

Pursuant to Government Code Section 54953(e), members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at boardcomment@cambriacsd.org.



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, December 9, 2021 - 2:00 PM

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83584642305?pwd=ejQ2ZWxNckhja1R5cUduWnRUa2R4QT09>

Passcode: 742789

Or One tap mobile:

US: +16699006833,,83584642305# or +13462487799,,83584642305#

Or Telephone:

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

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International numbers available: <https://us06web.zoom.us/j/83584642305>

1. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. Report from Closed Session
- E. President's Report
- F. Election of Officers

i Election of Officers

- G. Agenda Review: Additions/Deletions

2. BOARD MEMBER COMMUNICATIONS

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

3. COMMISSION REPORT

- A. PROS Chairman's Report

4. PUBLIC COMMENT

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

5. CONSENT AGENDA

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

- A. Consideration of Adoption of Resolution 47-2021 and Approval to Apply for Assistance to Firefighters Grants (AFG) Program for Vehicle Extrication Equipment and EKG Machine
- B. Consideration of Approval of Resolution 48-2021 Approving Application for Per Capita Grant Funds "Proposition 68" and Resolution 51-2021 Amending the Fiscal Year 2021/2022 Budget
- C. Consideration to Schedule Dates and Select Venue for a Special Board Meeting for the Strategic Planning Community Input and Workshop
- D. Consideration of Adoption of Resolution 50-2021 to Waive Competitive Bidding Requirements and Authorize the General Manager to Execute a Contract with CalPortland Construction for Utility Adjustments to Grade in Conjunction with the County of San Luis Obispo's Asphalt Overlay Project

6. REGULAR BUSINESS

- A. Discussion and Consideration of Adoption of Resolution 49-2021 to Establish an Annual Budget to Achieve a Target of \$178,000 for Development of the Cambria Skatepark
- B. Discussion and Consideration of PROS Commission, Standing Committee Chair and Liaison Appointments
- C. Discussion and Consideration Regarding the PG&E IGA Financing Update and to Authorize Bartle Wells to Proceed with the Phase 2 Rate Study

7. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

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

8. FUTURE AGENDA ITEM(S)

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

9. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 1.F.i.

FROM: John F. Weigold IV, General Manager

Meeting Date: December 9, 2021Subject: Election of Officers

RECOMMENDATIONS:

1. The President opens nominations for the office of President
2. Accept nominations from the Board Members
3. Close nominations
4. Motion and a second on the nomination
5. Roll call vote on the motion (repeat steps 4 and 5 if the motion fails)
6. New President is seated
7. The new President opens nominations for the office of Vice President
8. Accept nominations from the Board Members
9. Close nominations
10. Motion and a second on the nomination
11. Roll call vote on the motion
12. The Vice President is seated

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The first order of business of the Board is the election of Board Officers, President and Vice President.

Section 1.4 of the Board of Director Bylaws states that:

The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.

The procedures are outlined above for the Board's consideration.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

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

Meeting Date: December 9, 2021

Subject: Consideration of Adoption of
Resolution 47-2021 and Approval to
Apply for Assistance to Firefighters
Grants (AFG) Program for Vehicle
Extrication Equipment and EKG
Machine**RECOMMENDATIONS:**

Staff recommends that the Board adopt Resolution 47-2021 and direct the General Manager to apply for Assistance to Firefighters Grants for the purchase of Vehicle Extrication Equipment and an EKG Machine used for emergency service and response.

FISCAL IMPACT:

The proposed Assistance to Firefighters Grant (AFG) application would be \$126,380, for which a 5% (\$6,319) match is required. At the time of grant award, staff will either return to the Board with a budget adjustment or include as a new funding request in the FY 2022/2023 budget.

DISCUSSION: The AFG Program, administered by the Federal Emergency Management Agency (FEMA) is focused on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The objective is to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. This application would focus on two specific emergency equipment categories to outfit each Type 1 engine identically, which would assist to bring this agency into National Fire Protection Association compliance.

	Equipment Type	Estimated Cost
1	Vehicle Extrication Equipment	\$84,380.00
2	EKG Machine	\$42,000.00
	Total Grant Request	\$126,380.00
	5% Grant Match Requirements	\$6,319.00

Per the funding announcement, FEMA is making \$414,000,000 available through the AFG Program to a projected 2,500 awardees; pursuing these operational items fits the application criteria of high priority items. The applicant must be compliant with AFG requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the AFG Program Office, the applicant shall not purchase or distribute grant funded assets or provide grant funded contractual services to non-compliant partner organizations. Agencies anticipate being notified of the grant award in May 2022.

Staff recommends the Board adopt Resolution 47-2021 and direct the General Manager to apply for an AFG Grant for the purchase of Vehicle Extrication Equipment and an EKG Machine used for emergency service and response.

Attachment: Resolution 47-2021

RESOLUTION NO. 47-2021
December 9, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AUTHORIZING THE GENERAL MANAGER
TO APPLY FOR THE ASSISTANCE TO FIREFIGHTERS GRANTS PROGRAM
FOR VEHICLE EXTRICATION EQUIPMENT AND AN EKG MACHINE

WHEREAS, the Federal Emergency Management Agency (FEMA) has opened the application period for the Assistance to Firefighters Grants (AFG) Program; it is currently open for grant applications for emergency service agencies; and

WHEREAS, the deadline for and AFG application is December 17, 2021.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that the General Manager is hereby authorized to apply to AFG for the following items:

1. Vehicle Extrication Equipment; and
2. An EKG Machine.

PASSED AND ADOPTED THIS 9th day of December 2021.

, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel, District Counsel

ATTEST:

Ossana Terterian
Board Secretary

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.B.**

FROM: John F. Weigold IV, General Manager

Meeting Date: December 9, 2021

Subject: Consideration of Approval of Resolution 48-2021 Approving Application for Per Capita Grant Funds "Proposition 68" and Resolution 51-2021 Amending the Fiscal Year 2021/2022 Budget

RECOMMENDATIONS:

Staff recommends the Board of Directors consider adoption of Resolution 48-2021 approving an application for Proposition 68 Per Capita Grant Funds for the East Ranch Restroom Project, and adopt Resolution 51-2021 amending the fiscal year 2021/2022 budget.

FISCAL IMPACT:

The East Ranch Restroom Project is a multi-year project budgeted at \$20,000, with offsetting grant revenues. To proceed with the Prop 68 Per Capita Program Grant, there is a requirement to commit total project funding. A budget adjustment is requested to appropriate the additional project funding of 351,480, funded with grant revenues, in the amount of \$177,952 and General Fund Reserves, in the amount of \$173,528. The budget adjustment is detailed in the chart below:

Fund	Date	Agenda Item	Purpose	Sources	Uses
General - PROS			Grant Funding - Prop 68 Per Capita Program	\$ 177,952	\$ -
General - PROS			Capital Outlay - East Ranch Restroom Project		\$ 351,480
General - PROS			Funding from Reserves	\$ 173,528	\$ -
			Fund Sub-Total	\$ 351,480	\$ 351,480
			Difference (unidentified sources of funding)	\$ -	

DISCUSSION:

At its November 30, 2021 Special Board meeting, the Board approved a motion to apply for Proposition 68 Per Capita Program funding for the East Ranch Restroom Project.

In accordance with the California Parks and Recreation Office of Grants and Local Services (OGALS) Procedural Guide for the Per Capita Program, the District must adopt the attached Resolution to approve the filing of the District's application packet. In addition, the District is required to identify each funding source and commit total project funding

Staff recommends the Board adopt Resolution 48-2021, to apply for Prop 68 Per Capita Program Grant funds and Resolution 51-2021, to amend the fiscal year 2021/2022 budget, to appropriate funds for the East Ranch Restroom Project.

The District's project application will next be submitted to the State to facilitate future reimbursement to the District for the East Ranch Restroom Project costs.

Attachments: Resolution 48-2021
Resolution 51-2021 & Exhibit A

RESOLUTION NO. 48-2021
DATED: DECEMBER 9, 2021

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING THE APPLICATION FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing applications; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of the project application before submission of said application to the State to apply for the Per Capita Allocation; and

WHEREAS, the grantee will enter into a contract with the State of California to complete the project.

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

1. Approves the filing of the project application for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project; and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project, and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the county general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the district will consider a range of actions that include, but are not limited to, the following:
 - a. Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase

awareness within those communities and the public generally about specific programs and opportunities.

- b. Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - c. Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
 - d. Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
 - e. Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
 - f. Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
 - g. Identifying possible staff liaisons to diverse populations.
8. Agrees that to the extent practicable, the project will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
 9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
 10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
 11. Delegates the authority to the General Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
 12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and Adopted on the 9th day of December 2021.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Cambria Community Services District Board of Directors:

Ayes
Noes
Absent

By _____ vote on the motion of Director _____, seconded by Director _____, Resolution No. 48-2021 is hereby adopted, by the Board of Directors of the Cambria Community Services District, County of San Luis Obispo, State of California on December 9, 2021.

, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel, District Counsel

ATTEST:

Ossana Terterian
Board Secretary

RESOLUTION NO. 51-2021
December 9, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE FISCAL YEAR 2021/2022 BUDGET

WHEREAS, on August 19, 2021, the Board of Directors adopted Resolution 30-2021 approving the Final Budget for Fiscal Year 2021/2022; and

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

WHEREAS, the Board of Directors desires to amend the Fiscal Year 2021/2022 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that the Fiscal Year 2021/2022 Budget is hereby amended as shown on Exhibit "A," attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 9th day of December, 2021.

