



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, February 28, 2019 - 2:00 PM

1000 Main Street Cambria, CA 93428

AGENDA

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the District Clerk, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

1. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. Report from Closed Session
- E. Agenda Review: Additions/Deletions

2. PUBLIC SAFETY (Estimated Time: 5 Minutes per item)

- A. Sheriff's Department Report
- B. CCSD Fire Chief's Report
- C. PROS Chairman's Report

3. PUBLIC COMMENT (Estimated time: 30 minutes. At President's discretion additional comments may be heard at the end of meeting.)

Members of the public may now address the Board on any item of interest within the jurisdiction of the Board but not on its agenda today. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Each speaker has up to three minutes. Speaker slips (available at the entry) should be submitted to the District Clerk.

4. CONSENT AGENDA (Estimated time: 15 Minutes)

All matters on the consent calendar are to be approved by one motion. If Directors wish to discuss a consent

item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the consent calendar as a whole is acted upon.

- A. CONSIDERATION TO ADOPT THE JANUARY 2019 EXPENDITURE REPORT
- B. CONSIDERATION TO ADOPT THE JANUARY 3, 2019 AND JANUARY 30, 2019 SPECIAL MEETING MINUTES AND JANUARY 17, 2019 REGULAR MEETING MINUTES
- C. CONSIDERATION OF ADOPTION OF RESOLUTION 03-2019 AMENDING THE LIST OF DESIGNATED POSITIONS SUBJECT TO THE DISTRICT'S CONFLICT OF INTEREST CODE TO INCLUDE MEMBERS OF STANDING COMMITTEES AND THE STRATEGIC AND ORGANIZATIONAL ADVISOR
- D. CONSIDERATION OF ADOPTION OF RESOLUTION 04-2019 DECLARING VEHICLES AND EQUIPMENT SURPLUS, ENTERING INTO AN AGREEMENT WITH PUBLIC GROUP, LLC AND AUTHORIZING SALE BY THE ACTING GENERAL MANAGER
- E. CONSIDERATION OF ADOPTION OF RESOLUTION 05-2019 AMENDING THE CCSD SALARY SCHEDULE
- F. CONSIDERATION OF ADOPTION OF RESOLUTION 06-2019 RATIFYING THE MEMORANDUM OF UNDERSTANDING BETWEEN CAMBRIA COMMUNITY SERVICES DISTRICT AND CAMBRIA FIREFIGHTERS/INTERNATIONAL ASSOCIATION OF FIREFIGHTERS IAFF LOCAL 4635
- G. CONSIDERATION OF ADOPTION OF RESOLUTIONS 07-2019 AND 08-2019, APPROVING THE CCSD BOARD BYLAWS AND THE CCSD 2019 REGULAR BOARD MEETING SCHEDULE
- H. CONSIDERATION OF APPROVAL OF RESOLUTION 09-2019 TO FINANCE THE PURCHASE OF A REPLACEMENT CRANE TRUCK FOR THE WASTEWATER DEPARTMENT

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

- A. DISCUSSION AND CONSIDERATION OF VOTING TO ELECT A REPRESENTATIVE TO THE SDRMA BOARD OF DIRECTORS
- B. DISCUSSION AND CONSIDERATION OF EXTENDING THE OUTSTANDING INTENT TO SERVE LETTERS FOR BORIS PILCH, LLC
- C. SUPPLEMENTAL REPORT REGARDING DISCUSSION AND CONSIDERATION OF AMENDING THE CCSD MUNICIPAL CODE RELATING TO THE AFFORDABLE HOUSING PROGRAM
- D. DISCUSSION AND REVIEW OF FISCAL YEAR 2018/2019 MID-YEAR BUDGET
- E. DISCUSSION REGARDING PROPOSED UPDATE OF THE WASTE DISCHARGE REQUIREMENTS AND WATER RECYCLING REQUIREMENTS FOR THE SUSTAINABLE WATER FACILITY (REGIONAL WATER QUALITY CONTROL BOARD, CENTRAL COAST REGION ORDER NO. R3-2014-0050)

6. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

- A. Board Member, Committee and Liaison Reports
 - i. Finance Standing Committee Report
 - ii. Policy Standing Committee Report
 - iii. Resources & Infrastructure Standing Committee Report

7. MANAGER'S REPORT

- A. Acting General Manager's Report
- B. Finance Manager's Report

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

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

9. ADJOURN TO CLOSED SESSION (Estimated time 60 Minutes)

- A.** PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957.
Title: Acting General Manager
- B.** PUBLIC EMPLOYMENT Pursuant to Government Code Section 54957.
Title General Manager



Cambria CSD Fire Department

February 28, 2019 CCSD Board Meeting

January 2019

Prevention and Education

- 1 Residential rough/hydro inspection were completed
- 2 Fire final inspections
- 0 Residential site visits for building questions
- 1 Fire plan reviews
 - xxxx Moonstone
- 3 Engine company commercial fire and life safety inspections were conducted
- 0 Public education events
- 6 Residential smoke/carbon monoxide detectors were installed and or the batteries changed
- 1 Fire Engine and Station tours

Hydrants Maintenance & Testing

Date	Water Used	Hydrants Completed	Hours
2017	5,418	98	98
2018	0	136	103
January 2019	0	0	0
Total	5,418	234	201

Meetings and Affiliations

- CERT mtg January 7th, 0900 Cambria
- Firesafe Council mtg January 16th, 0900 San Luis Obispo
- Evacuation planning mtg January 16th, 1300 San Luis Obispo
- CCSD Board mtg January 17th, 1400 Cambria
- CCSD Managers mtg January 22nd, 0900 Cambria
- Sierra Vista Base mtg January 23rd, 0900 San Luis Obispo
- Fire Management Academy January 28th, 0900 Paso Robles
- HMGP NOI mtg January 29th, 1400 Cambria
- Emergency Website mtg January 30th, 0930 Cambria

Operations and News

- Training hours: 107.75 hours; training for the month of January was primarily focused on the following topics:
 - Ladder training
 - EMS review (EKG/cardiac/high performance CPR)
 - Vent/Enter/Search
 - Green sheet review

Grant Updates

- HMGP DR-4382 – NOI's approved, developing application
- AFG Radio Grant – awaiting announcement

Fire Statistics are attached for your review

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF JANUARY 2019**

VENDOR	CHECK NO.	CHECK DATE	LINE NO.	LINE AMOUNT	DESCRIPTION	ACCOUNT NUMBER
ABALONE COAST ANALYTICAL, INC.	68715	1/22/2019	1	50.00	WW/LAB TESTING TOTAL SUSPENDED SOLIDS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	68715	1/22/2019	1	100.00	WW/LAB TESTING TOTAL SUSPENDED SOLIDS	12 6091 12
				150.00		
ABDALLAH/SHARON BEDDAWI	68761	1/29/2019	1	101.15	MQ CUSTOMER REFUND	11 2005
ACCURATE MAILING SERVICE	68709	1/17/2019	1	836.45	WD/POSTAGE EXPENSE NOV/DEC BILLING	11 6051 11
ACCURATE MAILING SERVICE	68709	1/17/2019	2	836.44	WW/POSTAGE EXPENSE NOV/DEC BILLING	12 6051 12
ACCURATE MAILING SERVICE	68709	1/17/2019	3	168.38	WD/MAILING EXPENSE NOV/DEC BILLING	11 6080M 11
ACCURATE MAILING SERVICE	68709	1/17/2019	4	168.39	WW/MAILING EXPENSE NOV/DEC BILLING	12 6080M 12
				2,009.66		
ADVANTAGE LASER PRODUCTS	68716	1/22/2019	1	574.80	ADM/CHECK STOCK AND MICR TONER	01 6080 09
AGP VIDEO	68627	1/7/2019	1	962.50	ADM/VIDEO PROD/MEDIA COPY DISTRIB - BOARD MEETINGS	01 6086 09
AIR EXCHANGE, INC - SO CA OFFI	68727	1/23/2019	1	57.13	FD/MDF FITTINGS	01 6090 01
AL'S SEPTIC PUMPING, INC	68629	1/7/2019	1	425.00	SWF/PUMP EXPOSED SEPTIC TANK 990 SAN SIMEON CRK RD	39 6033V 25
ALL WAYS CLEAN	68717	1/22/2019	1	443.00	F&R/MONTHLY OFFICE CLEANING JANUARY 2019	01 6080M 02
ALL WAYS CLEAN	68717	1/22/2019	2	303.00	WW/MONTHLY OFFICE CLEANING JANUARY 2019	12 6080M 12
				746.00		
ALLAN, CRAIG	68773	43494	1	49.93	WD/REFUND OF ASSIGNMENT DEPOSIT 023.423.007	11 2420 11
ALLAN, CRAIG	68773	1/29/2019	2	33.41	WD/REFUND OF ASSIGNMENT DEPOSIT 023.423.007	11 2420 11
ALLAN, CRAIG	68773	1/29/2019	3	(33.41)	WD/REFUND OF ASSIGNMENT DEPOSIT 023.423.007	11 4124 10
				49.93		
ALLAN, LINDA JOY	68772	1/29/2019	1	49.93	WD/REFUND ASSIGNMENT DEPOSIT 023.423.007	11 2420 11
ALLAN, LINDA JOY	68772	1/29/2019	2	33.40	WD/REFUND ASSIGNMENT DEPOSIT 023.423.007	11 2420 11
ALLAN, LINDA JOY	68772	1/29/2019	3	(33.40)	WD/REFUND ASSIGNMENT DEPOSIT 023.423.007	11 4124 10
				49.93		
ALLIANT INSURANCE SERVICES, IN	68738	1/24/2019	1	17,649.00	SWF/PERFORMANCE BOND - POST CLOSURE	39 6829D 25
ALLIANT INSURANCE SERVICES, IN	68738	1/24/2019	1	54,000.00	SWF/PERFORMANCE BOND - CORRECTIVE ACTION	39 6829D 25
				71,649.00		
ALPHA ELECTRICAL SERVICE	68718	1/22/2019	1	2,295.50	WW/LIFT STAT B4 GENERATOR TRNS SWITCH FAILED	12 6032G 12
ALPHA FIRE & SECURITY ALARM CO	68719	1/22/2019	1	135.00	F&R/FIRE ALARM MONITORING VETS HALL	01 6033V 02
				2,430.50		
ANDREW THOMSON	68758	1/24/2019	1	150.00	WD/REPAIR SAN SIMEON WELL FIELD PLC CONTROLLER	11 6037 11
ANDREW THOMSON	68758	1/24/2019	1	150.00	WWCONFIG ADJ FOR SCADDA EFFLUENT PUMP CONTROL	12 6032T 12
ANDREW THOMSON	68758	1/24/2019	1	300.00	WD/RESET CONFIG HISTORICAL DATA LOG SR3 & SR4	11 6037 11
ANDREW THOMSON	68758	1/24/2019	1	1,304.52	WW/REPLACE UPS & BATTERY AT LIFT STN 8	12 6032L 12
				1,904.52		
AT&T	68630	1/7/2019	1	190.73	WW/ALARM AT LIFT STATION B4 12/25- 01/24/19	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.99	WW/ALARM AT LIFT STN 8 924-1584 10/10-11/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.73	WW/ALARM AT LIFT STN 8 924-1584 11/10-12/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.76	WW/ALARM AT LIFT STN B3 924-1584 11/10-12/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.75	WW/ALARM AT LIFT STN B1 924-1038 11/10-12/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.75	WW/ALARM AT LIFT STN B2 924-1068 11/10-12/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.78	WW/ALARM AT LIFT STN B 924-1492 11/10-12/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.75	WW/ALARM AT LIFT STN A 924-1538 11/10-12/10/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.75	WW/ALARM AT LIFT STN A1 924-1708 11/10-12/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.79	WW/FAX LINE 927-1078 11/10-12/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.99	WD/TELEMETRY SYSTEM 927-0398 11/10-12/09/18	11 6060P 11

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AT&T/CALNET3	68739	1/24/2019	1	39.82	F&R/FIRE ALARMS AT VETS HALL 11/10-12/09/18	01 6060P 02
AT&T/CALNET3	68739	1/24/2019	1	20.74	WW/ALARM AT LIFT STN 4 927-1518 11/10-12/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.78	WW/ALARM AT LIFT STN 8 11/10-12/09/18	12 6060P 12
AT&T/CALNET3	68739	1/24/2019	1	20.73	WD/LEIMERT PUMP STN 927-1927 11/10-12/09/18	11 6060P 11
AT&T/CALNET3	68739	1/24/2019	1	21.11	ADM/OFFICE FAX LINE 927-5584 11/10-12/09/18	01 6060P 09
AT&T/CALNET3	68739	1/24/2019	1	22.75	F&R/RODEO GROUNDS 927-6229 11/10-12/10/18	01 6060P 02
AT&T/CALNET3	68739	1/24/2019	1	31.95	FD/2284 CENTER ST 927-6242 11/10-12/09/18	01 6060P 01
AT&T/CALNET3	68739	1/24/2019	1	50.37	WW/PHONE SERVICE 927-6250 11/10-12/09/18	12 6060P 12
				436.29		
BADGER METER INC.	68631	1/7/2019	1	30.00	WD/ORION CELLULAR SERVICE UNIT SEPT 2018	11 6031M 11
BADGER METER INC.	68710	1/17/2019	1	30.00	WD/ORION CELLULAR SERVICE UNIT DEC 2018	11 6031M 11
				60.00		
BLAND, MELISSA	68614	1/3/2019	1	100.00	ADM/MONTHLY CELL PHONE/INTERNET REIMB 01/2019	01 6060C 09
BLAND, MELISSA	68728	1/23/2019	1	500.00	ADM/EMPOWER LASERFICHE CONFERENCE	01 6120E 01
				600.00		
BONNIE NEUER	68766	1/29/2019	1	219.04	MQ CUSTOMER REFUND	11 2005
BRAVO, SAMUEL	68632	1/7/2019	1	3,050.00	ADM/INSTALL NEW FLOORING, PAINT RESTROOM	01 6033B 09
BRENNTAG PACIFIC, INC.	68633	1/7/2019	1	335.87	WD/CHEMICALS	11 6090 11
BRENNTAG PACIFIC, INC.	68729	1/23/2019	1	515.97	WD/CHEMICALS	11 6090 11
BRENNTAG PACIFIC, INC.	68729	1/23/2019	1	333.19	WD/CHEMICALS	11 6090 11
BRENNTAG PACIFIC, INC.	68729	1/23/2019	1	139.43	WD/CHEMICALS	11 6090 11
				1,324.46		
BURKEY, MICHAEL A	68704	1/16/2019	1	125.00	FD/BURKEY OFFICER TRAINING	01 6120E 01
CAMBRIA CHAMBER OF COMMERCE	68636	1/7/2019	1	50.00	ADM/CHAMBER OF COMMERCE DINNER H FARMER	01 6115 09
CAMBRIA FINE ART FRAMING	68730	1/23/2019	1	210.00	ADM/PROCLAMATION FRAMES	01 6124 09
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	6.42	ADM/3206/OFFICE MAINTENANCE SUPPLIES	01 6033B 02
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	10.71	FD/TIRE TUBE	01 6090 01
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	1.61	FD/YELLOW VINYL INS	01 6090 01
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	2.67	F&R/10 PK 15" LIME FLAG	01 6033V 02
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	17.79	FD/59 INCH CHROME HOSE	01 6090 01
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	158.31	F&R/MISCELLANEOUS SMALL PARTS	01 6033B 02
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	16.12	FD/STRAPPING SIDE STRAP BUCKLE	01 6090 01
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	10.71	WW/COAR CRIMP WHL BRUSH	12 6032T 12
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	60.07	F&R/MASONARY EQUIP AND SUPPLIES	01 6033B 02
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	22.43	F&R/KEYS FOR VETS HALL	01 6033V 02
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	29.98	FD/LED MINI LIGHTS GARLAND RIBBON ROLLS	01 6090 01
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	16.07	FD/LIQUID CAR WASH AND TIRE SHINE	01 6090 01
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	1.35	FD/NUTS, BOLTS, SCREWS	01 6090 01
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	57.89	WW/HARDWARE SUPPLIES NOVEMBER 2018	12 6032T 12
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	12.74	F&R/SAFETY OFFSPS AND BRASS DRAW CATCH	01 6033V 02
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	1.50	ADM/3206/OFFICE MAINTENANCE SUPPLIES	01 6033B 09
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	5.14	F&R/GLOVES	01 6090 02
CAMBRIA HARDWARE CENTER	68643	1/7/2019	1	5.89	FD/LASHING STRAP	01 6090 01
				437.40		
CAMBRIA VILLAGE SQUARE	68625	1/3/2019	1	2,431.45	ADM/MONTHLY OFFICE LEASE PMT 1316 TAMSEN 01/2019	01 6075 09
CARMEL & NACCASHA LLP	68747	1/24/2019	1	11,100.00	ADM/MONTHLY RETAINER FOR FEBRUARY 2019	01 6080K 09
CENTRAL COAST COFFEE ROASTING	68634	1/7/2019	1	82.62	F&R/COFFEE FOR OFFICE	01 6090 02
CENTRAL COAST COFFEE ROASTING	68720	1/22/2019	1	55.08	WW/COFFEE FOR OFFICE	12 6050 12

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EXPENDITURE REPORT
FOR THE MONTH OF JANUARY 2019**

VENDOR	CHECK NO.	CHECK DATE	LINE NO.	LINE AMOUNT	DESCRIPTION	ACCOUNT NUMBER
				137.70		
CHARTER COMMUNICATIONS	68635	1/7/2019	1	273.54	F&R/ETHERNET SERV 12/10/18 - 01/08/19 VETS HALL	01 6060I 02
CHARTER COMMUNICATIONS	68635	1/7/2019	2	137.31	F&R/ETHERNET SERV 12/10/18 - 01/08/19 RODEO GRNDS	01 6060I 02
CHARTER COMMUNICATIONS	68635	1/7/2019	3	230.63	ADM/ETHERNET SERV 12/10/18 - 01/08/19 1316 TAMSEN	01 6060I 09
CHARTER COMMUNICATIONS	68635	1/7/2019	4	251.05	WD/ETHERNET SERV 12/10/18 - 01/08/19 5500 HEATH LN	11 6060I 11
CHARTER COMMUNICATIONS	68635	1/7/2019	5	251.05	WW/ETHERNET SERV 12/10/18 - 01/08/19 5500 HEATH LN	12 6060I 12
CHARTER COMMUNICATIONS	68694	1/15/2019	1	39.99	FD/BUSINESS VOICE 1/10 - 2/08/19	01 6060I 01
CHARTER COMMUNICATIONS	68721	1/22/2019	1	164.97	WW/BUSINESS INTERNET & VOICE	12 6060I 12
CHARTER COMMUNICATIONS	68748	1/24/2019	1	87.50	FD/FIBER INTERNET AND BUSINESS VOICE	01 6060I 01
CHARTER COMMUNICATIONS	68748	1/24/2019	2	87.50	ADM/FIBER INTERNET AND BUSINESS VOICE	01 6060I 09
CHARTER COMMUNICATIONS	68748	1/24/2019	3	87.50	WD/FIBER INTERNET AND BUSINESS VOICE	11 6060I 11
CHARTER COMMUNICATIONS	68748	1/24/2019	4	87.50	WW/FIBER INTERNET AND BUSINESS VOICE	12 6060I 12
CHARTER COMMUNICATIONS	68748	1/24/2019	5	453.55	ADM/FIBER INTERNET AND BUSINESS VOICE	01 6060I 09
				2,152.09		
CHRISTIE CARROLL	68762	1/29/2019	1	96.63	MQ CUSTOMER REFUND	11 2005
CIO SOLUTIONS, LP	68615	1/3/2019	1	2,720.00	ADM/MONTHLY BILLING FOR JANUARY 2018	01 6044 09
CIO SOLUTIONS, LP	68722	1/22/2019	1	12.50	ADM/SUPP SVS JANUARY 2019OFFICE 365 BUS PREM	01 6044 09
CIO SOLUTIONS, LP	68722	1/22/2019	1	10.00	ADM/SUPP SERVICES JANUARY 201 OFFICE 365 BUS ESS	01 6044 09
CIO SOLUTIONS, LP	68749	1/24/2019	1	2,720.00	ADM/MONTHLY BILLING FOR FEBRUARY 2018	01 6044 09
				5,462.50		
CIT BANK, N.A.	68616	1/3/2019	1	333.42	FD/MONTHLY IP PHONE CHARGES	01 6060P 01
CIT BANK, N.A.	68616	1/3/2019	2	206.40	ADM/MONTHLY IP PHONE CHARGES	01 6060P 09
CIT BANK, N.A.	68616	1/3/2019	3	113.97	WD/MONTHLY IP PHONE CHARGES	11 6060P 11
CIT BANK, N.A.	68616	1/3/2019	4	113.97	WW/MONTHLY IP PHONE CHARGES	12 6060P 12
				767.76		
CLEVELAND BIOLOGICAL, LLC	68723	1/22/2019	1	1,900.00	SWF/FEASIBILITY STUDY & REPORT DEC 2018	40 6910 30
COAST UNIFIED SCHOOL DIST	68774	1/29/2019	1	40,149.75	WD/LAND BASE FOR USE OF WELL SITE SR4 HIGH SCHOOL	11 6078 11
COBURN, GARY	68731	1/23/2019	1	176.00	WD/REFUND OF OVERPAYMENT WL#517 023.048.010	11 4101 10
CORBIN WILLITS SYSTEMS INC.	68617	1/3/2019	1	1,224.12	ADM/MONTHLY SUPPORT AGMNT MOM SOFTWARE 01/201901	01 6044 09
CRYSTAL SPRINGS WATER CO.	68724	1/22/2019	1	41.64	WW/SPRING DRINKING WATER	12 6032T 12
CSDA, SAN LUIS OBISPO COUNTY C	68703	1/16/2019	1	50.00	ADM/CSDA ANNUAL MEETING REGISTRATION	01 6120D 09
CULLIGAN-KITZMAN WATER	68637	1/7/2019	1	85.24	FD/RO SERVICE HICAP SOFTENER NOV 2018	01 6033B 01
CULLIGAN-KITZMAN WATER	68725	1/22/2019	1	86.51	FD/RO SERVICE HICAP SOFTENER DEC 2018	01 6033B 01
				171.75		
DAVID D BRUNER CPA, INC.	68746	1/24/2019	1	1,000.00	ADM/ANNUAL AUDIT FY 17/18	01 6080A 09
DAVID WELSH	68771	1/29/2019	1	60.69	MQ CUSTOMER REFUND	11 2005
DIANE WHITE	68701	1/15/2019	1	10.20	MQ CUSTOMER REFUND	11 2005
DIGITAL DEPLOYMENT, INC	68638	1/7/2019	1	200.00	ADM/STREAMLINE MONTHLY MEMBER FEE DEC 2018	01 6011W 09
DIGITAL DEPLOYMENT, INC	68750	1/24/2019	1	200.00	ADM/STREAMLINE MONTHLY MEMBER FEE JAN 2019	01 6011W 09
				400.00		
DUCHARME, MCMILLEN & ASSOCIATE	68752	1/24/2019	1	4,256.78	SWF/SALES & USE TAX OVERPAYMENR REVIEW SVS	40 4390 25
ELIZABETH MACMILLAN	68765	1/29/2019	1	137.24	MQ CUSTOMER REFUND FOR MAC0034	11 2005

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VENDOR	CHECK NO.	CHECK DATE	LINE NO.	LINE AMOUNT	DESCRIPTION	ACCOUNT NUMBER
FASTENAL COMPANY	68733	1/23/2019	1	70.66	SWF/HARDWARE FOR MAINT & REPAIR	39 6031Z 25
FEDEX	68639	1/7/2019	1	44.80	ADM/FED EX EXPRESS SERVICES	01 6051 09
FERGUSON ENTERPRISES, INC #135	68775	1/29/2019	1	65.49	WD/FITTINGS	11 6031D 11
FERGUSON ENTERPRISES, INC #135	68775	1/29/2019	1	546.98	WD/COUPLINGS	11 6090 11
FERGUSON ENTERPRISES, INC #135	68775	1/29/2019	1	749.19	WD/20 VALVE BOXES	11 6090 11
FERGUSON ENTERPRISES, INC #135	68775	1/29/2019	1	(65.49)	WD/FITTING	11 6031D 11
				1,296.17		
FGL ENVIRONMENTAL INC.	68640	1/7/2019	1	115.00	WD/BACTI AND SUPPORT ANALYSIS 12/11/2018	11 6091 11
FGL ENVIRONMENTAL INC.	68740	1/24/2019	1	228.00	WW/LAB TESTING METALS & BIOSOLIDS	12 6091 12
FGL ENVIRONMENTAL INC.	68776	1/29/2019	1	95.00	WD/BACTI AND SUPPORT ANALYSIS	11 6091 11
FGL ENVIRONMENTAL INC.	68776	1/29/2019	1	95.00	WD/BACTI AND SUPPORT ANALYSIS 12-27-18	11 6091 11
FGL ENVIRONMENTAL INC.	68776	1/29/2019	1	115.00	WD/BACTI AND SUPPORT ANALYSIS 01-3-19	11 6091 11
FGL ENVIRONMENTAL INC.	68776	1/29/2019	1	95.00	WD/BACTI AND SUPPORT ANALYSIS 01-08-19	11 6091 11
				743.00		
FIRST BANKCARD	68660	1/9/2019	1	-	F&R/C MENDOZA VISA CHARGES	01 6093 02
FIRST BANKCARD	68660	1/9/2019	2	1,789.14	F&R/BANDSAW AND BLADE	01 6093 02
FIRST BANKCARD	68660	1/9/2019	3	119.53	F&R/REPLACED WATER DAMAGED CEILING TILES	01 6033B 09
FIRST BANKCARD	68660	1/9/2019	1	-	ADM/M MADRID VISA CHARGES	01 6120E 09
FIRST BANKCARD	68660	1/9/2019	2	33.53	ADM/TRAINING IN SAN DIEGO	01 6120E 09
FIRST BANKCARD	68660	1/9/2019	3	36.31	ADM/TRAINING IN SAN DIEGO	01 6120E 09
FIRST BANKCARD	68660	1/9/2019	4	5.00	ADM/PARKING EXPENSE	01 6120E 09
FIRST BANKCARD	68660	1/9/2019	5	54.40	ADM/TRAINING IN SAN DIEGO	01 6120E 09
FIRST BANKCARD	68660	1/9/2019	6	1,121.56	ADM/LODGING - TRAINING IN SAN DIEGO	01 6120E 09
FIRST BANKCARD	68660	1/9/2019	7	130.00	ADM/TONER CARTRIDGES	01 6045 09
FIRST BANKCARD	68660	1/9/2019	8	2.50	ADM/PARKING EXPENSE	01 6120E 09
FIRST BANKCARD	68660	1/9/2019	9	38.90	ADM/MEETING EXPENSE	01 6115 09
FIRST BANKCARD	68660	1/9/2019	10	100.00	ADM/WATER HEATER REPLACEMENT 10% DEPOSIT	01 6033B 09
FIRST BANKCARD	68660	1/9/2019	11	900.00	ADM/REMOVED & INSTALLED NEW TANKLESS WATER HEATER	01 6033B 09
FIRST BANKCARD	68660	1/9/2019	12	65.00	WD/ADVERTISEMENT WATER OPERATOR	11 6125 11
FIRST BANKCARD	68660	1/9/2019	13	36.78	WD/CLASSIFICATION FOLDERS	01 6050 09
FIRST BANKCARD	68660	1/9/2019	14	179.88	WD/ADOBE ACROPRO SUBSCRIPTION	01 6044 09
FIRST BANKCARD	68660	1/9/2019	15	249.00	WD/ADVERT WATER TREATMENT OPERATOR	11 6125 11
FIRST BANKCARD	68660	1/9/2019	16	285.00	WD/ADVERT CWEA WATER TRMT OP GRADE I, I, T3/D2	11 6125 11
FIRST BANKCARD	68660	1/9/2019	17	105.00	WD/ADVERT WATER TREATMENT OPERATOR RECRUITMENT	11 6125 11
FIRST BANKCARD	68660	1/9/2019	18	179.88	WD/ADOBE ACROPRO SUBSCRIPTION 2019	01 6044 09
FIRST BANKCARD	68660	1/9/2019	19	24.99	WD/ADOBE ACROPRO MONTHLY SUBSCRIPTION	01 6060I 09
FIRST BANKCARD	68660	1/9/2019	20	160.00	WD/ADVERTISEMENT GENERAL MANAGER	01 6124 09
FIRST BANKCARD	68660	1/9/2019	21	175.00	WD/GENERAL MANAGER ADVERTISEMENT	01 6124 09
FIRST BANKCARD	68660	1/9/2019	22	250.00	WD/GENERAL MANAGER ADVERTISEMENT	01 6124 09
FIRST BANKCARD	68660	1/9/2019	23	39.00	ADM/OVER LIMIT FEE	01 6052 09
FIRST BANKCARD	68660	1/9/2019	24	45.80	ADM/CONTRACT FOLDERS FOR HR	01 6050 09
FIRST BANKCARD	68660	1/9/2019	1	-	FD/W HOLLINGSWORTH VISA CHARGES	01 6060C 01
FIRST BANKCARD	68660	1/9/2019	2	225.71	FD/AT&T SERVICE PAYMENT 11/26/18	01 6060C 01
FIRST BANKCARD	68660	1/9/2019	3	42.98	FD/TRAINING MEETING	01 6120E 01
FIRST BANKCARD	68660	1/9/2019	4	688.67	FD/LUMBER PRESSURE TREATED AND CONCRETE MIX	01 6090 01
FIRST BANKCARD	68660	1/9/2019	5	1,900.00	FD/RED HELMET TRAINING PLANS EXAMINER 1A 1B 1C	01 6120E 01
FIRST BANKCARD	68660	1/9/2019	6	128.93	FD/WORK SMART BLACK EXECUTIVE OFFICE CHAIR	01 6090 01
FIRST BANKCARD	68660	1/9/2019	7	155.00	FD/HP TONER CARTRIDGES	01 6090 01
FIRST BANKCARD	68660	1/9/2019	8	18.00	FD/FULCRUM MONTHLY SUBSCRIPTION	01 6054 01
FIRST BANKCARD	68660	1/9/2019	9	39.00	FD/OVERLIMIT FEE	01 6052 09
FIRST BANKCARD	68705	1/16/2019	1	-	ADM/A RICE VISA CHARGES	01 6115 09
FIRST BANKCARD	68705	1/16/2019	2	39.14	ADM/ADM MEETING EXPENSE 12/4/18	01 6115 09
FIRST BANKCARD	68705	1/16/2019	3	46.61	ADM/ADM MEETING EXPENSE 12/11/18	01 6115 09
FIRST BANKCARD	68705	1/16/2019	1	-	ADM/R GRESENS VISA CHARGES	39 6096 25
FIRST BANKCARD	68705	1/16/2019	2	40.00	SWF FUEL FOR TRUCK	39 6096 25
FIRST BANKCARD	68705	1/16/2019	3	89.28	SWF/DISPOSAL FEE IMPOUNDMENT BASIN	39 6031Z 25

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FIRST BANKCARD	68705	1/16/2019	4	44.18	WD/HITCH PIN FOR TRAILER	11 6041L 11
FIRST BANKCARD	68705	1/16/2019	5	195.00	WD/AUTOCAD ANNUAL LICENSE	11 6044 11
FIRST BANKCARD	68705	1/16/2019	6	195.00	WW/AUTOCAD ANNUAL LICENSE	12 6044 12
FIRST BANKCARD	68705	1/16/2019	7	17.11	WD/OFFICE SUPPLIES	11 6050 11
FIRST BANKCARD	68705	1/16/2019	8	115.94	SWF/DISPOSAL FEES FOR IMPOUNDMENT BASIN	39 6031Z 25
				10,106.75		
FORD MOTOR CREDIT COMPANY LLC	68726	1/22/2019	1	637.09	F&R/2016 FORD F-250 WITH UTILITY BODY	01 2516 02
GABRIELLE AMSTER	68699	1/15/2019	1	13.34	MQ CUSTOMER REFUND	11 2005
GENOA SIGNS & GRAPHICS	68734	1/23/2019	1	217.09	FR/DECALS FOR DISTRICT VEHICLES	01 6041L 02
GENOA SIGNS & GRAPHICS	68734	1/23/2019	2	217.09	ADM/DECALS FOR DISTRICT VEHICLES	01 6041L 09
GENOA SIGNS & GRAPHICS	68734	1/23/2019	3	217.09	ADM/DECALS FOR DISTRICT VEHICLES	11 6041L 11
GENOA SIGNS & GRAPHICS	68734	1/23/2019	4	217.07	ADM/DECALS FOR DISTRICT VEHICLES	39 6041L 25
				868.34		
GERBER'S AUTO SERVICE	68642	1/7/2019	1	59.38	F&R/FORD F350SD OIL CHANGE AND AIR FILTER CHANGE	01 6041L 02
GERBER'S AUTO SERVICE	68696	1/15/2019	1	117.06	F&R/FORD F350SD REPLACE ASSIST HANDLE	01 6041L 02
GERBER'S AUTO SERVICE	68696	1/15/2019	1	62.24	F&R/OIL CHANGE RESET INDICATOR LIGHT	01 6041L 02
				238.68		
GREEN, JAMES R	68620	1/3/2019	1	9.00	WD/MONTHLY CELL PHONE REIMBURSEMENT 01/2019	11 6060C 11
GREEN, JAMES R	68620	1/3/2019	2	36.00	SWF/MONTHLY CELL PHONE REIMBURSEMENT 01/2019	39 6060C 25
GREEN, JAMES R	68711	1/17/2019	1	95.00	WD/SWRCB CERTIFICATION FEE	11 6120E 11
GREEN, JAMES R	68711	1/17/2019	2	50.00	WW/OIT CLASS ENROLLMENT FEE	12 6120E 12
				190.00		
HACH COMPANY	68697	1/15/2019	1	149.43	WD/REAGENT SET, CHLORINE FREE CL 17	11 6031Z 11
HACH COMPANY	68697	1/15/2019	1	3,892.10	SWF/KTO:CHLORINE ANLZR FREE	39 6031Z 25
HACH COMPANY	68697	1/15/2019	1	523.38	SWF/MULTI ELECTRODE PH	39 6031Z 25
				4,564.91		
HALEY DODSON	68618	1/3/2019	1	100.00	ADM/MONTHLY CELL PHONE/INTERNET REIMB 01/2019	01 6060C 09
HALEY DODSON	68618	1/3/2019	2	0.49	ADM/MILEAGE REIMB 11/28 INFRASTRUCTURE MEETING	01 6120E 09
HALEY DODSON	68618	1/3/2019	3	0.49	ADM/MILEAGE REIMB 12/13/18 BOARD MEETING	01 6120E 09
HALEY DODSON	68751	1/24/2019	1	2.90	ADM/REIMB MILEAGE 1/3/19, 1/4/19	01 6115 09
HALEY DODSON	68751	1/24/2019	1	2.32	ADM/REIMB MILEAGE 1/10/19	01 6115 09
HALEY DODSON	68751	1/24/2019	1	83.52	ADM/MILEAGE REIMB 1/17/19, MEETING EXPENSE	01 6115 09
HALEY DODSON	68751	1/24/2019	1	4.64	ADM/MILEAGE REIMB 01/22/19, 01/24/19	01 6115 09
HALEY DODSON	68751	1/24/2019	1	2.56	ADM/REIMB MILEAGE 12/17/18, 12/18/18	01 6115 09
				196.92		
HD SUPPLY FACILITIES MAINTENAN	68659	1/7/2019	1	45.58	WW/DEWALT CORDLESS BAND SAW BLADES	12 6032T 12
HD SUPPLY FACILITIES MAINTENAN	68659	1/7/2019	1	356.73	WD/DEWALT CORDLESS BANDSAW BLADES	11 6031D 11
HD SUPPLY FACILITIES MAINTENAN	68781	1/29/2019	1	631.77	WW/SENSAPHONE 800 AUTODIALER	12 6032L 12
				1,034.08		
HOLLINGSWORTH, WILLIAM	68621	1/3/2019	1	55.00	FD/MONTHLY INTERNET REIMBURSEMENT 01/2019	01 6060C 01
HOME DEPOT CREDIT SERVICE	68644	1/7/2019	1	169.81	ADM/RESTROOM PAINT FOR OFFICE	01 6033B 09
INNOVATIVE CONCEPTS	68622	1/3/2019	1	25.00	FD/WEBSITE HOSTING 01/2019	01 6044 01
INNOVATIVE CONCEPTS	68622	1/3/2019	2	25.00	ADM/CIS WEBSITE HOSTING 01/2019	01 6044 09
				50.00		
INT'L INST. MUNI CLERKS	68735	1/23/2019	1	135.00	ADM ANNUAL MEMBERSHIP FEE FOR DISTRICT CLERK	01 6054 09
J B DEWAR INC.	68645	1/7/2019	1	1,098.81	FD/360 GALLONS GASOLINE	01 6096 01
J B DEWAR INC.	68645	1/7/2019	1	382.76	FD/110 GALLONS DIESEL	01 6096 01

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J B DEWAR INC.	68698	1/15/2019	1	958.39	F&R/319 GALLONS GASOLINE	01 6096 02
J B DEWAR INC.	68736	1/23/2019	1	972.04	FD/100 GALS GASOLINE 200 GALS DIESEL	01 6096 01
				3,412.00		
JEAN FOX	68763	1/29/2019	1	98.02	MQ CUSTOMER REFUND	11 2005
JOHN ALLCHIN	68613	1/3/2019	1	45.00	WW/MONTHLY CELL PHONE REIMBURSEMENT 01/2019	12 6060C 12
KIM, YOUNG WOOK	68777	1/29/2019	1	149.79	WD/REFUND ASSIGNMENT DEPOSIT 023.423.007	11 2420 11
KIM, YOUNG WOOK	68777	1/29/2019	2	100.21	WD/REFUND ASSIGNMENT DEPOSIT 023.423.007	11 2420 11
KIM, YOUNG WOOK	68777	1/29/2019	3	(100.21)	WD/REFUND ASSIGNMENT DEPOSIT 023.423.007	11 4124 10
				149.79		
LESLI MURDOCH	68700	1/15/2019	1	39.89	MQ CUSTOMER REFUND	11 2005
LESLIE TAYLOR	68770	1/29/2019	1	70.44	MQ CUSTOMER REFUND	11 2005
LIBERTY COMPOSTING, INC.	68737	1/23/2019	1	4,880.45	WW/DISPOSAL FEES BIOSOLIDS DEC 2018	12 6032S 12
LIEBERT CASSIDY WHITMORE	68712	1/17/2019	1	550.00	ADM/LCW CONFERENCE REGISTRATION MMADRID	01 6120E 09
LIEBERT CASSIDY WHITMORE	68712	1/17/2019	2	550.00	ADM/LCW CONFERENCE REGISTRATION MBLAND	01 6120E 09
				1,100.00		
MADRID, MONIQUE	68623	1/3/2019	1	55.00	ADM/MONTHLY INTERNET REIMBURSEMENT 01/2019	01 6060P 09
MATS ANDERSON	68760	1/29/2019	1	101.15	MQ CUSTOMER REFUND	11 2005
MED-STOPS MEDICAL CLINIC, INC	68646	1/7/2019	1	285.00	WD/POST OFFER PHYSICAL	11 6125 11
MED-STOPS MEDICAL CLINIC, INC	68646	1/7/2019	2	285.00	WW/POST OFFER PHYSICAL	12 6125 12
MED-STOPS MEDICAL CLINIC, INC	68646	1/7/2019	3	150.00	WW/DMV PHYSICAL	12 6032E 12
				720.00		
MENDOZA, CARLOS	68624	1/3/2019	1	22.50	ADM/MONTHLY CELL PHONE REIMBURSEMENT 01/2019	01 6060C 09
MENDOZA, CARLOS	68624	1/3/2019	2	22.50	F&R/MONTHLY CELL PHONE REIMBURSEMENT 01/2019	01 6060C 02
				45.00		
MICHELLE DYER	68628	1/7/2019	1	85.00	WW/SERVICE SAFETY CABINETS	12 6048 12
MINER'S ACE HARDWARE	68741	1/24/2019	1	61.39	F&R/SAFETY GLASSES AND GLOVES	01 6090 02
MISSION LINEN SUPPLY	68647	1/7/2019	1	15.00	WW/FLOOR MATS	12 6033B 12
MISSION LINEN SUPPLY	68647	1/7/2019	1	16.15	WW/FLOOR MATS	12 6033B 12
MISSION LINEN SUPPLY	68742	1/24/2019	1	70.30	WD/TOWELS WET MOP FLOOR MATS	11 6033B 11
MISSION LINEN SUPPLY	68742	1/24/2019	1	16.15	WW/FLOOR MATS	12 6033B 12
				117.60		
MONTE/ROBERT SOTO	68769	1/29/2019	1	101.15	MQ CUSTOMER REFUND	11 2005
MUNDS, NOAH M	68778	1/29/2019	1	28.50	FD/CPR RECERTIFICATION COURSE NMUNDS	01 6120E 01
MUNICIPAL EMERGENCY SERVICES,	68743	1/24/2019	1	98.18	FD/USB HEADLAMPS	01 6094 01
MURDOCH, TIM	68744	1/24/2019	1	150.00	FD/REIMBURSE TMURDOCK FOR DMV PHYSICAL EXAM	01 6048E 01
NOBLE SAW, INC.	68648	1/7/2019	1	17.01	FD/CHAIN SAW PARTS	01 6040 01
NORA GALLISON	68764	1/29/2019	1	113.18	MQ CUSTOMER REFUND	11 2005
ORKIN	68649	1/7/2019	1	65.00	FD/PREVENTATIVE PEST CONTROL SERVICES	01 6033B 01

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PACIFIC GAS & ELECTRIC	68702	1/15/2019	1	55.83	WW/ELEC SVC SAN SIMEON CRK RD 11/28-12/26/18	12 6060E 12
PACIFIC GAS & ELECTRIC	68702	1/15/2019	1	496.04	SWF/ELEC SVC 990 SAN SIMEON CRK TRMT PLANT DEC '18	39 6060E 25
PACIFIC GAS & ELECTRIC	68702	1/15/2019	1	0.99	WD/ELEC SVC 7806 VAN GORDON CRK RD 10/26-11/27/18	11 6060E 11
PACIFIC GAS & ELECTRIC	68702	1/15/2019	1	9.53	WD/ELEC SVC 7806 VAN GORDON CRK RD 11/28-12/26/18	11 6060E 11
PACIFIC GAS & ELECTRIC	68702	1/15/2019	1	272.89	SWF/ELEC SVC 990 SAN SIMEON CRK RD 10/30-11/29/18	39 6060E 25
PACIFIC GAS & ELECTRIC	68702	1/15/2019	1	266.94	SWF/ELEC SVC 990 SAN SIMEON CRK RD 11/30-12/30/18	39 6060E 25
PACIFIC GAS & ELECTRIC	68753	1/24/2019	1	15,850.19	WW/ELECTRIC SVC VARIOUS LIFT STATIONS DEC 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	68753	1/24/2019	1	1,303.15	F&R/ELECTRIC SVC GENERAL METERS 12/4/18-1/3/19	01 6060E 02
PACIFIC GAS & ELECTRIC	68753	1/24/2019	2	300.26	F&R/ELECTRIC SVC VETS HALL 12/4/18-1/3/19	01 6060E 02
PACIFIC GAS & ELECTRIC	68753	1/24/2019	3	755.20	FD/ELECTRIC SVC GENERAL METERS 12/4/18-1/3/19	01 6060E 01
PACIFIC GAS & ELECTRIC	68753	1/24/2019	4	583.18	ADM/ELECTRIC SVC GENERAL METERS 12/4/18-1/3/19	01 6060E 09
PACIFIC GAS & ELECTRIC	68753	1/24/2019	1	7,596.74	WD/ELEC SVS VARIOUS LOCATIONS 11/29/18-12/27/18	11 6060E 11
PACIFIC GAS & ELECTRIC	68753	1/24/2019	1	650.40	WD/ELEC SVC 2820 SANTA ROSA RD 12/1/18-1/1/19	11 6060E 11
				28,141.34		
PAMELA DUFFIELD	68619	1/3/2019	1	100.00	ADM/MONTHLY CELL PHONE/INTERNET REIMB 01/2019	01 6060C 09
PEOPLE'S SELF HELP HOUSING	68767	1/29/2019	1	10.12	MQ CUSTOMER REFUND	11 2005
PETTY CASH	68784	1/30/2019	1	166.99	ADM/POSTAGE EXPENSE	01 6051 09
PETTY CASH	68784	1/30/2019	2	8.80	WD/POSTAGE EXPENSE	11 6051 11
PETTY CASH	68784	1/30/2019	3	61.33	ADM/BOARD MEETING SUPPLIES	01 6033B 09
PETTY CASH	68784	1/30/2019	4	10.00	ADM/CARWASH FOR ADMIN VEHICLE	01 6041L 09
PETTY CASH	68784	1/30/2019	5	1.25	ADM/PARKING FEES FOR MEETING IN SLO	01 6115 09
PETTY CASH	68784	1/30/2019	6	4.27	ADM/KEYS TO ADMIN BLDG	01 6090 09
				252.64		
PITNEY BOWES CREDIT- PBCC	68650	1/7/2019	1	125.48	ADM/QUARTERLY LEASE POSTAGE MACHINE 01/01-03/31/19	01 6070 09
PITNEY BOWES PURCH POWER	68651	1/7/2019	1	37.43	ADM/LATE FEE AND FINANCE CHARGES	01 6051 09
				162.91		
PLACER TITLE COMPANY	68754	1/24/2019	1	679.00	WD/VLM DEPOSIT BOERRIGTER APN 022-014-008	11 6080V 10
PLACER TITLE COMPANY	68785	1/31/2019	1	392.20	WD/VLM FEES FOR QUAN MERGER APN 023-105-009	11 6080V 11
				1,071.20		
PROCARE JANITORIAL SUPPLY INC.	68755	1/24/2019	1	1,198.65	F&R/REFINISHING SUPPLIES FOR VETS HALL FLOOR	01 6033V 02
QUILL CORP	68652	1/7/2019	1	36.45	WW/32GIGABITE USB 5 PK	12 6050 12
RAIN FOR RENT	68653	1/7/2019	1	1,680.00	SWF/SPILLGUARD TANK FLAT TOP COATED	39 6070 25
RETIREE00	68661	1/10/2019	1	476.70	WD/MONTHLY HEALTH INSUR REIMB FOR FEB '19	11 5121 11
RETIREE01	68662	1/10/2019	1	476.70	WW/MONTHLY HEALTH INSUR PREMIUM FOR FEB '19	12 5121 12
RETIREE02	68663	1/10/2019	1	476.94	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 02
RETIREE04	68664	1/10/2019	1	170.35	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 09
RETIREE05	68665	1/10/2019	1	535.21	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	12 5121 12
RETIREE06	68666	1/10/2019	1	170.35	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	11 5121 11
RETIREE07	68667	1/10/2019	1	170.35	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	11 5121 11
RETIREE08	68668	1/10/2019	1	118.46	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	11 5121 11
RETIREE09	68669	1/10/2019	1	170.35	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 09
RETIREE10	68670	1/10/2019	1	170.35	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FEB '19	01 5121 09
RETIREE11	68671	1/10/2019	1	170.35	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 09
RETIREE12	68672	1/10/2019	1	935.70	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	12 5121 12
RETIREE13	68673	1/10/2019	1	170.35	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 01
RETIREE14	68674	1/10/2019	1	170.35	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '19	01 5121 02
RETIREE15	68675	1/10/2019	1	199.61	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 01
RETIREE16	68676	1/10/2019	1	535.21	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	11 5121 11
RETIREE17	68677	1/10/2019	1	476.70	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 09
RETIREE19	68678	1/10/2019	1	783.29	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 01
RETIREE20	68679	1/10/2019	1	170.35	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	12 5121 12

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RETIREE21	68680	1/10/2019	1	199.61	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	12 5121 12
RETIREE22	68681	1/10/2019	1	476.70	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '19	12 5121 12
RETIREE23	68682	1/10/2019	1	535.21	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 09
RETIREE24	68683	1/10/2019	1	199.61	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 02
RETIREE26	68684	1/10/2019	1	798.21	ADM/MONTHLY HEALTH INSUR PERMIUM REIMB FOR FEB '19	01 5121 09
RETIREE27	68685	1/10/2019	1	1,089.89	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 01
RETIREE28	68686	1/10/2019	1	476.70	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 02
RETIREE30	68687	1/10/2019	1	476.94	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	11 5121 11
RETIREE31	68688	1/10/2019	1	170.35	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 09
RETIREE32	68689	1/10/2019	1	1,089.89	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 09
RETIREE33	68690	1/10/2019	1	476.94	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 09
RETIREE34	68691	1/10/2019	1	935.70	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 01
RETIREE36	68692	1/10/2019	1	935.70	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR FEB '19	01 5121 09
RETIREE37	68693	1/10/2019	1	77.18	ADM/MONTHLY INSUR PREMIUM REIMB FEB '19	01 5121 09
RETIREE37	68693	1/10/2019	2	1,003.40	WD/MONTHLY INSUR PREMIUM REIMB FEB '19	11 5121 11
RETIREE37	68693	1/10/2019	3	463.11	WW/MONTHLY INSUR PREMIUM REIMB FEB '19	12 5121 12
				15,952.81		
ROSS' LADDER SERVICE	68654	1/7/2019	1	288.00	FD/LOAD TEST, INSPECTION, ADD HEAT SENSORS	01 6040 01
RUTAN & TUCKER, LLP	68655	1/7/2019	1	22.50	SWF/PROFESSIONAL FEES	39 1829I 11
RUTAN & TUCKER, LLP	68655	1/7/2019	1	1,575.00	SWF/PROFESSIONAL FEES	39 1829I 11
RUTAN & TUCKER, LLP	68655	1/7/2019	1	208.60	SWF/PROFESSIONAL FEES	39 1829I 11
RUTAN & TUCKER, LLP	68655	1/7/2019	1	4,190.32	SWF/PROFESSIONAL FEES	39 1829I 11
				5,996.42		
SAFETY-KLEEN SYSTEMS INC.	68656	1/7/2019	1	1,446.49	SWF/CONCENTRATED ACIDS RECOVERY FEE	39 6080M 25
SAN LUIS PERSONNEL SERVICES, I	68657	1/7/2019	1	1,080.00	ADM/ADMIN ASSISTANT TEMPORARY WKEND 11/30/18	01 6080T 09
SAN LUIS PERSONNEL SERVICES, I	68657	1/7/2019	1	1,155.00	ADM/ADMIN ASSISTANT TEMPORATY SERV WKEND 12/07/18	01 6080T 09
SAN LUIS PERSONNEL SERVICES, I	68657	1/7/2019	1	1,080.00	ADM/ADMIN ASSISTANT TEMP WKEND 12/14/18	01 6080T 09
SAN LUIS PERSONNEL SERVICES, I	68657	1/7/2019	1	1,200.00	ADM/ADMIN ASSISTANT TEMPORARY SERV WKEND 12/21/18	01 6080T 09
SAN LUIS PERSONNEL SERVICES, I	68657	1/7/2019	1	120.00	ADM/ADMIN ASSISTANT TEMPORARY SERV WKEND 12/28/18	01 6080T 09
SAN LUIS PERSONNEL SERVICES, I	68713	1/17/2019	1	667.50	ADM/ADMIN ASSISTANT TEMPORARY WKEND 1/4/19	01 6080T 09
				5,302.50		
SERVPRO OF SAN LUIS OBISPO	68658	1/7/2019	1	2,485.99	ADM/WATER RESTORATION IN RROOM AND KITCHEN ADM O	01 6033B 09
SLO COUNTY PUBLIC WORKS	68779	1/29/2019	1	60.00	SWF/TESTING 12/1 - 12/31/18 BORON	39 6091 25
SOMACH, SIMMONS & DUNN	68756	1/24/2019	1	1,468.47	WD/PROFESSIONAL SERVICES	11 6080L 11
SOUTH COAST EMERGENCY VEHICLE	68786	1/31/2019	1	275.00	FD/BIT INSPECTION	01 6041L 09
SOUTH COAST EMERGENCY VEHICLE	68786	1/31/2019	1	549.95	FD/FUEL FILTER REPLACEMENT FOR PUMPER TRUCK	01 6041L 01
SOUTH COAST EMERGENCY VEHICLE	68786	1/31/2019	1	1,518.34	FD/REPLACED MOTOR SOLENOID & ELEC CONN PUMPER TRK	01 6041L 01
SOUTH COAST EMERGENCY VEHICLE	68786	1/31/2019	1	1,508.53	FD/FOAM SYSTEM REPAIRS AND ROUTINE SERVICE	01 6041L 09
				3,851.82		
STATE OF CALIFORNIA	68706	1/16/2019	1	2,241.00	WD/STREAMBED ALTERATION PERMIT APPLICATION	11 6170 11
SURE-FIRE TRAINING INC	68707	1/16/2019	1	350.00	FD/BURKEY OFFICER TRAINING	01 6120E 01
SWRCB ACCOUNTING OFFICE	68714	1/17/2019	1	16,598.00	WD/WATER SYSTEM FEES FOR 7/1/18-6/30/19	11 6055 11
TEMPLETON COMM SVCS DIST	68708	1/16/2019	1	100.00	ADM/ETHICS TRAINING	01 6120D 09
TEMPLETON COMM SVCS DIST	68708	1/16/2019	1	200.00	ADM/HARRASSMENT PREVENTION TRAINING	01 6120E 09
TEMPLETON COMM SVCS DIST	68708	1/16/2019	1	50.00	ADM/HARRASSMENT PREVENTION TRAINING	01 6120E 09
TEMPLETON COMM SVCS DIST	68757	1/24/2019	1	50.00	ADM/HARRASSMENT PREV TRAINING	01 6120D 09
TEMPLETON COMM SVCS DIST	68780	1/29/2019	1	50.00	ADM/ETHICS TRAINING	01 6120D 09
				450.00		

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF JANUARY 2019**

VENDOR	CHECK NO.	CHECK DATE	LINE NO.	LINE AMOUNT	DESCRIPTION	ACCOUNT NUMBER
TERRY SILVERIA	68768	1/29/2019	1	8.43	MQ CUSTOMER REFUND	11 2005
THE DOCUTEAM	68732	1/23/2019	1	527.89	ADM/BOX STORAGE PICKUP & DELIVERY	01 6080M 09
THE GAS COMPANY	68641	1/7/2019	1	182.20	F&R/GAS SVC VETERANS HALL 11/21 - 12/21/18	01 6060G 02
THE GAS COMPANY	68641	1/7/2019	1	30.82	ADM/GAS SVC 1316 TAMSEN #201 11/20 - 12/20/18	01 6060G 09
THE GAS COMPANY	68641	1/7/2019	1	44.62	FD/GAS SVC 5490 HEATH LANE 11/27-12/27/18	01 6060G 01
THE GAS COMPANY	68641	1/7/2019	1	65.80	WW/GAS SERV 5500 HEATH LANE #B 11/27-12/27/18	12 6060G 12
THE GAS COMPANY	68641	1/7/2019	1	82.42	WW/GAS SERV 5500 HEATH LANE 11/27-12/27/18	12 6060G 12
THE GAS COMPANY	68695	1/15/2019	1	350.44	FD/GAS SVC 2850 BURTON DRIVE 11/30 - 01/02/19	01 6060G 01
				<u>756.30</u>		
THE TRIBUNE	68745	1/24/2019	1	440.00	WD/WATER OPERATOR ADVERTISEMENT	11 6125 11
TPB INVESTMENTS INC.	68759	1/24/2019	1	171,964.00	SWF/BANK LOAN PRINC	39 2604 11
TPB INVESTMENTS INC.	68759	1/24/2019	2	157,748.33	SWF/BANK LOAN INT	39 6180I 25
				<u>329,712.33</u>		
VERIZON WIRELESS	68782	1/29/2019	1	32.95	F&R/MONTHLY ON CALL	01 6060C 02
VERIZON WIRELESS	68782	1/29/2019	2	74.84	WD/MONTHLY ON CALL	11 6060C 11
VERIZON WIRELESS	68782	1/29/2019	3	91.26	WW/MONTHLY ON CALL	12 6060C 12
VERIZON WIRELESS	68782	1/29/2019	4	87.42	FD/MONTHLY ON CALL CELL & TABLET	01 6060C
VERIZON WIRELESS	68782	1/29/2019	5	57.26	ADM/MONTHLY CELL	01 6060C 09
				<u>343.73</u>		
WESTERN EQUIPMENT FINANCE, INC	68626	1/3/2019	1	281.55	F&R/TORO TX 1000 DINGO WIDE TRACK PRINCIPAL	01 2520 02
WESTERN EQUIPMENT FINANCE, INC	68626	1/3/2019	2	58.30	F&R/TORO TX 1000 DINGO WIDE TRACK INTEREST	01 6180 02
				<u>339.85</u>		
WOOD, SHANNA	68783	1/29/2019	1	49.93	WD/REFUND ASSIGNMENT DEPOSIT 023.423.007	11 2420 11
WOOD, SHANNA	68783	1/29/2019	2	33.40	WD/REFUND ASSIGNMENT DEPOSIT 023.423.007	11 2420 11
WOOD, SHANNA	68783	1/29/2019	3	(33.40)	WD/REFUND ASSIGNMENT DEPOSIT 023.423.007	11 4124 10
				<u>49.93</u>		
Accounts Payable Vendor Subtotal				<u>612,830.91</u>		
Fire Department Accounts Payable Subtotal				14,620.66		
Facilities & Resources Accounts Payable Subtotal				10,006.76		
Administration Accounts Payable Subtotal				50,309.49		
Water Accounts Payable Subtotal				82,204.92		
Wastewater Accounts Payable Subtotal				32,542.76		
SWF Operations Accounts Payable Subtotal				416,989.54		
SWF Capital Accounts Payable Subtotal				<u>6,156.78</u>		
Accounts Payable Vendor Subtotal				<u>612,830.91</u>		
AFLAC (AMER FAM LIFE INS)	6087	1/11/2019	1	100.76	VOLUNTARY INS-PRETAX	01 2162
	6087	1/22/2019	9000	(100.76)	Ck# 006087 Reversed	01 2162
				-		
AMERITAS	6116	1/31/2019	1	3,313.86	DENTAL INSURANCE-YER	01 2150
AMERITAS	6116	1/31/2019	2	454.98	DENTAL INSURANCE-YER	01 5102 09
AMERITAS	6116	1/31/2019	3	217.58	DENTAL INSURANCE-YER	11 5102 11
AMERITAS	6116	1/31/2019	4	(146.55)	DENTAL INSURANCE-YER	12 5102 12
AMERITAS	6116	1/31/2019	1	440.57	DENTAL INSURANCE-YER	01 2150
				<u>4,280.44</u>		
CAMBRIA COMMUNITY SERVICES DIS	6088	1/11/2019	1	950.00	MEDICAL REIMBURSEMNT	01 2171

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF JANUARY 2019**

VENDOR	CHECK NO.	CHECK DATE	LINE NO.	LINE AMOUNT	DESCRIPTION	ACCOUNT NUMBER
CAMBRIA COMMUNITY SERVICES DIS	6088	1/11/2019	2	250.00	MEDICAL REIMBURSEMNT	01 5122 01
CAMBRIA COMMUNITY SERVICES DIS	6088	1/11/2019	3	50.00	MEDICAL REIMBURSEMNT	01 5122 02
CAMBRIA COMMUNITY SERVICES DIS	6088	1/11/2019	4	200.00	MEDICAL REIMBURSEMNT	01 5122 09
CAMBRIA COMMUNITY SERVICES DIS	6088	1/11/2019	5	150.00	MEDICAL REIMBURSEMNT	11 5122 11
CAMBRIA COMMUNITY SERVICES DIS	6088	1/11/2019	6	200.00	MEDICAL REIMBURSEMNT	12 5122 12
CAMBRIA COMMUNITY SERVICES DIS	6108	1/25/2019	1	900.00	MEDICAL REIMBURSEMNT	01 2171
CAMBRIA COMMUNITY SERVICES DIS	6108	1/25/2019	2	250.00	MEDICAL REIMBURSEMNT	01 5122 01
CAMBRIA COMMUNITY SERVICES DIS	6108	1/25/2019	3	50.00	MEDICAL REIMBURSEMNT	01 5122 02
CAMBRIA COMMUNITY SERVICES DIS	6108	1/25/2019	4	200.00	MEDICAL REIMBURSEMNT	01 5122 09
CAMBRIA COMMUNITY SERVICES DIS	6108	1/25/2019	5	150.00	MEDICAL REIMBURSEMNT	11 5122 11
CAMBRIA COMMUNITY SERVICES DIS	6108	1/25/2019	6	200.00	MEDICAL REIMBURSEMNT	12 5122 12
				3,550.00		
CAMBRIA FIRE FIGHTERS LOCAL 46	6091	1/11/2019	1	240.00	DUES-FIRE IAFF	01 2160
CAMBRIA FIRE FIGHTERS LOCAL 46	6110	1/25/2019	1	240.00	DUES-FIRE IAFF	01 2160
				480.00		
CAMBRIA FIREFIGHTERS ASSN	6090	1/11/2019	1	138.36	RESERVE FIREFTR DUES	01 2160
EMPLOYMENT DEVELOPMENT DP	6089	1/11/2019	1	5,470.50	STATE INCOME TAX	01 2110
EMPLOYMENT DEVELOPMENT DP	6089	1/11/2019	1	1,322.87	STATE INCOME TAX	01 2130
EMPLOYMENT DEVELOPMENT DP	6109	1/25/2019	1	2,936.25	STATE INCOME TAX	01 2110
EMPLOYMENT DEVELOPMENT DP	6109	1/25/2019	1	927.27	STATE INCOME TAX	01 2130
				10,656.89		
ICMA-VNTGPT TRSFR AGT 457	6094	1/11/2019	1	2,441.74	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	6094	1/11/2019	1	700.00	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	6113	1/25/2019	1	2,291.89	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	6113	1/25/2019	1	600.00	457 DEFERRED COMP IN	01 2141
				6,033.63		
IRS/FEDERAL PAYROLL TAXES	6093	1/11/2019	1	16,760.04	FEDERAL INCOME TAX	01 2100
IRS/FEDERAL PAYROLL TAXES	6093	1/11/2019	1	16,589.60	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PAYROLL TAXES	6093	1/11/2019	1	3,897.30	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PAYROLL TAXES	6112	1/25/2019	1	8,789.09	FEDERAL INCOME TAX	01 2100
IRS/FEDERAL PAYROLL TAXES	6112	1/25/2019	1	11,498.34	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PAYROLL TAXES	6112	1/25/2019	1	2,706.60	FEDERAL INCOME TAX	01 2120
				60,240.97		
LINCOLN FINANCIAL GROUP	6117	1/31/2019	1	211.89	LIFE INSURANCE	01 2164
LINCOLN FINANCIAL GROUP	6117	1/31/2019	2	8.72	LIFE INSURANCE	11 2164 11
LINCOLN FINANCIAL GROUP	6117	1/31/2019	3	5.13	LIFE INSURANCE	01 2164 09
LINCOLN FINANCIAL GROUP	6117	1/31/2019	4	(7.18)	LIFE INSURANCE	12 2164 12
LINCOLN FINANCIAL GROUP	6117	1/31/2019	5	4.20	LIFE INSURANCE	01 2164 01
LINCOLN FINANCIAL GROUP	6117	1/31/2019	6	4.20	LIFE INSURANCE	01 2164 09
LINCOLN FINANCIAL GROUP	6117	1/31/2019	7	1.80	LIFE INSURANCE	11 2164 11
LINCOLN FINANCIAL GROUP	6117	1/31/2019	8	2.40	LIFE INSURANCE	12 2164 12
LINCOLN FINANCIAL GROUP	6117	1/31/2019	9	0.60	LIFE INSURANCE	39 2164 25
LINCOLN FINANCIAL GROUP	6117	1/31/2019	10	1.80	LIFE INSURANCE	01 2164 02
LINCOLN FINANCIAL GROUP	6117	1/31/2019	11	(16.84)	LIFE INSURANCE	11 2164 11
LINCOLN FINANCIAL GROUP	6117	1/31/2019	12	(16.84)	LIFE INSURANCE	12 2164 12
				199.88		
PERS HEALTH BENEFIT SERV	6119	1/31/2019	1	30,054.43	MEDICAL INSURANC-YER	01 2151
PERS HEALTH BENEFIT SERV	6119	1/31/2019	2	952.00	MEDICAL INSURANC-YER	01 5121 01
PERS HEALTH BENEFIT SERV	6119	1/31/2019	3	136.00	MEDICAL INSURANC-YER	01 5121 02
PERS HEALTH BENEFIT SERV	6119	1/31/2019	4	1,904.00	MEDICAL INSURANC-YER	01 5121 09
PERS HEALTH BENEFIT SERV	6119	1/31/2019	5	816.00	MEDICAL INSURANC-YER	11 5121 11
PERS HEALTH BENEFIT SERV	6119	1/31/2019	6	680.00	MEDICAL INSURANC-YER	12 5121 12
PERS HEALTH BENEFIT SERV	6119	1/31/2019	7	55.31	MEDICAL INSURANC-YER	01 5121 09

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF JANUARY 2019**

VENDOR	CHECK NO.	CHECK DATE	LINE NO.	LINE AMOUNT	DESCRIPTION	ACCOUNT NUMBER
PERS HEALTH BENEFIT SERV	6119	1/31/2019	8	(1,874.89)	MEDICAL INSURANC-YER	11 5121 11
PERS HEALTH BENEFIT SERV	6119	1/31/2019	9	72.70	MEDICAL INSURANC-YER	01 5103 09
PERS HEALTH BENEFIT SERV	6119	1/31/2019	10	(1,961.90)	MEDICAL INSURANC-YER	01 5121 09
PERS HEALTH BENEFIT SERV	6119	1/31/2019	1	5,390.67	MEDICAL INSURANC-YER	01 2151
				<u>36,224.32</u>		
PERS RETIREMENT SYSTEM	6095	1/11/2019	1	0.02	PERS PAYROLL REMITTANCE	01 5111 09
PERS RETIREMENT SYSTEM	6095	1/11/2019	2	18,261.53	PERS PAYROLL REMITTANCE	01 2140
PERS RETIREMENT SYSTEM	6114	1/25/2019	1	-	PERS PAYROLL REMITTANCE	01 5111 09
PERS RETIREMENT SYSTEM	6114	1/25/2019	2	16,778.73	PERS PAYROLL REMITTANCE	01 2140
PERS RETIREMENT SYSTEM	6114	1/25/2019	3	-	PERS PAYROLL REMITTANCE	11
PERS RETIREMENT SYSTEM	6118	1/31/2019	1	7,318.34	Unaccrued Liability	01 5109 09
PERS RETIREMENT SYSTEM	6118	1/31/2019	2	1,911.74	Unaccrued Liability	01 5109 02
PERS RETIREMENT SYSTEM	6118	1/31/2019	3	4,550.57	Unaccrued Liability	11 5109 11
PERS RETIREMENT SYSTEM	6118	1/31/2019	4	4,381.51	Unaccrued Liability	12 5109 12
PERS RETIREMENT SYSTEM	6118	1/31/2019	5	1,144.76	Unaccrued Liability	11 5109 25
PERS RETIREMENT SYSTEM	6118	1/31/2019	1	5,806.70	Unaccrued Liability	01 5109 01
				<u>60,153.90</u>		
PPBI-DIRECT DEPOSIT	6092	1/11/2019	1	3,395.00	Direct Deposit Flat	01 2152
PPBI-DIRECT DEPOSIT	6092	1/11/2019	1	54,096.28	Direct Deposit Flat	01 2152
PPBI-DIRECT DEPOSIT	6111	1/25/2019	1	3,245.00	Direct Deposit Flat	01 2152
PPBI-DIRECT DEPOSIT	6111	1/25/2019	1	49,775.60	Direct Deposit Flat	01 2152
				<u>110,511.88</u>		
SEIU LOCAL 620	6096	1/11/2019	1	309.69	SEIU UNION DUES	01 2160
SEIU LOCAL 620	6115	1/25/2019	1	309.69	SEIU UNION DUES	01 2160
				<u>619.38</u>		
				<u>293,089.65</u>		
Payroll Payable Subtotal						
TOTAL DISBURSEMENTS FOR JANUARY 2019				<u><u>905,920.56</u></u>		

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
Thursday, January 3, 2019 5:30 PM

1. OPENING

A. Call to Order

President Pierson called the meeting to order at 5:30 p.m.

