purpose and effect of Proposition 26, the so-called “Stop Hidden Taxes Initiative.” Wading into the morass of municipal finance is a daunting task even for the expert, and Prop. 26 adds another layer of complexity to an already complicated area. This article provides the non-expert with tools to gain a working knowledge of Prop. 26.

The Starting Point: *Sinclair Paint*

Prop. 26’s genesis occurred in 1997 with the California Supreme Court’s decision in *Sinclair Paint v. State Board of Equalization*.¹ In this case, Sinclair Paint challenged a state fee imposed on companies that utilized lead to manufacture paint and other products. The fee was used to fund various state programs to address the impact of lead exposure on children. Sinclair Paint argued that this was not a fee but rather a tax, because Sinclair Paint did not benefit from any of the programs funded by the fee. Why is this distinction important? A fee may be adopted by the Legislature with a simple majority vote. A tax, on the other hand, requires a two-thirds vote of both houses for approval.

The court disagreed and held that the fee was not imposed by the state under its power to tax, but rather was imposed under its power to regulate to protect public health, safety and welfare (commonly referred to as the “police power”). Therefore the court concluded that if the fee bore a reasonable relationship to the burden imposed by those charged the fee and the fee did not exceed the cost of the program it was funding, then the fee was not a tax. It did not matter that the person paying the fee did not receive any benefit from the program being funded.

The Aftermath: The Rise of the “Regulatory Fee”

Sinclair Paint-type fees are commonly referred to as “regulatory fees.” After the Supreme Court validated regulatory fees as not being taxes, the state (as well as local agencies) looked to adopt regulatory fees to provide funding for a variety of state and local programs. Environmental review and regulation programs were a popular choice to be funded by regulatory fees. At the local level, regulatory fees were used to provide funding to address the adverse effects of certain types of business activities. For example, a city may impose a regulatory fee on businesses that sell alcohol to address the increased policing and health costs associated with drinking.

The Response: Proposition 26

Business groups have long complained about regulatory fees. After the Supreme Court decision, they continued to argue that regulatory fees were nothing more than taxes, that they placed an unfair burden on businesses and that they were simply a way for the state and local governments to avoid the voting requirements imposed by Prop. 13 and Prop. 218. It’s no surprise that the California Chamber of Commerce was the main proponent of Prop. 26.

The best explanation of the proponent’s argument for why Prop. 26 was necessary can be found in the initiative’s Findings and Declarations of Purpose section, which reads:

This escalation in taxation does not account for the recent phenomenon whereby the Legislature and local governments have disguised new taxes as “fees” in order to extract even more revenue from California taxpayers without having to abide by [the] constitutional voting requirements [imposed by Prop. 13 and Prop. 218]. Fees couched as “regulatory” but which exceed the reasonable costs of actual regulation or are simply imposed to raise revenue for a new program and are not part of any licensing or permitting program are actually taxes and should be subject to the limitations applicable to the imposition of taxes.

Prop. 26 appeared on the November 2010 ballot and was narrowly approved by the voters with 52.5 percent of the vote.

The Rule: What Does Proposition 26 Do?

Prop. 26 is divided into two parts. One part addresses state fees and the other addresses local fees. Although the two parts overlap substantially, there are also significant differences. This article focuses exclusively on the part addressing local fees.

Prop. 26 is a constitutional amendment that introduces, for the first time, a definition of what constitutes a local tax:

As used in this article, “tax” means any levy, charge or exaction of any kind imposed by a local government
...

Therefore, almost any requirement imposed by a local government that results in the local government receiving revenues is a local tax. This means that the local government would need to obtain a majority approval of the voters if the revenues are to be used for general governmental purposes, or a two-thirds voter approval if the revenues are to be used for a particular purpose. In contrast, a fee may be adopted by a majority vote of the city council.

Fortunately for cities, this all-encompassing definition is tempered by seven exceptions set forth in Prop. 26. These exceptions encompass most — but not all — fees or charges that a city may want to impose. Unfortunately, not

all the exceptions are models of clear language, and the courts will likely be the final arbiter as to their meaning. The following section provides a brief synopsis of what these exceptions cover.

The Exceptions: What Proposition 26 Does Not Apply To

The seven exceptions temper the broad definition of “tax” in Prop. 26. But the interpretation of these exceptions and their application in particular circumstances will be the focus of future legal arguments. A full discussion of these exceptions is beyond the scope of this article, but here is a synopsis of each exception and a few common examples of what each exception may cover.

1. **The Special Benefit or Privilege Exception** provides that a fee imposed by local government that provides a special benefit to the person paying the fee or directly grants the person some privilege is not a tax. Common examples include fees for planning permits, restricted neighborhood parking permits, and entertainment and street closure permits.

2. **The Government Service or Product Exception** provides that a fee imposed for a specific government service or government product provided directly to the person paying the fee is not a tax. Some common examples are fees for parks and recreation classes.

3. **The Licenses and Permits Exception** provides that the following are not taxes: a fee imposed for issuing licenses and permits; and the costs of administrative enforcement of licenses and permits. Common examples include health and safety permits, building licenses, police background checks and permits for regulated businesses (such as massage establishments, card rooms, taxicabs and tow-truck operators).

For the exceptions set forth in items 1 through 3, Prop. 26 imposes the additional requirement that the fee imposed must not exceed the city’s reasonable costs. If the fee does exceed the reasonable costs, then it is not eligible for any of these exceptions and would be a tax subject to voter approval.

4. **The Local Government Property Exception** provides that fees charged for the use of or entrance to local government property is not a tax. Some common examples are city facility room rentals, equipment rental fees, park entrance fees and golf greens fees.

5. **The Fines and Penalties Exception** provides that fines and penalties imposed for violations of the law are not taxes. Common examples include parking fines, code enforcement fines, library late return penalties and late payment penalties.

6. **The Property Development Exception** provides that a fee imposed as a condition of property development is not a tax. Some common examples are development impact fees, construction and grading permit fees, fees imposed by California Environmental Quality Act mitigation requirements, and Quimby Act and park mitigation fees.

7. **The Prop. 218 Exception** provides that property assessment and property-related fees that are already subject to the approval requirements of Prop. 218 are not taxes. Common examples include water and sewer rates and special district assessments, such as Landscape and Lighting District Act assessments.

A Short Note on Proposition 26’s Effective Date

Prop. 26 was approved by the voters on Nov. 2, 2010. With respect to the part addressing local fees, nothing in Prop. 26 explicitly or implicitly provides that it was intended to apply to local fees that were in place prior to that

date. But if a local fee that existed prior to Nov. 2, 2010, is increased or extended after that date, the fee needs to be examined to determine whether it falls within one of the seven exceptions. If it does not fall within any exception, the increased or extended fee is subject to the voter-approval requirement.

Conclusion

Prop. 26 continues the line of initiatives, which began with Prop. 13, that place constraints on cities' ability to raise revenues without first receiving voter approval. The seven exceptions in Prop. 26 help to significantly narrow its application, but its exact contours await future court interpretation. Therefore it is critical for cities to consult with their city attorney whenever they consider adopting a new fee or increasing or extending an existing fee.

Footnote:

¹ 15 Cal. 4th 866.

Appendix B

California Public Records Act Summary

California Public Records Act

GOVT. CODE §§ 6250 - 6276.48

THE BASICS

The Public Records Act is designed to give the public access to information in possession of public agencies: "public records are open to inspection at all times during the office hours of the...agency and every person has a right to inspect any public record, except as . . . provided, [and to receive] an exact copy" of an identifiable record unless impracticable. (§ 6253). Specific exceptions to disclosure are listed in sections 6253.2, 6253.5, 6253.6, 6254, 6254.1-6254.22, 6255, 6267, 6268, 6276.02-6276.48; to ensure maximum access, they are read narrowly. The agency always bears the burden of justifying nondisclosure, and "any reasonably segregable portion . . . shall be available for inspection...after deletion of the portions which are exempt." (§ 6253(a))

WHO'S COVERED

- **All state and local agencies**, including: (1) any officer, bureau, or department.; (2) any "board, commission or agency" created by the agency (including advisory boards); and (3) nonprofit entities that are legislative bodies of a local agency. (§ 6252(a),(b)). Many state and regional agencies are required to have written public record policies. A list appears in § 6253.4.

WHO'S NOT COVERED

- Courts (except itemized statements of total expenditures and disbursement). (§§ 6252(a), 6261)
- The Legislature. (§ 6252) See Legislative Open Records Act, Govt. Code §§ 9070-9080.
- Private non-profit corporations and entities.
- Federal agencies. See Federal Freedom Of Information Act, 5 U.S.C. § 552.

ACCESS TIP ☞ Look to access laws (e.g. Legislative Open Records Act, IRS rules, court cases) that permit inspection and copying of records of agencies not subject to the Public Records Act. Many local jurisdictions also have "Sunshine" laws that grant greater rights of access to records.

WHAT'S COVERED

- "Records" include all communications related to public business "regardless of physical form or characteristics, including any writing, picture, sound, or symbol, whether paper, . . . , magnetic or other media." (§ 6252(e)) Electronic records are included, but software may be exempt. (§§ 6253.9(a),(g), 6254.9 (a),(d))

WHAT MUST HAPPEN

- **Access is immediate** and allowed at all times during business hours. (§ 6253(a)) Staff need not disrupt operations to allow immediate access, but a decision whether to grant access must be prompt. An agency may not adopt rules that limit the hours records are open for viewing and inspection. (§§ 6253(d); 6253.4(b))
- **The agency must provide assistance** by helping to identify records and information relevant to the request and suggesting ways to overcome any practical basis for denying access. (§ 6253.1)
- **An agency has 10 days to decide if copies will be provided** In "unusual" cases (request is "voluminous," seeks records held off-site, OR requires consultation with other agencies), the agency may, upon written notice to the requesters, give itself an additional 14 days to respond. (§ 6253(c)) These time periods may not be used solely to delay access to the records. (§ 6253(d))
- **The agency may never make records available only in electronic form.** (§ 6253.9(e))
- **Access is always free.** Fees for "inspection" or "processing" are prohibited. (§ 6253)
- **Copy costs are limited to "statutory fees"** set by the Legislature (not by local ordinance) or the "direct cost of duplication", usually 10 to 25 cents per page. Charges for search, review or deletion are not allowed. (§ 6253(b); North County Parents v. D.O.E., 23 Cal.App.4th 144 (1994)) If a request for electronic records either (1) is for a record normally issued only periodically, or (2) requires data compilation, extraction, or programming, copying costs may include the cost of the programming. (§ 6253.9(a),(b))
- **The agency must justify the withholding of any record** by demonstrating that the record is exempt or that the public interest in confidentiality outweighs the public interest in disclosure. (§ 6255)

ACCESS TIP ☞ Always ask for both copies and access; after inspection you can reduce the copy request (and associated costs) to the materials you need.

REQUESTING PUBLIC RECORDS

- Plan your request; know what exemptions may apply.
- Ask informally before invoking the law. If necessary, use this guide to state your rights under the Act.
- Don't ask the agency to create a record or list.
- A written request is not required, but may help if your request is complex, or you anticipate trouble.
- Put date limits on any search.
- If the agency claims the records don't exist, ask what files were searched; offer any search clues you can.
- Limit pre-authorized costs (or ask for a cost waiver), and pay only copying charges.
- Demand a written response within 10 days.

IF YOUR REQUEST IS DENIED

- Keep a log of to whom you speak and the stated reason for the denial.
- Employ the following six-step DENIAL strategy:
 - D = Discretionary:** Exemptions are permissive, never mandatory. Ask the agency if it will waive the exemption and release the record.
 - E = Explanation:** Insist that the agency explain in a written denial why the exemption applies to the requested record.
 - N = Narrow Application:** The Act favors access. Exemptions must be narrowly construed.
 - I = Isolate:** Request the release of any non-exempt portions of the record.
 - A = Appeal:** State your rights, using this guide, and ask to speak to a higher agency official.
 - L = Lawsuit:** File suit to enforce your rights. If you win, the agency must pay your costs and legal fees. (§ 6259(d)); Belth v. Garamendi 232 Cal.App.3d 896 (1991).
- Write a news story or Letter to the Editor about the denial.
- Consult your supervisor or lawyer, or contact one of the groups listed on this brochure.

WHAT'S NOT COVERED

- Employees' private papers, unless they "relat[e] to the conduct of the public's business [and are] prepared, owned, used, or retained by the agency." (§ 6252(e))
- Computer software "developed by a state or local agency ... includ[ing] computer mapping systems, computer programs, and computer graphic systems." (§§ 6254.9(a),(b))
- Records not yet in existence: The PRA covers only records that already exist, and an agency cannot be required to create a record, list, or compilation. "Rolling requests" for future-generated records are not permitted.

RECORDS EXEMPT FROM DISCLOSURE

The Act exempts certain records from disclosure in whole or in part. This does not mean they are not public records or that disclosure is prohibited. An agency may withhold the records, but can allow greater access if it wishes. (§ 6253(e)). However, "selective" or "favored" access is prohibited; once it is disclosed to one requester, the record is public for all. (§ 6254.5) Many categories of records are exempt, some by the Act itself, (§§ 6254(a)-(z)) and some by other laws (§§ 6275-6276.48). These include:

- **Attorney-Client discussions** are confidential, even if the agency is the client, but the agency (not the lawyer) may waive secrecy. (§§ 6254(k), 6254.25, 6276.04)
- Appointment calendars and applications, phone records, and other records which impair the **deliberative process** by revealing the thought process of government decision-makers may be withheld only if "the public interest served by not making the record[s] public clearly outweighs the public interest served by disclosure of the record[s]." (§ 6255; *Times Mirror v. Superior Ct.*, 53 Cal.3d 1325 (1991); *CFAC v. Superior Ct.*, 67 Cal.App.4th 159 (1998); *Rogers v. Superior Ct.*, 19 Cal.App.4th 469 (1993)) If the interest in secrecy does not clearly outweigh the interest in disclosure, the records must be disclosed, "whatever the incidental impact on the deliberative process." (*Times Mirror v. Superior Ct.*) The agency must explain, not merely state, why the public interest does not favor disclosure.

- **Preliminary drafts, notes and memos** may be withheld only if: (1) they are "not retained...in the ordinary course of business" and (2) "the public interest in withholding clearly outweighs the public interest in disclosure." Drafts are not exempted if: (1) staff normally keep copies; or (2) the report or document is final even if a decision is not. (§ 6254(a)) Where a draft contains both facts and recommendations, only the latter may be withheld. The facts must be disclosed. (*CBE v. CDFCA.*, 171 Cal.App.3d 704 (1985))
- **Home Addresses** in DMV, voter registration, gun license, public housing, local agency utility and public employee records are exempt, as are addresses of certain crime victims. (§§ 6254(f),(u), 6254.1, 6254.3, 6254.4, 6254.16, 6254.21)
- **Records concerning agency litigation** are exempt, but only until the claim is resolved or settled. The complaint, claim, or records filed in court, records that pre-date the suit (e.g., reports about projects that eventually end in litigation), and settlement records are public. (§§ 6254(b), 6254.25; *Register Div. of Freedom Newspapers, Inc. v. County of Orange*, 158 Cal. App. 3d 893 (1984))
- **Personnel, medical and similar files** are exempt only if disclosure would reveal intimate, private details. (§ 6254(c)) Employment contracts are not exempt. (§ 6254.8)
- **Police incident reports, rap sheets and arrest records** are exempt (Penal Code §§ 11075, 11105, 11105.1), but information in the "police blotter" (time and circumstances of calls to police; name and details of arrests, warrants, charges, hearing dates, etc.) must be disclosed unless disclosure would endanger an investigation or the life of an investigator. Investigative files may be withheld, even after an investigation is over. (Gov. Code § 6254(f); *Williams v. Superior Ct.*, 5 Cal. 4th 337 (1993); *County of L.A. v. Superior Ct.*, 18 Cal. App. 4th 588 (1994). Identifying data in police personnel files and misconduct complaints are exempt, but disclosure may be obtained using special procedures under Evidence Code section 1043.
- **Financial data** submitted for licenses, certificates, or permits, or given in confidence to agencies that oversee insurance, securities, or banking firms; **tax, welfare, and family/adoption/birth** records are all exempt. (§§ 6254(d),(k),(l), 6276)

A POCKET GUIDE TO THE CALIFORNIA PUBLIC RECORDS ACT

A SERVICE OF:
**THE FIRST AMENDMENT PROJECT
SOCIETY OF PROFESSIONAL
JOURNALISTS (Nor. Cal.)**

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This pocket guide is intended to be a quick reference and provide general information to journalists and citizens. It addresses some common public records problems, but does not substitute for research or consultation with a lawyer on detailed questions. This guide current as of December 3, 2003.