President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Ossana Terterian
Board Secretary

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT
 2021-2022 FISCAL YEAR BUDGET
 RECOMMENDED BUDGET ADJUSTMENT

Budget Adjustment

Fund	Date	Agenda Item	Purpose	Sources	Uses
General - PROS			Grant Funding - Prop 68 Per Capita Program	\$ 177,952	\$ -
General - PROS			Capital Outlay - East Ranch Restroom Project		\$ 351,480
General - PROS			Funding from Reserves	\$ 173,528	\$ -
			Fund Sub-Total	<u>\$ 351,480</u>	<u>\$ 351,480</u>
			Difference (unidentified sources of funding)	<u>\$ -</u>	

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.C.**

FROM: John F. Weigold IV, General Manager

Meeting Date: December 9, 2021Subject: Consideration to Schedule Dates and
Select Venue for a Special Board Meeting
for the Strategic Planning Community Input
and Workshop

RECOMMENDATIONS:

Staff recommends the Board of Directors discuss and consider scheduling a special meeting to update the goals and objectives of the CCSD Strategic Plan as part of the six-month update.

FISCAL IMPACT:

Fiscal impacts associated with this item include staff time, Snider and Associates consultant services and AGP Video costs. The cost of AGP for a Zoom meeting is \$350 (maximum of 3 hours) and \$125 for each additional hour and the consultant services costs are \$5,350 (included in the adopted FY 2021/2022 Budget).

DISCUSSION:

The CCSD Board previously updated the District's strategic plan on July 30th and August 3rd, 2021. As part of the CCSD Strategic Planning Workshop, Snider and Associates, the CCSD strategic planning consultant, recommended the Board of Directors reconvene every six months to update the goals and objectives of the CCSD Strategic Plan.

Staff recommends that the Board discuss and consider setting the dates for the next strategic planning meeting for January 24-25, 2022 via Zoom, which is tentatively reserved by Snider and Associates.

TO: Board of Directors

AGENDA NO. **5.D.**

FROM: John F. Weigold IV, General Manager

Meeting Date: December 9, 2021

Subject: Consideration of Adoption of Resolution 50-2021 to Waive Competitive Bidding Requirements and Authorize the General Manager to Execute a Contract with CalPortland Construction for Utility Adjustments to Grade in Conjunction with the County of San Luis Obispo's Asphalt Overlay Project

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider adoption of Resolution 50-2021 to waive competitive bidding requirements and authorize the General Manager to execute a contract with CalPortland Construction for utility adjustments to grade in conjunction with the County of San Luis Obispo's Asphalt Overlay Project.

FISCAL IMPACT:

The total estimated cost of the utility adjustment to grade project is \$203,000. This project will be funded by the Water Fund, in the amount of \$50,000 and Wastewater Fund, in the amount of \$153,000. No budget adjustment is required, as these costs will be managed within the respective fund's budgeted maintenance & operation expenditure accounts.

DISCUSSION:

The County of San Luis Obispo is performing an asphalt concrete (AC) overlay project, No.300628, of various streets within the District boundaries. The AC overlay project will cover District water valve boxes, sewer manholes and sewer clean-outs. It is necessary for staff to come back after the project to locate and adjust these utility facilities to the proper road grade. There were costs budgeted for this type of work, but the scope of this AC overlay project has exceeded our budget projections, as roughly 100 water valves, 180 sewer manholes, and 18 sewer clean-outs will need to be adjusted as part of this project.

The County contractor, CalPortland Construction, who is performing the AC overlay project has provided the District a quote to adjust all of these impacted utility facilities to the proper grade, plus traffic control services. This cost proposal is less expensive by an order of 1.5-2.0 times the amount of what it would take to do the project in-house or even if went to competitive bidding with an independent contractor. Additionally, District staff will be performing the traffic control services, so the total contract will be reduced from \$243,000 to \$203,000.

Due to the timing and substantial cost value that the County contractor, CalPortland, provides to the District for this utility adjustment to grade project, staff recommends the Board adopt Resolution 50-2021 to waive competitive bidding and authorize the General Manager to execute a contract with CalPortland to perform the utility adjustments to grade in conjunction with the County's AC Overlay project.

Attachments: Resolution 50-2021
Cost Proposal from CalPortland

RESOLUTION 50-2021

December 9, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
WAIVING COMPETITIVE BIDDING, MAKING FINDINGS IN SUPPORT
THEREOF AND AUTHORIZING A CONTRACT WITH CALPORTLAND
CONSTRUCTION OF SANTA MARIA, CA FOR UTILITY ADJUSTMENTS TO GRADE
IN CONJUNCTION WITH THE COUNTY OF SAN LUIS OBISPO'S ASPHALT
OVERLAY PROJECT

WHEREAS, San Luis Obispo County is proceeding with a an asphalt overlay project on various County roads in Cambria, and will begin work in December 2021 (County of San Luis Obispo Public Works Department Project No. 300628); and

WHEREAS, the process of overlaying asphalt on the roads will cover up approximately 100 water valves, 18 sewer clean-outs, and 180 manholes owned by the Cambria Community Services Districts that are part of its water and sewer systems, and therefore it would be desirable to have a project to raise the water and sewer utilities to the same level as the newly overlaid asphalt (hereinafter referred to as the "CCSD Utility Adjustments to Grade Project" or "Project"); and

WHEREAS, if the CCSD were to perform this project in-house, the estimated cost of the CCSD Utility Adjustments to Grade Project would be approximately \$1000 per water valve, \$1000 per sewer clean-out, and \$ 2000 per sewer manhole, however, the County's contractor, CalPortland Construction of Santa Maria, CA has proposed to do the work for \$500 per water valve, \$500 per sewer clean-out, and \$800 per manhole; and

WHEREAS, in addition to saving a significant amount of money by having the County's contractor do the work, if the District were to have to proceed with a formal public works bidding project it would entail delays that would undercut the ability to coordinate the work with the County's Asphalt Overlay Project; and

WHEREAS, a well-recognized exception in Common Law to the competitive bidding requirement for public works projects exists where the nature of a project is such that competitive proposals would be unavailing or would not produce an advantage, thereby rendering any advertisement for competitive bidding undesirable, impractical or impossible, or that engaging in the process would be undesirable as a matter of public interest because a delay would undermine the public benefits to be gained by the proposed project (Graydon v. Pasadena Redevelopment Agency (1980) 104 Cal. App. 3d 631,164 Cal. Rptr. 56); and

WHEREAS, the Board of Directors desires to authorize proceeding with the CCSD Utility Adjustments to Grade Project in the most cost effective and timely manner.

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

1. The facts set forth in the recitals above are true and correct and are hereby incorporated into the Board of Director's findings and determinations.

2. The Board of Directors finds and determines that the facts and circumstances related to the San Luis Obispo County Asphalt Overlay Project and the CCSD Utility Adjustments to Grade Project, supports a determination by the Board that imposing a formal competitive bidding requirement would be undesirable and impracticable, since doing so would result in delays and impede the ability of the District to coordinate the work with the County's contractor. Further, the cost of doing the work would increase significantly based upon the very favorable cost proposed by the County's contractor, to the point that the District would be unable to have the work done. Therefore requiring formal competitive bidding would not produce an advantage, thereby rendering any advertisement for competitive bidding undesirable and impractical, and engaging in the bidding process would be undesirable as a matter of public interest because the delays would undermine the public benefits to be gained by the proposed CCSD Utility Adjustments to Grade Project.
3. Based upon the foregoing findings and determinations, the competitive bidding process is deemed to not be applicable to the CCSD Utility Adjustments to Grade Project. The Board of Directors hereby approves and authorizes the General Manager to execute a public works contract with CalPortland Construction of Santa Maria, CA as set forth in their proposal dated November 18, 2021, subject to review of said contract by the District Counsel.
4. All other applicable legal requirements for public works projects shall be complied with in performing the Project, including, but not limited to, the provisions of the California Labor Code relating to prevailing wages.
5. This Resolution shall take effect immediately upon its adoption.

Resolution 50-2021 was adopted at a Regular Meeting of the Cambria Community Services District on December 9, 2021.

,President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Ossana Terterian, Board Secretary

Timothy J. Carmel, District Counsel



1625 E. Donovan Road, Santa Maria, CA 93454
 P.O. Box 1280, Santa Maria, CA 93456
 Phone: (805) 345-3581 Fax: (805) 345-3538
 Contractor's License #523019

EMAIL BID

DATE: November 18, 2021
 PROJECT: Utility Adjustments to Grade
 TO: Cambria CSD
 ATTN: Ray Dienzo
 PH: (805) 927-6119
 EMAIL: rdienzo@cambriacsd.org

BID ITEM PRICES: Items will be billed per quantity done.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1.	TRAFFIC CONTROL	1 LS	\$40,000.00	\$40,000.00
2.	ADJUST TO GRADE WATER VALVES (NEW G5 FRAME AND COVER)	100 EA	\$500.00	\$50,000.00
3.	ADJUST TO GRADE SEWER CLEANOUTS (REUSE FRAME AND COVER)	18 EA	\$500.00	\$9,000.00
4.	ADJUST TO GRADE SEWER MANHOLES (REUSE FRAME AND COVER)	180 EA	\$800.00	\$144,000.00
TOTAL:				\$243,000.00

SCOPE OF WORK: This bid is to adjust existing utilities for the Cambria CSD in conjunction with our Cambria SLO County Overlay 300628 project. The utility quantities are based on information from Ray Dienzo of Cambria CSD. Traffic control is for Calportland's work only. The water valves will be adjusted with new G5 frame and covers with a concrete collar 24" in diameter. The Cleanouts and Manholes will be adjusted reusing existing frame and covers and a 12" wide concrete collar. The concrete for collars shall be a 7 sack high early concrete mix with no color added.