B. Pledge of Allegiance

President Pierson led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors present: David Pierson, Harry Farmer, Amanda Rice, Cindy Steidel and Donn Howell.

Staff present: Acting General Manager Monique Madrid, Finance Manager Pamela Duffield, Strategic & Organizational Advisor Paavo Ogren and Deputy District Clerk Haley Dodson.

2. REGULAR BUSINESS

A. DISCUSSION AND CONSIDERATION OF 2019 BOARD GOALS AND OBJECTIVES (Limited to 90 Minutes) (Public Comment Limited to 30 Minutes)

Ms. Madrid introduced the item and provided a brief summary to the Board.

Public Comment:
Christine Heinrichs
Jim Bahringer
Henry Kzrnick
Mike Lyons
Mike Calderwood
Julia Stanert

President Pierson thanked the public for their comments and asked the Directors for their comments.

Director Howell thinks public outreach is the single most important thing to look at.

Vice President Farmer discussed his goals, objectives and priorities:

1. Hiring a General Manager
2. Realistically assessing staff and department needs
3. Being fiscally responsible
4. Spend more time on Water and Wastewater infrastructure needs and improvements
5. Creating standing committees for water efficiency and grant opportunities
6. Developing greater trust, openness and trust within our town

Director Steidel suggests looking at outsourcing some things due to staffing issues. We need to get to a point where we are not dealing with reactive management but solidifying what we do. We need strong policies. We need to look at policies and structure. I think the final permitting and the operation of the SWF is very important. We need to look at the District code for affordable housing.

Director Rice agrees that fewer goals is a good thing but it's good to have a 30,000-foot view. Communication, collaboration and a sense of putting things in order. It's important that we stay on the right side of our jobs which is to establish policies for the operation of the district. A review of our ordinances is critical. The Capital Improvement Plan seems more like a list of to-do's and not a road map of things to get done. We need to review the emergency services. We don't have an evacuation plan. We need to work with the County on affordable housing and the process for intent to serve letters. We should have listening sessions for the General Manager. We need a plan for going through the process. I reached out to Jon Rokke and I'm hoping we can set up a meeting regarding this project in a conceptual view and regarding the permits required. We need to see what we can do regarding vacation rentals. 1.10 should be a sub goal of 1.4.

President Pierson thinks the number one priority is emergency services and public outreach. He agrees that 1.10 should be a sub goal of 1.4.

Director Howell stated a broad goal is 1.3 advancing the District's strategic planning efforts. The BRPCC report is to implement the program as proposed is rather a lengthy process and in order to move forward is when and how the Emergency Water Supply will be used and it's dependent on the BRPCC plan being implemented. I suspect it will take more than a year to complete, but I firmly believe it needs to be agendized and discussed.

Public Comment:

Tony Church

Mike Lyons

Christine Heinrichs

President Pierson stated we've taken over 4 years to get the CDP and we still don't have it. It's important, we need to get it done and we need the County and Coastal Commission to approve it.

Mr. Ogren provided input. It's important to be able to be focus on decisions the community will make, decisions staff will make and decisions the Board will make. The energy reduction program and greenhouse gases are being addressed. Staff met with PG&E regarding replacing pumps, etc. This may be a goal of the Infrastructure Committee.

President Pierson would like to have a listening session regarding the vacancy of the General Manager next month. The Board decided on the following:

- 1.1 General Manager: Ad Hoc Committee with President Pierson and Director Rice.
- 1.2 Public Outreach: #1 goal for the full Board
- 1.3 Advance the District's Strategic Planning Efforts: Policy Committee
- 1.4 Complete the Regular Permitting and Other Actions Relating to the Sustainable Water Facility: Ad Hoc Committee
- 1.5 Finalize the Multi-Year Infrastructure Capital Improvement Program (CIP): Infrastructure Committee

- 1.6 Develop the Annual Prop 218 Rate Review Process: Finance Committee
- 1.7 Review the District Code and Consider Whether Direction Should be Provided to Draft Amendments: Policy Committee
- 1.8 Review the District Fee Schedule and Consider Whether Direction should be Provided to Make Amendments: Finance Committee
- 1.9 Emergency Services Review: Ad Hoc Committee
- 1.10 Buildout Reduction Program: Add to item 1.4
- 1.11 Committee and Liaison Goals: Board assigns goals, the committee achieves them, and the Board makes sure the committees are headed on the right path

Director Howell proposed that the minutes reflect a brief summary of public comment.

President Pierson suggests that if a member of the public wants to turn in a summary that they'd like to include in the recorded minutes, they can turn it into the District Clerk.

Director Howell agreed.

Public Comment:
Mrs. Lee

President Pierson would like to take Jim Bahringer's suggestion of creating a mission statement and make it the #2 Board goal.

Public Comment:
Julia Stanert
Mike Calderwood

The Board took a break at 7:11 p.m. and reconvened at 7:17 p.m.

B. DISCUSSION AND CONSIDERATION REGARDING STANDING AND AD HOC COMMITTEE AND LIAISON ASSIGNMENTS (Limited to 60 Minutes) (Public Comment Limited to 30 Minutes)

President Pierson introduced the item and provided a brief summary. The first item of discussion is standing committees.

Public Comment:
Jim Bahringer

President Pierson would like the difference between the PROS Commission and an Ad Hoc Committee.

Ms. Madrid gave a brief description of the differences.

Mr. Ogren stated the commission may have real powers even if they're subject to appeal to the Board of Supervisors. It's important we consult with legal counsel regarding Brown Act compliance.

Director Rice suggested a Board member or two present at the meetings. She suggests a Board member chair the meeting with no voting privileges and 6 total people.

Director Howell concurred with Director Rice. A chairman usually doesn't make a motion or have voting privileges.

Vice President Farmer stated Board members help run the committees more efficiently. My feeling in having attended the standing committee meetings is everyone is very comfortable with who is on the committee, whether it's a Board member or not. I'm fine if the Board member doesn't have voting privileges.

President Pierson agrees. I would agree that the standing committees didn't accomplish as much as the might have. I think that one public member recommended by each Director would be a fine way to go. If you're interested in joining a standing committee, please submit a statement of interest or qualifications so Board members will have a pool of people to choose from.

Director Howell moved to approve standing committees to have 5 members, 1 Board member, the Board approves the committee members being on the committee, and the Board member will be the Chairman with no voting privileges.

Director Steidel seconded the motion.

Roll Call Vote:

Director Howell- Aye

Director Steidel- Aye

Director Rice- Aye

Vice President Farmer- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

President Pierson asked how many standing committees are we going to have? I'm reluctant to burden staff with another standing committee, but it's needed. I would like to have a policy standing committee.

Director Steidel agrees to having three standing committees.

Director Rice stated we might be able to broaden the Infrastructure Committee to resource stewardship. Their goal would be to look at resources and infrastructure.

Vice President Farmer moved to have a Resources and Infrastructure Committee.

Director Rice seconded the motion.

Roll Call Vote:

Vice President Farmer- Aye

Director Rice- Aye

Director Howell- Aye

Director Steidel- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

Ms. Madrid recommends the committees work with staff on upcoming meeting dates.

Public Comment:

Karen Dean

Director Rice moved to have a standing Finance Committee and standing Policy Committee.

Director Howell seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Howell- Aye

Director Steidel- Aye

Vice President Farmer- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

President Pierson suggested setting goals for the three standing committees, allow the committees to meet, discuss what they intend to accomplish and have the Board approve their goals after they've had a chance to review them. We need to appoint a Chairman for each standing committee.

Director Rice would like to be the Chairman on the Policy Committee.

Director Howell would like to be the Chairman on the Resources & Infrastructure Committee.

Director Rice recommended Director Steidel be the Chairman of the Finance Committee.

Director Rice moved that Director Howell will be Chair of the Resources and Infrastructure Committee, Director Steidel as the Chair of the Finance Committee and Director Rice as Chair of the Policy Committee.

Vice President Farmer seconded the motion.

Roll Call Vote:

Director Rice- Aye

Vice President Farmer- Aye

Director Howell- Aye

Director Steidel- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

The Board discussed Ad Hoc assignments and assigned Directors to the following ad hoc committees:

Tyler Incode - Director Howell and Vice President Farmer

Audit - President Pierson and Director Steidel

Grants - Move to Finance Standing Committee

SWF - President Pierson and Director Rice

Water Efficiency - Move to Resources & Infrastructure Committee

Emergency Services - President Pierson and Director Steidel

General Manager Search - President Pierson and Director Rice

Community Outreach - Move to Board goal

Director Rice moved to approve the Ad Hoc Committee assignments.

President Pierson seconded the motion.

Roll Call Vote:
Director Rice- Aye
President Pierson- Aye
Director Howell- Aye
Director Steidel- Aye
Vice President Farmer- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

The Board discussed liaison assignments and assigned Directors as follows:

CCHD Liaison – No longer needed
NCAC Liaison – Director Howell
Coast Unified School District Liaison – No longer needed
Fire Safe Focus Group Liaison – President Pierson
FFRP Liaison – Vice President Farmer
Forest Committee Liaison – Vice President Farmer
PROS Liaison – The PROS Commission Chairman or designee to speak at every regular Board meeting after the Fire Chief and update us on what they've done.
San Simeon CSD Liaison– Director Rice
Tourism Board Liaison– No longer needed
Chamber of Commerce Liaison– No longer needed

Director Rice would like to coordinate with the Greenspace Committee.

Vice President Farmer will ask if they'd like a Board member involved with the Greenspace Committee.

Director Rice moved to approve the liaison assignments.

Director Howell seconded the motion.

Roll Call Vote:
Director Rice- Aye
Director Howell- Aye
Director Steidel- Aye
Vice President Farmer- Aye
President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

President Pierson stated that if the dining hall is available during the Farmer's Market, one Director could sit in the dining hall from 3:00 p.m. to 4:00 p.m. and have an open forum to answer questions and take comments.

The Board reached consensus to do this.

Vice President Farmer read his vision for Cambria.

3. ADJOURN

President Pierson adjourned the meeting at 8:31 p.m.

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, January 17, 2019 2:00 PM

1. OPENING

A. Call to Order

President Pierson called the meeting to order at 2:00 p.m.

B. Pledge of Allegiance

President Pierson led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors present: David Pierson, Harry Farmer, Cindy Steidel and Donn Howell.

Amanda Rice arrived at 2:30 p.m.

Staff present: Acting General Manager Monique Madrid, District Counsel Timothy Carmel, Finance Manager Pamela Duffield, Organizational & Strategic Advisor Paavo Ogren, District Engineer Bob Gresens and Deputy District Clerk Haley Dodson.

D. Report from Closed Session

District Counsel reported there was no formal action, but that the Board discussed the status of the recruitment of a General Manager and the status of IAFF negotiations.

E. Agenda Review: Additions/Deletions

President Pierson asked for any additions or deletions.

There were no additions or deletions.

2. PUBLIC SAFETY (Estimated time 5 Minutes per item)

A. Sheriff's Department Report

Deputy Kramer provided a summary of recent activities in Cambria for the Sheriff's Department.

B. CCSD Fire Chief's Report

Chief Hollingsworth provided a report of recent activities in Cambria.

C. PROS Chairman's Report

Chairperson Steve Kniffen provided a report for the PROS Commission.

3. PUBLIC COMMENT (Estimated time 30 minutes. At President's discretion additional comments may be heard at the end of the meeting.)

Public Comment:
Tina Dickason
Tom Gray
Karen Dean

4. ACKNOWLEDGEMENTS

A. The Board will provide a Proclamation to Robert Gresens

The Board provided District Engineer Bob Gresens with a Proclamation for his 18 years of service.

The Board took a short break at 2:34 p.m. to serve cake and refreshments.

The Board reconvened at 2:47 p.m.

5. CONSENT AGENDA (Estimated time: 15 Minutes)

A. CONSIDERATION TO ADOPT THE DECEMBER 2018 EXPENDITURE REPORT

B. CONSIDERATION TO ADOPT THE DECEMBER 13, 2018 REGULAR MEETING MINUTES

C. CONSIDERATION OF ADOPTION OF RESOLUTION 01-2019 APPOINTING JIM BAHRINGER AS AN ALTERNATE TO THE PARKS, RECREATION AND OPEN SPACE COMMISSION AND TO APPROVE THE PROPOSED GOALS & OBJECTIVES OF THE COMMISSION

D. DISCUSSION AND CONSIDERATION OF APPROVAL OF INTERFUND LOAN POLICY

E. CONSIDERATION OF APPROVAL OF FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING REGARDING JOINT USE OF COAST UNION HIGH SCHOOL TENNIS COURTS

President Pierson asked for any items to be pulled.

Public Comment:
Mary Webb

Director Rice pulled item 5.D.

Director Rice moved to approve the consent agenda with the exception of item 5.D.

Director Howell seconded the motion.

Roll Call Vote:
Director Rice- Aye
Director Howell- Aye
Director Steidel- Aye
Vice President Farmer- Aye
President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

Director Rice moved to approve 5.D. with the removal of the sentence "amounts loaned from the Water and Wastewater funds to other District funds must include an interest component."

Director Steidel seconded the motion.

Ms. Madrid suggested removing Finance Manager and adding General Manager or their designee in the same paragraph.

The Board approved the amendment.

Roll Call Vote:

Director Rice- Aye

Director Steidel- Aye

Director Howell- Aye

Vice President Farmer- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

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

A. DISCUSSION AND CONSIDERATION OF PROS COMMISSION RECOMMENDATIONS REGARDING LEASE OR PURCHASE OF CCSD PROPERTY BY THE CAMBRIA HISTORICAL SOCIETY FOR RELOCATION OF THE SANTA ROSA SCHOOLHOUSE

Ms. Madrid introduced the item and provided a brief summary of the item.

Public Comment:

Tina Dickason

John Ehlers

Mr. John Ehlers and Ms. Laurel Stewart were available to answer questions.

Director Rice moved to take the recommendation from PROS regarding lease or purchase of CCSD property by the Cambria Historical Society for relocation of the Santa Rosa Schoolhouse and that we direct staff to allow for progress to put the schoolhouse temporarily if needed to allow for change on covenant.

Director Rice withdrew her motion.

Director Rice moved to provide landowner consent for the Historical Society to perform their due diligence on the pocket park property on Center Street and direct staff that should the need arise to store the schoolhouse on the dog park, that staff is prepared to provide the documentation to allow for that and there must be an indemnification agreement that the Historical Society will execute before signing the landowner consent form. We are doing three things here: 1) the indemnity agreement with the Historical Society; 2) directing staff to prepare for potential movement of schoolhouse temporarily to the old dog park property; and 3) giving consent to conduct the studies the Historical Society needs to perform their due diligence on the pocket park property.

Director Rice suggested directing staff to prepare lease, do their own due diligence and bring back an appropriate lease at the February meeting.

District Counsel suggested directing staff to do their own due diligence on this issue and bring back an appropriate lease at the February meeting.

Vice President Farmer seconded the motion.

Roll Call Vote:

Director Rice- Aye

Vice President Farmer- Aye

Director Howell- Aye

Director Steidel- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

B. DISCUSSION AND CONSIDERATION OF SCHEDULING A WORKSHOP TO RECEIVE PUBLIC INPUT ON DESIRED KNOWLEDGE, SKILLS AND ABILITIES OF FUTURE GENERAL MANAGER

Ms. Madrid introduced the item and provided a brief summary of the item.

Public Comment:

Tina Dickason

President Pierson would like to have a meeting to receive public input regarding hiring a General Manager.

The Board agreed to hold the meeting on Wednesday, January 30, 2019 at 5:30 p.m. and to limit it to two hours.

Director Rice moved to have a listening session regarding General Manager qualifications and the process for hiring on January 30, 2019 at 5:30 p.m. to 7:30 p.m.

Director Howell seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Howell- Aye

Director Steidel- Aye

Vice President Farmer- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

C. DISCUSSION AND CONSIDERATION OF RESOLUTION 02-2019 AUTHORIZING THE GENERAL MANAGER TO NOMINATE STAFF TO THE SLO COUNTY WATER RESOURCES ADVISORY COMMITTEE (WRAC)

Ms. Madrid introduced the item and turned it over to District Counsel, who provided a brief summary of the item.

Public Comment:

John Ehlers

Director Rice moved to approve resolution 02-2019 authorizing the general manager to nominate staff to the SLO County Water Resources Advisory Committee (WRAC).

Director Steidel seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Steidel- Aye

Director Howell- Aye

Vice President Farmer- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

D. DISCUSSION AND CONSIDERATION OF ANNUAL REVIEW OF BOARD OF DIRECTORS BYLAWS

Ms. Madrid introduced the item and provided a brief summary.

President Pierson suggested holding two Board meetings per month on the second and third Thursdays from 2:00 p.m. to 5:00 p.m. with the option to extend the meeting by 4/5's vote.

Director Rice would like to address the standing committees in the bylaws and move section 1.6 to section 9.1.

The Board reached consensus to strike section 9.1 and move section 1.6 to 9.1.

Director Rice suggests that it be included that no Board member will be a voting member on the standing committees, but a Board member will be an ex officio, 5 members who don't have to be registered to vote, but do need to be residents.

Public Comment:
Mary Webb

Ms. Madrid suggested revising section 9.4B from summary notes to action minutes.

The Board agreed to revise section 9.4B from summary notes to action minutes.

President Pierson stated if the public wants to speak at these meetings, we can't take down every note. We will record the meetings. If a member of the public wants something to be a part of the legal minutes, write it down and turn it in at the time of the meeting.

Director Rice suggested revising 4.4 Written Materials to say the Board can request something that's written and not provided in the Board packet included in the minutes. This would be included for the committees.

Mr. Ogren suggested that written submittals be referenced in the minutes but maintained as separate public records.

President Pierson suggested changing section 4.4 to allow for written comments received to be maintained as a separate public record.

Director Howell suggested changing section 9.4 from summary notes to action minutes and adding in a sentence that an audio recording must be maintained.

Director Howell also suggested following section 4.5 which reads that the District Clerk will record whether they spoke in support or opposition to such matter.

President Pierson would like the sentence "and whether they spoke in support or opposition to such matter" removed.

District Counsel read the Board's suggested changes:

1. Striking section 1.6.
2. Section 2.1 striking fourth and adding second and third.
3. Section 2.3 striking four and adding three.
4. Section 4.4 striking materials and adding comments. This section should read: "Written comments delivered to the Board at the meeting that were not contained in the Board agenda packet for review by the Board prior to the meeting shall be maintained as a separate public record."

5. Section 4.5 striking “, and whether they spoke in support or opposition to such matter.”
6. Striking section 9.1. Revise to read “The President shall make appointments to all committees subject to Board approval.”
7. Section 9.4 (b) summary notes will be removed and action minutes inserted. The section will read “All Standing Committees shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law.”

District Counsel will bring this back as a resolution next month.

Director Rice moved to approve the Board’s suggested recommendations as stated by District Counsel.

Director Howell seconded the motion.

Roll Call Vote:

Director Rice- Aye

Director Howell- Aye

Director Steidel- Aye

Vice President Farmer- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

The Board took a break at 4:27 p.m. and reconvened at 4:37 p.m.

E. DISCUSSION AND CONSIDERATION OF APPOINTMENT OF FINANCE, RESOURCES & INFRASTRUCTURE, AND POLICY COMMITTEE MEMBERS AND TO PROVIDE OVERALL DIRECTION TO EACH COMMITTEE

Ms. Madrid introduced the item and turned it over to Mr. Ogren, who provided a brief summary of the item.

Director Howell moved to nominate Jim Webb to the Resources & Infrastructure Committee.

Director Rice seconded the motion.

There was no roll call vote.

President Pierson would like Tom Gray on the Resources & Infrastructure Committee.

President Pierson suggested moving Mike Lyons to the Policy Committee and put Tom Gray on Resources & Infrastructure Committee.

President Pierson gave a brief overview of the Board’s suggestions:

The Policy Committee would consist of Amanda Rice (Chairman), Mike Lyons, John Nixon, Gordon Heinrichs, John Rohrbaugh and Lauren Younger.

The Resources & Infrastructure Committee would consist of Donn Howell (Chairman), Karen Dean, Tom Gray, Paul Nugent, Brad Fowles and James Webb.

The Finance Committee would consist of Cindy Steidel (Chairman), Ted Seigler, Dewayne Lee, Cheryl McDowell, Mary Mather, and Marvin Corne.

President Pierson moved to approve the standing committee appointments.

Director Rice seconded the motion.

Roll Call Vote:

President Pierson- Aye

Director Rice- Aye

Director Steidel- Aye

Director Howell- Aye

Vice President Farmer- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

Mr. Ogren presented the second half of the item regarding direction to the committees.

President Pierson asked each Chairman to hold a committee meeting to review the goals the Board set and come back with what they feel they should get done in 2019 and hopefully it includes the Board assigned goals and they will also consider a template of bylaws and come back and present those for consideration. Each committee should meet once by 2/28/2019 and the Finance Committee should review the mid-year budget.

President Pierson stated each Committee Chairman should thank applicants who applied and weren't nominated.

F. DISCUSSION AND CONSIDERATION OF INTRODUCTION OF ORDINANCE 01-2019 AMENDING SECTION 8.04.110 OF THE CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE RELATING TO THE AFFORDABLE HOUSING PROGRAM

Ms. Madrid introduced the item and turned it over to District Counsel, who provided a brief summary of the item.

Public Comment:

Crosby Swartz

Mary Webb

Laura Swartz

President Pierson stated we need to align our ordinance with the County's ordinance.

Director Rice provided a PowerPoint presentation to review.

Vice President Farmer motioned to continue the meeting until 6:30 p.m.

Director Rice seconded the motion.

Roll Call Vote:

Vice President Farmer- Aye

Director Rice- Aye

Director Howell- Aye

Director Steidel- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

Director Howell moved to table this item to the next meeting.

Director Rice seconded the motion.

There was no roll call vote.

President Pierson agrees and directed staff to get a better report so we understand the issues, what the County restrictions are, what isn't restricted and what would we be voting for. We need a better understanding and I'd be glad to work with staff to get the document together and make this the first item on the February agenda. We need more clarity. He asked Director Rice and Director Steidel to work with staff on the details for the staff report.

Director Howell moved to approve President Pierson's recommendation.

Director Rice seconded the motion.

Roll Call Vote:

Director Howell- Aye

Director Rice- Aye

Director Steidel- Aye

Vice President Farmer- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

7. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

A. Board Member, Committee and Liaison Reports

i. Mike Lyons & Karen Dean- Resources & Infrastructure Standing Committee Report

Karen Dean provided the Board with a summary on the Resources & Infrastructure Committee.

ii. David Pierson - Finance Standing Committee Report

President Pierson stated the Finance Committee didn't have a formal meeting. There was nothing to report.

Director Rice moved to extend the meeting to 6:45 p.m.

Director Steidel second the motion.

Roll Call Vote:

Director Rice- Aye

Director Steidel- Aye

Director Howell- Aye

Vice President Farmer- Aye

President Pierson- Aye

Motion Passed Unanimously 5-Ayes, 0-Nays, 0-Absent

Vice President Farmer reported he attended a Forest Committee meeting and they had a presentation by Rick Hawley. We need to plant thousands of trees in Cambria. This was also brought up at their annual and regular FHFRP meeting. Greenspace, Forest Committee and FHFRP are coordinating to hire a forest manager in the near forest. The

FHFRP elected Mark Larsen as the new Chairperson. 4,957 volunteer hours were accrued this past year. There was a boundary survey. They found 17 encroachments and discovered the legal description of the ranch has never been approved by the County. They are considering hiring an attorney to do a title search. The challenges moving forward are addressing forest health and fuel reduction programs. Jo Ellen Butler has served as executive director for many years and she's retiring. They are searching for a new executive director.

Director Rice stated King Tide is coming up and the Dark Skies Conference is on Saturday at 6:00 p.m. at Rabobank. There will be a demonstration of tiny houses. The planning commission will be looking at the inclusionary housing ordinance and possible changes on the 24th.

8. MANAGER'S REPORT

A. Acting General Manager's Report

Ms. Madrid provided a brief summary of the Acting General Manager's report.

B. Finance Manager's Report

Finance Manager Mrs. Duffield provided a brief summary of the Finance Manager's report.

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

Director Rice would like reduced rates for lower income folks for their water and sewer. She believes a reduced rate is provided for sewer, but not for water.

10. ADJOURN TO CLOSED SESSION (Estimated time 60 Minutes)

President Pierson adjourned the meeting to closed session at 6:45 p.m.

- ### **A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1). Name of Case: CCSD v. CDM Smith, Inc.**

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
 Wednesday, January 30, 2019 5:30 PM

1. OPENING**A. Call to Order**

President Pierson called the meeting to order at 5:30 p.m.

B. Pledge of Allegiance

President Pierson led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors present: David Pierson, Harry Farmer, Amanda Rice, Cindy Steidel and Donn Howell.

Staff present: Acting General Manager Monique Madrid, Finance Manager Pamela Duffield and Deputy District Clerk Haley Dodson.

2. PUBLIC COMMENT ON AGENDA ITEMS

Public Comment: None.

3. REGULAR BUSINESS (Estimated time: 15 Minutes per item)**A. RECEIVE AND DISCUSS PUBLIC INPUT ON DESIRED KNOWLEDGE, SKILLS AND ABILITIES OF FUTURE GENERAL MANAGER**

President Pierson stated this is the most important thing we are going to do in our tenure and understands hiring is one of the hardest things to do. We are going to be careful about how we do this. About a month and half ago, we advertised for the position and the ad was created by the previous Board. It was a basic advertisement to get resumes in. We have 10 resumes so far. We will review the resumes tomorrow, as stated in the ad. The outcome for today is to get as much input as we can. What do you think we should be looking for in qualities, skills, etc.? What are the most important items? We need to look at the next steps. We need to follow-up with each candidate to let them know where we are in the process.

Public Comment:

Christine Heinrichs

Tina Dickason (spoke and also submitted a written comment to the Board)

Leslie Richards

Laura Swartz

Crosby Swartz

Tina Dickason

Christine Heinrichs

Leslie Richards

President Pierson and Director Rice, the Ad Hoc Committee, will make the first cut to eliminate the applicants who didn't meet the qualifications in the ad.

Director Rice would like to see more resumes come in. We won't perform our own individual background check, but we will have a professional background check done. It would be nice to have someone living in town, but by law, we can't require they live here.

Vice President Farmer stated the wise use of rate payer's money is an absolute priority, trust and openness and harmonious workplace for staff, someone who sees the challenges facing the district, working with the Board as a partnership, harmonious relationship with regulatory agencies, honesty, respect and commands respect as well. Appreciates the good fortune and make a long-term commitment to our community.

Director Howell recommends hiring an interim General Manager.

Director Steidel would like to maintain a cooperative relationship with regulatory agencies and other groups. I would like to take our time with this. It will be the most significant decision the Board makes.

President Pierson agrees there is no rush. We will search until we find someone who meets the requirements. I don't mind posting the ad outside California, but they won't know the rules and regulations of California. They must be superior and understand how the agencies work. A candidate with water, wastewater, rules and regulations of California is going to have a leg up on someone coming from the East Coast. We will review the current resumes and stay in contact with the applicants. We may hold interviews and we can call them public interviews and have a second round of interviews. We have to be careful with how long we take and be in proper communication with the applicants.

Director Steidel recommends the staff be involved in the second interview process.

Director Rice asked if there are time constraints with Ms. Madrid's contract.

Ms. Madrid responded it's 960 hours, which is equivalent to 6-months.

Director Rice stated the previous Board didn't do a thorough job description. We still need to work on the job description.

Director Howell would like to see the resumes. I don't think I'm qualified to pass on their suitability.

Director Steidel stated out-of-state ads should have additional information for the familiarity of the State of California.

Public Comment:
Tina Dickason
Michael Calderwood

Director Howell requested staff post an ad in the Tribune and Cambrian. We need someone skilled in management and complex organizations. We need someone with regulatory knowledge and inspires us about water technologies.

The Board agreed to post an ad in the Tribune and Cambrian.

Director Steidel agreed with Director Howell and Mr. Calderwood.

Director Rice asked if it was necessary to hire someone to do the search.

President Pierson stated he has experience with those firms and it's not good and very expensive. He would be reluctant to spend the money. We are getting good candidates with the current advertisements. If we open it up to the rest of the Country, we could get more resumes. It's a poor use of money to hire someone to do the search.

Vice President Farmer appreciates the fact the Board should be the entity to provide the vision to the General Manager. I'm hoping I can personally trust them and know their word is their bond and to me that's first and foremost.

Public Comment:
Tina Dickason

President Pierson stated we need to work on the contract and review process. We need to discuss the interview process and whether we should be holding it in closed or open session.

Director Howell stated it should be in open session. We might want to do preliminary interviews in closed session and the short list can be in open session.

Director Steidel stated the preliminary interview should include immediate staff.

Vice President Farmer stated department heads should be involved in the interview process.

Public Comment:
Leslie Richards
Michael Calderwood

President Pierson stated the final decision is going to be made by us, but we'd like to get as much input as we can. I think it is permissible to have interviews in open session. My only reservation is purely on the applicant's side.

Public Comment:
Tina Dickason

Director Howell stated the interviews should be in an open meeting but the public shouldn't be able to ask the applicant questions.

President Pierson stated we need to check with legal counsel.

Public Comment
Christine Heinrichs

Director Rice stated we were elected to represent the community as a whole. It's important that if you have thoughts on this, please reach out to the director you feel most comfortable sharing with. President Pierson and I are on the Ad Hoc Committee. The final interview with 1-3 applicants needs to be public, if it's a process we can do publicly. I'd like to see an interview panel which may include department heads.

President Pierson stated staff needs to be involved in the preliminary interviews. We could have two panels and they go from one to the other and compare notes.

Director Rice stated the contract itself must be in an open session. We can't approve a contract in closed session.

Public Comment:
Emily Moffat

President Pierson stated I expect the Board to vote 5-0, not 3-2 on a new general manager. The next step is reviewing the resumes and emailing the resumes to Directors. I will be sending out that information. The next Board meeting is on February 28, 2019. Do we need to hold another meeting prior to February 28th to discuss other issues?

Director Rice stated we need an updated job description. We can use Morro Bay's evaluation form.

President Pierson stated he can call a special meeting after we discuss this tomorrow.

Public Comment:
Leslie Richards
Tina Dickason

4. ADJOURN

President Pierson adjourned the meeting at 7:02 p.m.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.C.**FROM: Monique Madrid, Acting General Manager
Pamela Duffield, Finance Manager-----
Meeting Date: February 28, 2019Subject: CONSIDERATION OF ADOPTION OF
RESOLUTION 03-2019 AMENDING
THE LIST OF DESIGNATED
POSITIONS SUBJECT TO THE
DISTRICT'S CONFLICT OF INTEREST
CODE TO INCLUDE MEMBERS OF
STANDING COMMITTEES AND THE
STRATEGIC AND ORGANIZATIONAL
ADVISOR**RECOMMENDATIONS:**

Staff recommends that the Board of Directors consider adoption of Resolution 03-2019 to amend the list of designated positions subject to the CCSD's Conflict of Interest Code to include members of the Resources & Infrastructure Committee, Policy Committee and the Strategic & Organizational Advisor.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

DISCUSSION:

The CCSD has adopted the Fair Political Practices Commission's (FPPC) model Conflict of Interest Code. The Conflict of Interest Code (Code) includes a list of designated positions, which are positions that make or participate in the making of decisions that may foreseeably have a material effect on participants' financial interests, as defined in State law and FPPC regulations.

Government Code Section 87306(a) provides that agencies are to amend their Conflict of Interest Code as necessitated by changed circumstances, including the creation of new positions that need to be included in the Code. Amendments or revisions are then to be submitted to the Code reviewing body, which, pursuant to Government Code Section 82011, is the San Luis Obispo County Board of Supervisors.

There is one newly created standing committee, the Policy Committee, and the Infrastructure Committee was renamed to the Resources & Infrastructure Committee, so it is appropriate to add their members to the list of designated positions. In addition, the newly created position of Strategic and Organizational Advisor should also be included. Accordingly, staff is recommending that the Board of Directors adopt the attached Resolution, which will amend the CCSD's Conflict of Interest Code to revise the list of designated positions by adding members of the standing committees and the new Strategic and Organizational Advisor.

Attachments:

- Resolution 03-2019 Amending the List of Designated Positions Subject to the District's Conflict of Interest Code
- CCSD Conflict of Interest Code
- Appendix A Designated Positions
- Appendix B Disclosure Categories

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ PIERSON ___ FARMER ___ RICE ___ STEIDEL ___ HOWELL _____

RESOLUTION 03-2019
February 28, 2019

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT CONFLICT OF INTEREST CODE

WHEREAS, Government Code section 87300 requires each local public agency to adopt and promulgate a conflict of interest code pursuant to the Political Reform Act for the purpose of ensuring that agency officials subject to the statute disclose economic interests that might be involved in the making or in the participation of making decisions that may foreseeably have a material effect on each official's financial interest;

WHEREAS, Government Code Section 87307 authorizes a local public agency to amend its conflict of interest code at any time; and

WHEREAS, the District's existing conflict of interest code, as last amended by the Board in Resolution 10-2018 adopted on April 19, 2018, requires updating to designate new staff positions subject to the code's reporting requirements, amend the titles of existing designated positions, and to change the code's format to reflect the current format recommended by the Fair Political Practices Commission.

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

1. This resolution supersedes the conflict of interest code adopted by District Resolution No. 10-2018 and other prior inconsistent resolutions.
2. The Conflict of Interest Code and Appendices attached hereto as Exhibit A and incorporated herein by this reference, are hereby adopted by the Board of Directors.
3. Designated employees and consultants shall file statements of economic interest on FPPC Form 700 with the District Clerk, who shall make the statements available for public inspection and copying upon request and, if required, file such statements with the designated official of San Luis Obispo County.
4. This Conflict of Interest Code shall not take effect until the San Luis Obispo County Board of Supervisors approves it in its capacity as code reviewing body under the Political Reform Act. The District Clerk is hereby authorized and directed to submit a certified copy of this Resolution to the Board of Supervisors and request approval of the Conflict of Interest Code.

5. After approval by the San Luis Obispo County Board of Supervisors, Exhibit A shall constitute the Conflict of Interest Code of the Cambria Community Services District in accordance with subdivision (a) of Section 18730.

PASSED AND ADOPTED by the Board of Directors of the Cambria Community Services District on February 28, 2019. by the following vote:

AYES:
NAYS:
ABSTAIN:
ABSENT:

David Pierson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Deputy District Clerk

Timothy J. Carmel, District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT
CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, Section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code, which can be incorporated by reference in any agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of Section 18730 of Title 2 of the California Code of Regulations and any amendments to it adopted by the Fair Political Practices Commission are hereby incorporated by reference and will be applied in accordance with the provisions existing on the date that any issue arising under this code must be addressed. This cover page, the referenced and incorporated regulation, and the attached appendixes designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Cambria Community Services District.

Individuals holding designated positions shall file their statements of economic interests with the Cambria Community Services District, which will make the statements available for public inspection and reproduction in accordance with Government Code Section 81008. Statements for all designated employees will be retained by the District Clerk.

APPENDIX A DESIGNATED POSITIONS

Designated Positions. The officers and employees listed below are designated as persons within the Cambria Community Services District who are deemed to make, or participate in the making of, decisions that may have a material effect on a financial interest. Persons holding designated positions listed below will disclose interests and investments in accordance with the corresponding disclosures categories as defined below.

<u>Designated Position</u>	<u>Assigned Disclosure Categories</u>
District Counsel	1,2
Assistant District Counsel	1,2
District Engineer	1,3
Fire Chief	1,3
Administrative Services Officer/District Clerk	1,3
Strategic and Organizational Advisor	1,3
Facilities & Resources Officer	1,3
Water System Supervisor	1,3
Wastewater System Supervisor	1,3
Chief Plant Operator, Sustainable Water Facility	1,3
Parks, Recreation & Open Space Commissioners	1,2
Members of Finance Committee	1,2
Members of Policy Committee	1,2
Members of Resources & Infrastructure Committee	1,2
Consultants**	

Consultants. “Consultant” means an individual who, pursuant to a contract with Cambria Community Services District, either: (A) Makes a governmental decision whether to: (1) approve a rate, rule or regulation; (2) adopt or enforce a law; (3) issue, deny, suspend or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement; (4) authorize the District to enter into, modify or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to the specifications for such a contract; (6) grant District approval to a plan, design, report, study or similar item; or (7) adopt or grant District approval of policies, standards or guidelines for the District, or for any subdivision thereof; or (B) Serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in California Code of Regulations, Title 2, section 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District’s conflict of interest code under Government Code section 87302. (California Code of Regulations, Title 2, section 18701 (a)(2).)¹

¹ A consultant serves in a capacity only if he or she has an on-going relationship with the District A consultant who works on one project or a limited range of projects for the district is not deemed a consultant subject to the reporting requirements of this code unless the project or projects extend over a substantial period of time, generally more than one year (See *Smith* Advice Letter, FPPC No. I-99-316; *Travis* Advice Letter, FPPC No. A-96-053; *Randolph* Advice Letter, FPPC No. A-95-045.)

** “Consultants” are included in the list of designated positions and must disclose interests and investments in accordance with the broadest disclosure category in the District’s conflict of interest code, subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a “consultant” in a “designated position,” nevertheless is hired or retained to perform a range of duties that is limited in scope and therefore is not required to comply with all or some of the disclosure requirements described herein. The General Manager’s written determination will include a description of the consultant’s duties, and, based on that description, a statement of the extent of disclosure requirements. The written determination is a public record and will be retained for public inspection in the same manner and location as the District’s conflict of interest code as required by Government Code section 81008.

Officials Who Manage Public Investments. Officials who manage public investments are deemed to be “statutory filers” within the meaning of Government Code section 87200 and California Code of Regulations, Title 2, section 18720 because they must file statements of economic interest (FPPC Form 700) pursuant to the state Political Reform Act instead of the District’s conflict of interest code. As a result, such persons are not designated in this code and are listed here for information only. The District’s statutory filers are:

Board Members
General Manager
Finance Manager

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code section 87200.

New Position Added Without Code Revision. If the District creates a new position that requires disclosure without simultaneously amending this code, the employee appointed to fill such a position will file a Form 700 assuming office statement and thereafter file an annual Form 700 disclosure of economic interest statement using the broadest disclosure category until the District amends the code to designate the position. Alternatively, the General Manager may designate for any such position or consultant narrower disclosure obligations using a FPPC Form 804 or Form 805 as appropriate. (See 2 C.C.R. section 18734.)

APPENDIX B DISCLOSURE CATEGORIES

Category 1: All investments and business positions in business entities and income, including receipt of gifts, loans, and travel payments, from sources that are engaged in the performance of work or services of the type utilized by the District, or that manufacture, sell or provide supplies, machinery, services or equipment of the type utilized by the District.

Category 2: Interests in real property located in whole or in part within the District's jurisdiction or within two miles of any property owned or used by the District.

Category 3: Investments, business positions in business entities, and sources of income, including receipt of gifts, loans and travel payments, from entities that provide services and supplies of the type utilized by the designated position's department.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.D.**

FROM: Monique Madrid, Acting General Manager

Meeting Date: February 28, 2019 Subject: CONSIDERATION OF ADOPTION OF RESOLUTION 04-2019 DECLARING VEHICLES AND EQUIPMENT SURPLUS, ENTERING INTO AN AGREEMENT WITH PUBLIC GROUP, LLC AND AUTHORIZING SALE BY THE ACTING GENERAL MANAGER

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider adoption of Resolution 04-2019 declaring vehicles and equipment surplus, entering into an agreement with Public Group, LLC to sell the vehicles and equipment, and authorizing the sale by the Acting General Manager.

FISCAL IMPACT:

There may be costs incurred to dispose of or tow items, in the event there are no interested parties to purchase them. If any sales result in revenue for the District, it will be handled as revenue to the Department. If the Board approves the attached Public Surplus Seller Agreement, 10.5% will be added to the final purchase price.

DISCUSSION:

The CCSD has two (2) vehicles, one (1) dump truck, one (1) welder, one (1) generator, one (1) pump and one (1) air compressor that have reached the end of their useful life and which are no longer used. The vehicles and equipment are listed on Exhibits "A" through "G" attached to Resolution 04-2019. Government Code Section 61060(d) provides community service districts with the broad authority to dispose of its personal property. District Counsel has reviewed the agreement and staff recommends that the Board of Directors declare the vehicles and equipment as surplus and authorize the Acting General Manager to sell them through a Public Surplus Agreement with the Public Group, LLC.

It should be noted that no CCSD employees or their families will be allowed to bid or purchase these vehicles in order to avoid any appearance of impropriety.

Wastewater Department:

Exhibit A: 2003 Ford F-350 - 219,262 miles

Exhibit B: ESG Manufacturing LLC Hydraulic Pump - The Air Pollution Control Board (APCD) has determined this pump can't be used in the State of California, due to its Tier O rating.

Exhibit C: 1989 John Deere Air Compressor - The Air Pollution Control Board (APCD) has determined this air compressor can't be used in the State of California due to its Tier O rating.

Exhibit D: Lincoln Welder - The welder is unsafe.

Exhibit E: 1999 Sun Pacific Generator - The Air Pollution Control Board (APCD) has determined this generator can't be used in the State due to its Tier 1 rating after 1-1-2020.

Water Department:

Exhibit F: 1991 Ford F-250 – 146,590 miles

Exhibit G: 1991 F-600 Dump Truck - 20,857 miles

Attachments: Resolution 04-2019

Exhibit A to Resolution 04-2019

Exhibit B to Resolution 04-2019

Exhibit C to Resolution 04-2019

Exhibit D to Resolution 04-2019

Exhibit E to Resolution 04-2019

Exhibit F to Resolution 04-2019

Exhibit G to Resolution 04-2019

Public Group, LLC Public Surplus Seller Agreement

PayMac, Inc. Agreement for Payment Processing

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON___FARMER___RICE___STEIDEL___HOWELL___

RESOLUTION NO. 04-2019
February 28, 2019

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
DECLARING TWO VEHICLES, DUMP TRUCK, ENGINE, GENERATOR,
HYDRAULIC PUMP, AND A WELDER SURPLUS AND
AUTHORIZING SALE BY THE ACTING GENERAL MANAGER

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

1. The equipment listed in Exhibits "A" through "G," attached hereto and incorporated herein by reference, is hereby declared to be Surplus Property.
2. The Acting General Manager is hereby authorized to sell the items listed in Exhibits "A" through "G"; CCSD staff members or their families will not be permitted to bid or purchase such vehicles or equipment.

PASSED AND ADOPTED THIS 28th day of February, 2019.

David Pierson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Deputy District Clerk

Timothy J. Carmel, District Counsel

Exhibit A to Resolution 04-2019Liquidation of Vehicle Inventory

Year	Make	Model	Mileage	Condition	Value	Department	VIN #
2003	Ford	F-350	219,262	Pore	\$1,500	WWTP	1FDSX31P63EC66353













Exhibit B to Resolution 04-2019**Liquidation of Vehicle Inventory**

Year	Make	Model	Mileage	Condition	Value	Department	VIN #
?	ESG	SAT	187 HRS	Pore	\$500	WWTP	?

ESG Manufacturing LLC: Hydraulic pump







Exhibit C to Resolution 04-2019**Liquidation of Vehicle Inventory**

Year	Make	Model	Mileage	Condition	Value	Department	VIN #
1989	Ingersoll-Rand	185	393 HRS	Working	\$500	WWTP	173472 U89 32

John Deere engine SRN: CD 4239 D 804812







Exhibit D to Resolution 04-2019Liquidation of Vehicle Inventory

Year	Make	Model	Mileage	Condition	Value	Department	VIN #
Unknown	Lincoln	225		Pore	\$10	WWTP	7533-806





Exhibit E to Resolution 04-2019Liquidation of Vehicle Inventory

Year	Make	Model	Mileage	Condition	Value	Department	VIN #
1999	Sun-pacific	6068TF06.8014	45 HRS	Pore	\$500	WWTP	06068T29238*







Exhibit F to Resolution 04-2019

Liquidation of Vehicle Inventory

1991 Ford F-250xl 4wd

Regular Cab 2-DR Service Body

VIN 1FDSF31P43EC66354

Miles: 146,590

Motor: 6.0L V8 OHV 32V TURBO



Exhibit G to Resolution 04-2019

Liquidation of Vehicle Inventory

1991 F-600 Dump Truck

Miles: 20,857

VIN 1FDN60HOMVA00694



Public Surplus Seller Agreement

Public Group, LLC, a Utah limited liability company that sometimes does business as "Public Surplus" ("**Public Surplus**", "**We**" "**Us**"), provides online bid boards, auctions and stores and facilitates other online transactions on www.publicsurplus.com and other websites (collectively, the "**Site**") for governmental bodies and others ("**Sellers**" or "**You**") to sell surplus goods and other property and assets to buyers of all types ("**Buyers**"). As a condition to accessing and using the Site and receiving the benefit of Public Surplus' services provided through the Site and otherwise (the "**Services**"), Public Surplus requires that You review and accept this Seller Agreement (this "**Agreement**").

BY REGISTERING TO USE THE SITE AND THE SERVICES, YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT WITH PUBLIC SURPLUS. IF YOU DO NOT AGREE TO ACCEPT THIS AGREEMENT, YOU MAY NOT ACCESS THE SITE OR OTHERWISE USE THE SERVICES OR THE SITE. YOU AGREE THAT YOU HAVE RECEIVED GOOD AND VALUABLE CONSIDERATION IN EXCHANGE FOR ENTERING INTO THIS AGREEMENT.

1. ACCESSING OUR SITE AND USING OUR SERVICES

1.1. Eligibility. You may only use our Services if You are at least 18 years of age, are mentally competent, and can form legally binding contracts under applicable law. You may not assign or transfer Your account or user identification to any other party.

1.2. Seller Affirmations in Connection with Offers and Sales. In using our Site and Services, You agree as follows:

- (a) No contingency to Your sales offer exists other than those stated in the listing at the time of sale.
- (b) You will be responsible for delivering property sold using Your username and password.
- (c) You are fully capable of transferring title to the property offered for sale in a timely manner.
- (d) You are a real person or entity, with a verifiable address, telephone number and email address as provided to Us.
- (e) You are dealing in good faith and are not attempting to defraud, cheat, or wrong Public Surplus or any Buyer.

1.3. Accuracy and Nature of Your Information. You are solely responsible for all information You provide to Us or other users on our Site ("Your Information"). We act as a passive conduit for the online distribution and publication of Your Information. You agree that Your Information (i) will not be false, inaccurate, or misleading; (ii) will not violate any law, statute, ordinance or regulation; and (iii) will not be defamatory, trade libelous, unlawfully threatening or unlawfully harassing. In providing Your Information, You grant to Us a non-exclusive, worldwide, perpetual, irrevocable, royalty-free, sub-licensable (through multiple tiers) right to use and exercise the copyright, publicity, and database rights You have in Your Information for purposes of facilitating the communications and transactions made through our Site.

1.4. Fees. Public Surplus charges no fees for You to register to list property for sale on the Site. However, You will owe a transaction fee for each sale through the Site. Other fees may apply for other Services as shown on the Site. Our fees may change from time to time. You are responsible for paying all fees and any applicable taxes associated with transactions effected through the Site in a timely manner and with a valid payment method. If Your payment method fails or Your account is past due, We may collect fees owed using other collection mechanisms.

1.5. You agree not to attempt any action that may disrupt our Site or our Services. Among other things, You agree that (i) Your Information and all other input on our Site will not contain any viruses, Trojan horses, worms, time bombs, cancelbots, easter eggs or other software, devices, files or routines that may damage, interfere with, copy, reproduce, intercept or expropriate any system, data or personal information; (ii) You will not create liability for Us or cause Us to lose (in whole or in part) the services of our Internet Service Providers or other vendors; (iii) You will not use our Site to obtain e-mail addresses for bulk e-mail solicitations or otherwise; (iv) You will not reverse engineer any of our Services, programs, or infrastructure; (v) You will not use any robot, spider, other automatic device, or manual process to monitor, copy or reproduce our web pages or the content contained herein without our prior express written permission; and (vi) You will not take any action that imposes an unreasonable or disproportionately large load on our infrastructure.

1.6. User Password. During the registration process, You will select a username and a password. You agree that You are solely responsible for preserving the confidentiality of Your username and Your password, and You will be responsible for all activities and charges related to the use of Your username and password, including unauthorized use. You agree not to furnish Your username, password or other information to any other party for use of the Site

and the Services. You agree to notify Public Surplus immediately of any unauthorized use of Your personal password or username and any other breach of security regarding the Services.

1.7. Obligation to Ensure Compliance with this Agreement. You agree that You will take all steps necessary to ensure that Your employees, contractors, and agents comply with the covenants, terms, and provisions of this Agreement, including but not limited to the covenants contained in sections 1.5 and 7.8 of this Agreement. You acknowledge that You will be responsible and liable for any damages, claims, liabilities, and expenses of any kind suffered by Public Surplus or any of Our affiliated companies arising from any and all actions or failures to act taken by any party using Your username and password or taken by Your employees, contractors, or agents, whether or not in accordance with the terms or intent of this Agreement.

1.8. Consent to E-Mail Correspondence from Public Surplus. You hereby agree that We may send future correspondence to You via electronic mail ("e-mail") that notifies You of sales opportunities or other matters that We believe may interest You. Any e-mail correspondence to You (i) will be clearly and conspicuously identified as sent by Public Surplus; and (ii) will clearly and conspicuously display a functioning return e-mail address to enable You to reply to Public Surplus.

1.9. Electronic Signature. You are notified by this statement that Your consent to these terms and conditions by checking the box indicating Your agreement to be bound to these terms, meets the requirements of Section 101(c) (1) (C) (ii), the Consumer Consent Provision, of the Electronic Signatures in Global and National Commerce Act (ESIGN). You may print these terms and conditions, but they are subject to change by Us. Changes to the terms and conditions will be effective from the time they are placed on our Site, in the terms and conditions section of the Site, or any other section where they may appear.

2. SELLER UNDERSTANDINGS AND OBLIGATIONS

In listing or offering items for sale on our Site or otherwise accessing our Site and Services in any way, You represent, warrant and agree to the following:

2.1. Shipment. At the close of an auction in which You have a winning bidder, You agree to make the property immediately available for pickup and/or shipment.

2.2. Deposits. We reserve the right to require an earnest money deposit prior to or during the listing on certain items at our sole discretion. Any such deposits will be retained and applied in Public Surplus' discretion.

2.3. Legal Compliance. You will comply with all applicable laws, statutes, ordinances and regulations regarding Your use of our Site and Services and the offer and sale of property. You hereby release Us from any liability arising out of Your breach of this provision. Offering property for sale with the intent not to complete the transaction, causing disruption to the sale process on our Site, and not completing transactions will be considered in most jurisdictions as fraud and may be prosecuted to the fullest extent of the law.

3. PAYMENT PROCESSING SERVICES

3.1. Payment Processing Services Under Separate Agreement with Affiliate. In the event that You elect to have Our affiliate, Public Processing, LLC, a Nevada limited liability company ("**Public Processing**"), receive and process on Your behalf payments made by Buyers (the "**Processing Services**"), You agree to the provisions set forth in this Agreement and in a separate agreement with Public Processing.

4. LIABILITY LIMITATIONS AND RELEASES

4.1. Absence of Liability. You will not hold Public Surplus responsible for actions or inactions of Buyers or other users, including the failure of a Buyer to take delivery or make payment for an item. You acknowledge that We are not a traditional auctioneer and We are not the Buyer of property sold through our Site. Instead, the Site provides a marketplace for users to offer, sell, and buy items of all kinds in a variety of pricing formats and venues. We are not involved in the actual transaction between You and Buyers. We have no control over and do not guarantee such things as the quality, safety or legality of items advertised, the truth or accuracy of listings, the ability of Buyers to purchase and make payment for items, or the completion of a sale by You, even upon a successful bidding and acceptance process. Without limitation of the generality of the foregoing, We will not be liable for lost profits or any special, incidental or consequential damages arising out of or in connection with the Site, our Services, or this Agreement.