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*Funding provided by the Sigma Delta Chi Foundation
of the Society of Professional Journalists*

TO: Board of Directors

AGENDA NO. **8.C.**

FROM: Jerry Gruber, General Manager
Mark Miller, Fire Chief

Meeting Date: June 28, 2012 Subject: Discussion and Consideration of
Resolution 23-2012 Confirming 2011 Fire
Hazard Fuel Reduction Cost Report of the
Cambria Community Services District

RECOMMENDATIONS:

1. Conduct public hearing on parcels subject to clearing under the CCSD's Fire Hazard Fuel Reduction contract.
 - A. Open public hearing.
 - B. Receive public testimony and input.
 - C. Close public hearing.
2. Approve Resolution 23-2012 confirming the 2011 Fire Hazard Fuel Reduction Cost Report
3. Direct staff to submit all required documentation to the Tax Collector of the County of San Luis Obispo, necessary to place the Fire Hazard Fuel Reduction charges on the property tax rolls.

FISCAL IMPACT:

Sixty five (65) parcels were fuel reduced in 2011 contract year. The CCSD's contractor's cost for performing all of the work on the parcels is \$7,329. This amount does not include CCSD's administrative charges. Of the 65 parcels invoiced, thirty seven (37) have a zero balance. CCSD has received payments in the total amount of \$9,986. The twenty eight (28) outstanding parcels invoiced listed in the cost report included in Resolution 16-2012 will be assessed on the SLO County 2012-2013 Tax Roll in the amount of \$14,108.

DISCUSSION:

This agenda item is for a hearing that is being held in accordance with Health and Safety Code Section 14910 to consider the 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 2011 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 cost report. After the costs have 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. In accordance with the requirements of Health and Safety Code Section 14906, a copy of the 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 cost report will be submitted to the Board for confirmation.

The cost report provides a 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 \$400.00 for the inspection, follow-up work, and managerial and administrative work performed by CCSD staff in order to submit the charges with the parcel data to the San Luis Obispo County Tax Collector for CCSD reimbursement.

It should be noted that new procedures and timing related to the collection of costs incurred by the CCSD in clearing parcels was approved by the Board May 26, 2011. The timing requirements imposed by San Luis Obispo County for inclusion of assessments on the tax roll do not fit well with the growing season for weeds in Cambria. In fact, commencing 2012, the County's deadline for submittal of assessments has been moved from August 10th to July 20th. Even the previous August 10th deadline did not fit well with the growing season, and a deadline of July 20th is unrealistic with regards to the growing season for weeds in Cambria.

The CCSD now invoices in-house (and reduces the administrative fee by \$200 for property owners who pay their bill within 90 days of being invoiced by the CCSD). The remaining properties in the cost report are those where the property owners have not paid after being invoiced.

Attachment: Resolution 23-2012

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

RESOLUTION 23-2012
June 28, 2012

RESOLUTION CONFIRMING FIRE HAZARD FUEL REDUCTION ITEMIZED REPORT
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

WHEREAS, by Resolution No.19-2011, 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 Sections 14875, et seq., and Government Code Section 61100(t), whereby the Cambria Community Services District may declare certain vegetation a public nuisance for the purpose of 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. 35-2011; 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 valid.
2. That said itemized cost report entitled "Cambria Community Services District, Report of Fire Hazard Fuel Reduction 2011," 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 the Finance Manager shall forthwith transmit a copy of this Resolution to the County Auditor.
4. That 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 2012-2013 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 as a result of said confirmation and recording of said itemized cost report, 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 28th day of June 2012.

Allan S. MacKinnon, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel District Counsel

ATTEST:

Kathy A. Choate
District Clerk

**Exhibit "A" to Resolution 23-2012
2011 Fire Hazard Fuel Reduction Cost Report**

Parcel	Contractor Cost	Administrative Fee	Total
022.093.019	\$350.00	\$400.00	\$750.00
022.181.038	\$122.00	\$400.00	\$522.00
023.096.044	\$65.00	\$400.00	\$465.00
023.113.031	\$60.00	\$400.00	\$460.00
023.116.019	\$60.00	\$400.00	\$460.00
023.118.006	\$50.00	\$400.00	\$450.00
023.214.022	\$60.00	\$400.00	\$460.00
023.214.040	\$70.00	\$400.00	\$470.00
023.233.029	\$90.00	\$400.00	\$490.00
023.233.068	\$109.00	\$400.00	\$509.00
023.233.076	\$50.00	\$400.00	\$450.00
023.271.017	\$176.00	\$400.00	\$576.00
023.313.020	\$55.00	\$400.00	\$455.00
023.333.042	\$164.00	\$400.00	\$564.00
023.423.006	\$316.00	\$400.00	\$716.00
024.021.030	\$95.00	\$400.00	\$495.00
024.031.021	\$119.00	\$400.00	\$519.00
024.103.002	\$119.00	\$400.00	\$519.00
024.123.050	\$108.00	\$400.00	\$508.00
024.152.023	\$84.00	\$400.00	\$484.00
024.161.011	\$84.00	\$400.00	\$484.00
024.182.014	\$45.00	\$400.00	\$445.00
024.182.042	\$122.00	\$400.00	\$522.00
024.201.005	\$75.00	\$400.00	\$475.00
024.252.013	\$60.00	\$400.00	\$460.00
024.273.017	\$45.00	\$400.00	\$445.00
024.312.029	\$70.00	\$400.00	\$470.00
024.342.017	\$85.00	\$400.00	\$485.00
TOTALS	\$2,908.00	\$11,200.00	\$14,108.00

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.D.**

FROM: Jerry Gruber, General Manager
Alleyne LaBossiere, Finance Manager

Meeting Date: June 28, 2012 Subject: Public Hearing to Discuss and Consider Resolution 19-2012 Approving a Fire Suppression Benefit Assessment Consumer Price Index (CPI) Adjustment at the rate of 2% for FY 2012-2013

Recommendations:

1. Receive staff report.
2. Open public hearing.
3. Receive public comment.
4. Close public hearing.
5. Adopt Resolution 19-2012 approving a 2% CPI adjustment in the existing Fire Suppression Benefit Assessment rates, effective July 1, 2012, in compliance with Resolution 27-2003 and the related Engineer's Report.

Fiscal Impact:

Adoption of the resolution increases the annual fire suppression benefit assessment revenue by approximately \$8,000 for a projected total of \$412,000 for FY 2012/2013. The Fire Suppression Benefit Assessment provides supplemental funding for Fire Department operations.

Discussion:

CCSD Resolution 27-2003 confirmed the special benefit assessment for fire suppression services. On or before July 1st of each subsequent fiscal year, and pursuant to Government Code §§ 50078 et seq., the assessment may be increased for the ensuing year based upon the Consumer Price Index for the Los Angeles/Anaheim/Riverside area, not to exceed 5.4%. The United States' Bureau of Labor Statistics recorded a 2% increase for the designated area for the twelve month period ending March 31, 2012.

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

	<u>FY 2012/2013</u>	<u>FY 2011/2012</u>
Vacant Lot	\$17.46	\$17.04
Single Family Residence < 3600 sq. ft.	\$86.96	\$85.20
Single Family Residence > 3600 sq. ft.	\$130.38	\$127.80
Multi-Family Residence per Dwelling Unit	\$43.52	\$42.60
Commercial Range	\$260.68 - \$2,216.52	\$255.60-\$2,172.60

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON___ THOMPSON___ BAHRINGER___ CLIFT ___ ROBINETTE___

RESOLUTION NO. 19 2012
June 28, 2012

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% FOR FY 2012/2013

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

1. Approves a Fire Suppression Benefit Assessment Consumer Price Index Adjustment in the amount of 2%, effective July 1, 2012, in compliance with Resolution 27-2003 and the related Engineer's Report.
2. Thus, approves the following assessments for FY 2012/2013:

	<u>FY 2012/2013</u>
Vacant Lot	\$17.46
Single Family Residence < 3600 sq. ft.	\$86.96
Single Family Residence > 3600 sq. ft.	\$130.38
Multi-Family Residence per Dwelling Unit	\$43.52
Commercial Range	\$260.68 - \$2,216.52

AYES:
NOES:
ABSENT:

PASSED AND ADOPTED THIS 28th day of June 2012.

Allan S. MacKinnon, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel, District Counsel

ATTEST:

Kathy A. Choate, District Clerk

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.E.**

FROM: Jerry Gruber, General Manager
Kathy Choate, District Clerk
Tim Carmel, District Counsel

Meeting Date: June 28, 2012 Subject: Discussion and Consideration to
Confirm Itemized Report and Consider
Adoption of Resolution 24-2012 to
Collect Delinquent Solid Waste
Collection and Disposal Charges on the
County Tax Roll

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 24-2012 adopting 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 each parcel.

FISCAL IMPACT:

The property owner of record is responsible for payment. Collecting delinquent amounts on the tax roll ensures the CCSD and Mission Country Disposal will receive payment for solid waste collection and disposal from owners who do not pay their bill.

DISCUSSION:

On October 1, 2009 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 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 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 to collect delinquent solid waste collection and disposal charges on the 2012/2013 tax roll. Charges outstanding total approximately \$4,400.

The Board is required to hold a 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 and the amounts of the delinquent charges will be entered as charges against the parcels and collected on the annual bills for taxes levied against the respective lots and parcels.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ CLIFT ___ ROBINETTE ___ BAHRINGER ___ THOMPSON ___

RESOLUTION NO. 24-2012
JUNE 28, 2012

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING 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 August 20, 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. On June 1, 2012, in accordance with Health and Safety Code Section 5473.1, the District Clerk 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 15, 2012, placed on the 2012-2013 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 and the owner thereof; and

3. Furthermore, such notice informed the property owner of the time and place of the public hearing to be held before the District Board scheduled for June 28, 2012 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, 2012 the final filing date established by the County Auditor-Controller's Office, the District Clerk 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 approves and adopts 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 Sections 5473 *et seq.*

PASSED AND ADOPTED this 28th day of June 2012.

Allan S. MacKinnon, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

2012 Delinquent Solid Waste Written Report

APN	Amount
013-124-005	\$ 157.31
022-031-016	\$ 63.31
022-083-007	\$ 101.91
022-193-021	\$ 101.91
022-212-029	\$ 51.67
022-233-014	\$ 210.35
022-261-036	\$ 246.07
023-081-002	\$ 228.31
023-112-031	\$ 270.35
023-205-013	\$ 270.35
023-292-033	\$ 94.59
023-383-045	\$ 274.80
023-401-006	\$ 270.35
023-425-031	\$ 96.15
024-181-045	\$ 140.71

Total Parcels 16	\$	2,578.14
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CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.F.**

FROM: Jerry Gruber, General Manager
Tim Carmel, District Counsel

Meeting Date: June 28, 2012 Subject: Consideration of Introduction of an Ordinance Amending Section 8.04.080.E of the CCSD Code Relating to Extensions of Time for Intent to Serve Letters

RECOMMENDATIONS:

It is recommended that the Board of Directors introduce an Ordinance amending Section 8.04.080.E of the CCSD Code Relating to Extensions of Time for Intent to Serve Letters, by title only and waive further reading.

FISCAL IMPACT:

The CCSD will receive fees, as set forth in the CCSD Fee Schedule, for processing applications for extensions of time for Intent to Serve Letters to reimburse the CCSD for the cost of the service provided.

DISCUSSION:

Subsection E of Section 8.04.080 of the CCSD Code contains provisions relating to applications for extensions of time for Intent to Serve Letters. The Code includes provisions that extensions for noncommercial Intent to Serve Letters have an allocation under the County Growth Management Ordinance and an active application for a building permit. Likewise, extension of commercial Intent to Serve Letters are to have a minor use permit or development plan application (if applicable) accepted by the County for processing, as well as an active application for a building permit. The Code currently provides that time extensions for commercial Intent to Serve Letters are valid for a period of one year and extensions of residential Intent to Serve Letters are valid for a period of six (6) months.

Due to the stagnant economy, the CCSD has received requests for special circumstances or hardship waivers related to extensions of time of Intent to Serve Letters in which there had been active building permits in the past, but where there currently was no active building permit. The reasons typically were because the property had been acquired by a lender in foreclosure, or due to some other special circumstances or hardship such as where the property was being sold and the new owner would reinstate the building permit. The Board of Directors has granted these requests on a number of occasions, including extensions for the County of San Luis Obispo, Capital One Bank, First California Bank, and Dane Phillips.

Staff believes that it would be appropriate for the Board to amend CCSD Code to include a specific provision for such hardship waivers. Such an amendment will provide clarity for processing and approving such Intent to Serve letter extension requests.

In addition, staff believes the time periods for extensions of Intent to Serve Letters are too short, resulting in an increased administrative burden on Staff having to process requests for extensions on a frequent basis. Staff is recommending that the Code be amended to allow extensions to be valid for a period of up to three years, with the time established as part of the conditions imposed during the extension approval process.

The attached Ordinance adding a hardship waiver and allowing extensions to be valid for up to three years has been prepared for Board consideration.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

ORDINANCE NO. XX-2012

BOARD OF DIRECTORS
CAMBRIA COMMUNITY SERVICES DISTRICT
DATED: -----, 2012

ORDINANCE AMENDING SECTION 8.04.080.E
RELATING TO EXTENSIONS
OF TIME FOR INTENT TO SERVE LETTERS

Whereas, the Board of Directors of the Cambria Community Services District has determined that it is appropriate to amend the Cambria Community Services District Code to allow time extensions of intent to serve letters to be valid for up to 3 years and also to provide a mechanism to grant hardship waivers for extensions of time related to intent to serve letter requirements in certain circumstances and in order to conform to existing CCSD practices.

**The Board of Directors of the Cambria Community Services District (CCSD)
Ordains as follows:**

Section 1. Paragraph 3 of Subsection E of Section 8.04.080 of the Cambria Community Services District Code is hereby amended to read as follows:

“3. Any request for extension shall be submitted to the general manager at least thirty (30) calendar days prior to the termination date of the intent to serve letter. The general manager shall process such requests for extensions for up to three EDUs. The board of directors shall have full discretion to approve or disapprove the request for extension on all other projects and, if granted, shall be subject to any conditions, which the board may impose. Applications for extension of a noncommercial intent to serve letter shall require the applicant to have an allocation under the county growth management ordinance and an active application for a building permit. Applications for an extension of a commercial intent to serve letter shall require the applicant to have an application accepted by the county for processing for a minor use permit or development plan, if applicable, and an active application for a building permit. In addition any extension of an intent to serve letter shall be subject to a non-refundable fee (see district fee schedule in [Chapter 3.04](#) of this code). Extensions of intent to serve letters shall be valid for a period of up to three years, as set forth in the conditions approving the request for extension.

Section 2. Paragraph 4 is hereby added to Subsection E of Section 8.04.080 of the Cambria Community Services District Code to read as follows:

“4. Notwithstanding anything to the contrary in this section, the board of directors may grant a hardship waiver of the requirement that an applicant for an extension of time for

an intent to serve letter have an active application for a building permit or an application accepted by the county for processing for a minor use permit or development plan, upon a showing by the applicant that the time extension is necessary and the failure to comply with the requirements of subsection 8.04.080 E (3) is the result of circumstances outside of its control, including but not limited to financial hardship, foreclosure of the property and acquisition by a lender, or any similar facts and circumstances, as determined by the Board. In granting such an extension the Board may impose any conditions deemed necessary, including compliance with subsection 8.04.080 E (3) within a specified time period.”

Section 2. This Ordinance shall take effect thirty (30) days after its adoption.

The foregoing ordinance amendment was adopted at a regular meeting of the Board of Directors of the Cambria Community Services District held on the --- day of -----, 2012.

AYES:

NOES:

ABSENT:

Allan S. MacKinnon
President, Board of Directors

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

TO: Board of Directors

AGENDA NO. **9.A.**

FROM: Jerry Gruber, General Manager
Mark Miller, Fire Chief
David Hirsch, Assistant District Counsel

Meeting Date: June 28, 2012 Subject: Discussion and Consideration of
Resolution 26-2012 Approving CCSD
and Cambria Community Healthcare
District Agreement for Administrative
and Management Services

RECOMMENDATIONS:

Adopt Resolution 26 -2012 Approving Cambria Community Services District (“CCSD”) and Cambria Community Healthcare District (“CCHD”) Agreement for Administrative and Management Services.