CONDITIONS:

- Excludes:** Bonds, Permits, Fees, Testing, Engineering, Survey, Utility Riser or cone Repair work, Valve Repair work, Lowering Utilities, and Construction Staking.
- One move in. Work to be done in conjunction with SLO Co 300628 Overlay Project. 40 days of work total.
- Water to be made available to Calportland Construction for the job.
- Unit prices paid for quantity of work done.

TERMS:

This proposal shall be accepted within 30 days of the above date and the work to commence thereof. Our bid is based on the 10th of the month payments for all work performed the previous month. Interest of 1 1/2% a month will be charged for all past due moneys. If legal action is necessary for collection, reasonable Attorneys' fees and costs as fixed by the courts shall be paid by the Buyer. In the event of Extra Work, rental rates shall be Department of Transportation State of California Rental Rates. This Bid/Proposal document contains significant information which may become relevant in evaluating later changes & modifications, and it shall become part of any contract which is based upon it and where any conflict may arise between the two documents the conditions of the Bid/Proposal shall prevail, except where and when the parties to the contract mutually agree in writing the Contrary. Calportland Construction is a non-union contractor and will not sign any project labor agreements.

Brian Shiffar

Brian Shiffar - Estimator
 Calportland Construction
 PH: (805) 345-3422
 CELL: (805) 896-3164

Ray Dienzo - Authorized Signature-Date

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: John F. Weigold IV, General Manager

Meeting Date: December 9, 2021 Subject: Discussion and Consideration of Adoption of Resolution 49-2021 to Establish an Annual Budget to Achieve a Target of \$178,000 for Development of the Cambria Skatepark

RECOMMENDATIONS:

Staff recommends the Board of Directors discuss and consider adoption of Resolution 49-2021 to establish an annual budget to achieve a target of \$178,000 for development of the Cambria Skatepark.

FISCAL IMPACT:

There is no financial impact associated with this item. Based on the Board's direction to staff, a future budget adjustment(s) could be necessary to appropriate funding for the Skatepark project.

DISCUSSION:

At its November 30, 2021 Special Meeting, President Steidel suggested that a resolution be brought forward for a commitment of \$177,000 toward the Skatepark project to augment privately raised funds. At the November 30, 2021 agenda review meeting, this item was discussed and President Steidel and Vice President Howell, in conjunction with General Manager Weigold, agreed to place the item on the agenda with the funding amount increased to \$178,000.

Staff recommends that the Board discuss and consider the terms and conditions for reaching the targeted goal of \$178,000, to include, but not be limited to the District's annual contribution goal and any other budgetary considerations, and modify the Resolution accordingly.

Attachment: Resolution 49-2021

RESOLUTION NO. 49-2021
DATED: DECEMBER 9, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
ESTABLISHING AN ANNUAL BUDGET FOR THE CAMBRIA SKATEPARK PROJECT

WHEREAS, the Board of Directors desires to establish an annual budget for the Cambria Skatepark Project; and

WHEREAS, the Board of Directors desires to commit a total funding amount of \$178,000, over the time period of XX fiscal years, and in the amount of XX each fiscal year;

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

1. Approves establishing an annual budget for the Cambria Skatepark Project.
2. Commits a total funding amount of \$178,000, over the time period of XX fiscal years and in the amount of XX each fiscal year.

Adopted on the 9th day of December 2021.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Cambria Community Services District Board of Directors:

Ayes
Noes
Absent

By _____ vote on the motion of Director _____, seconded by Director _____, Resolution No. 49-2021 is hereby adopted, by the Board of Directors of Cambria Community Services District, County of San Luis Obispo, State of California on December 9, 2021.

, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel, District Counsel

ATTEST:

Ossana Terterian
Board Secretary

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**

FROM: John F. Weigold IV, General Manager

Meeting Date: December 9, 2021 Subject: Discussion and Consideration of PROS Commission, Standing Committee Chair and Liaison Appointments

RECOMMENDATIONS:

Staff recommends the Board of Directors review PROS Commission, Standing Committee Chair, and Liaison appointments, determine if the election of officers has any effect on the current appointments, and make new appointments, as necessary.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board of Directors should review and appoint one CCSD Board Member as Chairperson to each standing committee. Section 2.3(a) of the CCSD Standing Committee Bylaws identifies the method of appointment stating, "The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval." The Standing Committee Bylaws and the charts listing the appointments of the Standing Committee Chairperson and Committee Members are attached for the Board's review.

The current Committee Chairpersons are as follows:

- Finance Committee: Tom Gray
- Resources and Infrastructure Committee: Karen Dean
- Policy Committee: Donn Howell

Additionally, staff recommends that the Board review and make any new appointments and assignments to the Committee and Subject Matter Assignments list for ad hoc and liaison assignments. Staff also recommends that the Board appoint a liaison to the PROS Commission pursuant to PROS Commission Bylaw VII.D., which states, "The Board shall appoint Board liaison to the Commission for the purpose of improving the flow of communication between the entities."

Attachments: 2021 Committee and Subject Matter Assignments
 CCSD Standing Committee Bylaws
 Finance Committee Appointment Schedule
 Policy Committee Appointment Schedule
 Resources & Infrastructure Committee Appointment Schedule

2021 COMMITTEE AND SUBJECT MATTER ASSIGNMENTS

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

			approval to proceed in policy development. C. The committee supports other Standing Committees' policy review needs.
AD HOC COMMITTEE ASSIGNMENTS			
Affordable Housing	Steidel Howell		
Board's Strategic Focus and Plan	Steidel Howell		
CDP/SWF	Steidel Dean		
Forest Management Alternatives	Farmer Gray		
Grants - Review	Finance Committee		
Inventory Existing District Policies and Make Recommendations to the Board	Howell Gray		
Low Income Rates	Farmer Gray		
Review Board and Standing Committee Bylaws Regarding Standing Committee Appointment Procedures	Howell Dean		
Review Policy Related to Intent to Serve Letters	Farmer Dean		
Tyler Incode	Howell Gray		
Water Efficiency	Resources & Infrastructure Committee		
LIAISON ASSIGNMENTS			
Cambria Fire Safe Focus Group	Gray	Varies	
Cambria Forest Committee	Farmer	Varies	
Friends of Fiscalini Ranch Preserve	Farmer	Varies	
North Coast Advisory Council	Dean	Varies	
San Simeon CSD	Howell	Varies	
California Coastal Commission	Dean	Varies	

PROS Commission		Steve Kniffen, Adolph Atencio, Joyce Renshaw, Kermit Johansson, Teri Lord, Stanley Cooper (Alternate), Jim Bahringer (Alternate)
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CAMBRIA COMMUNITY SERVICE DISTRICT STANDING COMMITTEE BYLAWS

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for the review and deliberation by the Board of Directors.

1.2 Each Standing Committee shall consider District related issues approved and assigned to it by the Board of Directors.

1.3 Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.

1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or their ad hoc committees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.

1.6 Board directed policies developed outside the Policy Committee, shall be referred to that committee for assignment of a policy number and formatting as appropriate but will not require further content review or consideration by the Policy Committee

1.7 Standing Committee Statements of Purpose and Responsibilities

1.7.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding staff identified potential funding sources available to the District from private, public, County, State or federal entities;
- (e) Support other Standing Committees' fiscal review needs.

1.7.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;
- (b) Support and work directly with the CCSD General Manager and Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community,

working within the bounds of current and potential resources and priorities of the District;

- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs;
- (d) Support other Standing Committees' resource and infrastructure review needs.

1.7.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies;
- (b) Identify potential areas of policy needs not currently addressed in the Policy Handbook, develop needs assessment regarding impact due to lack of policy and immediacy of need, and provide to the Board, through the committee chair, for definition of content, consideration of timing needs and approval to proceed in policy development;
- (c) Support other Standing Committees' policy review needs.

2. COMMITTEE MEMBERS

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries.

2.3 Method of appointment

- (a) The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval.
- (b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.
- (c) At the end of a term of office a Committee member wishing to continue for another term shall fill out an application as specified in 2.3.(d) below and will be considered for appointment along with the other applicants.
- (d) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for committee membership. Such invitation shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted on the website and Administrative Offices during normal business hours during the application period.
- (e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.
- (f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.
- (g) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4. Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3.(d) above) and appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.
- 3.3. No member of the committee shall hold more than one office.
- 3.4. Chairperson Duties:
 - (a) vote only in the event of a tie vote,
 - (b) preside over meetings,
 - (c) establish committee meeting agendas, consistent with direction from a majority of the Board of Directors,
 - (d) appoint appropriate ad hoc committees,
 - (e) sign reports,
 - (f) represent the Committee at regular CCSD Board meetings,
 - (g) coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,
 - (h) develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board.
- 3.5. Vice Chairperson duties:
 - (a) perform the duties of the Chairperson in their absence,
 - (b) act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.
- 3.6. Secretary duties:
 - (a) record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
 - (b) Submit the draft written minutes and recording to CCSD staff for the public record.
 - (c) Minutes should include at a minimum:
 - the date, time and location of the meeting,
 - a list of the Committee members present and absent,
 - a record of reports presented and by whom,
 - the text of motions presented and description of any action taken,
 - list of items considered for future agenda,
 - time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).

- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual Committee members should not create barriers to the implementation of any action voted upon by the Committee.
- 4.6. Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a vote of a majority of a quorum of the Committee, may recommend action to the CCSD Board.
- 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. Chair shall develop the draft agenda in cooperation with the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and the agenda distribution list.

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24-hour notice.
- 6.4. A majority of all Committee members, including the Chair, shall constitute a quorum.
- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a majority vote of a quorum of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.7. The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of Rosenberg's Rules of Order (and Roberts Rules of Order 11th Edition for matters on which Rosenberg) is silent, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.
8. AMENDMENTS TO BYLAWS
 - 8.1. The CCSD Board of Directors retains sole authority to amend these bylaws. In addition to reviewing these bylaws in odd numbered years, committee chairpersons may include any urgent suggestions or ideas for changes during their monthly report. The Board of Directors may provide the chairperson direction regarding the suggestion or place the item on a future agenda for consideration. Any amendments must be approved by majority of a quorum of the CCSD Board of Directors.

Revised 11/10/2021

CAMBRIA COMMUNITY SERVICES DISTRICT**FINANCE STANDING COMMITTEE****APPOINTMENT SCHEDULE**

Committee Members	Date Appointed	Term Expiration
Ted Siegler-Vice Chair	2/23/2021	2/18/2023
Karen Chrisman	11/10/2021	2/18/2023
Mary Maher- Secretary	2/23/2021	2/18/2023
Marvin Corne	1/17/2019	2/18/2023
Cheryl McDowell	1/17/2019	2/18/2023

Ex Officio Board Member	Date Appointed
Tom Gray - Chairman	12/17/2020

At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.

*Ted Siegler was appointed as vice chair on 2/23/2021.

*Mary Maher was appointed as secretary on 2/23/2021.

Revised 11/10/2021

CAMBRIA COMMUNITY SERVICES DISTRICT**POLICY COMMITTEE****APPOINTMENT SCHEDULE**

Committee Members	Date Appointed	Term Expiration
Gordon Heinrichs – Vice Chair	2/18/2021	2/18/2023
Vacant - Secretary		2/18/2023
Ted Key	2/18/2021	2/18/2023
Claudia Worthen	2/18/2021	2/18/2023
Debra Scott	11/10/2021	2/18/2023

Ex Officio Board Member	Date Appointed
Donn Howell- Chairman	8/15/2019

At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.

*Gordon Heinrichs was appointed to the vice chair position on 3/25/2021

Revised 2/22/2021

CAMBRIA COMMUNITY SERVICES DISTRICT**RESOURCES & INFRASTRUCTURE COMMITTEE****APPOINTMENT SCHEDULE**

Committee Members	Date Appointed	Term Expiration
David Pierson – Vice Chair	2/18/2021	2/18/2023
Brad Fowles - Secretary	2/18/2021	2/18/2023
James Webb	2/18/2021	2/18/2023
Steven Siebuhr	2/18/2021	2/18/2023
Michael Thomas	2/18/2021	2/18/2023

Ex Officio Board Member	Date Appointed
Karen Dean- Chairman	12/17/2020

At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.

*David Pierson was appointed vice chair on 2/22/2021.

*Brad Fowles was appointed secretary on 2/22/2021.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

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

Meeting Date:	December 9, 2021	Subject:	Discussion and Consideration Regarding the PG&E IGA Financing Update and to Authorize Bartle Wells to Proceed with the Phase 2 Rate Study
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RECOMMENDATIONS:

Staff recommends the Board receive a report from the Bartle Wells financial advisor and CSDA Finance regarding the PG&E IGA financing, and then discuss and consider authorizing Phase 2 of the scope of work in the current Agreement for Consultant Services with Bartle Wells Associates for Water, WRF & Sewer rate updates.

FISCAL IMPACT:

The cost of the consulting services with Bartle Wells Associates is proposed at \$27,000. Funding for these services would be split between Water, WRF and Wastewater Funds, each contributing one-third of the cost. The FY 2021/2022 budget did not include this expenditure, so a budget adjustment may be needed in each fund, which would be addressed as part of a quarterly financial report. No budget adjustment is requested at this time.

DISCUSSION:

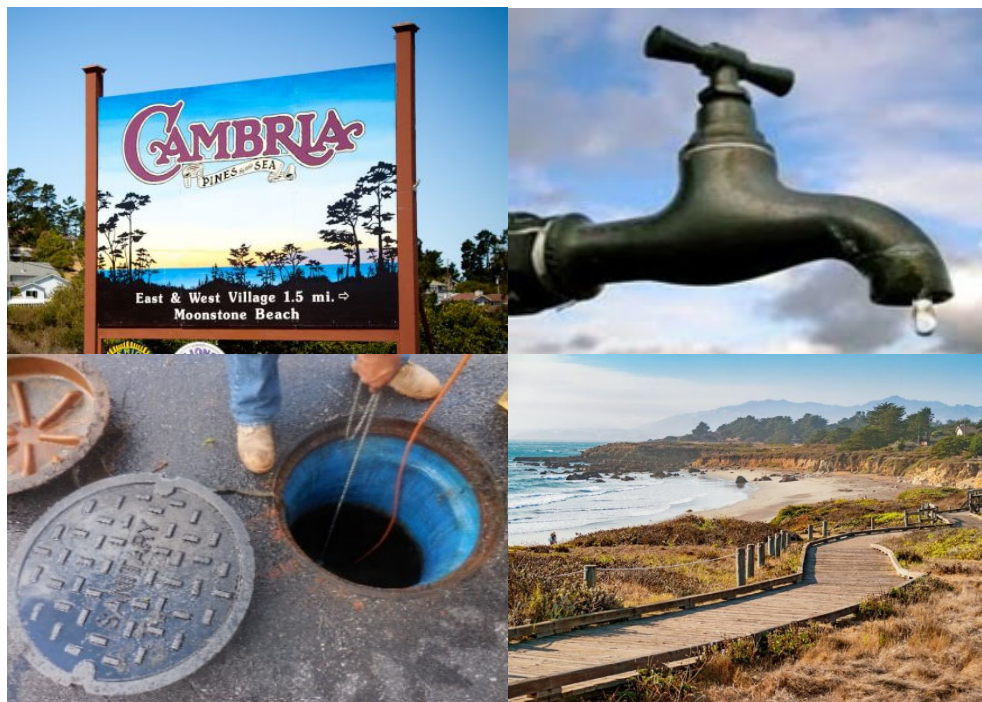
The Cambria Community Services District (CCSD) Board received the final report from PG&E for its Investment Grade Assessment (IGA) plan to execute upgrades to the wastewater treatment plant as part of the District's ongoing Sustainable Solutions Turnkey (SST) program. The CCSD has also been working on a Water Meter Upgrade project, as well as other Water & WRF projects. To properly understand CCSD's enterprise funds finances and to plan for current and future requirements, the Board approved an Agreement for Consultant Services with Bartle Wells Associates at its August 19, 2021 regular meeting and August 27, 2021 special meeting, to analyze the District's finances. Bartle Wells has completed its analysis and will deliver their report to Board.

Following the Bartle Wells Associates presentation, staff recommends that the Board discuss and consider authorizing Phase 2 (Section 2, Tasks C and D) of the Proposal for Water & Sewer Financial Plan and Rate Updates dated August 5, 2021 and direct the consultant to proceed with a rate study for the enterprise funds. Bartle Wells Associates is very familiar with District finances, as they developed its most recent rate study in 2017 and created the District's current fees and charges schedule for District services. Bartle Wells will advise the District in the short term on how to best fund the SST upgrades to the wastewater plant and will further develop a long-term financial plan and rate study to assist the District in planning for future Water, WRF and Sewer expenditures in the enterprise funds.

Attachment: Proposal for Financial Plan for Water & Sewer Agreement for Consultant Services



Cambria Community Services District



Proposal for Water & Sewer Financial Plan & Rate Updates



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue
Berkeley, CA 94703
Tel 510 653 3399
www.bartlewells.com

August 5, 2021

Cambria Community Services District
1316 Tamsen Street, Suite 201
Cambria, CA 93428

Attn: John F. Weigold, IV
General Manager

Re: Proposal for Water & Sewer Financial Plan & Rate Updates

Bartle Wells Associates is pleased to submit this proposal to assist the Cambria Community Services District with development of water and sewer financial plan and rate updates. Bartle Wells Associates specializes in providing independent financial advisory and utility rate consulting services to California water and wastewater agencies. We have extensive experience developing long-term financial plans and utility rate studies for a wide range of public agencies. And we have a strong track record of building consensus for final recommendations.