4.2. Disclaimer of Warranties. THE SITE AND SERVICES, INCLUDING ALL CONTENT, FUNCTIONS, MATERIALS, AND INFORMATION ON OR ACCESSED THROUGH THE SITE OR SERVICES, ARE PROVIDED ON AN "AS IS," "AS AVAILABLE" BASIS. PUBLIC SURPLUS DISCLAIMS ANY WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, DATA ACCURACY, SYSTEM INTEGRATION, OR QUIET ENJOYMENT. PUBLIC SURPLUS DOES NOT WARRANT THAT THE SERVICES, FUNCTIONS, FEATURES OR CONTENT WILL BE FUNCTIONAL, TIMELY,

SECURE, UNINTERRUPTED OR ERROR FREE, OR THAT DEFECTS WILL BE CORRECTED. PUBLIC SURPLUS MAKES NO WARRANTY THAT SALES WILL BE COMPLETED THROUGH THE SITE OR THAT THE SITE OR SERVICES WILL MEET YOUR REQUIREMENTS OR EXPECTATIONS, EXPRESSLY DISCLAIMS ANY WARRANTIES OR GUARANTEES THAT BY LISTING THE LISTED ASSETS, THE LISTED ASSETS WILL BE SOLD. PUBLIC SURPLUS MAKES NO WARRANTY OF ANY KIND REGARDING ANY LISTED ASSETS OR ANY TRANSACTIONS ENTERED INTO THROUGH THE SERVICES. PUBLIC SURPLUS EXPRESSLY DISCLAIMS ANY ENDORSEMENT OR WARRANTY OF ANY LISTED ASSETS SOLD ON OR THROUGH THE SITE OR THE SERVICES, AND ANY RESPONSIBILITY FOR ANY MISREPRESENTATIONS OR BREACHES COMMITTED BY ANY BUYER OR OTHER USER.

4.3. Interruption of Service. Public Surplus is not responsible for any damages or losses related to any system errors or interruptions affecting its Site and the processing of any solicitations, requests, offers, bids, auctions, or sales. You understand and acknowledge that the Site and our Services may be unavailable unexpectedly.

4.4. Third Party Links. The Site may contain links to other websites or resources for Your convenience in locating related information and services. You acknowledge and agree that Public Surplus is not responsible or liable for (i) the availability or accuracy of such sites or resources, or (ii) the content, advertising or products on or available from such sites or resources. The inclusion of any link on the Site does not imply that Public Surplus endorses the linked site. You use the links at Your own risk.

4.5. Release. If You have a dispute with a Buyer or any other Seller or user of our Site, You release Us (and our officers, directors, agents, subsidiaries, joint ventures and employees) from claims, demands and damages (actual and consequential) of every kind and nature, known and unknown, arising out of or in any way connected with such disputes. You will settle all disputes with other users of our Site without our involvement, and We will have no liability whatsoever arising from communications made or transactions effected through our Site. If You are a California resident, You waive California Civil Code Â§1542, which says: "A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

4.6. Indemnity. You agree to indemnify, defend and hold harmless Public Surplus from and against any and all debts, liabilities, obligations, claims, suits, judgments, damages, expenses, including attorney's fees, and demands, made or incurred by any third party arising out of Your breach or alleged breach of this Agreement or Your violation or alleged violation of any applicable law or any rights of a third party.

5. PRIVACY

We do not sell or rent Your personal information to third parties for their marketing purposes without Your explicit consent. We use Your information only as described in Public Surplus' Privacy Policy. We view protection of privacy as a very important community principle. We store and process Your information on computers located in the United States that are protected by physical as well as technological security devices. You can access and modify the information You provide Us. For a complete description of how We use and protect Your personal information, see Public Surplus' Privacy Policy. If You object to Your Information being transferred or used in this way please do not use our services.

6. TERMINATION OR SUSPENSION

Public Surplus reserves the right to suspend or terminate Your access to our Site and Services for any reason or no reason and without notice. Among other reasons, We may suspend or terminate Your access to our Services if (a) You breach any of the provisions of this Agreement; (b) We suspect that You have engaged in fraudulent activity of any kind in connection with our Site; (c) You manipulate the price of any item or interfere with another user's communications or transactions; (d) We are unable to verify or authenticate any information You provide to Us; or (e) We believe that Your actions may cause legal liability for You, our users or Us.

7. MISCELLANEOUS

7.1. Changes to Site and Services. Public Surplus reserves the right, in its sole discretion, to modify, suspend or terminate any aspect of our Site and Services, including, but not limited to, content, auction features, news and information, and product categories without notice.

7.2. Record Keeping. Public Surplus cannot guarantee the preservation or maintenance of records relating to historical auction transactions and bidding activity and encourages You to keep individual records and an accounting of all activity conducted through our Site.

7.3. Notice and Communication. Unless stated otherwise, all notice and communication with You will be provided by e-mail to the e-mail address provided by You in their registration application or via posting on the Site. Notice will be deemed to have been provided 24 hours after the e-mail was transmitted by Public Surplus or the information was posted on the Site.

7.4⁹ Governing Law and Jurisdiction. This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Any right to trial by jury with respect to any claim, action, suit or proceeding arising out of this Agreement or any of the matters contemplated hereby is waived. You further agree to the exercise of personal jurisdiction in the State of Utah in connection with any dispute or claim involving Public Surplus.

7.5. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision will be enforced to the maximum extent permissible and the remainder of this Agreement will continue in full force and effect.

7.6. Waiver. The failure of Public Surplus to exercise or enforce any right or provision of this Agreement will not be deemed a waiver of such right or provision in the future.

7.7. Independent Contractor Relationship. The relationship between You and Public Surplus is that of an independent contractor. No agency, partnership, joint venture or franchise relationship is implied, intended or created by this Agreement.

7.8. Intellectual Property. All inventions, know how, improvements, discoveries, methods, processes, concepts, designs, ideas, prototypes, samples, drawings, documents, blueprints, specifications, computer or intellectual property programs, methods of doing business, data in Public Surplus' databases (including but not limited to databases containing bidders, Buyers and other users of the Site and their names and contact information), systems, copyrights, trademarks, trade names, software and/or other works conceived of and/or reduced to practice or writing or otherwise relating in any way to the Site or the Services are the exclusive intellectual property of Public Surplus (the "**Public Surplus IP**"). In addition, all content contained on the Site is Public Surplus IP that is copyrighted material, and Public Surplus retains and reserves all rights and interests in the content. Public Surplus IP may be created by one of more of Public Surplus' employee(s) alone or jointly with a user or users of the Site or Services arising from the users' use and development of the Services or as a result of **feedback** regarding the Site or Services ("Feedback"). All right, title, and interest in any Public Surplus IP will belong to Public Surplus and will be subject to the conditions of this Agreement. You hereby irrevocably assign to Public Surplus all right, title, and interest You may acquire in any Public Surplus IP, whether or not generated from Feedback. Public Surplus may, at its option, file an application for intellectual property protection for Public Surplus IP. If any such Public Surplus IP is created with Your participation or Feedback, You agree to cooperate with Public Surplus to assure that such application(s) will cover, to the best of Your knowledge, all related assets, including all features of commercial interest and importance. Public Surplus IP is the sole and exclusive property of Public Surplus and may not be used, copied, reproduced, modified, published, transmitted, distributed, displayed, or sold, or derivative works created, without the prior written consent of Public Surplus. Furthermore, You may not provide access to, or information from, the Site to any other party without Public Surplus' prior written consent.

7.9. Copyrights. The Site may contain copyrighted, trademarked, or other proprietary materials that belong to third parties and are used with the owner's permission. You agree not to copy, modify, distribute, or create any derivative work from such materials without prior written consent from the owner. You will indemnify and hold Us harmless, as provided for previously in this Agreement, from any claim or demand made by a third party due to or arising out of your violation of any law or rights of a third party.

7.10. Trademarks. The Site and Public Surplus' tradenames, domain names and logos found on the Site are trademarks or service marks of Public Surplus. No display or use of such marks may be made without the express written permission of Public Surplus. All other designated trademarks or service marks are the property of their respective owners.

7.11. Assignment. This Agreement may not be assigned by You or by operation of law to any other person, persons, firms or corporations without the express written approval of Public Surplus. However, You agree that this Agreement and all incorporated agreements may be assigned and delegated by Public Surplus in our sole discretion to any party and will be assigned and delegated automatically in the event of a merger of Public Surplus with another party.

7.12. Entire Agreement. This Agreement constitutes the entire agreement between You and Public Surplus, and supersedes any previous agreements, whether oral or in writing, between You and Public Surplus relating to the subject matter hereof. Public Surplus may, at its sole discretion, remove or change any aspect of this Agreement at any time by providing notice to You.

7.13. Survival. The warranties, covenants and representations of the parties to this Agreement will survive termination of this Agreement.

7.14. Headings. Headings are for reference purposes only and in no way affect the interpretation of this Agreement.

7.15. Oral Statements by Representative. Any oral statement or representation by any representative of Public Surplus changing or supplementing this Agreement or any terms of bidding or sale on the Site, is unauthorized and ineffective and confers no right on You and may not be relied upon by You. No interpretation or purported amendment or change of any provision of this Agreement, including applicable performance requirements, is binding

on Public Surplus unless agreed to, in writing, by Public Surplus.

PayMac, Inc. Agreement for Payment Processing

PayMac, Inc., a Nevada limited liability company ("**PayMac**", "**We**" "**Us**") processes payments made by buyers of all types ("**Buyers**") for surplus goods and other property and assets sold by Cambria Community Services District through online bid boards, auctions and stores, and other online transactions on www.publicsurplus.com and other websites (collectively, the "**Site**") operated by our affiliate, The Public Group, LLC, a Utah limited liability company that sometimes does business as "Public Surplus" ("**Public Surplus**").

If elected by You, PayMac will agree to receive and process payments made by Buyers and forward to You the amounts paid, in accordance with the terms set forth below. As a condition to accessing and using the Site and receiving the benefit of the payment processing services provided through the Site and otherwise (the "**Services**"), PayMac requires that You review and accept this Agreement for Payment Processing (this "**Agreement**").

BY REGISTERING TO USE THE SITE AND THE SERVICES, YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO ACCEPT THIS AGREEMENT, YOU MAY NOT ACCESS THE SITE OR OTHERWISE USE THE SERVICES OR THE SITE. YOU AGREE THAT YOU HAVE RECEIVED GOOD AND VALUABLE CONSIDERATION IN EXCHANGE FOR ENTERING INTO THIS AGREEMENT.

1. ACCESSING THE SITE AND USING THE SERVICES

1.1. Eligibility. You may only use the Services if You are at least 18 years of age, are mentally competent, and can form legally binding contracts under applicable law. You may not assign or transfer Your account or user identification to any other party.

1.2. Seller Agreement with Public Surplus. By using our Site and the Services, You acknowledge, agree, and confirm that You have agreed to the form of the separate Seller Agreement with Public Surplus on the Site that is required to be accepted by you upon registration upon the Site (the "**Seller Agreement**"). In the event of any inconsistency between the provisions of this Agreement and the Seller Agreement, this Agreement will govern.

1.3. Seller Affirmations in Connection with Offers and Sales. In using the Site and Services, You agree as follows:

- a. You will be responsible for delivering property sold using Your username and password.
- b. You are fully capable of transferring title to the property offered for sale in a timely manner.

- c. You are a real person or entity, with a verifiable address, telephone number and email address as provided to Us.
- d. You are dealing in good faith and are not attempting to defraud, cheat, or wrong PayMac or any Buyer.

1.4. Accuracy and Nature of Your Information. You are solely responsible for all information You provide to Us or other users on the Site ("**Your Information**"). We act as a passive conduit for the online distribution and publication of Your Information. You agree that Your Information (i) will not be false, inaccurate, or misleading; (ii) will not violate any law, statute, ordinance or regulation; and (iii) will not be defamatory, trade libelous, unlawfully threatening or unlawfully harassing. In providing Your Information, You grant to Us a non-exclusive, worldwide, perpetual, irrevocable, royalty-free, sub-licensable (through multiple tiers) right to use and exercise the copyright, publicity, and database rights You have in Your Information for purposes of facilitating the communications and transactions made through the Site.

1.5. Fees. Fees apply for the Services available through the Site. Our fees may change from time to time as specified on the Site or by written communication to You (by e-mail or otherwise). You are responsible for paying all fees and any applicable taxes associated with transactions effected through the Site in a timely manner and with a valid payment method. You agree that the fees and any taxes due may be deducted and retained by Us from any payment amounts processed by Us. If Your payment method fails or Your account is past due, We may collect the fees and taxes owed using other collection mechanisms.

1.6. No Disruption to The Site or Services. You agree not to attempt any action that may disrupt the Site or the Services. Among other things, You agree that (i) Your Information and all other input on the Site will not contain any viruses, Trojan horses, worms, time bombs, cancelbots, easter eggs or other software, devices, files or routines that may damage, interfere with, copy, reproduce, intercept or expropriate any system, data or personal information; (ii) You will not create liability for Us or cause Us to lose (in whole or in part) the services of our Internet Service Providers or other vendors; (iii) You will not use the Site to obtain e-mail addresses for bulk e-mail solicitations or otherwise; (iv) You will not reverse engineer any of the Services, programs, or infrastructure; (v) You will not use any robot, spider, other automatic device, or manual process to monitor, copy or reproduce the Site or the content contained herein without our prior express written permission; and (vi) You will not take any action that imposes an unreasonable or disproportionately large load on the Site infrastructure.

1.7. User Password. During the registration process, You will select a username and a password. You agree that You are solely responsible for preserving the confidentiality of Your username and Your password, and You will be responsible for all activities and charges related to the use of Your username and password, including unauthorized use. You agree not to furnish Your username, password or other information to any other party for use of the Site and the Services. You agree to notify PayMac

immediately of any unauthorized use of Your personal password or username and any other breach of security regarding the Services.

1.8. Obligation to Ensure Compliance with this Agreement. You agree that You will take all steps necessary to ensure that Your employees, contractors, and agents comply with the covenants, terms and provisions of this Agreement, including but not limited to the covenants contained in sections 1.6 and 7.8 of this Agreement. You acknowledge that You will be responsible and liable for any damages, claims, liabilities, and expenses of any kind suffered by PayMac arising from any and all actions or failures to act taken by any party using Your username and password or taken by Your employees, contractors, or agents, whether or not in accordance with the terms or intent of this Agreement.

1.9. Electronic Signature. You are notified by this statement that Your consent to these terms and conditions by checking the box indicating Your agreement to be bound to these terms, meets the requirements of Section 101(c) (1) (C) (ii), the Consumer Consent Provision, of the Electronic Signatures in Global and National Commerce Act (ESIGN). You may print these terms and conditions, but they are subject to change by Us. Changes to the terms and conditions will be effective from the time they are placed on the Site, in the terms and conditions section of the Site, or any other section where they may appear.

2. SELLER UNDERSTANDINGS AND OBLIGATIONS

In listing or offering items for sale on the Site or otherwise accessing the Site and Services in any way, You represent, warrant and agree to the following:

2.1. Shipment. At the close of an auction in which You have a winning bidder, You agree to make the property available for prompt pickup and/or shipment.

2.2. Deposits. Public Surplus and PayMac reserve the right to require an earnest money deposit prior to or during the listing on certain items at their sole discretion. Any such deposits will be retained and applied in their discretion.

2.3. Legal Compliance. You will comply with all applicable laws, statutes, ordinances and regulations regarding Your use of the Site and Services and the offer and sale of property. Offering property for sale with the intent not to complete the transaction, causing disruption to the sale process on the Site, and not completing transactions will be considered in most jurisdictions as fraud and may be prosecuted to the fullest extent of the law.

3. PAYMENT PROCESSING SERVICES

3.1. Scope of Payment Processing Services. In the event that You elect to have Us receive and process on Your behalf payments made by Buyers, You agree to the

provisions set forth in this Agreement relating thereto. You understand and agree as follows:

- a. The Services do not include risk or fraud management, dispute management, collection agency services, or electronic checks;
- b. We will not perform Services with respect to transactions prohibited by the applicable laws or by bank, financial institution, or credit card association bylaws or rules;
- c. We will not provide Services with incomplete transaction information or if transaction information cannot be confirmed;
- d. We will only perform Services for domestic credit cards; and
- e. You will not engage any other person to perform Services while we are providing them under this Agreement.

3.2 Buyer Steps & Procedures for Payment. We will receive and process payments on Your behalf only if Buyers make the payments by following the steps, instructions, and procedures included on the Site and sent by e-mail to winning Buyers and in compliance with applicable laws and bank, financial institution, or credit card association rules and procedures (including but not limited to PCI Security Standards). Among other things, the payment for each successful bid must be made (a) to Public Surplus or PayMac, (b) by certain means (credit cards, wire transfers, etc.) specified on the Site that vary based upon the amount of the payment, (c) in a timely manner as specified on the Site, and (d) in a single payment by a single authorized means (no partial payments, multiple payments, or payment by two different means allowed).

3.3. Sales Tax Processing. If You elect, We will under the conditions specified in this Agreement, agree to receive sales tax payments made by Buyers and remit the sales tax payments to the applicable sales tax authority in the state in which You are located (the "**State**"). You understand and agree as follows:

- a. We will receive and remit to the State sales tax amounts paid by Buyers only if and to the extent of the amount of sales tax with respect to a particular transaction is added to the price and other payments otherwise payable by the Buyers.
- b. We rely on You to inform us of the applicable sales tax rate and to provide us with Your applicable tax identification number. You hereby authorize and direct Us to remit payment of the sales tax amounts directly to the applicable sales tax authority in the State using the tax identification number that You provide to Us.
- c. Except for remitting funds we receive as payment for sales tax to the extent such funds exceed the price and other payments due from the Buyers, We will have no responsibility or liability for ensuring that payments are received and collected as required under all applicable laws or for making payment to any governmental body or authority entitled to sales or use tax payments.
- d. We will receive and process sales tax payments on Your behalf only if Buyers make the payments by following the steps, instructions, and procedures included on the Site and sent by e-mail to winning Buyers and in compliance with

applicable laws and bank, financial institution, or credit card association rules and procedures.

3.4. Liability and Risk of Loss for Failure to Pay, Charge Backs, and Other Items.

You will bear the burden and risk of any and all loss, liability, and exposure arising from any of the following circumstances: (a) a Buyer does not make a payment, (b) a charge back occurs with respect to a payment made, (c) a payment is not made in good funds, (d) a check does not clear, (e) a refund to a Buyer is made, (f) fraud, deception, misrepresentation, or any other impropriety occurs with respect to a transaction or a payment, (g) the action, inaction, refusal, or delay of any bank, financial institution, or credit card association in processing any payment transaction, (h) the assessment of any fees, fines, or penalties by a bank, financial institution, or credit card association relating to a charge back or other matter, or (i) any other cause results in payment not being credited for a transaction involving Your property,. Because PayMac is merely processing payments for You, You understand that We assume no responsibility, burden, or risk of loss whatsoever for any of such circumstances. You expressly agree that We may offset the amounts arising from any such circumstances against other amounts payable by Us to You. You also agree that we may charge an extra processing fee if we make refunds relating to sales of Your property. You understand that the level of charge backs, fraud, or other circumstances may cause Us to decide to terminate rendering the Services under this Agreement.

3.5. PayMac Not A Seller, Nor A Collection Agency; No Consignment. You acknowledge and agree that PayMac does not (a) assume the role of seller of Your property, (b) make any representations or statements about Your property, (c) act as a collection agency to collect monies unpaid by Buyers, (d) take consignment of Your property, nor (e) undertake or assume any other role or responsibility not contemplated by this Agreement. You agree that You and Your employees and representatives will not make any statements or act in any way inconsistent with PayMac's limited role under this Agreement.

3.6. PayMac Payment to You. PayMac will keep records of all amounts received in good funds on Your behalf. Except as provided in paragraph 3.7, PayMac will make payment to You monthly (unless otherwise agreed) of amounts received (net of fees, offsets, and any taxes). Unless otherwise agreed by Us, You agree that payment will only be made by Automated Clearing House (ACH) deposits to an account specified and properly maintained by You. You agree to provide promptly the authorizations needed for such ACH deposits and to be responsible and liable for any and all fees relating to such ACH deposits. You also agree to monitor the account and the deposits therein. You will bear the burden of any and all loss, liability, and risk of loss arising from any fraud, theft, mistake, or deception involving such ACH deposits, unless they arise from fraud, mistake, or deception by Us or our employees or agents.

3.7. Minimum Amount Required for Payment. PayMac will make payment to You, as set forth above, of all amounts received (net of fees, offsets, and any taxes) on Your behalf, so long as the total amount received exceeds \$100. We will not make payments

to You of \$100 or less. Where any amount or amounts received on Your behalf do not exceed \$100, payment will be made to You upon receipt of additional funds that bring Your balance in excess of \$100. PayMac will own the interest on any balance held because it does not exceed \$100. However, when You close Your account with Public Surplus and Us, any remaining balance will be paid to You, regardless of the minimum balance requirements stated above.

4. LIABILITY LIMITATIONS AND RELEASES

4.1. Absence of Liability. You will not hold PayMac responsible for actions or inactions of Buyers or other users, including the failure of a Buyer to take delivery or make payment for an item. You acknowledge that We and Public Surplus are not traditional auctioneers and We are not the Buyer of property sold through the Site. Instead, the Site provides a marketplace for users to offer, sell, and buy items of all kinds in a variety of pricing formats and venues. We are not involved in the actual transaction between You and Buyers. We have no control over and do not guarantee such things as the quality, safety, or legality of items advertised, the truth or accuracy of listings, the ability of Buyers to purchase and make payment for items, or the completion of a sale by You, even upon a successful bidding and acceptance process. Without limitation of the generality of the foregoing, We will not be liable for lost profits or any special, incidental, or consequential damages arising out of or in connection with the Site, the Services, or this Agreement.

4.2. Disclaimer of Warranties. THE SITE AND SERVICES, INCLUDING ALL CONTENT, FUNCTIONS, MATERIALS AND INFORMATION ON OR ACCESSED THROUGH THE SITE OR SERVICES, ARE PROVIDED ON AN "AS IS," "AS AVAILABLE" BASIS. PayMac DISCLAIMS ANY WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, DATA ACCURACY, SYSTEM INTEGRATION, OR QUIET ENJOYMENT. PayMac DOES NOT WARRANT THAT THE SERVICES, FUNCTIONS, FEATURES OR CONTENT WILL BE FUNCTIONAL, TIMELY, SECURE, UNINTERRUPTED OR ERROR FREE, OR THAT DEFECTS WILL BE CORRECTED. PayMac MAKES NO WARRANTY THAT SALES WILL BE COMPLETED THROUGH THE SITE OR THAT THE SITE OR SERVICES WILL MEET YOUR REQUIREMENTS OR EXPECTATIONS, AND EXPRESSLY DISCLAIMS ANY WARRANTIES OR GUARANTEES THAT BY LISTING THE LISTED ASSETS, THE LISTED ASSETS WILL BE SOLD. PayMac MAKES NO WARRANTY OF ANY KIND REGARDING ANY LISTED ASSETS OR ANY TRANSACTIONS ENTERED INTO THROUGH THE SERVICES. PayMac EXPRESSLY DISCLAIMS ANY ENDORSEMENT OR WARRANTY OF ANY LISTED ASSETS SOLD ON OR THROUGH THE SITE OR THE SERVICES, AND ANY RESPONSIBILITY FOR ANY MISREPRESENTATIONS OR BREACHES COMMITTED BY ANY BUYER OR OTHER USER.

4.3. Interruption of Service. PayMac is not responsible for any damages or losses related to any system errors or interruptions affecting its Site and the processing of any

solicitations, requests, offers, bids, auctions, or sales. You understand and acknowledge that the Site and the Services may be unavailable unexpectedly.

4.4. Third Party Links. The Site may contain links to other websites or resources for Your convenience in locating related information and services. You acknowledge and agree that PayMac is not responsible or liable for (i) the availability or accuracy of such sites or resources, or (ii) the content, advertising or products on or available from such sites or resources. The inclusion of any link on the Site does not imply that PayMac endorses the linked site. You use the links at Your own risk.

4.5. Release. If You have a dispute with a Buyer or any other Seller or user of the Site, You release Us (and our officers, directors, agents, subsidiaries, joint ventures and employees) from claims, demands and damages (actual and consequential) of every kind and nature, known and unknown, arising out of or in any way connected with such disputes. You will settle all disputes with other users of the Site without our involvement, and We will have no liability whatsoever arising from communications made or transactions effected through the Site. If You are a California resident, You waive California Civil Code §1542, which says: "A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

4.6. Indemnity. You agree to indemnify, defend and hold harmless PayMac from and against any and all debts, liabilities, obligations, claims, suits, judgments, damages, expenses, including attorney's fees, and demands, made or incurred by any third party arising out of Your breach or alleged breach of this Agreement or Your violation or alleged violation of any applicable law or any rights of a third party.

5. PRIVACY

We do not sell or rent Your personal information to third parties for their marketing purposes without Your explicit consent. We use Your information only as described in Public Surplus' Privacy Policy. We view protection of privacy as a very important community principle. We store and process Your information on computers located in the United States that are protected by physical as well as technological security devices. You can access and modify the information You provide Us. For a complete description of how We use and protect Your personal information, see Public Surplus' Privacy Policy. If You object to Your Information being transferred or used in this way please do not use the Services.

6. TERMINATION OR SUSPENSION

PayMac reserves the right to suspend or terminate Your access to the Site and Services for any reason or no reason and without notice. Among other reasons, We may suspend or terminate Your access to the Services if (a) You breach any of the provisions of this Agreement; (b) We suspect that You have engaged in fraudulent

activity of any kind in connection with the Site; (c) You manipulate the price of any item or interfere with another user's communications or transactions; (d) We are unable to verify or authenticate any information You provide to Us; or (e) We believe that Your actions may cause legal liability for You, our users or Us.

7. MISCELLANEOUS

7.1. Changes to Site and Services. PayMac may modify, suspend, or terminate any aspect of the Site and Services, including, but not limited to, content, auction features, news and information, and product categories without notice.

7.2. Record Keeping. PayMac cannot guarantee the preservation or maintenance of records relating to historical auction transactions and bidding activity and encourages You to keep individual records and an accounting of all activity conducted through the Site.

7.3. Notice and Communication. Unless stated otherwise, all notice and communication with You will be provided by e-mail to the e-mail address provided by You in Your registration application or via posting on the Site. Notice will be deemed to have been provided 24 hours after the e-mail was transmitted by PayMac or the information was posted on the Site.

7.4. Governing Law and Jurisdiction. This agreement is governed by the laws of the State of Nevada without regard to any conflict of law provisions. Any right to trial by jury with respect to any claim, action, suit or proceeding arising out of this agreement or any of the matters contemplated hereby is waived. You further agree to the exercise of personal jurisdiction in the State of Nevada in connection with any dispute or claim involving PayMac.

7.5. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision will be enforced to the maximum extent permissible and the remainder of this Agreement will continue in full force and effect.

7.6. Waiver. The failure of PayMac to exercise or enforce any right or provision of this Agreement will not be deemed a waiver of such right or provision in the future.

7.7. Independent Contractor Relationship. The relationship between You and PayMac is that of an independent contractor. No agency, partnership, joint venture or franchise relationship is implied, intended or created by this Agreement.

7.8. Intellectual Property. All inventions, know how, improvements, discoveries, methods, processes, concepts, designs, ideas, prototypes, samples, drawings, blueprints, specifications, computer or intellectual property programs, methods of doing business, **data in Public Surplus' databases (including but not limited to databases containing bidders, buyers and other users of the Site and their names**

and contact information), systems, copyrights, trademarks, trade names, software and/or other works conceived of and/or reduced to practice or writing or otherwise relating in any way to the Site or the Services are the exclusive intellectual property of Public Surplus (the "**Public Surplus IP**"). In addition, all content contained on the Site is Public Surplus IP that is copyrighted material, and Public Surplus retains and reserves all rights and interests in the content. Public Surplus IP may be created by one or more of Public Surplus' employee(s) alone or jointly with a user or users of the Site or Services arising from the users' use and development of the Services or as a result of feedback regarding the Site or Services ("**Feedback**"). All right, title, and interest in any Public Surplus IP will belong to Public Surplus and will be subject to the conditions of this Agreement. You hereby irrevocably assign to Public Surplus all right, title, and interest You may acquire in any Public Surplus IP, whether or not generated from Feedback. Public Surplus may, at its option, file an application for intellectual property protection for Public Surplus IP. If any such Public Surplus IP is created with Your participation or Feedback, You agree to cooperate with Public Surplus to assure that such application(s) will cover, to the best of Your knowledge, all related assets, including all features of commercial interest and importance. Public Surplus IP is the sole and exclusive property of Public Surplus and may not be used, copied, reproduced, modified, published, transmitted, distributed, displayed, or sold, or derivative works created, without the prior written consent of Public Surplus. Furthermore, You may not provide access to, or information from, the Site to any other party without Public Surplus' prior written consent.

7.9. Copyrights. The Site may contain copyrighted, trademarked, or other proprietary materials that belong to third parties and are used with the owner's permission. You agree not to copy, modify, distribute, or create any derivative work from such materials without prior written consent from the owner. You will indemnify and hold Us harmless, as provided for previously in this Agreement, from any claim or demand made by a third party due to or arising out of your violation of any law or rights of a third party.

7.10. Trademarks. The Site and PayMac' tradenames, domain names and logos found on the Site are trademarks or service marks of PayMac. No display or use of such marks may be made without the express written permission of PayMac.

7.11. Assignment. This Agreement may not be assigned by You or by operation of law to any other person, persons, firms or corporations without the express written approval of PayMac. Any purported assignment in violation of this provision will be void. However, You agree that this Agreement and all incorporated agreements may be assigned and delegated by PayMac in our sole discretion to any party and will be assigned and delegated automatically in the event of a merger of PayMac with another party.

7.12. Entire Agreement. This Agreement constitutes the entire agreement between You and PayMac, and supersedes any previous agreements, whether oral or in writing, between You and PayMac relating to the subject matter hereof. PayMac may, at its sole

discretion, remove or change any aspect of this Agreement at any time by providing notice to You.

7.13. Survival. The warranties, covenants and representations of the parties to this Agreement will survive termination of this Agreement.

7.14. Headings. Headings are for reference purposes only and in no way affect the interpretation of this Agreement.

7.15. Oral Statements by Representatives. Any oral statement or representation by any representative of PayMac changing or supplementing this Agreement or any terms of bidding or sale on the Site, is unauthorized and ineffective and confers no right on You and may not be relied upon by You. No interpretation or purported amendment or change of any provision of this Agreement, including applicable performance requirements, is binding on PayMac unless agreed to, in writing, by PayMac.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.E.**FROM: Monique Madrid, Acting General Manager
Pamela Duffield, Finance Manager

Meeting Date: February 28, 2019

Subject: CONSIDERATION OF ADOPTION OF
RESOLUTION 05-2019 AMENDING
THE CCSD SALARY SCHEDULE**RECOMMENDATIONS:**

Staff recommends that the Board of Directors consider adoption of Resolution 05-2019 to amend the CCSD salary schedule.

FISCAL IMPACT:

The minimum wage rate for the Reserve Recruit Firefighter and the Reserve Firefighter increased from \$11.00 to \$12.00, and the proposed wage rate for Reserve Fire Engineer is increased from \$12.00 to \$13.00 and from \$13.00 to \$14.00 for Reserve Lieutenant. There are currently 13 Reservists, their combined average monthly hours are estimated at 754 (58 hours per month, per position), and the cost of these minimum wage rate increases are estimated at \$4,524 for the remainder of this fiscal year.

BACKGROUND:

The State of California began a 6-year minimum wage increase schedule starting on January 1, 2017 and ending on January 1, 2022, to raise minimum wage to \$15.00 per hour, for businesses with 26 or more employees. The effective date and hourly rate increases are as follows:

Effective Date	Minimum Wage for Employers with 26 Employees or More
January 1, 2017	\$10.50/hour
January 1, 2018	\$11.00/hour
January 1, 2019	\$12.00/hour
January 1, 2020	\$13.00/hour
January 1, 2021	\$14.00/hour
January 1, 2022	\$15.00/hour

On January 1, 2019, the current minimum wage rate became effective, raising minimum wage from \$11.00 to \$12.00 per hour.

This minimum wage rate increase directly affects the job classifications of Reserve Recruit Firefighter and Reserve Firefighter, and indirectly affects Reserve Fire Engineer and Reserve

Lieutenant, because it eliminates the incremental pay difference between the latter classifications. The Fire Chief had brought to the attention of management that there is a need to maintain the incremental pay differences in these classifications due to training, testing and certification requirements of each classification. Staff recommends approval of the increase in minimum wage rates and the incremental differences to all reservist classifications. The table below shows the reservist classifications and the wage rates for each calendar year of the increase from 2019 to 2022:

Reserve Firefighters (Hourly Rate - No Steps)	Jan. 1, 2019 Rate	Jan. 1, 2020 Rate	Jan. 1, 2021 Rate	Jan. 1, 2022 Rate
Reserve Recruit Firefighter	\$12.00/hour	\$13.00/hour	\$14.00/hour	\$15.00/hour
Reserve Firefighter	\$12.00/hour	\$13.00/hour	\$14.00/hour	\$15.00/hour
Reserve Fire Engineer	\$13.00/hour	\$14.00/hour	\$15.00/hour	\$16.00/hour
Reserve Lieutenant	\$14.00/hour	\$15.00/hour	\$16.00/hour	\$17.00/hour

Attachments: Resolution 05-2019
Exhibit A to Resolution 05-2019

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON___FARMER___RICE___STEIDEL___HOWELL___

RESOLUTION 05-2019
FEBRUARY 28, 2019

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

WHEREAS, the Board of Directors adopted a revised salary schedule on December 13, 2018; and

WHEREAS, said salary schedule amended the hourly rate for the Reserve Recruit Firefighter, Reserve Firefighter Reserve Engineer and Reserve Lieutenant positions; and

WHEREAS, it is appropriate and necessary to further amend the hourly rates for the foregoing positions to ensure that the District's salary schedule is in compliance with the State of California's minimum wage rates; and

WHEREAS, the CCSD's Salary Schedule should be amended to reflect mandatory minimum wage rate increases, plus the incremental increases for all reservist classifications from January 1, 2019 to January 1, 2022, according to the schedule below:

Reserve Firefighters (Hourly Rate - No Steps)	Jan. 1, 2019 Rate	Jan. 1, 2020 Rate	Jan. 1, 2021 Rate	Jan. 1, 2022 Rate
Reserve Recruit Firefighter	\$12.00/hour	\$13.00/hour	\$14.00/hour	\$15.00/hour
Reserve Firefighter	\$12.00/hour	\$13.00/hour	\$14.00/hour	\$15.00/hour
Reserve Fire Engineer	\$13.00/hour	\$14.00/hour	\$15.00/hour	\$16.00/hour
Reserve Lieutenant	\$14.00/hour	\$15.00/hour	\$16.00/hour	\$17.00/hour

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

Resolution 05-2019 was adopted at a Regular Meeting of the Cambria Community Services District on February 28, 2019.

David Pierson
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Deputy District Clerk

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019

POSITION TITLE	UPDATED FEBRUARY 28, 2019					10 YEARS	15 YEARS	20 YEARS
	STEP A	STEP B	STEP C	STEP D	STEP E	SERVICE STEP E+5%)	SERVICE STEP E+7.5%)	SERVICE STEP E+10%)
SERVICE EMPLOYEES INTERNATIONAL UNION (ANNUAL AMOUNTS)								
Administrative Technician I	41,966	44,064	46,268	48,581	51,010	53,561	54,836	56,111
Water Treatment OIT	44,333	46,550	48,877	51,321	53,887	56,581	57,928	59,276
Maintenance Technician	44,555	46,782	49,121	51,577	54,156	56,864	58,218	59,572
Water Treatment Operator I	46,368	48,687	51,121	53,677	56,361	59,179	60,588	61,997
WasteWater Systems OIT	48,983	51,432	54,004	56,704	59,539	62,516	64,005	65,493
Administrative Technician II	49,970	52,469	55,092	57,847	60,739	63,776	65,295	66,813
WasteWater Systems Operator I	51,488	54,063	56,766	59,604	62,584	65,713	67,278	68,843
Water Treatment Operator II	52,526	55,152	57,910	60,805	63,845	67,038	68,634	70,230
Laboratory Technician	56,889	59,734	62,720	65,856	69,149	72,607	74,335	76,064
WasteWater Systems Operator II	58,035	60,937	63,984	67,183	70,542	74,070	75,833	77,597
Water Systems Operator T3/D2	59,501	62,476	65,600	68,880	72,324	75,940	77,748	79,556
Administrative Technician III	60,700	63,735	66,922	70,268	73,781	77,470	79,315	81,159
Finance Specialist-Payroll/Benefits	60,700	63,735	66,922	70,268	73,781	77,470	79,315	81,159
WasteWater Systems Operator III	64,123	67,329	70,696	74,230	77,942	81,839	83,788	85,736
WasteWater & Water Supervisors & SWF CPO	75,219	78,980	82,929	87,075	91,429	96,001	98,286	100,572
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (ANNUAL AMOUNTS)								
Fire Captain	72,636	76,268	80,081	84,085	88,290	92,704	94,911	97,118
Fire Engineer	60,240	63,252	66,415	69,735	73,222	76,883	78,714	80,544
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (HOURLY AMOUNTS)								
Firefighter (SAFER Grant)	13.65	14.33	15.05	15.80	16.59	N/A	N/A	N/A
CAMBRIA RESERVE FIREFIGHTERS (HOURLY RATE: NO STEPS)								
Reserve Recruit Firefighter **	12.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Firefighter **	12.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Fire Engineer **	13.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Lieutenant **	14.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CAMBRIA EXEMPT EMPLOYEES (ANNUAL AMOUNTS)								
Deputy District Clerk (Confidential)	63,804	66,994	70,344	73,861	77,554	N/A	N/A	N/A
Management Analyst	63,804	66,994	70,344	73,861	77,554	N/A	N/A	N/A
Facilities & Resources Supervisor	74,945	78,692	82,627	86,758	91,096	N/A	N/A	N/A
District Clerk/Administrative Services Officer	111,572	117,151	123,008	129,159	135,616	N/A	N/A	N/A
Finance Manager	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A
District Engineer	119,771	125,760	132,048	138,650	145,582	N/A	N/A	N/A
Fire Chief	119,771	125,760	132,048	138,650	145,582	N/A	N/A	N/A
Acting General Manager	152,000	152,000	152,000	152,000	152,000	N/A	N/A	N/A
General Manager	170,457	170,457	170,457	170,457	170,457	N/A	N/A	N/A
CAMBRIA LIMITED TERM EMPLOYEE (HOURLY RATE: NO STEPS)								
Strategic and Organizational Advisor *	99.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Part-time employee working 24/hrs per week

** Increase rate \$1.00 per year January 1, 2019-January 1, 2022

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.F.**

FROM: Monique Madrid, Acting General Manager

Meeting Date: February 28, 2019 Subject: CONSIDERATION OF ADOPTION OF RESOLUTION 06-2019 RATIFYING THE MEMORANDUM OF UNDERSTANDING BETWEEN CAMBRIA COMMUNITY SERVICES DISTRICT AND CAMBRIA FIREFIGHTERS/INTERNATIONAL ASSOCIATION OF FIREFIGHTERS IAFF LOCAL 4635

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider adoption of Resolution 06-2019 ratifying the Memorandum of Understanding (MOU) between the CCSD and Cambria Firefighters/IAFF (Local 4635), from 12/31/2018 through 12/31/2019, a copy of which is attached hereto as Exhibit "A," and authorize its execution by the Acting General Manager.

FISCAL IMPACT:

Ratification of the MOU will have no fiscal impacts.

DISCUSSION:

Employee relations are important to the operations of the District. CCSD is very fortunate to have such dedicated, talented and hardworking employees. Management staff would like to thank the CCSD Fire Department employees for another successful bargaining agreement. During the time spent discussing the various matters, the IAFF members were receptive to the proposal by the CCSD for a one-year MOU and some legal updates to various sections of the MOU. The sections are referenced below for the Board's consideration. The term of the MOU is for one-year from December 31, 2018 – December 31, 2019 and will require the District to begin negotiations around August, 2019.

Revised Section 10, Paragraph A:**NON-DISCRIMINATION**

- A. The CCSD and Union agree that the provisions of this agreement shall be applied equally to all employees without favor or discrimination because of ~~race, creed, age, national origin, sexual preference, political or religious affiliations, disability, or any other legally protected classification.~~ race, religion, color, sex, age (40 and over), physical or mental disability, medical condition, genetic characteristics or information, marital status, sexual orientation, national origin, ancestry, military and veteran status, or any basis protected by law.

Revised Section 16:16. COMPENSATORY TIME

In lieu of overtime pay, covered employees may accrue compensatory time off (CTO). Accrued CTO may be taken as paid leave in the same manner as vacation leave, or may be converted to cash at the request of the employee, and with the approval of the CCSD. All CTO not taken as paid leave or converted to a cash payment prior to the first full pay period in June of each year shall be automatically converted to a cash payment to the employee before the end of the fiscal year. At the written request of the employee, the CCSD General Manager may authorize a carryover of accrued CTO from one fiscal year to the next in an amount not to exceed 40 hours (for employees assigned to a 40-hour week) or 56 hours (for employees assigned to a 56-hour average week). Requests for carryovers must be submitted in writing to the General Manager no later than June 10th each year. **In no event may CTO accrue more than the legally allowed 480 hours.**

Revised Section 20, Paragraph A:20. SICK LEAVE

- A. **Paid sick leave is available to all employees for all uses permitted by law.**

Each full-time employee, assigned to a 40-hour workweek, shall accrue sick leave from the date of employment at the rate of 4.6 hours per 14-day payroll period (or 120 hours per year).

Revised Section 20, Paragraph E:

- E. Sick leave may be taken for **reasons provided by law, and** such reasons as personal illness or injury; required attendance of an employee to care for a sick or injured spouse, recognized domestic partner, child, or other immediate family member residing with the employee; medical or dental appointments.

Revised Section 21, Paragraph B:

- B. For purposes of this section, members of the immediate family shall be defined as mother, father, husband, wife, son, daughter, brother, sister, grandmother, grandfather, **and** guardian with whom the employee has lived, **and as provided by law.** These definitions shall include "in-law" relationships in each case and "step" relationships in the case of parents and children.

Revised Section 25, Paragraph A:25. DENTAL INSURANCE

~~Employees are currently enrolled in a higher cost dental plan, Ameritas Fusion, instead of the lowest cost plan, and the District agrees that only for the remainder of the current plan contract with Ameritas Fusion ending in 2015, the District will pay 90% of the premiums for employee and dependent coverage. Therefore, f~~For all regular employees working fulltime, the District will pay 90% of the premiums for employee and dependent coverage for the

lowest cost **dental** plan. In the event the employees elect a higher cost coverage, the employees shall pay the increased cost for that plan.

Revised Section 27:

27. DOMESTIC PARTNERS

Domestic partners (as defined by Family Code Section 297 and registered with the State of California) shall be included as dependents and eligible for ~~the specific benefits described in Articles 20, 24, 25 and 26 as is legally required.~~

Revised Section 28, Paragraph B:

28. RETIREMENT

B. The current employee share contribution to the PERS Retirement Program is 9% of wages and is subject to change.

~~Employees hired on or before April 22, 2010 currently pay 2% of the employee portion of the PERS retirement contributions (i.e. Employee pays 2% of the designated employee portion and the CGSD pays 7% of the designated employee portion for a total designated employee share contribution of 9% of wages.) On the effective date of this MOU, the employee contribution will begin increasing an additional 7% over the term of the contract for a total employee contribution of 9% in the following manner:~~

- ~~• A 1.5% increase for a total employee contribution of 3.5% in Year One of this MOU;~~
- ~~• A 2.5% increase, effective December 20, 2015, for a total employee contribution of 6.0% in Year Two of this MOU; and~~
- ~~• A 3.0% increase, effective December 20, 2016, for a total employee contribution of 9.0% in Year Three of this MOU.~~

~~Employees who are not subject to PEPRA Effective April 23, 2010, all new hire IAFF members will shall pay 100% of the entire designated employee share of PERS retirement contributions, which is currently 9%. Employees defined as "new members" under PEPRA shall pay 50% of the total normal cost of the retirement benefits, as determined by CalPERS.~~

Removed Section 31, Paragraph A:

~~All salary increases to be implemented during the term of this agreement, shall occur in the first full payroll period following the effective date of the MOU.~~

~~A. On the effective date of this MOU and in correspondence with Section 28 of this MOU, employees shall receive a base salary increase in the following manner:~~

- ~~• A 4.0% base wage increase effective on or after the first payroll period following the effective date of this MOU;~~
- ~~• A 3.5% base wage increase effective December 20, 2015; and~~
- ~~• A 3.5% base wage increase effective December 20, 2016.~~

Revised Section 31, Paragraph B:

B. *Longevity Pay*

Upon completion of 10 years (120 months) of continuous employment with the CCSD, covered employees will receive a 5% increase in base salary. Upon completion of 15 years (180 months) of continuous employment with the CCSD, covered employees will receive an additional 2.5% increase in base salary (resulting in a 7.5% overall increase). Upon completion of 20 years (240 months) of continuous employment with the CCSD, covered employees will receive an additional 2.5% increase in base salary (resulting in a 10.0% overall increase). Qualification for each increase shall be based on an employee's original date of hire with the CCSD. Such increases shall be applied at whatever salary range and step the employee occupies after becoming eligible.

Employees hired on or after ~~the effective date of this MOU~~ June 25, 2015 are not eligible to receive Longevity Pay.

Revised Section 31, Paragraph B *Longevity Pay* to read Paragraph A *Longevity Pay*.

Revised Section 31, Paragraph C *Accrual Cash Outs* to read Paragraph B *Accrual Cash Outs*.

Revised Section 31, Paragraph D to C.

Revised Section 33:

33. WORKING OUT OF CLASS

Normal Out of Class Pay: Covered employees who are assigned by the Fire Chief or the CCSD General Manager to work in a higher salary range for more than 48 consecutive work hours (for 24-hour shift employees) or 20 consecutive work hours (for 10-hour shift employees) in any period shall be paid for the entire period they are assigned to work in such higher classification at the "A" step of the assigned higher salary range, provided that such out of class pay shall not be less than 5% above the assigned employee's normal pay rate. This provision does not apply to opportunities for Acting Chief assignments.

Engineer Out of Class Pay: Covered employees who are assigned by the Fire Chief or the CCSD District Manager to work in a higher classification shall be paid for the entire period they are assigned to work in such higher classification at 5% above the assigned employee's normal rate of pay.

~~No out-of-class/position assignment shall exceed nine hundred sixty (960) hours per fiscal year when the temporarily reassigned employee is providing coverage during recruitment to fill a vacant higher-level classification.~~

Revised Section 37:

37. PARAMEDIC COMPENSATION – See Side Letter attached and incorporated herein.

~~Either the District or IAFF may, via written notice, reopen negotiations at a separate side table regarding Paramedic Compensation upon the date the District becomes a certified ALS provider, or any date thereafter.~~

Revised Section 40:

40. TERM OF MEMORANDUM OF UNDERSTANDING

The term of this MOU shall be from ~~December 31, June 25-20185~~ through ~~December 31, June 24, 20198~~. On mutual agreement of the parties, items subject to the meet and confer process may be opened for discussion with the exception of wages and retirement benefits. ~~Additionally, upon written notification by the District, IAFF and the District agree to promptly meet and confer over proposed changes to the Personnel Policies and Procedures that significantly affect employee's wages, terms, and working conditions.~~

Revised Appendix A:

Note 2: Employees hired on or after ~~the effective date of this MOU-June 25, 2015~~, are not eligible to receive longevity pay.

Note 3: ~~Salary chart reflects no increase to salaries/no salary adjustments or economic increases for the term of the MOU.~~

Attachments: Resolution 06-2019

Exhibit "A" Cambria Firefighters/IAFF MOU December 31, 2018 – December 31, 2019

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON___FARMER___RICE___STEIDEL___HOWELL___

RESOLUTION NO. 06-2019
FEBRUARY 28, 2019

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
RATIFYING MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
CAMBRIA COMMUNITY SERVICES DISTRICT AND
CAMBRIA FIREFIGHTERS/INTERNATIONAL ASSOCIATION
OF FIREFIGHTERS (IAFF) LOCAL 4635

WHEREAS, the Board of Directors of the Cambria Community Services District entered into labor negotiations with the International Association of Firefighters (IAFF)/Local 4635; and

WHEREAS, an agreement was reached between the CCSD and IAFF Union Local 4635.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that it does hereby ratify the Memorandum of Understanding between Cambria Community Services District and Cambria Firefighters/International Association of Firefighters (IAFF)/Local 4635, from 12/31/2018 through 12/31/2019, attached hereto as Exhibit "A" and incorporated herein by reference, and authorizes its execution by the Acting General Manager.

PASSED AND ADOPTED THIS 28th day of February, 2019.

David Pierson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Deputy District Clerk

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

AND

*CAMBRIA FIREFIGHTERS /
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS
IAFF LOCAL 4635*

MEMORANDUM OF UNDERSTANDING



December 31, 2018 – December 31, 2019

CCSD AND

CAMBRIA FIREFIGHTERS / IAFF LOCAL 4635

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CAMBRIA COMMUNITY SERVICES DISTRICT AND
CAMBRIA FIREFIGHTERS / IAFF LOCAL 4635
MEMORANDUM OF UNDERSTANDING
FOR THE PERIOD OF December 31, 2018 – December 31, 2019

1. DESIGNATION OF THE PARTIES

This Memorandum, of Understanding (MOU) is made by and between the Cambria Community Services District, a Special District, hereinafter called the CCSD, and the Cambria Firefighters / International Association of Firefighters IAFF Local 4635 hereinafter called the Union.

2. RECOGNITION

The District recognizes the Union as the majority representative of employees in the Fire Services Unit, as described in Section 3 of this MOU, for the purpose of meeting and conferring regarding wages, hours, and other terms and conditions of employment.

3. COMPOSITION OF UNIT

The current classifications in the Fire Service Unit are as follows:

- Fire Captain
- Fire Engineer
- Firefighter (Full-Time)

4. REPRESENTATION

- A. The CCSD and Union agree that Union officers and representatives shall be allowed to meet with CCSD representatives for the purpose of meeting and conferring in good faith. If such meetings occur, during work hours, reasonable numbers of participating employees will receive reasonable time off without loss of compensation when meeting and conferring with representatives of the CCSD.
- B. The Union agrees to provide the CCSD with a list of Union officers and representatives who are authorized to meet and confer on behalf of the Union and to conduct official Union business.
- C. The CCSD agrees that Union officers and representatives shall be given access to working locations during hours of work to conduct grievance investigations.
- D. The Union agrees that no overtime compensation shall be accrued by employees for hours spent meeting and conferring with the CCSD, or for the conduct of Union business.

5. USE OF CCSD FACILITIES

- A. The parties agree that the Union shall have the right to use CCSD bulletin board space allocated for Union material and notices at all work sites.

- B. Upon prior arrangement with the Fire Chief, the CCSD shall provide a meeting room in the Fire Station, if available, at no cost to the Union for the purpose of conducting Union meetings.

6. UNION DUES

- A. It is agreed that Union members shall remit their individual union dues independently.
- B. The Union shall indemnify and hold harmless the CCSD, its officers, agents and employees from any and all claims, demands, costs (except as noted in section 6A, above), expenses, or liability arising out of this section, arising from the implementation of this section.

7. CCSD (DISTRICT) RIGHTS

- A. The CCSD retains, solely and exclusively, all rights and authority of management that have not been expressly abridged or limited by the various provisions of CCSD Code Chapter 2.04: "Employer-Employee Relations" and Chapter 2.08: "Personnel System", or of this MOU.
- B. The sole and exclusive rights and authority of the CCSD that are not abridged by this MOU shall include, but not be limited to, the following:
 1. Those rights stated in CCSD Code Section 2.04.050: "District Rights."
 2. The right to determine the existence or non-existence of facts that are the basis for management decisions.
 3. The right to determine the nature, manner, and extent of services to be provided to the public, methods of financing; and types of equipment to be used.
 4. The right to establish, continue, discontinue, or modify policies, practices, or procedures, subject to the provisions of the Meyers-Milias-Brown Act.
 5. The right to determine the number, location, and types of its operations, and the methods, processes and materials to be employed, including the right to introduce new or improved methods or facilities; to discontinue processes or operations or to discontinue their performance by employees; the right to contract or sub-contract any work or operations of the CCSD; to determine the number of hours per day or per week operations shall be carried on, and the schedules thereof, subject to the provisions of the Meyers-Milias-Brown Act.
 6. The right to select, determine and schedule the number and types of employees required.
 7. The right to assign work to such employees in accordance with requirements determined, by management, consistent with provisions of established CCSD and Department rules, regulations, policies and procedures.

8. The right to establish and change work schedules and assignments, subject to the provisions of the Meyers-Milias-Brown Act.
9. The right to transfer, reclassify, promote or demote employees, or to layoff, terminate, or otherwise relieve employees from duty for lack of work or other lawful reasons; to determine the facts of lack of work.
10. The right to make and enforce safety rules and work rules for the maintenance of discipline, and to take disciplinary action.
11. The right to determine and exercise the procedures and standards of selection for employment and promotion.
12. The right to enforce dress and grooming standards.
13. The right to determine the content and intent of job classifications.
14. The right to determine style and/or types of CCSD issued wearing apparel, equipment or technology to be used.
15. Subject to the provisions of the Meyers-Milias-Brown Act, the CCSD shall reserve all other prerogatives and responsibilities typically inherent to the CCSD, provided such prerogatives and responsibilities are not contrary to CCSD Code Chapter 2.04: "Employer-Employee Relations" or this MOU.

8. EMPLOYEE RIGHTS

Employees of the CCSD shall have the rights specified in CCSD Code Section 2.04.040: "Employee Rights".

9. UNION RIGHTS

- A. The CCSD will allow an employee to take leave for Union business if the Fire Chief determines that such leave will not be disruptive of CCSD or Department business.
- B. The CCSD will make available to the Union, in the same manner as to the public, the Agendas for CCSD Board Meetings.

10. NON-DISCRIMINATION

- A. The CCSD and Union agree that the provisions of this agreement shall be applied equally to all employees without favor or discrimination because of race, religion, color, sex, age (40 and over), physical or mental disability, medical condition, genetic characteristics or information, marital status, sexual orientation, national origin, ancestry, military and veteran status, or any basis protected by law.
- B. The CCSD and Union agree that neither party will unlawfully interfere, intimidate, restrain, coerce, or discriminate against any employee in his/her free choice to participate in Union activities, or to join the Union.

11. PERSONNEL FILES

- A. Material in the personnel file of a unit member that may serve as a basis for affecting the status of his/her employment will be made available for inspection by the involved employee in a reasonable manner and in accordance with legal standards.
- B. When information of a critical or derogatory nature is placed in the personnel file of a unit member, that unit member will be given notice and an opportunity to review and comment on that material. Such employee will have the right to have his/her own written comments attached to any such derogatory statement, within a reasonable time after such information is placed in his/her file and in accordance with legal standards.
- C. A unit member shall have the right to authorize, in writing, a representative to examine his/her personnel files in accordance with legal standards.

12. REDUCTION IN WORK FORCE

When, in the judgment of the CCSD Board of Directors, it becomes necessary to make a reduction in the work force, whenever possible, such reduction shall be accomplished through attrition. If a reduction in the work force is necessary, layoffs shall be based on seniority within the classification targeted for elimination. The CCSD shall provide thirty (30) days written notice to the affected employee(s). Employees subject to layoff shall be eligible to voluntarily demote to a lower classification based on seniority in the lower classification. For these purposes, time served in any higher classification shall count toward seniority in any lower classification. Reinstatement from layoff shall be based on seniority where the vacancy occurs. Eligibility for reinstatement of an employee laid off shall be for a period of twenty-four (24) months from the effective date of the layoff. The date of reinstatement shall constitute the new hire date for medical and dental benefits including the HRA (Health Reimbursement Account) benefit as described herein.

13. GRIEVANCE PROCEDURE

- A. Purpose: It is the intent of this section to provide a method of communication through which the Union or an individual covered employee may have a complaint heard and decided in an orderly and fair manner. The Union or an individual covered employee may be represented in their dealings with the CCSD under this section by an agent of their choice.
- B. Definition: A grievance is a complaint of the Union or an individual covered employee concerning the application of:
 - 1. The administration of the conditions of employment, including job description, salary and benefits in force between the CCSD and the Union or individual employee.
 - 2. Working conditions within the control of the General Manager or the Fire Chief, including the CCSD or Department policies, procedures, rules and regulations, and for which no other procedures for orderly solution of such complaints exist.
- C. Informal Resolution (Level I): The Union or any covered employee shall first discuss the alleged grievance with the affected employee's immediate supervisor within twelve (12) regular business days of the event causing the grievance. If the Union or individual

employee is not satisfied with the supervisor's solution to the complaint, the grievance may then be entered into the next level of the grievance procedure (Level II).

- D. Formal Resolution (Level II): If a complaint or grievance is not resolved at Level I (informal resolution), the Union or affected employee may submit the complaint in writing to the General Manager within five (5) regular business days of receipt of such grievance. The General Manager shall investigate and provide a written response to the Union or affected employee within ten (10) regular business days.
- E. Formal Resolution (Level III): If a complaint or grievance is not resolved at Level II, the Union or affected employee may appeal in writing to the General Manager for a hearing before the CCSD Board of Directors. Such appeal shall be delivered to the General Manager within no more than five (5) regular business days from the date of receipt of the General Manager's written findings under Level II of this procedure. Upon receipt of the written appeal for a hearing before the Board, the General Manager shall schedule a closed session of the Board to conduct the hearing. Such hearing may be held at the Board's next regular meeting or at any time within thirty (30) regular business days of the General Manager's receipt of the appeal. At the written request of the appellant, such hearing shall be held in an open session of the Board. At such hearing, the appellant shall present such facts and opinions as deemed relevant. The Board shall also hear such evidence in support of the CCSD position as well as the recommendation of the General Manager. The Board may continue the hearing as deemed necessary. The Board shall render its decision within thirty (30) regular business days from the close of the hearing. The decision of the Board in such matters shall be final. For purposes of this section, a regular business day is any day in which the administrative offices of the CCSD are open for the business of the general public.

14. HOURS OF WORK AND WORK SCHEDULE

Covered employees may be assigned to a 40-hour workweek schedule, consisting of four (4) consecutive ten (10) hour work days, or a 56-hour (average) workweek schedule, consisting of twenty-four (24) hour work shifts that are scheduled in a manner so that each employee is assigned to duty an average of one third (1/3) of the days of a designated work period. The current 56-hour (average) workweek schedule consists of two consecutive 24-hour work shifts (48 consecutive duty hours) followed by four consecutive calendar days off (96 consecutive hours off duty).

15. OVERTIME

- A. Non-exempt employees assigned to a 56-hour (average) workweek schedule will receive pay for overtime as defined in the Fair Labor Standards Act (FLSA) (29.U.S.C.207k) and as described herein - overtime is defined as hours worked in excess of a total of 182 in a 24-day work period, as established by the CCSD.

Non-exempt employees assigned to a 40-hour (average) workweek schedule will receive pay for overtime for all hours worked in excess of 80 hours in a 14-day work period, as established by the CCSD.

- B. For purposes of calculating overtime hours, approved leave (holiday, vacation, sick leave, paid administrative leave, compensatory time off, and bereavement leave) shall be considered time worked. The following shall not be considered time worked for purposes of

calculating overtime hours: unpaid leave, suspensions, paid administrative leave relating to the implementation of disciplinary action, workers compensation leave, and 4850 leave.

- C. All overtime shall be paid at a rate of one and one-half (1 ½) times the regular hourly rate of pay.
- D. After a single 48-hour rotation, overtime shifts may be staffed by out of class assignments and/or qualified reserves as determined by the Fire Chief. Absences, which are initially known to exceed 96 consecutive hours, may be filled by out of class assignments and/or qualified reserves immediately.

16. COMPENSATORY TIME

In lieu of overtime pay, covered employees may accrue compensatory time off (CTO). Accrued CTO may be taken as paid leave in the same manner as vacation leave, or may be converted to cash at the request of the employee, and with the approval of the CCSD. All CTO not taken as paid leave or converted to a cash payment prior to the first full pay period in June of each year shall be automatically converted to a cash payment to the employee before the end of the fiscal year. At the written request of the employee, the CCSD General Manager may authorize a carryover of accrued CTO from one fiscal year to the next in an amount not to exceed 40 hours (for employees assigned to a 40-hour week) or 56 hours (for employees assigned to a 56-hour average week). Requests for carryovers must be submitted in writing to the General Manager no later than June 10th each year. In no event may CTO accrue more than the legally allowed 480 hours.