FISCAL IMPACT:

The CCHD will pay the CCSD an hourly fee of \$ 50.00 per hour for providing administrative and management services. All revenue generated will go directly into the appropriate Department fund such as Administration or Fire.

DISCUSSION:

The CCSD and the CCHD previously held a combined workshop to discuss the feasibility of shared services and the possibility of entering into a Joint Powers Agreement (JPA) to define and implement those shared services. As a result of that workshop direction was given by both Boards for Ad Hoc Committees from the CCSD and the CCHD to meet and further discuss the vision for shared services and how to move forward. The Ad-Hoc Committees have subsequently met twice and agreed to start the process. Additionally, the CCHD’s Administrator, Don Melendy, is retiring as of June 30, 2012 and the CCHD and the CCSD have had discussions regarding the CCSD providing administrative and management services to the CCHD. An agreement for administrative and management services (“agreement”) to provide such an arrangement was drafted by CCSD counsel and reviewed and refined by both Ad-Hoc Committees as well as by CCHD counsel.

On June 12, 2012 the CCHD Board of Trustees unanimously approved the agreement. On June 13, 2012 staff from both agencies met to discuss how both agencies can support each other on moving forward with the JPA process. As to the administrative and management services, the CCSD General Manager and Fire Chief will both serve as the CCHD Administrators and will share in the duties and responsibilities. The CCSD General Manager and Fire Chief will try to limit their combined time devoted to CCHD to sixteen hours per week, as currently being performed by CCHD Administrator Melendy.

It was recommended by the CCHD Board of Trustees that if the CCSD Board approves the agreement, a second combined workshop be held to work collaboratively and share ideas on how to move forward with the JPA process.

Attachments: Resolution 26-2012
Agreement

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

RESOLUTION NO. 26-2012
JUNE 28, 2012

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING THE AGREEMENT FOR ADMINISTRATIVE AND MANAGEMENT
SERVICES WITH CAMBRIA COMMUNITY HEALTHCARE DISTRICT

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

1. To approve the Agreement for Administrative and Management Services with Cambria Community Healthcare District, attached hereto as Exhibit "A" and incorporated herein by this reference.
2. To authorize the Board President to execute said Agreement.

PASSED AND ADOPTED THIS 28rd day of June 2012.

Allan S. MacKinnon, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Kathy A. Choate
District Clerk

AGREEMENT FOR ADMINISTRATIVE AND MANAGEMENT SERVICES

This Agreement for administrative and management services ("Agreement") is made and entered into this 1st day of July 1 , 2012, by and between the Cambria Community Services District (hereinafter referred to as "CCSD") and the Cambria Community Healthcare District (hereinafter referred to as "CCHD").

RECITALS

WHEREAS, the CCSD provides emergency medical services (EMS) pursuant to California Government Code § 61100(d) and Sections 13800 *et seq.* of the California Health and Safety Code, within the jurisdictional boundaries of the Cambria Community Services District; and

WHEREAS, the CCHD provides emergency medical services (EMS) pursuant to the provisions of Health and Safety Code Section 32121(l), which specifically authorizes health care districts to acquire, maintain and operate ambulances and ambulance services, within its jurisdictional boundaries which consist of an 810 square mile area extending from north Cayucos to the Monterey/San Luis Obispo County line; and

WHEREAS, the Joint Exercise of Powers Act (California Government Code Sections 6500 *et seq.*) provides that two or more public agencies may, by agreement, jointly exercise any power common to the contracting parties, and in order to create efficiencies and continue to provide the high level of service enjoyed by the constituents of the CCSD and CCHD, the entities have been exploring mechanisms for co-locating facilities and equipment, and sharing management, personnel, training and related equipment and costs in the provision of EMS services to their respective jurisdictions; and

WHEREAS, the Administrator of the CCHD, Donald Melendy is retiring on June 30, 2012 after over 36 years with the CCHD, and the CCHD Board of Directors has indicated a desire to retain the CCSD to provide administrative and management

services that have been provided by Administrator Melendy in order to maintain or enhance the current level of such services; and

WHEREAS, such an arrangement would allow both agencies to continue to evaluate methodologies and practices within both organizations that could lead to development of a formal Joint Powers Agreement pursuant to Government Code Sections 6500 et seq resulting in greater efficiencies and improvement of services;

NOW, THEREFORE, in consideration of the mutual covenants herein made, the Parties agree as follows:

1. Purpose. This Agreement when executed by the parties shall constitute an engagement of CCSD by CCHD for the purpose of providing administrative and management to the CCHD in its provision of emergency medical services (EMS), including maintenance and operation of ambulances and ambulance services as authorized by Health and Safety Code Section 32121(l). Such administrative and management services shall include direction and supervision of EMS activities, oversight and management of CCHD personnel, supervision of the administration of the CCHD's budget, and administration of CCHD policies and procedures, including but not limited to personnel rules, administrative policies, purchasing and budget policies, vacation and sick leave, training and related matters.

2. Personnel and Manner of Providing Services. CCSD will provide the administrative and management services set forth in Paragraph 1 through its General Manager and Fire Chief, who will jointly function as CCHD Administrator. Such services shall be performed during the course of the General Manager's and Fire Chief's normal work week schedules.

3. Compensation. As compensation for the administrative and management services provided hereunder, CCHD agrees to pay CCSD \$50 per hour for the services performed under this Agreement.

4. Shared Services and Joint Powers Agreement . It is also the purpose of this Agreement to provide a framework to facilitate the potential co-location of the CCSD and CCHD EMS facilities, as well as sharing of management, personnel, training and equipment and costs in the provision of EMS services. The parties agree that they will continue to explore ways to work together in carrying out the powers commonly held and exercised by them, with the eventual goal of shared services through a Joint Powers Agreement, as permitted by State law. Such a Joint Powers Agreement may or may not include creation of a separate agency pursuant to the authority of Government Code Section 6503.5, depending on what the parties deem necessary, appropriate and in the best interests of their constituents.

The parties further acknowledge that the boundaries of the CCHD are different and the area served is larger than the CCSD and that Government Code Section 61101 provides that a community services district may provide services outside of its boundaries subject to the provisions of Government Code Section 56133. Government Code Section 56133(e) provides that its provisions requiring certain approvals from the Local Agency Formation Commission do not apply to agreements solely involving two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider. Accordingly, any Joint Powers Agreement between the parties is intended to be structured to satisfy the requirements of Government Code Section 56133(e).

In implementing this Paragraph, the parties agree that any Joint Powers Agreement should be structured to provide EMS services by the co-location of EMS facilities and sharing of management, personnel, training and equipment and costs in the provision of EMS services, in order to achieve the following benefits, work outputs, cost-avoidance opportunities or service enhancements:

- a. Reciprocal arrangements to assist the other party;
- b. The opportunity to take advantage of each party's qualified personnel;
- c. The opportunity to take advantage of each party's response areas and leading to the reduction of response times;
- d. The possibility of achieving economies of scale;
- e. The possibility of eliminating duplicate services and the opportunity to share existing programs;
- f. An opportunity to better serve the constituents of each party without constraints of boundary limits;
- g. The opportunity to reflect well on community policy makers and gain community support;
- h. The improvement of citizen's demands or expectations for services, utilizing the closest resources;
- i. The possibility of cost avoidance in acquisition of new personnel and equipment;
- j. The assurance of each agency's ability to maintain its separate identity;
- k. The potential pathway for future cost saving programs;
- m. The sharing of equipment and personnel; and

5. Insurance.

Each party to this Agreement shall furnish and keep in full force and effect during the term of this Agreement the following insurance:

- a. Workers' Compensation Insurance or self-insurance covering workers' compensation claims of all CCSD and CCHD employees providing services pursuant to this Agreement.
- b. Liability Insurance or self-insurance to include general liability and automotive liability for any and all property claims or suits for damages arising out of the parties performance under this Agreement by their elected and appointed officials, officers, agents, representatives, subcontractors, volunteers or employees. The policy shall provide coverage for bodily injury and property damage in an amount not less than two million dollars (\$2,000,000.00) combined

single limit per occurrence and shall name the other party as an additional insured. No cancellation or change of coverage shall be effective until thirty (30) days' written notice has been given to the other party and an endorsement verifying such coverage shall be provided to each party upon execution of this Agreement by both parties.

6. Term of this Agreement. The term of this Agreement shall commence on July 1, 2012, and shall continue in full force and effect for a period of six (6) months. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' prior written notice.

7. Non-assignability. This Agreement shall not be assigned by either party without first obtaining the express written consent of the other party.

8. Notices. Any notice which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

a. Cambria Community Services District

P.O. Box 65

Cambria, CA 93428

b. Cambria Community Healthcare District

2535 Main Street

Cambria, CA 93428

9. Mutual Indemnification.

a. CCSD agrees to and shall indemnify, defend and hold CCHD and its elected and appointed officials, officers, agents, representatives, subcontractors, volunteers

or employees harmless from and against all expenses, including without limitation reasonable attorney's fees and disbursements, losses or liability, including any liabilities, that either (a) arise out of or relate to any loss alleged to have arisen out of the operations of the CCSD or (b) arise out of or relate to any alleged willful misfeasance, bad faith, gross negligence, or reckless disregard of CCHD's rights by CCSD of its duties and obligations under this Agreement. This indemnity provision shall survive the expiration or termination of the Agreement.

- b. CCHD agrees to and shall indemnify, defend and hold CCSD and its elected and appointed officials, officers, agents, representatives, subcontractors, volunteers or employees harmless from and against all expenses, including without limitation reasonable attorney's fees and disbursements, losses or liability, including any liabilities, arising out of or relating to any loss alleged to have arisen out of the operations of the CCHD. Notwithstanding the foregoing, CCHD shall have no duty to defend, indemnify or hold CCSD harmless for any claims or losses of any kind that arise out of or relate to any alleged willful misfeasance, bad faith, gross negligence, or reckless disregard of CCHD's rights by CCSD of its duties and obligations under this Agreement. This indemnity provision shall survive the expiration or termination of the Agreement.

10. Entire Agreement. CCSD and CCHD agree that this Agreement constitutes the sole and only Agreement between them representing the administrative and management services to be provided by CCSD to CCHD and correctly sets forth their obligations and duties with respect to each other.

11. Amendment. This Agreement may be amended only by written consent of the parties to the Agreement.

12. No Interpretation Against Drafting. This Agreement has been negotiated at arm's length between the parties hereto. Accordingly, any rule or law (including California Civil Code § 1635 et seq.) or legal decisions that would require interpretation, or any ambiguities in the Agreement against the party that has drafted the applicable provision,

is not applicable and is waived. The provisions of the Agreement shall be interpreted in a reasonable manner to effect the purpose and intent of the parties.

13. Execute in Counterparts. The parties hereto agree that there shall be two originals of this Agreement which shall be identical in all respects, including form and substance. The parties may execute this Agreement in two or more counterparts, which shall, in the aggregate, be deemed an original, but all of which, together, shall constitute one and the same instrument.

14. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of California.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

Executed at Cambria, California, on the date and year first appearing above.

**Cambria Community Services District
District**

Cambria Community Healthcare

By: _____

By: _____
Kristi Jenkins, President

Attest:

Attest:

Kathy Choate, District Clerk

Heidi Holmes, Administrative Assistant

Approved As To Form:

Approved As to Form:

Timothy J. Carmel, District Counsel

Steven M. Chanley
Legal Counsel For CCHD

CAMBRIA COMMUNITY SERVICES CCSD

TO: Board of Directors

AGENDA NO. **9.B.**

FROM: Jerry Gruber, General Manager

Meeting Date: June 28, 2012 Subject: Discussion and Consideration of
 Resolution 22-2012 Approving Consultant
 Services Agreement with Maddaus Water
 Management for Completion of a Water
 Conservation Study

RECOMMENDATION:

Consider adoption of Resolution 22-2012 approving a consultant services agreement with Maddaus Water Management for completion of a water conservation study.

FISCAL IMPACT:

The estimated cost is \$69,000, which would be funded from the water department budget.

DISCUSSION:

Maddaus Water Management (MWM) is a highly specialized consultant with a principal field of expertise in water conservation. Mr. William Maddaus is the firm's Principal, has excellent credentials, and has recently been assisting San Luis Obispo County in developing water conservation program recommendations in response to California Coastal Commission conditions associated with the Los Osos wastewater project. District staff is recommending a consultant services agreement with MWM to help upgrade, refine, and expand the CCSD's existing water conservation program. The intent of this effort is to also develop and evaluate hard data and, on a technically sound basis, document the CCSD's ability to use water conservation as a means to offset demand from proposed water connections, thus allowing for a limited number of connections to occur each year while the CCSD completes its long-term water supply project.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

RESOLUTION NO. 22-2012
JUNE 28, 2012

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING THE CONSULTANT SERVICES AGREEMENT WITH MADDAUS
WATER MANAGEMENT FOR DEVELOPMENT OF WATER CONSERVATION
PROGRAM

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

1. To approve the Consultant Services Agreement with Maddaus Water Management attached hereto as Exhibit "A" and incorporated herein by this reference.
2. To authorize the Board President to execute said Agreement.

PASSED AND ADOPTED THIS 28rd day of June 2012.

Allan S. MacKinnon, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Kathy A. Choate
District Clerk



MADDAUS WATER MANAGEMENT

9 Via Cerrada · Alamo, California 94507 · Phone: (925) 820-1784

June 19, 2012

Mr. Jerry Gruber
Cambria Community Services District
1316 Tamsen Street, Suite 201
Cambria, CA 93428

Subject: Professional services proposal to update and refine existing Cambria Community Services District (CCSD) water conservation policies and procedures

Dear Mr. Gruber,

Maddaus Water Management is pleased to present this Proposal to provide Consultant Engineering Services for review of the water conservation policies and procedures for the Cambria Community Services District. This letter proposal presents a brief project scope, schedule and budget.

Maddaus Water Management (MWM) is a sole proprietorship formed by William O. Maddaus in 1995. The firm has five employees and has completed over 200 projects in 18 years. The firm operates from its office in Alamo, California.

Maddaus Water Management gives clients the personal attention expected of a small business. As registered engineers, MWM has always taken a technically rigorous approach to water management planning using proven engineering estimates of water savings and benefit-cost analysis. The company is widely recognized for his expertise and capabilities in water resource management, and for innovative contributions in advancing demand management technology and integrated water resources planning.

The following table presents specific individual qualifications for the key personnel assigned to this project.

Person	Position	Service/Discipline	Years Exp.	Education / Degree	License
William Maddaus	Principal	Water Resource Planning and Management	40	M.S. Engineering	P.E.
Lisa Maddaus	Senior Engineer	Water Resource Planning and Management	17	M.S. Engineering	P.E.
Michelle Maddaus	Senior Engineer	Water Resource Planning and Management	13	M.B.A., B.S. Engineering	P.E.

Person	Position	Service/Discipline	Years Exp.	Education / Degree	License
Christopher Matyas	Software Engineer	Software for Water Efficiency	12	B.S. Engineering	

GOALS OF THE PROJECT

Goals of Project

Update and refine existing CCSD water conservation policies and procedures to allow for the release of a reasonable number of water connections each year. MWM work products to include: Recommendations to address potential riparian habitat impact concerns, such as “Zero Footprint” development, by offsetting the demand of future connections through water conservation:

- To minimize water use, all new homes/businesses would be required to use water efficient fixtures that would likely go beyond the mandatory provisions of the 2010 California Green building standards code,
- Proposed plan would be well documented to provide key information to regulatory agencies, including the County of San Luis Obispo and the California Coastal Commission. Water efficient device retrofits and corresponding water savings would be tracked to comply with past Coastal Commission precedent established by the Monaco and Hudzinski appeals, which are referenced within the San Luis Obispo County North Coast Area Plan, Local Coastal Program.
- Demand offset points-based system and associated fees would be reviewed and possibly updated for proposed remodels to existing homes and other proposed development that may require water conservation as a means to offset any proposed increases in water demand.
- Review the District’s adopted demand management measures and recommend any revisions or other cost-effective ways the District can sponsor residential and nonresidential conservation programs that will save water and create capacity quickly.

SCOPE OF SERVICES

The Scope of Work and associated labor hours is summarized in the following work items:

MWM Tasks to be completed:

1. Kick-off conference call and provide request for background reports, data and records.
2. Review existing CCSD Municipal Code, past water conservation reports and related activities, relevant San Luis Obispo County Municipal Code sections (e.g., requirements for water-efficient landscape design and construction), and relevant criteria and conditions within the County’s North Coast Area Plan and Coastal Zone Land Use Ordinance.