Key elements of our proposal include:

- **Develop Long-Term Financial Plans:** Develop 10-year financial plans for the District's water, water reclamation facility, and sewer enterprises. The plans will serve as financial roadmaps for funding each utility's operating and capital improvement programs while maintaining long-term financial stability. After developing base case financial projections, BWA can work with the City to evaluate alternative capital improvement and rate scenarios.
- **Rate Increases:** Identify water, reclaimed water facility, and sewer rate increases needed to support the District's future operating and maintenance, debt service, and capital funding needs. We often recommend agencies gradually phase in rate increases when needed in order to help minimize the annual impacts on ratepayers. BWA will also assist the District with all phases of the rate increase process including drafting of the required Proposition 218 Notice and participation in the Proposition 218 Rate Hearing to help gain public acceptance.
- **Incorporate District Input & Build Consensus for Recommendations:** Throughout the project, we will work closely with the District to identify and evaluate key alternatives and their impacts, gain ongoing input, and build consensus for final recommendations.

I have enjoyed working with the District on our prior assignments and appreciate the opportunity to assist the District with development of water and sewer financial plan and rate updates. Please contact me if you have any questions or need any additional information.

Sincerely,

BARTLE WELLS ASSOCIATES

A handwritten signature in blue ink that reads "Alex Handlers". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Alex Handlers, CIPMA
Principal/Vice-President

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Section 1: Firm Overview & Project Staffing



BARTLE WELLS ASSOCIATES

Leaders in California Water & Wastewater Finance

Bartle Wells Associates (BWA) is an independent financial advisory firm with expertise in the areas of water and wastewater rates and finance. Our firm was established in 1964 and is owned and managed by its principal consultants. We have over 50 years of experience advising cities, special districts, and other agencies on the complexities and challenges in public finance. We have advised over 500 public agency clients throughout California and the western United States. We have a diversity of abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best and most-practical solutions.

Bartle Wells Associates has a stable, well-qualified professional team. Our education and backgrounds include finance, civil engineering, business, public administration, public policy, and economics. The firm is owned and managed by its principal consultants who have been with the firm for many years.

BWA specializes in three professional services: utility rate and fee studies, financial plans, and project financing. We are the only independent financial advisor providing *all three* of these interrelated services to public agencies.

BWA Key Services

- *Financial Plans*
- *Rate & Fee Studies*
- *Project Financing*

RATE AND FEE STUDIES Our *rate studies* employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We develop practical recommendations that are easy to implement and often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development. BWA has completed hundreds of water and wastewater rate and fee studies. We have helped communities implement a wide range of water and sewer rate structures and are knowledgeable about the legal requirements governing rates and impact fees including Proposition 218 and Government Code 66000. We develop clear, effective presentations and have represented public agencies at hundreds of public hearings to build consensus for our recommendations.



Our offices are located in Berkeley, in a circa 1900 Victorian Building.

FINANCIAL PLANS Our *financial plans* provide agencies with a flexible roadmap for funding long-term operating and capital needs. We evaluate the wide range of financing options available, develop a plan that recommends the best financing approach, and clearly identify the sources of revenue for funding projects and repaying any debt. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 water and wastewater enterprise financial plans to help public agencies fund their operating and capital programs, meet debt service requirements, and maintain long-term financial health.



PROJECT FINANCING Our *project financing* experience includes over 300 bond sales and numerous bank loans, lines of credit, and various state and federal grant and loan programs. We generally recommend issuing debt via a competitive sale process to achieve the lowest cost financing possible. To date, we have helped California agencies obtain over \$5 billion of financing via bonds, bank loans/private placements, lines of credit, low-rate State Revolving Fund Loans, and other funding programs. We work only for public agencies; we are independent financial advisors and do not buy, trade, or resell bonds. Our work is concentrated on providing independent advice that enables our clients to finance their projects on the most favorable terms—lowest interest rates, smallest issue size, and greatest flexibility.

Bartle Wells Associates is a charter member of the **National Association of Municipal Advisors** (NAMA), which establishes strict criteria for independent advisory firms. All of our lead consultants are *MSRB-Registered Municipal Advisors* and *Certified Independent Professional Municipal Advisors*.



Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is *quality*—the quality of advice, service, and work we do for all our clients.

PROJECT STAFFING

BWA proposes to assign Alex Handers, a principal and vice-president of the firm, as project manager and principal-in-charge for this engagement. Alex has consulted for over 150 California water and wastewater agencies and has extensive experience developing financial plans and utility rate and fee studies for numerous California agencies. He also is experienced evaluating financing alternatives for capital improvement programs and has helped California agencies obtain over \$2 billion of low-cost project funding. He is a Certified Independent Professional Municipal Advisor and Board Member of the National Association of Municipal Advisors. Alex also has experience presenting technical information to non-technical audiences in order to foster understanding of key issues and recommendations. He has made hundreds of public presentations to City Councils, District Boards, and a range of community and customer groups to build support for final recommendations.



ALEX T. HANDLERS, MPA, CIPMA



Experience

Alex Handlers is a principal and vice president of Bartle Wells Associates with expertise in the areas of utility rates and finance. He has extensive experience developing long-term financial plans, utility rates, and development impact fees for utility enterprises. Alex has helped agencies implement a wide variety of water and sewer rate and fee structures and is knowledgeable about the legal requirements governing rates and fees. He has substantial experience working with governing boards and community advisory groups to build consensus for recommendations and has helped many agencies implement rate increases in challenging political environments. He has managed projects for over 150 cities, counties, and special districts.

Alex is also an independent financial advisor who helps public agencies secure low-cost financing for capital projects. He is an MSRB-Registered Municipal Advisor and a current Board Member of the National Association of Municipal Advisors. He has expertise helping public agencies evaluate financing alternatives for capital improvement programs and has helped agencies obtain over \$2 billion in financing via bonds, COPs, bank loans/private placements, lines of credit, and various state and federal funding programs.

Education

M.P.A. - University of Washington

B.A. - Lehigh University

Certifications

Board Member – National Association of Municipal Advisors

Certified Independent Public Municipal Advisor (CIPMA)

MSRB-Registered Municipal Advisor (Series 50)

Representative Projects

- **City of Morro Bay:** Developed 10-year water and wastewater financial plans and rate studies supporting construction of a new \$145 million Water Reclamation Facility and recycled water infrastructure. Evaluated water and sewer rate structures and recommended modifications based on a cost of service analysis. Developed emergency water shortage rates. Updated the City's water and wastewater connection fees. Served as financial advisor on issuance of \$62 million of low-rate WIFIA financing and \$67 million of low-rate State Revolving Fund financing.
- **South San Luis Obispo County Sanitation District:** Developed 10-year financial plan and wastewater treatment rate recommendations. Recommended a multi-year phase-in of rate increases to support financial stability and construction of \$37 million project to address permit requirements and improve reliability. Served as financial advisor on issuance of \$27 million of wastewater revenue bonds and \$4.5 million low-interest rate USDA Loan.
- **Cambria Community Services District:** Developed water and sewer rates and capacity charges as well as supplemental water rates to support an emergency desalinated water facility, and updated the District's miscellaneous fees and charges.
- **South Tahoe Public Utility District:** Serves as independent financial advisor on competitive and negotiated bonds sales and 5 competitively bid private placements generating over \$50 million to fund water and sewer capital improvements and refinance outstanding debt to achieve savings.
- **City of Paso Robles:** Developed wastewater financial plan and rate study designed to restore the wastewater enterprise's financial stability and meet future capital funding needs. Recommended modifications to the wastewater rate structure designed to improve revenue stability and align rates with the cost of providing service.

Alex T. Handlers, continued

- **City of Redwood City:** Developed water and sewer financial plans and utility rate studies designed to support long-term operating and capital needs while providing a defensible cost-justification for the City's utility rates. Recommended a number of modifications to the City's water and sewer rate structures. Recommended adoption of a new Water Supply Capacity Fee to recover recycled water facility costs.
- **Monterey One Water (formerly Monterey Regional Water Pollution Control Agency):** Developed a long-term financial plan, sewer rate study, capacity charge study, and update of other fees and charges.
- **City of San Carlos:** Developed sewer enterprise financial plan and rate study designed to support legally-required sewer collection system capacity improvements, long-term pipeline replacements, and over \$120 million for the City's share of costs for rebuilding the regional wastewater treatment plant. Evaluated residential rate alternatives and recommended modifications to the City's sewer rate structure designed to improve rate equity and align rates with the cost of service.
- **Joshua Basin Water District:** Long-term financial plan and water rate study recommending a gradual increase in water rates coupled with rate structure modifications to provide additional conservation incentive. Updated District's connection fees. Worked closely with a community advisory committee to evaluate rate options and develop final recommendations.
- **City of Mountain View:** Developed 10-year water and wastewater financial plans and rate studies. Evaluated water and sewer rate structures and recommended modifications to improve rate equity and compliance with Prop. 218. Updated the City's water and wastewater connection fees.
- **City of San Mateo:** Developed a sewer enterprise financial plan and rate recommendations supporting funding for a roughly \$900 million wastewater capital improvement program needed to improve wet weather capacity and rebuild the City's aging wastewater treatment plant.
- **Ramona Municipal Water District:** Developed 10-year financial plans, wastewater rates and capacity charges for the District's two separate sewer service areas.
- **City of Sunnyvale:** Developed sewer enterprise financial projections and rate recommendations. Updated the City's water and sewer capacity charges levied on new development.
- **City of San Bruno:** Developed 10-year water and wastewater financial plans and rate studies. Evaluated water and sewer rate structures and recommended modifications to improve rate equity and increase conservation incentive. Incorporated input from the City Council's Utilities Committee.
- **City of East Palo Alto:** Developed water rates, a water system capital improvement charge, and a meter replacement program surcharge.
- **San Francisco Public Utilities Commission:** Developed financial projections supporting over \$1 billion of bonds issued to help fund a 10-year, \$4.3 billion upgrade to the Hetch-Hetchy regional water system.
- **East Palo Alto Sanitary District:** Developed a wastewater financial plan and rate study that restored District's financial health. Updated District capacity fees.
- **Alameda County Water District:** Comprehensive development fee study; recommended a series of modifications to existing charges to improve revenue recovery, equity and fee administration.
- **City of Fresno:** Developed wastewater enterprise financial plan and Excel-based financial model that is used by City staff to update projections. Developed new water connection fees designed to recover costs of existing facilities and future supplemental water supply projects benefiting new development.