17. CALL BACK

Each non-exempt employee who responds to a call-back from off-duty status shall be compensated at a minimum of two (2) hours for each response. If the actual call back event extends beyond two (2) hours, all time worked will be compensated on an hour for hour basis and will be counted as hours worked for purposes of overtime calculations.

18. HOLIDAYS

- A. For 40 hour per week employees, the following are the eleven standard paid holidays observed by the CCSD:

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Day After Thanksgiving
President's Day	Columbus Day	Christmas Day
Memorial Day	Veterans Day	

In lieu of Lincoln's Birthday, Admissions Day and the half day for Christmas Eve/New Year's Eve, float holiday time shall be provided each employee employed by the CCSD on July 1 of each year, provided the employee was employed continuously by the CCSD on or before the previous January 1st. Float holiday hours will be accrued on July 1st of each year based on the following chart:

Regular # of hours/day	Total # of Holiday Hrs/Yr		11 Std Holiday Hours/Yr		July 1 st Float Holiday Hours to Accrue
8	110		88		22
9	110		98		12
10	110		110		0
24	154		Accrue biweekly		Accrue biweekly
<i>Per Section 22 C – regular part time employees shall receive holiday pay on a pro rata basis:</i>					

- B. In lieu of time off on holidays, covered employees assigned to a 56-hour workweek shall accrue 5.92 hours of holiday leave per 14-day payroll period for a total of 154 hours per year (based on 110 hours per year times the conversion factor of 1.4). Such holiday leave may be taken as paid leave in the same manner as vacation leave or CTO, or may be converted to a cash payment at the request of the employee, and the approval of the CCSD.
- C. Unless otherwise provided in this section, for 40-hour per week employees, when a holiday listed herein falls on a covered employee's regular day off, such employee shall be assigned an alternate day off within the payroll period in lieu of the actual holiday. Unless directed otherwise by the Fire Chief, such alternate day off shall be assigned to the scheduled work day either immediately following, or immediately preceding the affected holiday.
- D. Regular part-time employees shall accrue holiday leave on a pro rata basis according to hours worked.
- E. Balances in the holiday/float holiday accrual bank existing prior to the first full pay period in June of each year shall automatically be converted to a cash payment before the end of the fiscal year. The employee's last paycheck in June will include the applicable cash payment unless State or Federal regulations indicate differently. Holiday leave may not be carried over from one fiscal year to the next.

19. VACATION

- A. Covered Employees assigned to a 40-hour workweek schedule shall accrue vacation leave as follows:
 - From the date of hire through the end of the 5th year of service (60 months):
3.08 hours biweekly (80 hrs/yr)
 - 5 through the end of the 10th year of service (120 months):
4.61 hours biweekly (120 hrs/yr)
 - 10 through the end of the 15th year of service (180 months):
6.15 hours biweekly (160 hrs/yr)
 - 15 years and one day or more (180 months plus one day):
7.69 hours biweekly (200 hrs/yr)
- B. Covered employees assigned to a 56-hour average workweek schedule shall accrue vacation leave as follows:

- From the date of hire through the end of the 5th year of service (60 months):
4.31 hours biweekly (112 hrs/yr)
 - 5 through the end of the 10th year of service (120 months):
6.46 hours biweekly (168 hrs/yr)
 - 10 through the end of the 15th year of service (180 months):
8.62 hours biweekly (224 hrs/yr)
 - 15 years and one day or more (180 months plus one day):
10.77 hours biweekly (280 hrs/yr)
- C. As of the end of the first full pay period in June of each year, an employee shall have an accrual balance of no more than the number of vacation hours he/she is entitled to earn in two years of employment. If an employee's accrued vacation balance exceeds such accrual limitation, the employee shall be paid cash for the number of excess unused vacation hours on the last paycheck in June of each year. An exception to the number of hours carried over may be made at the discretion of the General Manager.
- D. Vacation leave will be scheduled on a semi-annual basis during the months of December and June at a time to be designated by Management. Based on their seniority, employees will select vacation leave in two consecutive rotation blocks. Employees with the greatest seniority will select the first consecutive rotation blocks until each employee has had an opportunity to select as many blocks of vacation leave as is equal to the total number of his or her accrued vacation leave.

Employees shall not checker their rotation blocks across the calendar, but will have one opportunity, per selection round, to select up to two consecutive rotation blocks for a single period of leave. Employees who do not select a two consecutive rotation blocks during the first selection round and who still have remaining vacation leave accrued will be allowed to select additional blocks of time, up to two consecutive rotation blocks per selection round based on seniority. Members who do not wish to take vacation may waive their turn without forfeiting any vacation leave they may have accrued up to that time.

20. SICK LEAVE

- A. Paid sick leave is available to all employees for all uses permitted by law.

Each full-time employee, assigned to a 40-hour workweek, shall accrue sick leave from the date of employment at the rate of 4.6 hours per 14-day payroll period (or 120 hours per year).

- B. Each full-time employee, assigned to a 56-hour average workweek, shall accrue sick leave from the date of employment at the rate of 6.4 hours per 14-day payroll period (based on 120 hours per year times the conversion factor of 1.4).
- C. Regular part-time employees shall accrue sick leave on a pro rata basis according to hours worked.
- D. Unused sick leave may be accumulated without limit.

- E. Sick leave may be taken for reasons provided by law, and such reasons as personal illness or injury; required attendance of an employee to care for a sick or injured spouse, recognized domestic partner, child, or other immediate family member residing with the employee; medical or dental appointments.
- F. Upon termination of employment in good standing (i.e., resignation/retirement excluding disciplinary termination and resignation/retirement in lieu of disciplinary termination), of a full-time or regular part-time employee, such employee shall be paid for 50% of accumulated unused sick leave, to a maximum of 900 hours for employees assigned to a forty-hour workweek (50% times 900 hours = 450 hours possible), and to a maximum of 1260 hours for employees assigned to a 56-hour average workweek (50% times 1260 = 630 hours possible).
- G. Employees may voluntarily transfer up to forty (40) hours of unused sick leave per fiscal year in one (1) hour increments to a "sick leave bank" under the conditions established herein. The sick leave transfer shall be on an hour for hour basis and subject to the following conditions:
1. The employee donating the sick leave must have a minimum of eighty (80) hours of accrued sick leave available after the donation. No transfers of sick leave shall be allowed when the donating employee is terminated, separated or retires from the CCSD within nine (9) months after the donation. All transfers to the "sick leave bank" shall be non-reversible and donations shall be processed on the CCSD's Personnel Action Form in the same manner as any other leave request.
 2. Employees eligible to receive sick leave hours from the "sick leave bank" must have been employed by the CCSD for a minimum of eighteen (18) months, have exhausted all paid leave and are suffering from a long-term illness or injury that will result in the loss of work for a period of at least twenty consecutive (20) working days. These "sick leave bank" provisions shall extend to the required attendance of an employee for the care of a spouse, child or other immediate family member residing with the employee. The General Manager shall review, approve, modify or deny requests for use of the "sick leave bank" based on the employee requests and the criteria established in this Section.
 3. Employees utilizing the "sick leave bank" may integrate these benefits with the provisions of the Section of this MOU entitled "*State Disability Insurance*" for SDI integration, as well as Worker's Compensation integration, provided however, that the total compensation from these sources combined shall not exceed the employee's base salary.
 4. The CCSD reserves the right to request additional information on the nature of the injury or illness and/or require verification from a medical doctor regarding the diagnosis prior to making an eligibility determination.
 5. The maximum sick leave available for use by an eligible employee during any twelve (12) month period shall be the lesser of 1056 hours or the amount of sick leave available in the "sick leave bank". Allocation of hours from the "sick leave bank" shall commence on the date that all other leave of the requesting employee is exhausted.

Subsequent eligibility by additional employees for use of the "sick leave bank" shall result in the concurrent use of available hours in the "sick leave bank".

- H. A sick leave incentive plan shall be provided for the conversion of twenty-four (24) hours of sick leave to vacation or pay if no sick leave is used by an employee during the calendar year provided that the employee was employed continuously from January 1st through December 31st. The employee must request the conversion during the month of January for the previous calendar year. Failure to request the conversion during January will result in ineligibility for conversion for the previous calendar year. All requests for conversion are non-reversible and shall require prior approval by the General Manager.

21. BEREAVEMENT LEAVE

- A. Covered employees shall be eligible for a temporary leave of absence without loss of compensation, upon the death of any member of the immediate family. Such leave shall not exceed five calendar days per year (40 hours total for a 40 hr/wk employee or 56 hours for a 56 hr/wk employee). After use of bereavement leave has been exhausted in any calendar year, a covered employee may use other paid leave including sick leave, if necessary, for this purpose.
- B. For purposes of this section, members of the immediate family shall be defined as mother, father, husband, wife, son, daughter, brother, sister, grandmother, grandfather, guardian with whom the employee has lived, and as provided by law. These definitions shall include "in-law" relationships in each case and "step" relationships in the case of parents and children.

22. JURY DUTY

Covered employees who are called or required to serve as a trial juror, upon notification and appropriate verification submitted to the Fire Chief, shall be entitled to be absent from his/her duties with the CCSD during the period of such service or while necessarily being present in court as a result of such call. The employee's normal compensation shall be continued during such period of jury duty. The employee shall relinquish to the CCSD any compensation received for jury service.

23. CLOTHING AND BOOT ALLOWANCE

Covered employees shall maintain a minimum of two sets of uniform clothing (pants and shirt) and one pair of CAL-OSHA approved fire safety boots (station boots). Uniform clothing and boots shall be maintained in a fully serviceable condition, clean, and free of signs of wear. Uniform items and boots that are faded, torn, or show similar signs of over use may not be worn while on duty.

The District shall provide covered employees with an annual boot or safety shoe allowance of \$250, payable in July of each year. The remainder of employees' uniform clothing (defined above) replaced on an as needed basis, as determined by the District, up to a maximum value of one uniform annually. The District shall inspect covered employees' uniforms to determine whether a District-issued uniform is warranted or not.

24. HEALTH BENEFITS

- A. In the event that legislation is passed allowing for local PERS agencies to reduce contributions for retiree health insurance coverage, all employees retiring after the effective date of such legislation shall be provided health insurance coverage at the same ratio as current employees. Employees retiring prior to such legislation shall have insurance coverage as currently provided.
- B. For all regular employees working full time, the District will pay 85% of the premiums currently in effect for employee and dependent coverage for the lowest cost plan available to District employees offered through the PERS system (the Blue Shield Net Value HMO is currently the lower health plan that is utilized). The District payment is inclusive of the PERS minimum health contribution (currently \$115/mo). The balance of the total District contribution is a cafeteria like plan contribution. In the event an employee elects a higher cost coverage, the employee shall pay the increased cost for that plan. District premium payments apply to retirees and their dependents as applied to active employees and their dependents for employees/retirees hired before October 1, 2012.
- C. Employees hired after October 1, 2012 shall be eligible to receive retiree health contributions in an amount equal to PERS minimum health contributions only.

E. HEALTH REIMBURSEMENT ACCOUNT (HRA)

- (i) **Regular employees**, after completion of their probationary period, shall be eligible for the Health Care Reimbursement Program.

Eligible employees shall receive a credit of \$1300 in the approved program for eligible reimbursable costs January 1st each year. This program shall be administered by an approved third-party provider and shall conform to all applicable laws, rules and regulations.

- (ii) **Probationary employees** shall become eligible for this benefit upon successful completion of their probation. The benefit is pro-rated for new employees and is not retroactive. It takes effect with the next full pay period after passing probation. Employer contributions are \$50 per pay period for the remaining periods in the calendar year after passing probation. Reinstated employees would be covered by this section.

Promotional probationary employees are not subject to the same guidelines as new probationary employees. Promotional probationary employees are covered under paragraph (i) above as a regular employee.

- (iii) **Part-time employees** hired after July 1st, 2006 are eligible for a pro-rated portion of the benefit. For example, half-time employees will be eligible for \$25 per pay period after successfully passing probation. Non-probationary half-time employees are eligible for \$650 on January 1st. Full-time employees who convert to a part-time schedule will also have this benefit pro-rated based on their average hourly work schedule.

- (iv) **Retired Employees**
Retirees who qualify for this benefit:

- The benefit extends into retirement for existing Union employees (as of July 1st, 2006) and the benefit extends to employees who retired between July 1st, 2004 and June 30th, 2006.

Retirees who do not qualify for this benefit:

- Employees hired on or after July 1st, 2006 will not be eligible for this benefit after separation from the CCSD whether through retirement, voluntary separation, or any other means.
- The benefit does not extend into retirement if the employee did not retire from the CCSD, but retires from another agency.
- This benefit does not extend to people who retired before July 1st, 2004 – as the benefit did not exist for retirees before July 1st, 2004.
- Upon death of the retired employee, this benefit does not extend to the spouse of the retired employee.

25. DENTAL INSURANCE

- A. For all regular employees working fulltime, the District will pay 90% of the premiums for employee and dependent coverage for the lowest cost dental plan. In the event the employees elect a higher cost coverage, the employees shall pay the increased cost for that plan.
- B. The District and employees shall each pay 50% of any increase in dental benefit premiums.

26. LIFE INSURANCE

A Group Life Insurance Plan will be provided with a \$25,000 life insurance policy for each unit member, a \$1,000 policy for each employee's spouse, and a \$1,000 for each employee's dependent under the age of 21. The CCSD will pay the full monthly premium for each unit member, spouse, and dependent children.

27. DOMESTIC PARTNERS

Domestic partners (as defined by Family Code Section 297 and registered with the State of California) shall be included as dependents and eligible for specific benefits as is legally required.

By extending to an employee the specific benefits defined by this Article, the CCSD does not intend to confer or imply any other unspecified benefits to such employee, or to the employee's domestic partner.

28. RETIREMENT

- A. The CCSD provides a Retirement Program for all regular employees working half-time or more. The Retirement Program may be provided through contract with the California Public Employees Retirement System (PERS), as is currently provided and may be integrated with Federal Social Security Program, as is currently provided. The CCSD shall provide the PERS 3% @ 50 public safety retirement plan for covered employees, including single highest year computation, for all employees hired before December 28, 2012. All covered employees hired on or after December 28, 2012 who are not defined as “new members” under the Public Employees’ Pension Reform Act (“PEPRA”) will be covered by the 3% @ 55 retirement formula and the 36 highest consecutive months’ final compensation provision. All covered

employees hired on or after January 1, 2013 and who are defined as “new members” under PEPRRA will be covered by the 2.7% at 57 retirement formula and the 36 highest consecutive months’ final compensation provision.

- B. The current employee share contribution to the PERS Retirement Program is 9% of wages and is subject to change.

Employees who are not subject to PEPRRA shall pay 100 % of the entire designated employee share of PERS retirement contributions, which is currently 9%. Employees defined as “new members” under PEPRRA shall pay 50% of the total normal cost of the retirement benefits, as determined by CalPERS.

- C. The employee's share of mandated Social Security contributions is paid 100% by the employee, by payroll deduction. The employer's share of mandated Social Security contributions is paid 100% by the employer.

29. STATE DISABILITY INSURANCE (SDI)

The CCSD shall provide for the integration of SDI benefits with sick leave or vacation leave on a pro rata basis. The procedure shall not allow the employee to receive more than he/she would have received if the employee were on regular duty, but shall allow the employee to receive a full salary for as long as his/her sick leave and vacation leave will allow through such integrated use.

30. ADVANCEMENT IN SALARY (MERIT ADJUSTMENTS)

- A. The salary range set forth for each classification is divided into five (5) steps that are implemented as follows. Salary steps within a range are typically established in five percent (5%) increments.
- B. Typically, upon appointment to any classification within the CCSD system, an employee is placed at the beginning ("A") step of the range. Upon determination of the General Manager that the needs of the CCSD and the qualifications of the employee so warrant, a newly appointed employee may be assigned to any step in the salary range.
- C. Progression from one step in a salary range to the next shall be based upon a satisfactory written performance evaluation provided by the Fire Chief and accompanied by a recommendation to the General Manager to implement a step increase. The decision to implement such increase shall rest with the General Manager.
- D. Progression from the initial step in the range to the next step will typically occur upon the satisfactory completion of a one-year probationary period. All subsequent salary increases within the salary range shall typically occur at one-year intervals, based on satisfactory performance.
- E. Covered classifications are assigned to salary ranges as provided in Appendix “A” attached.

31. SALARYA. *Longevity Pay*

Upon completion of 10 years (120 months) of continuous employment with the CCSD, covered employees will receive a 5% increase in base salary. Upon completion of 15 years (180 months) of continuous employment with the CCSD, covered employees will receive an additional 2.5% increase in base salary (resulting in a 7.5% overall increase). Upon completion of 20 years (240 months) of continuous employment with the CCSD, covered employees will receive an additional 2.5% increase in base salary (resulting in a 10.0% overall increase). Qualification for each increase shall be based on an employee's original date of hire with the CCSD. Such increases shall be applied at whatever salary range and step the employee occupies after becoming eligible.

Employees hired on or after June 25, 2015 are not eligible to receive Longevity Pay.

B. *Accrual Cash Outs*

Accrual cash outs shall be paid on the employee's base pay rate only. All overtime pay, incentive pay including merit, longevity, allowances and other specialty pay is excluded from all accrual cash out calculations.

C. The CCSD and Union agree to jointly conduct a compensation survey prior to the commencement of negotiations for the period ending December 19, 2013, utilizing the following comparison agencies.

Atascadero FD	Morro Bay FD	Five Cities FA
Paso Robles FD	San Luis Obispo FD	Cal Fire

32. SALARY AND BENEFIT CONVERSIONA. *The Multiplier*

When a covered employee is transferred from one work schedule to another (e.g. 40-hour to 56-hour average), hourly rates of pay, leave accruals, overtime pay and all other pay and benefits that are affected by an hourly computation shall be converted to the appropriate proportional amount. The conversion factor from a 40-hour week to a 56-hour average week shall be 0.714. The conversion factor from a 56-hour average week to a 40-hour week shall be 1.4.

B. *Modified Duty*

When a covered employee is assigned to a modified duty position, due to illness or injury, such assignment shall be on a 40-hour week basis. Such assignment shall occur at the sole discretion of the Fire Chief, and shall only be made when there is sufficient benefit to the CCSD to warrant such assignment.

33. WORKING OUT OF CLASS

Normal Out of Class Pay: Covered employees who are assigned by the Fire Chief or the CCSD General Manager to work in a higher salary range for more than 48 consecutive work hours (for 24-hour shift employees) or 20 consecutive work hours (for 10-hour shift employees) in any period shall be paid for the entire period they are assigned to work in such higher classification at the "A" step of the assigned higher salary range, provided that such out of class pay shall not be less than

5% above the assigned employee's normal pay rate. This provision does not apply to opportunities for Acting Chief assignments.

Engineer Out of Class Pay: Covered employees who are assigned by the Fire Chief or the CCSD District Manager to work in a higher classification shall be paid for the entire period they are assigned to work in such higher classification at 5% above the assigned employee's normal rate of pay.

No out-of-class/position assignment shall exceed nine hundred sixty (960) hours per fiscal year when the temporarily reassigned employee is providing coverage during recruitment to fill a vacant higher-level classification.

34. ACTING DUTY CHIEF

The positions of Acting Chief (AC) and Duty Officer (DO) will be assigned by the Fire Chief when the Fire Chief is unavailable for response for an extended period of time as determined by the Fire Chief. When these duties are assigned, the applicable Specialty Pay will begin from the time of assignment, to coincide with the Fire Chief's absence and to provide continuous response coverage.

The assigned Captain on duty will provide coverage as the Acting Chief (AC) during their regular shift and shall receive \$35 Specialty Pay per 24-hour shift in additional to their regular pay. Such pay shall be in lieu of any salary increase and for payroll purposes may be paid in hourly increments for such assignments.

To ensure proper coverage the Fire Chief may assign the position of Duty Officer (DO) to an off-duty Captain who will be on standby, will respond to calls and will provide the necessary coverage. While on standby they will receive \$90 Standby Pay per 24-hour shift. Such pay shall be in lieu of any salary increase and for payroll purposes may be paid in hourly increments for such assignments. Additionally, they shall be paid for their response time in accordance with their current MOU Section 17, CALL BACK; *"Each non-exempt employee who responds to a call-back from off-duty status shall be compensated at a minimum of two (2) hours for each response. If the actual call back event extends beyond two (2) hours, all time worked will be compensated on an hour for hour basis and be counted as hours worked for purposes of overtime calculations."*

35. PROMOTIONAL ADVANCES

When a covered employee is promoted to a higher classification, he/she will typically be placed at a step in the salary range of the new position which will result in a salary increase of at least 5%. In the event that the top step ("E") of the new range does not allow for a 5% increase, the appointment shall be made to the top ("E") step of the promotional position's range.

36. POLICY DEVELOPMENT

It is recognized that the CCSD and the Fire Department are continuously involved in developing methods to improve the delivery of services to the public and to increase operational effectiveness. To this end, the CCSD will consult with the Union over the development of new policies, procedures, rules and regulations; the modification of existing policies, procedures, rules and regulations; the introduction of new methods and technologies to department operations, as

deemed necessary during the term of this agreement. Due consideration will be given to the interests of the Union in the implementation of any such policies, procedures, rules and regulations or the implementation of new methods or technologies.

37. PARAMEDIC COMPENSATION – See Side Letter attached and incorporated herein.

38. PART-TIME EMPLOYEES

- A. An average of under 20 hours per week will receive a pro-rata portion of vacation, sick leave and holiday pay only as recognized for new hires.
- B. An average of over 20 hours per week will receive a pro-rata portion of leave i.e., vacation, sick leave and holiday pay as recognized for new hires. No health benefits, PERS retirement if and when eligible for membership.
- C. An average of over 30 hours per week: will receive a pro-rata portion of health benefits, dental benefits, vacation, sick leave, and holiday, as recognized for new hires and PERS retirement in pro-rata portion.

39. SEVERABILITY

If any section of this MOU shall be found invalid or unlawful by reason of existing or subsequently enacted legislation, or by judicial authority, all other sections of this MOU shall remain in full force and effect for the duration of the term of this MOU.

40. TERM OF MEMORANDUM OF UNDERSTANDING

The term of this MOU shall be from December 31, 2018 through December 31, 2019. On mutual agreement of the parties, items subject to the meet and confer process may be opened for discussion with the exception of wages and retirement benefits. Additionally, upon written notification by the District, IAFF and the District agree to promptly meet and confer over proposed changes to the Personnel Policies and Procedures that significantly affect employee's wages, terms, and working conditions.

The undersigned have signed this Memorandum of Understanding as of the dates indicated below.

CAMBRIA COMMUNITY SERVICES DISTRICT:

By: Monique Madrid
Monique Madrid
Acting General Manager

Date: 1/31/2019

**CAMBRIA FIREFIGHTERS /
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS IAFF LOCAL 4635**

By: Michael Burkey
Michael Burkey
IAFF Local 4635
CCSD Fire Captain

Date: 1-29-19

By: Johnathan Gibson
Johnathan Gibson
IAFF Local 4635
CCSD Fire Captain

Date: 1/29/19

APPENDICES

“A” SALARY RANGES FOR June 25, 2015 THROUGH June 24, 2018

APPENDIX A
CAMBRIA COMMUNITY SERVICES DISTRICT
FIRE SERVICE UNIT - IAFF
EFFECTIVE WITH MOU DATED JUNE 25, 2015

	EFFECTIVE DATE	A	B	C	D	E	10 year 5% over "E" <u>L1</u>	15 year 7.5% over "E" <u>L2</u>	20 year 10% over "E" <u>L3</u>
FIRE CAPTAIN	5/29/2015	5,650	5,933	6,229	6,541	6,868	7,211	7,383	7,555
	12/20/2015	5,848	6,140	6,448	6,770	7,108	7,464	7,642	7,819
	12/20/2016	6,053	6,355	6,673	7,007	7,357	7,725	7,909	8,093
FIRE ENGINEER	5/29/2015	4,686	4,921	5,167	5,425	5,696	5,981	6,123	6,266
	12/20/2015	4,850	5,093	5,347	5,615	5,896	6,190	6,338	6,485
	12/20/2016	5,020	5,271	5,535	5,811	6,102	6,407	6,560	6,712

Note 1: L1, L2 and L3 shown above represent longevity pay based on assumption an employee is on E Step of their classification. If an employee is on a lower step, longevity pay shall be based on their actual rate of pay.

Note 2: Employees hired on or after June 25, 2015, are not eligible to receive longevity pay.

Note 3: Salary chart reflects no increase to salaries/no salary adjustments or economic increases for the term of the MOU.

Exhibit A to Resolution 39-2016

**THE CAMBRIA COMMUNITY SERVICES DISTRICT AND
CAMBRIA FIREFIGHTERS/INTERNATIONAL ASSOCIATION OF FIREFIGHTERS,
LOCAL 4635**

**FIRST AMENDMENT TO APRIL 28, 2016 LETTER OF AGREEMENT RELATING TO
PARAMEDIC COMPENSATION**

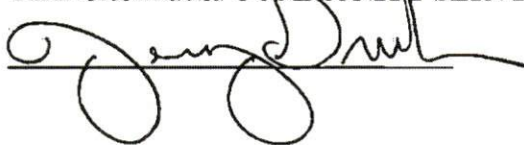
The Cambria Community Services District (CCSD) and the Cambria Firefighters/International Association of Firefighters, Local 4635 (IAFF) agree to this First Amendment to the Letter of Agreement between the CCSD and IAFF Relating to Paramedic Compensation (Letter of Agreement) that was approved by the CCSD Board of Directors as Exhibit A to Resolution 16-2016 on April 28, 2016, which Letter of Agreement is attached hereto for reference purposes.

Specifically, this First Amendment modifies the attached Letter of Agreement in only the following manner: Revise Paragraph E to make clear grandfathering applies to bargaining unit employees only; and based on needs related to maintaining the ALS paramedic services, the CCSD General Manager or his/her designee has discretion to waive the requirement of a San Luis Obispo County paramedic certificate/accreditation as a condition of becoming employed. The revised language is:

- E. GRANDFATHERING CLAUSE:** Agree to grandfathering in for all current, full-time, San Luis Obispo County paramedic certified/accredited bargaining unit employees hired on or before April 28, 2016 to this policy; however, unless exempted by the CCSD General Manager or his/her designee based on needs related to maintaining the ALS paramedic services, require that all new hires hired on or after April 29, 2016 must possess San Luis Obispo County paramedic certificate/accreditation as a condition of becoming employed. District to prepare corresponding revised position description for new hires.

This First Amendment to the attached Letter of Agreement will be effective upon approval by the CCSD Board of Directors through to and will end on April 28, 2020, unless agreed to otherwise in writing.

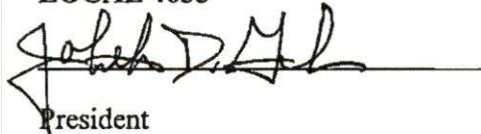
THE CAMBRIA COMMUNITY SERVICES DISTRICT



10.12.16.

Date

**CAMBRIA FIREFIGHTERS/INTERNATIONAL ASSOCIATION OF FIREFIGHTERS,
LOCAL 4635**


President

10/12/16

Date

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.G.**

FROM: Monique Madrid, Acting General Manager

Meeting Date: February 28, 2019 Subject: CONSIDERATION OF ADOPTION OF RESOLUTIONS 07-2019 AND 08-2019, APPROVING THE CCSD BOARD BYLAWS AND THE CCSD 2019 REGULAR BOARD MEETING SCHEDULE

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider adoption of Resolutions 07-2019 and Resolution 08-2019, approving the CCSD Board Bylaws and approving the CCSD 2019 Regular Board meeting schedule, respectively.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

DISCUSSION:

Section 10.1 of the Board of Directors Bylaws provides that the bylaws are to be reviewed annually at the first regular meeting in January. The bylaws were discussed at the regular meeting on January 17, 2019 and the following revisions were approved by the Board of Directors:

1. Striking section 1.6
2. Section 2.1 - striking fourth and adding second and third
3. Section 2.3 - striking four and adding three
4. Section 4.4 - striking materials and adding comments. This section should read: "Written comments delivered to the Board at the meeting that were not contained in the Board agenda packet for review by the Board prior to the meeting shall be maintained as a separate public record."
5. Section 4.5 - striking ", and whether they spoke in support or opposition to such matter."
6. Section 9.1 - revise to read "The President shall make appointments to all committees subject to Board approval."
7. Section 9.4 (b) – "summary notes" will be removed and "action minutes" inserted. The section will read "All Standing Committees shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law."

Any amendments are to be considered for adoption at the first regular meeting in February. Accordingly, attached is a copy of the revised Board Bylaws, as revised on January 17, 2019 per Board discussion.

Staff further recommends that the Board adopt the 2019 regular meeting schedule in order to confirm the regular meeting dates. This schedule, when adopted, will be used by staff, the media, local community groups and interested individuals to attend Board meetings. The Board has the authority to amend this schedule as the year progresses or the need arises. It should be noted that, pursuant to Bylaw Section 2.1, the time for holding regular meetings is established by resolution. The attached Resolution is in conformance with Bylaw Section 2.1. All proposed 2019 regular meeting dates are on the second and third Thursday of each calendar month at the Veterans Memorial Hall, except as follows:

- May 23rd (4th Thursday): Avoids conflict with the Wildflower Show.

Attachments: Resolution 07-2019

Exhibit A to Resolution 07-2019 – Board Bylaws

Resolution 08-2019

Exhibit A to Resolution 08-2019 – 2019 Regular Meeting Schedule

 BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON___FARMER___RICE___STEIDEL___HOWELL___

RESOLUTION NO. 07-2019
February 28, 2019

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
TO AMEND THE CAMBRIA COMMUNITY SERVICES DISTRICT BYLAWS**

WHEREAS, the Board of Directors of the Cambria Community Services conducted its annual bylaw review at the regular meeting held on January 17, 2019; and

WHEREAS, the Board of Directors reached a consensus to amend the bylaws as follows:

1. Striking section 1.6
2. Section 2.1 - striking fourth and adding second and third
3. Section 2.3 - striking four and adding three
4. Section 4.4 - striking materials and adding comments. This section should read: "Written comments delivered to the Board at the meeting that were not contained in the Board agenda packet for review by the Board prior to the meeting shall be maintained as a separate public record."
5. Section 4.5 - striking ", and whether they spoke in support or opposition to such matter."
6. Section 9.1 - revise to read "The President shall make appointments to all committees subject to Board approval."
7. Section 9.4 (b) – "summary notes" will be removed and "action minutes" inserted. The section will read "All Standing Committees shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law."

WHEREAS, the Cambria Community Services District Bylaws have been amended to reflect the foregoing changes and are attached hereto as Exhibit "A" and incorporated by reference herein.

THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that the amended Cambria Community Services District Bylaws attached hereto as Exhibit A are hereby adopted.

PASSED AND ADOPTED this 28th day of February 2019.

David Pierson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Deputy District Clerk

Timothy J. Carmel
District Counsel

BYLAWS

COMPLIANCE WITH FEDERAL OR STATE LAW

The Cambria Community Services District (CCSD) Board of Directors will comply with all Federal and State laws governing their conduct in the performance of their duties as Directors. These Bylaws are not intended to amend any laws governing the behavior of any individual Board Member or the Board as a whole. These Bylaws are for the purpose of providing guidance to the Director in the performance of his or her duties. If it is determined any of these Bylaws conflict with Federal or State rules or statutes the Federal or State rules or statutes will apply

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 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.
- 1.5 The President or his or her designate shall be the spokesperson for the Board and point person for intergovernmental relations.

2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall be on the second and third Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.2 Pursuant to the Brown Act:
 - (a) Board Members may briefly respond to statements or questions from the public; and
 - (b) Board Members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
 - (c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.
- 2.3 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed sessions, shall be conducted for no more than a three-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the three-hour period, the Board 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 Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President. Any Director's

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request to place an item on the agenda must be approved by the Board President or a majority of the Board Members acting in open session.

- 3.2 A block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion.
- 3.3 Those items on the CCSD agenda, which are considered to be of a routine and non-controversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.
 - (a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
 - (b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
 - (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the District Clerk will register a "no" vote in the minutes.

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the District Clerk.
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.

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- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record.
- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks related..
- 4.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Clerk shall compile a summary of the testimony of the witnesses.

5. MEMBERS OF THE BOARD OF DIRECTORS

- 5.1 Information that is exchanged before meetings shall be distributed through the District Clerk, and all Directors will receive all information being distributed.
- 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 Individual Directors have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- 5.4 At the President's discretion District Counsel shall act as parliamentarian.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.

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- 6.2 Directors do not represent any fractional segment of the community, but are rather a part of the body, which represents and acts for the community as a whole.
- 6.3 The primary responsibilities of the Board of Directors are:
 - (a) The formulation and evaluation of policy.
 - (b) Monitoring the CCSD's progress in attaining its goals and objectives.
 - (c) Appointment of a General Manager to handle all matters concerning the operational aspects of the CCSD.

7. DIRECTOR GUIDELINES

- 7.1 Board Members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner the General Manager shall inform the individual Board Member why the information is not or cannot be made available.
- 7.2 A Board Member's individual involvement in District personnel matters or the day-to-day operations of the District can potentially create liability, demonstrates a disregard for the proper command structure of the District, and jeopardizes the administrative appeals process. To ensure Board Members' conduct complies with CCSD's Municipal Code, Personnel Policies, and California law, to affirm CCSD's administrative hierarchy and the Board's delegation of authority, and to protect the integrity of the administrative appeals process, **Board Members must not involve themselves or interfere in personnel matters or the day-to-day operations of the District.** Such matters are under the authority of the General Manager. Board Members should recognize and respect the General Manager's authority to handle personnel matters and the other operations of the District. The Board Members shall deal with the personnel matters and the other operations of the District through the General Manager, except for the purpose of inquiry, and no Board Member shall give orders or instructions to any subordinates of the General

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Manager. The General Manager shall take orders and instructions from the Board of Directors only when sitting in a duly convened meeting of the Board of Directors, and no individual Board Member shall give any orders or instructions to the General Manager. When presented with questions or complaints from citizens or staff related to operational and personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager to advise of the concerns; or (2) refer the individual to the General Manager for resolution of their concerns. Board Members must not bypass the authority of the General Manager. If the concern is being made against the General Manager, the Board Member should confer with the District's General Counsel.

8. DIRECTOR COMPENSATION

- 8.1 Directors may receive compensation of one hundred dollars (\$100.00) for each authorized meeting attended or for each day of service rendered as a Director.
- 8.2 The following are authorized meeting for which a Director may be compensated:
 - (a) Regular Board meetings.
 - (b) Special Board meetings.
 - (c) Advisory or Committee meetings.
 - (d) Training or educational seminars, conferences or webinars.
 - (e) Negotiation sessions.
 - (f) Depositions.
 - (g) Meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business.
 - (h) Any other activity the Board requests a member attend in advance of attendance.
- 8.3 Director compensation shall not exceed six days of service in any calendar month.
- 8.4 In no event shall any Director's compensation exceed \$100.00 per day or \$600.00 per month.

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- 8.5 Each Board Member is entitled to reimbursement for their travel, meals, lodging and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2
- 8.6 Board Members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. COMMITTEES

- 9.1 The President shall make appointments to all committees subject to Board approval.
- 9.2 All committees shall meet within the jurisdictional boundaries of CCSD, except as may be permitted by the Brown Act.
- 9.3 The Board may appoint such AD HOC committees as may be deemed necessary or advisable. The duties of the AD HOC committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. AD HOC committees shall meet on an as needed basis.
- 9.4 Standing Committees:
 - (a) Standing Committees may be created at the Boards discretion. Standing Committees may consider CCSD related issues assigned to it on a continuing basis.
 - (b) All Standing Committees shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law.

10. BOARD BYLAW REVIEW POLICY

- 10.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January and amendments to the Bylaws shall be considered for adoption by the Board at the first regular meeting in February.

RESOLUTION NO. 08-2019
FEBRUARY 28, 2019

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
ESTABLISHING THE 2019 CCSD REGULAR BOARD MEETING SCHEDULE

BE IT RESOLVED that the Board of Directors of the Cambria Community Services District does hereby adopt the 2019 Regular Board Meeting Schedule, attached hereto as Exhibit A. In conformance with Bylaw Section 2.1, all 2019 regular meeting dates are on the second and third Thursday of each month, except as follows:

- May 23rd (4th Thursday): Avoids conflict with the Wildflower Show.

PASSED AND ADOPTED THIS 28th day of February, 2019.

David Pierson, President
Board of Directors

ATTEST:

APROVED AS TO FORM:

Haley Dodson
Deputy District Clerk

Timothy J. Carmel
District Counsel



CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
2019 REGULAR MEETING SCHEDULE

January 17, 2019 at 2:00 p.m. – 3rd Thursday

February 28, 2019 at 2:00 p.m. – 4th Thursday

March 14, 2019 at 2:00 p.m. – 2nd Thursday

March 21, 2019 at 2:00 p.m. – 3rd Thursday

April 11, 2019 at 2:00 p.m. – 2nd Thursday

April 18, 2019 at 2:00 p.m. – 3rd Thursday

May 9, 2019 at 2:00 p.m. – 2nd Thursday

May 23, 2019 at 2:00 p.m. – 4th Thursday (avoids conflict with Wild Flower Show)

June 13, 2019 at 2:00 p.m. – 2nd Thursday

June 20, 2019 at 2:00 p.m. – 3rd Thursday

July 11, 2019 at 2:00 p.m. – 2nd Thursday

July 18, 2019 at 2:00 p.m. – 3rd Thursday

August 8, 2019 at 2:00 p.m. – 2nd Thursday

Exhibit A to Resolution 08-2019

August 15, 2019 at 2:00 p.m. – 3rd Thursday
September 12, 2019 at 2:00 p.m. – 2nd Thursday
September 19, 2019 at 2:00 p.m. – 3rd Thursday
October 10, 2019 at 2:00 p.m. – 2nd Thursday
October 17, 2019 at 2:00 p.m. – 3rd Thursday
November 14, 2019 at 2:00 p.m. – 2nd Thursday
November 21, 2019 at 2:00 p.m. – 3rd Thursday
December 12, 2019 at 2:00 p.m. – 2nd Thursday
December 19, 2019 at 2:00 p.m. – 3rd Thursday

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.H.**FROM: Monique Madrid, Acting General Manager
Pamela Duffield, Finance Manager

Meeting Date: February 28, 2019

Subject: CONSIDERATION OF APPROVAL OF
RESOLUTION 09-2019 TO FINANCE
THE PURCHASE OF A
REPLACEMENT CRANE TRUCK FOR
THE WASTEWATER DEPARTMENT**RECOMMENDATIONS:**

Staff recommends that the Board of Directors consider adoption of Resolution 09-2019, authorizing the execution and delivery of an installment sale agreement with Municipal Finance Corporation to finance the purchase of a replacement crane truck for the Wastewater Department over 5 years at an annual interest rate of 4.25%.

FISCAL IMPACT:

The installment sale agreement with Municipal Finance Corporation is for five years with an annual interest rate of 4.25%. The purchase price is \$57,039.94 with an annual payment of \$12,902.84.

The Wastewater Department budget for the current fiscal year (FY 2018/19) was amended on December 13, 2018, in the amount of \$57,040 for the purchase of the crane truck. \$12,902.84 will have to be included in the Wastewater Department budget for the next five years, beginning in FY 2019/20, to finance the purchase of the crane truck.

DISCUSSION:

The Board of Directors approved the purchase of the crane truck on December 13, 2018, but did not approve an installment sale agreement to finance the purchase. The Resources & Infrastructure Committee and Finance Committee support revisiting the financing of this purchase, as the Wastewater Fund is projected to end the fiscal year in a deficit without this financing. Staff recommends proceeding with the attached installment sale agreement.

Attachments: Municipal Finance Corporation Installation Agreement & Loan Repayment Schedule
Resolution 09-2019

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ PIERSON ___ FARMER ___ RICE ___ STEIDEL ___ HOWELL ___

DOCUMENTATION INSTRUCTIONS AND REFERENCE

The following documents represent the complete documentation package:

1. Installment Sale Agreement and Exhibits
2. Assignment of Installment Sale and Acknowledgment of Assignment
3. Certificate of the District
4. Arbitrage and Tax Certificate
5. Incumbency and Signature Certificate
6. Certificate of Acceptance (executed upon final acceptance of Property)

All of the above documents shall be executed with original signatures. The signatory should be the officer(s) referenced in the resolution.

In addition to the above documents, the following additional items are required:

Resolution Please send an original or certified copy of the resolution adopted by the governing body.

Legal Opinion Please forward the documentation to your counsel for legal review and the issuance of a legal opinion like the sample provided. The legal opinion should be on the counsel's letterhead and bear an original signature.

Insurance Please fill out the Insurance Authorization Letter and fax to your insurance agent(s) and to MFC. Return completed original along with the other documents.

8038-G Form Please sign and date on second page. MFC will complete and file the form upon funding.

INSTALLMENT SALE AGREEMENT

This INSTALLMENT SALE AGREEMENT dated as of December 11, 2018 (this "Installment Sale") is by and between MUNICIPAL FINANCE CORPORATION, a corporation duly organized and existing under the laws of the State of California (the "Corporation") as seller and CAMBIA COMMUNITY SERVICES DISTRICT, a community services district duly organized and existing under the laws of the State of California (the "District") as purchaser.

RECITALS:

WHEREAS, the District deems it essential for the District to acquire the property described herein for its own public purposes; and

WHEREAS, it is intended that this Installment Sale be treated as a tax-exempt obligation of the District for federal income tax purposes; and

WHEREAS, the District and the Corporation agree to mutually cooperate now and hereafter, to the extent possible, in order to sustain the intent of this Installment Sale and the bargain of both parties hereto.

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

SECTION 1. Sale. The Corporation hereby sells to the District, and the District hereby purchases from the Corporation all property (the "Property") described in Exhibit A and made a part hereof. Hereinafter, reference to the Corporation means the Corporation and the Corporation's assigns for those rights, interests and obligations that may be assigned by the Corporation.

SECTION 2. Term. The terms and conditions of this Installment Sale shall become effective upon the authorized execution of this Installment Sale by the parties hereto. The installment term of the Property purchased hereunder commences and terminates on the dates specified in Exhibit B unless the term of this Installment Sale is extended as provided in this Section. If on the scheduled date of termination of this Installment Sale the Installment Payments shall not be fully paid, or provision therefor made, then the term of this Installment Sale shall be extended until the date upon which all such Installment Payments shall be fully paid.

SECTION 3A. Representations and Warranties of the District. The District represents and warrants to the Corporation that:

(a) The District is a Community Services District and political subdivision, duly organized and existing under the Constitution and

laws of the State of California with District to enter into this Installment Sale and to perform all of its obligations hereunder.

(b) The District's governing body has duly authorized the execution and delivery of this Installment Sale and further represents and warrants that all requirements have been met and procedures followed to ensure its enforceability.

(c) The execution, delivery and performance of this Installment Sale do not and will not result in any breach of or constitute a default under any indenture, mortgage, contract, agreement or instrument to which the District is a party or by which it or its property is bound.

(d) There is no pending or, to the knowledge of the District, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of the District to perform its obligations under this Installment Sale.

(e) The District has complied with all public bidding laws or provisions of the California Public Contract Code applicable to the acquisition of the Property purchased hereunder.

(f) The Property being purchased is essential to the District in the performance of its governmental functions and its estimated useful life to the District exceeds the term of this Installment Sale.

(g) Within two hundred seventy (270) days of the end of each fiscal year of the District during the term hereof, the District shall provide the Corporation with a copy of its audited financial statements for such fiscal year.

SECTION 3B. Budget and Appropriation. The District shall take such action as may be necessary to include all Installment Payments in its annual budget and annually to appropriate an amount necessary to make such Installment Payments. During the term of this Installment Sale, the District will furnish to the Corporation, if so requested, copies of each proposed budget of the District within thirty (30) days after it is filed and of each final budget of the District within thirty (30) days after it is printed. The covenants on the part of the District shall be deemed and construed to be duties imposed by law and it shall be the duty of each and every public official of the District to take such action and do such things as are required by law in the performance of the official duty of such officials to enable the District to carry out and perform the covenants and agreements in this Installment Sale agreed to be carried out and performed by the District.

SECTION 4. Representations and Warranties of the Corporation. The Corporation represents and warrants to the District that:

(a) The Corporation is duly organized, validly existing and in good standing under the laws of the State of California, with full corporate power and authority to lease and own real and personal property.

(b) The Corporation has full power, authority and legal right to enter into and perform its obligations under this Installment Sale, and the execution, delivery and performance of this Installment Sale have been duly authorized by all necessary corporate actions on the part of the Corporation and do not require any further approvals or consents.

(c) The execution, delivery and performance of this Installment Sale do not and will not result in any breach of or constitute a default under any indenture, mortgage, contract, agreement or instrument to which the Corporation is a party by which it or its property is bound.

(d) There is no pending or, to the knowledge of the Corporation, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of the Corporation to perform its obligations under this Installment Sale.

SECTION 5. Property Acquisition. The Corporation hereby appoints the District as its purchasing agent to acquire the Property purchased hereunder and the District hereby accepts said appointment (hereinafter, the "Agency"). The Agency is limited to i) negotiation of terms, conditions and acquisition cost of acquiring the Property from suppliers and contractors (collectively, the "Supplier") selected by the District; ii) to the inspection and acceptance of the Property upon its delivery and installation; and iii) to the exercise of any rights or remedies with respect to Property warranties or guarantees. All warranties and guarantees, either express or implied, that inure to the Corporation by virtue of the Agency are hereby passed through to the District to prosecute at the District's sole discretion.

SECTION 6. Installment Sale Proceeds. Moneys available to pay Property costs are defined as the "Installment Sale Proceeds". Disbursement of Installment Sale Proceeds to pay Property costs can be made either directly to the Supplier or to the District as a reimbursement of its prior expenditures for Property costs. The District shall deliver to the Corporation a disbursement authorization form along with the Supplier invoices and required reconciliation documents prior to the Corporation making a disbursement to the Supplier or a reimbursement to the District.

SECTION 7. Installment Payments. THE DISTRICT SHALL PAY TO THE CORPORATION, AS THE PURCHASE PRICE OF THE PROPERTY, INSTALLMENT PAYMENTS (the "Installment Payments") IN THE AMOUNTS AND AT THE TIMES SET FORTH IN EXHIBIT B, AT THE OFFICE OF THE CORPORATION OR TO SUCH OTHER PERSON OR AT SUCH OTHER PLACE AS THE CORPORATION MAY FROM TIME TO TIME DESIGNATE IN WRITING. Should the District fail to pay any part of the Installment Payments herein within fifteen (15) days from the due

date thereof, the District shall upon the Corporation's written request, pay interest on such delinquent Installment Payment from the date said Installment Payment was due until paid at the rate of twelve percent (12%) per annum or the maximum legal rate, whatever is less. The District shall pay Installment Payments exclusively from legally available funds, in lawful money of the United States of America, to the Corporation. The obligation of the District to pay Installment Payments hereunder shall be absolute and unconditional in all events, and will not be subject to set-off, defense, abatement, reduction, counterclaim, or recoupment for any reason whatsoever.

SECTION 8. Security Interest. As security for the payment of all of the District's obligations hereunder, the District hereby grants the Corporation, its successors or assigns, a security interest in the Property, its accessions and attachments thereto and replacements thereof and substitutions therefor and all proceeds of the Acquisition Fund and all proceeds and products of any of the foregoing. The District agrees to execute such additional documents, including financing statements, which the Corporation deems necessary or appropriate to establish and maintain the Corporation's security interest.

SECTION 9. Use. The District shall use the Property in a careful and proper manner and shall comply with and conform to all national, state, municipal, police, and other laws, ordinances, and regulations in anyway relating to the possession, use, or maintenance of the Property.

SECTION 10. Acceptance. The District shall acknowledge receipt, inspection and acceptance of the Property by executing a "Certificate of Acceptance".

SECTION 11. Corporation's Inspection. Upon forty-eight (48) hours prior notice, the Corporation shall at any and all times during normal business hours have the right to enter into and upon the District's premises where the Property is located for the purpose of inspecting the same or observing its use. The District shall give the Corporation immediate notice of any attachment or other judicial process affecting the Property.

SECTION 12. Property Selection and Ordering. The District has selected or will select the type and quantity of the Property purchased hereunder. The Corporation shall not be liable for, nor shall the validity, enforceability or effectiveness of this Installment Sale be affected by, any delay in or failure of delivery of the Property. The District acknowledges that it is solely responsible for determining the suitability of the Property for its intended use. The Corporation shall have no duty to inspect the Property. If the Property is not properly installed, does not operate as represented or warranted by the Supplier, or is unsatisfactory for any reason, the District shall make any claim on account thereof solely against the Supplier. The District

hereby assumes the risks, burdens and obligations to the Supplier on account of nonacceptance of the Property.

SECTION 13. Disclaimer of Warranty. THE CORPORATION NOT BEING THE MANUFACTURER OR SUPPLIER OF THE PROPERTY NOR A DEALER IN SIMILAR PROPERTY, HAS NOT MADE AND DOES NOT MAKE ANY REPRESENTATION, WARRANTY, OR COVENANT, EXPRESS OR IMPLIED, WITH RESPECT TO THE DESIGN, DURABILITY, FITNESS FOR USE, SUITABILITY, OR MERCHANTABILITY OF THE PROPERTY IN ANY RESPECT, AND AS BETWEEN CORPORATION AND THE DISTRICT, ALL PROPERTY SHALL BE ACCEPTED AND PURCHASED BY THE DISTRICT "WHERE IS," "AS IS," AND "WITH ALL FAULTS," AND THE CORPORATION SHALL NOT BE RESPONSIBLE FOR ANY PATENT OR LATENT DEFECTS THEREIN. THE DISTRICT AGREES TO SETTLE DIRECTLY SUCH CLAIMS WITH THE SUPPLIER AND WILL NOT ASSERT ANY SUCH CLAIMS AGAINST THE CORPORATION.

SECTION 14. Alterations and Attachments. All additions and improvements that are made to the Property shall belong to and become the property of the District and part of the Property subject to the security interest of the Corporation except that separately identifiable attachments added to the Property by the District may remain the property of the District and not subject to this Installment Sale as long as (i) the attachment is paid for in full by the District and (ii) the District agrees to remove the attachment and restore the Property to substantially as good condition as when received, normal wear and tear excepted, if and when the Property may be returned to the Corporation.

SECTION 15. Relocation. The District shall provide the Corporation prior written notice of its intent to relocate the Property. The District assumes all risks of loss to the Property attendant to its movement and relocation. The Property location shall be under the District's full control for its own governmental purpose.

SECTION 16. Maintenance and Repairs. The District, at its own cost and expense, shall furnish necessary labor and materials to maintain the Property in good repair, condition, and working order. The District's obligations to maintain the Property does not relieve the Supplier of its responsibility to fully perform with respect to all applicable Property warranties and guarantees.

SECTION 17. Risk of Loss; Damage; Destruction. With the exception of acts resulting from intentional misconduct or gross negligence by the Corporation, its agents and representatives, the District hereby assumes and shall bear the entire risk of loss and damage to the Property from any and every cause whatsoever. No loss or damage to the Property or any part thereof shall impair any obligation of the District under this Installment Sale, which shall continue in full force and effect.

SECTION 18. Physical Damage/Public Liability Insurance. The District shall keep the Property insured, as nearly as practicable, against risk of loss or damage from any peril covered under an "all-

risk" insurance policy for not less than the replacement value thereof, and the District shall carry public liability and property damage insurance covering the Property. All said insurance shall be in form and amount and with reputable companies and shall name the Corporation as an additional insured and loss payee. The District shall pay the premiums therefore and deliver certification of said policies to the Corporation. Each insurer shall agree, by endorsement upon the policy or policies issued by it or by independent instrument furnished to the Corporation, that it will give the Corporation thirty (30) days' written notice before the policy or policies shall be altered or canceled. The proceeds of such insurance, at the option of the District, shall be applied: (a) toward the replacement, restoration, or repair of the Property, or (b) toward payment of the total remaining obligations of the District hereunder; provided, however, that the District shall be responsible for the amount by which such insurance proceeds are insufficient to satisfy the cost of option (a) or option (b) above, as applicable. Should the District replace, restore, or repair the Property as set out in option (a) above, this Installment Sale shall continue in full force and effect. The District may self-insure up to specified limits as evidenced by a certificate of self-insurance in form and amount acceptable to the Corporation. Any self-insurance program in which the District is a participant shall comply with the provisions under this Installment Sale respecting cancellation and modification and payment of losses to the Corporation as its respective interests may appear. Such self-insurance shall be maintained on a basis which is actuarially sound as established by the District's risk manager or an independent insurance consultant which determination shall be made annually. Any deficiency shall be corrected within sixty (60) days of the District becoming aware of such deficiency.

SECTION 19. Liens and Taxes. The District shall keep the Property free and clear of all levies, liens, and encumbrances and shall promptly pay all fees, assessments, charges, and taxes (municipal, state and federal), including personal property taxes, which may now or hereafter be imposed upon the ownership, leasing, renting, sale, possession, or use of the Property, excluding, however, all taxes on or measured by the Corporation's income.

SECTION 20. Indemnity. Subject to California law concerning contribution and enforceability of indemnifications, the District shall indemnify the Corporation against and hold the Corporation harmless from any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorneys' fees, arising out of, connected with or resulting from the selection, possession, use, operation, or return of the Property excepting that the District shall not be required to indemnify the Corporation in the event that such liability or damages are caused by the gross negligence or intentional misconduct of the Corporation, its agents or representatives.

SECTION 21. Events of Default. The term "Event of Default", as used in this Installment Sale, means the occurrence of any one or more

of the following events: (a) the District fails to make any Installment Payment (or any other payment) within fifteen (15) days after the due date thereof or the District fails to perform or observe any other covenant, condition or agreement to be performed or observed by it hereunder and such failure to either make the payment or perform the covenant, condition or agreement is not cured within ten (10) days after written notice thereof by the Corporation; (b) the Corporation discovers that any statement, representation or warranty made by the District in this Installment Sale or in any document ever delivered by the District pursuant hereto or in connection herewith is false, misleading or erroneous in any material respect; or (c) the District becomes insolvent, is unable to pay its debts as they become due, makes an assignment for the benefit of creditors, applies or consents to the appointment of a receiver, trustee, conservator or liquidator of the District or of all or a substantial part of its assets, or a petition for relief is filed by the District under federal bankruptcy, insolvency or similar laws.

SECTION 22. Remedies. Upon the District's failure to cure an Event of Default within ten (10) days after the Corporation's written notice thereof, the District's rights under this Installment Sale shall terminate and the Corporation will become entitled to retain all Installment Payments previously paid and to declare the principal component of all remaining Installment Payments, together with accrued interest at the rate specified in Exhibit B from the immediately preceding Installment Payment date upon which payment was made, to be immediately due and payable, whereupon the same shall become due and payable. The Corporation may also pursue all of its available remedies at law and in equity including, but not limited to, the repossession and sale of the Property. No right or remedy conferred upon the Corporation is exclusive of any other right or remedy, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time.

SECTION 23. Non-Waiver. No covenant or condition to be performed by the District under this Installment Sale can be waived except by the written consent of the Corporation. Forbearance or indulgence by the Corporation in any regard whatsoever shall not constitute a waiver of the covenant or condition in question. Until performance by the District of said covenant or condition is complete, the Corporation shall be entitled to invoke any remedy available to the Corporation under this Installment Sale or by law or in equity despite said forbearance or indulgence.

SECTION 24. Assignment. The District shall not (a) assign, transfer, pledge, or hypothecate this Installment Sale, the Property, or any part thereof, or any interest therein, or (b) lease or lend the Property or any part thereof except with the prior written consent of the Corporation which, in the case of leasing, shall not be unreasonably withheld; provided such leasing shall not affect the tax-exempt status of the interest components of the Installment Payments

payable by the District hereunder. No such pledge, assignment, lease or any other transfer shall in any event affect or reduce the obligation of the District to make the Installment Payments due hereunder. Consent to any of the foregoing acts applies only in the given instance and is not a consent to any subsequent like act by the District or any other person. The Corporation shall not assign its obligations under this Installment Sale with the exception of its obligation to issue default notices and its obligations pursuant to Section 28. The Corporation may assign its right, title and interest in this Installment Sale, the Installment Payments and other amounts due hereunder and the Property in whole or in part to one or more assignees or subassignees at any time, without the consent of the District. Any such assignment by the Corporation or its assigns shall comply with the requirements of Sections 5950-5955 of the California Government Code. No such assignment shall be effective as against the District unless and until the Corporation shall have filed with the District a copy of such assignment or written notice thereof. The District shall pay all Installment Payments hereunder pursuant to the direction of the Corporation or the assignee named in the most recent assignment or notice of assignment filed with the District. During this Installment Sale term, the District shall keep a complete and accurate record of all such assignments or notices of assignment. Subject to the foregoing, this Installment Sale inures to the benefit of, and is binding upon, the successors and assigns of the parties hereto.

SECTION 25. Ownership. The Property is and shall at all times be and remain the sole and exclusive property of the District, subject to the security interest of the Corporation. The Corporation shall take all actions necessary to insure that legal title to the Property being acquired by the District hereunder, whether by the District or by a third party acting on behalf of the District, is vested in the District.

SECTION 26. Personal Property. The Property is and shall at all times be and remain personal property notwithstanding that the Property or any part thereof may now be or hereafter become in any manner affixed or attached to or imbedded in, or permanently resting upon, real property or any building thereon, or attached in any manner to what is permanent by means of cement, plaster, nails, bolts, screws or otherwise.

SECTION 27. Prepayment Option. If the District is not in default of any term, condition or payment specified hereunder, the District may exercise options to prepay this Installment Sale for not less than all of the Property in "as-is" and "where-is" condition on the specified dates and for the specified amounts set forth in Exhibit B. Each prepayment option payment specified for a particular date is in addition to the Installment Payment due on the same date.

SECTION 28. Release of Liens. Upon the District either making all of the Installment Payments scheduled herein or making a prepayment option payment, the Corporation, its successors or assigns shall cause

the release of all liens, encumbrances or security interests on the Property created pursuant to the Corporation's rights under this Installment Sale.

SECTION 29. Tax Covenants.

(a) Generally. The District shall not take any action or permit to be taken any action within its control which would cause or which, with the passage of time if not cured would cause, the interest components of the Installment Payments to become includable in gross income for federal income tax purposes.

(b) Private Activity Bond Limitation. The District shall assure that the Installment Sale Proceeds are not so used as to cause this Installment Sale to satisfy the private business tests of Section 141(b) of the Internal Revenue Code of 1986, as amended (the "Code"), or the private loan financing test of Section 141(c) of the Code.

(c) No Arbitrage. The District will not take any action or omit to take any action which action or omission, if reasonably expected on the date of this Installment Sale, would have caused this Installment Sale to be an "arbitrage bond" within the meaning of Section 148(a) of the Code of the Internal Revenue Code of 1986 (as amended) (the "Code").

(d) Federal Guarantee Prohibition. The Installment Payments are not directly guaranteed or indirectly guaranteed in whole or in part by the United States or any agency or instrumentality of the United States so as to cause the Installment Payments to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

(e) Reimbursement Regulations. The Installment Sale Proceeds used for reimbursement of prior expenditures will be made pursuant to and in compliance with Income Tax Regulations Section 1.150-2.

(f) Bank Qualified. The District hereby designates this Installment Sale for purposes of paragraph (3) of Section 265(b) of the Code and represents that not more than \$10,000,000 aggregate principal amount of obligations the interest on which is excludable (under Section 103(a) of the Code) from gross income for federal income tax purposes (excluding (i) private activity bonds, as defined in Section 141 of the Code, except qualified 501(c)(3) bonds as defined in Section 145 of the Code and (ii) current refunding obligations to the extent the amount of the refunding obligation does not exceed the outstanding amount of the refunded obligation), including this Installment Sale, has been or will be issued by the District, including all subordinate entities of the District, during calendar year 2018.

SECTION 30. Extraordinary Costs. In the case of litigation, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including attorneys' fees (which may be the allocable cost of in-house counsel), incurred by the prevailing party

in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions or provisions hereof.

SECTION 31. Severability. If any provision of this Installment Sale shall be held invalid or unenforceable by a court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision of this Installment Sale, unless elimination of such provision materially alters the rights and obligations embodied in this Installment Sale.