3. Review existing CCSD points-based credit and how demands [e.g., equivalent dwelling units (EDUs)] have been estimated in the past. Review monthly water billing data, large customer data, new home permit data, remodeling permit data, relevant County assessor parcel maps and zoning information, past retrofit history of existing homes ; and analyze billing data including new home use (e.g., homes built before moratorium).
4. Make a list of all possible ways District could reduce water consumption, including:
 - a. The development of retrofit points from apparent water loss savings resulting from the CCSD's replacement of its residential water meters with Badger automatic meter reading (AMR) meters that include customer-side leak detection flagging; and, subsequent District staff follow-up visits and remediation of detected leaks by customers.
 - b. Locally appropriate landscaping requirements, use of only native plants that would not require summertime irrigation, turf buy-back, and grey water requirements to either reduce or eliminate outdoor potable-water irrigation.
 - c. Credits for replacing certain pre-existing irrigation controllers irrigation controllers with controllers that are capable of weather and/or soil moisture based control, as well as automatic shut off and remote alarming in response to system leaks.
 - d. Credits for replacing certain pre-existing irrigation spray heads with rotating, multiple stream heads.
5. Establish unit costs and savings and review with District. Review list with District Staff by conference call and allow one revision if needed.
6. Apply CUWCC CEA tool to BMPs and optional measures (covered under flex track or new measures); identify cost-effective measures that could save significant water relatively quickly. Include assessment of 2010 California Green Building Code mandatory and voluntary measures for residential and commercial/institutional customers. Include estimates for 1.28 gpf (including dual flush models), 1.0 gpf, and 0.8 gpf High Efficiency Toilet rebate program. Include estimate for high efficiency urinal replacements (including waterless urinals) in commercial and institutional establishments (e.g., schools and churches). Review results with District staff and allow for one revision.
7. Attend up to six conference phone calls to discuss conservation program recommendations and updates with District staff, water conservation ad-hoc committee, County, and Coastal Commission staff. Develop background data and materials to support presentations of the updated program to the CCSD Board of Directors. MWM assumes attendance at two Board Meetings and one meeting each with the County and State Coastal Commission.
8. Develop water conservation plan. Establish methods for how to calculate water savings credits. Consider means to update the EDU-based system with fixture units or other appropriate approach. Demand assessment would include consideration on whether house square footage and lot size range categories should be used to

differentiate demands, or whether projected demands should be estimated from the number or water plumbing fixture units, or other approaches. Draft revisions to CCSD Municipal Code and associated retrofit credits program documentation. Estimate costs to complete water conservation retrofits for offsetting demands from proposed new connections and remodels. (Costs to be documented for use by a future CCSD rate consultant.) Include recommendations on adjusting the CCSD's current retrofit point fee of \$50.

9. Assess remaining conservation potential and estimated number of meters that could be granted annually without increasing water production, based on full implementation of recommended water conservation plan.
10. Prepare a 30-40 page draft report that documents recommendations and water savings factors used to compute or allocate capacity. Deliver report electronically, District to distribute to reviewers.
11. Revise report up to two times based on one combined set of written comments from staff / Board. Finalize report and deliver electronically to District who will distribute.
12. Present findings at one scheduled staff and up to two Board meetings (Total of 3 in person meetings) to take and respond to comments.
13. Optional Task 1: Attend additional meetings at a cost of \$2,500 per meeting. In lieu of attending Board meetings in person, attend remotely using GOTO Meeting, Microsoft Live Meeting or similar Internet-based connection at a lower cost of \$1,250 per meeting (assuming up to 2 hours per call and one hour set-up/preparation).
14. Optional Task 2: Provide a contingency for additional revisions or interactions with County or Coastal Commission beyond those listed above.

SCHEDULE

A draft report is planned for completion in September 2012. The final report is planned to be presented at the October 25th CCSD Board Meeting. All items listed on the above scope of services is planned to be completed by November 1, 2012.

BUDGET

The work can be cost-effectively completed on an hourly rate basis for an amount not to exceed \$69,000. Please see the table on the next page for a detailed budget table by task.

Additional technical support can be provided on a time and materials basis. The hourly rates are the following:

2011-12 RATE SCHEDULE

Labor Category Hourly Rate	Type of Work	
Principal (W. Maddaus)	General Engineering	\$250
Senior Engineer (L. Maddaus)	General Engineering	\$175
Senior Engineer (M. Maddaus)	General Engineering	\$170
Software Engineer (C. Matyas)	General Engineering	\$160

We look forward to having the opportunity to work with the CCSD. If you have any questions or would like additional information, please contact Lisa at (916) 730-1456 or Lisa@Maddauswater.com or me at (925) 820-1784 or Bill@Maddauswater.com.

Sincerely,

William O. Maddaus

William O. Maddaus
Principal

CAMBRIA PROJECT BUDGET
19-Jun-12

TASK NO.	DESCRIPTION	W. Maddaus	M. Maddaus	C. Matyas	L. Maddaus	TOTAL HOURS
1	Kick-Off Call and Data Request	6			12	18
2	Review Code and Background Reports	4			8	12
3	Review and Analyze Billing Data	2		16	4	22
4	Create List of Conservation Measures and Unit Costs and Savings/Review with District	6	12		16	34
5	Analyze Measures with CEA Tool	4		8	24	36
6	Develop Background Materials for Presentations/Revise Codes	8			24	32
7	Develop Plan Including revising Codes and Retrofit Point System	24	8		40	72
8	Estimate No. Meters that Could be Granted by Implementing Conservation Plan	4	4		8	16
9	Prepare 30-40 page Draft Report	8		8	16	32
10	Review and Revise report two times	8			12	20
11	Meetings with Staff & Board (4); Respond to Comments	32			16	48
	TOTAL HOURS	106	24	32	180	342
	LABOR COST \$/Hour					
	LABOR BY PERSON,\$	\$250	\$170	\$160	\$175	
	TOTAL LABOR COST,\$	\$26,500	\$4,080	\$5,120	\$31,500	
	OTHER DIRECT COSTS (Travel, computer time), \$	\$67,200				
	TOTAL PROJECT BUDGET, \$	\$1,800				
	Additional meetings @ \$2,500 each in person. \$1,250 for online meetings	\$69,000				
Optional Task 1		TBD				
Optional Task 2	Contingency for extra revisions and/or work	\$10,000				

Bill Maddaus, P.E., a registered civil engineer with over 40 years of experience in water resource planning and management, founded Maddaus Water Management (MWM) in 1995, an independent consulting practice. His firm has completed over 200 water efficiency projects in 16 years. Over the past 35 years, Bill has established himself as an expert in urban water conservation. He co-authored the widely used manual M52 "Water Conservation Programs - A Planning Manual" published in 2006 by the American Water Works Association (AWWA). He also co-authored a handbook for the United Nations called "Guide to Preparing Urban Water Efficiency Plans" in 2003. Bill led the effort to prepare manual M50 for AWWA called Water Resource Planning, published in 2001 and updated in 2007.

In 2008 the California Urban Water Conservation Council awarded him the Mike Moynahan Excellence Award for Statewide Innovations in the water conservation field. In 2011 the Alliance of Water Efficiency awarded Bill the Water Star award in recognition of his 35 years of national contributions to the water efficiency field. His academic background includes a B.S. in Civil Engineering from UC Berkeley and an M.S. and C.E. from MIT.

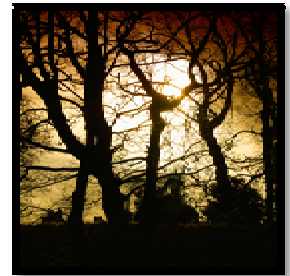
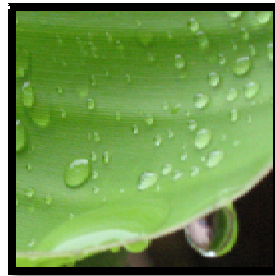
Summary of Qualifications

Maddaus Water Management

for

Cambria Community Services District

June 2012





MADDAUS WATER MANAGEMENT

9 Via Cerrada, Alamo, California 94507 (925) 820-1784

Executive Summary

This Statement presents information about Maddaus Water Management, the experience and expertise of the team members, and related projects completed.

Maddaus Water Management brings extensive knowledge of demand analysis and water conservation. Maddaus Water Management is an internationally recognized water conservation authority. Maddaus Water Management (MWM) is a certified Micro Small Business Enterprise in California, and has completed over 200 projects in 18 years. (MWM) brings an unparalleled combination of water conservation expertise and understanding of conservation programs to the project. A full 90 percent of our clients are municipal agencies or governmental entities, and approximately 75 percent of our work comes from repeat clients.

The Least Cost Planning Decision Support System (DSS Model), a propriety software by Maddaus Water Management has been used both nationwide and internationally. As of May 2012, MWM has completed more than 225 cost effectiveness models over the past 12 years. The DSS Model was officially endorsed by the California Urban Water Conservation Council in 2004 and is available to Group 1 members free of charge. Over 150 agencies in the county have benefited from the DSS Model and the technical services of MWM include large and small water systems. Agencies include:

- Denver Water and Colorado Springs in Colorado,
- Metro North Georgia in Atlanta, Georgia (15 individual counties)
- Washington, Cedar and Kern County, Utah (lower 1/3 of the state of Utah)
- Jacksonville, Florida
- Columbus, Ohio
- Honolulu Board of Water Supply, Hawaii
- San Francisco Public Utilities wholesale customers (all 26 wholesale customers), California
- East Bay Municipal Water District, Marin Municipal Water District, California
- City of Sacramento, City of Santa Cruz, City of Santa Barbara, City of Oceanside, City Anaheim, California
- Stanford University, California

The model has been used in over 25 states across the nation and internationally in Canada, New Zealand and Australia representing a population of over 20 million people.

General Company Information

Maddaus Water Management

9 Via Cerrada

Alamo, California 94507

Phone: (925) 820-1784

Fax: (925) 820-2675

Contact: William O. Maddaus, P.E.

Email: bill@maddauswater.com

Maddaus Water Management (MWM) is a sole proprietorship formed by William O. Maddaus in 1995. The firm has five employees and has completed over 200 projects in 18 years. The firm operates from its offices in Alamo, Danville, and Folsom, California.

Maddaus Water Management gives clients the personal attention expected of a small business. As registered engineers, MWM has always taken a technically rigorous approach to water management planning using proven engineering estimates of water savings and benefit-cost analysis. Based in California, MWM has worked in many states where water supply is a critical issue. The company is widely recognized for their expertise and capabilities in water resource management, and for innovative contributions in advancing demand management technology and integrated water resources planning.

Section 1: Relevant Experience of Project Team

The following table presents specific individual qualifications for the key personnel proposed to work on this project.

Person	Position	Service/Discipline	Years Exp.	Education / Degree	License
William Maddaus	Principal	Water Resource Planning and Management	45	M.S. Engineering	P.E.
Lisa Maddaus	Senior Engineer	Water Resource Planning and Management	17	M.S. Engineering	P.E.
Michelle Maddaus	Senior Engineer	Water Resource Planning and Management	13	M.B.A., B.S. Engineering	P.E.
Christopher Matyas	Software Engineer	Software for Water Efficiency	12	B.S. Engineering	

William Maddaus, P.E., is a registered civil engineer with over 45 years of experience in water resource planning and management. He founded Maddaus Water Management (MWM) in 1995, an independent consulting practice. Through his company, he offers technical assistance to water utilities in developing and evaluating water conservation programs and has established himself as an expert in urban water conservation. He co-authored the widely used manual M52 “Water Conservation Programs - A Planning Manual” published in 2006 by the American Water Works Association (AWWA). He also co-authored a handbook for the United Nations called “Guide to Preparing Urban Water Efficiency Plans” in 2003. In addition, Bill led the effort to prepare manual M50 for AWWA called Water Resource Planning, published in 2001 and updated in 2007. He has prepared numerous Urban Water Management Plans since 1985. In 2008, the California Urban Water Conservation Council bestowed on him their highest award, the Mike Moynahan Excellence Award. In October 2011, he was awarded the Alliance for Water Efficiency Water Star Award, their most respected nationwide honor for his over



Bill Maddaus, AWE Water Start Award Winner 2011

four decades of dedication to the water conservation field. Bill is an Irrigation Association (IA) certified landscape auditor and has conducted hundreds of inspections of landscapes and irrigation systems. He has also advised on numerous water loss control programs and overseen modeling of the business case for addressing water losses.

Lisa Maddaus, P.E., is a senior water resources engineer with over 17 years of experience preparing water resources planning studies for water suppliers across the country. Her passion is integrated water resources planning, and her specialty is in conservation, drought and climate change planning. Lisa is currently working with the Suisun Solano Water Authority on a detailed Water Loss System Study including field studies and analysis. Lisa is currently on the Board of Directors for the California Urban Water Conservation Council and was formerly on staff as a Technical Adviser. Lisa has presented numerous papers on integrated water resource planning, water conservation, demand management and drought preparedness at the American Water Works Association (AWWA) national and International Water Association conferences and for the United Nations. Lisa is also the co-author of, AWWA Manual of Water Supply Practices, M52, Water Conservation Programs - A Planning Manual. Lisa supports the national AWWA Water Loss Control Committee and also served on the review committee for the recently updated AWWA Manual M36, Water Loss Control Programs. Lisa has completed more than 100 conservation planning studies and takes an especially pragmatic approach given her Lisa has completed more than 100 conservation planning studies and takes an especially pragmatic approach given her four years' experience with managing the Regional Water Authority's Water Efficiency Program in the Sacramento region in Northern California. At RWA, Lisa helped the 19 water provider members fulfill best management practices for water conservation, as she was responsible for the daily management of a \$2 million dollar budget. Lisa has great knowledge of the Honolulu Board of Water Supply and customers given her six years' experience working with staff to develop the Honolulu Board of Water Supply Conservation Plan. In 2012, Lisa attended the training for the Irrigation Water Association. Lisa has a B.S. and M.S. in Civil and Environmental Engineering from UC Davis.

Michelle Maddaus, P.E., is a registered civil engineer in California with 13 years of experience, specializing in conservation programs and analysis and demand forecasting. Michelle started working with the San Francisco Public Utilities Commission in 2003 on a Demand and Conservation Technical Analysis. Michelle was one of the three key modelers for the demand and conservation forecasts for the 28 wholesale customers. Since that time she has been working on numerous conservation water saving analysis and water demand forecasting projects. Michelle has conducted over 100 CII surveys and conducts trainings for CII audits including a recent large training for the Honolulu Board of Water Supply in February 2012. The CII trainings include landscape irrigation. Michelle has been an active



Michelle Maddaus, AWWA OASIS Award Winner 2012

member of the California Urban Water Conservation Council's Research and Evaluation committee since 2004 and is very familiar with the current SBx7-7 requirements and CUWCC best management practices including requirements and technology for CII surveys, irrigation surveys, water budgets, water loss and automatic metering systems. Michelle was project manager for the Stanford

Landscape Study which has been a very successful study of creating water budgets, and improving irrigation management practices on campus. She is affiliated with the American Water Works Association and is their immediate past chair of the Climate Change Committee, a committee which she started in 2008 and now has over 80 members across the nation. She received the OASIS award from the American Water Works Association for her efforts with the committee.

Chris Matyas, E.I.T., is a software engineer and a water resource planner with over 13 years of experience in the software and civil engineering fields and has a wide variety of work experience in both fields. In 2010, Chris completed a thirty year water demand forecast for the wholesale customers of the Sonoma County Water Agency, which includes working with seven different water utilities (seven individual water demand forecasting DSS models). Water demand forecasts were prepared and adopted by the contractors and three levels of conservation program savings were evaluated. Chris was the lead developer for the Stanford University Water Budget Software used for 8 individual large turf sites on campus. Chris has also worked on DSS Models for Marin Municipal Water District, Los Osos, City of Oceanside, City of Santa Barbara, Coastside Water District, South Tahoe Public Utilities District and Suisun Solano Water Authority. These models all included evaluation of the cost effectiveness of various levels of funding support for water loss control programs. Chris has developed a new CII Software for water efficiency surveys which was used during the recent training for the Honolulu Board of Water Supply in February 2012.

As a computer software developer Chris has worked on many large and small software products including software packages distributed on HP, Lenovo and DELL personal computers and laptops. Software he has written is currently being used by millions of personal computer users on mission critical projects in the United States and throughout the world. He has developed products localized into 25 different languages, including multiple character based languages such as Japanese, Traditional Chinese and Korean. In 2008 to 2009, Chris lead the team that developed a new software suite of tools for use at Lenovo and other large companies to help IT administrators inventory and manage computer hardware and software. Chris is an expert in multiple programming languages including C++, C#, Java, Python, VBA (Used to program Excel workbooks) and many more. His academic background includes a Bachelor of Science degree in Civil and Environmental Engineering from the University of California, Davis, with a minor in computer science.