Section 2: Proposed Scope of Services

This section presents a draft scope of services that we believe forms a sound basis for completing this assignment. Bartle Wells Associates will work with the Cambria Community Services District to *finalize a scope of services that meets the District's objectives and schedule.*

TASK A. PROJECT INITIATION & DATA COLLECTION

1. Project Team Orientation

To initiate our work, hold a conference call with the District to accomplish the following:

- Identify members of District staff, Board Members, engineering consultants, and other consultants/advisors who will participate in the project.
- Determine the roles and responsibilities of all project participants.
- Identify other parties that may have a significant interest in the project, such as community groups, business organizations, and large customers.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the District's project team.

2. Investigation and Data Collection

Assemble the information necessary to develop updated financial and rate projections. Assistance and cooperation of District staff will be needed to assemble the relevant information which will include historical financial data from recent years, current budget, updated capital improvement plans, updated customer and usage data, and other information as needed.

Task A Deliverables

- Project kickoff conference call
- List of information needs and key questions
- Identification of project goals and objectives
- Project team contact list
- Draft project schedule

TASK B. 10-YEAR FINANCIAL PLAN UPDATES

1. Develop Forecasts and Projections

Based on evaluation of the data assembled and input provided by staff and other members of the project team, prepare forecasts and projections to be used in the development of financial projections for the District's water and sewer utilities. Develop projections for the following areas (and others as appropriate):

Capital Improvement Needs & Long-Term Repairs & Replacements: Based on input from District staff, determine a reasonable amount to include for required near-term capital improvement needs as well as future ongoing repairs and replacements to aging infrastructure.

Operating & Maintenance Needs & Cost Escalation Factors: Work with project team to develop reasonable cost estimates for future annual operating and maintenance expenses as well as cost escalation factors for both operating and capital expenditures. Work with staff to estimate potential new operating costs, such as new O&M costs related to planned capital improvements, or costs for complying with future permit requirements.

Water & Sewer Demand: With District input, develop forecasts of the overall level of water and sewer sales. Evaluate alternatives as needed, such as reduced levels of demand due to drought.

Other Financial Projections: With District input, develop reasonable and slightly conservative assumptions for future growth, investment earnings, and other relevant financial variables.

Review projections with District staff for agreements on assumptions, interpretation of data, and completeness of approach.

2. Evaluate Financing Alternatives for Capital Improvements

Evaluate options for financing proposed capital improvement projects. Our evaluation will:

- Estimate the amount and timing of any debt, if needed, to finance capital projects.
- Evaluate the alternative borrowing methods available including bonds, COPs, state and federal loan programs, bank loans and lines of credit, and other options.
- Recommend the appropriate type of debt, its term and structure.
- Evaluate possible combinations of financing methods, such as partial pay-as-you-go cash funding supplemented by debt when needed.

3. Review & Establish Prudent Minimum Fund Reserve Targets

Evaluate the adequacy of the District's current water and sewer enterprise fund reserves. Establish prudent minimum fund reserve targets based on the District's operating and capital funding projections. Develop an implementation plan for achieving and maintaining the recommended reserve fund levels.

4. Develop 10-Year Cash Flow Projections & Evaluate Financial Scenarios

Develop cash flow projections showing the financial position of the District's water and sewer enterprises, as well as the water reclamation facility, over the next 10 years. The cash flows will project fund balances, revenues, expenses, and debt service coverage, and will incorporate the forecasts developed with staff input, including funding needs for future repairs and replacements. After developing a base-case cash flow scenario, we can develop alternatives for additional evaluation such as capital project alternatives, project financing alternatives, the impacts of different levels of conservation and water sales, etc. During this phase, BWA will work closely with the project team to develop and hone financial and rate projections. BWA typically recommends that rate increases be phased in over time to minimize the annual impact on ratepayers.

5. Meet with District to Discuss Findings, Recommendations & Alternatives

Meet with District to present findings and preliminary recommendations, discuss alternatives, and gain ongoing input for development and refinement of recommendations.

Task B Deliverables

- Summary of 10-year capital improvement funding needs and/or alternatives for evaluation
- Evaluation of financing alternatives for capital improvements
- Recommendations for minimum fund reserve targets
- 10-year financial projections for the water, water reclamation, and sewer utilities
- Identification of alternative rate increase scenarios for District evaluation
- Meet with District to present findings, discuss alternatives, and gain input

TASK C. WATER, WATER RECLAMATION & SEWER RATE INCREASES

1. Conduct Regional Rate Survey

Review and summarize water and sewer rates of other regional and/or comparable agencies. Summarize results in easily understandable tables and/or charts.

2. Analyze Consumption & Utility Billing Data

Analyze current and historical water utility billing data to determine reasonable and conservative estimates of water demand to use in financial projections. Evaluate impact of Covid-19 on water use.

3. Evaluate Rate Increase Options

Based on the cash flow projections, determine the annual revenue requirements for the District's water, water reclamation, and sewer enterprises and project required utility rate increases. Evaluate the financial impact of various rate adjustment alternatives, such as phasing in required rate increases over a number of years. If appropriate, develop a reduced rate alternative for each utility and evaluate impacts on the District's ability to fund capital projects.

4. Evaluate Rate Impacts on District Customers

Calculate the rate impacts of each rate alternative on a range of utility customers (e.g. different customer classes, customers with different levels of water or sewer use, etc.

5. Develop Preliminary & Final Rate Recommendations

Develop draft rate recommendations. The recommendations can include a multi-year phase in of both overall rate increases and proposed rate structure modifications. Review preliminary recommendations and key alternatives with the District to gain additional input. Based on input received, develop final draft water and sewer rate recommendations.

6. Meet with District to Discuss Findings, Recommendations & Alternatives

Meet with District to present findings and preliminary recommendations, discuss alternatives, and gain ongoing input for development and refinement of recommendations.

7. Assist District with the Proposition 218 Rate Increase Process

Assist District with all phases of adopting updated rates pursuant the process established by Proposition 218. BWA will draft the required Proposition 218 Notice and remain available to assist with coordination of printing and mailing of the notice. BWA recommends the notice go beyond the minimum legal requirements and provide clear and concise explanation of the reasons for any rate increases or adjustments. We have found that ratepayers are generally much more accepting of rate increases or rate structure modification when they understand the reasons underlying the changes.

Task C Deliverables

- Utility rate surveys
- Analysis of utility billing data
- Identification of rate alternatives and their impacts
- Preliminary and final rate recommendations
- Meet with District to discuss findings/recommendations/alternatives & gain input
- Assistance with Proposition 218 Rate Increase Process

TASK D. PRESENTATIONS, REPORTS, RATE ADOPTION

1. Budget Committee Meetings (2 Committee Meetings, as needed)

Develop a PowerPoint presentation and present findings, recommendations, and alternatives to the District's Budget Committee for input and discussion. Revise recommendations as needed.

2. Board Meetings/Study Sessions (2 Board Meetings)

Present findings and recommendations (and/or alternatives) to the full Board of Directors for input and discussion. Board input will be incorporated into final recommendations.

3. Proposition 218 Rate Hearing (1 Public Hearing)

Attend the Proposition 218 Rate Hearing, provide a summary presentation explaining key findings and recommendations, and remain available to respond to questions.

4. Prepare Draft & Final Reports

Develop draft a draft reports summarizing key findings and recommendations. Receive input on draft report from the District and incorporate into a final report.

5. Public Education and Consensus-Building

Rate and fee adjustments are often controversial. BWA has extensive experience developing clear presentations that facilitate public understanding of the need for rate increases. We understand the importance of building consensus and public acceptance for our recommendations and can assist the District in developing public education materials.

Task D Deliverables

- Participation in up to 5 meetings with the Board/Budget Committee including 2 Budget Committee workshops, 2 Board Meetings, and the Proposition 218 Rate Hearing
- PowerPoint presentation summarizing key findings & recommendations
- Draft and final reports for the rate studies and capacity fee updates
- Draft and final Proposition 218 rate notice
- Assistance with public outreach efforts

SECTION 3: AVAILABILITY & FEES

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.
2. During the project, Bartle Wells Associates will be available at all reasonable times and on reasonable notice for phone calls and teleconferences, meetings and consultation as necessary.
3. Bartle Wells Associates will perform all work related to the assignment. Alex Handlers, a firm principal, will be assigned as project manager. He will serve as lead contact and will be involved with the project a day-to-day basis. Other BWA consultants are available to assist as needed.
4. The fees for services outlined in this proposal will not exceed \$27,000. The fee is based on the following assumptions:
 - a. All necessary information will be provided by the client agency in a timely manner.
 - b. Development of a draft, final draft, and final versions of tables, presentations, and reports. Time and expenses involved in revising tables and assumptions or developing additional versions of documents may constitute additional services if not achievable within the budget.
5. In addition to the services provided under this proposal, Bartle Wells Associates may be authorized to perform additional services for which we will be compensated on a time and materials basis according to our Billing Rate Schedule. Additional services may include, but are not limited to additional meetings or presentations, substantial changes in project scope, and other services.
6. Progress payments and direct expenses are payable on a time and materials basis as the work proceeds as provided in our Billing Rate Schedule 2021, which will remain in effect through the duration of this assignment.
7. Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance as provided in the Certificate of Insurance attached.
8. If the project is terminated for any reason, Bartle Wells Associates is to be reimbursed for professional services and direct expenses incurred up to the time we receive notification of such termination.
9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.