SECTION 32. Entire Agreement. This Installment Sale and any agreements that specifically refer to this Installment Sale that are duly executed by authorized agents of the parties hereto constitute the entire agreement between the Corporation and the District, and it shall not be further amended, altered, or changed except by a written agreement that is properly authorized and executed by the parties hereto.

SECTION 33. Notices. Service of all notices under this Installment Sale shall be sufficient if given personally or mailed to the party involved at its respective address hereinafter set forth or at such address as such party may provide in writing from time to time. Any such notice mailed to such address shall be effective when deposited in the United States mail, duly addressed and with postage prepaid.

SECTION 34. Titles. The titles to the Sections of this Installment Sale are solely for the convenience of the parties and are not an aid in the interpretation thereof.

SECTION 35. Further Assurances and Corrective Instruments. The Corporation and the District agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may be reasonably required for correcting any inadequate or incorrect description of the Property hereby purchased or intended so to be or for carrying out the expressed intention of this Installment Sale.

SECTION 36. Execution in Counterparts. This Installment Sale may be executed in several counterparts, each of which shall be original and all of which shall constitute but one and the same instrument.

SECTION 37. Time. Time is of the essence in this Installment Sale and each and all of its provisions.

SECTION 38. Agreement Interpretation. This Installment Sale and the rights of the parties hereunder shall be determined in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused their authorized agents to execute this Installment Sale on the dates specified below.

MUNICIPAL FINANCE CORPORATION
2945 Townsgate Road, Suite 200
Westlake Village, CA 91361

By _____

Title _____

Date _____

CAMBRIA COMMUNITY SERVICES DISTRICT
1316 Tamsen Street, Suite 201
Cambria, CA 93428

By _____

Title _____

Date _____

EXHIBIT A
PROPERTY DESCRIPTION

Crane Truck

EXHIBIT B
INSTALLMENT PAYMENT SCHEDULE

Payments: Annually in arrears 5 Years 4.25%

PMT #	Due Date	Installment Payment	To Principal	To Interest	Prepayment Option
1		\$12,902.84	\$10,478.64	2,424.20	
2		12,902.84	10,923.98	1,978.86	
3		12,902.84	11,388.25	1,514.59	
4		12,902.84	11,872.25	1,030.59	
5		12,902.84	12,376.82	526.02	
TOTALS:		<u>\$64,514.20</u>	<u>\$57,039.94</u>	<u>\$7,474.26</u>	

MUNICIPAL FINANCE CORPORATION
2945 Townsgate Road, Suite 200
Westlake Village, CA 91361

CAMBRIA COMMUNITY SERVICES DISTRICT
1316 Tamsen Street, Suite 201
Cambria, CA 93428

By _____

By _____

Title _____

Title _____

Date _____

Date _____

ASSIGNMENT OF INSTALLMENT SALE AGREEMENT

FOR VALUE RECEIVED, MUNICIPAL FINANCE CORPORATION (the "Corporation") as assignor without recourse does hereby sell, assign, and transfer to the WILLIAM A. MORTON AND ANJA NOLTING MORTON REVOCABLE TRUST (the "Assignee") as assignee and its successors and assigns (i) all of its right, title and interest in and to the Installment Sale Agreement dated as of December 11, 2018 between the Corporation as seller and CAMRBIA COMMUNITY SERVICES DISTRICT (the "District") as purchaser (hereinafter said agreement and any supplements, amendments, additions thereof and any extension or renewals thereof is referred to as the "Installment Sale") and (ii) all moneys, sums and amounts now due or hereinafter to become due under the Installment Sale.

The Corporation represents and warrants that it has made no prior sale or assignment of any interest covered hereby; that the Installment Sale is genuine and in all respects is what it purports to be; that the Assignee shall not be liable for and does not assume responsibility for the performance of any of the covenants, agreements, or obligations specified in the Installment Sale to be kept, paid or performed by the Corporation with exception of the Assignee's obligation to issue notices upon the District's default of the Installment Sale. The Corporation further represents and warrants that as of the date this assignment is made, the Installment Sale is in full force and effect, has not been amended except as set forth in instrument delivered to the Assignee and the District is not in default of any terms thereunder.

The Corporation hereby constitutes and irrevocably appoints the Assignee the true and lawful attorney of the Corporation to demand, receive and endorse payments and to give receipts, releases and satisfactions either in the name of the Assignee or in the name of the Corporation in the same manner and with the same effect as the Corporation could do if this Assignment of Installment Sale Agreement had not been made. Within fifteen (15) days after receiving its full bargain with respect to the Installment Sale, the Assignee shall cause to be released to the District its vested interest in the Property thereto.

This Assignment of Installment Sale Agreement shall be construed and governed in accordance with the laws of the State of California. Any provision of this Assignment of Installment Sale Agreement found to be prohibited by law shall be ineffective only to the extent of such prohibition, and shall not invalidate the remainder of this Assignment of Installment Sale Agreement.

This Assignment of Installment Sale Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

IN WITNESS WHEREOF, the Corporation has caused this Assignment of Installment Sale Agreement to be executed by its duly authorized agent on the date specified below.

MUNICIPAL FINANCE CORPORATION

By _____

Title _____

Date _____

ACKNOWLEDGEMENT OF ASSIGNMENT

With respect to the Installment Sale, the undersigned agrees to pay, commencing with the first scheduled Installment Payment, all installments and moneys due or to become due under said Installment Sale to William A. Morton and Anja Nolting Morton Revocable Trust, c/o Municipal Finance Corporation, 2945 Townsgate Road, Suite 200, Westlake Village, CA 91361, and further agrees it shall have no counterclaim or offset against installments due thereunder as to said Assignee and expressly further agrees that said Assignee shall not (except for the obligations specifically set forth in the foregoing Assignment of Installment Sale) be liable for any of the obligations of the seller under said Installment Sale.

IN WITNESS WHEREOF, the District has caused this Acknowledgment of Assignment to be executed by its authorized agent on the date specified below.

CAMRBIA COMMUNITY SERVICES DISTRICT

By _____

Title _____

Date _____

Certificate # _____

AUTHORIZATION TO DISBURSE AND CERTIFICATION
OF VALUE RECEIVED

Pursuant to the terms of that certain Installment Sale Agreement dated December 11, 2018 between MUNICIPAL FINANCE CORPORATION (the "Corporation") as seller and CAMRBIA COMMUNITY SERVICES DISTRICT (the "District") as purchaser, the undersigned hereby authorizes the Corporation (or the Assignee) to disburse \$_____ to _____ (the "Supplier") in consideration of partial completion of the Property. Attached herewith is the approved Supplier invoice in support of this request. Upon making this disbursement, the Corporation (or the Assignee) will have advanced the aggregate sum of \$_____ in Installment Sale Proceeds.

CAMRBIA COMMUNITY SERVICES DISTRICT

By _____

Title _____

Date: _____

APPROVED BY CORPORATION

By _____

Title _____

Date: _____

CERTIFICATE OF ACCEPTANCE

This Certificate of Acceptance is issued pursuant to the Installment Sale Agreement dated as of December 11, 2018 (the "Installment Sale") between CAMBIA COMMUNITY SERVICES DISTRICT (the "District") as purchaser and MUNICIPAL FINANCE CORPORATION (the "Corporation") as seller. The District hereby acknowledges as of the date specified below, the receipt, inspection and acceptance of the Property described on Exhibit A to the Installment Sale.

The District hereby certifies that the Property has been inspected, is now in the District's possession and is in good order and repair (subject to any undischarged vendor/contractor warranty obligations). The District further certifies that no event has occurred and is continuing which constitutes, or would constitute, an event of default but for any requirement of notice or lapse of time or both.

Property Acceptance Date: _____

IN WITNESS WHEREOF, the District's authorized agent confirms the Property acceptance date above by executing this Certificate of Acceptance.

CAMBIA COMMUNITY SERVICES DISTRICT

By _____

Title _____

CERTIFICATE OF THE DISTRICT

The undersigned, duly authorized representative of CAMRBIA COMMUNITY SERVICES DISTRICT (the "District") as purchaser under that Installment Sale Agreement dated as of December 11, 2018 (the "Installment Sale") with Municipal Finance Corporation as seller, hereby certifies as follows:

1. I have been duly authorized to execute and deliver, on behalf of the District, the Installment Sale and related documents pursuant to a resolution adopted by the District's governing body, which resolution is in full force and effect and has not been amended, modified, supplemented or rescinded as of the date hereof.
2. The District has complied with all agreements and covenants and satisfied all conditions contemplated by the Installment Sale on its part to be performed or satisfied on or before the date hereof.
3. The representations, warranties and covenants of the District contained in the Installment Sale are true and correct in all material respects as of the date hereof, as if made on this date.
4. No litigation is pending or, to the best of my knowledge, threatened (either in state or federal courts) (a) to restrain or enjoin the issuance and delivery of the Installment Sale or the collection of revenues to be used to meet the District's obligations under the Installment Sale; (b) in any way contesting or affecting the District for the execution or delivery of the Installment Sale, or the validity of the Installment Sale; (c) in any way contesting the existence or powers of the District, as such existence or powers in any way relate to the issuance of the Installment Sale or the District's obligations under the Installment Sale, or (d) could materially adversely affect the financial position of the District.
5. The Property being purchased pursuant to the Installment Sale is essential to the function of the District and is immediately needed by the District. Such need is neither temporary nor expected to diminish during the Installment Sale term. The Property is expected to be used by the District for a period in excess of the Installment Sale term.
6. The District's federal tax identification number is _____.

The meaning of the capitalized terms in this Certificate are the same as those provided in the Installment Sale.

CAMRBIA COMMUNITY SERVICES DISTRICT

By _____

Title _____

Date _____

INCUMBENCY AND SIGNATURE CERTIFICATE

I do hereby certify that I am the duly appointed and acting Secretary/Clerk of the CAMBIA COMMUNITY SERVICES DISTRICT, a community services validly existing under the Constitution and laws of the State of California (the "District"), and that, as of the date hereof, the individual named below is the duly appointed officer of the District holding the office set forth opposite his/her respective name. I further certify that (i) the signature set forth opposite his/her respective name and title is true and authentic and (ii) such officer has the District on behalf of the District to enter into that certain Installment Sale Agreement dated as of December 11, 2018, between the District and Municipal Finance Corporation, and all documents relating thereto.

NameTitleSignature

IN WITNESS WHEREOF, I have duly executed this certificate hereto this _____ day of _____, 2018.

Secretary/Clerk

SAMPLE ONLY
(PLEASE PREPARE ON COUNSEL'S LETTERHEAD
AND FORWARD 1 ORIGINAL TO ADDRESSEE)

MUNICIPAL FINANCE CORPORATION
2945 Townsgate Road, Suite 200
Westlake Village, CA 91361

RE: Installment Sale Agreement dated as of December 11, 2018 by and between MUNICIPAL FINANCE CORPORATION, (the "Corporation") as seller, and CAMBIA COMMUNITY SERVICES DISTRICT (the "District") as purchaser.

Ladies and Gentlemen:

I have acted as counsel to the District with respect to the Installment Sale Agreement described above (the "Installment Sale") and in this capacity have reviewed a copy of the executed Installment Sale and related documents or exhibits attached thereto. Based upon the examination of these and such other documents as I deem relevant, it is my opinion that:

1. The District is a community services district and political subdivision of the State of California (the "State"), duly organized, existing and operating under the Constitution and laws of the State.

2. The District is authorized and has the power under applicable law to enter into the Installment Sale, and to carry out its obligations thereunder and the transactions contemplated thereby.

3. The Installment Sale has been duly authorized, approved, executed and delivered by and on behalf of the District, and is a legal, valid and binding contract of the District enforceable in accordance with its terms, except to the extent limited by State and Federal laws affecting remedies and by bankruptcy, reorganization or other laws of general application relating to or affecting the enforcement of creditor's rights.

4. A resolution duly authorizing the execution and delivery of the Installment Sale and related documents was duly adopted by the governing body of the District on _____ and such resolution has not been amended or repealed and remains in full force and effect.

MUNICIPAL FINANCE CORPORATION

RE: Installment Sale Agreement dated as of December 11, 2018 by and between MUNICIPAL FINANCE CORPORATION (the "Corporation") as seller, and CAMRBIA COMMUNITY SERVICES DISTRICT (the "District") as purchaser.

(Date)

Page 2

5. There is no litigation, action, suit or proceeding pending or, to the best of my knowledge after due inquiry, threatened before any court, administrative agency, arbitrator or governmental body that challenges the District of the District to enter into the Installment Sale or the ability of the District to perform its obligations under the Installment Sale and the transactions contemplated thereby.

This opinion may be relied upon by Municipal Finance Corporation, its successors and assigns.

Dated: _____ Very truly yours,

Please type name and title under signature.

INSURANCE AUTHORIZATION LETTER

TO: _____

Attn: _____

RE: Installment Sale Agreement dated December 11, 2018 between the undersigned as purchaser, and MUNICIPAL FINANCE CORPORATION as seller and the WILLIAM A. MORTON AND ANJA NOLTING MORTON REVOCABLE TRUST as Assignee of seller.

The Insurance Requirements listed below are required to cover property described as follows:

All Property covered by Installment Sale Agreement

Evidence of insurance in the form of a binder or cover letter is acceptable until formal certificates can be issued. Mail this within five (5) working days to:

Municipal Finance Corporation
2945 Townsgate Road, Suite 200
Westlake Village, CA 91361

I. BODILY INJURY AND PROPERTY DAMAGE:

- A. \$1,000,000 combined limits (primary plus umbrella) for Bodily Injury and Property Damage Coverage.
- B. Endorsement naming Assignee as an Additional Insured.
- C. Endorsement giving Assignee thirty (30) days written notice of any cancellation, reduction, or alteration of coverage.
- D. Endorsement stating: "It is understood and agreed that this insurance is primary insurance insofar as it relates to any and all equipment purchased from the Corporation."

II. PHYSICAL DAMAGE REQUIREMENTS:

- A. All Risk Coverage for not less than the total cost of \$57,039.94.
- B. Endorsement naming Assignee as Loss Payee.
- C. Endorsement giving Assignee thirty (30) days written notice of any cancellation, reduction, or alteration of coverage.
- D. Endorsement stating: "It is understood and agreed that this insurance is primary insurance insofar as it relates to any and all equipment purchased from the Corporation."

The District hereby authorizes you to provide the Corporation and Assignee with Certificates and Endorsements per the above.

CAMRBIA COMMUNITY SERVICES DISTRICT

By _____

Date _____

RESOLUTION NO. 09-2019
FEBRUARY 28, 2019

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AUTHORIZING THE EXECUTION AND DELIVERY OF
AN INSTALLMENT SALE AGREEMENT FOR A SERVICE TRUCK WITH CRANE

WHEREAS, the Cambria Community Services District (the "District") is a special district duly organized and existing under and pursuant to the laws of the State of California; and

WHEREAS, the District desires to provide for financing in the approximate amount of \$57,000 for the acquisition of a service truck with a crane (the "Property"); and

WHEREAS, Municipal Finance Corporation (the "Corporation") has proposed a cost-effective five-year installment sale financing arrangement at a 4.25% interest rate, attached hereto as Exhibit A;

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

SECTION 1. Installment Sale Agreement. The President of the Board of Directors, the District General Manager or a designee identified in writing (each, an "Authorized Officer") is hereby authorized to enter into an Installment Sale Agreement (the "Installment Sale") with the Corporation to finance the Property, subject to approval as to form by District Counsel.

SECTION 2. Attestations. The Secretary of the Board or other appropriate District officer is hereby authorized and directed to attest the signature of the Authorized Officer, and to affix and attest the seal of the District, as may be required or appropriate in connection with the execution and delivery of the Installment Sale.

SECTION 3. Other Actions. The Authorized Officer and other officers of the District are each hereby authorized and directed, jointly and severally, to take any and all actions and to execute and deliver any and all documents, agreements and certificates which they may deem necessary or advisable in order to carry out, give effect to and comply with the terms of this Resolution and the Installment Sale. Such actions are hereby ratified, confirmed and approved.

SECTION 4. Qualified Tax-Exempt Obligations. The Installment Sale is hereby designated as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). The District, together with all subordinate entities of the District, do not reasonably expect to issue during the calendar year in which the Installment Sale is issued more than \$10,000,000 of obligations which it could designate as "qualified tax-exempt obligations" under Section 265(b) of the Code.

SECTION 5. Reimbursement of Prior Expenditures. The District declares its official intent to be reimbursed from the proceeds of the Installment Sale approved hereby for a maximum principal amount of \$57,039.94 of Property expenditures occurring no earlier than sixty days prior to the adoption of this Resolution. All reimbursed expenditures will be capital expenditures as defined in Section 1.150-1(b) of the Federal Income Tax Regulations.

SECTION 6. Effect. This Resolution shall take effect immediately upon its passage.

PASSED, APPROVED AND ADOPTED this 28th day of February, 2019, by the following vote:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

David Pierson
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Deputy District Clerk

Timothy J. Carmel
District Counsel

Exhibit A

PREPARED BY MUNICIPAL FINANCE CORPORATION DATE: December 3, 2018
 PROPOSED LEASE PURCHASE FOR: Cambria Community Services District
 RE: Crane Truck
 NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED
 Purchase Option amount is exclusive of the rental payment due on same date.
 Interest rate quote is valid for an acceptance within 5 days and lease
 funding within 60 days.

Payments: Annually in arrears 5 Years 4.25%

PMT #	Due Date	Rent Payment	To Principal	To Interest	Purchase Option
1		\$12,902.84	\$10,478.64	2,424.20	
2		12,902.84	10,923.98	1,978.86	
3		12,902.84	11,388.25	1,514.59	
4		12,902.84	11,872.25	1,030.59	
5		12,902.84	12,376.82	526.02	
TOTALS:		<u>\$64,514.20</u>	<u>\$57,039.94</u>	<u>\$7,474.26</u>	

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: Monique Madrid, Acting General Manager

Meeting Date: February 28, 2019Subject: DISCUSSION AND CONSIDERATION
OF VOTING TO ELECT A
REPRESENTATIVE TO THE SDRMA
BOARD OF DIRECTORS**RECOMMENDATIONS:**

Staff recommends that the Board of Directors consider nominating candidates to serve on the Board of Directors for the Special District Risk Management Authority.

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

DISCUSSION:

The CCSD is a member of the Special District Risk Management Authority (SDRMA), participating in SDRMA's Property/Liability and Workers' Compensation Programs.

SDRMA notified members in January 2019 and requested nominations for three (3) seats on the SDRMA's Board of Directors. Nominees must be a member of the agency's governing body or a management employee and represent an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by resolution from their member agency's governing body and complete and submit a "Candidate's Statement of Qualifications." Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2020 and expire December 31, 2023.

The Board of Directors should consider nominating candidates to serve on the Board of Directors for the Special District Risk Management Authority. Once the Board has made their nominations, if any, staff will bring back a resolution for Board approval in March.

The nomination filing deadline is Wednesday, May 1, 2019 at 4:30 p.m. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA no later than 4:30 p.m. Wednesday, August 21, 2019.

Attachment: SDRMA Notification of Nominations – 2019 Election

 BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON___ FARMER___ RICE___ STEIDEL___ HOWELL___

**Notification of Nominations – 2019 Election
SDRMA Board of Directors**

January 24, 2019

Ms. Amanda Rice
Board President
Cambria Community Services District
Post Office Box 65
Cambria, California 93428-0065

RECEIVED

JAN 28 2019

UNIVERSITY OF CALIFORNIA

Dear Ms. Rice:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2019 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-10, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Three Director seats are up for election. The nomination filing deadline is Wednesday, May 1, 2019. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA not later than 4:30 p.m. Wednesday, August 21, 2019.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-10, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidate's Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidate's Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:

From the SDRMA homepage, scroll down and click on the "2019 Nomination & Election Information" box. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2020 and expire December 31, 2023.

Nomination Filing Deadline – Nomination documents must be received in SDRMA's office no later than 4:30 P.M. on Wednesday, May 1, 2019.

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2019 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority



Laura S. Gill
Chief Executive Officer

2019 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2019, marked the official commencement of the election process for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in 2019.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

- ___ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

- ___ **Attachment Two:** **SDRMA Board of Directors 2019 Nomination/Election Schedule:** Please review this document for important deadlines.

- ___ **Attachment Three:** **SDRMA Election Policy No. 2017-10:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

- ___ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

- ___ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS
FACT SHEET

SDRMA BOARD OF DIRECTORS

ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2020 and end on December 31, 2023.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 1:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday.
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours.

"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner."

SDRMA BOARD OF DIRECTORS
2019 NOMINATION/ELECTION SCHEDULE



2019 Nomination/Election Schedule

JANUARY						
S	M	T	W	T	F	S
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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TASK TIMELINE	
1/9	Board approves Election Schedule
1/24-25	Mail Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (111 actual days)
5/1	Deadline to return Nominations
5/2	Tentative Election Comm. Reviews Nominations
5/16-17	Mail Ballots at least 60 days prior to ballot receipt deadline (96 actual days)
8/21	Deadline to Receive Ballots
8/22	Tentative Election Comm. Counts Ballots
8/23	Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/25	Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/6-7	Directors' Elect Invited to SDRMA Board Meeting
1/2020	Newly Elected Directors Seated and Election of SDRMA Board Officers

SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2017-10

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election



Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency at a public meeting and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) notify all then member entities that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 2nd day of November 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2017-10 supercedes Policy No. 2017-03 and all other policies inconsistent herewith.

APPROVED:


Jean Bracy, President
Board of Directors

ATTEST:


Gregory S. Hall, ARM
Chief Executive Officer

**SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME]

AS A

CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]

NAYES: "

ABSTAIN: "

ABSENT: "

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT
OF
QUALIFICATIONS

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? **(Response Required)**

What is your overall vision for SDRMA? **(Response Required)**

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA’s Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Candidate* _____
District/Agency _____
Work Address _____
Work Phone _____ Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO **5.B.**FROM: Monique Madrid, Acting General Manager
Melissa Bland, Management Analyst

Meeting Date: February 28, 2019 Subject: DISCUSSION AND CONSIDERATION OF
EXTENDING THE OUTSTANDING
INTENT TO SERVE LETTER FOR BORIS
PILCH, LLC

RECOMMENDATIONS:

Staff recommends that the Board of Directors grant an eighteen (18) month extension for the outstanding Boris Pilch LLC (formerly Higuera Commons, LLC) Intent to Serve Letter for 12 multifamily residential EDUs on APNs 024-191-062 and 024-191-063. The extension will allow sufficient time for SLO County Department of Planning and Building to review the MUP and CDP applications.

FISCAL IMPACT:

Time extensions for Intent to Serve Letters are subject to payment of fees in accordance with the CCSD's Approved Fee Schedule; Boris Pilch, LLC submitted the \$200 extension fee with the application. Should this project proceed to the point of connection, the applicant will be subject to payment of capacity fees in effect at that time.

BACKGROUND:

This item is being presented to the Board of Directors to consider extending the Boris Pilch, LLC Intent to Serve Letter for the proposed Cambria Bungalows project that consists of 12 multifamily residential EDUs. Staff has been in communication with the applicant and their agents, who have expressed interest in continuing with the project. The project has been assigned permit number DRC2019-00009 and is currently under review at the County level. Timely application for extension of the Intent to Serve letter was made and all required backup documentation has been obtained and is attached herein.

Ownership of this Intent to Serve letter has changed several times over the past decade and was most recently assigned to Higuera Commons, LLC—now Boris Pilch, LLC, a change in name only. Pacific Western Bank assigned the Intent to Serve letter to Higuera Commons, LLC in May 2014. During its May 22, 2014 regular meeting, the Board took action to extend the Intent to Serve letter for six months after the termination of the Stage 3 Water Shortage Emergency with the following conditions:

- Place a deed restriction on 2 of the units for Affordable Housing for low income
- Offer parcel 024-191-013 as open space
- Withdraw wait list position #654 (APN 024-191-063)

Subsequently, at its August 24, 2017 regular meeting, the Board took action to extend the ITS for six months with a new expiration date of March 23, 2018. At the time of this Board action, the staff member responsible for sending out the updated ITS letter failed to complete this task. In August, 2018, Dr. Pilch and his agents contacted the District to inquire about the status of this ITS. Although it is ultimately the responsibility of the applicant to request a timely extension, the General Manager used his authority to grant an administrative extension of six months from the date of the August 20 meeting to account for staff error.

Attachments:

DRC2019-00009 – SLO County Dept of Planning and Building Project Referral Notice
 Current Intent to Serve Letter Expiring February 20, 2019
 Application for ITS Extension

 BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON___FARMER___RICE___STEIDEL___HOWELL___



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING
TREVOR KEITH, DIRECTOR

THIS IS A NEW PROJECT REFERRAL

DATE: 1/30/2019
TO: 2nd District Legislative Assistant, Building Division, Public Works, Cambria CSD (Water/Sewer/Fire), Coastal Commission, North Coast Advisory Council
FROM: Jay Johnson (805-781-4573 or jGjohnson@co.slo.ca.us)

PROJECT NUMBER & NAME: DRC2019-00009 BORIS PILCH LLC

PROJECT DESCRIPTION: Proposed Conditional Use Permit for the construction of a 19,848 SF 12-unit multifamily development between Green St and Londonderry Ln in Cambria.

APN(s): 024-191-013; -062, & -063

Return this letter with your comments attached no later than 14 days from receipt of this referral. CACs please respond within 60 days. Thank you.

PART I: IS THE ATTACHED INFORMATION ADEQUATE TO COMPLETE YOUR REVIEW?

- YES (Please go on to PART II.)
NO (Call me ASAP to discuss what else you need. We have only 10 days in which we must obtain comments from outside agencies.)

PART II: ARE THERE SIGNIFICANT CONCERNS, PROBLEMS OR IMPACTS IN YOUR AREA OF REVIEW?

- YES (Please describe impacts, along with recommended mitigation measures to reduce the impacts to less-than-significant levels, and attach to this letter.)
NO (Please go on to PART III.)

PART III: INDICATE YOUR RECOMMENDATION FOR FINAL ACTION.

Please attach any conditions of approval you recommend to be incorporated into the project's approval, or state reasons for recommending denial.

IF YOU HAVE "NO COMMENT," PLEASE SO INDICATE, OR CALL.

Signature lines for Date, Name, and Phone.



GENERAL APPLICATION FORM

San Luis Obispo County Department of Planning and Building

APPLICATION TYPE - CHECK ALL THAT APPLY

- Emergency Permit
- Tree Permit
- Minor Use Permit
- Conditional Use Permit/Development Plan
- Plot Plan
- Curb, Gutter & Sidewalk Waiver
- Other
- Site Plan
- Surface Mining/Reclamation Plan
- Zoning Clearance
- Amendment to approved land use permit
- Variance

DRC2019-00009

Development Plan / Coastal Development Permit
 024-191-013 /
 BORIS PILCH LLC
 12 UNIT MULTI-FAMILY 19845 SQFT

APPLICANT INFORMATION

Check box for contact person assigned to this project

Landowner Name BORIS PILCH, LLC Daytime Phone 805-597-8328
 Mailing Address 10 SANTA ROSA ST, SUITE 101, SLO, CA Zip Code 93401
 Email Address: BORIS@MYPAINTDOCTOR.COM

Applicant Name II Daytime Phone _____
 Mailing Address _____ Zip Code _____
 Email Address: _____

Agent Name STEVEN PUGLISI ARCHITECTS, INC. Daytime Phone 805-595-1962
 Mailing Address 569 HILVERA ST, SUITE A, SLO, CA Zip Code 93401
 Email Address: MDAMMEYER@PUGLISIDESIGN.COM

PROPERTY INFORMATION

Total Size of Site: 1.49 ACRES Assessor Parcel Number(s): 024-191-013, 062, 063
 Legal Description: A PORTION OF BLOCK 137 CAMBRIA PINES MANNA NO. 6
 Address of the project (if known): N/A
 Directions to the site (including gate codes) - describe first with name of road providing primary access to the site, then nearest roads, landmarks, etc.: GREEN ST. AND LONDONDERRY
 Describe current uses, existing structures, and other improvements and vegetation on the property:
VACANT, VEGETATION - MONTEREY PINES/OAKS

PROPOSED PROJECT

Describe the proposed project (inc. sq. ft. of all buildings): 12 UNIT MULTIFAMILY, 19,845 SF

LEGAL DECLARATION

I, the owner of record of this property, have completed this form accurately and declare that all statements here are true. I do hereby grant official representatives of the county authorization to inspect the subject property.

Property owner signature *Boris Pilch* Date 1-16-19

FOR STAFF USE ONLY



LAND USE PERMIT APPLICATION

San Luis Obispo County Department of Planning and Building

File No _____

Type of project: Commercial Industrial Residential Recreational Other

Describe any modifications/adjustments from ordinance needed and the reason for the request (if applicable): REDUCTION IN PARKING, - AFFORDABLE HOUSING

Describe existing and future access to the proposed project site: GREEN ST., LONDONERRY, & ARUSS

Surrounding parcel ownership: Do you own adjacent property? Yes No
If yes, what is the acreage of all property you own that surrounds the project site? _____

Surrounding land use: What are the uses of the land surrounding your property (when applicable, please specify all agricultural uses):

North: RESIDENTIAL South: RESIDENTIAL
East: RESIDENTIAL West: RESIDENTIAL

For all projects, answer the following:

Square footage and percentage of the total site (approximately) that will be used for the following:

Buildings: 11,760 sq. feet 18 % Landscaping: 41,042 sq. feet 68 %
Paving: 6,075 sq. feet 9 % Other (specify) _____

Total area of all paving and structures: 17,835 sq. feet acres

Total area of grading or removal of ground cover: 25,000 sq. feet acres

Number of parking spaces proposed: 20 Height of tallest structure: 27'-6"

Number of trees to be removed: 25 Type: PINE & OAK. PERM TO STREET L-1

Setbacks: Front PER USE Right PER USE Left PER USE Back PER USE

Proposed water source: On-site well Shared well Other _____

Community System - List the agency or company responsible for provision: CSD

Do you have a valid will-serve letter? Yes No (If yes, please submit copy)

Proposed sewage disposal: Individual on-site system Other _____

Community System - List the agency or company responsible for sewage disposal: CSD

Do you have a valid will-serve letter? Yes No (If yes, please submit copy)

Fire Agency: List the agency responsible for fire protection: CSD

For commercial/industrial projects answer the following:

Total outdoor use area: _____ sq. feet acres

Total floor area of all structures including upper stories: _____ sq. feet

For residential projects, answer the following:

Number of residential units: 12 Number of bedrooms per unit: 3

Total floor area of all structures including upper stories, but not garages and carports: 19,248sf

Total of area of the lot(s) minus building footprint and parking spaces: 49,256sf



ENVIRONMENTAL DESCRIPTION FORM

San Luis Obispo County Department of Planning and Building

File No _____

The California Environmental Quality Act (CEQA) requires all state and local agencies to consider and mitigate environmental impacts for their own actions and when permitting private projects. The Act also requires that an environmental impact report (EIR) be prepared for all actions that may significantly affect the quality of the environment. The information you provide on this form will help the Department of Planning and Building determine whether or not your project will significantly affect the quality of the environment.

To ensure that your environmental review is completed as quickly as possible, please remember to:

- a. Answer **ALL** of the questions as accurately and completely as possible.
- b. Include any additional information or explanations where you believe it would be helpful or where required. Include additional pages if needed.
- c. If you are requesting a land division or a re-zoning, be sure to include complete information about future development that may result from the proposed land division or rezoning.
- d. Include references to any reports or studies you are aware of that might be relevant to the questions asked or the answers you provide.

Should a determination be made that the information is inaccurate or insufficient, you will be required to submit additional information upon request.

Physical Site Characteristic Information

Your site plan will also need to show the information requested here:

1. Describe the topography of the site:
 Level to gently rolling, 0-10% slopes: _____ acres
 Moderate slopes - 10-20%: _____ acres
 20-30%: 1.49 acres
 Steep slopes over 30%: _____ acres
2. Are there any springs, streams, lakes or marshes on or near the site? Yes No
 If yes, please describe: _____
3. Are there any flooding problems on the site or in the surrounding area? Yes No
 If yes, please describe: _____
4. Has a drainage plan been prepared? Yes No
 If yes, please include with application.
5. Has there been any grading or earthwork on the project site? Yes No
 If yes, please explain: _____
6. Has a grading plan been prepared? Yes No
 If yes, please include with application.
7. Are there any sewer ponds/waste disposal sites on/adjacent to the project? Yes No
8. Is a railroad or highway within 300 feet of your project site? Yes No
9. Can the proposed project be seen from surrounding public roads? Yes No
 If yes, please list: GREEN, LONDON, LONDONERRY & ARUSS

Water Supply Information

- What type of water supply is proposed?
 Individual well Shared well Community water system
- What is the proposed use of the water?
 Residential Agricultural - Explain _____
 Commercial/Office - Explain _____
 Industrial - Explain _____
- What is the expected daily water demand associated with the project? 1200 GAL/DAY
- How many service connections will be required? 12
- Do operable water facilities exist on the site?
 Yes No If yes, please describe: _____
- Has there been a sustained yield test on proposed or existing wells?
 Yes No If yes, please attach. _____
- Does water meet the Health Agency's quality requirements?
 Bacteriological? Yes No
 Chemical? Yes No
 Physical Yes No
 Water analysis report submitted? Yes No
- Please check if any of the following have been completed on the subject property and/or submitted to County Environmental Health.
 Well Driller's Letter Water Quality Analysis(OK or Problems)
 Will Serve Letter Pump Test _____ Hours / _____ GPM
 Surrounding Well Logs Hydrologic Study Other _____

Please attach any letters or documents to verify that water is available for the proposed project.

Sewage Disposal Information

If an on-site (individual) subsurface sewage disposal system will be used:

- Has an engineered percolation test been accomplished?
 Yes No If yes, please attach a copy.
- What is the distance from proposed leach field to any neighboring water wells? _____ feet
- Will subsurface drainage result in the possibility of effluent reappearing in surface water or on adjacent lands, due to steep slopes, impervious soil layers or other existing conditions?
 Yes No
- Has a piezometer test been completed?
 Yes No If 'Yes', please attach.
- Will a Waste Discharge Permit from the Regional Water Quality Control Board be required?
 Yes No (a waste discharge permit is typically needed when you exceed 2,500 gallons per day)

If a community sewage disposal system is to be used:

- Is this project to be connected to an existing sewer line? Yes No
 Distance to nearest sewer line: REFER TO SHEET C-1 Location of connection: REFER TO SHEET C-1
- What is the amount of proposed flow? 1200 GPD
- Does the existing collection treatment and disposal system have adequate additional capacity to accept the proposed flow? Yes No

Solid Waste Information

1. What type of solid waste will be generated by the project?
 Domestic Industrial Agricultural Other, please explain? _____
2. Name of Solid Waste Disposal Company: MISSION COUNTRY DISPOSAL
3. Where is the waste disposal storage in relation to buildings? INTERIOR - TSD
4. Does your project design include an area for collecting recyclable materials and/or composting materials? Yes No

Community Service Information

1. Name of School District: COASTAL UNIFIED SCHOOL DISTRICT
2. Location of nearest police station: MORRO BAY POLICE DEPARTMENT
3. Location of nearest fire station: CAMBRIA FIRE DEPARTMENT
4. Location of nearest public transit stop: ARDAATH DR. & GREEN ST
5. Are services (grocery/other shopping) within walking distance (1/2 mile or closer) of the project? Yes No

Historic and Archeological Information

1. Please describe the historic use of the property: VACANT
2. Are you aware of the presence of any historic, cultural or archaeological materials on the project site or in the vicinity? Yes No
 If yes, please describe: _____
3. Has an archaeological surface survey been done for the project site? Yes No
 If yes, please include two copies of the report with the application.

Commercial/Industrial Project Information

Only complete this section if you are proposing a commercial or industrial project or zoning change.

1. Days of Operation: _____ Hours of Operation: _____
2. How many people will this project employ? _____
3. Will employees work in shifts? Yes No
 If yes, please identify the shift times and number of employees for each shift _____
4. Will this project produce any emissions (i.e., gasses, smoke, dust, odors, fumes, vapors)?
 Yes No If yes, please explain: _____
5. Will this project increase the noise level in the immediate vicinity? Yes No
 If yes, please explain: _____
 (If loud equipment is proposed, please submit manufacturers estimate on noise output.)
6. What type of industrial waste materials will result from the project? Explain in detail: _____
7. Will hazardous products be used or stored on-site? Yes No
 If yes, please describe in detail: _____
8. Has a traffic study been prepared? Yes No If yes, please attach a copy.
9. Please estimate the number of employees, customers and other project-related traffic trips to or from the project: Between 7:00 - 9:00 a.m. _____ Between 4:00 to 6:00 p.m. _____

10. Are you proposing any special measures (carpooling, public transit, telecommuting) to reduce automobile trips by employees Yes No
If yes, please specify what you are proposing: _____
11. Are you aware of any potentially problematic roadway conditions that may exist or result from the proposed project, such as poor sight distance at access points, connecting with the public road? Yes No If yes, please describe: _____

Agricultural Information

Only complete this section if your site is: 1) Within the Agricultural land use category, or 2) currently in agricultural production.

1. Is the site currently in Agricultural Preserve (Williamson Act)? Yes No
2. If yes, is the site currently under land conservation contract? Yes No
3. If your land is currently vacant or in agricultural production, are there any restrictions on the crop productivity of the land? That is, are there any reasons (i.e., poor soil, steep slopes) the land cannot support a profitable agricultural crop? Please explain in detail: _____

Special Project Information

1. Describe any amenities included in the project, such as park areas, open spaces, common recreation facilities, etc. (these also need to be shown on your site plan): PARCEL 3 SHALL BE DEDICATED AS OPEN SPACE
2. Will the development occur in phases? Yes No
If yes describe: _____
3. Do you have any plans for future additions, expansion or further activity related to or connected with this proposal? Yes No If yes, explain: _____
4. Are there any proposed or existing deed restrictions? Yes No
If yes, please describe: CC&RS WILL BE PREPARED

Energy Conservation Information

1. Describe any special energy conservation measures or building materials that will be incorporated into your project *: N/A

*The county's Building Energy Efficient Structures (BEES) program can reduce your construction permit fees. Your building must exceed the California State Energy Standards (Title 24) in order to qualify for this program. If you are interested in more information, please contact the Building Services Division of the Department of Planning and Building at (805) 781-5600.

Environmental Information

1. List any mitigation measures that you propose to lessen the impacts associated with your project:
NO INTERNAL DRIVES AND PARKING TO REDUCE IMPACT AND PRESERVE EXISTING LANDSCAPE
2. Are you aware of any unique, rare or endangered species (vegetation or wildlife) associated with the project site? Yes No
If yes, please list: MONTEREY PINE

3. Are you aware of any previous environmental determinations for all or portions of this property?

Yes No

If yes, please describe and provide "ED" number(s): _____

Other Related Permits

1. List all permits, licenses or government approvals that will be required for your project (federal, state and local): CDP, CSD, CUP

(If you are unsure if additional permits are required from other agencies, please ask a member of the Planning Department staff currently assigned to the project



OVERVIEW

PARCEL STATUS	Active
TAX CODE	000
PRIMARY OWNER	BORIS PILCH LLC 10 SANTA ROSA ST SLO, CA 93405
SECONDARY OWNERS	BORIS PILCH LLC A CA LLC
PARCEL ADDRESS(ES)	,
COMMUNITY	Cambria
ADVISORY COUNCIL	North Coast Advisory Council
LEGAL DESCRIPTION	CAM PINES M U 6 BL 137 LT 30
PLANNING AREA(S)	North Coast Planning Area
LAND USE	Residential Multi-Family
COMBINING DESIGNATIONS	Geologic Study Area, Local Coastal Program, Terrestrial Habitat Protection
PLANNING AREA STANDARDS	22.14.070, 23.070.176, T23 North Coast
PARCEL FLAGS	CWE - Cambria Water Emergency Area, GS - Geologic Study Area, LCP - Local Coastal Plan, MS4 - MS4 Stormwater Area, MTR - Military Training Route, RD5 - Road Fee Area - North Coast D, RMF - Residential Multi-Family, STM - Stormwater Management Area, TH - Terrestrial Habitat

PARCEL DOCUMENTS

Recorded Date	Document Type	Document Number
07/03/1978	Lot (C)	1978-R-C31755
07/15/1991	Lot (O)	1991-R-040552
10/05/2010	Lot (O)	2010-I-002595

RECORDED LOTS

Lot Number	Lot Flags
T-CPMAN6-0137-0030-Y	

PARCEL HISTORY

Submitted	Case Number	Case Type	Status
01/18/2019 12 UNIT MULTI-FAMILY 19845 SQFT	DRC2019-00009	Land Use	Submitted



OVERVIEW

PARCEL STATUS	Active
TAX CODE	000
PRIMARY OWNER	BORIS PILCH LLC 10 SANTA ROSA ST SLO, CA 93405
SECONDARY OWNERS	BORIS PILCH LLC A CA LLC
PARCEL ADDRESS(ES)	,
COMMUNITY	Cambria
ADVISORY COUNCIL	North Coast Advisory Council
LEGAL DESCRIPTION	CAM PINES M U6 BL 137 LTS 17 THRU 22 & 40,41 & 42
PLANNING AREA(S)	North Coast Planning Area
LAND USE	Residential Multi-Family
COMBINING DESIGNATIONS	Geologic Study Area, Local Coastal Program, Terrestrial Habitat Protection
PLANNING AREA STANDARDS	22.14.070, 23.070.176, T23 North Coast
PARCEL FLAGS	CWE - Cambria Water Emergency Area, GS - Geologic Study Area, LCP - Local Coastal Plan, MS4 - MS4 Stormwater Area, MTR - Military Training Route, RD5 - Road Fee Area - North Coast D, RMF - Residential Multi-Family, STM - Stormwater Management Area, TH - Terrestrial Habitat

PARCEL DOCUMENTS

Recorded Date	Document Type	Document Number
01/29/2009	Lot (C)	2009-I-000275

RECORDED LOTS

Lot Number

T-CPMAN6-0137-0022-Y
T-CPMAN6-0137-0017-Y
T-CPMAN6-0137-0042-Y
T-CPMAN6-0137-0018-Y
T-CPMAN6-0137-0019-Y
T-CPMAN6-0137-0041-Y
T-CPMAN6-0137-0021-Y
T-CPMAN6-0137-0040-Y
T-CPMAN6-0137-0020-Y

Lot Flags

L2 - 2 Parcels/Lots Consolidated into one Site
L2 - 2 Parcels/Lots Consolidated into one Site
L3 - 3 Parcels/Lots Consolidated into one Site
L2 - 2 Parcels/Lots Consolidated into one Site
L2 - 2 Parcels/Lots Consolidated into one Site
L3 - 3 Parcels/Lots Consolidated into one Site
L2 - 2 Parcels/Lots Consolidated into one Site
L3 - 3 Parcels/Lots Consolidated into one Site
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PARCEL HISTORY

Submitted	Case Number	Case Type	Status
01/18/2019 12 UNIT MULTI-FAMILY 19845 SQFT	DRC2019-00009	Land Use	Submitted
09/17/2018 PILCH - Affordable Housing development	PRE2018-00124	Pre-Application	Completed
04/16/2008 2 MPS MARKED ON LOT W/ HIGH TREE MORTALITY. 1ST TREE TARGETS NEIGHBORING HOUSE, HAD ADJACENT TREE RECENTLY REMOVED, EXCESS WIND LOAD AND LIVE CROWN ON ONE SIDE ONLY. 2ND TREE HAS ALTERNATE LEADERS W/ INCLUDED BARK AND EXCESS WIND LOAD.OK TO REMOVE 2 TREES.	ZON2007-00719	Zoning Clearance	Approved
11/20/2007 11 LOT PUD FOR ATTACHED UNITS	SUB2007-00107	Subdivision	Withdrawn
04/18/2007 ENTERED IN ERROR	SUB2006-00181	Subdivision	Withdrawn
02/14/2007 MUP FOR 1818 SF SFR WITH 264 SF ATTACHED GARAGE	DRC2006-00148	Land Use	Withdrawn
11/06/2002 CONST SFD IN MF ZONE LOTS 22 AND 23	D020108P	Land Use	Withdrawn
09/30/2002 CONST SFD IN MF ZONE LOTS 17 AND 180 (1800 SQFT SFD W/ 450 SQFT GARAGE)	D020071P	Land Use	Withdrawn
09/16/2002 CONST SFD IN MF ZONE WITH GUESTHOUSE LOTS 19 AND 20	D020062P	Land Use	Withdrawn
09/22/1999 SINGLE FAMILY DWELLING W/ATT GARAGE	PMT2002-27287	PMTR - Residential Permit	Expired
09/21/1999 SFD	D990082P	Land Use	Withdrawn
09/21/1999 SFD	D990081P	Land Use	Withdrawn
09/21/1999 SFD	PMT2002-27258	PMTR - Residential Permit	Administrative Close
09/21/1999 SINGLE FAMILY DU W/ATT GARAGE	PMT2002-27262	PMTR - Residential Permit	Administrative Close
09/21/1999 SINGLE FAMILY DU W/ATT GARAGE	PMT2002-27270	PMTR - Residential Permit	Administrative Close
09/21/1999 SINGLE FAMILY DU W/ATT GARAGE	PMT2002-27284	PMTR - Residential Permit	Administrative Close

09/21/1999	PMT2002-27277 <i>SFD W/ATT GARAGE</i>	PMTR - Residential Permit	Administrative Close
09/21/1999	PMT2002-27286 <i>SFD W/ATT GARAGE</i>	PMTR - Residential Permit	Expired
09/21/1999	PMT2002-27254 <i>SINGLE FAMILY DU W/ATT GARAGE</i>	PMTR - Residential Permit	Administrative Close
09/21/1999	PMT2002-27266 <i>SFD W/GARAGE</i>	PMTR - Residential Permit	Administrative Close
08/30/1999	D990063P <i>SFD</i>	Land Use	Withdrawn
08/30/1999	PMT2002-27188 <i>SINGLE FAMILY DU W/ATT GARAGE</i>	PMTR - Residential Permit	Withdrawn



OVERVIEW

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SECONDARY OWNERS	BORIS PILCH LLC A CA LLC
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COMMUNITY	Cambria
ADVISORY COUNCIL	North Coast Advisory Council
LEGAL DESCRIPTION	CAM PINES M U6 BL 137 LTS 25 THRU 29 & 31 THRU 36
PLANNING AREA(S)	North Coast Planning Area
LAND USE	Residential Multi-Family
COMBINING DESIGNATIONS	Geologic Study Area, Local Coastal Program, Terrestrial Habitat Protection
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PARCEL FLAGS	CWE - Cambria Water Emergency Area, GS - Geologic Study Area, LCP - Local Coastal Plan, MS4 - MS4 Stormwater Area, MTR - Military Training Route, RD5 - Road Fee Area - North Coast D, RMF - Residential Multi-Family, STM - Stormwater Management Area, TH - Terrestrial Habitat

PARCEL DOCUMENTS

Recorded Date	Document Type	Document Number
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RECORDED LOTS

Lot Number

T-CPMAN6-0137-0026-Y
T-CPMAN6-0137-0027-Y
T-CPMAN6-0137-0029-Y
T-CPMAN6-0137-0036-Y
T-CPMAN6-0137-0035-Y
T-CPMAN6-0137-0033-Y
T-CPMAN6-0137-0025-Y
T-CPMAN6-0137-0028-Y
T-CPMAN6-0137-0032-Y
T-CPMAN6-0137-0031-Y
T-CPMAN6-0137-0034-Y

Lot Flags

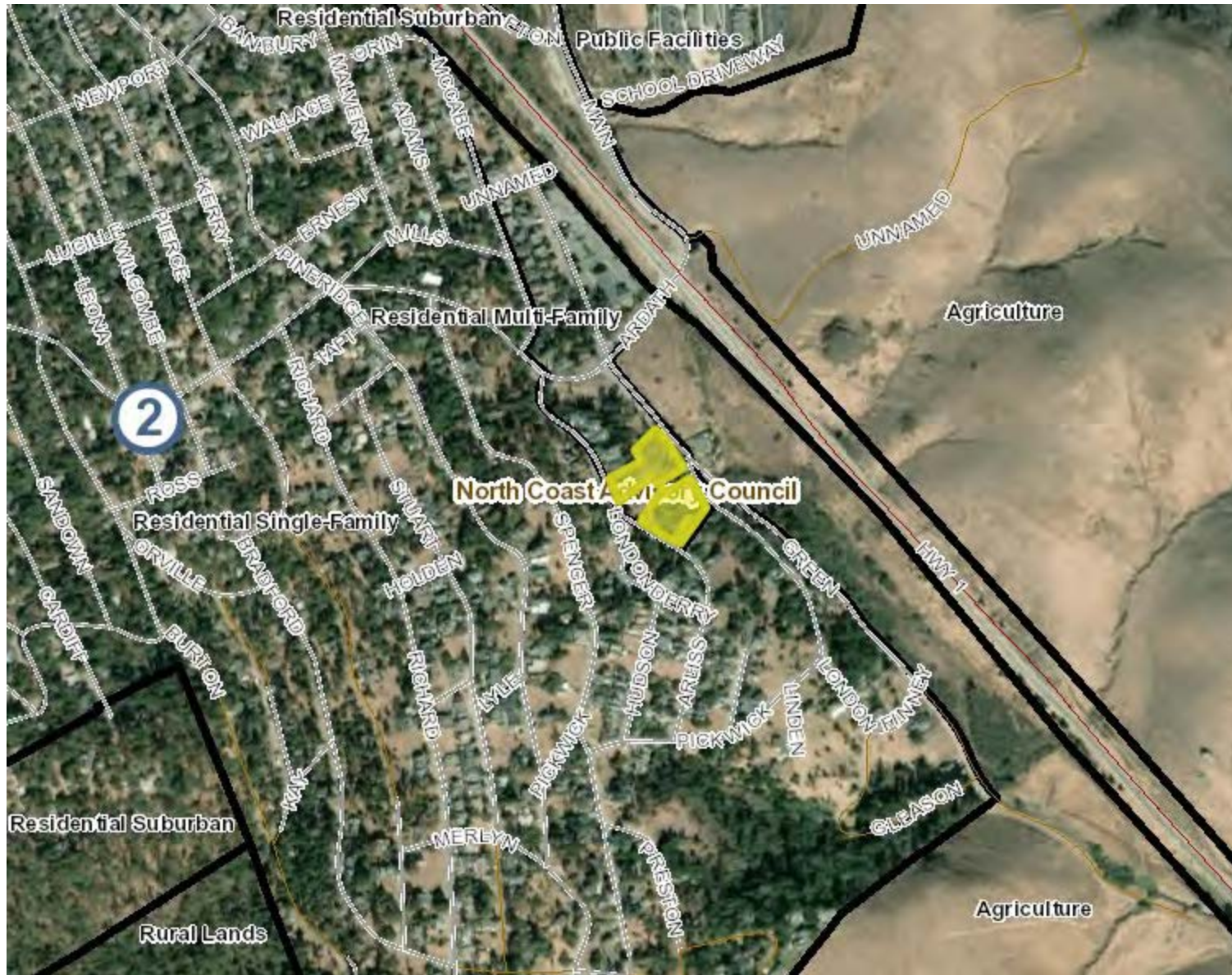
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06/01/2010 <i>CONDITIONAL USE PERMIT FOR 3 UNIT PLAN DEVELOPMENT, INCLUDING A CURB, GUTTER AND SIDEWALK WAIVER. THIS IS PART OF A LOT LINE ADJUSTMENT. ENVIRONMENTAL AND PUBLIC WORKS FEES ARE WITH THE LOT LINE ADJUSTMENT. SUB2009-00057</i>	DRC2009-00092	Land Use	Information Hold
06/01/2010 <i>PARCEL MAP AND DEVELOPMENT PLAN FOR 4 UNIT PLANNED DEVELOPMENT PLUS REMAINDER LOT.</i>	SUB2009-00057	Subdivision	Accepted for Processing
11/20/2007 <i>11 LOT PUD FOR ATTACHED UNITS</i>	SUB2007-00107	Subdivision	Withdrawn
04/18/2007 <i>ENTERED IN ERROR</i>	SUB2006-00181	Subdivision	Withdrawn
02/14/2007 <i>MUP FOR 1818 SF SFR WITH 264 SF ATTACHED GARAGE</i>	DRC2006-00148	Land Use	Withdrawn
11/08/2002 <i>CONST SFD IN MF ZONE LOTS 34 AND 35 (AND RETIRED LOT 36)</i>	D020110P	Land Use	Withdrawn
11/08/2002 <i>CONST SFD IN MF ZONE WITH GUEST HOUSE LOTS 26 AND 27 (AND RETIRED LOTS 28 & 29)</i>	D020111P	Land Use	Withdrawn
11/06/2002 <i>CONST SFD IN MF ZONE LOTS 24 AND 25</i>	D020107P	Land Use	Withdrawn
07/03/2002 <i>CONST SFD IN MF ZONE LOTS 32, 33 (AND LOT 31)</i>	D020006P	Land Use	Withdrawn
04/30/2001 <i>SFD W/ ATTACHED GARAGE LOT 27</i>	PMT2002-10954	PMTR - Residential Permit	Expired
04/30/2001 <i>SFD W/ ATTACHED GARAGE</i>	PMT2002-10948	PMTR - Residential Permit	Expired
04/30/2001 <i>SFD W/ATT GARAGE/LOT 28</i>	PMT2002-10953	PMTR - Residential Permit	Expired
04/30/2001 <i>SFD W/ATT GARAGE/LOT 32</i>	PMT2002-10952	PMTR - Residential Permit	Expired
09/21/1999 <i>SFD</i>	D990081P	Land Use	Withdrawn

09/21/1999 SFD	D990082P	Land Use	Withdrawn
08/30/1999 SFD	D990063P	Land Use	Withdrawn

Interactive Data Viewer



Legend

Roads

- CalTrans
- Maintained by SLO CO
- Private Maintenance
- Federal or State Maintenance

Community Advisory Groups

- Community Advisory Group Boundary
- Cayucos Citizens Advisory Council Subarea
- Creston Advisory Body Sub Areas

Supervisor Districts

- Land Use Outlines

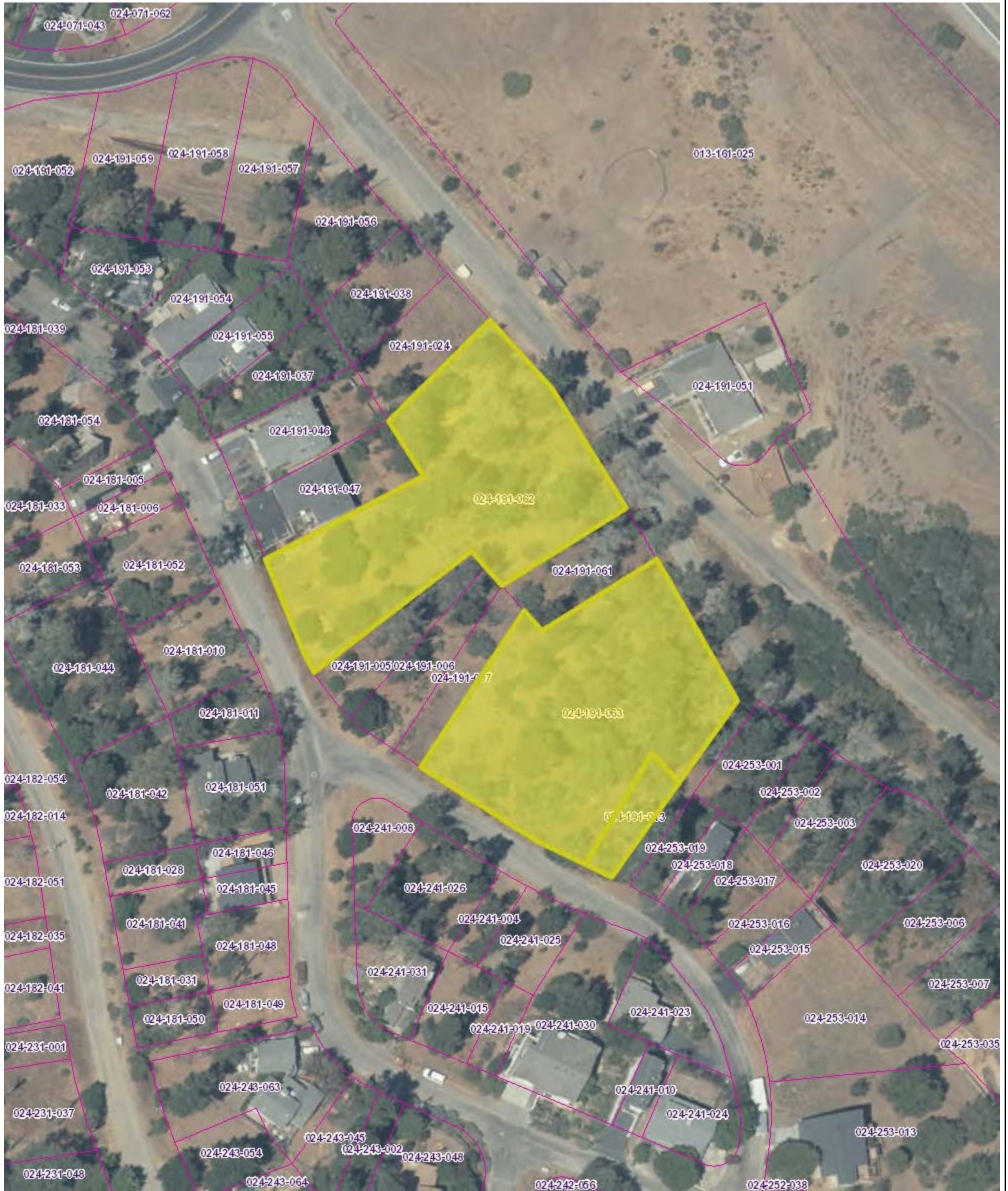
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The County of San Luis Obispo does not assume liability for any damages caused by errors or omissions in the data and makes no warranty of any kind, express or implied, that these data are accurate and reliable.

Map for Reference Purposes Only





- 188.08 0 94.04 188.08 Feet 1: 1,128

WGS_1984_Web_Mercator_Auxiliary_Sphere
© County of San Luis Obispo Planning and Building Department



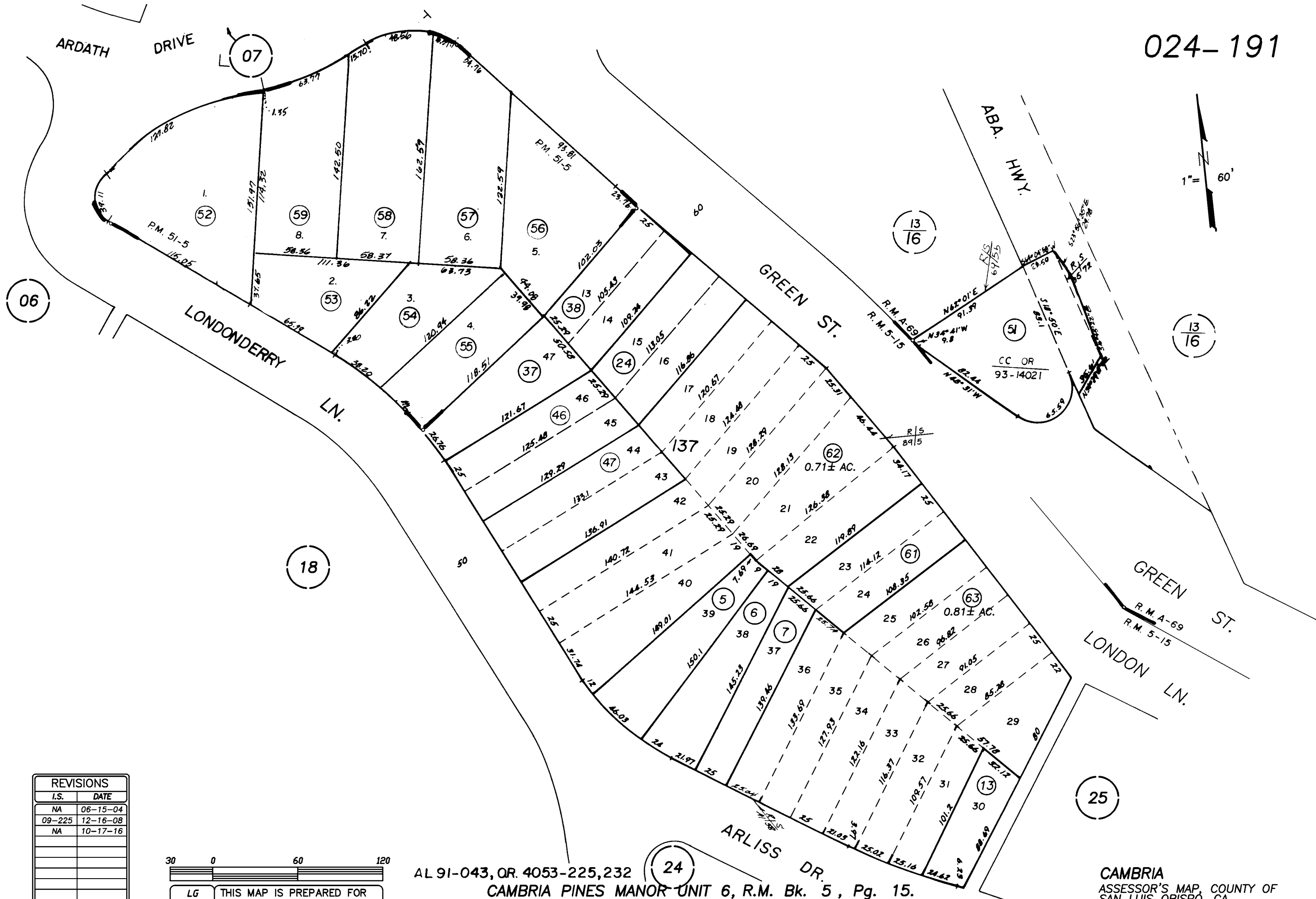
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Map for Reference Purposes Only

Legend

 SLO County Parcels





REVISIONS	
I.S.	DATE
NA	06-15-04
09-225	12-16-08
NA	10-17-16

30 0 60 120

LG 08-01-00 THIS MAP IS PREPARED FOR ASSESSMENT PURPOSES ONLY.