Section 2: Samples of Past Work

Maddaus Water Management (MWM) has completed 200 projects in 18 years. A sample of recent projects is provided below. We are proud of our tradition of repeat business with clients. A full 90 percent of MWM clients are municipal agencies or governmental entities, and approximately 75 percent of our work comes from repeat clients. We believe this illustrates not only our in-depth knowledge of the technical, regulatory, and stakeholder challenges facing these agencies, but also our willingness to listen and respond to individual client needs.

Demand and Conservation Evaluation and 2010 UWMP Support, and Conservation Master Plan, Marin Municipal Water District, CA

MWM Project Manager: Michelle Maddaus
MWM Technical Lead (DSS Model): Chris Matyas



MWM Technical Review (QA/QC): William O. Maddaus

Value of Contracts:

2007 and 2009 Conservation Master Plan Project \$125,000;

2010 UWMP Demand & Conservation Project \$34,500

MMWD is a public agency that provides high-quality drinking water to 190,000 people in a 147-square-mile area of south and central Marin County. MWM Conservation Evaluation for Marin Municipal Water District included as the main technical appendix of the Water Conservation Master Plan adopted by the MMWD board in July 2007. The analysis included 29 conservation measures including the 14 Best Management Practices as outlined in the CUWCC Memorandum of Understanding. At least 20 of the measures were new, innovative and state-of-the-art that extend beyond the current CUWCC BMPs. The analysis was conducted using the DSS Model.



In 2009 MWM completed a subsequent study of three additional conservation options:

- Leak detection and repair with Automated Metering System (AMS)
- AMS Meter installations
- Influence of new future plumbing requirements, taking effect in 2014

The goal of this project was to provide detailed cost and projected water saving information that allowed the Marin Municipal Water District Board to select a higher level of conservation termed “Program E” than was in the 2007 Master Plan. MWM also commented on reports prepared by public interest groups comparing water conservation to a proposed desalination plant and participated in a Water Conservation Summit for the public and addressed the question “How Far Can We Go” which had over 200 public attendees.

In February 2011 MWM completed a water demand and conservation update in support of MMWD’s 2010 UWMP. The work products were:

- New demand forecast to 2035 in the format for the 2010 UWMP.
- Update on water conservation savings under the new demand scenario for their adopted water conservation plan.
- Amount of water conservation needed to achieve SB7x-7 year 2015 and 2020 per capita use targets using Method 3.

MMWD Conservation reports can be found at:

<http://www.marinwater.org/controller?action=menuclick&id=298>

Information about the Conservation Summit:

<http://www.marinwater.org/controller?action=menuclick&id=540>

Conservation Master Plan, City of Oceanside, CA

MWM Project Manager: Michelle Maddaus

MWM Technical Lead (DSS Model): Chris Matyas

MWM Technical Review (QA/QC): William O. Maddaus

Value of Contract: \$178,000, completed June 2011



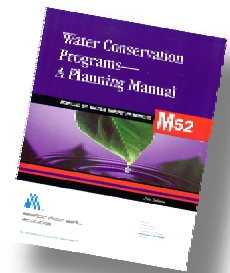
Maddaus Water Management recently finished a Water Conservation Master Plan for the City of Oceanside (Oceanside). Oceanside is a public agency that provides high-quality drinking water to 185,000 people in a 42-square mile area in the north area of San Diego County. The City of Oceanside receives water from both Metropolitan and San Diego Water Authority. The water supply outlook for the San Diego region has worsened since the Integrated Water Utilities Master Plan (IWUMP) was adopted in 2009. The water supply analysis in the IWUMP included a section on water conservation that detailed Oceanside's current and proposed future water conservation measures. Since the City's water conservation program was analyzed in the IWUMP, severe drought and court-ordered pumping restrictions caused California's water supply to drop to historic low levels. Water utility staff were directed to prepare a more comprehensive water conservation master plan in response to newly identified limitations on future water supply.

The plan included detailed demand and conservation analysis. The project included technical analysis and public involvement. The technical analysis included creating and analyzing the top 100 largest users, review of population and employment forecasts, and benefit cost analysis for the conservation measures using the DSS Model. The conservation analysis included an analysis of over 45 individual conservation measures. The plan included six different program options (Programs A – F). Maddaus Water Management facilitated a measure screening workshop and was the key presenter at the public involvement workshop in February 2011. The final Water Conservation Master Plan developed measures and an implementation plan that will achieve water conservation goals and comply with California Urban Water Conservation Council Best Management Practices (BMPs). The final plan was adopted by the City of Oceanside in June 2011.

The Final City of Oceanside Conservation Master Plan can be found at the following link:
<http://www.ci.oceanside.ca.us/civica/filebank/blobload.asp?BlobID=25976>

AWWA Manual M52, 2006

Bill and Lisa Maddaus are the principal authors of Water Conservation Programs—A Planning Manual, the American Water Works Association's M52 Manual. As AWWA's only Manual of Practice on water conservation, it is the source for providing guidance for municipal water resources managers on developing a city wide or regional water conservation plan. The manual has an entire chapter on benefit-cost analysis, which is used as an example for the CUWCC cost-effectiveness test on a residential water survey conservation program.



UN Guide to Preparing Urban Water Efficiency Plans, 2003

The Asia and Pacific Division of the United Nations commissioned Maddaus Water Management to prepare a handbook on water efficiency planning for utilities in the Asia-Pacific region of the world. It included software to evaluate cost-effectiveness. Prepared by Bill and Lisa Maddaus, and with the Council's approval, the UN chose to adapt the Council's Excel version of the software to this task. MWM made a generic version of the BMP cost-effectiveness spreadsheets that worked on any water conservation measure and was done in metric units and placed on a diskette that went with the handbook. The book was sold on Amazon worldwide and quickly sold out. Bill and Lisa conducted a water efficiency workshop for the UN for Asia-Pacific country representatives, including training on the use of the software, in Bangkok, Thailand in 2003. Bill



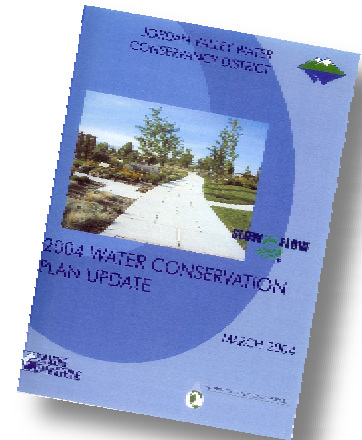
and Lisa also used this manual to give a workshop for the International Water Association workshop on benefit-cost analysis in Chile in 2005.

Water Conservation Plan - Jordan Valley Water Conservation District, Utah

Project Manager: Bill Maddaus
Project Engineer: Michelle Maddaus
Projects Completed: March 1999, May 2004
Value of Contract: \$80,000, MWM Budget \$35,000

William Maddaus assisted another engineering firm in 1999 with the development of Jordan Valley Water Conservation District's (JVWCD's) first long-term water conservation plan. He then worked with the same team to update the plan in 2004. JVWCD serves about 30,000 people in several retail service areas and serves wholesale water to another 300,000 people in South Salt Lake County. This is a high growth area that is projected to see a 230 percent increase in water demand in the next 25 years. William identified 37 potential water conservation measures for the three retail areas and screened them with the input from the water district.

Eleven measures passed the qualitative screen and were subjected to a benefit-cost analysis. Because major water supply and treatment projects would be needed to meet the forecasted growth, the benefits from water conservation (capital deferral and deferred operation and maintenance costs) were substantial, totaling nearly \$4.00 per 1000 gallons saved. Conservation measures that had a benefit-cost ratio greater than 1.0, were affordable, and had significant water savings were selected for the recommended plan. The plan included four elements: residential water audits, a non-residential landscape ordinance affecting new development, a Xeriscap demonstration garden, and a public information/education program. William's role was to analyze the conservation measures and prepare most of the report. The plan was discussed at a public hearing, adopted by the Board of Directors and submitted to the State of Utah, prior to a statutory deadline for water conservation plans, first in 1999 and then again in 2004.

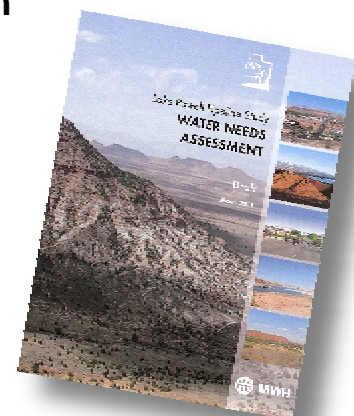


Water Conservation Technical Analysis Washington County, Central Iron and Kane County Water Conservation Districts, Utah

Project Manager: Bill Maddaus
Project Engineer: Michelle Maddaus
Project Completed: October 2010
Value of Contract: MWM budget \$180,500

This conservation technical analysis was conducted by Maddaus Water Management (MWM) for three County Water Conservation Districts (Districts) as a part of a Water Needs Assessment prepared for the Lake Powell Pipeline Study. The purpose of the analysis was to:

Identify and evaluate current and new conservation measures that could be implemented by the Districts to reduce future water demand.
Estimate the costs and water savings of those measures.



Combine the measures into increasingly more aggressive programs and evaluate the costs and water savings of the alternate programs.

A list of 80 conservation measures considered potentially appropriate for each service area was developed from known technology and services that would save water. Approximately 35 conservation measures selected by County and community representatives were further analyzed and combined into alternative component programs of increasingly higher water savings and implementation costs.

Conservation program water savings for Washington County, in 2060, ranged from 38,000 to 54,000 AF. This translated to 21 percent of the new potable water needed by Washington County in 2060 to accommodate planned growth. It was found that the moderate program, called Program B, together with prior efforts, will meet the states goal of a 25% reduction in potable use by 2060. The average cost of water saved to the utility (present value basis) for all programs ranges from a very attractive \$92 to \$122 per AF (less than the \$620/AF projected price of Lake Powell water to Washington County). The results of this study will be used by the group who wins the contract to prepare the federal environmental impact report on the Lake Powell Pipeline Project.

Regional Conservation Measures - Bay Area Water Supply and Conservation Agency, San Mateo, CA

Project Manager: Michelle Maddaus
Technical Lead: Lisa Maddaus (while at another firm)
Technical Review (QA/QC): William O. Maddaus
Project Completed: September 2009
Value of Contract: \$225,000



Representing the interests of 26 cities, water districts, and private utilities that purchase water wholesale from the San Francisco regional water system, BAWSCA oversees conservation programs that serve 3.9 million people. Though BAWSCA established water conservation programs years ago, the member agencies' reporting of water conservation performance has been fragmented.

BAWSCA wanted to develop an implementation plan to attain water efficiency goals. The planning process used the Shared Vision Planning Approach involving input from up to 2 representatives from each of the 26 member agencies. Key components of the plan include:

Updating and further examining the 23 mgd in water savings that BAWSCA has committed to reach; including identifying the best way to achieve those savings and on what timeline.

Considering any collective water supply limitations that may exist within the time horizon for this plan (2018 and 2030).

Working with BAWSCA to help meet the agency's objective of providing services that include updating the existing water conservation cost effectiveness analysis (DSS models), reviewing and updating baseline conservation implementation by BAWSCA agencies, determining whether each agency's potential for conserving water changed significantly from when the DSS models were last updated, and determining whether changes needed to be made to an agency's identified implementation plan to meet its current 2030 conservation commitment.

Working with BAWSCA agencies to determine the status of current conservation plans and identify where updates to plans have occurred since completing the 2004 studies.

Modifying demand projections following review and input from BAWSCA and member agencies, and providing final demand projections by agency to BAWSCA with and without conservation.

Developing alternative implementation schedules for meeting conservation goals of BAWSCA and its member agencies. Each alternative presented includes packages of conservation measures to achieve the stated goal, identify associated costs, and provide an implementation schedule. Preparing a technical memorandum with associated charts documenting results of analysis and providing BAWSCA with camera-ready (electronic) materials with explicit instructions as how materials are to be distributed to each agency.

Helping BAWSCA to identify financing strategies and investigate methods for financing water conservation.

Phase 2 of this project involved developing a web-based Water Conservation Database (WCDB) completed in 2010 under the technical direction of Lisa Maddaus (with another firm) to facilitate data collection, support consistent performance monitoring, and facilitate ongoing and reporting requirements to the wholesaler San Francisco Public Utilities Commission (SFPUC).

Planning and Program Management through Implementation - Regional Water Authority, Sacramento, California

Technical Lead: Lisa Maddaus (former Program Manager while at another firm)

Technical Review (QA/QC): William O. Maddaus

Value of Contract: \$19,700, ongoing

(Historical annual contract value was \$179,000 for outsourced Program Management Services)

MWM currently provides strategic planning and technical assistance related to the business planning, administration and implementation of RWA's Regional Water Efficiency Program (RWEF). Originally started as a 6-month assignment in beginning in January 2005,

Lisa Maddaus was retained as the Program Manager until October of 2009 and she aided in the hiring of the new Project Manager. The Regional Water Efficiency Program (RWEF) is designed to capture the economies-of-scale to meet Best Management Practices (BMP) implementation commitments of 19 participating water utilities in the Sacramento area. Lisa acted as both administrator and implementer in performing management duties, public outreach, school education, and various incentive programs for a jointly funded business plan with a core budget of \$429,000 (paid annually on a per-connection basis by the subscribing 19 water utility members). Lisa was overseeing all schedule, budget and action items needed for successful completion of the grant projects associated with the RWEF, which included a supplemental budget of approximately \$1.5 million dollars that incorporated grant and other cost-sharing partnership agreements with the regional wastewater and local energy service providers. Lisa's work also included coordinating implementation of projects from state (e.g., Department of Water Resources [DWR], Prop 50) and federal funding sources. During her 4-year tenure as Program Manager, Lisa was responsible for being the primary author on more than \$5 million dollars' worth of successful state and federal grants in support of the RWA program and its member's implementation of conservation.



WaterDex Remote Control Irrigation Device Effectiveness Pilot Case Study Design and Pilot Project Post Study Water Savings Evaluation - Irvine Ranch Water District, CA

Project Manager: Laura Carpenter, Brown and Caldwell
Technical Lead: Lisa Maddaus
Technical Review (QA/QC): William O. Maddaus
Project Completed: February 2012
Value of Contract: Phase 1: \$15,000, Phase 2: \$37,000



IRWD was seeking to determine if a specific, identified remote control irrigation device was effective in saving water for residential irrigation and if so what incentives may be necessary for customers to adopt it. As a result, IRWD embarked on a pilot project that distributed and monitored 96 controllers to residential users.

In 2009, Lisa Maddaus, while at another firm, originally helped on the design for this pilot study with the objective of gauging whether implementing the planned installation of irrigation controllers in a village over a 12-month study period would result in statistically significant outdoor water savings. Lisa was the technical lead and provided a recommended case study methodology, developed exclusion criteria for qualifying potential customers for inclusion to the study, and calculated required sample sizes for various confidence intervals for the study. Lisa also provided descriptions of stakeholder roles and responsibilities and a timeline with a list of activities for case study implementation, along with recommendations for customer recruitment, pre- and post-study data collection and analysis, and potential customer incentives.

After the completion of the pilot study in fall 2011, MWM teamed with Brown and Caldwell to lead in preparation of the water savings evaluation for the device. This effort included MWM preparing the following:

- Questions for the customer feedback survey on device usage frequency, satisfaction, irrigation practices, changes in home occupancy, etc.
- Data request for IRWD billing data and information
- Protocol for Brown and Caldwell staff to prepare the charts illustrating the trend of water demands historically and then during the study period
- Technical review and answering all technical questions

Given water savings from the study group was observed compared to the control group of other neighbors in the same villages, MWM provided follow-on oversight of the statistical analyses to further analyze for significance of the water savings. The technical memorandum from this project was submitted to their wholesale water supplier, Metropolitan Water District of Southern California by IRWD with a funding request to distribute more devices in February 2012.