ESTIMATED PROJECT BUDGET

PROJECT TASK	COST ESTIMATE
TASK A. PROJECT INITIATION & DATA COLLECTION	\$2,000
1. Project Team Orientation / Kickoff Meeting	
2. Investigation & Data Collection	
TASK B. 10-YEAR FINANCIAL PLAN UPDATES	\$12,000
1. Develop Forecasts & Projections	
2. Evaluating Financing Alternatives for Capital Improvements	
3. Review & Establish Prudent Minimum Fund Reserve Targets	
4. Develop 10-Year Financial Projections & Evaluate Scenarios	
5. Meet with District to Discuss Findings & Gain Input	
TASK C. WATER, RECLAIMED WATER, & SEWER RATE INCREASES	\$6,000
1. Conduct Survey of Regional Water & Sewer Rates	
3. Analyze Consumption & Utility Billing Data	
3. Evaluate Rate Increase Options	
4. Evaluate Rate Impacts on District Customers	
5. Develop Preliminary & Final Rate Recommendations	
6. Meet with District to Discuss Findings & Gain Input	
7. Assist District with Proposition 218 Rate Increase Process	
TASK D. PRESENTATIONS, REPORTS, RATE ADOPTION	\$6,000
1. Budget Committee Meetings (2 Committee Meetings, as needed)	
2. Board Meetings/Study Sessions (2 Board Meetings)	
3. Proposition 218 Rate Hearing (1 Public Hearing)	
4. Prepare Draft & Final Reports	
5. Public Education & Consensus-Building (as needed)	
TOTAL ESTIMATED HOURS	\$26,000
ESTIMATED EXPENSES	\$1,000
TOTAL PROJECT BUDGET	\$27,000



BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2021
 Rates Effective 1/1/2021

Professional Services

Financial Analyst I	\$110 per hour
Financial Analyst II	\$135 per hour
Consultant	\$165 per hour
Project Consultant	\$180 per hour
Senior Consultant	\$195 per hour
Senior Project Manager	\$225 per hour
Principal Consultant.....	\$265 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant's hourly rate.

The above rates will be in effect through December 31, 2021 at which time they will be subject to change.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees are typically billed monthly for the preceding month and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

SCHEDULE OF INSURANCE

Insured: BARTLE WELLS ASSOCIATES

Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.

TYPE OF INSURANCE	COMPANY POLICY NUMBER	COVERAGES AND LIMITS	EXP. DATE
Commercial General Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> ■ \$2,000,000 General Aggregate ■ \$2,000,000 Products Comp/Op Aggregate ■ \$2,000,000 Personal & Advertising Injury ■ \$1,000,000 Each Occurrence 	6/1/22
Excess/Umbrella Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> ■ \$1,000,000 Aggregate ■ \$1,000,000 Each Occurrence 	6/1/22
Automobile Liability	Hartford Insurance Company Policy #35-UEC VU2842	<ul style="list-style-type: none"> ■ \$1,000,000 Combined Single Limit 	6/1/22
Workers Compensation & Employers' Liability	Hartford Underwriters Insurance Company Policy #35-WEC FG7858	<p>Workers' Compensation: Statutory Limits for the State of California. Employers' Liability:</p> <ul style="list-style-type: none"> ■ Bodily Injury by Accident - \$1,000,000 each accident ■ Bodily Injury by Disease - \$1,000,000 each employee ■ Bodily Injury by Disease - \$1,000,000 policy limit 	6/1/22
Professional Liability	Chubb & Son, Inc. BINDO94045	<p>Solely in the performance of services as municipal financing consultants for others for a fee.</p> <p>Limit: \$2,000,000 Per Occurrence & Aggregate (including defense costs, charges, and expenses)</p>	6/1/22

Resources & Infrastructure Committee Report for Dec 9 2021 CCSD Meeting

The Resources & Infrastructure Committee meet, via Zoom, on November 8, 2021. All committee members were present. Staff present were Utilities Manger Ray Dienzo and Board Secretary Ossana Terterian.

The Committee received an update on the PG&E SST IGA from Utilities Manger Ray Dienzo. The Final IGA Report was in its final stage, and was expected to be received by staff that day for presentation at the next Board Meeting.

An update from the Ad Hoc Committee on the General Fund CIPs was given by Vice Chair David Pierson. The Ad Hoc has worked on their prioritization system, and was awaiting further information on the General Fund CIPs from Staff.

An update from the Ad Hoc Committee on the Enterprise CIPs was given by Chair Karen Dean with additional input from Ad Hoc Committee members Steven Siebuhr and Michael Thomas. The Ad Hoc reported that they had met twice with WWTP Staff, as well as another meeting with just the Ad Hoc members, had reviewed the WWTP CIPs, and worked on prioritization methods for the Water and Wastewater CIPs.

The two Ad Hoc Committees discussed the differences in their prioritization methods, and whether to try to make their criteria more in line together within the two committees.

There will not be an R&I meeting in December.

Respectfully submitted,
Director Karen Dean, R&I Chair

NCAC Liaison Report for December 9 2021 CCSD Meeting

The NCAC meeting was held on Wednesday November 17, 2021 via Zoom.

The Council discussed the proposed redistricting maps for the SLO County Supervisory Districts, and moved to recommend Plan A. Outreach Committee Chair Karen Chrisman was tasked with drafting a letter regarding the NCAC Council recommendation to present to the NCAC Chair Brian Glusovich for his signature and send the letter to the Board of Supervisors.

A report was given by the SSCSD Board Liaison Gwen Kellas. There are two San Simeon CSD Board openings due to resignations. The Board approved a proposal from Akel Engineering for an Urban Water Management Plan, and a proposal from Stillwater Sciences for an Instream Management Plan with the goal of lifting their moratorium. The SSCSD also received a proposal from Cooperative Strategies for redistricting services, and are looking at other redistricting services that might be of a lower price.

Supervisor Bruce Gibson talked about the Cambria Christmas Market, and reported that the applicant pulled their permit application and agreed to hold the Market under the conditions laid out within their 1990's hotel and restaurant permit. The planning department is working on an agreement with the Lodge as to what will be allowed. County Planning Supervisor Siong is also working with Dirk Winter on the Christmas Market.

Mike McDonough from the CCHD reported that their staff was fully vaccinated. He also announced that there was going to be a drive through vaccine clinic for both Covid and Flu vaccines at the CHC parking lot November 20. The CCHD was also going to hold classes in CPR for Leffingwell students on November 19.

The Land Use Committee had two referrals from the SLO County Planning Department. One was for a lot line adjustment, and the other was for a vacation rental and a bed and breakfast in Harmony. The Council approved both referrals.

The Outreach Committee has been working on new trifold brochures for the NCAC, including a Spanish language version.

Environmental Representative Kitty Connolly talked about the progress of the designation of the Chumash Heritage Marine Sanctuary. The FFRP is working on non-native ice plant removal On the Fiscalini Ranch, and the post Thanksgiving tree planting has been postponed as the seedlings are too small to survive.

In her Agriculture report, Beth Kendall relayed that Governor Newsom signed AB1346 which will ban the sale of small engine devices like chain saws and leaf blowers.

Tala Romero, in her Hispanic Representative report, said that they are working with Toys 4 Tots on Christmas gifts for kids, and there is a drive through planned at the Santa Rosa Church on Dec 4 for donations of new clothing and money for children in need. Tala also reported that the County Health Department will be coming to the local schools in December and January to provide vaccinations.

There will not be an NCAC meeting in December.

Respectfully submitted,
CCSD Director Karen Dean, Board appointed NCAC Liaison

California Coastal Commission Liaison Report for Dec 9, 2021 CCSD Meeting

The California Coastal Commission met, via Video & Teleconference, November 17, 18, and 19, 2021.

There were several things of interest to our community.

Dr. Charles Lester, the Director of the Ocean and Coastal Policy Institute at UC Santa Barbara, gave a presentation on Public Trust Tidelands and Sea Level Rise.

The State Lands Commission and the California Coastal Commission have been working collaboratively on the issue of sea level rise as part of the Coastal Commissions Strategic Plan. The two agencies engaged Dr. Lester as a consultant to write this report on how the agencies can continue to work to protect Public Trust Tidelands resources in the face of sea level rise. The two teams are planning to analyze Dr Lester's recommendation, together with their own findings, and create an action plan for future tasks which will be brought back before the Coastal Commission for adoption.