AL 91-043, QR. 4053-225,232

CAMBRIA PINES MANOR UNIT 6, R.M. Bk. 5, Pg. 15.

WARDS SUB. OF THE RHO. SANTA ROSA, R.M. Bk. A, Pg. 69.

CAMBRIA

ASSESSOR'S MAP, COUNTY OF SAN LUIS OBISPO, CA

BOOK 024 PAGE 191

CAMBRIA BUNGALOWS

DRC2019-00009

Development Plan / Coastal Development Permit
024-191-013 /
BORIS PILCH LLC
12 UNIT MULTI-FAMILY 19845 SQFT

GREEN STREET AND LONDON LANE - CAMBRIA - CA

PROJECT DATA & STATISTICS

GENERAL SITE INFORMATION

PROJECT ADDRESS:	GREEN STREET CAMBRIA, CA
ASSESSOR'S PARCEL NUMBER:	PARCEL 1 - 024-191-013 PARCEL 2 - 024-191-062 PARCEL 3 - 024-191-063
PARCEL 1:	2,800 SF (0.064 Acres)
PARCEL 2:	27,007 SF (0.62 Acres)
PARCEL 3:	35,284 SF (0.81 Acres)
OVERALL PROJECT SITE SIZE:	65,091 SF (1.49 Acres)
COMMUNITY & PLANNING AREA:	West Lodge Hill Cambria Urban Reserve Line (URL)
ZONING & LAND USE ELEMENTS:	Coastal Zone - North Coast Planning Area Residential Multi Family
AREA OF DISTURBANCE:	21,009 SF (0.48 Acres)
SITE PERCENT SLOPE:	20% Parcel 2 25% Parcel 3

BUILDING AREA

PARCEL 1 - OPEN SPACE	0 SF
PARCEL 2 - MULTI-FAMILY HOUSING (4 BUILDINGS - A1, A2, B1, C1) LOWER FLOOR - 5,626 SF UPPER FLOOR - 4,716 SF ACCESSORY DWELLING - 1,304 SF	11,646 SF
PARCEL 3 - MULTI-FAMILY HOUSING (3 BUILDINGS - A3, B2, C2) LOWER FLOOR - 3,851 SF UPPER FLOOR - 3,372 SF ACCESSORY DWELLING - 979 SF	8,202 SF
TOTAL PROJECT BUILDING AREA	19,848 SF

LOT AREA STATISTICS

BUILDING FOOTPRINT	11,760 SF (18%)
FLATWORK	3,174 SF (5%)
ROAD/DRIVEWAY	6,075 SF (9%)
LANDSCAPE	44,082 SF (68%)
TOTAL	65,091 SF

SETBACKS

FRONT YARD	Per Development Plan Approval Refer to Site Plan
REAR YARD	Per Development Plan Approval Refer to Site Plan
SIDE YARD	Per Development Plan Approval Refer to Site Plan
INTERIOR	Per Development Plan Approval Refer to Site Plan

BUILDING ORDINANCE

MAXIMUM BUILDING HEIGHT	PARCEL 1 N/A PARCEL 2 35' Allowed - 27'-0" +/- Proposed PARCEL 3 35' Allowed - 27'-0" +/- Proposed
MAXIMUM DENSITY (Med. Density)	24 Unit p. acre/ 12 Units Proposed
LOT COVERAGE	40% Max / 18% Proposed
PRIVATE OPEN AREA	(10% MIN/ 400 sf Min) PARCEL 2 12% Proposed / 1,424 sf PARCEL 3 12% Proposed / 982 sf
COMMON OPEN AREA	Not Req'd w/ Density Bonus
MAXIMUM FLOOR AREA RATIO	PARCEL 2 0.48 PARCEL 3 0.25
PARKING COUNT	
PARCEL 1 - OPEN SPACE Resident: 2 spaces per 2 or more beds	0 Required / 0 Provided
PARCEL 2 - MULTI-FAMILY Resident: 2 spaces per 2 or more beds Guest: 1 space + 1 per 4 units	14 Required / 13 Provided 2 Required / 0 Provided
PARCEL 3 - MULTI-FAMILY Resident: 2 spaces per 2 or more beds Guest: 1 space + 1 per 4 units	10 Required / 7 Provided 2 Required / 0 Provided
TOTAL PARKING REQUIRED	28 SPACES
TOTAL PARKING PROVIDED	20 SPACES

BUILDING STATISTICS

BUILDING A	BUILDING B	BUILDING C
UNIT 1	UNIT 1	UNIT 1
FIRST FLOOR 725	FIRST FLOOR 692	FIRST FLOOR 692
SECOND FLOOR 672	SECOND FLOOR 676	SECOND FLOOR 676
ACCESSORY UNIT 325	ACCESSORY UNIT 327	ACCESSORY UNIT 327
TOTAL 1,722 SF	TOTAL 1,695 SF	TOTAL 1,695 SF
UNIT 2	UNIT 2	
FIRST FLOOR 725	FIRST FLOOR 692	
SECOND FLOOR 672	SECOND FLOOR 676	
ACCESSORY UNIT 325	ACCESSORY UNIT 327	
TOTAL 1,722 SF	TOTAL 1,368 SF	
BUILDING A TOTAL: 3,444 SF	BUILDING B TOTAL: 3,063 SF	BUILDING C TOTAL: 1,695 SF

PROJECT DESCRIPTION

THE PROJECT SITE IS LOCATED AT IN THE WEST LODGE HILL PLANNING AREA OF CAMBRIA, WHICH IS AT THE SOUTHEAST EDGE OF THE COMMUNITY. THE PROPERTY IS COMPOSED OF 3 PARCELS OF 21 EXISTING LEGAL LOTS. THE PROPERTY'S TOTAL LAND AREA IS 1.49 ACRES WITH A ZONING DESIGNATION OF MULTI-FAMILY AND A MEDIUM INTENSITY FACTOR. THE SITE HAS A TOPOGRAPHY THAT SLOPES DOWNWARD 20-25 % FROM ARLISS DRIVE TO GREEN STREET/ LONDON LANE ALONG WITH A DRAINAGE RAVINE ON THE SOUTH SIDE.

THE PROJECT CONSISTS OF FIVE DUPLEX STRUCTURES AND TWO STAND ALONE SINGLE-FAMILY STRUCTURES FOR A TOTAL OF 12 INDIVIDUAL UNITS.

SITE IS (PUD) PLANNED DEVELOPMENT APPLICATION. PLANNING IS DESIGNED WITH INTENTION OF AFFORDABLE HOUSING REQUIREMENTS WITHIN A COASTAL ZONE. DESIGN INTENT TO MINIMIZE IMPACT OF PINE TREE REMOVAL AND GRADING WITH INFUSING A PINE TREE RESTORATION PLAN AND PROVIDING PARKING ALONG THE STREETS.

PARCEL 1: EXISTING LEGAL LOT 30 IN BLOCK 137 OF CAMBRIA PINES MANOR UNIT NO.6, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, MAP RECORDED IN BOOK 5, PAGE 15. SAID PARCEL TO REMAIN AS OPEN SPACE.

PARCEL 2: EXISTING LEGAL LOTS 17-22 AND 40-42 IN BLOCK 137 OF CAMBRIA PINES MANOR UNIT NO.6, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, MAP RECORDED IN BOOK 5, PAGE 15. SAID PARCEL TO CONTAIN FOUR BUILDINGS/ 7 HOUSING UNITS.

PARCEL 3: EXISTING LEGAL LOTS 25-29 AND 31-36 IN BLOCK 137 OF CAMBRIA PINES MANOR UNIT NO.6, IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, MAP RECORDED IN BOOK 5, PAGE 15. SAID PARCEL TO CONTAIN THREE BUILDINGS/ 5 HOUSING UNITS.

THREE CONCEPTUAL RESIDENTIAL BUILDING TYPES ARE PROPOSED: BUILDING A(3): CONTAINS (2) 2-STORY UNITS/ MIRRORED. EACH CONTAIN KITCHEN, GREATROOM, MASTER BED/BATH, 2 BEDROOMS, 1 BATH, POWDER, STORAGE/CLOSET, LAUNDRY AND ACCESSORY STUDIO UNIT WITH FULL BATH & KITCHEN. PATIO SPACE ON UPPER AND LOWER FLOORS.

BUILDING B(2): CONTAINS (2) 2-STORY UNITS. BOTH UNITS CONTAIN KITCHEN, GREATROOM, MASTER BED/BATH, 2 BEDROOMS, 1 BATH, POWDER, STORAGE/CLOSET AND LAUNDRY. ONE OF THE UNIT ENCOMPASSES AN ACCESSORY STUDIO WITH FULL BATH & KITCHEN. PATIO SPACE ON LOWER FLOORS.

BUILDING C(2): CONTAINS (1) 2-STORY UNIT CONTAINING A KITCHEN, GREATROOM, MASTER BED/BATH, 2 BEDROOMS, 1 BATH, POWDER, STORAGE/CLOSET, LAUNDRY AND ACCESSORY STUDIO UNIT WITH FULL BATH & KITCHEN. PATIO SPACE ON LOWER FLOORS.

AFFORDABLE HOUSING

THE PROJECT AS PROPOSED WILL CONSIST OF TWELVE QUALIFYING AFFORDABLE HOUSING UNITS. TWO OF THE TWELVE UNITS SHALL BE DESIGNATED AS LOW-INCOME UNITS AND THE REMAINING TEN UNITS SHALL BE DESIGNATED AS MODERATE-INCOME UNITS.

ARCHITECTURAL CHARACTER

THE ARCHITECTURAL CHARACTER OF THE PROPOSED PROJECT SHALL BE REMINISCENT OF BUNGALOW & ARTS AND CRAFTS STYLE OF ARCHITECTURE. STRUCTURES ARE SIMPLE FORMS WITH GABLE ROOFS AND EXTENDED RAFTER RAILS, EXPOSED BEAMS AND PLAY ON USE OF COLOR AND MATERIAL FOR ENHANCEMENTS. COLOR AND MATERIALS SHALL BE DARK EARTHONES FOR THE PURPOSE OF BLENDING WITH THE SURROUNDING ENVIRONMENT

DIRECTORY

OWNER:	Boris Pilch PO Box 730 Avila Beach, Ca., 93424 (m) 805-857-2841
ARCHITECT:	Steven Puglisi Architects, Inc 569 Higuera St. Suite #A San Luis Obispo, CA 93401 (o) 805-595-1962 (f) 805-595-1980
CIVIL ENGINEER:	North Coast Engineering 725 Creston Road, Suite B Paso Robles, CA 93446 (o) 805-239-3127
SOILS ENGINEER:	Mid-Coast Geotechnical, Inc. PO Box 3125 Paso Robles, Ca., 93447-3125 (o) 805-237-1462
LANDSCAPE ARCHITECT:	JBLA Design 979 Osos St Suite B6 San Luis Obispo, CA 93401 (o) 805-439-3209
ARBORIST:	Greenvale Tree Company PO Box 13534 San Luis Obispo, CA 93406 (o) 805-235-1668

CALIFORNIA CODE REFERENCES

THIS PROJECT SHALL COMPLY WITH:
2016 CALIFORNIA RESIDENTIAL CODE (2012 IRC)
2016 CALIFORNIA PLUMBING CODE (2014 UPC)
2016 CALIFORNIA MECHANICAL CODE (2012 UMC)
2016 CALIFORNIA ELECTRICAL CODE (2011 NEC)
2016 CALIFORNIA ENERGY CODE (V.2008 SINCE 7/1/2013)
2016 CALIFORNIA GREEN BUILDING CODE
GRADING - 2013 CBC APPENDIX CHAPTER J
COUNTY OF SAN LUIS OBISPO BUILDING & CONSTRUCTION ORDINANCE: TITLE 19 (January 2017)
COUNTY OF SAN LUIS OBISPO LAND USE ORDINANCE: TITLE 22 (July 2013)
COUNTY OF SAN LUIS OBISPO COASTAL ZONE LAND USE ORDINANCE: TITLE 23 (December 2014)

SHEET INDEX

Po.0	TITLE SHEET-PROJECT STATISTICS
P1.1	OVERALL ARCHITECTURAL SITE PLAN
P2.1	SITE ELEVATIONS A & B
C1	CONCEPTUAL GRADING & UTILITY PLAN
L-1	CONCEPTUAL MONTEREY PINE FOREST RESTORATION, ENHANCEMENT & LANDSCAPE PLAN
P2.1	BUILDING A - FLOOR PLANS AND EXTERIOR ELEVATIONS
P2.2	BUILDING B - FLOOR PLANS AND EXTERIOR ELEVATIONS
P2.3	BUILDING C - FLOOR PLANS AND EXTERIOR ELEVATIONS
8	TOTAL SHEETS

SUPPORTING DOCUMENTS

- TITLE REPORT
DATED: May 24, 2017
- INTENT TO PROVIDE WATER & SEWER LETTER
DATED: October 4, 2018
- GEOTECHNICAL ENGINEERING REPORT
DATED: September 7, 2007
- SOILS ENGINEERING REPORT
REPORT NUMBER: SL07673-8
DATED: June 26th, 2018
- ARBORIST REPORT
DATED: December 31, 2018

VICINITY MAP



Steven Puglisi
ARCHITECTS
INC
569 Higuera Street Suite A
San Luis Obispo
CA 93401
Ph: 805.595.1962 Fx: 805.595.1980

PROJECT:
Cambria Bungalows
Green Street and London Lane,
Cambria, California
Boris Pilch

SHEET:
TITLE SHEET
PROJECT STATISTICS

PROJECT STATISTICS:



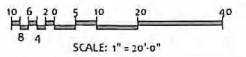
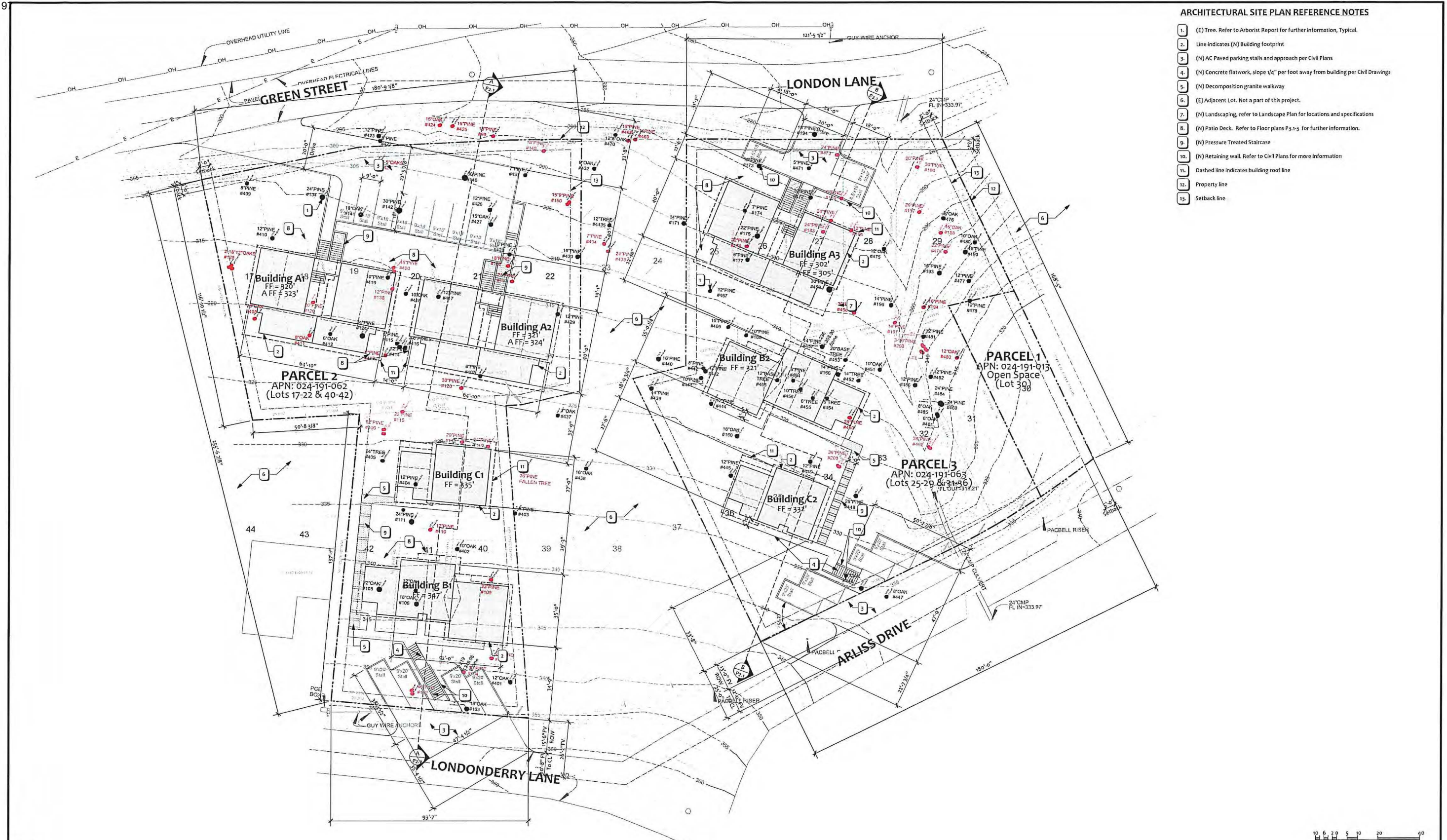
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JOB:	Job
DATE:	12/2/18
DRAWN:	Drawn
REV:	

SHEET N°
Po.0

ARCHITECTURAL SITE PLAN REFERENCE NOTES

- 1. (E) Tree. Refer to Arborist Report for further information, Typical.
- 2. Line indicates (N) Building footprint
- 3. (N) AC Paved parking stalls and approach per Civil Plans
- 4. (N) Concrete flatwork, slope 1/4" per foot away from building per Civil Drawings
- 5. (N) Decomposition granite walkway
- 6. (E) Adjacent Lot. Not a part of this project.
- 7. (N) Landscaping, refer to Landscape Plan for locations and specifications
- 8. (N) Patio Deck. Refer to Floor Plans P3-13 for further information.
- 9. (N) Pressure Treated Staircase
- 10. (N) Retaining wall. Refer to Civil Plans for more information
- 11. Dashed line indicates building roof line
- 12. Property line
- 13. Setback line



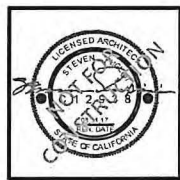
OVERALL ARCHITECTURAL SITE PLAN
 Scale: 1" = 20 ft

Steven Puglisi
 ARCHITECTS
 INC.
 569 Higuera Street Suite A
 San Luis Obispo
 CA 93401
 Ph: 805.595.1962 Fx: 805.595.1980

PROJECT:
Cambria Bungalows
 Green Street and London Lane,
 Cambria, California
 Boris Pilch

SHEET:
ARCHITECTURAL SITE PLAN

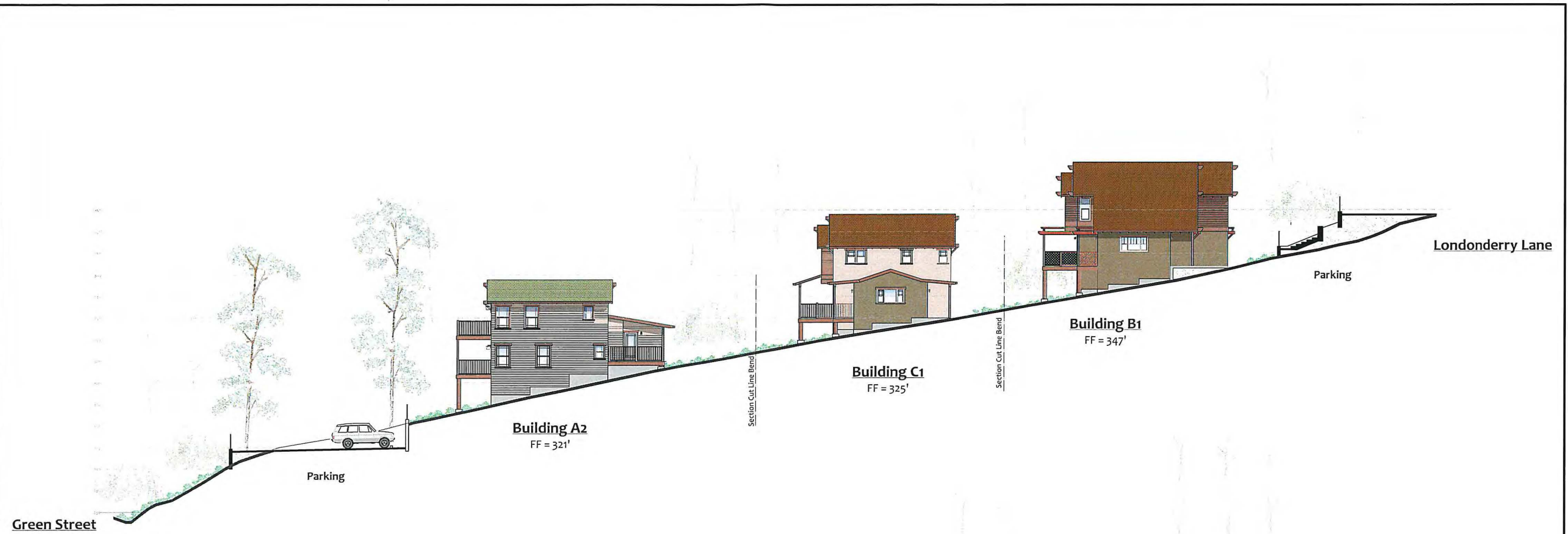
PROJECT STATISTICS:



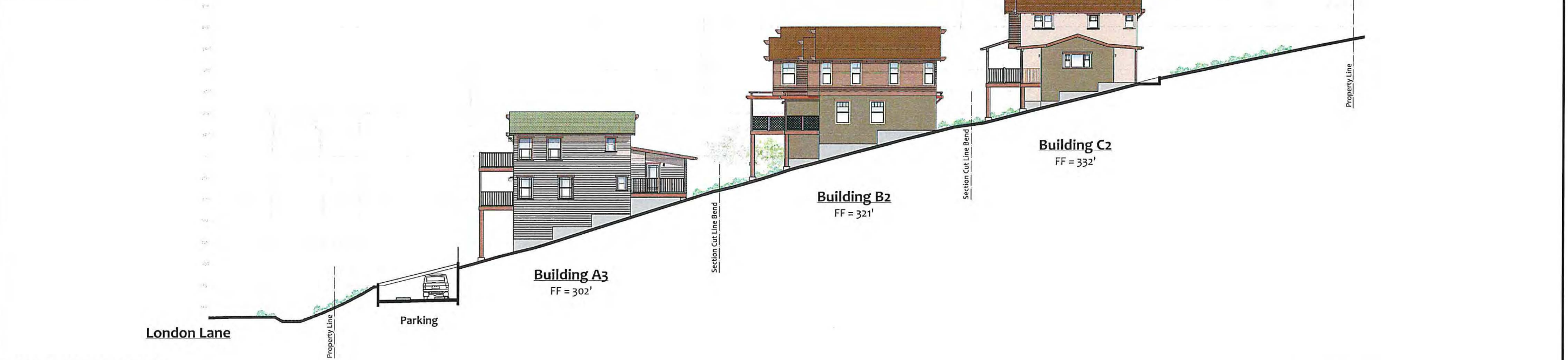
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JOB:	Job
DATE:	12/2/18
DRAWN:	Drawn
REV:	▲
	▲
	▲
	▲

SHEET N°
P1.1



A SITE SECTION/ELEVATION
Not To Scale



B SITE SECTION/ELEVATION
Not To Scale

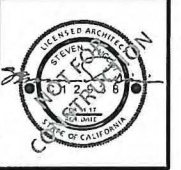


Steven Puglisi
ARCHITECTS
INC.
569 Higuera Street Suite A
San Luis Obispo
CA 93401
Ph: 805.595.1962 Fx: 805.595.1980

PROJECT:
Cambria Bungalows
Green Street and London Lane,
Cambria, California
Boris Pilch

SHEET:
SITE ELEVATIONS

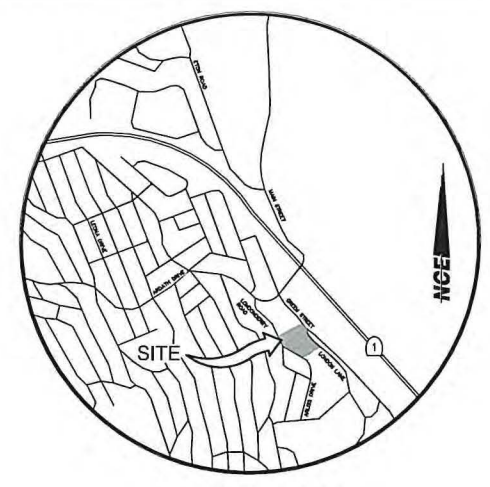
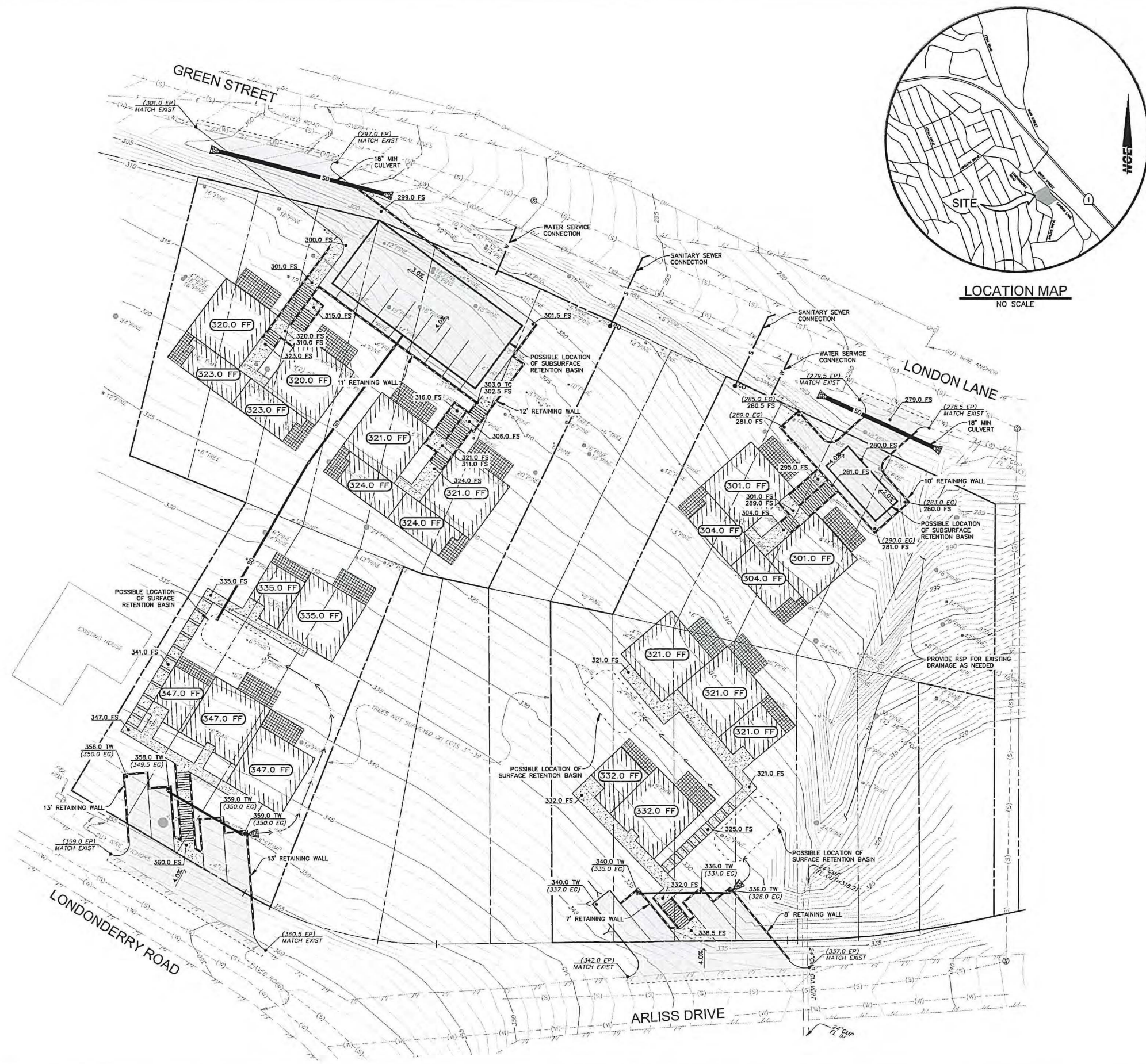
PROJECT STATISTICS:



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JOB:	Job
DATE:	12/21/18
DRAWN:	Drawn
REV:	

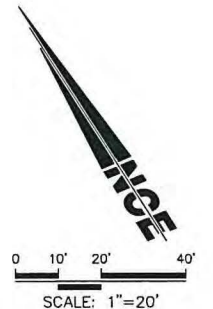
SHEET N°
P1.2



LOCATION MAP
NO SCALE

PRELIMINARY LEGEND

- 611.1 FF FINISHED FLOOR ELEVATION
- EXISTING GRADE
- FINISHED GRADE
- 4:1 SLOPE, U.O.N.
- DRAINAGE DIRECTION
- EXISTING CONTOUR
- PROPOSED CONTOUR
- S SEWER MANHOLE
- STORM DRAIN INLET
- RSP FLARED END SECTION
- SANITARY SEWER CLEANOUT
- SEWER LATERAL @ 2% MIN
- EXISTING TREE TRUNK & SIZE
- RETAINING WALL
- FLOWLINE WITH RSP
- SEWER LINE
- EXISTING SEWER LINE
- WATER LINE
- EXISTING WATER LINE
- STORM DRAIN
- EXISTING STORM DRAIN
- EXISTING ELECTRIC LINE
- EXISTING OVERHEAD POWER/TEL
- EXISTING EDGE OF PAVEMENT
- EDGE OF PAVEMENT
- PROJECT BOUNDARY
- PROPERTY LINE
- HMA PAVING
- RAISED PATIO
- CONCRETE
- BUILDING OUTLINE



CAMBRIA BUNGALOWS
CONCEPTUAL GRADING
AND UTILITY PLAN

725 CRESTON ROAD, SUITE B
PASO ROBLES, CA
805.239.3127

NCE
NORTH COAST
ENGINEERING

Monterey Pine Forest Restoration & Enhancement Area

- Total Area: XX acres
- Implementation Standards:**
Final construction plans will include a "Monterey Pine Forest Habitat Restoration and Enhancement Plan". The plan shall include:
- Protect the designated restoration and enhancement area and delineate the project limit area by a permanent rail fence.
 - Replace removed Monterey Pine and Coast Live Oak trees as tabulated on Table A below at ratios of 4:1 and 6:1 respectively, using local seed and/or nursery sources.
 - Provide temporary irrigation and a maintenance program to establish the replacement plants and control exotic vegetation (e.g. Scotch Broom and French Broom).
 - Enhance the forest understory by planting native plants from the Monterey Pine Forest Habitat plant community (North Coast Area Plan Planning Area Standards page 7-20 through 7-25).
 - Prescribe construction stage habitat protection measures consistent with the Cambria Forest Management Plan and good arboriculture practice.

Fire Safety
The layout of restoration and enhancement vegetation shall establish low fuel zones nearest to the proposed residences to avoid fire ladders. Placement of replacement trees will avoid overhanging buildings at maturity as feasible.

On-site Restoration Plant List

Replacement Trees	Preliminary Quantity
Pinus radiata	15
Quercus agrifolia	7

Understory Shrubs	Preliminary Quantity
Tipula arifolia	20
Heteromeles arbutifolia	20
Lonchocarpus	20
Rhamnus californica	20
Symphoricarpos mollis	20

Replacement Trees	Preliminary Quantity
Pinus radiata	49
Quercus agrifolia	27

Cambria Morning Glory
Calyptis subaequalis ssp. apiculata (Cambria (San Luis Obispo County) morning glory) present on this site shall be mapped prior to site disturbance and transplanted to suitable areas within the Restoration and Enhancement Area. The final Monterey Pine Forest Restoration and Enhancement Plan shall contain transplanting specifications and an establishment and monitoring program.

Table A: Tree Removal Summary
Table A (below) summarizes the number of trees to be removed

Living Monterey Pine (rated 3-5)	Living Coast Live Oak (rated 3-5)	Living Toyon (rated 3-5)	Dead Monterey Pine (rated 1-2)	Dead Coast Live Oak (rated 1-2)	Dead Trees (no ratings)
16	9	5	1	1	11

Table B: Trees Proposed for Removal
Table B (below) summarizes the Tree ID number, species, diameter at breast height (DBH), health condition rating, and the health evaluation of the healthy trees proposed for removal. Arborist has rated trees for structure and health with the following a numerical grade of 1-5 as follows (refer to Arborist report for further details)

Structure	Health
1. Hazardous	1. Dead or dying
2. Poor, unlikely to survive	2. Poor, high degree of stress
3. Fair	3. Fair
4. Good	4. Good
5. Excellent	5. Excellent

Tree #	Species	DBH (1-5)	Health (1-5)
103	Coast Live Oak	16	4
106	Coast Live Oak	17	3
107	Coast Live Oak	13	3
109	Coast Live Oak	18	3
124	Monterey Pine	19	3
141	Monterey Pine	17	3
142	Monterey Pine	22	3
146	Monterey Pine	22	3
152	Monterey Pine	16	3
177	Monterey Pine	8	3
404	Monterey Pine	11	3
407	Monterey Pine	5	3
412	Coast Live Oak	5	3
417	Monterey Pine	11	4
419	Monterey Pine	6	4
421	Coast Live Oak	7	2
422	Monterey Pine	6	3
426	Monterey Pine	8	3
427	Coast Live Oak	11	3
428	Monterey Pine	7	4
429	Monterey Pine	8	4
446	Coast Live Oak	13	3
447	Coast Live Oak	8	3
454	Toyon	5	3
455	Toyon	5	3
456	Toyon	10	4
484	Toyon	6	3
485	Toyon	11	3
471	Monterey Pine	5	4
472	Monterey Pine	9	4

Table C: Unhealthy Trees Proposed for Removal
Table C (below) summarizes the Tree ID number, species, diameter at breast height (DBH), health condition rating, and the health evaluation of the unhealthy trees proposed for removal.

Tree #	Species	DBH (1-5)	Health (1-5)
174	Monterey Pine	8	3
175	Monterey Pine	14	3
176	Monterey Pine	10	3
194	Monterey Pine	13	3
411	Coast Live Oak	8	2

Table D: Dead Trees Proposed for Removal
Table D (below) summarizes trees which are dead and are to be removed for safety. These are not counted Towards tree replacement. Arborist report does not identify species of dead trees

102, 104, 126, 138, 180, 183, 184, 200, 420, 473, 474

Refer to Arborist Report prepared by Greenvale Trees, December 31, 2016, for health rating criteria and additional evaluation.

Residential Landscape

The landscape plant palette will include native trees and shrubs found locally within the Monterey Pine forest habitat. Plants will be drought-tolerant conforming to San Luis Obispo county's "Water Efficient Landscape Ordinance" (WELO).

BOTANICAL NAME	COMMON NAME	WUCOLS RATING
TREES		
Pinus radiata	MONTEREY PINE	M
Quercus agrifolia	COAST LIVE OAK	VL
SHRUBS & GRASSES		
Achillea millefolium	COMMON YARROW	L
Baccharis pilularis	COYOTE BUSH	VL
Ceanothus thyrsiflorus	BLUE BLOSSOM CEANOETHUS	VL
Deschampsia cespitosa	TURTLED HAIR GRASS	M
Drypis alvayana	STICKY MONKEYFLOWER	VL
Heteromeles arbutifolia	TOYON	VL
Leucodendron hespericum	CALIFORNIA HONEYBUCKLE	L
Rhamnus californica	COFFEEBERRY	L
Ribes speciosum	USDA FLOWERING GOOSEBERRY	VL
Ribes sanguineum	FLORICANE CURRANT	VL
Rubus ursinus	ACF AC BLACKBERRY	L
Symphoricarpos mollis	CREeping SNOWBERRY	L

Water Conservation Notes

- The following water conservation techniques shall be employed in this Project:
- Planting and irrigation design shall conform to the "Model Water Efficient Landscape Ordinance" (MWELO).
 - Water conserving plants, defined as "Low" in the "Water Use Classification of Landscape Species" (WUCOLS IV, University of California Cooperative Extension), shall be utilized in 95% of the total planting area.
 - Irrigation system shall be separated into distinct hydrozones based on plant material types, exposure and orientation.
 - Soil amendments and mulch shall be utilized to improve water holding capacity of soil.
 - Automatic irrigation system shall utilize "Smart Controller" technology with water budgeting feature to adjust water application based on soil moisture and/or local weather data.
 - Recommendations shall be given for annual irrigation schedule at project completion.
 - Lawn is not used.

Statement of Water Conserving Irrigation Design

- The following principles of irrigation design are utilized to conserve water and improve the efficiency of the irrigation system:
- All irrigation shall be drip or dripline emitters. No overhead spray heads will be used.
 - Irrigation hydrozone application shall be adjusted according to water needs and weather.
 - Irrigation system master valve shall be used.
 - Irrigation system "Smart controller" with water budgeting feature shall be used.
 - Irrigation system flow sensor shall be used.
 - Irrigation system of rain shut-off device connected to irrigation controller shall be used.
- To maintain the irrigation efficiency intended in the design, the irrigation system shall be tested and maintained on a monthly basis by maintenance staff.

Legend

- Living trees to be removed (health rating of 3-5)
 - Dead / dying trees to be removed (health rating of 1-2)
 - Existing trees to remain
- Refer to Arborist Report prepared by Greenvale Trees, December 31, 2016, for health rating criteria and additional evaluation.



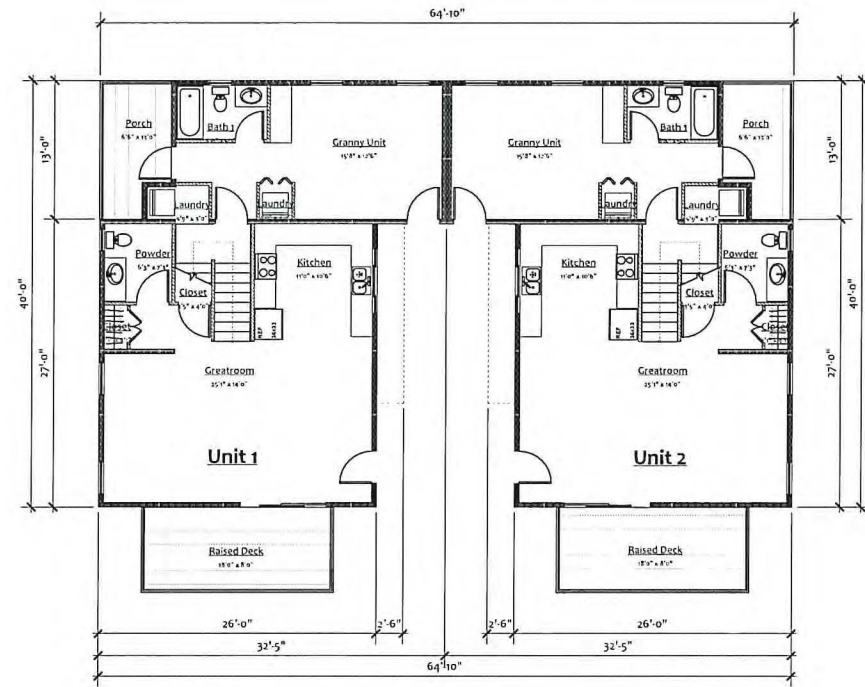
JBLA
Jim Burrows
Landscape Architecture
979 Osos Street, Suite B6
San Luis Obispo, CA 93401
(805) 439-3209 • www.jbla-slo.com

NORTH

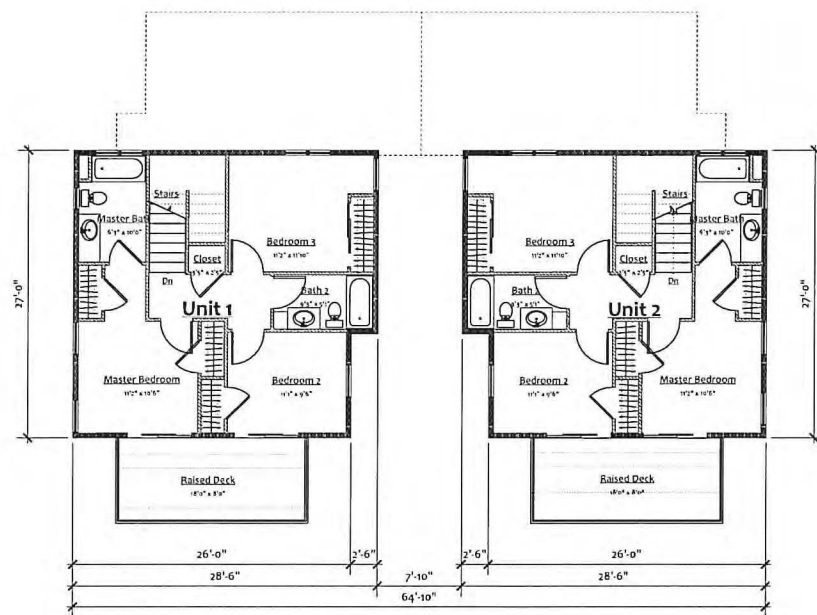
SCALE: 1" = 20'-0"

CONCEPTUAL MONTEREY PINE FOREST RESTORATION, ENHANCEMENT & LANDSCAPE PLAN

L-1
CAMBRIA BUNGALOWS
CAMBRIA, CA



TYPICAL FLOOR PLAN - LOWER
Scale: 1/8" = 1'-0"



TYPICAL FLOOR PLAN - UPPER
Scale: 1/8" = 1'-0"



FRONT ELEVATION
Scale: 1/8" = 1'-0"



RIGHT ELEVATION (LEFT MIRRORED)
Scale: 1/8" = 1'-0"



REAR ELEVATION
Scale: 1/8" = 1'-0"

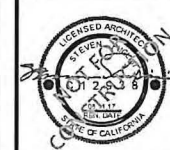


Steven Puglisi
ARCHITECTS
INC.
569 Higuera Street Suite A
San Luis Obispo
CA 93401
Ph: 805.595.1962 Fx: 805.595.1980

PROJECT:
Cambría Bungalows
Green Street
Boris Pilch

SHEET:
**FLOOR PLAN &
EXTERIOR ELEVATIONS
BUILDING A**

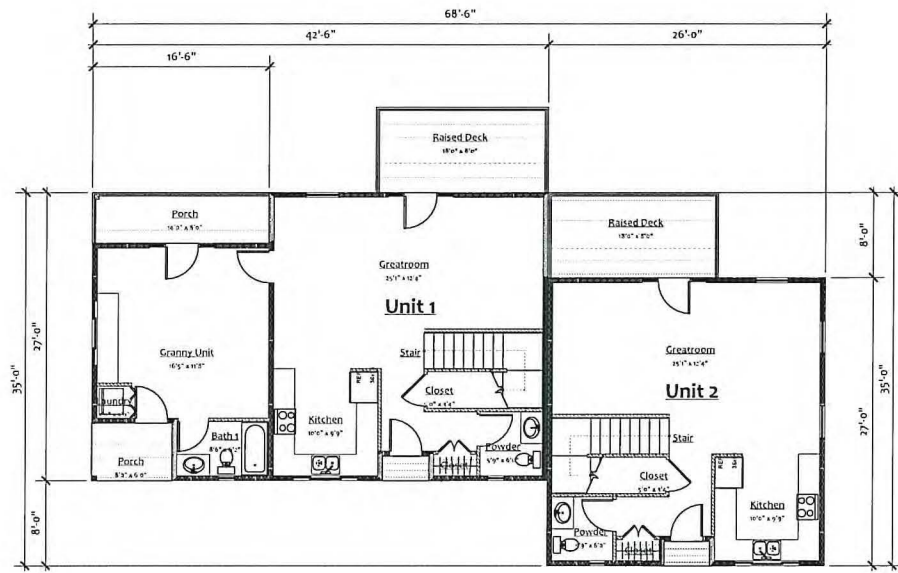
PROJECT STATISTICS:
Building A1/ A2/ A3
Unit 1 - 1,722 sf
Unit 2 - 1,722 sf
3,444 SF Total



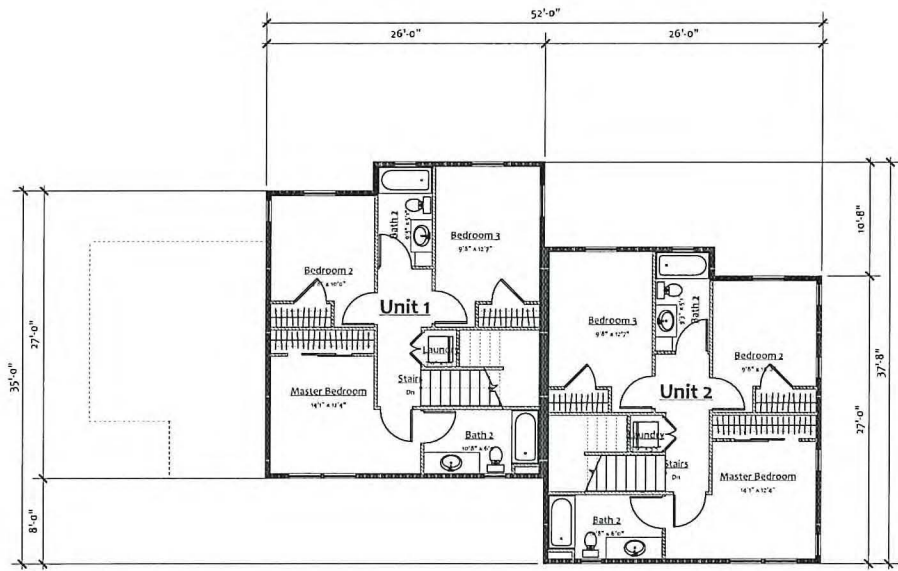
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JOB:	Job
DATE:	Date
DRAWN:	Drawn
REV:	Revisions

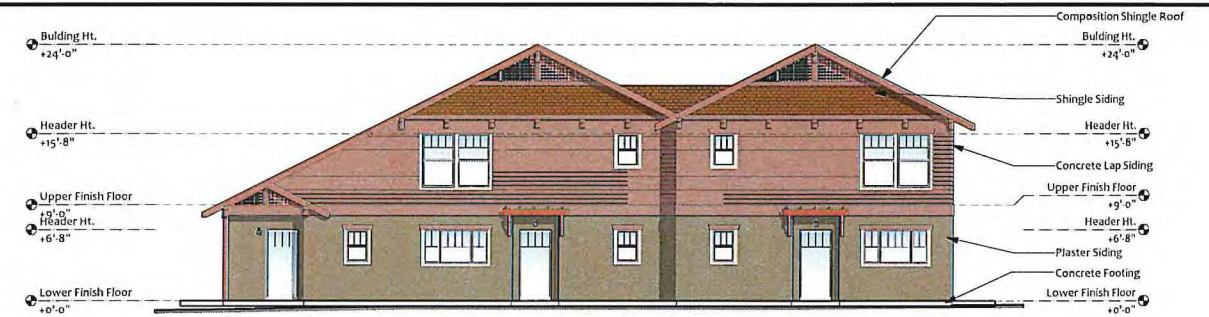
SHEET N^o
P2.1



TYPICAL FLOOR PLAN - LOWER
Scale: 1/8" = 1'-0"



TYPICAL FLOOR PLAN - UPPER
Scale: 1/8" = 1'-0"



FRONT ELEVATION
Scale: 1/8" = 1'-0"



RIGHT ELEVATION
Scale: 1/8" = 1'-0"



REAR ELEVATION
Scale: 1/8" = 1'-0"



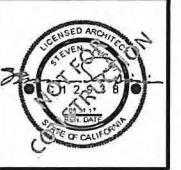
LEFT ELEVATION
Scale: 1/8" = 1'-0"

Steven Puglisi
ARCHITECTS
INC.
569 Higuera Street Suite A
San Luis Obispo
CA 93401
Ph: 805.595.1962 Fx: 805.595.1980

PROJECT:
Camabria Bungalows
Green Street
Boris Pilch

SHEET:
**FLOOR PLAN &
EXTERIOR ELEVATIONS
BUILDING B**

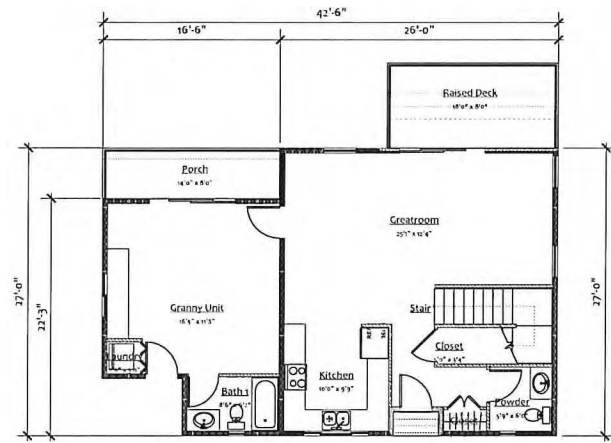
PROJECT STATISTICS:
Building B1/ B2
Unit 1 - 1,695 sf
Unit 2 - 1,368 sf
3,063 SF Total



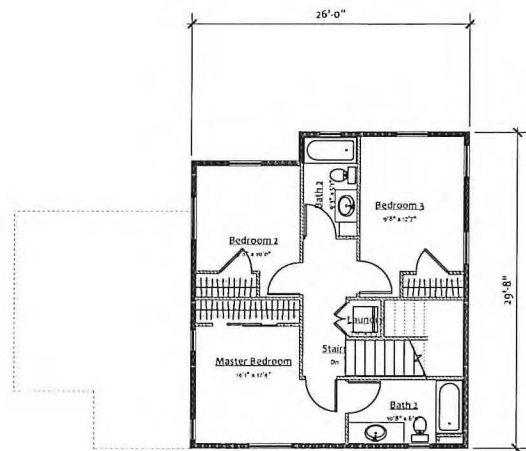
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JOB:	Job
DATE:	Date
DRAWN:	Drawn
REV:	

SHEET N°
P2.2



TYPICAL FLOOR PLAN - LOWER
Scale: 1/8" = 1'-0"



TYPICAL FLOOR PLAN - UPPER
Scale: 1/8" = 1'-0"



FRONT ELEVATION
Scale: 1/8" = 1'-0"



RIGHT ELEVATION
Scale: 1/8" = 1'-0"



REAR ELEVATION
Scale: 1/8" = 1'-0"



LEFT ELEVATION
Scale: 1/8" = 1'-0"

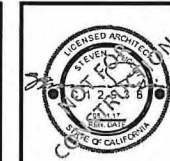


Steven Puglisi
ARCHITECTS
INC.
569 Higuera Street Suite A
San Luis Obispo
CA 93401
Ph: 805.595.1962 Fx: 805.595.1980

PROJECT:
Cambria Bungalows
Green Street
Boris Pilch

SHEET:
**FLOOR PLAN &
EXTERIOR ELEVATIONS
BUILDING C**

PROJECT STATISTICS:
Building C1 & C2 (Mirrored)
Unit 1 1,695 SF Total



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JOB:	Job
DATE:	Date
DRAWN:	Drawn
REV:	

SHEET N°
P2.3

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

AMANDA RICE, President
 JIM BAHRINGER, Vice President
 HARRY FARMER, Director
 AARON WHARTON, Director
 DAVID PIERSON, Director


OFFICERS:

VACANT, General Manager
 MONIQUE MADRID, Acting General Manager
 TIMOTHY J. CARMEL, District Counsel

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

October 4, 2018

BORIS PILCH, LLC
 c/o HIGUERA COMMONS, LLC
 PO BOX 730
 AVILA BEACH, CA 93424

Subject: **INTENT TO PROVIDE WATER AND SEWER SERVICE**
 ASSESSOR'S PARCEL NO.: 024-191-062 AND 024-191-063
 12 EDUs to be used for Multi-Family Residential Project

Dear Applicant,

As you are aware, the Board of Directors of the Cambria Community Services District previously took action to suspend all pending and outstanding Intent to Serve ("ITS") Letters, based upon the Stage 3 Water Shortage Emergency. On March 23, 2017 the Stage 3 Water Shortage Emergency was lifted. Based on the Board's actions, the ITS Letters were also to be extended for six months after the removal of the Stage 3 Water Shortage Emergency, which would have resulted in an expiration date of September 23, 2017. At its August 24, 2017 regular meeting, the CCSD Board of Directors took action to further extend your ITS Letter for an additional six months, to March 23, 2018. In such circumstances, it is customary for the CCSD to issue correspondence notifying ITS letter holders of the Board's actions, the new expiration date, and the holders' responsibility regarding future extension requests. Because no correspondence was issued, we are providing a courtesy administrative extension of 6 months from the date of our last meeting. Accordingly, this letter serves as an update and re-notification of the CCSD's present intention to provide water and sewer service to the above referenced parcel, subject to the terms and conditions contained herein and compliance with all applicable provisions of the CCSD Municipal Code.

Your "Intent to Serve" letter is now valid through February 20, 2019.

The CCSD's issuance to you of an "Intent to Serve" letter and subsequent issuance to you of water and sewer connection permits shall be subject to current and future rules, regulations, resolutions and ordinances of the Cambria Community Services District. The "Intent to Serve" letter may be revoked as a result of conditions imposed upon the CCSD, by a court or governmental agency of higher authority, or by a change in availability of resources, or by a change in ordinances, resolutions, rules or regulations adopted by the Board of Directors for the protection of the health, safety and welfare of the District. The Board of Directors of the District reserves the right to revoke this "Intent to Serve" letter at any time.

Please be advised that the CCSD requires water conserving plumbing in all newly constructed residential and commercial buildings. These requirements are part of the 2016 California Green Plumbing Code, as subsequently updated. Additionally, the CCSD Board adopted its 2015 Urban Water Management Plan Update on December 15, 2016, which included provisions requiring the use of dual plumbed, point of use recycled water systems on new residential construction for non-potable toilet flushing and other non-potable uses, as well as requiring that no potable water be used for outdoor landscaping. A summary of our latest water conservation and water use efficiency requirements is enclosed.

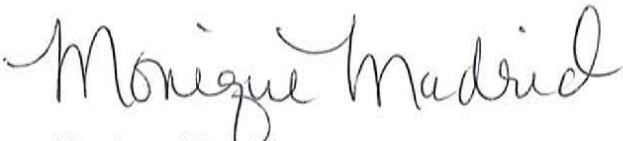
This Intent to Serve letter may be considered for an extension, subject to meeting the requirements of the CCSD Municipal Code. Application for such extension is subject to a non-refundable fee in the amount set forth in the CCSD's applicable fee schedule and shall be submitted to the District office 30 days prior to expiration. The CCSD Board has full discretion to approve or disapprove the requested extension, and if granted it will be subject to any additional conditions which may be imposed at that time.

During the period that the "Intent to Serve" letter is valid, you must obtain a water and sewer connection permit for the project by submitting signed application form, and an approved County Building Permit, together with payment of any balance due on retrofit, and water/sewer connection fees. Failure to complete any of the requirements of this Intent to Serve letter within the prescribed time restraints may result in its revocation, forfeiture of fees and your project will be returned to the waiting list.

If you have any questions concerning this matter, please call this office for assistance.

Sincerely,

CAMBRIA COMMUNITY SERVICES DISTRICT

A handwritten signature in cursive script that reads "Monique Madrid".

Monique Madrid
Acting General Manager

MM/mab

Enc. Conditions
New Construction Requirements

CONDITIONS

1. Any extension shall be subject to the applicant having an active application for a building permit (residential) or an application accepted by the County for a minor use permit or development plan, if applicable and an active application for a building permit (commercial).
2. The applicant shall reimburse the CCSD for the costs of plan checking, construction inspection, project administration and legal assistance of any CCSD related improvement associated with the project. For all services rendered by CCSD personnel, the applicant shall be charged and pay to the CCSD the actual cost. The CCSD will invoice the applicant, and any amounts unpaid 30 days from the date of the invoice shall bear interest at the rate of 1½ % per month beginning 30 days after the date of said invoice.
3. The applicant expressly grants the CCSD, or its authorized agent, permission to enter upon the land that is the subject of the project for the purpose of inspection of any and/or all work related to the water and sewer improvements.
4. The applicant must agree to grant any required utility or access easements that may be reasonably required by the CCSD.
5. The applicant shall defend, indemnify and hold harmless the CCSD, its officers, agents, representatives and employees from any and all claims, demands, damages, costs expenses or liabilities, including attorney fees, occasioned by the performance or attempted performance of the provisions contained in this Intent to Serve Letter.
6. In granting an intent to serve letter, CCSD, makes no determination as to land use entitlements required for the proposed project, and the issuance shall not be construed to be an expression of CCSD's position regarding the use or intensity of use of the development property.
7. The applicant agrees to pay all CCSD connection fees prior to connecting to the water and sewer system and agrees to pay all monthly water and sewer service charges.

CCSD Water Conservation and Water Use Efficiency Requirements for New Construction¹

All new construction projects must be exclusively serviced with **high-efficiency water-use plumbing and plumbing fixtures**. See CCSD Municipal Code 4.16.030 for more information. **Failure to install and maintain** high-efficiency water-use plumbing and plumbing fixtures or unauthorized replacement with low-efficiency alternatives is a **misdemeanor offense** under California Water Code Section 377.

2016 CALGreen Code Mandatory Measures. Unless there is a conflict with CCSD requirements, the following CALGreen mandatory measures shall be followed: **Sections 4.303.1 and 4.303.2**. In cases of conflict, the provisions of the CCSD shall be followed.

CCSD Exceptions and Additions to 2016 CALGreen Code Measures:

FIXTURES	RETROFIT REQUIREMENT
<u>SHOWER HEADS</u>	Shall limit the maximum flow to 1.5 gallons per minute and shall have a shutoff valve located on or near the showerhead .
<u>PRESSURE REGULATORS</u>	Shall be installed and set at 50 pounds per square inch maximum at all locations served by the District's water distribution system.
<u>FAUCETS</u>	Kitchen/Bar/Utility sinks shall be equipped with faucet aerators and be of a design that limits the maximum flow to 1.5 gallons per minute .
	Lavatory (bathroom) sinks shall be equipped with faucet aerators that limit the maximum flow to 0.5 (one-half) gallons per minute .
	Hose bibs shall be equipped with restrictor and anti-siphon valves (vacuum breakers) that limit the maximum flow to 4.0 gallons per minute.
<u>DISHWASHERS & WASHING MACHINES</u>	Residential/Commercial ² clothes washers shall be ENERGY STAR certified and have an integrated water factor of no greater than 4.0 . Residential dishwashers shall be ENERGY STAR certified and shall use no more than 3.5 gallons per cycle . Commercial dishwashers shall be reviewed with by the CCSD prior to installation. Visit www.energystar.gov/products/ to search for appliances that meet the above requirements.
<u>POINT OF USE RECYCLED WATER</u>	Separate black and grey water sewer systems shall be installed. Separate potable and non-potable water lines shall be installed. Grey water shall be treated and disinfected using a point-of-use recycled water system prior to reuse for toilet flushing and other non-potable uses. Point-of-use recycled water systems shall be reviewed and approved by the CCSD prior to installation. A reduced-pressure backflow preventer shall be installed on all water services entering the property. Cross connection testing between potable and non-potable systems shall be completed to the CCSD's satisfaction prior to operation.
<u>OUTDOOR WATER USE</u>	No potable irrigation water shall be allowed for outdoor irrigation. Use of native, drought-tolerant plants is recommended to minimize irrigation from non-potable water.