Landscape Water Conservation Program Study: Metrics for Efficient Management of Landscape Irrigation - Stanford University

Project Manager: Michelle Maddaus
Technical Lead: Chris Matyas
Technical Review (QA/QC): William O. Maddaus
Project Completed: Started January 2011. Planned to be completed November 2012
Value of Contract: MWM budget \$40,000



For the first ten years Stanford's water conservation program focused on water efficiency improvements in academic and student housing facilities. Stanford identified standards for new campus buildings and retrofitted the vast majority of existing facilities by replacing over 10,000 fixtures with water efficient models since 2001. In 2011, the program's attention shifted to developing metrics for water use in landscaped areas as a means to further conserve water. The goal for this on-going study is to define some best management practices (BMPs) and metrics that can be used to improve landscaping irrigation efficiency. Twelve study sites were selected based on the following criteria: Similar use and appearance of the site.

- The site must have a dedicated irrigation meter.
- The water meter was compatible with the real-time monitoring technology.
- The site must be comprised of over 1000 square feet of aesthetic turf.
- The meter must work with the new real time metering hardware.

More than a year's worth of historical water use data must be available for the site.

The site was expected to remain unchanged for the long term.

Then needed information was identified and collected from the following areas: historical water use data from meter readings, GIS systems, weather stations, real time water use data, site visits and intrinsic knowledge from the landscape managers. The data from all of these sources has been pulled together to enable the creation of the key metrics for this study.

Then a new technology was tested at each of the study sites, Aquacue's Barnacles as shown in Figure below.



Figure 1: The Aquacue Barnacle (left). The Barnacle Unit Installed on Existing Water Meter (right)

These devices, when attached to existing meters turn them into smart meters. The Barnacles are capable of transmitting real time water use data to Aquacue where they store the data and enable users to access this real time data via a website. Figure below shows a sample graph from the website showing the daily use for a study site. The website also provides weekly emailed reports

that help to keep the landscape managers informed on recent water use and any leaks that may have been detected.

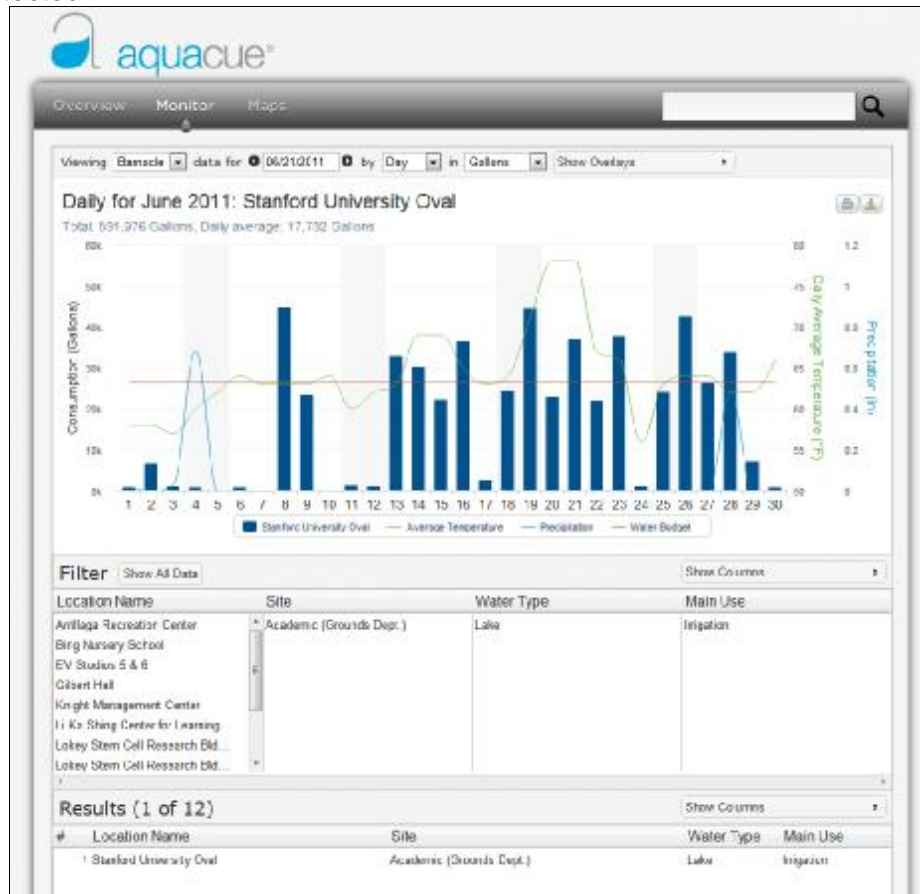


Figure 2: Aquacue On-line Water User Monitoring Historical Graphs

For each study site water budgets were developed by Maddaus Water Management (MWM) based on standard equations and reference Evapotranspiration data (ETo) data that was supplied by Stanford. A sample water budget is shown below in Figure 3.

The water budgets were given to site water managers in 2011 to assist in managing the water needs of the site in 2012 and beyond.

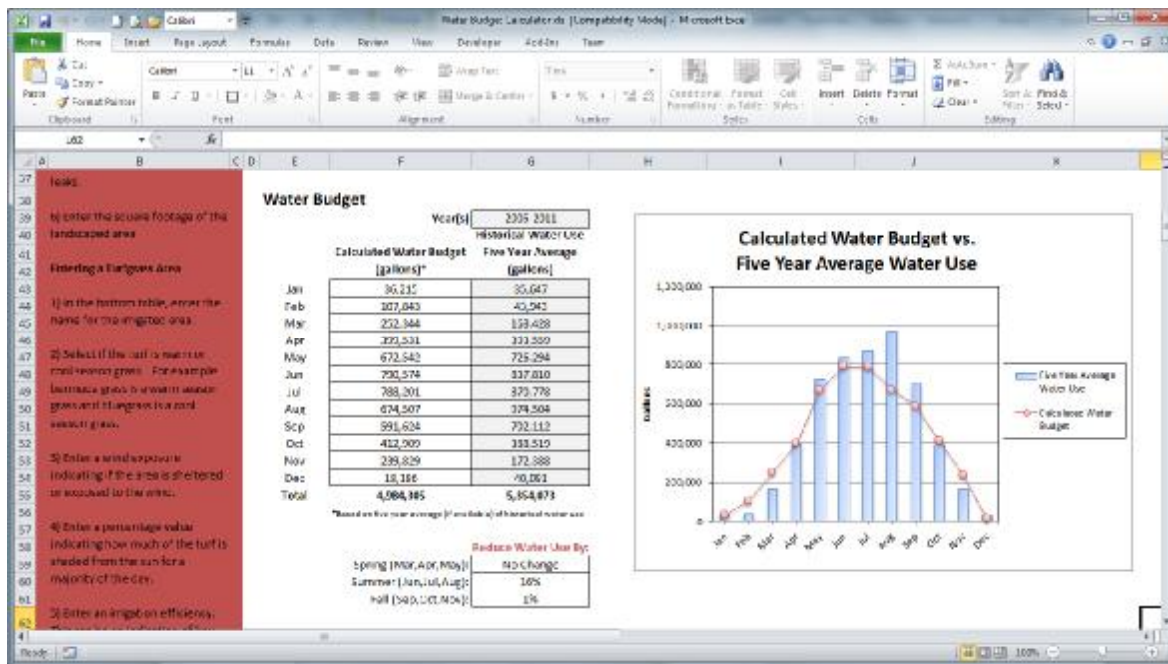


Figure 3: Water Budget Calculator Sample Water Budget

Agricultural Water Savings Analysis Project - San Diego County Water Authority

Project Manager: Michelle Maddaus
 Technical Review (QA/QC): William O. Maddaus
 Project Completed: September 2009
 Value of Contract: MWM budget \$19,900

The San Diego County Water Authority (Water Authority) has been implementing water conservation programs since 1990, both in the urban and agricultural sectors. However, the Water Authority had not performed an extensive evaluation of the actual water savings obtained from those programs or the cost effectiveness of water savings obtained. The Water Authority retained a consultant team in 2010 to conduct an evaluation of their Agricultural Water Management Program. The evaluation was completed in 2011. The issues the evaluation answered included the following:



- What are the pre- and post-audit water consumption patterns?
- How much water is this program saving?
- How much is it costing the Water Authority per unit of water saved, is it cost-effective?
- Can the program implementation process be improved?

The Agricultural Water Management Program provides audits of agricultural irrigation systems. Any farmer irrigating 1 acre or more of agricultural crops may participate in the program free-of-charge. The majority of the participating farms were avocado orchards smaller than 20 acres. A statistically significant amount of audits were selected of the few thousand completed audits. The sites selected for analysis had characteristics such as, a complete set of water consumption records available pre-and post-audit, sites with no well water used to supplement Authority Member

Agency deliveries, no drought restrictions in-place immediately before or after the audit, and with the crop of avocados. Geographical areas affected by historical fires were deleted from the sampling.

Several methods of statistical analysis were applied. Factors evaluated were water consumption pre- and post-audit and weather variables.

The water use patterns of the participating farms evaluated varied widely post-audit from significant drops in consumption to increases in consumption. Overall, water savings from the selected group were minimal.

An important conclusion is that, unlike with urban landscape water use efficiency programs, one of the goals of the Agricultural Water Management Program is to irrigate as efficiently as possible in order to obtain the maximum economic benefit from limited water resources. While many of the audit reports recommended a reduction of irrigation during at least part of the year, there were some audits in which it was recommended to increase irrigation in order to obtain maximum crop yield.

Water Conservation Implementation Plan, Los Osos Wastewater Project, CA

MWM Project Manager: Michelle Maddaus
MWM Technical Review (QA/QC): William O. Maddaus
Value of Contract: \$30,000, completed February 2012

Maddaus Water Management recently finished a Water Conservation Implementation Plan for San Luis Obispo County, the agency responsible for implementing the Los Osos Wastewater Project. The Coastal Development Permit (CDP) approved by the California Coastal Commission in June 2010 imposed water conservation requirements on the County in connection with approval of the project. Condition 99 and Special Condition 5b of the CDP permit requires the County to implement a water conservation program, in consultation with the Los Osos Water Purveyors, within the Project Service Area for the Los Osos community. The County is required to provide \$5 million dollars of funding towards the water conservation program. This Water Conservation Implementation Plan is being developed as a supplemental document to the 2012 Recycled Water Management Plan. This Conservation Implementation Plan recommends 19 individual measures. Each measure is described in detail within this plan. The goals of all the measures in this plan are to reduce residential indoor use to no more than 50 gallons/capita/day. All existing and new buildings will meet or exceed the current state and federal plumbing code and building code (Cal Green) standards by 2014. MWM developed a step by step plan for the County to achieve these goals in a cost-effective manner.



Section 3: References

Reference	Project Team Affiliated Work Products
<p>Marin Municipal Water District – Demand and Conservation Analysis Daniel Carney, Water Conservation Manager Phone: (415) 945-1522 Email: dcarney@marinwater.org</p>	<p>Conservation Master Plan and Water Demand Projections</p>
<p>City of Oceanside Teresa Gomez, Water Conservation Department Phone: (760) 435-5815 Email: TKGomez@ci.oceanside.ca.us</p>	<p>Demand Forecast and Oceanside Conservation Master Plan</p>
<p>Stanford University Marty Laporte Manager of Water Resources Utilities Division Phone: (650) 725-7864 martyl@bonair.Stanford.EDU</p>	<p>Conservation Master Plan (2001), Technical Support, Landscape Water Management and Water Budget Calculator</p>
<p>Jordan Valley Water Conservancy District (JVWCD) Bart Forsyth Assistant General Manager Phone: (801) 565-4300 Or Kristofer Sagers Conservation Technician Phone: (801) 565-4300 Email: kristofers@jvwcd.org</p>	<p>Jordan Valley WCD Water Conservation Plan</p>
<p>Water Conservation Technical Analysis for Washington, Central Iron and Kane Counties Utah Julie Breckenridge Phone: (436) 673-3617 Email: jbreckenridge@utah.gov Or Chip Paulson Montgomery Watson Harza Phone: (303) 291-2132 Email: Chip.Paulson@us.mwhglobal.com</p>	<p>Washington County Kane County Iron County Water Conservation Technical Analysis</p>
<p>Bay Water Supply and Conservation Agency Nicole Sandkulla Senior Water Resources Engineer Phone: (650) 349-3000 Email: nsandkulla@bawsca.org</p>	<p>Regional Water Conservation Implementation Plan using Shared Vision Approach involving 26 member agencies.</p>
<p>Regional Water Authority John Woodling, Executive Director Phone:(916) 967-7692 Email: jwoodling@rwah2o.org</p>	<p>Regional Water Efficiency Program Management and Administration & Technical Assistance involving 19 member agencies.</p>

Reference	Project Team Affiliated Work Products
Irvine Ranch Water District Fiona Sanchez Assistant Director of Water Policy Phone: (949) 453-5325 Email: sanchezf@irwd.com	WaterDex Pilot Project Water Savings Evaluation is the most recent MWM project,
San Diego County Water Authority Lori Swanson Water Resource Specialist Phone: (858) 522-6788 Email: lswanson@cdcwa.org	Agricultural Water Management Water Savings Analysis Report
County of San Luis Obispo Public Works Ray Dienzo, P.E. Project Engineer - Los Osos Wastewater Project Phone: (805) 788-2110 Email: rdienzo@co.slo.ca.us	Water Conservation Implementation Plan

Appendix 1: Description of the DSS Model

The Demand Side Management Least Cost Planning Decision Support System or DSS Model prepares long-range, detailed water demand projections at a very detailed level. The purpose of the extra detail is to enable a more accurate assessment of the impact of water efficiency programs on demand.

The DSS model is an end-use model for which breaks down total water production (water demand in the service area) to specific water end uses such as toilets, faucets, or irrigation. The end-use approach allows for detailed criteria to be considered when estimating future demands, such as the effects of natural fixture replacement, plumbing codes, and conservation efforts.

To forecast urban water demands using the DSS model, customer-billing data is obtained from the water agency being modeled. The billing data is reconciled with available demographic data to characterize the water usage for each customer-billing category in terms of number of users per account and per capita water use. The billing data is further analyzed to approximate the split of indoor and outdoor water usage in each customer-billing category. The indoor/outdoor water usage is further divided into typical end uses for each customer-billing category. Published data on average per-capita indoor water use and average per-capita end use are combined with the number of water users to calibrate the volume of water allocated to specific end uses in each customer-billing category. In general, two steps are involved in the DSS modeling process to arrive at water demand projections: establishing base-year conditions and forecasting future water demand. Figure 1 presents the two steps, differentiated by the dashed line, as a detailed schematic of the key inputs and outputs. Above the dashed line, the figure illustrates the process for establishing the base-year conditions and calibrating the model to a particular water agency service area for the selected base year. Below the dashed line, the figure illustrates the process for forecasting future demands, including the impacts of fixture replacement due to plumbing codes and standards already in place.

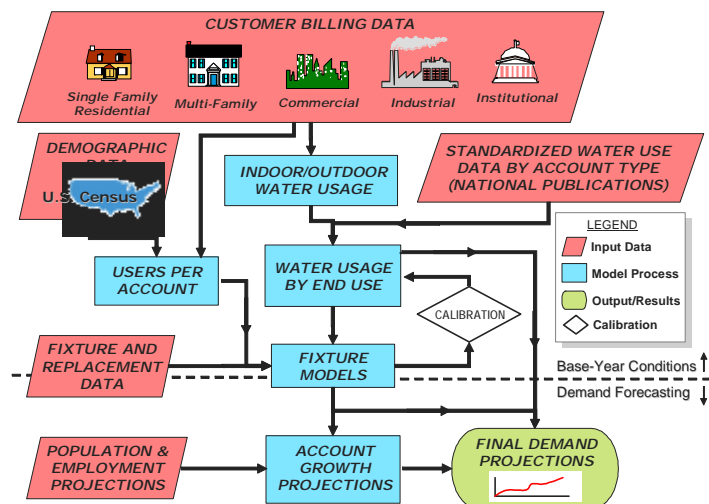


Figure 1: Schematic of DSS Model as applied to an urban water agency or regional area for demand forecasting

The DSS Model evaluates conservation measures using benefit cost analysis with the present value of the cost of water saved (\$/Acre-Foot) and benefit-to-cost ratio as economic indicators. The analysis is performed from various perspectives including the utility and community (utility plus customer). Benefits are based on savings in water and wastewater facility O&M and savings from deferring or downsizing future capital facilities, such as water treatment plant expansions or new source development or water purchases from wholesalers.

The DSS Model has been used for practical applications of conservation planning in over 225 service areas including extensive efforts nationally in California, Colorado, Utah, Georgia, Florida, North Carolina, Ohio and internationally in Australia, New Zealand and Canada.

William Maddaus, P.E.