Dr. Lester's report focused on the public trust tidelands, which are the areas between the mean low tide line and the mean high tide line, and the protection of the public's tideland interests such as their right to access for recreation, commerce, navigation, fisheries, and scenic and wildlife preservation, in the face of sea level rise which is causing these tideland spaces to move inland.

Dr. Lester showed many slides where the shoreline is migrating further inland towards existing development, and expressed the need to identify zones of concern where development setbacks would need to increase to protect current and projected future tideland locations, and he recommended updating permit filing requirements to insure sufficient information to address protection of these areas of concerns. He stated that future shoreline development, especially structures, could have a huge impact on tidelands through encroachment, displacement, public access interference, and erosion. He also spoke to the challenges of achieving balance between public and private interests while protecting the public's tidelands. Next steps will be continued work between the two agencies on strategies to deal with sea level rise and consideration of adoption of some of the recommendations in Dr. Lester's report.

The Appeals for both the Hadrian and Bookout Single Family Home CDP's were brought before the Coastal Commission. These projects were appealed by Commissioners Escalante and Hart, as well as by three local Cambrian residents. The Commission again found Substantial Issues, and de Novo Hearings were continued to a later date.

The next California Coastal Commission meetings will be December 15, 16, and 17, 2021.

Respectfully submitted,
CCSD Director Karen Dean, Board appointed liaison to the CCC

Friends of the Fiscalini Ranch Preserve meeting report from Tuesday, November 9, 2021

Executive Director Kitty Connolly began the meeting with an update on the Boardwalk that will connect the Bluff Trail with the Fire Road on the lower Ranch. Regarding the cost of the project, a very rough estimate has been received from the California Conservation Corps totaling \$245,000, a bit lower than the recent quote from the Wallace Group. Folks from the CCC will soon be making a site visit to further assess the situation. Potential grant funding for this project may last for up to three years. Also, adjustments may be considered regarding the design to lessen the angle of the Boardwalk to lower the cost.

The "Borrow a Bell" program continues to be a success, especially with the new attractive dispensing locations getting folks attention. Bike riders are certainly making good use of them.

Tree planting, which has been a success over the years and usually takes place the weekend after Thanksgiving, is being postponed for a while, as the 300 or so seedlings are relatively small in size at this time. Feeding the seedlings to give them a boost is taking place.

Speaking of seedlings and planting in general, plans are being developed to build a Restoration Nursery to grow a variety of plants to enhance the appearance of the Ranch. Three grants totaling just over \$15,000 to fund the project have been obtained, and the collecting of seeds along the Bluff trail is already taking place. A long term fixed location for the Nursery has yet to be determined, but the plan is to place it on Ranch property.

A local tree service has recently made quick work of removing a very large amount of ice plant from various benches along the Bluff trail and elsewhere. Of course many local volunteers have been doing this work for years, and Sierra Club volunteers will be providing help in this area in early December. Long time organizer Brian Morgan and Michael Thomas will be of assistance. Also, Monarch Butterflies are returning to the Central Coast in encouraging numbers after years of decline. Volunteers are being requested for the Thanksgiving Monarch Grove counting on the Ranch.

The highly respected Old Growth Forest Network has asked FFRP to become part of their organization. The Old Growth Forest Network is the only national organization dedicated to highlighting protected old growth native forests and to inform people of all generations where they can experience the biodiversity and the beauty of nature. This is quite an honor and again acknowledges our good fortune to have the "Jewel of the Central Coast" in our wonderful community .

Following up on the past two meetings, encroachment on the Ranch was briefly discussed. Hiring an attorney/consultant to research similar situations in other parts of California, and then bring recommendations to the FFRP Board as to how to address this issue, is being considered.

Two more successful astronomy walks recently took place. Other educational walks such as: What Rain Brings to the Forest, and Conversations with the Forest, are on the horizon, as is the Family Walk on the Fiscalini Ranch Preserve the morning after Thanksgiving, a wonderful opportunity for children to learn about the plants and animals in the forest.

Tee shirts, hats, bells, puzzles, wrapping paper and tea towels have been ordered for holiday shopping, and the FFRP store at 604 Main St will be open on Cambria Hospitality Day from 1-8PM on Monday, December 7th, as well as the usual Thursday and Saturday.

The annual "Songs For The Season" event is still happening on Saturday, December 11th from 2:00-4:30 PM at Fog's End Barn. It's a time to gather and celebrate with friends and song, drink and good food. Tickets are available at the FFRP web site and the FRP store. The hope is the Yellow Tier will apply by that time, and the mask mandate will not be enforced. Vaccination status may be requested at the event.

Finally, a date for the Annual FFRP Board meeting is being considered, as is the setting of Board Goals and Objectives for 2022.

The next FFRP Board meeting is Tuesday, December 8th at 4:00 PM via Zoom.

This summary written by CCSD Board Director Harry Farmer.

Cambria Forest Committee meeting Wednesday, November 10, 2021

In attendance at this evening's meeting were CFC Board members Crosby and Laura Swartz, recording secretary Christine Heinrichs, Bob Fountain from Greenspace the Cambria Land Trust, Neil Havlik from the local chapter of the California Native Plant Society, and CCSD Board Director Harry Farmer.

Interestingly, this meeting began with a brief discussion of a petition submitted by the California Native Plant Society in August 1999 to list the Monterey Pine as an Endangered Species. Due to the large number of comments submitted on this topic at that time, the petition was temporarily withdrawn and for some reason never resubmitted. It appears various regulatory agencies have differing opinions on this topic, including that Monterey Pine trees may be endangered in some areas but not in others. It's possible new information on this subject has come to light in the past twenty years or so, and therefore investigating this subject once again may be worth doing.

Also brought up was the Agenda Item at today's (Wednesday, November 10th) CCSD Board of Directors meeting regarding the Finance Ad Hoc Committee findings identifying Underfunded, Under-Resourced and Understaffed Services. Of interest was the statement to attempt to Divest as many Vacant Lots as possible Owned by the Cambria CSD. Oddly, while this topic was addressed in the original findings of the Ad Hoc Committee, it was not included in the document submitted to the Board today. Also noted was that a statement in the report regarding insufficient revenue available to the District to provide the same service at the same level to the community moving forward. The original statement was seriously watered down to apparently make circumstances appear less urgent. As a result of both of the above topics being either significantly edited or removed, the District Board voted to return the findings to the Finance Committee for further discussion.

Under New Business, we discussed the recent gathering at Camp Ocean Pines to consider planting Monterey Pine seedlings at the Camp. Attending that outdoor happening were COP Executive Director Andrew Boyd-Goodrich, Crosby and Laura Swartz, Gordon and Christine Heinrichs, Greenspace President John Seed, local Arborist Blair McCormick, and Harry Farmer. Greenspace has offered to provide 50 seedlings to this project at a discount, and as a result the Forest Committee has submitted a grant application for \$650 to fund the project. There is a greenhouse on COP property to grow seedlings of various plants as well as Monterey Pines. It was acknowledged that having the youth involved in this project would be a most positive experience for the kids as well as adults.

Further discussion took place regarding the Covell Ranch Fuel Reduction Project recently approved by the California Coastal Commission. Apparently two roughly one acre test plots will very soon be established to examine various options in this project. For example, cutting down 8" in diameter or smaller trees in one plot, and 4" or less in the other. It appears a mechanical masticator will be used on both plots, though one would hope tree and plant removal could be done more by hand on one of the plots to assess the difference in this approach. The location of the plots on the roughly 200 acres southwest of the cemetery is not known at this time, but will be shown at a small gathering of folks on Friday, November 12th, including members of the local chapter of the CA Native Plant Society. Establishing these plots will begin on Monday, November 15th. Overall the Covell Ranch FRP is a 10 year program to improve forest health, protect and restore habitat, and increase fire resilience.

A report was given regarding the CCSD Forest Management Ad Hoc Committee. Various members of the SLO County Fire Safe Council, the Upper Salinas/Las Tablas Resource Conservation District,

Cambria Forest Committee President Crosby Swartz, John Seed President of Greenspace and other organizations have been represented at the Zoom meetings that have taken place since March 2021. The goal of the Committee is to address forest health in Cambria, and hopefully hire a Forest Manager/Ecologist to provide professional guidance in this area. A Zoom conversation with Dylan Skybrook, manager for the Santa Cruz Mountains Stewardship Network, will take place on Monday, November 15th, to discuss how his group has addressed forest management.

A member of the public in attendance remarked on the fact that diversity is at the heart of a healthy forest. However, this person also stated that many folks have told her the local hiking area known as Strawberry Canyon is messy, appears unhealthy and not maintained. It was speculated that perhaps Strawberry Canyon is being compared to the Fiscalini Ranch and its appearance. Of course the Ranch is maintained by both employees of the CCSD, volunteers from FFRP, at times Cal Fire and other agencies or local hired tree services. Of major discussion was, what constitutes a healthy forest, and essentially how does nature take care of itself, especially without intervention from mankind? Does the general appearance of a forest indicate overall health? Perhaps there's a need for public education in this area as to what is a healthy forest!

Discussed at the CFC October meeting was having Bryant Baker from Las Padres Forest Watch provide a presentation on how his group's efforts and advocacy regarding forest protection could perhaps be applied to Cambria. It is hoped this event will be arranged for early 2022.

At present, the next Cambria Forest Committee meeting is scheduled for Wednesday, December 8th, 2021 at 5:30PM via Zoom.

This report written and provided by CCSD Director Harry Farmer.