For questions about this handout please contact the CCSD at (805) 927-6223.

¹ Per Title 4, Chapter 4 of the CCSD District Code including changes adopted by Ordinance 03-2013 approved on 8/22/2013.

² See CCSD Code for Commercial applications using machines with greater than 20 pounds of laundry capacity per load.

APPLICATION FOR EXTENSION

INTENT TO SERVE LETTER
 CONNECTION PERMIT

RESIDENTIAL COMMERCIAL

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

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

TODAY'S DATE: 1-18-19 EXPIRATION DATE of LETTER/PERMIT 2-20-19
OWNER'S NAME BORIS PILCH PHONE # 805-597-8328
OWNER'S MAIL ADDRESS 10 SANTA ROSA ST, SUITE 101, SAN LUIS OBISPO, CA 93401
AGENT'S NAME/PHONE NO. STEVEN PULISI ARCHITECTS, INC 805-595-1962
ASSESSOR'S PARCEL NUMBER 024-191-013, 062, 063

INTENT TO SERVE LETTER FIRST ISSUED (DATE): MARCH 23RD, 2017 # OF EXTENSIONS PREVIOUSLY REQUESTED 1

- (REQUIRED) • Attach **CURRENT** (no more than 30 days old) **COUNTY STATUS PRINT-OUT** showing RECENT activity on the project
- (REQUIRED) • Building Permit/ Project No. B
- (If applicable) • Minor Use Permit/ Project No. DRL2019-00009
- Have you started the foundation or construction? Yes ___ No

Reason for this request:

WE ARE REQUESTING THE WILL SERVE EXTENSION TO FACILITATE THE ENTITLEMENT AND PERMITTING OF OUR PROPOSED 12-UNIT AFFORDABLE HOUSING PROJECT. SEE ATTACH LETTER AND PROJECT PLANS FOR FURTHER INFORMATION.

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

/s/ [Signature] 1-18-19
Signature of Applicant or Authorized Agent Date

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

Extension Fee Paid _____	Extension DENIED _____
All documentation received _____	Reason for Denial _____
Board Action Date (if applicable) _____	_____
Extension APPROVED _____	
New Expiration Date _____	

/s/Permits Specialist / for General Manager Date



Steven Puglisi
ARCHITECTS,
INC.

569 Higuera Street, Ste.A
San Luis Obispo, CA 93401
phone 805.595.1962
fax 805.595.1980

18 January 2019

Cambria Community Services District – Melissa Bland

1316 Tamsen Street, Suite 201

Cambria, CA 93428

Dear Mrs. Bland,

I am writing on behalf of our client, Boris Pilch, to request an extension of his will serve letters associated with his property located off Green St. in Cambria. The project APNs are 024-191-013, 024-191-062, and 024-191-063. The will serve letters shall expire on February 20th, 2019. As of today's date, we have submitted our 12-unit affordable housing project to the County of San Luis Obispo Planning Department and we have begun the entitlement process through a County Conditional Use Permit and Coastal Development Permit. Once entitled, we will be pursuing construction permits through the County of San Luis Obispo. Given the nature of the site and time for processing entitlements/permits, we request that our will serve letters be extended for an additional six months. If CCSD is willing to grant a longer exception, one year would likely suit the timing of the project better. We will be providing you a set of the proposed project plans for your review in consideration of this extension. Should you need any further information to make your determination feel free to contact me directly.

Sincerely,

Michael Dammeyer
Project Architect

Steven Puglisi
ARCHITECTS
INC.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.C.**FROM: Monique Madrid, Acting General Manager
Timothy Carmel, District Counsel-----
Meeting Date: February 28, 2019Subject: SUPPLEMENTAL REPORT
REGARDING DISCUSSION AND
CONSIDERATION OF AMENDING THE
CCSD MUNICIPAL CODE RELATING
TO THE AFFORDABLE HOUSING
PROGRAM**RECOMMENDATIONS:**

Staff recommends that the Board of Director continue its discussion and consideration of draft Ordinance 01-2019 relating to the Affordable Housing Program. If it desires to proceed with the Ordinance, the Board should make any desired modifications and then the Ordinance should be introduced, read by title only and further reading should be waived.

FISCAL IMPACT:

See discussion in January 2019 staff report regarding the draft Ordinance.

BACKGROUND:

This report is being provided to supplement the staff report and draft Ordinance 01-2019 relating to the Affordable Housing Program that was on the Board of Directors January 2019 agenda. After discussion at that meeting, the item was continued to the February 2019 meeting for further consideration. The original staff report from January, along with the draft Ordinance, is again being provided to the Board.

At the January meeting, issues were raised regarding how San Luis Obispo County's Affordable Housing Program worked in relation to Cambria. In addition, concerns were expressed by members of the public that, given the CCSD's limited water resources, approving the proposed Ordinance would in some fashion result in a large number of affordable housing projects.

As the following explains, the CCSD's Municipal Code provisions relating to affordable housing, as well as the County's affordable housing provisions, recognize the limited water resources available to the community. Moreover, the proposed amendments would clarify and provide a mechanism for the Board to either allow or not allow an affordable housing project to proceed, since it will add the following provision to the CCSD Municipal Code:

C. The Board may determine that intent to serve letters may be issued to allow a project for extremely low-income, very low-income, lower-income, moderate-income, or workforce housing to proceed and connect to the CCSD's water

system, subject to the County's Growth Management Ordinance and any other required approvals by other governmental agencies.

This provision is permissive, and does not *require* that the Board allow a project to proceed. A lack of water resources could form the basis for making a determination that a particular project should not be permitted to proceed and connect to the water system. The proposed amendments will also provide that reduction in connections fees are not automatic, and can therefore be limited to projects that meet the District's goals in promoting needed affordable housing.

Otherwise, staff believes that Cambria's Affordable Housing Program, which is contained in CCSD Municipal Code Section 8.04.110, ties into the County's North Coast Area Plan (NCAP), and therefore it is appropriate that it be periodically updated. Clearly, affordable housing is a complex matter and a major issue statewide. In that respect, the State legislature has expressly found that:

The availability of housing is of vital statewide importance, and the early attainment of decent housing and a suitable living environment for every Californian, including farmworkers, is a priority of the highest order. (Government Code Section 65580)

In addition to broader social equity issues, there are also many State and federal requirements that cities and counties must adhere to that form the underlying basis for San Luis Obispo County's affordable housing programs. Given that complexity, it is difficult to set forth a concise summary of the County's affordable housing program. The following is offered as a brief overview of some of the issues and how the CCSD's Affordable Housing Program relates to the County's program.

The County's affordable housing program is very complex, as illustrated by the great many informational documents that can be found on its website:

<https://www.slocounty.ca.gov/Departments/Planning-Building/Housing/Housing-Forms-Documents/Informational-Documents.aspx>

It should also be noted that as a condition of receiving federal housing and community development funds, the County of San Luis Obispo is required to affirmatively further fair housing. In addition, under State law, cities and counties are required to adequately plan to meet the housing needs of everyone in the community. California's local governments meet this requirement by adopting housing elements as part of their general plan. State law is very detailed with regard to what those housing elements must contain. The process includes allocating the housing needs amongst all of the jurisdictions (cities/counties) within each region of the State. This is done through what are known as Regional Housing Need Allocation Plans. Cities and counties must then address a variety of issues in their housing elements in order to show how they will meet their regional housing allocations.

In addition, there are other statutory requirements that address processing housing development projects. The law also includes specific findings that are required to be made in order to deny or condition approval in a manner that renders affordable housing projects infeasible (reference Government Code Section 65589.5). State law also includes the "density bonus" law (found in

California Government Code Sections 65915 – 65918), that strongly encourages the development of affordable and senior housing. Those statutes require that cities and counties grant up to a 35% increase in project densities or provide other incentives or concessions, depending on the amount of affordable housing being developed. The density bonus law is a State mandate and a developer who meets the requirements of the statutes is entitled to receive the density bonus or other benefits as a matter of right.

Against this legal backdrop, San Luis Obispo County's Coastal Zone Land Use Ordinance contains 23 pages of provisions relating to affordable housing. This includes: Affordable Housing Density Bonus (Section 23.04.090 et seq.); Inclusionary Housing (Section 23.04.096), which generally requires that developers must either build affordable housing units into their projects, pay an affordable housing in-lieu fee, or donate land; and provisions that specifically address "Affordable Housing Required in the Coastal Zone" (Section 23.04.092), and state that:

This section provides for the implementation of California Government Code Section 65590, which requires that housing opportunities in the Coastal Zone for persons and families of low or moderate income shall be protected, encouraged and where feasible, provided. It also recognizes that the provision of affordable housing may not be feasible in some developments.

Further complicating how the County's affordable housing provisions operate in relation to Cambria is the fact that the CCSD has a declared Water Code Section 350 Water Shortage Emergency. San Luis Obispo County also has a Growth Management Ordinance. Cambria's water supply has been rated as being at Service Category Level of III by the County's Resource Management System (also referred to as "Level of Severity III" or "LOS III"). LOS III is the most severe level. Accordingly, under the Growth Management Plan the maximum annual allocation/growth rate in Cambria is set at Zero (0%).

In that regard, it should also be noted that Section 23.04.096 of the County Code includes the following special findings requirement for inclusionary housing developments:

In communities with a certified Level of Severity III (LOS III) for the water supply, whenever the use of inclusionary density bonus units will cause a development to exceed the residential density otherwise allowed by County ordinances, then prior to project approval the decision-making body shall find substantial evidence to support a conclusion that the local water purveyor can supply adequate water for the project and for full community build-out within its service area as provided for in the General Plan. If there is an inadequate water supply to support density bonus units then the developer shall use other options to satisfy the inclusionary housing requirement, such as payment of fees or donation of land.

Cambria's Affordable Housing Program was initially established in 1993 and was further amended in subsequent ordinances before being codified in Section 8.04.110 of the CCSD Municipal Code. As has been previously noted in other reports, when the District established the implementation program for the Water Code Section 350 Emergency Water Shortage Declaration in December 2001, a provision was included that the Board could consider issuance

of Intent to Serve letters for affordable housing projects. The staff report at that time included the following:

A. New Construction: No Intent to Serve Letters will be issued for new development except as follows:

1. The Board of Directors may consider the issuance of Intent to Serve Letters for affordable housing projects (as defined in CCSD Ordinance 1-99), public educational facilities, publicly owned park and recreation facilities, and other governmental facilities...

Affordable housing in Cambria is also recognized in the North Coast Area Plan (NCAP), which is part of the Land Use and Circulation Elements of the County’s General Plan. The NCAP provides under “Cambria Urban Area Programs” that, “The County and the Cambria Community Services District (CCSD) should work together to ensure that affordable housing project proposals are allocated adequate capacity of available water supplies.” Additionally, under “Community Wide” standards and “Reservation of Capacity,” the NCAP states that:

The Cambria Community Service District (CCSD) shall reserve available water and sewage treatment capacity for the following priority uses...

B. Affordable Housing - Program Required. The CCSD shall reserve sufficient water and sewer capacity to serve affordable housing. Prior to issuance of any further water will-serve letters, the District shall propose to the County a program to accommodate a limited number for affordable housing units each year. The program shall be consistent with definitions of affordable housing in the County Housing Element. The exact number shall be determined based on unmet housing needs, and availability of water.

Therefore, the Affordable Housing Program in the CCSD Municipal Code is rooted in the NCAP, and goes toward satisfying the foregoing requirement, which also recognizes concerns about availability of water.

Attachments: January 17, 2019 Staff Report Regarding Affordable Housing Ordinance Draft Ordinance 01-2019

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON ___ FARMER ___ RICE___ STEIDEL ___ HOWELL___

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.F.**FROM: Monique Madrid, Acting General Manager
Timothy Carmel, District Counsel-----
Meeting Date: January 17, 2019Subject: DISCUSSION AND CONSIDERATION
OF INTRODUCTION OF ORDINANCE
01-2019 AMENDING SECTION
8.04.110 OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT
MUNICIPAL CODE RELATING TO THE
AFFORDABLE HOUSING PROGRAM**RECOMMENDATIONS:**

Staff recommends that the Board of Directors discuss and consider draft Ordinance 01-2019 relating to the Affordable Housing Program and make any appropriate changes. If the Board wishes to proceed with the Ordinance, the Ordinance should be introduced, read by title only and further reading should be waived. The Ordinance can be adopted at the next regular Board meeting.

FISCAL IMPACT:

Under the current provisions of the CCSD Municipal Code, lower income affordable housing projects receive an incentive for each unit constructed consisting of a fifty percent (50%) reduction in water and sewer connection fees. The draft Ordinance presented to the Board would make the reduction in fees permissive rather than required, and it would apply to extremely low-income, very low-income or lower-income projects only. Broadening the definition of projects eligible for affordable housing allocations could have significant financial impacts to the District depending on how it is structured.

BACKGROUND:

Section 8.04.110 of the CCSD Municipal Code sets forth the CCSD's Affordable Housing Program. The Board has recently discussed concerns that have arisen relating to the definitions in the CCSD Code that limit such projects to those that are for "lower income households." This was a result of an affordable housing project proposal presented to the District for a project that included moderate income and workforce housing.

President Pierson has suggested that Section 8.04.110 be revised to broaden the types of eligible affordable projects, and to bring the CCSD Code more in line with the affordable housing project categories used by San Luis Obispo County in its affordable housing program. The County Code contains affordability standards and eligible household definitions, which are set forth in San Luis Obispo County Code Section 23.04.094. They include definitions for extremely low-income, very low-income, lower-income, moderate-income and workforce housing.

The draft Ordinance being presented to the Board for consideration makes changes to Subsection 8.04.110(A) "Eligibility" – to provide that an affordable housing project must meet the County's eligibility standards as set forth in San Luis Obispo County Code Section 23.04.094. By definition, this would include projects for extremely low-income, very low-income, lower-income, moderate-income or workforce housing.

In addition to aligning the CCSD Code more with the County Code, two other issues should be addressed. First, current provisions in the CCSD Municipal Code specify that lower income affordable housing projects receive an incentive of a fifty percent (50%) reduction in water and sewer connection fees for each unit constructed. Depending on how any amendments are structured, there are potential financial implications. Staff is recommending that instead of requiring that such incentives "shall" be provided, that this provision be modified to state that it "may" be provided and add the words "up to" before "fifty percent (50%) reduction in fees" to the language. This would allow the Board to make a determination on a case-by-case basis regarding incentives and how much to allow. Also, the proposed incentive provision has been modified to apply to projects that meet the County's extremely low-income, very low-income or lower-income eligibility requirements, and not just lower income projects.

The other issue to consider is whether affordable housing projects should be eligible to obtain intent to serve letters and to proceed with development at this time, notwithstanding the Water Code Section 350 restrictions on new connections to the District's water system. As staff advised the Board in 2012 when it last addressed the Affordable Housing Program, the Board's intent appears to have been to continue the Affordable Housing Program despite the 2001 declaration of a Water Code Section 350 water shortage emergency. Although there is a lack of other documentation, on December 13, 2001 the District established an Implementation Program for Water Emergency Declaration, which included a provision that the Board could consider issuance of intent to serve letters for affordable housing projects. In order to address and clarify this issue, the following language is proposed to be added as new Subsection C to Section 8.04.110:

The Board may also determine that intent to serve letters may be issued to allow a project for extremely low-income, very low-income, lower-income, moderate-income, or workforce housing to proceed and connect to the CCSD's water system, subject to the County's Growth Management Ordinance and any other required approvals by other governmental agencies.

With regard to the Growth Management Ordinance, San Luis Obispo County Code Section 26.01.034(2) exempts affordable housing as follows:

Affordable Housing. Proposed new dwelling units which will be affordable housing for persons and families of low or moderate income as defined by California Health and Safety Code Section 50093, with long-term affordability guaranteed as provided by all applicable sections of the Land Use Ordinance, Title 22 and the Coastal Zone Land Use Ordinance, Title 23 of the county code.

Finally, the draft ordinance would also eliminate some language that appears to be unnecessary relating to multi-family projects and size of projects, and correct some minor typographical errors.

A redline version of the proposed changes is attached to assist the Board in its review.

Attachments: Draft Ordinance 01-2019

Redline of proposed changes to Section 8.04.110

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON ___ FARMER ___ RICE ___ STEIDEL ___ HOWELL___

ORDINANCE NO. 01-2019

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

DATED: March __, 2019

AN ORDINANCE AMENDING SECTION 8.04.110 OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE
RELATING TO THE AFFORDABLE HOUSING PROGRAM

WHEREAS, Section 8.04.110 of the Cambria Community Services District (CCSD) Municipal Code sets forth the CCSD's Affordable Housing Program and concerns have been raised relating to definitions in the CCSD Municipal Code limiting such projects to those that are for lower income households; and

WHEREAS, San Luis Obispo County's affordable housing program contains affordability standards and eligible household definitions set forth in San Luis Obispo County Code Section 23.04.094 that include definitions for extremely low-income, very low-income, lower-income, moderate-income or workforce housing; and

WHEREAS, the Board of Directors desires to make changes to Subsection 8.04.110(A) "Eligibility" – to provide that an affordable housing project must meet the County's eligibility standards as set forth in San Luis Obispo County Code Section 23.04.094, which will include projects for extremely low-income, very low-income, lower-income, moderate-income or workforce housing; and

WHEREAS, the Board of Directors also desires to amend the CCSD Affordable Housing Program regarding eligibility for fee reduction incentives and the issuance of intent to serve letters for eligible projects.

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

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

Section 2. Section 8.04.110 of the Cambria Community Services District Municipal Code is hereby amended to read as follows:

8.04.110 - Affordable housing program.

A. Eligibility. Projects or affordable housing units within a larger project, meeting each of the following requirements shall be eligible to participate in the affordable housing program:

1. The property identified for the project is within both the district boundary and the County urban services line.
2. The project must be certified by the San Luis Obispo County planning and building department as meeting the County's affordable housing eligibility standards as set forth in San Luis Obispo County Code Section 23.04.094.
3. The project owners agree to contract with a third-party housing corporation or housing authority within the County to determine eligibility for occupancy by extremely low-income, very low-income, lower-income, moderate-income or workforce housing; and
4. The property owners comply with the application and administrative procedures as established by the District for this program, including, but not limited to, payment of any required fees and demonstrating that they have executed covenants restricting the use and affordability of the property required by the County.

B. Allocation. Prior to the effective date of the most recent amendment to this section, the Board of Directors has previously allocated six (6) residential units per calendar year under the affordable housing program, and unused units were carried over to subsequent years. Accordingly, as of February 1, 2013, fifty-six (56) units have been carried over and are available for use for eligible affordable housing projects (the "affordable housing unit allocation"). The Board of Directors has determined that these fifty-six (56) units are an adequate number for the foreseeable future, and therefore no additional units shall be added to the affordable housing unit allocation unless otherwise determined by the Board. All affordable housing projects and units shall be subject to all other District regulations including the requirements of this water and sewer allocation chapter, except as specifically modified by this section.

Nothing in this section shall preclude the Board of Directors from modifying, or eliminating the allocation based on conditions imposed upon the District by a court or governmental agency of higher authority, or by a change in availability of resources, or by a change in ordinances, resolutions, rules or regulations adopted by the Board of Directors for the protection of the health, safety and welfare of the District.

The Board of Directors shall annually review the status of the affordable housing program and determine whether the affordable housing unit allocation contains a sufficient number of units to meet the needs of the community. All proposed affordable housing projects shall be reviewed for approval by the Board of Directors on a case-by-case basis for

allocations from the existing balance in the affordable housing unit allocation.

C. The Board may determine that intent to serve letters may be issued to allow a project for extremely low-income, very low-income, lower-income, moderate-income, or workforce housing to proceed and connect to the CCSD's water system, subject to the County's Growth Management Ordinance and any other required approvals by other governmental agencies.

D. Additional Provisions. In order to encourage the development of affordable housing units meeting the County's extremely low-income, very low-income or lower-income eligibility requirements only, the Board of Directors may provide the following incentive: the water and sewer connection fee may be reduced by up to fifty percent (50%) for each unit constructed. Such reduction shall be in the form of a refund once the housing units are completed.

E. Administrative Procedures. The general manager, or designated representative, is authorized to establish such procedures and forms as necessary to implement this affordable housing program and to process applications under this chapter. Eligibility shall be through a waiting list, established on a first come first served basis.

Section 3. A summary of this Ordinance shall be published in a newspaper published and circulated in the District at least five (5) days prior to the Board of Directors meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the office of the District Clerk. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those Board members voting for and against the Ordinance shall be published again, and the District Clerk shall post a certified copy of the full text of such adopted Ordinance.

Section 4. This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage.

Section 5. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Ordinance would be subsequently declaration invalid or unconstitutional.

The foregoing Ordinance was adopted at a regular meeting of the Board of Directors of the Cambria Community Services District held on the ____ day of March, 2019.

AYES:

NAYS:

ABSENT:

David Pierson
President, Board of Directors

APPROVED AS TO FORM:

Haley Dodson
Deputy District Clerk

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.D.**

FROM: Monique Madrid, Acting General Manager
 Paavo Ogren, Strategic & Organizational Advisor
 Pamela Duffield, Finance Manager

Meeting Date: February 28, 2019

Subject: DISCUSSION AND REVIEW OF
 FISCAL YEAR 2018/2019 MID-YEAR
 BUDGET

RECOMMENDATIONS: Staff recommends the Board of Directors discuss and review the following:

- 1) Review the FY 2018/2019 Mid-year Budget and Budget Analysis for revenues and expenditures to December 31, 2018, and
- 2) Review financing of the Dump Truck (Water Fund) and the Crane Truck (Wastewater Fund), and
- 3) Review the Wastewater Interfund Loan Repayment to the General Fund, and
- 4) Discuss the Finance Committee's recommendation for an Ad-hoc sub-committee for further budget analysis, comparison to Prop 218 assumptions and develop a more user-friendly budget model.

FISCAL IMPACT: None, at this time. Staff will provide recommended changes to the FY 2018/2019 Adopted Budget. Staff anticipates returning with those changes in April 2019. For your review, there are two attachments; A) Budget Analysis (Summary of Fund/Department Activity) and B) FY 2018/2019 Mid-Year Budget (Detail of Fund/Department/Account Activity).

DISCUSSION: Staff has worked with and received recommendations from the Resources & Infrastructure Committee on the CIP Workplan and the Finance Committee on the FY 2018/2019 Mid-Year Budget. The FY 2018/19 mid-year budget review includes both revenues and expenditures for the period July 1, 2018 through December 31, 2018, which represents 50% of the fiscal year.

GENERAL FUND

The General Fund includes department activities for Fire, Facilities, Parks Recreation & Open Space (PROS) and Administration. Total revenues in the General Fund of \$5,196,593 have been offset by total expenditures of \$5,126,658, resulting in an operating surplus of \$69,935. Significant variances for each department are provided below:

Fire Department – Mutual Aid response by CCSD Fire Department staff has resulted in additional personnel services, which are anticipated to be offset by additional reimbursement from the State of California.

Facilities & Resources Department - There is not an anticipated variance in the overall budget of Facilities & Resources Department, but there is a variance in both revenue and expenditures due to the purchase of a tractor and a mower. Each of these

purchases are offset by additional revenue of a grant from the Fire Safe Council and loan proceeds from financing the tractor.

Administration - There is an increase in revenues anticipated due to unused employee health reimbursement funding and corrections to allocated overhead related to legal services. The allocated overhead corrections will also be reflected each department's expenditure projections. The most significant variance in Administration are in personnel, legal and temporary help services.

WATER FUND

The Water Fund includes department activities for Water Operations and the Sustainable Water Facility (SWF). Total revenues in the Water Fund of \$4,147,130 have been offset by total expenditures of \$4,111,586, resulting in an operating surplus of \$35,544. Significant variances for each department are provided below:

Water Department Operations – Additional revenues are projected due to the approved rate increase, effective November 1, 2018. The Capital Improvement Project (CIP) Workplan includes reallocating existing budget for Santa Rosa Creek Pedestrian Bridge, Leimert Service Lines and Rodeo Ground Pump Station to allocate new budget to SR 4 SCADA System and a new Vehicle Replacement Program Reserve.

BOD action in November 2018 approved the purchase of a replacement dump truck and the associated financing. Subsequent BOD discussions have indicated financing may not be the best option, since the Water Fund is projected to end the year with a surplus. Staff recommends proceeding with the financing, as previously approved, to ensure the Water Fund realizes a surplus at fiscal year-end.

Water Department: SWF Operations & Maintenance - Additional revenues are projected due to the approved rate increase, effective November 1, 2018. Various expenditure variance is anticipated in maintenance & repairs, permitting fees, equipment rental and renewing the SWF performance bonds. These costs were either not budgeted or were budgeted for less months than are reflective in the actual expenditures as of December 31, 2018.

Water Department: SWF Capital – Additional expenditures are anticipated for legal services.

WASTEWATER FUND

The Wastewater Fund includes department activities for the Wastewater Department. Total revenues in the Wastewater Fund of \$2,480,472 have been offset by total expenditures of \$2,553,985, resulting in an operating deficit of \$73,513. Significant variances are provided below:

Wastewater Department Operations - Additional revenues are projected due to the approved rate increase, effective November 1, 2018. Various expenditure variance is anticipated in maintenance & repairs, sludge removal and electrical services. The overall service and supplies accounts were budgeted for less anticipated activities than are reflective in the actual expenditures as of December 31, 2018. The CIP Workplan includes allocating new budget to the Digester Handrails and Lift Station A-1 Control Panel.

BOD action in December 2018 approved the purchase of a replacement crane truck but did not approve the associated financing. Subsequent discussions with the Finance Committee support financing the crane truck, since the Wastewater Fund is projected to end the year with a deficit. Staff recommends proceeding with the financing, as previously approved, to reduce the Wastewater Fund deficit at fiscal year-end. This is a concurrent action on today’s agenda (see Item #4.H.).

The Wastewater Interfund Loan Repayment to the General Fund, was not in the FY 2018/19 Adopted Budget and has been included in the Mid-Year Budget. The addition of this loan repayment contributes to the overall deficit in the Wastewater Fund. Staff recommended to the Finance Committee 3 repayment option revisions (See Attachment B – Wastewater Fund Budget Detail) and the option to defer the entire repayment amount was selected. Staff recommends a slightly modified repayment schedule to ensure both the Wastewater Fund and General Fund end the fiscal year without a deficit.

Finance Committee Ad-Hoc Committee on Budget and Prop. 218 Analysis

Lastly, during the most recent Finance Committee meeting, staff and committee members discussed the District’s goal to develop a comparison of estimates and assumptions in the Prop. 218 rate increases to actual fiscal results. An ad-hoc committee was established and will be meeting with staff in the near future to review the content and format of an excel-based fiscal comparative model. The model will be developed so that it can be updated annually to also track budget vs. actual comparisons. Currently, the original budget, mid-year budget and Prop. 218 estimates have differing formats and the modelling efforts will seek to develop a single user-friendly format. Staff anticipates reviewing the new fiscal model at the April 2019 Board meeting. At that time, recommendations on budget adjustments and reserves will be provided for your Board’s consideration, which will also help preview the District’s financial status leading into 2019-20 budget discussions.

Attachment: A) Budget Analysis as of December 31, 2018
B) Mid-Year Budget FY 2018/2019

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON___ FARMER___ RICE___ STEIDEL___ HOWELL

Cambria Community Services District
Budget Analysis
Fiscal Year 2018/19
As of: 30-Dec-18

	<u>Original</u>	<u>MY budget</u>	<u>MY v. Original</u>
Revenues			
<u>General Fund</u>			
Fire Fund	\$2,224,459	\$2,317,231	\$92,772
Facilities Fund	\$680,180	\$716,469	\$36,289
Administration	\$2,066,702	\$2,117,133	\$50,431
PROS	\$46,026	\$45,760	(\$266)
Total General Fund	<u>\$5,017,367</u>	<u>\$5,196,593</u>	<u>\$179,226</u>
<u>Water Fund</u>			
Water Fund	\$2,857,977	\$3,156,112	\$298,135
SWF Fund - O&M	\$914,000	\$991,018	\$77,018
SWF Fund - Capital	\$0	\$0	\$0
Total Water Fund	<u>\$3,771,977</u>	<u>\$4,147,130</u>	<u>\$375,153</u>
<u>Sewer Fund</u>			
	<u>\$2,208,401</u>	<u>\$2,480,472</u>	<u>\$272,071</u>
Total Enterprise Funds	<u>\$5,980,378</u>	<u>\$6,627,602</u>	<u>\$647,224</u>
Revenues - Grand Totals	<u>\$10,997,745</u>	<u>\$11,824,195</u>	<u>\$826,450</u>

Cambria Community Services District
Budget Analysis
Fiscal Year 2018/19
As of: 30-Dec-18

	<u>Original</u>	<u>MY budget</u>	<u>MY v. Original</u>
Salaries & Benefits			
<u>General Fund</u>			
Fire Fund	\$1,445,624	\$1,500,968	\$55,344
Facilities Fund	\$372,484	\$376,202	\$3,718
Administration	\$1,302,205	\$1,306,794	\$4,589
PROS	\$0	\$0	\$0
Total General Fund	<u>\$3,120,313</u>	<u>\$3,183,964</u>	<u>\$63,651</u>
<u>Water Fund</u>			
Water Fund	\$798,374	\$775,885	(\$22,489)
SWF Fund - O&M	\$239,687	\$230,856	(\$8,831)
SWF Fund - Capital	\$0	\$0	\$0
Total Water Fund	<u>\$4,260,000</u>	<u>\$0</u>	<u>\$575,000</u>
<u>Sewer Fund</u>			
	<u>\$750,151</u>	<u>\$744,258</u>	<u>(\$5,893)</u>
Total Enterprise Funds	<u>\$5,010,151</u>	<u>\$744,258</u>	<u>\$569,107</u>
Salaries and Benefits - Grand Totals	<u><u>\$8,130,464</u></u>	<u><u>\$3,928,222</u></u>	<u><u>\$632,758</u></u>

Cambria Community Services District
Budget Analysis
Fiscal Year 2018/19
As of: 30-Dec-18

	<u>Original</u>	<u>MY budget</u>	<u>MY v. Original</u>
Services & Supplies			
<u>General Fund</u>			
Fire Fund	\$269,790	\$262,150	(\$7,640)
Facilities Fund	\$180,989	\$183,205	\$2,216
Administration	\$615,172	\$686,471	\$71,299
PROS	\$21,000	\$21,000	\$0
Total General Fund	<u>\$1,086,951</u>	<u>\$1,152,826</u>	<u>\$65,875</u>
<u>Water Fund</u>			
Water Fund	\$699,178	\$678,024	(\$21,154)
SWF Fund - O&M	\$130,825	\$258,512	\$127,687
SWF Fund - Capital	\$0	\$0	\$0
Total Water Fund	<u>\$830,003</u>	<u>\$936,536</u>	<u>\$106,533</u>
<u>Sewer Fund</u>			
	<u>\$641,250</u>	<u>\$739,283</u>	<u>\$98,033</u>
Total Enterprise Funds	<u>\$1,471,253</u>	<u>\$1,675,819</u>	<u>\$204,566</u>
Services and Supplies - Grand Totals	<u><u>\$2,558,204</u></u>	<u><u>\$2,828,645</u></u>	<u><u>\$270,441</u></u>

Cambria Community Services District
Budget Analysis
Fiscal Year 2018/19
As of: 30-Dec-18

	<u>Original</u>	<u>MY budget</u>	<u>MY v. Original</u>
Capital			
<u>General Fund</u>			
Fire Fund	\$86,400	\$71,501	(\$14,899)
Facilities Fund	\$0	\$32,703	\$32,703
Administration	\$44,358	\$49,083	\$4,725
PROS	\$0	\$0	\$0
Total General Fund	\$130,758	\$153,287	\$22,529
<u>Water Fund</u>			
Water Fund	\$321,700	\$328,597	\$6,897
SWF Fund - O&M	\$35,000	\$35,000	\$0
SWF Fund - Capital	\$175,000	\$224,061	\$49,061
Total Water Fund	\$531,700	\$587,658	\$55,958
<u>Sewer Fund</u>			
Total Sewer Fund	\$266,549	\$326,889	\$60,340
Total Enterprise Funds	\$798,249	\$914,547	\$116,298
Capital - Grand Totals	\$929,007	\$1,067,834	\$138,827

Cambria Community Services District
Budget Analysis
Fiscal Year 2018/19
As of: 30-Dec-18

	<u>Original</u>	<u>MY budget</u>	<u>MY v. Original</u>
Debt Service			
<u>General Fund</u>			
Fire Fund	\$133,374	\$133,374	\$0
Facilities Fund	\$14,185	\$10,887	(\$3,298)
Administration	\$0	\$0	\$0
PROS	\$0	\$0	\$0
Total General Fund	<u>\$147,559</u>	<u>\$144,261</u>	<u>(\$3,298)</u>
<u>Water Fund</u>			
Water Fund	\$9,611	\$9,611	\$0
SWF Fund - O&M	\$659,424	\$659,424	\$0
SWF Fund - Capital	\$0	\$0	\$0
Total Water Fund	<u>\$669,035</u>	<u>\$669,035</u>	<u>\$0</u>
<u>Sewer Fund</u>			
	<u>\$266,642</u>	<u>\$266,642</u>	<u>\$0</u>
Total Enterprise Funds	<u>\$935,677</u>	<u>\$935,677</u>	<u>\$0</u>
Debt Service - Grand Totals	<u><u>\$1,083,236</u></u>	<u><u>\$1,079,938</u></u>	<u><u>(\$3,298)</u></u>

Cambria Community Services District
Budget Analysis
Fiscal Year 2018/19
As of: 30-Dec-18

	<u>Original</u>	<u>MY budget</u>	<u>MY v. Original</u>
Administrative Cost Allocation			
<u>General Fund</u>			
Fire Fund	\$351,294	\$354,088	\$2,794
Facilities Fund	\$112,522	\$113,472	\$950
Administration	\$0	\$0	\$0
PROS	\$25,026	\$24,760	(\$266)
Total General Fund	<u>\$488,842</u>	<u>\$492,320</u>	<u>\$3,478</u>
<u>Water Fund</u>			
Water Fund	\$547,451	\$554,969	\$7,518
SWF Fund - O&M	\$263,815	\$267,485	\$3,670
SWF Fund - Capital	\$87,938	\$89,162	\$1,224
Total Water Fund	<u>\$899,204</u>	<u>\$911,616</u>	<u>\$12,412</u>
<u>Sewer Fund</u>			
	<u>\$471,314</u>	<u>\$476,913</u>	<u>\$5,599</u>
Total Enterprise Funds	<u>\$1,370,518</u>	<u>\$1,388,529</u>	<u>\$18,011</u>
Administrative Costs - Grand Totals	<u><u>\$1,859,360</u></u>	<u><u>\$1,880,849</u></u>	<u><u>\$21,489</u></u>

Cambria Community Services District
Budget Analysis
Fiscal Year 2018/19
As of: 30-Dec-18

	<u>Original</u>	<u>MY budget</u>	<u>MY v. Original</u>
Total Expenditures			
<u>General Fund</u>			
Fire Fund	\$2,286,482	\$2,322,081	\$35,599
Facilities Fund	\$680,180	\$716,469	\$36,289
Administration	\$1,961,735	\$2,042,348	\$80,613
PROS	\$46,026	\$45,760	(\$266)
Total General Fund	<u>\$4,974,423</u>	<u>\$5,126,658</u>	<u>\$152,235</u>
<u>Water Fund</u>			
Water Fund	\$2,376,314	\$2,347,086	(\$29,228)
SWF Fund - O&M	\$1,328,751	\$1,451,277	\$122,526
SWF Fund - Capital	\$262,938	\$313,223	\$50,285
Total Water Fund	<u>\$3,968,003</u>	<u>\$4,111,586</u>	<u>\$143,583</u>
<u>Sewer Fund</u>			
	<u>\$2,395,906</u>	<u>\$2,553,985</u>	<u>\$158,079</u>
Total Enterprise Funds	<u>\$6,363,909</u>	<u>\$6,665,571</u>	<u>\$301,662</u>
Total Expenditures - Grand Totals	<u><u>\$11,338,332</u></u>	<u><u>\$11,792,229</u></u>	<u><u>\$453,897</u></u>

Cambria Community Services District
Budget Analysis
Fiscal Year 2018/19
As of: 30-Dec-18

	<u>Original</u>	<u>MY budget</u>	<u>MY v. Original</u>
Surplus / (Deficit)			
<u>General Fund</u>			
Fire Fund	(\$62,023)	(\$4,850)	\$57,173
Facilities Fund	\$0	\$0	\$0
Administration	\$104,967	\$74,785	(\$30,182)
PROS	\$0	\$0	\$0
Total General Fund	<u>\$42,944</u>	<u>\$69,935</u>	<u>\$26,991</u>
<u>Water Fund</u>			
Water Fund	\$481,663	\$809,026	\$327,363
SWF Fund - O&M	(\$414,751)	(\$460,259)	(\$45,508)
SWF Fund - Capital	(\$262,938)	(\$313,223)	(\$50,285)
Total Water Fund	<u>(\$196,026)</u>	<u>\$35,544</u>	<u>\$231,570</u>
<u>Sewer Fund</u>			
	<u>(\$187,505)</u>	<u>(\$73,513)</u>	<u>\$113,992</u>
Total Enterprise Funds	<u>(\$383,531)</u>	<u>(\$37,969)</u>	<u>\$345,562</u>
Surplus/(Deficit) - Grand Totals	<u>(\$340,587)</u>	<u>\$31,966</u>	<u>\$372,553</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
ALL FUNDS**

DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
REVENUE					
General Fund	3,055,265	1,723,611	56.4%	139,235	3,194,500
Water Fund	2,781,977	1,567,077	56.3%	374,135	3,156,112
Wastewater Fund	2,208,401	1,209,168	54.8%	272,071	2,480,472
Sustainable Water Facility Operations	914,000	503,048	55.0%	77,018	991,018
Sustainable Water Facility Capital	0	0	N/A	0	0
Sub-Total Revenue	8,959,643	5,002,904	55.8%	862,459	9,822,102
General Fund-Prior Budget Adjustment	27,960	0	0.0%	0	27,960
TOTAL REVENUE	8,987,603	5,002,904	55.7%	862,459	9,850,062
OTHER SOURCES OF FUNDS					
General Fund	1,859,359	948,180	51.0%	39,991	1,899,350
Water Fund	76,000	0	0.0%	(76,000)	0
Wastewater Fund	0	0	N/A	0	0
Sustainable Water Facility Operations	0	0	N/A	0	0
Sustainable Water Facility Capital	0	0	N/A	0	0
Sub-Total Other Sources of Funds	1,935,359	948,180	49.0%	(36,009)	1,899,350
General Fund-Prior Budget Adjustment	74,783	0	0.0%	0	74,783
TOTAL OTHER SOURCES OF FUNDS	2,010,142	948,180	47.2%	(36,009)	1,974,133
TOTAL SOURCES OF FUNDS					
General Fund	5,017,367	2,671,791	53.3%	179,226	5,196,593
Water Fund	2,857,977	1,567,077	54.8%	298,135	3,156,112
Wastewater Fund	2,208,401	1,209,168	54.8%	272,071	2,480,472
Sustainable Water Facility Operations	914,000	503,048	55.0%	77,018	991,018
Sustainable Water Facility Capital	0	0	N/A	0	0
TOTAL SOURCES OF FUNDS	10,997,745	5,951,084	54.1%	826,450	11,824,195
SALARIES & WAGES					
General Fund	1,890,826	1,035,369	54.8%	71,142	1,961,968
Water Fund	498,296	247,447	49.7%	(13,880)	484,416
Wastewater Fund	458,688	204,847	44.7%	8,179	466,867
Sustainable Water Facility Operations	174,134	54,576	31.3%	(17,340)	156,794
Sustainable Water Facility Capital	0	0	N/A	0	0
Sub-Total Salaries/Wages-Adopted Budget	3,021,944	1,542,239	51.0%	48,101	3,070,045
GF-Salary&Wages- Prior Budget Revision	118,346	56,225	47.5%	0	118,346
Sub-Total All Salaries/Wages	3,140,290	1,598,464	50.9%	48,101	3,188,391
BENEFITS					
General Fund	1,127,111	521,685	46.3%	(7,491)	1,119,620
Water Fund	300,078	140,096	46.7%	(8,609)	291,469
Wastewater Fund	291,463	127,203	43.6%	(14,072)	277,391
Sustainable Water Facility Operations	65,553	27,339	41.7%	8,509	74,062
Sustainable Water Facility Capital	0	0	N/A	0	0
Sub-Total Benefits-Adopted Budget	1,784,205	816,323	45.8%	(21,663)	1,762,542
GF-Benefits- Prior Budget Adjustment	(15,970)	(25,158)	157.5%	0	(15,970)

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
ALL FUNDS**

DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
Sub-Total All Benefits	1,768,235	791,165	44.7%	(21,663)	1,746,572
Total Personnel Services	4,908,525	2,389,629	48.7%	26,438	4,934,963
SERVICES & SUPPLIES					
General Fund	1,086,951	676,340	62.2%	65,874	1,152,825
Water Fund	699,178	244,047	34.9%	(21,154)	678,024
Wastewater Fund	641,250	368,527	57.5%	98,033	739,283
Sustainable Water Facility Operations	130,825	91,820	70.2%	127,687	258,512
Sustainable Water Facility Capital	0	0	N/A	0	0
Total Services & Supplies	2,558,204	1,380,734	54.0%	270,441	2,828,645
CAPITAL OUTLAY					
General Fund	130,758	96,342	73.7%	22,529	153,287
Water Fund	321,700	143,597	44.6%	6,897	328,597
Wastewater Fund	209,509	43,025	20.5%	60,340	269,849
Sustainable Water Facility Operations	35,000	386	1.1%	0	35,000
Sustainable Water Facility Capital	175,000	45,479	26.0%	49,061	224,061
Sub-Total Capital Outlay	871,967	328,829	37.7%	138,827	1,010,794
Wastewater-Prior Budget Adjustment	57,040	0	0.0%	0	57,040
Total Capital Outlay	929,007	328,829	35.4%	138,827	1,067,834
DEBT SERVICE					
General Fund	147,559	138,399	93.8%	(3,298)	144,261
Water Fund	9,611	9,611	100.0%	0	9,611
Wastewater Fund	163,899	147,406	89.9%	0	163,899
Sustainable Water Facility Operations	659,424	329,712	50.0%	0	659,424
Sustainable Water Facility Capital	0	0	N/A	0	0
Sub-Total Debt Service	980,493	625,128	63.8%	(3,298)	977,195
Wastewater-Prior Budget Adjustment	102,743	0	0.0%	0	102,743
Total Debt Service	1,083,236	625,128	57.7%	(3,298)	1,079,938
ADMINISTRATIVE COST ALLOCATION					
General Fund	488,842	244,421	50.0%	3,478	492,320
Water Fund	547,451	273,726	50.0%	7,518	554,969
Wastewater Fund	471,314	235,657	50.0%	5,599	476,913
Sustainable Water Facility Operations	263,815	131,908	50.0%	3,670	267,485
Sustainable Water Facility Capital	87,938	43,969	50.0%	1,224	89,162
Total Administrative Cost Allocation	1,859,360	929,680	50.0%	21,489	1,880,849
TOTAL USES OF FUNDS	11,338,332	5,654,000	49.9%	453,898	11,792,229
SURPLUS/(DEFICIT)	(340,587)	297,084		372,552	31,965

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), ALL DEPARTMENTS**

DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
REVENUE					
Fire Department	2,224,459	1,268,315	57.0%	92,772	2,317,231
Facilities and Resources	680,180	378,094	55.6%	17,789	697,969
Administration	104,600	51,009	48.8%	28,940	133,540
Parks, Recreation and Open Space	46,026	26,193	56.9%	(266)	45,760
Sub-Total Revenue	3,055,265	1,723,611	56.4%	139,235	3,194,500
Administration-Prior Budget Adjustment	27,960	0	0.0%	0	27,960
TOTAL REVENUE	3,083,225	1,723,611	55.9%	139,235	3,222,460
OTHER SOURCES OF FUNDS					
Allocated Administration Overhead	1,859,359	929,680	50.0%	21,491	1,880,850
Facilities and Resources	0	18,500	N/A	18,500	18,500
Sub-Total Other Sources of Funds	1,859,359	948,180	51.0%	39,991	1,899,350
Administration-Prior Budget Adjustment	74,783	0	0.0%	0	74,783
TOTAL OTHER SOURCES OF FUNDS	1,934,142	948,180	49.0%	39,991	1,974,133
TOTAL SOURCES OF FUNDS	5,017,367	2,671,791	53.3%	179,226	5,196,593
SALARY & WAGES					
Fire Department	914,189	461,026	50.4%	48,313	962,502
Facilities and Resources	215,410	101,022	46.9%	1,500	216,910
Administration	761,227	473,321	62.2%	21,329	782,556
Parks, Recreation and Open Space	0	0	N/A	0	0
Sub-Total Salaries/Wages-Adopted Budget	1,890,826	1,035,369	54.8%	71,142	1,961,968
Salary&Wages- Prior Budget Adjustment-Adm	118,346	56,225	47.5%	0	118,346
Sub-Total All Salaries/Wages	2,009,172	1,091,594	54.3%	71,142	2,080,314
BENEFITS					
Fire Department	531,435	243,281	45.8%	7,031	538,466
Facilities and Resources	157,074	71,242	45.4%	2,218	159,292
Administration	438,602	207,162	47.2%	(16,740)	421,862
Parks, Recreation and Open Space	0	0	N/A	0	0
Sub-Total Benefits	1,127,111	521,685	46.3%	(7,491)	1,119,620
Benefits- Prior Budget Adjustment-Admin.	(15,970)	(25,158)	157.5%	0	(15,970)
Sub-Total All Benefits	1,111,141	496,527	44.7%	(7,491)	1,103,650
Total Personnel Services	3,120,313	1,588,121	50.9%	63,651	3,183,964

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), ALL DEPARTMENTS**

DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
SERVICES & SUPPLIES					
Fire Department	269,790	148,000	54.9%	(7,640)	262,150
Facilities and Resources	180,989	81,808	45.2%	2,216	183,205
Administration	615,172	445,112	72.4%	71,299	686,471
Parks, Recreation and Open Space	21,000	1,420	6.8%	0	21,000
Total Services & Supplies	1,086,951	676,340	62.2%	65,874	1,152,825
CAPITAL OUTLAY					
Fire Department	86,400	62,101	71.9%	(14,899)	71,501
Facilities and Resources	0	18,500	N/A	32,703	32,703
Administration	44,358	15,741	35.5%	4,725	49,083
Parks, Recreation and Open Space	0	0	N/A	0	0
Total Capital Outlay	130,758	96,342	73.7%	22,529	153,287
DEBT SERVICE					
Fire Department	133,374	133,374	100.0%	0	133,374
Facilities and Resources	14,185	5,025	35.4%	(3,298)	10,887
Administration	0	0	N/A	0	0
Parks, Recreation and Open Space	0	0	N/A	0	0
Total Debt Service	147,559	138,399	93.8%	(3,298)	144,261
ADMINISTRATIVE COST ALLOCATION					
Fire Department	351,294	175,647	50.0%	2,794	354,088
Facilities and Resources	112,522	56,261	50.0%	950	113,472
Administration	0	0	N/A	0	0
Parks, Recreation and Open Space	25,026	12,513	50.0%	(266)	24,760
Total Administrative Cost Allocation	488,842	244,421	50.0%	3,478	492,320
TOTAL USES OF FUNDS	4,974,423	2,743,623	55.2%	152,235	5,126,657
SURPLUS/(DEFICIT)	42,944	(71,832)		26,991	69,936

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), FIRE DEPARTMENT (01)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
REVENUE						
4127	Reimbursements to Fire Depart.	0	0	N/A	40,100	40,100
4200	Interest Income	110	0	0.0%	(110)	0
4310	Property Tax	1,751,349	981,835	56.1%	25,490	1,776,839
4311	County Administrative Fee	(17,000)	0	0.0%	0	(17,000)
4335	Assessment-Fire	457,000	274,879	60.1%	1,000	458,000
4370	Weed Abatement	18,000	6,237	34.7%	30,292	48,292
4373	Inspection Fee Revenue	14,500	5,364	37.0%	(3,500)	11,000
4390	Miscellaneous Revenue	500	0	0.0%	(500)	0
	TOTAL REVENUE	2,224,459	1,268,315	0.0%	92,772	2,317,231
SALARY & WAGES						
5000	Salary & Wages	671,189	283,581	42.3%	(62,087)	609,102
5010	Overtime	128,000	91,673	71.6%	40,100	168,100
5020	Out of Class	5,000	1,170	23.4%	(2,500)	2,500
5031	Reserve Firefighter Pay	110,000	52,591	47.8%	8,800	118,800
5040	Sick/Vacation Pay	0	28,784	N/A	59,000	59,000
5050	Holiday Pay	0	3,227	N/A	5,000	5,000
	Sub-Total Salaries/Wages-Adopted Budget	914,189	461,026	50.4%	48,313	962,502
BENEFITS						
5101	Uniform Allowance	2,500	2,500	100.0%	0	2,500
5102	Dental Insurance	14,268	5,955	41.7%	(1,186)	13,082
5103	Medical Insurance	131,783	55,166	41.9%	(16,900)	114,883
5105	Life Insurance	900	318	35.3%	0	900
5106	FICA	52,510	26,355	50.2%	545	53,055
5107	Medicare	13,330	6,586	49.4%	155	13,485
5108	Workers Compensation	47,815	14,954	31.3%	2,524	50,339
5109	PERS - Retirement	204,631	99,113	48.4%	15,393	220,024
5120	Other Employee Benefits	2,600	1,250	48.1%	0	2,600
5121	Retirees Health	51,998	23,459	45.1%	0	51,998
5122	Medical Reimbursements - HRA	9,100	7,625	83.8%	6,500	15,600
	Sub-Total Benefits	531,435	243,281	45.8%	7,031	538,466
	Total Personnel Services	1,445,624	704,307	48.7%	55,344	1,500,968

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), FIRE DEPARTMENT (01)**

A/C NO.	DESCRIPTION	ADOPTED	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED	PROPOSED MID-YEAR BUDGET
		FY 18/19 BUDGET & PRIOR BUDGET REVISIONS			MID-YEAR CHANGE INCREASE (DECREASE)	
	SERVICES & SUPPLIES					
6010	Ads-Legal/Other	0	257	N/A	500	500
6031F	M&R Water Dept -Fire Hydrant	1,000	0	0.0%	0	1,000
6033B	M&R Buildings	5,000	2,161	43.2%	0	5,000
6033G	M&R- Grounds	2,000	830	41.5%	0	2,000
6040	M&R Equipment	1,500	1,680	112.0%	2,532	4,032
6041L	M&R Vehicles – Licensed	25,000	7,053	28.2%	(5,000)	20,000
6044	Comp/Copier /Printer/MaintAgree	2,000	1,899	95.0%	2,558	4,558
6045	Computer/Copier/Printer Supplies	0	38	N/A	100	100
6048	Security and Safety	1,200	514	42.8%	0	1,200
6050	Office Supplies	2,000	1,399	70.0%	1,358	3,358
6053	Printing/Forms	3,000	78	2.6%	(2,813)	187
6054	Dues, Publications & Books	6,000	4,974	82.9%	0	6,000
6055	Government Fees and Licenses	47,000	45,422	96.6%	(1,078)	45,922
6060C	Utilities Cell Phone	3,000	1,504	50.1%	0	3,000
6060E	Utilities Electricity	8,925	4,162	46.6%	(601)	8,324
6060G	Utilities Gas	2,230	617	27.7%	(996)	1,234
6060I	Utilities Internet Access	2,730	642	23.5%	(1,446)	1,284
6060P	Utilities Phone-Land Lines, Faxes, Alarms	4,700	2,174	46.3%	(352)	4,348
6060S	Utilities Sewer	1,325	803	60.6%	(121)	1,205
6060W	Utilities Water	2,130	1,226	57.6%	(291)	1,839
6080K	Prof Services-District Counsel	9,000	0	0.0%	(9,000)	0
6080M	Prof Services-Miscellaneous/Other	5,000	150	3.0%	0	5,000
6089	Emergency Medical Supplies	6,500	2,806	43.2%	0	6,500
6090	Department Operating Supplies	15,000	8,908	59.4%	6,379	21,379
6093	Small Tools and Equipment	2,500	0	0.0%	(1,500)	1,000
6094	Clothing and Uniform	8,750	0	0.0%	(4,750)	4,000
6096	Fuel -Gas and Diesel	20,000	13,398	67.0%	0	20,000
6115	Meeting Expense	0	32	N/A	100	100
6120A	Employee ALS Cert/Recruit Training	3,500	1,159	33.1%	(718)	2,782
6120E	Travel, Training, Seminars-Employees	32,500	6,973	21.5%	(7,500)	25,000
6124	Employee Recognition	300	0	0.0%	(300)	0
6125	Employee Recruitment	0	18	N/A	43	43
6220A	Fire Dept - Aware/Eductn/CERT/Vol Progm	6,000	1,288	21.5%	(1,000)	5,000
6220B	Fire Dept -SC BA Brthg Aprts/Respry Test	2,000	375	18.8%	(1,100)	900
6220D	Fire Dept Disaster Preparedness	7,000	0	0.0%	(7,000)	0
6220F	Fire Dept Fr Haz Defensible Spc/Chipping	15,000	0	0.0%	(5,000)	10,000
6220P	Personal Protective Equipment	10,000	1,231	12.3%	0	10,000
6220R	FHRP Contract	0	29,356	N/A	29,356	29,356
6220S	Fire Dept - Surf Rescue/NCOR Program	6,000	4,873	81.2%	0	6,000
	Total Services & Supplies	269,790	148,000	0.0%	(7,640)	262,150

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), FIRE DEPARTMENT (01)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
	CAPITAL OUTLAY					
6170	USAR Equipment-Urban Search & Rescue	3,400	0	0.0%	0	3,400
6170	Image Trend Elite Project Management	12,000	0	0.0%	(6,000)	6,000
6170	Zoll X Series EKG	40,000	34,575	86.4%	(5,425)	34,575
6170	Command Vehicle Buildup	31,000	27,526	88.8%	(3,474)	27,526
	Total Capital Outlay	<u>86,400</u>	<u>62,101</u>	71.9%	<u>(14,899)</u>	<u>71,501</u>
	DEBT SERVICE					
2517	Principal on Fire Engine lease/Purchase	121,455	121,455	100.0%	0	121,455
6180H	Interest on Fire Engine Lease/Purchase	11,919	11,919	100.0%	0	11,919
	Total Debt Service	<u>133,374</u>	<u>133,374</u>	100.0%	<u>0</u>	<u>133,374</u>
	ADMINISTRATIVE COST ALLOCATION					
6200	Allocated Overhead	351,294	175,647	50.0%	2,794	354,088
	TOTAL USES OF FUNDS	<u>2,286,482</u>	<u>1,223,429</u>	53.5%	<u>35,599</u>	<u>2,322,081</u>
	SURPLUS/(DEFICIT)	<u>(62,023)</u>	<u>44,886</u>		<u>57,173</u>	<u>(4,850)</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), FACILITIES & RESOURCES DEPARTMENT (02)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
REVENUE						
4130	Reimbursement-Fire Safe Council	0	0	N/A	12,463	12,463
4310	Property Tax	653,330	366,267	56.1%	4,776	658,106
4311	County Administrative Fee	(2,000)	0	0.0%	0	(2,000)
4500	Veterans Hall Rental Fees	25,000	11,627	46.5%	1,000	26,000
4525	Vets Hall Rents- Private Parties	250	0	0.0%	(250)	0
4560	Rent Banner Poles	600	100	16.7%	(400)	200
4570	Rent-Ranch Events	0	100	N/A	200	200
4619	Land Conservancy	3,000	0	0.0%	0	3,000
	TOTAL REVENUE	680,180	378,094	55.6%	17,789	697,969
OTHER SOURCES OF FUNDS						
	Loan Proceeds-Toro Dingo TX1000	0	18,500	N/A	18,500	18,500
	TOTAL SOURCES OF FUNDS	680,180	396,594	58.3%	36,289	716,469
SALARY & WAGES						
5000	Salary & Wages	209,410	91,082	43.5%	(11,300)	198,110
5010	Overtime	6,000	3,769	62.8%	1,500	7,500
5040	Sick/Vacation Pay	0	2,525	N/A	5,100	5,100
5050	Holiday Pay	0	3,646	N/A	6,200	6,200
	Sub-Total Salaries/Wages	215,410	101,022	46.9%	1,500	216,910
BENEFITS						
5101	Uniform Allowance	1,200	1,200	100.0%	0	1,200
5102	Dental Insurance	5,550	2,631	47.4%	(59)	5,491
5103	Medical Insurance	47,790	22,450	47.0%	977	48,767
5105	Life Insurance	300	142	47.3%	0	300
5106	FICA	12,735	6,135	48.2%	0	12,735
5107	Medicare	3,179	1,435	45.1%	0	3,179
5108	Workers Compensation	12,073	3,806	31.5%	0	12,073
5109	PERS - Retirement	46,497	19,270	41.4%	0	46,497
5120	Other Employee Benefits	2,600	1,250	48.1%	0	2,600
5121	Retirees Health	21,250	10,448	49.2%	0	21,250
5122	Medical Reimbursements - HRA	3,900	2,475	63.5%	1,300	5,200
	Sub-Total Benefits	157,074	71,242	45.4%	2,218	159,292
	TOTAL PERSONNEL SERVICES	372,484	172,264	4633.2%	3,718	376,202
SERVICES & SUPPLIES						
6033B	Maintenance & Repairs - Buildings	12,000	1,479	12.3%	0	12,000
6033G	Maintenance & Repairs - Grounds	20,500	5,295	25.8%	0	20,500
6033L	M & R - Street Lights	3,000	120	4.0%	0	3,000
6033R	M & R - Ranch	50,000	28,364	56.7%	0	50,000
6033V	M & R- Vet's Hall	12,000	5,810	48.4%	1,944	13,944
6040	M & R- Equipment	700	0	0.0%	(200)	500

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), FACILITIES & RESOURCES DEPARTMENT (02)**