Maddaus Water Management Principal and Owner

William Maddaus, P.E., is a registered civil engineer with over 45 years of experience in water resource planning and management. He founded Maddaus Water Management (MWM) in 1995, an independent consulting practice. Through his company, he offers technical assistance to water utilities in developing and evaluating water conservation programs and has established himself as an expert in urban water conservation. He co-authored the widely used manual M52 "Water Conservation Programs - A Planning Manual" published in 2006 by the American Water Works Association (AWWA). He also co-authored a handbook for the United Nations called "Guide to Preparing Urban Water Efficiency Plans" in 2003. In addition, Bill led the effort to prepare manual M50 for AWWA called Water Resource Planning, published in 2001 and updated in 2007. He has prepared numerous Urban Water Management Plans since 1985. In 2008, the California Urban Water Conservation Council bestowed on him their highest award, the Mike Moynahan Excellence Award. In October 2011, he was awarded the Alliance for Water Efficiency Water Star Award, their most respected nationwide honor for his over four decades of dedication to the water conservation field. Bill is an Irrigation Association (IA) certified landscape auditor and has conducted hundreds of inspections of landscapes and irrigation systems. He has also advised on numerous water loss control programs and overseen modeling of the business case for addressing water losses.

Education

1969 M.S. Civil Engineering, Massachusetts Institute of Technology, Cambridge, MA
1969 C.E. Civil Engineering, Massachusetts Institute of Technology, Cambridge, MA
1967 B.S., Civil Engineering, University of California, Berkeley

Relevant Work History / Accomplishments

Water Efficiency

Technical director for water conservation plans for Ellsinore Valley Municipal Water District, Town of Cary, North Carolina, Jordan Valley Water District, Utah, City of Chandler Arizona, Marin Municipal Water District, California, Lower Clarence County, New South Wales, the State of Queensland, Australia, and Bangkok Thailand.

Completed the 2000 Urban Water Management Plans City of Pleasanton, City of Sacramento, Los Osos Community Services District, Elsinore Valley Municipal Water District, and demand and conservation analysis of the 2005 Sonoma County Water Agency Water Management Plans for their 9 retail agencies.

Author of AWWA "Water Conservation for Small and Medium Utilities" (AWWA Handbook, 2010) AWWA "Water Conservation Programs – A Planning Manual" (AWWA Manual M52, 2006) and United Nations publication "Guide to Preparing Urban Water Efficiency Plans", 2003.

Technical Director for studies to forecast water demand and water conservation savings for 28 agencies that purchases water from the San Francisco Public Utilities Commission. Forecasts extended 30-years and were prepared using the DSS model, least cost planning demand management system software.

Created "Zero Footprint" design for a 1400 housing unit development in Danville, California area for Shapell Homes and East Bay Water including water efficient housing, off-site mitigation and annual water budgets.

Technical Director for preparation of a regional water conservation plan for the metro Atlanta area. Project involved application of the DSS model to evaluate conservation opportunities for 16 counties.

Conducted water conservation audits for commercial/institutional customers for cities of Burlingame, Vacaville and Sonoma, CA, Tacoma Washington, Stanford University, University of California San Francisco, UC Santa Cruz

Technical Director for preparation of a regional water conservation plan for the metro Atlanta area. Project involved application of the DSS model to evaluate conservation opportunities for 16 counties. Also served as expert witness in Georgia vs. Alabama.

Conducted water conservation audits for commercial/institutional customers for cities of Burlingame, Vacaville and Sonoma, CA, Tacoma, Washington and Stanford University and University of California at San Francisco. Prepared audit reports for customers that identified cost-effective measures to save water.

Developed a 3-year field demonstration of water conservation devices for the U.S. Department of Housing and Urban Development and published the landmark "HUD Study", which became an industry standard.

Developed pilot water conservation projects, including the first residential water audits in California, for the Metropolitan Water District of Southern California. Assisted with their drought plan.

Selected Publications and Papers

"Estimating Benefits from Water Conservation" Proceedings Conserv99, Monterey, California, February, 1999.

"Realizing the Benefits from Water Conservation" Water Resources Update, Universities Council on Water Resources, No. 114, winter 1999.

"Demand Management Planning in Australia, Thailand, and the United States" Proceedings Conference on Efficient Use and Management for Urban Water Supply, Madrid Spain, May 2001.

"Quantifying Benefits of the Federal Plumbing Standards" with Lisa Maddaus, Proceedings 2001 Annual Conference American Water Works Association, Washington DC, June 2001.

"Benefit-Cost Analysis with an End Use Model" with Russell Beatty, Proceedings 2002 Water Sources Conference American Water Works Association, Las Vegas, NV January 2002.

"Selecting and Evaluating Water Conservation Alternative for the 16-County Metro Atlanta Area", with Brian Skeens, Pat Stevens, David Ashley, Proceedings 2003 Annual Conference American Water Works Association, Anaheim, CA, June 2003.

"Defining the Conservation Potential for San Francisco's 28 Wholesale Customers", with Ellen Levin, Michael Carlin, and Nicole Sandkulla, Proceedings International Water Demand Management Conference, Efficient 2005, Santiago Chile, March 2005.

"Forecasting Wholesale Demand Conservation Savings" with Ellen Levin, Heather Pohl, and Nicole Sandkulla, Journal AWWA vol 98-no. 2, February 2006.

“Evaluating Water Savings, Benefits, and Costs For Water Conservation Regulations and Equipment Using an End Use Model” with Michelle Maddaus, Proceedings 2007 Annual Conference American Water Works Association, Toronto, Canada, June 2007.

“Innovative Water Conservation Supports Sustainable Housing Development” with Michelle Maddaus, Marshall Torre, and Richard Harris, Journal AWWA vol 100-no. 5, May 2008.

"Water Conservation Ensures Sustainable Housing Developments" with Michelle Maddaus, Efficient Use and Management of Urban Water, International Water Association, Sydney Australia, October 2009.

"Collaborative Implementation Planning: A Regional Water Conservation Program in the San Francisco Bay Area", with Michelle Maddaus, Nicole Sandkulla, Lisa Maddaus, Sustainable Water Management Conference, AWWA, Albuquerque, New Mexico, April 2010.

Progress in US Water Conservation Planning and Implementation - 1990-2009, with MD. Mamunur Rashid and Michelle Maddaus, Journal AWWA, June 2010.

Certification and Training		Awards	
1973	Professional Engineering License, State of Pennsylvania, PE19426E	1990	American Water Association Camel Award
1991	Professional Engineering License, State of California, No. 23648	2008	California Urban Water Conservation Council, Michael Moynahan Award
1986	Professional Engineering License, State of Arizona, No. 19986	2011	Alliance for Water Efficiency, Water Star Award

Positions Held	
Maddaus Water Management: Principal and Owner	1995–Present
Montgomery Watson, Principal Engineer	1990-1995
Brown & Caldwell, Managing Engineer	1976–1990
Engineering Science, Water Resource Engineer	1969-1976

Michelle Maddaus, P.E., M.B.A.

**Maddaus Water Management
Senior Water Resources Engineer**

Michelle Maddaus. is a registered civil engineer in California with 13 years of experience, specializing in conservation programs and analysis and demand forecasting. Michelle started working with the San Francisco Public Utilities Commission in 2003 on a Demand and Conservation Technical Analysis

http://bawasca.org/docs/SFPUC_WholesaleCustomer_DemandsTR_FINAL_COMPLETEE.pdf.

Michelle was one of the three key modelers for the demand and conservation forecasts for the 28 wholesale customers. Since that time she has been working with the SFPUC customers on numerous conservation water saving analysis and water demand forecasting projects. Michelle has conducted over 100 CII surveys and conducts trainings for CII audits. She is affiliated with the American Water Works Association and is their immediate past chair of the Climate Change Committee, a committee which she started in 2008. Michelle has been an active member of the California Urban Water Conservation Council's Research and Evaluation committee since 2004 and is very familiar with the current SBx7-7 requirements and CUWCC best management practices including requirements and technology for water loss and automatic metering system.

Education

2003 M.B.A, Masters in Business Administration, University of California, Davis

2003 Study Abroad – University of New South Wales, Sydney, Australia

1999 B.S., Civil and Environmental Engineering, University of California, Davis

1997 Study Abroad – University of Oxford, St. Edmund Hall, United Kingdom

Relevant Work History / Accomplishments

Project Manager for over 100 commercial, industrial, and institutional water audits for University of California San Francisco (UCSF) Stanford University, University of California at Santa Cruz, Tacoma Washington Public Utilities, City of Burlingame, Solano County Water Agency, Stanford Linear Accelerator, Prince Hotel in Honolulu Hawaii, and Sonoma County Water Agency. (2003-2012)

Project Manager for Water Conservation Plans for East Bay Municipal Water District in California, Marin Municipal Water District (MMWD) in California, Sonoma County Water Agency (9 individual water agencies) in California, City of Oceanside in California, City of Santa Barbara in California, Jordan Valley Water District in Utah, United Water in Idaho, City of Cape Coral in Florida, and Palm Beach County in Florida. (2008-2012). Link to the City of Oceanside Conservation Master Plan (2011): <http://www.ci.oceanside.ca.us/civica/filebank/blobdload.asp?BlobID=25976>

Lead technical modeling team to develop future water demand projections served by the Metropolitan North Georgia Water Commission. The project utilized the DSS (Decision Support System) software to model 15 different counties including 93 different cities and water agencies that plan to supply a population of 7.5 million in 2030. (2007-2012)

Project Manager for the San Luis Obispo County Conservation Implementation Plan. Included a detailed plan for over \$5million in residential and commercial conservation programs. (2011)

Project Manager and technical lead for the 2011 and 2005 Suisun-Solano Urban Water Management Plans (UWMP) and South Lake Tahoe Public Utilities District (PUD). Complete demand and conservation analysis for Sonoma County Water Agency Water Management 2010 UWMPs for the 9 retail agencies. 2000 City of Sacramento Urban Water Management Plan. (2000, 2005, 2011)

Project Manager for the Bay Area Water Supply and Conservation Agency (BAWSCA) Water Conservation Implementation Plan. (2009) Link to the plan: <http://bawasca.org/water-supply/water-conservation-implementation-plan/>

Technical Lead - Business Water Efficiency Program – Major User Demand Assessment and Cost Analysis. Supervised creation of 54 individual DSS Models to cover entire State of Queensland, Australia (2006)

Software trainer - Trained over 150 staff members on the DSS model from City of Langley, in British Columbia, Canada, Brisbane Australia, San Francisco Public Utilities Commission wholesale customers, City of Burlingame, Colorado Springs Utilities, Army Corps of Engineers, and Denver Water. (2003-2012)

Water saving analysis for existing conservation programs for City of Cotati and San Diego Water Authority. (2010)

Demand modeler - Generated future water demand projections served by the San Francisco Public Utilities Commission including all Hetch Hetchy reservoir water. The project utilized the DSS (Decision Support System) software to model 29 different cities and water agencies that currently supply 1.7 million people. (2003-2006)

Technical training leader for a Best Management Practice, CII Water Efficiency Audit training program, Regional Water Authority, Sacramento. Trained over 75 individuals during a 2 day hands on training session including a full audit of a hotel including cooling towers, swimming pools, restaurant kitchen, hotel rooms, on-site laundry and landscape. (2005)

Certification and Training	Awards
Professional Engineering License, State of California, License No. C 68712	2012 American Water Works Association, Outstanding Achievement Service, and Imitative in Sustainability of Water Resources

Selected Publications and Papers

“Evaluating Water Conservation Cost-Effectiveness with an End Use Model,” with William Maddaus, Proceedings 2004 Water Sources Conference, Austin, Texas, January 2004.

“Innovative Water Conservation Eliminates Water Supply Impacts Enabling Sustainable Housing Development,” with William Maddaus, Richard Harris from East Bay Municipal District, Marshall Torre from Shapell Housing of Northern California, Proceedings 2004 Annual Conference American Water Works Association, Orlando, Florida, June 2004.

“The Next Frontier – Sonoma Valley Business Water Project to Reduce Water Demand” with Lynn Hulme, Sonoma County Water Agency in California, Proceedings Efficient 2005 Conference International Water Association, Santiago, Chile, 2005.

“Expected Costs and Savings from Long-Term Water Efficiency Plans for over 10 million people in the United States” with William Maddaus, Proceedings 2009 Annual Conference American Water Works Association, San Diego, California, 2009.

“Collaborative Implementation Planning: The Bridge Between Studies and Results – A Regional Water Conservation Program in the San Francisco Bay Area”, Proceedings Efficient 2009 Conference International Water Association, Sydney, Australia, 2009.

“Progress in US Water Conservation Planning and Implementation - 1990-2009”, with MD. Mamunur Rashid and William Maddaus, Journal AWWA, 2010.

“Sustainability of Future Water Resources will be Dependent on the Implementation of our Knowledge on Climate Variability”, A Committee Report. Proceedings 2010 Annual Conference, Chicago, Illinois, June 2010.

“History of Water Conservation in the United States - 1970-2010”, with MD. Mamunur Rashid and William Maddaus, Water Smart Innovations Conference Las Vegas, Nevada, 2010.

Cost Benefit Analysis Workshop, Water Smart Innovations Conference Las Vegas, Nevada, October 2010 & 2011.

Understanding the Impact of Climate Change on Water Resources Sustainability – AWWA’s Climate Change Committee Report with Aziz Ahmed, CDM, ASCE/EWRI 2011 World Environment & Water Resources Congress, Palm Springs, California, May 2011

BMP and Metrics Development Using Real-time Water Use Monitoring & Water Budgets for Large Landscapes at Stanford University, American Water Works Association, Sustainable Water Management Conference, Portland Oregon, March 2012

Positions Held

Maddaus Water Management: Senior Water Resources Engineer	2003–Present
Psommas, Design Engineer	2001-2002
Owen Ayres Associate, Water Resources Engineer	1999–2001
Office of the Attorney General, Engineering Technical Advisor	1998-1999
State Water Resources Control Board, Engineering Aide	1996-1998
Montgomery Watson, Engineering Aide	1994-1995

Associations

Alliance for Water Efficiency, Member	2008-Present
American Water Works Association, Member	2003-Present
American Water Works Association, Climate Change Committee Chair	2008-Present
Bay Area Water Works Association, Member	2004-2009
American Society of Civil Engineers, Special Programs Director	2003-2004
California Urban Water Conservation Council, Research & Evaluation Committee	2004-Present
California Urban Water Conservation Council, Membership Committee	2004 -2008

Lisa Maddaus, P.E.

Maddaus Water Management Senior Water Resources Engineer

is a senior water resources engineer with over 17 years of experience preparing water resources planning studies for water suppliers across the country. Her passion is integrated water resources planning, and her specialty is in conservation, drought and climate change planning. Lisa is currently on the Board of Directors for the California Urban Water Conservation Council and was formerly on staff as a Technical Adviser. Lisa has presented numerous papers on integrated water resource planning, water conservation, demand management and drought preparedness at the American Water Works Association (AWWA) national and International Water Association conferences and for the United Nations. Lisa is also the co-author of, AWWA Manual of Water Supply Practices, M52, Water Conservation Programs - A Planning Manual. Lisa supports the national AWWA Water Loss Control Committee and also served on the review committee for the recently updated AWWA Manual M36, Water Loss Control Programs. Lisa has completed more than 100 conservation planning studies and takes an especially pragmatic approach given her four years' experience with managing the Regional Water Authority's Water Efficiency Program in the Sacramento region in Northern California. At RWA, Lisa helped the 19 water provider members fulfill best management practices for water conservation, as she was responsible for the daily management of a \$2 million dollar budget. Lisa has a B.S. and M.S. in Civil and Environmental Engineering from UC Davis.

Education

2001 M.S. Civil Engineering, University of California, Davis

1995 B.S., Civil Engineering, University of California, Davis

Select Work History / Accomplishments

Regional Water Efficiency Program Management, Regional Water Authority, California, Program Manager. Lisa managed a regional water efficiency program for 19 water utilities to meet best management practice implementation commitments. She was involved in conducting public outreach, school education, and various incentive programs for a total budget of two million dollars. Work also included implementing projects from state and federal funding sources. (2005-2011)

20x2020 Compliance Plan, Rancho Murieta Community Services District, California, Project Manager. Lisa was the technical lead and project manager in the development of a plan to meet new Senate Bill 7 (passed November 2009) requirements for setting gallons per capita per day (GPCD) urban water demand reduction targets. This analysis is reviewing conservation opportunities in terms of quantified costs and estimated water savings in terms of cost effective options for meeting the projected interim 10% savings by 2015 and 20% by 2020. (2010)

Water Conservation Implementation Plan and Water Conservation Database Design Project, Bay Area Water Supply and Conservation Agency, California, Technical Expert. Lisa provided technical leadership and advice related to implementation and financing of conservation measures for a regional water efficiency program serving 26 water utilities. Lisa conceptualized and oversaw the development of a Shared Vision Model to bring together 26 individual water utility benefit-cost end use DSS models results to support consensus driven decision making at two workshops. Lisa was also the technical conservation lead on designing the Water Conservation Database to track ongoing activities. (2008-2010)

WaterDex Remote Control Effectiveness Pilot Study Design Report, Irvine Ranch Water District, Irvine, California, Water Conservation Expert. Lisa directed the technical study design parameters in support of the statistical analysis for the project, which involved assisting IRWD in determining if a specific, identified irrigation remote control device is effective in saving water for residential irrigation, and if so, what incentives may be necessary for customers to adopt it. Lisa wrote the recommendations for implementation in the report of this study which included a timeline with a list

of activities for case study implementation, along with detailed suggestions for pre-qualification survey during customer recruitment, pre- and post-study data collection and analysis.

Climate Change Analysis Report and Drought Preparedness Plans, El Dorado County Water Agency and El Dorado Irrigation District, California , Project Manager. She conceptualized the Shared Vision Model for the Drought Preparedness Plan, co-authored drought preparedness plans, and prepared a model integrating extreme past and projected drought indicators. The model she developed assessed supplies and demands for four water purveyors under normal and drought conditions, including an evaluation of the frequency, extent, and duration of drought periods and the impacts of climate change. The model performed a simulation the source water supplies and current and projected future demands and various drought, water supply project, demand, and climate change scenarios. In addition, Lisa was instrumental in obtaining public input and co-facilitated five stakeholder workshops and one-on-one stakeholder interviews. She also defined drought indicators, identified and assessed drought mitigation measures that were included in the final drought management strategies for each agency. (2004-2007)

Water Conservation Pilot Planning Study and Water Conservation Program Plan, Honolulu Board of Water Supply, Hawaii . Technical Lead. Lisa developed comprehensive water conservation program that balances the three components of sustainability: resource, economic, and organizational sustainability. The first phase was to analyze the business case analysis for eight pilot projects and advise BWS staff on implementation of the pilot projects. The current planning effort includes water and energy demand-side management projects and programs, public education and outreach, and technical services for utility water loss auditing procedures. (2006-2011)

Selected Publications and Papers

Water Resources Planning, Manual of Water Supply Practices, M50, American Water Works Association, 2nd Edition, 2007, Editor, Maddaus, W.O., contributing author Maddaus, L.

Water Conservation Programs - A Planning Manual, Manual of Water Supply Practices, M52, American Water Works Association, 2006, Primary authors: Maddaus, W.O., and Maddaus, L.

A Guide to Preparing Urban Water Use Efficiency Plans, United Nations Water Resources Manual, No. 83, United Nations, 2003, Maddaus, W.O. and Maddaus, L.,

Water System Audits and Leak Detection, Manual of Water Supply Practices, M36, American Water Works Association, 1999 (pending new publication winter 2008), Review committee member: Maddaus, L.

Report: Impact of National Plumbing Efficiency Standards on Water Infrastructure Investments, California Urban Water Conservation Council, 2001, funded by American Water Works Association Technical and Education Council, Authors: Maddaus, L., Dickinson, M., Maddaus, W.O.

“Responding to Climate Change: Save Water = Save Energy = Save Greenhouse Gases,” American Water Works Association, Annual Conference, Atlanta, GA, June 2008.

“IWRP Case Study: Sacramento Regional Water Planning.” AWWA Water Sources Conference, Reno, NV, February 2008.

“Sustainable Building Blocks: Developing a Water Conserving Oahu,” Hawaii Water Works Association (HWWA), Oahu, Hawaii, October 2007.

“Shared Vision Planning for Drought Preparedness and Climate Change: Optimizing Supplies, System Operations and Customer Response.” Texas Water Conference, Dallas, TX, April 2007.

“Planning for Drought and Climate Change: The Intersection of Science, Public Participation and Policy.” Geological Society of America, Longmont, CO, September 2006

“California Lessons Learned: The Latest 2005 Urban Conservation Planning Updates.” AWWA Water Sources Conference, Albuquerque, NM February 2006.

“Embrace Water Conservation Planning: Highlights from Water Conservation Division’s New AWWA Manual, M52.” AWWA Water Sources Conference, Albuquerque, NM February 2006.

“A New Era in Planning for Drought and Climate Change.” AWWA Annual Conference, San Francisco, CA, June 2005.

“Embrace Water Conservation Planning: Highlights from the new M52 Manual” AWWA Annual Conference, San Francisco, CA, June 2005.

Certification and Training

Professional Civil Engineer No. C60047, California, 2000
Irrigation Association, Irrigation Auditor Training, 2012

Positions Held

Maddaus Water Management: Senior Water Resources Engineer	2011–Present
Brown & Caldwell, Principal Engineer	2001–2011
California Urban Water Conservation Council, Technical Advisor	2000–2003
University of California, Davis, Graduate Research Assistant	1999-2000
Dames & Moore (purchased by URS Corporation), Engineer	1996-1999

Christopher Matyas

Maddaus Water Management

Water Resources Engineer / Software Engineer

is a software engineer and a water resource planner with over 12 years of experience in the software and civil engineering fields and has a wide variety of work experience in both fields. In 2010, Chris completed a thirty year water demand forecast for the wholesale customers of the Sonoma County Water Agency, which includes working with seven different water utilities (seven individual water demand forecasting DSS models). Water demand forecasts were prepared and adopted by the contractors and three levels of conservation program savings were evaluated. Chris has also worked on DSS Models for Marin Municipal Water District, Los Osos, City of Oceanside, City of Santa Barbara and Coastside Water District. These models all included evaluation of the cost effectiveness of various levels of funding support for water loss control programs. As a computer software developer Chris has worked on many large and small software products including software packages distributed on HP, Lenovo and DELL personal computers and laptops. Software he has written is currently being used by millions of personal computer users on mission critical projects in the United States and throughout the world. He has developed products localized into 25 different languages, including multiple character based languages such as Japanese, Traditional Chinese and Korean. In 2008 to 2009, Chris lead the team that developed a new software suite of tools for use at Lenovo and other large companies to help IT administrators inventory and manage computer hardware and software. Chris is an expert in multiple programming languages including C++, C#, Java, Python, VBA (Used to program Excel workbooks) and many more. His academic background includes a Bachelor of Science degree in Civil and Environmental Engineering from the University of California, Davis, with a minor in computer science.

Education

2000 B.S., Civil and Environmental Engineering and Minor in Computer Science, University of California, Davis

Relevant Work History / Accomplishments

Created the DSS Model used for evaluating water conservation measures for the Suisun-Solano Water Agency Urban Water Management Plan. (2010-2011)

Completed a 30 year water demand forecast for the Sonoma County Water Agency which included working on seven different water utilities DSS models, developing new software for use in the model and improving the results reporting of the model. (June 2010)

Created and tested a new water savings goal summary Excel worksheet which plugged into the DSS Model and automated the ability to add this sheet to new DSS models. This was used in the thirty DSS models developed for BAWSCA. (July 2010)

Developed 30 year water demand forecasts for the Marin Municipal Water District, City of Santa Barbara, City of Oceanside, and Los Osos Service area using the DSS model. (2010-2011)

Conducted Commercial Water Surveys for four individual dairies in Sonoma County California, Burlingame Long Term Care, Skyline Terrace Apartments, and Coyote Point Recreation Area. (2010-2011)

Developed software for multiple C++ ActiveX controls which gather critical system information and enable software to run from a web application in Microsoft's Internet Explorer. This was used by

Fujitsu to enable computer technicians to gather information and run tests automatically on a customer's personal computer and report this information to technical support staff when a problem is reported on with a personal computer. This is the same architecture used in Microsoft's Excel to plug in remote software content. (2008)

Managed a team of software engineers and developed software for HP to run on televisions and monitors attached to personal computers. Worked closely with a team at HP to coordinate efforts between teams, gather information, and test the software on site at HP's facilities in Cupertino, CA. (2007).

Produced low level software to diagnose hardware, firmware and driver problems on a wide variety of hardware devices. This software is currently being used by millions of personal computer users around the world. (2010)

Developed a SQL database for storing real time information about a computer systems health. This information is stored locally and can be accessed to generate real time reports about a systems performance, health and security. It also enables troubleshooting of systems with problems by giving information that can be used to in a troubleshooting flow chart for end users to step through to try to solve their own computer problems. (2009)

Worked closely with a team to develop a new user interface in C#, which became the new default interface for all of PC-Doctor's software products and is still being shipped on millions of computers around the world. It is localized into 25 different languages including four character based languages, including Japanese, Traditional and Simplified Chinese and Korean. It includes features such a run time changing of the look and feel of the user interface, report generation, monetization, troubleshooting flow charts, running of hardware and software diagnostics and a plug in architecture based on XML and JavaScript to add new features to the user interface by simply downloading new updates. (2007)

Researched and developed the first generation of software for a new Linux based software product. It enabled personal computer users to manage their own system health and security. It was eventually adapted to be used in embedded environments where processing power and memory use must be kept to a minimum. This software was eventually developed to run and cross compile on Windows, Linux, FreeBSD and Macintosh platforms. It is still used today as the core of the software product for PC-Doctor and shipped to all of its customers around the world. (2005)

Positions Held

Maddaus Water Management: Water Resources Engineer	2010–Present
PC-Doctor: Software Engineer	1999-2010
Majors Engineering: Civil Engineer	1996–1999

Certification and Training

Engineer in Training License, State of California

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.C.**

FROM: Tim Carmel, District Counsel
David Hirsch, Assistant District Counsel

Meeting Date: June 28, 2012 Subject: Status Report, Discussion and Direction to Staff regarding North Coast Ocean Rescue (NCOR)

RECOMMENDATIONS:

It is recommended that the Board of Directors provide direction regarding the North Coast Ocean Rescue (NCOR).

FISCAL IMPACT:

Other than the annual amount budgeted by the CCSD for NCOR and existing premiums for Workers' Compensation coverage, no fiscal impacts have been identified relating to this report.

DISCUSSION:

At the May 24, 2012 Board meeting questions were raised regarding the North Coast Ocean Rescue (NCOR), and staff was requested to return with an agenda item to discuss the CCSD's relationship with NCOR. Accordingly, this memorandum is being provided to the Board of Directors in order to facilitate its discussion regarding NCOR.

By way of background, according to its website, North Coast Ocean Rescue was formed in 1994,

“Due to the isolated location, the response time to any ocean related incident was at least 45 minutes from the United States Coast Guard in Morro Bay. An increased number of ocean related water calls and several deaths in the early 1990's caught the attention of Fire Captain Steve Bitto and local waterman Ben Boer. The County of San Luis Obispo and in particular the North Coast leads the entire state of California in boating deaths in 1993 and 1994. The two team coordinators, Bitto and Boer, with the help of many others collectively organized the North Coast Ocean Rescue (NCOR) team... The team was formed in a joint effort between Cambria Fire Department (CFD) and Cambria Community Healthcare District (CCHD) in June 1994...”

The website also notes that NCOR members are issued Cambria Fire Department pagers and are dispatched by County Fire. In addition to funds generated through donations and fundraising, the CCSD budget has annually provided a small amount of funds for NCOR for supplies. In recent years budgeted amounts have ranged as low as \$140 (2008-09) to \$2350 (2010-11 and 2011-12). The amount proposed for the 2012-13 budget was initially \$2350, but was increased to \$10,000 at the request of the Fire Chief. The Ad Hoc Budget Committee recommended reducing the amount back to \$2350. The Board preliminarily budgeted \$10,000 at the May 24, 2012 Meeting.

The NCOR boats and trailers are registered jointly to the Cambria Fire Department and NCOR as owners, and the boats are listed and covered for liability under the CCSD's policy with the Special District Risk Management Agency (SDRMA). In addition, at a 2009 CCSD Board Meeting, when concerns were raised about liability of various CCSD volunteer activities, the conclusion reached by the Board was that NCOR was acting under the direction of the Board and helping perform the duties of the District. Therefore it was determined that NCOR was covered by CCSD's liability insurance through SDRMA, when acting within the scope of their duties.

It should also be noted that NCOR volunteers fill out CCSD employment applications and also provide medical information, using a "Medical Self-Screening Questionnaire" prior to joining the team. NCOR holds its training drills twice a month at the CCSD Fire Department.

In 2010 after concerns were again raised regarding NCOR and Workers' Compensation coverage, and to comply with the requirements of SDRMA, the CCSD Board adopted Resolution 5202-12. It included a recital that recognized that "...the CCSD utilizes the services of unpaid volunteers on the North Coast Ocean Rescue (NCOR) team, which activities are coordinated within the CCSD Fire Department", and provided "...that NCOR team members who train and perform ocean rescue services as an unpaid volunteer be deemed to be employees of the CCSD for purposes of Workers' Compensation coverage".

As noted, NCOR is covered by the CCSD's insurance through SDRMA. Additionally, liability related to their emergency rescue and related activities is limited under State law which provides a broad immunity from liability for public entities and emergency rescue personnel who are providing emergency services. Specifically, Health and Safety Code Section 1799.107(b) provides that

"Except as provided in Article 1 (commencing with Section 17000) or Chapter 1 of Division 9 of the Vehicle Code, neither a public entity nor emergency rescue personnel shall be liable for any injury caused by an action taken by the emergency rescue personnel acting within the scope of their employment to provide emergency services, unless the action take was performed in bad faith or in a grossly negligent manner."

The statute goes on to create a presumption that actions taken when providing emergency services are performed in good faith and without gross negligence. Also, "emergency rescue personnel" are defined to include volunteers of fire departments of a wide range of public entities, including community services districts. The term "emergency services" includes "rescue procedures...or other related activities to insure the health or safety of a person in imminent peril". Based upon the foregoing regarding NCOR and its relationship to the CCSD and the Fire Department, it appears that their activities would fall within the immunity contained in Health and Safety Code Section 1799.107(b).

When all of the above factors are considered as a whole, it appears to be reasonably clear that NCOR emergency rescue services are functionally related to the Fire Department and that the CCSD and NCOR are inextricably intertwined. The Board should consider formalizing the relationship by resolution or other action to ensure that NCOR volunteers have the protection provided by the Health and Safety Code.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ CLIFT ___ ROBINETTE ___ BAHRINGER ___ THOMPSON ___

TO: Board of Directors

AGENDA NO. **9.D.**

FROM: Jerry Gruber, General Manager

Meeting Date: June 28, 2012 Subject: Discussion and Consideration to Receive Parks Recreation and Open Space Commission (PROS) Recommendation Regarding Equestrian Proposal on Fiscalini Ranch

RECOMMENDATIONS:

Receive Parks Recreation and Open Space Commission (PROS) Recommendation Regarding Equestrian Proposal on the Fiscalini Ranch.

FISCAL IMPACT:

No fiscal impact at this time.

DISCUSSION:

The CCSD Board of Directors after hearing a presentation at a Public Workshop regarding Equestrian Use of the Fiscalini Ranch directed staff to take the matter back to the Parks, Recreation and Open Space Commission for consideration.

On June 5, 2012 The Parks, Recreation and Open Space deliberated and received public comment on the presentation regarding Equestrian usage on the Fiscalini Ranch, specifically the East Ranch Rodeo Grounds area. The meeting was well attended and Cambrian Stakeholders had the opportunity to voice their concerns and or support of the project.

Although the project was supported in concept, concerns arose relating to Equestrian usage on the Fiscalini Ranch and it being inconsistent with the Ranch Management Plan. Further discussion ensued relating to the process that is currently underway regarding the County of San Luis Obispo, The Fiscalini Ranch Preserve Master Development Plan and the Fiscalini Ranch Conditional Use Permit Application process.

Changes and or amendments to the originally proposed plan that was agreed upon by the community could significantly delay the permitting process and could trigger additional environmental evaluation and work.

The Parks, Recreation and Open Space Commission thanked the Equestrians for their hard work and their commitment to wanting to bring equestrian activities to the Fiscalini Ranch. The Parks, Recreation and Open Space Commission encouraged the Equestrians to seek a facility on privately owned land. The Parks, Recreation and Open Space Commission voted 4-0 with one Commissioner being absent to not support the use of horses on the East Ranch Rodeo Grounds area.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___