A/C NO.	DESCRIPTION	ADOPTED		% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
		FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18			
6041L	Maintenance & Repairs - Vehicles Licenses	3,500	1,753	50.1%	0	3,500
6041N	Maint. & Repairs - Vehicles Non-Licensed	2,500	1,125	45.0%	200	2,700
6045	Computer/Copier/Printer Supplies/Maint.	500	705	141.0%	700	1,200
6050	Office Supplies	500	0	0.0%	(200)	300
6055	Government Fees & Licenses	300	150	50.0%	60	360
6060C	Utilities - Cell Phone	788	396	50.3%	4	792
6060E	Utilities - Electricity	23,796	11,209	47.1%	(1,378)	22,418
6060G	Utilities - Gas	1,577	1,725	109.4%	1,873	3,450
6060I	Utilities - Internet	6,692	2,443	36.5%	(1,806)	4,886
6060P	Utilities - Phone-Land Lines, Faxes, Alarms	504	392	77.8%	280	784
6060S	Utilities - Sewer	3,052	2,493	81.7%	688	3,740
6060W	Utilities - Water	4,880	3,711	76.0%	687	5,567
6080K	Professional Services - District Counsel	4,000	0	0.0%	(4,000)	0
6080M	Professional Services - Misc./Other	4,000	2,082	52.1%	997	4,997
6090	Department Operating Supplies	14,000	4,799	34.3%	(2,482)	11,518
6093	Small Tools and Equipment	6,000	1,595	26.6%	(2,172)	3,828
6094	Clothing and Uniform	1,200	1,119	93.3%	(81)	1,119
6096	Fuel - Gas and Diesel	5,000	4,920	98.4%	6,808	11,808
6115	Meeting Expenses	0	123	N/A	295	295
	Total Services & Supplies	<u>180,989</u>	<u>81,808</u>	45.2%	<u>2,216</u>	<u>183,205</u>
	CAPITAL OUTLAY					
1470	Toro Dingo TX 1000	0	18,500	N/A	18,500	18,500
1470	Mower	0	0	N/A	14,203	14,203
	Total Capital Outlay	<u>0</u>	<u>18,500</u>	N/A	<u>32,703</u>	<u>32,703</u>
	DEBT SERVICE					
	Budget Excess	3,298	0	0.0%	(3,298)	0
2513	Loan Principal-John Deere	522	522	100.0%	0	522
2516	Loan Principal-Ford Motor	6,740	3,823	56.7%	0	6,740
2520	Loan Principal-Western Fin (Toro)	2,265	560	24.7%	0	2,265
6180H	Interest Expense-Ford Motor	905	0	0.0%	0	905
6180X	Interest Expense-Western Fin	455	120	26.4%	0	455
	Total Debt Service	<u>14,185</u>	<u>5,025</u>	35.4%	<u>(3,298)</u>	<u>10,887</u>
	ADMINISTRATIVE COST ALLOCATION					
6200	Allocated Overhead	<u>112,522</u>	<u>56,261</u>	50.0%	<u>950</u>	<u>113,472</u>
	TOTAL USES OF FUNDS	<u>680,180</u>	<u>333,858</u>	49.1%	<u>36,289</u>	<u>716,469</u>
	SURPLUS/(DEFICIT)	<u>0</u>	<u>62,736</u>		<u>0</u>	<u>0</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), ADMINISTRATION DEPARTMENT (09)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
REVENUE						
4001	Franchise Fees	85,000	43,447	51.1%	1,000	86,000
4013	Vacation Rental Registration Fee	600	270	45.0%	0	600
4200	Interest Income	14,500	5,569	38.4%	0	14,500
4385	Radio Vault Rent	2,400	600	25.0%	0	2,400
4389	Public Records Request	600	18	3.0%	(560)	40
4390	Miscellaneous Revenue	1,500	1,105	73.7%	28,500	30,000
	Sub-Total Revenue	<u>104,600</u>	<u>51,009</u>	48.8%	28,940	133,540
4200	Interest Income-Prior Budget Adjustment	27,960	0	N/A	0	27,960
	TOTAL REVENUE	<u>132,560</u>	<u>51,009</u>	N/A	28,940	161,500
OTHER SOURCES OF FUNDS						
	Allocated Administrative Overhead	1,859,359	929,680	50.0%	21,491	1,880,850
	Loan Proceeds-Interfund Loan-Prior Budget Adj.	74,783	0	N/A	0	74,783
	TOTAL OTHER SOURCES OF FUNDS	<u>1,934,142</u>	<u>929,680</u>	48.1%	21,491	1,955,633
	TOTAL SOURCES OF FUNDS	<u>2,066,702</u>	<u>980,689</u>	47.5%	50,431	2,117,133
SALARY & WAGES						
5000	Salary & Wages	711,227	417,592	58.7%	(46,671)	664,556
5010	Overtime	20,000	8,321	41.6%	0	20,000
5030	Directors' Pay	30,000	13,400	44.7%	0	30,000
5040	Sick/Vacation Pay	0	18,837	N/A	42,000	42,000
5050	Holiday Pay	0	15,171	N/A	26,000	26,000
	Sub-Total Salaries/Wages	<u>761,227</u>	<u>473,321</u>	62.2%	21,329	782,556
5000	Salary&Wages- Prior Budget Adjustment	(129,178)	(129,178)	100.0%	0	(129,178)
5000	Salary&Wages- Prior Budget Adjustment	141,973	141,973	100.0%	0	141,973
5000	Salary&Wages- Prior Budget Adjustment	61,776	1,980	3.2%	0	61,776
5000	Salary&Wages- Prior Budget Adjustment	10,542	8,217	77.9%	0	10,542
5040	Sick/Vacation-Prior Budget Adjustment	33,233	33,233	100.0%	0	33,233
	Sub-Total Prior Adj. Salaries/Wages	<u>118,346</u>	<u>56,225</u>	47.5%	0	118,346
	Sub-Total All Salaries/Wages	<u>879,573</u>	<u>529,546</u>	60.2%	21,329	900,902
BENEFITS						
5102	Dental Insurance	10,378	5,250	50.6%	(805)	9,573
5103	Medical Insurance	103,786	36,588	35.3%	(31,444)	72,342
5105	Life Insurance	700	180	25.7%	24	724
5106	FICA	43,701	23,775	54.4%	809	44,510
5107	Medicare	11,306	6,847	60.6%	189	11,495
5108	Workers Compensation	6,109	4,021	65.8%	29	6,138
5109	PERS - Retirement	162,088	82,446	50.9%	(1,221)	160,867
5111	Payroll Tax Expense	0	18	N/A	40	40
5112	Unemployment Insurance	0	0	N/A	14,850	14,850
5120	Other Employee Benefits	18,523	5,883	31.8%	(8,328)	10,195
5121	Retirees Health	72,211	37,128	51.4%	9,184	81,395
5122	Medical Reimbursements - HRA	9,800	5,026	51.3%	(67)	9,733

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), ADMINISTRATION DEPARTMENT (09)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
	Sub-Total Benefits	438,602	207,162	47.2%	(16,740)	421,862
5102	Dental Insur-Prior Budget Adjustment	(1,202)	(1,202)	100.0%	0	(1,202)
5106	FICA-Prior Budget Adjustment	(1,972)	(5,170)	262.2%	0	(1,972)
5107	Medicare-Prior Budget Adjustment	1,706	805	47.2%	0	1,706
5108	Workers Comp-Prior Budget Adjustment	(1,647)	(1,973)	119.8%	0	(1,647)
5109	PERS Retirement-Prior Budget Adj.	(12,855)	(17,618)	137.0%	0	(12,855)
	Sub-Total Prior Adjustment Benefits	(15,970)	(25,158)	157.5%	0	(15,970)
	Sub-Total All Benefits	422,632	182,004	43.1%	(16,740)	405,892
	TOTAL PERSONNEL SERVICES	1,302,205	711,550	54.6%	4,589	1,306,794
	SERVICES & SUPPLIES					
6010	Ads - Legal/Other	0	344	N/A	826	826
6011	Public Information - General	4,000	0	0.0%	(3,500)	500
6011W	Public Information - Website	5,000	4,200	84.0%	0	5,000
6030	Insurance	117,000	112,510	96.2%	(2,000)	115,000
6033B	Maintenance & Repairs - Buildings	0	1,572	N/A	4,072	4,072
6033G	Maintenance & Repairs - Grounds	0	1,861	N/A	4,466	4,466
6041L	M&Rs-Vehicles Licensed	0	184	N/A	442	442
6044	Comp/Copier /Printer Srvcs/MaintAgree	105,780	37,719	35.7%	(35,780)	70,000
6045	Comp/Copier/Printer Supplies/Upgrades	5,000	4,384	87.7%	2,000	7,000
6048	Security & Safety	0	252	N/A	605	605
6050	Office Supplies	15,500	3,400	21.9%	(7,340)	8,160
6051	Postage & Shipping	4,850	2,114	43.6%	224	5,074
6052	Bank Charges	4,000	2,563	64.1%	1,000	5,000
6053	Printing/Forms	1,365	536	39.3%	(79)	1,286
6054	Dues, Publications & Books	18,000	12,406	68.9%	(3,000)	15,000
6055	Government Fees and Licenses	34,500	31,131	90.2%	(2,500)	32,000
6058	Cash (Over) Short	0	(24)	N/A	0	0
6060C	Utilities Cell Phone	5,300	2,390	45.1%	436	5,736
6060E	Utilities Electricity	7,540	2,557	33.9%	(1,403)	6,137
6060G	Utilities Gas	660	0	0.0%	(160)	500
6060I	Utilities Internet Access	7,920	4,265	53.9%	2,316	10,236
6060P	Utilities Phones, Faxes, Alarms	7,880	3,902	49.5%	(880)	7,000
6060S	Utilities Sewer	255	254	99.6%	126	381
6060W	Utilities Water	260	115	44.2%	(88)	173
6070	Equipment Rental	500	251	50.2%	0	500
6075	Rental Expense Office Space	35,172	18,589	52.9%	(1,996)	33,176
6080A	Prof Services - Audit	8,250	0	0.0%	1,000	9,250
6080F	Prof Services - Finance	0	2,100	N/A	5,100	5,100
6080K	Prof Services-District Counsel	110,000	110,014	100.0%	68,000	178,000
6080L	Prof Services-Legal	35,000	32,484	92.8%	0	35,000
6080M	Prof Services - Misc/Other	11,500	10,656	92.7%	3,700	15,200
6080T	Professional Services - Temporary	15,000	18,648	124.3%	33,951	48,951
6086	Outside Non-Professional Services	18,000	11,982	66.6%	3,000	21,000
6090	Department Operating Supplies	2,000	460	23.0%	(1,000)	1,000
6094	Clothing and Uniform	0	19	N/A	19	19

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), ADMINISTRATION DEPARTMENT (09)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
6095	Office Furniture/Equipment	0	2,042	N/A	2,042	2,042
6096	Fuel	0	534	N/A	1,000	1,000
6115	Meeting Expenses	5,000	2,118	42.4%	0	5,000
6120D	Travel, Training, Seminars-Directors	5,000	167	3.3%	(3,000)	2,000
6120E	Travel, Training, Seminars-Employees	15,000	3,192	21.3%	0	15,000
6120G	Training - LCW	4,500	0	0.0%	(500)	4,000
6124	Employee Recognition	0	20	N/A	200	200
6125	Employee Recruitment	5,440	3,201	58.8%	0	5,440
	TOTAL SUPPLIES & SERVICES	<u>615,172</u>	<u>445,112</u>	72.4%	<u>71,299</u>	<u>686,471</u>
	Capital Outlay					
6170	Purchase Administrative Software	32,742	0	0.0%	0	32,742
6170	Remodel Administration Office	11,616	15,741	135.5%	4,725	16,341
	TOTAL CAPITAL OUTLAY	<u>44,358</u>	<u>15,741</u>	35.5%	<u>4,725</u>	<u>49,083</u>
	TOTAL USES OF FUNDS	<u>1,961,735</u>	<u>1,172,403</u>	59.8%	<u>80,613</u>	<u>2,042,348</u>
	SURPLUS/(DEFICIT)	<u>104,967</u>	<u>(191,714)</u>		<u>(30,182)</u>	<u>74,785</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
GENERAL FUND (01), PARKS, RECREATION & OPEN SPACE (16)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
	REVENUE					
4310	Property Tax	45,821	25,688	56.1%	(266)	45,555
4311	County Administrative Fee	(300)	0	0.0%	0	(300)
4390	Miscellaneous Revenue	505	505	100.0%	0	505
	TOTAL REVENUE	<u>46,026</u>	<u>26,193</u>	56.9%	<u>(266)</u>	<u>45,760</u>
	SERVICES & SUPPLIES					
6011I	Public Information - General	0	276	N/A	276	276
6080M	Prof Services - Misc/Other	20,000	0	0.0%	(420)	19,580
6053	Printing/Forms	1,000	1,144	114.4%	144	1,144
	TOTAL SUPPLIES & SERVICES	<u>21,000</u>	<u>1,420</u>	6.8%	<u>0</u>	<u>21,000</u>
	CAPITAL OUTLAY					
6170	Capital Asset	<u>0</u>	<u>0</u>	N/A	<u>0</u>	<u>0</u>
	ADMINISTRATIVE COST ALLOCATION					
6200	Allocated Overhead	<u>25,026</u>	<u>12,513</u>	50.0%	<u>(266)</u>	<u>24,760</u>
	TOTAL USES OF FUNDS	<u>46,026</u>	<u>13,933</u>	30.3%	<u>(266)</u>	<u>45,760</u>
	SURPLUS/(DEFICIT)	<u>0</u>	<u>12,260</u>		<u>0</u>	<u>0</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
WATER FUND (11), WATER DEPARTMENT (11)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
REVENUE						
4000	Service Sales	2,425,327	1,343,591	55.4%	379,685	2,805,012
4007	Returned Ck Fee	800	435	54.4%	0	800
4008	Acct Setup/clse	7,150	2,314	32.4%	(2,550)	4,600
4010	Water Penalty	47,600	25,050	52.6%	2,400	50,000
4011	Serv/Disc/Recon	450	353	78.4%	250	700
4014	Water Serv Fees	1,000	4,025	402.5%	7,000	8,000
4050	Administrative Fee Revenue	2,000	2,048	102.4%	2,000	4,000
4100	Connect Rev-SFR	10,000	0	0.0%	(10,000)	0
4101	Wait List Maintenance Fee	58,000	61,292	105.7%	3,300	61,300
4110	Remodel Impact Fees	36,700	9,865	26.9%	(16,700)	20,000
4122	Retrofit In-Lieu Fee	11,000	0	0.0%	0	11,000
4124	Assignment Fees	4,150	5,300	127.7%	5,850	10,000
4311	County Administrative Fee	(7,800)	0	0.0%	0	(7,800)
4360	Standby Availability Charges	175,500	106,138	60.5%	0	175,500
4373	Inspection Fee Revenue	9,100	6,666	73.3%	3,900	13,000
4390	Miscellaneous Revenue	1,000	0	0.0%	(1,000)	0
	TOTAL REVENUE	<u>2,781,977</u>	<u>1,567,077</u>	56.3%	<u>374,135</u>	<u>3,156,112</u>
OTHER SOURCES OF FUNDS						
	Loan Proceeds-Dump Truck	76,000	0	N/A	(76,000)	0
	TOTAL SOURCES OF FUNDS	<u>2,857,977</u>	<u>1,567,077</u>	54.8%	<u>298,135</u>	<u>3,156,112</u>
SALARY & WAGES						
5000	Salary & Wages	445,046	187,581	42.1%	(79,880)	365,166
5010	Overtime	35,000	16,983	48.5%	0	35,000
5020	Standby	18,250	8,750	47.9%	0	18,250
5040	Sick/Vacation Pay	0	24,118	N/A	49,000	49,000
5050	Holiday Pay	0	10,015	N/A	17,000	17,000
	Sub-Total Salaries/Wages	<u>498,296</u>	<u>247,447</u>	49.7%	<u>(13,880)</u>	<u>484,416</u>
BENEFITS						
5101	Uniform Allowance	2,000	2,000	100.0%	400	2,400
5102	Dental Insurance	10,273	5,318	51.8%	(1,173)	9,100
5103	Medical Insurance	86,045	42,371	49.2%	(7,833)	78,212
5105	Life Insurance	550	291	52.9%	0	550
5106	FICA	29,755	14,295	48.0%	(823)	28,932
5107	Medicare	7,273	3,508	48.2%	(208)	7,065
5108	Workers Compensation	25,070	6,695	26.7%	(4,547)	20,523
5109	PERS - Retirement	97,237	43,652	44.9%	(4,704)	92,533
5120	Other Employee Benefits	1,300	987	75.9%	726	2,026
5121	Retirees Health	32,983	15,723	47.7%	6,551	39,534
5122	Medical Reimbursements - HRA	7,592	5,256	69.2%	3,002	10,594
	Sub-Total Benefits	<u>300,078</u>	<u>140,096</u>	46.7%	<u>(8,609)</u>	<u>291,469</u>
	Total Personnel Services	<u>798,374</u>	<u>387,543</u>	48.5%	<u>(22,489)</u>	<u>775,885</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
WATER FUND (11), WATER DEPARTMENT (11)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
	SERVICES & SUPPLIES					
6011I	Public Information	1,000	0	0.0%	(500)	500
6031D	Maintenance & Repairs	115,000	42,567	37.0%	(12,839)	102,161
6031F	M&R-Fire Hydrants	6,000	0	0.0%	(3,000)	3,000
6031G	M&R - Generators	1,000	626	62.6%	502	1,502
6031L	M&R - Leimert Booster	2,000	0	0.0%	(1,000)	1,000
6031M	M&R - Water Meters	5,000	30	0.6%	0	5,000
6031Q	Maintenance & Repairs - SR3 Well	5,000	0	0.0%	(2,500)	2,500
6031R	Maintenance & Repairs - SR4 Well/Filter	10,000	18,049	180.5%	23,000	33,000
6031S	Maint. & Repairs - Water Storage Tanks	16,500	1,800	10.9%	(9,700)	6,800
6031T	Maint. & Repairs -Water Treatment Systems	20,000	6,666	33.3%	(4,002)	15,998
6031V	M&R-Wtr.Valves	6,000	2	0.0%	(3,000)	3,000
6031W	Maintenance & Repairs - Wells	15,000	15,973	106.5%	23,335	38,335
6031Y	M&R -Water Yard/Booster St.	5,100	0	0.0%	(2,600)	2,500
6033B	Maintenance & Repairs - Buildings	2,500	903	36.1%	8,500	11,000
6033G	Maintenance & Repairs - Grounds	7,500	118	1.6%	0	7,500
6036	M&R- Emergency Events	30,000	0	0.0%	(20,000)	10,000
6037	Maintenance & Repairs - SCADA	15,000	9,047	60.3%	6,713	21,713
6040	M&R - Equipment	1,000	73	7.3%	(825)	175
6041L	M&R - Vehicles Licensed	12,000	3,690	30.8%	(3,144)	8,856
6041N	M&R - Vehicles Non-Licensed	2,000	167	8.4%	(1,599)	401
6044	Computer/Copier/Printer Services	500	166	33.2%	(102)	398
6045	Computer/Copier/Printer Goods	2,000	3,545	177.3%	6,508	8,508
6048	Security & Safety	2,000	0	0.0%	1,500	3,500
6050	Office Supplies	750	326	43.5%	32	782
6051	Postage & Shipping	11,054	5,914	53.5%	3,140	14,194
6053	Printing/Forms	4,000	967	24.2%	(1,679)	2,321
6054	Dues, Publications/Books	15,000	289	1.9%	(9,800)	5,200
6055	Government Fees & Licenses	30,000	6,028	20.1%	0	30,000
6059	Bad Debt Expense	1,000	1	0.1%	(900)	100
6060C	Utilities - Cell Phone	2,850	1,402	49.2%	(46)	2,804
6060E	Utilities - Electricity	146,947	81,122	55.2%	15,297	162,244
6060G	Utilities - Gas	1,236	0	0.0%	(1,236)	0
6060I	Utilities - Internet	3,750	1,793	47.8%	553	4,303
6060P	Utilities - Phones, Faxes, Alarms	5,784	2,775	48.0%	876	6,660
6060S	Utilities - Sewer	779	768	98.6%	373	1,152
6060W	Utilities - Water	1,978	0	0.0%	(1,978)	0
6063	M & R Communications Equipment	5,000	0	0.0%	(2,500)	2,500
6078	Land Lease - Well Site	39,725	0	0.0%	420	40,145
6080G	Professional Serv-GIS Development	7,500	0	0.0%	0	7,500
6080K	Professional Serv-District Counsel	20,000	0	0.0%	(20,000)	0
6080L	Professional Serv-Legal	0	2,588	N/A	5,000	5,000
6080M	Professional Serv-Misc./Other	33,600	6,068	18.1%	(19,037)	14,563
6080V	Voluntary Lot Merger Program	20,000	3,438	17.2%	(11,749)	8,251
6089	Emergency Medical Supplies	0	89	N/A	200	200
6090	Department Operating Supplies	7,500	8,675	115.7%	13,320	20,820
6091	Lab Tests	15,000	4,618	30.8%	(3,917)	11,083
6091G	Calibration	2,625	0	0.0%	9,375	12,000
6093	Small Tools and Equipment	6,000	3,644	60.7%	2,746	8,746

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
WATER FUND (11), WATER DEPARTMENT (11)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
6094	Clothing and Uniform	8,000	2,026	25.3%	(3,138)	4,862
6096	Fuel - Gas and Diesel	12,000	6,111	50.9%	0	12,000
6115	Meeting Expenses	1,000	115	11.5%	(724)	276
6120E	Travel, Train, Seminars-Employees	5,000	839	16.8%	(2,000)	3,000
6125	Employee Recruitment	1,500	1,029	68.6%	970	2,470
6611	Rebate Program - Cisterns, Toilets, Wash	7,500	0	0.0%	0	7,500
	Total Services & Supplies	<u>699,178</u>	<u>244,047</u>	34.9%	<u>(21,154)</u>	<u>678,024</u>
	CAPITAL OUTLAY					
6170	Trailer-Mounted Vacuum Exactor	48,000	46,169	96.2%	(1,831)	46,169
6170	Air Compressor & Jack Hammer	22,700	22,557	99.4%	(143)	22,557
6170	Dump Truck Replacement (Ford F-650)	76,000	74,871	98.5%	(1,129)	74,871
6170	Zone 2 to 7 Trans Main SR Crk Ped Brdg	50,000	0	0.0%	(30,000)	20,000
6170	Replacement of Leimert Service Lines	40,000	0	0.0%	(40,000)	0
6170	Water Meter Replacement/Upgrade	50,000	0	0.0%	0	50,000
6170	GIS Update/Upgrade	10,000	0	0.0%	0	10,000
6170	Valve Replacements	10,000	0	0.0%	0	10,000
6170	Rodeo Grounds Pump Station Replacement	15,000	0	0.0%	(15,000)	0
6170	SCADA System-L/T Water Portion *	0	0	N/A	70,000	70,000
	Vehicle Replacement Reserve *	0	0	N/A	25,000	25,000
	Total Capital Outlay	<u>321,700</u>	<u>143,597</u>	44.6%	<u>6,897</u>	<u>328,597</u>
	DEBT SERVICE					
6180J	Principal on Ford F-250	8,800	8,816	100.2%	16	8,816
6180H	Interest on Ford F-250	811	795	98.0%	(16)	795
	Total Debt Service	<u>9,611</u>	<u>9,611</u>	100.0%	<u>0</u>	<u>9,611</u>
	ADMINISTRATIVE COST ALLOCATION					
6200	Allocated Overhead	<u>547,451</u>	<u>273,726</u>	50.0%	<u>7,518</u>	<u>554,969</u>
	TOTAL USES OF FUNDS	<u>2,376,314</u>	<u>1,058,524</u>	44.5%	<u>(29,228)</u>	<u>2,347,086</u>
	SURPLUS/(DEFICIT)	<u>481,663</u>	<u>508,554</u>		<u>327,363</u>	<u>809,026</u>

* Projects Added - CIP Workplan

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
WASTEWATER FUND (12), WASTEWATER DEPARTMENT (12)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
REVENUE						
4000	Service Sales	2,101,901	1,139,770	54.2%	272,071	2,373,972
4311	County Administrative Fee	(7,700)	0	0.0%	0	(7,700)
4360	Standby Availability Charges	114,000	69,238	60.7%	0	114,000
4390	Miscellaneous Revenue	200	160	80.0%	0	200
	TOTAL REVENUE	<u>2,208,401</u>	<u>1,209,168</u>	54.8%	<u>272,071</u>	<u>2,480,472</u>
SALARY & WAGES						
5000	Salary & Wages	415,438	161,086	38.8%	(36,821)	378,617
5010	Overtime	25,000	11,442	45.8%	0	25,000
5020	Standby	18,250	8,800	48.2%	0	18,250
5040	Sick/Vacation Pay	0	14,697	N/A	30,000	30,000
5050	Holiday Pay	0	8,822	N/A	15,000	15,000
	Sub-Total Salaries/Wages	<u>458,688</u>	<u>204,847</u>	44.7%	<u>8,179</u>	<u>466,867</u>
BENEFITS						
5101	Uniform Allowance	1,600	1,600	100.0%	400	2,000
5102	Dental Insurance	8,463	3,437	40.6%	(463)	8,000
5103	Medical Insurance	85,275	30,091	35.3%	(23,881)	61,394
5105	Life Insurance	510	232	45.5%	0	510
5106	FICA	26,833	12,122	45.2%	420	27,253
5107	Medicare	6,684	2,917	43.6%	127	6,811
5108	Workers Compensation	26,140	7,124	27.3%	(1,362)	24,778
5109	PERS - Retirement	85,623	37,701	44.0%	(1,080)	84,543
5112	Unemployment Benefits	0	6,751	N/A	6,751	6,751
5120	Other Employee Benefits	650	673	103.5%	987	1,637
5121	Retirees Health	42,306	20,625	48.8%	3,023	45,329
5122	Medical Reimbursements - HRA	7,379	3,930	53.3%	1,006	8,385
	Sub-Total Benefits	<u>291,463</u>	<u>127,203</u>	43.6%	<u>(14,072)</u>	<u>277,391</u>
	Total Personnel Services	<u>750,151</u>	<u>332,050</u>	44.3%	<u>(5,893)</u>	<u>744,258</u>

CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
WASTEWATER FUND (12), WASTEWATER DEPARTMENT (12)

A/C NO.	DESCRIPTION	ADOPTED			PROPOSED	
		FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
SERVICES & SUPPLIES						
6010	Ads-Legal/Other	0	203	N/A	500	500
6032C	M & R WW Collection System	8,000	368	4.6%	(6,000)	2,000
6032D	M & R WW - Disposal Effluent	10,000	0	0.0%	(10,000)	0
6032G	M & R Wastewater Generators	4,000	0	0.0%	0	4,000
6032L	M & R Wastewater Lift Stations	20,000	25,129	125.6%	40,310	60,310
6032M	M & R-WW Manhole Raising (Paving)	15,000	10,848	72.3%	15,848	30,848
6032P	M & R- Pumps	5,000	0	0.0%	(5,000)	0
6032S	M & R- WW Disposal of Sludge	88,500	42,969	48.6%	14,626	103,126
6032T	M & R-Wastewater Treatment Plant	50,000	23,468	46.9%	6,323	56,323
6033B	Maintenance & Repairs - Buildings	10,000	7,552	75.5%	8,125	18,125
6033G	Maintenance & Repairs - Grounds	5,000	154	3.1%	(4,500)	500
6035T	Major Maintenance-CCTV & Hydro Clean	12,500	0	0.0%	(12,500)	0
6037	M & R-SCADA	0	600	N/A	1,440	1,440
6041L	Maintenance & Repairs - Vehicles Licenses	5,000	2,380	47.6%	712	5,712
6041N	M&R-Vehicles Non-Licensed	1,500	1,576	105.1%	2,282	3,782
6041V	M&R-Vehicles - Vactor	5,000	600	12.0%	(2,000)	3,000
6044	Comp/Copier/Printer Services	0	167	N/A	401	401
6045	Comp/Copier/Printer Goods	500	905	181.0%	4,500	5,000
6048	Security & Safety	4,000	304	7.6%	0	4,000
6050	Office Supplies	5,000	1,352	27.0%	(1,755)	3,245
6051	Printing & Shipping	5,000	5,567	111.3%	8,361	13,361
6053	Printing/Forms	1,500	839	55.9%	514	2,014
6054	Dues, Publications/Books	1,200	143	11.9%	(857)	343
6055	Government Fees & Licenses	90,000	85,072	94.5%	1,072	91,072
6060C	Utilities - Cell Phone	1,650	1,253	75.9%	856	2,506
6060E	Utilities - Electricity	200,000	121,473	60.7%	42,946	242,946
6060G	Utilities - Gas	1,000	331	33.1%	(206)	794
6060I	Utilities - Internet	4,500	2,713	60.3%	2,011	6,511
6060P	Utilities - Phones, Faxes, Alarms	6,500	3,259	50.1%	1,322	7,822
6060W	Utilities - Water	2,500	935	37.4%	(1,098)	1,403
6070	Equipment Rental	2,500	0	0.0%	(1,500)	1,000
6080G	Professional Serv-GIS Development	10,000	0	0.0%	(4,000)	6,000
6080K	Professional Serv-District Counsel	7,000	0	0.0%	(7,000)	0
6080M	Professional Services-Misc./Other	15,000	2,161	14.4%	(10,000)	5,000
6086	Outside Services	0	2,333	N/A	2,333	2,333
6089	Emergency & Medical Supplies	500	0	0.0%	(500)	0
6090	Department Operating Supplies	0	24	N/A	100	100
6091	Lab Tests	25,000	10,348	41.4%	0	25,000
6092	Lab Supplies	3,200	1,163	36.3%	(409)	2,791
6093	Small Tools and Equipment	2,000	1,419	71.0%	1,406	3,406
6094	Clothing and Uniform	2,000	731	36.6%	(246)	1,754
6095	Office Furniture & Equipment	0	965	N/A	1,000	1,000
6096	Fuel - Gas and Diesel	7,000	5,394	77.1%	3,788	10,788
6115	Meeting Expense	0	115	N/A	115	115
6120E	Travel, Training, Seminars-Employees	2,500	2,476	99.0%	3,442	5,942
6124	Employee Recognition	200	0	0.0%	(200)	0
6125	Employee Recruitment	1,500	1,238	82.5%	1,471	2,971
Total Services & Supplies		641,250	368,527	57.5%	98,033	739,283

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
WASTEWATER FUND (12), WASTEWATER DEPARTMENT (12)**

A/C NO.	DESCRIPTION	ADOPTED		% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE (DECREASE)	PROPOSED MID-YEAR BUDGET
		FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18			
	CAPITAL OUTLAY					
6170F	WWTP Influent Screen Installation	164,509	185	0.1%	0	164,509
6170	Hand Rails On Digesters *	45,000	42,840	95.2%	15,340	60,340
6170	LS A-1 Control Panel Upgrade *	0	0	N/A	45,000	45,000
	Sub-Total Capital Outlay	209,509	43,025	20.5%	60,340	269,849
6170	Crane Truck-Prior Budget Adjustment *	57,040	0	0.0%	0	57,040
	Sub-Total Capital Outlay	266,549	43,025	16.1%	60,340	326,889
	DEBT SERVICE					
6180C	Interest Expense-Note	35,899	19,406	54.1%	0	35,899
2603	Principal-Note	128,000	128,000	100.0%	0	128,000
	Sub-Total Debt Service	163,899	147,406	89.9%	0	163,899
6180	Interest Exp.-Interfund Loan-Prior Budget Adj.	27,960	0	0.0%	0	27,960
2651	Principal-Interfund Loan-Prior Budget Adj.	74,783	0	0.0%	0	74,783
	Sub-Total Debt Service-Prior Budget Adj.	102,743	0	0.0%	0	102,743
	Total Debt Service	266,642	147,406	55.3%	0	266,642
	ADMINISTRATIVE COST ALLOCATION					
6200	Allocated Overhead	471,314	235,657	50.0%	5,599	476,913
	TOTAL USES OF FUNDS	2,395,906	1,126,665	47.0%	158,079	2,553,985
	SURPLUS/(DEFICIT)	(187,505)	82,503		113,992	(73,513)

* Projects Added - CIP Workplan

Resolution to Budget Deficit Options:

Option 1:

Budget as Presented (73,513)

Option 2 :

Budget Deficit	(73,513)
Reduce GF Loan (Int Only 27,960)	74,783
Finance Crane Truck	57,040
Reserves for Future CIP	58,310

Option 3:

Budget Deficit	(73,513)
Postpone GF Loan to FY 19/20	102,743
Finance Crane Truck	57,040
Reserves for Future CIP	86,270

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
SUSTAINABLE WATER FACILITY (39), OPERATIONS DEPARTMENT (25)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
REVENUE						
4041	SWF Water Base-Residential (SFR, MFR)	270,000	145,384	53.8%	28,350	298,350
4042	SWF Base Vac	24,000	12,908	53.8%	2,520	26,520
4043	SWF Base Com Ld	23,000	11,570	50.3%	805	23,805
4044	SWF Base Com Wt	52,000	25,127	48.3%	(2,470)	49,530
4051	SWF Water Usage-Residential (SFR,MFR)	289,000	166,966	57.8%	28,900	317,900
4052	SWF Use Vac Rnt	26,000	15,332	59.0%	1,820	27,820
4053	SWF Use Com Ld	133,000	76,014	57.2%	11,305	144,305
4054	SWF Use Com Wtr	89,000	48,165	54.1%	7,788	96,788
4200	Interest Income	8,000	1,582	19.8%	(2,000)	6,000
	TOTAL REVENUE	<u>914,000</u>	<u>503,048</u>	55.0%	<u>77,018</u>	<u>991,018</u>
SALARY & WAGES						
5000	Salary & Wages	159,134	48,118	30.2%	(15,940)	143,194
5010	Overtime	10,000	1,475	14.8%	(6,000)	4,000
5020	Standby	5,000	0	0.0%	(5,000)	0
5040	Sick/Vacation Pay	0	2,780	N/A	5,800	5,800
5050	Holiday Pay	0	2,203	N/A	3,800	3,800
	Sub-Total Salaries/Wages	<u>174,134</u>	<u>54,576</u>	31.3%	<u>(17,340)</u>	<u>156,794</u>
BENEFITS						
5101	Uniform Allowance	400	434	108.5%	0	400
5102	Dental Insurance	2,455	1,849	75.3%	903	3,358
5103	Medical Insurance	24,694	9,025	36.5%	(299)	24,395
5105	Life Insurance	200	56	28.0%	(85)	115
5106	FICA	10,408	2,972	28.6%	(1,077)	9,331
5107	Medicare	2,540	777	30.6%	(249)	2,291
5108	Workers Compensation	8,294	880	10.6%	(1,552)	6,742
5109	PERS - Retirement	13,533	10,495	77.6%	11,870	25,403
5120	Other Employee Benefits	650	688	105.8%	987	1,637
5122	Medical Reimbursements - HRA	2,379	163	6.9%	(1,989)	390
	Sub-Total Benefits	<u>65,553</u>	<u>27,339</u>	41.7%	<u>8,509</u>	<u>74,062</u>
	Total Personnel Services	<u>239,687</u>	<u>81,915</u>	34.2%	<u>(8,831)</u>	<u>230,856</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
SUSTAINABLE WATER FACILITY (39), OPERATIONS DEPARTMENT (25)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
SERVICES & SUPPLIES						
6031Z	Maintenance	15,000	8,398	56.0%	5,155	20,155
6032B	Off-Hauling RO Brine	3,000	0	0.0%	0	3,000
6033B	Maintenance & Repairs-Buildings	0	570	N/A	1,368	1,368
6033G	Maintenance & Repairs-Grounds	0	840	N/A	2,016	2,016
6036	Maintenance & Repairs-Emergency	5,000	15,367	307.3%	31,881	36,881
6044	Comp/Copier/Printer Services	0	167	N/A	401	401
6051	Postage & Shipping	0	1,572	N/A	3,773	3,773
6055	Government Fees & Licenses	0	20,806	N/A	22,000	22,000
6060C	Utilities-Cell Phone	0	108	N/A	216	216
6060E	Utilities-Electricity	22,000	7,800	35.5%	(6,400)	15,600
6070	Equipment Rent	0	10,080	N/A	24,192	24,192
6080K	Prof Services-District Counsel	15,000	0	0.0%	(15,000)	0
6080L	Professional Services-Legal	0	2,795	N/A	6,708	6,708
6080M	Professional Services-Misc./Other	10,000	7,014	70.1%	6,834	16,834
6086	Outside Services	0	18	N/A	43	43
6091	Lab Tests	10,000	2,550	25.5%	0	10,000
6091B	Operating Supplies	4,000	1,895	47.4%	548	4,548
6091F	Remote Monitoring	10,000	6,000	60.0%	(4,000)	6,000
6092	Lab Supplies	1,000	990	99.0%	1,376	2,376
6094	Clothing and Uniform	0	70	N/A	168	168
6096	Fuel - Gas and Diesel	0	2,220	N/A	4,440	4,440
6120E	Travel, Training, Seminars-Employees	0	454	N/A	1,090	1,090
6195	Vehicles	0	2,106	N/A	5,054	5,054
6829D	Performance Bonds	35,825	0	0.0%	35,825	71,650
	Total Services & Supplies	<u>130,825</u>	<u>91,820</u>	70.2%	<u>127,687</u>	<u>258,512</u>
CAPITAL OUTLAY						
6170E	Impoundment Basin	35,000	386	1.1%	0	35,000
	Total Capital Outlay	<u>35,000</u>	<u>386</u>	1.1%	<u>0</u>	<u>35,000</u>
DEBT SERVICE						
2604	Note Principal	340,465	168,501	49.5%	0	340,465
6180I	Interest Expense	318,959	161,211	50.5%	0	318,959
	Total Debt Service	<u>659,424</u>	<u>329,712</u>	50.0%	<u>0</u>	<u>659,424</u>
ADMINISTRATIVE COST ALLOCATION						
6200	Allocated Overhead	263,815	131,908	50.0%	3,670	267,485
	TOTAL USES OF FUNDS	<u>1,328,751</u>	<u>635,741</u>	47.8%	<u>122,526</u>	<u>1,451,277</u>
	SURPLUS/(DEFICIT)	<u>(414,751)</u>	<u>(132,693)</u>		<u>(45,509)</u>	<u>(460,260)</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT
DRAFT FISCAL YEAR 2018/2019 MID-YEAR BUDGET
SUSTAINABLE WATER FACILITY (40), CAPITAL DEPARTMENT(30)**

A/C NO.	DESCRIPTION	ADOPTED FY 18/19 BUDGET & PRIOR BUDGET REVISIONS	FY 18/19 ACTUALS AS OF 12/31/18	% OF BUDGET AS OF 12/31/18	PROPOSED MID-YEAR CHANGE INCREASE (DECREASE)	PROPOSED MID-YEAR BUDGET
	CAPITAL OUTLAY					
6170	Interim SWF AWTP Off-Hauling Facilities	50,000	0	0.0%	0	50,000
39 1829C 11	CIP-Brackish-Environmental	0	6,728	N/A	6,728	6,728
39 1829I 11	CIP-Brackish-Legal	0	21,788	N/A	40,000	40,000
39 1829K 11	CIP-SWF-Public Outreach	0	2,333	N/A	2,333	2,333
6910	Section 7 ESA Consultation	125,000	14,630	11.7%	0	125,000
	Total Capital Outlay	175,000	45,479	26.0%	49,061	224,061
	ADMINISTRATIVE COST ALLOCATION					
6200	Allocated Overhead	87,938	43,969	50.0%	1,224	89,162
	TOTAL USES OF FUNDS	262,938	89,448	34.0%	50,285	313,223
	SURPLUS/(DEFICIT)	(262,938)	(89,448)		(50,285)	(313,223)

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.E.**FROM: Monique Madrid, Acting General Manager
Paavo Ogren, Strategic and Operational Advisor

Meeting Date: February 28, 2019 Subject: DISCUSSION REGARDING PROPOSED UPDATE OF THE WASTE DISCHARGE REQUIREMENTS AND WATER RECYCLING REQUIREMENTS FOR THE SUSTAINABLE WATER FACILITY (REGIONAL WATER QUALITY CONTROL BOARD, CENTRAL COAST REGION ORDER NO. R3-2014-0050)

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and provide staff with any comments regarding the upcoming public meeting being held by the Regional Water Quality Control Board, Central Coast Region (RWQCB) about the proposed update to Order No. R3-2014-0050, which are the CCSD's Waste Discharge Requirements and Water Recycling Requirements for the Sustainable Water Facility (SWF).

FISCAL IMPACT:

Proposed changes to the Waste Discharge Requirements and Water Recycling Requirements for the SWF include reductions in required sampling, which will provide cost savings. The changes to the Order will also formalize the requirement to remove brine from the SWF since the impoundment pond is no longer being used, and will increase disposal costs.

DISCUSSION:

As part of the process for securing permits for the SWF (also referred to by the RWQCB as the "Emergency Water Treatment Facility and Recycled Water Re-Injection Project"), the RWQCB issued Order No. R3-2014-0050 establishing Waste Discharge Requirements and Water Recycling Requirements for the production of reclaimed water at the SWF, and the re-injection of treated water into the San Simeon aquifer. A process has been ongoing for some time to update Order No. R3-2014-0050. CCSD staff is in agreement with the RWQCB staff regarding the contents of the proposed update.

The RWQCB will be holding a public meeting to consider adoption of the updated Order at its May 9-10 meeting. This item is being presented in order to provide an opportunity for the Board to receive information regarding this matter, as well as for Board Members to provide staff with any comments they may have.

The recently issued "Notice of Public Meeting, Consideration of Adoption, and Opportunity to Comment," a copy of which is attached, describes the proposed updated Order as follows:

The Order requires updating to formalize the maximum allowable injection rate of treated water into the San Simeon aquifer at 400 gallons per minute, as mandated by the Division of Drinking Water after analyzing the results of a second tracer study. Also, being formalized in this update is the requirement to

haul all wastewater generated at the facility to an appropriately regulated disposal facility since the Title 27 surface impoundment is no longer available to accept these wastes. The updated Order includes information about the addition of a dechlorination system for mitigation discharges to San Simeon Lagoon, and updates now outdated information from the original Order.

The adoption of the updated Order was previously scheduled for consideration by the RWQCB at its June 28-29, 2018 meeting; however, the item was removed from the agenda after the RWQCB received a large number of comment letters against approval of the updated Order, in order to provide RWQCB staff additional time to prepare responses.

A copy of the draft updated Order is attached for the Board's reference. As noted in the RWQCB's Notice, the final meeting agenda and Staff Report will not be available until April 29, 2019.

As the Board is aware, the District is closing the impoundment basin and is now required to dispose of the brine generated by the SWF by hauling it to an approved facility. The updated Order will formalize this requirement. In addition, RWQCB staff agreed to a reduction in sampling as requested by CCSD staff, which is expected to save the District ongoing costs.

Attachments: Notice of Public Meeting, Consideration of Adoption, and Opportunity to
Comment
Draft Order No. R3-2014-0050

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON___FARMER___RICE___STEIDEL___HOWELL___

Central Coast Regional Water Quality Control Board

NOTICE OF PUBLIC MEETING, CONSIDERATION OF ADOPTION, AND OPPORTUNITY TO COMMENT

PROPOSED UPDATE TO WASTE DISCHARGE REQUIREMENTS AND WATER RECYCLING REQUIREMENTS ORDER NO R3-2014-0050 FOR CAMBRIA COMMUNITY SERVICES DISTRICTS EMERGENCY WATER TREATMENT FACILITY AND WATER RE-INJECTION PROJECT, SAN LUIS OBISPO COUNTY

NOTICE IS HEREBY GIVEN that the Central Coast Regional Water Quality Control Board (Central Coast Water Board) will accept comments on the proposed update of Order No. R3-2014-0050 regulating Cambria Community Services Districts Emergency Water Treatment Facility and Water Re-Injection Project (Order).

The Order requires updating to formalize the maximum allowable injection rate of treated water into the San Simeon aquifer at 400 gallons per minute, as mandated by the Division of Drinking Water after analyzing the results of a second tracer study. Also, being formalized in this update is the requirement to haul all wastewater generated at the facility to an appropriately regulated disposal facility since the Title 27 surface impoundment is no longer available to accept these wastes. The updated Order includes information about the addition of a dechlorination system for mitigation discharges to San Simeon Lagoon, and updates now outdated information from the original Order. You may download the draft Order, Staff Report, and associated attachments from our website at the following address:

http://www.waterboards.ca.gov/centralcoast/board_decisions/tentative_orders

NOTICE IS HEREBY GIVEN that the Central Coast Water Board will hold a public meeting to consider adoption of the proposed Order and Monitoring and Reporting Program on:

May 9-10, 2019

Central Coast Water Board Offices
895 Aerovista Place - Suite 101
San Luis Obispo, CA 93401

The final meeting agenda and Staff Report will be available on April 29, 2019 at:

https://www.waterboards.ca.gov/centralcoast/board_info/agendas/2019/2019_agendas.html

SUBMISSION OF WRITTEN COMMENTS. Persons interested in the providing comments on the proposed updates to the Order are encouraged to submit comments electronically. Comment letters must be received by 5:00 p.m. on March 10, 2019. Comment letters received after that deadline will not be accepted unless the Central Coast Water Board determines otherwise. Send comments by email (must be no more than 15 megabytes) to:

Jon Rokke, Water Resource Control Engineer
jon.rokke@waterboards.ca.gov

or by mail to
Jon Rokke, Water Resource Control Engineer
Central Coast Water Board
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

Please also indicate in the subject line, **“Comment Letter – Cambria WDR Update”**

Please direct any questions about this notice to Jon Rokke, Water Resource Control Engineer at the Central Coast Water Board, at (805) 549-3892, or jon.rokke@waterboards.ca.gov.

FUTURE NOTICES

The Central Coast Water Board will hold the public meeting at the time and place noted above. Any change in the date, time, and place of the Board Meeting will be noticed through the e-mail distribution list. Any person desiring to receive future notices concerning changes to the notice of public meeting and consideration of adoption, must sign up for the e-mail distribution list. To sign up for the e-mail distribution email list, access the Region 3 E-mail Subscription form, select the box for ‘Board Meeting Agenda’, and provide the required information. The subscription form is located at:

https://www.waterboards.ca.gov/resources/email_subscriptions/reg3_subscribe.html

**STATE OF CALIFORNIA
CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
CENTRAL COAST REGION**

**DRAFT ORDER NO. R3-2014-0050
(Updated May 9-10, 2019)**

**WASTE DISCHARGE REQUIREMENTS AND
WATER RECYCLING REQUIREMENTS**

FOR THE

**CAMBRIA COMMUNITY SERVICES DISTRICT
EMERGENCY WATER TREATMENT FACILITY AND
RECYCLED WATER RE-INJECTION PROJECT**

ISSUED TO

Cambria Community Services District

The California Regional Water Quality Control Board, Central Coast Region (Central Coast Water Board) finds that:

I. BACKGROUND

1. The Cambria Community Services District (Discharger or CCSD) provides water supply to residents in and around the unincorporated area of Cambria, San Luis Obispo County.
2. The CCSD's potable water is supplied solely from groundwater wells in the San Simeon Creek and Santa Rosa Creek aquifers. The San Simeon Creek and Santa Rosa Creek aquifers (coastal stream aquifers) are relatively shallow and highly porous, with the groundwater typically depleted during the dry season and recharged during the rainy season.
3. In response to an ongoing severe drought emergency in 2014, the CCSD constructed, and now owns and operates the Cambria Emergency Water Treatment Facility and Recycled Water Re-Injection Project (EWS or Project) at the District's existing San Simeon well field and effluent percolation ponds property. Figure 1 shows the location of the EWS project.
4. The CCSD constructed and initially operated the EWS pursuant to Emergency Permit ZON2013-00589 issued by San Luis Obispo County on May 15, 2014 (Emergency Coastal Development Permit). The Emergency Coastal Development Permit states that it "is valid until such time that the CCSD-declared Stage 3 Water Shortage Emergency has ended, or the project has been authorized to continue to serve existing development through approval of a regular Coastal Development Permit, whichever is sooner. While processing the regular Coastal Development Permit, the emergency water facility may only be re-activated and utilized to

produce water in the event of the occurrence of another Stage 3 Water Shortage Emergency and only after the CCSD has issued a formal declaration of the existence of such a Stage 3 Water Shortage Emergency.” The Emergency Coastal Development Permit further requires that the Discharger apply for a regular Coastal Development Permit for the project, which the CCSD did on June 13, 2014. As of June 28, 2018, a regular Coastal Development Permit has not been issued to CCSD.

5. The EWS system treats impaired groundwater to recharge the San Simeon well field aquifer with treated water. The groundwater includes a blend of creek underflow, percolated wastewater treatment plant effluent, and a mix of the lower seawater wedge where it blends with freshwater.
6. The EWS is capable of producing up to 844,000 gallons per day (gpd) of product water of varying quality. Up to 576,000 gpd of the recycled water may be injected into the shallow and porous aquifer to replenish the drinking water supply.
7. In addition to re-injection of 576,000 gpd of reverse osmosis (RO) water, the CCSD potentially supplies approximately 72,000 gpd of membrane filtrate (MF) product water to San Simeon Creek to prevent dewatering of the fresh water lagoon and discharges up to 90,000 gpd of MF backwash to the CCSD percolation ponds.
8. Up to 57,600 gpd of RO concentrate and cleaning solution wastes are stored onsite, then hauled away by tanker truck to an appropriately regulated disposal facility.

II. PURPOSE OF ORDER

9. This is an update of Order No. 2014-0050 (Order), originally issued to a facility not yet constructed, to address the treatment of recycled water at the CCSD’s effluent percolation pond site, and the injection of the treated water into the aquifer. Discharge to the wastewater treatment plant percolation pond is permitted separately with Waste Discharge Requirement (WDR) Order No. 01-100, and discharge to San Simeon Creek is permitted separately through a low threat National Pollutant Discharge Elimination System (NPDES) permit.
10. The discharge of wastes to the evaporation pond, separately authorized via Title 27 Order No. R3-2014-0047, has been eliminated. This update of Order R3-2014-0050 reflects the changes made to operations in response to the evaporation pond closing and details the addition of a treatment unit process at the facility.
11. On August 22, 2014, the CCSD submitted a Report of Waste Discharge requesting new waste discharge requirements and water recycling requirements (WDRs/WRRs) to reflect a proposal to operate the EWS facility and inject recycled water into the San Simeon aquifer.
12. On September 10, 2014, the CCSD submitted an addendum to the Title 22 Engineering Report (Cambria Emergency Water Supply Title 22 Engineering Report) for operation of the EWS facility to the Central Coast Water Board and the State Water Resources Control Board (State Water Board) Division of Drinking Water (DDW). The CCSD later revised the Engineering Report in response to

comments received from DDW and Central Coast Water Board staff. The CCSD submitted the final version on September 8, 2014, for review by DDW and the Central Coast Water Board. The amended Engineering Report was approved by DDW on September 9, 2014.

13. On July 14, 2014, DDW held a public hearing in Cambria to consider the planned EWS facility and conditions to be imposed on the Project to ensure protection of public health and ensure that the Project will not degrade groundwater quality as a source of domestic water supply. DDW submitted a letter to the Central Coast Water Board with conditions for the Project adopted by DDW on September 9, 2014. The DDW found that the Project will not degrade the quality of the water in the receiving aquifers as a source of domestic water supply, provided all of the conditions are met.
14. The DDW conditions referred to in Finding 13 are incorporated into the provisions of this Order (see Hereby Ordered VII).
15. On February 15, 2018 the CCSD submitted a new Report of Waste Discharge facilitating the update this Order, and reflecting changes in the method of disposal for RO concentrate and other cleaning wastes.

III. CCSD EMERGENCY WATER SUPPLY PROJECT

16. The Cambria Community Service District owns and operates the EWS project located at 990 San Simeon-Monterey Creek Road, north of Cambria in San Luis Obispo County, as shown in Figure 1. The facility is adjacent to both San Simeon and Van Gordon Creeks.
17. The primary EWS project components are:
 1. Source water extraction of up to 1,000,000 gallons per day from well 9P7 (Figures 2 and 3). Water in well 9P7 consists of secondary treated wastewater discharge to percolation ponds, creek underflow, and deep basin brackish water.
 2. Advanced Water Treatment Plant (AWTP)
 - Membrane Filtration (MF)
 - Reverse Osmosis (RO)
 - Advanced Oxidation Process (AOP)
 3. Aquifer recharge by injection of recycled water.
 4. Fresh water lagoon protection discharge.
 5. Discharge of MF backwash water to CCSD percolation ponds.
 6. Storage of RO concentrate and cleaning wastewaters prior to disposal at an appropriately regulated facility.

Figure 4 shows a conceptual figure of the product water and waste streams.

The emergency water supply advanced treatment facilities include multiple unit processes providing redundant levels of treatment, including MF, RO, advanced oxidation with ultra violet (UV) and hydrogen peroxide, chlorination, product water stabilization, and

dechlorination. Equipment is pre-packaged and mounted in shipping containers for each of the primary unit processes. Figure 5 is a process flow diagram for the advanced water treatment system.

- A. **Membrane Filtration** - The MF system provides pretreatment for the RO system to reduce the particulate and biological fouling of the RO membranes. The MF system will remove inert particulates, organic particulates, colloidal particulates, pathogenic organisms, bacteria, and other particles by the size-exclusion sieve action of the membranes.
- Strainers - Strainers are provided immediately upstream of the membrane system to protect the membranes from damage and/or fouling due to larger particles.
 - MF Systems - The MF system is a containerized system utilizing an open configuration that can utilize membranes from multiple different suppliers. MF system layout is based on the 33 gfd¹ instantaneous flux rate currently using Toray UF (ultrafiltration) membranes. Membrane integrity is confirmed using an online turbidimeter and by daily pressure decay tests. The system is fully automated for flow control, backwashing, daily maintenance cleaning, and periodic chemical cleaning in place.
 - Break Tank - The MF break tank serves as a flow equalization reservoir for the MF product water, prior to its being supplied to the RO system. The MF filtrate is conveyed to the MF break tank with residual pressure from the MF system. The MF break tank mitigates the impact of the variations in the MF filtrate flow (resulting from backwashes, cleanings, and integrity tests), by providing equalization volume between the MF and RO processes equivalent to approximately 15 minutes of the maximum RO feed flow. To prevent the excessive accumulation of the particles on the membrane surface, membrane backwashes are performed every 25 to 30 minutes. Overflow from the break tank is directed back to the secondary effluent percolation ponds.
- B. **Reverse Osmosis System** - The RO facility includes the following processes:
- RO feed supply pump
 - RO pre-treatment chemical addition (sodium hypochlorite, ammonia, anti-scalant and sulfuric acid for scale control)
 - Cartridge filters
 - Primary RO feed pumps
 - RO systems with interstage booster pumps

Pre-Treatment Chemical Addition - Ammonium hydroxide and sodium hypochlorite is added downstream of the membrane filtration system for chloramination to control biological fouling of the RO membranes and pretreatment cartridge filters. The target combined chlorine concentration (chloramines) is 3 to 5 mg/L. The chemicals is flow-

¹ Flux or water flux is typically expressed as volume per area per unit of time. Flux is used to express the rate at which water permeates a reverse osmosis membrane. Typical units of measurement are gallons per square foot per day (gfd or gsfed) or liters per square meter per hour (l/m²/hr). The flux of a RO membrane is directly proportional to temperature and pressure. As a rule of thumb, flux decreases by about 1.5% per 1°F.

paced based on the MF feed flow rate and trimmed based on the combined chlorine concentration.

The RO feed supply pumps MF filtrate from the MF break tank through the RO cartridge filters to the RO feed pumps. A three-stage RO configuration will increase recovery and reduce brine flow. The RO system is designed with target recovery of 92 percent.

The system uses three separate containers, one for each primary RO system and a separate container for the third stage system. The system includes two identical primary RO trains, equipped in separate containers and each treating half the flow. The primary RO has a two-stage design operating at approximately 85 percent recovery. The third stage RO container is equipped with one duty and one redundant third stage RO train. The third stage RO system targets approximately 50 percent recovery. The three RO containers share a common chemical cleaning system.

The cartridge filters, located upstream of the RO, help protect the RO membranes from particulates that may be introduced to the MF filtrate in the MF break tank or through chemical addition.

Anti-scalant is added to control scaling of the RO membranes. Anti-scalant is fed upstream of the RO cartridge filters. Sulfuric acid is added to lower the pH of the RO feed water to prevent calcium carbonate and calcium phosphate from limiting the RO recovery.

The concentrate from the two primary RO trains is combined and delivered to a third stage RO system, located in a separate container. The third stage RO booster pump provides additional pressure required by the third stage RO to the primary RO concentrate stream. A redundant RO membrane train is supplied for the third stage RO system to allow continued operation during a membrane cleaning.

Membrane integrity is monitored continuously through conductivity and intermittently through weekly sampling for sulfate.

- C. **UV/Advanced Oxidation System** - The final advanced water purification process is disinfection and advanced oxidation, which are required for projects to comply with pathogenic microorganism reduction requirements included in DDW's groundwater recharge regulations.

Advanced oxidation is required to complete the full advanced treatment, achieving a minimum 0.5-log reduction of 1,4-dioxane. The UV reactors serve the dual purpose of disinfection and advanced oxidation with addition of hydrogen peroxide upstream.

The UV disinfection process provides 6-log enteric virus reduction (towards the overall requirement of 12-log removal), 6-log Giardia cyst reduction (towards the overall requirement of 10-log removal), and 6-log Cryptosporidium oocyst reduction (towards the overall requirement of 10-log removal).

Advanced oxidation is considered the best available technology to address the destruction of trace organic compounds that are not fully removed by the RO membranes, notably NDMA (N-nitrosodimethylamine), flame retardants, and 1,4-dioxane. UV/peroxide destroys trace organic compounds through two simultaneous mechanisms:

- The first mechanism is through UV photolysis (exposure to UV light) where UV photons are able to break the bonds of certain chemicals if the bond's energy is less than the photon energy.
- The second mechanism is through UV light's reacting with hydrogen peroxide to generate hydroxyl radicals. The peroxide is added to the RO permeate upstream of the UV process at a dose of approximately 3.0 mg/L.

As noted above, the UV/peroxide system is the most common advanced oxidation technology for indirect portable reuse (IPR), and has been used extensively for the removal of trace organic compounds found in treated water. The UV/peroxide system has been designed to meet the groundwater recharge regulations, providing a minimum 0.5-log reduction of 1,4-dioxane, which serves as an indicator compound for other trace organic compounds.

- D. **Chemical Systems** - Chemicals used at the EWS include sodium hypochlorite, ammonia, sulfuric acid and anti-scalant used with the RO system, hydrogen peroxide used with the UV disinfection, caustic soda and calcium chloride used for product water stabilization, and sodium bisulfite for dechlorinating product water prior to sending it to the San Simeon Lagoon for mitigation. In addition, citric acid, sodium hypochlorite, and caustic soda is used intermittently for chemical cleaning of the membranes. Each of the chemicals and their related uses is shown in Table 1 below.

Table 1 – Chemicals Used at the EWS Facility

	Raw Water	Membrane Filtrate Water	Reverse Osmosis Product Water	Product water for Groundwater Injection
	Before Membrane Filtration	After Membrane Filtration – Before Reverse Osmosis	Before Ultra- violet Disinfection	After Ultra- violet Disinfection
Sodium hypochlorite	No	Yes	No	Yes
Aqueous ammonia	No	Yes	No	No
Sulfuric acid	No	Yes	No	No
Antiscalant (Acid)	No	Yes	No	No
Hydrogen peroxide	No	No	Yes	No
Sodium hydroxide	No	No	No	Yes
Calcium chloride	No	No	No	Yes
Sodium Bisulfite	No	No	No	Yes ¹

¹ Sodium Bisulfite is used to de-chlorinate product water, if needed, to supplement membrane filtrate water sent to San Simeon Lagoon for mitigation.

- E. **Post-Treatment Systems** - The post-treatment product water is pumped to the reinjection well, approximately 3,400 feet northeast of the EWS. Product water quality must be controlled to minimize corrosion of the conveyance pipeline and the pumping equipment, requiring product water stabilization using caustic soda and calcium chloride.

The post-treatment strategy includes the addition of calcium chloride to increase hardness and the addition of caustic soda to increase pH. This strategy allows operators

to control hardness and pH independently, producing stable product water that can be matched to any desired combination of pH, hardness, and alkalinity.

A new sodium bisulfite dechlorination system was added downstream of the other post treatment systems which will allow MF filtrate mitigation water sent to San Simeon Lagoon to be supplemented or replaced with dechlorinated product water if circumstances warrant.

18. Waste Discharge - Major waste streams for the EWS include MF backwash, RO concentrate, and miscellaneous cleaning and analytical wastes. MF backwash waste and strainer backwash is returned to the CCSD's secondary effluent percolation ponds by gravity flow, without additional treatment or flow equalization. All chemical cleaning waste, RO concentrate, and analytical waste flows are now stored on-site in tanks before being trucked off-site to an appropriately regulated disposal facility.

There are four water/waste streams produced by this Project (Table 2):

Table 2 - EWS Water/Waste Streams

Water Streams	Waste Streams	Gallons Per Day	Regulatory Mechanism
	Membrane filter backwash wastewater returned to the percolation ponds	90,000 gpd	Revised Existing WDRs Order No. 01-100
Membrane Filtrate product water discharged to San Simeon Creek to prevent dewatering of the freshwater lagoon		144,000 gpd	National Pollutant Discharge Elimination System Permit
	Reverse Osmosis concentrate and cleaning solutions sent trucked to disposal facility	57,600 gpd	Off-Site Disposal at an Appropriately Regulated Facility
Advanced treated product water, recharge to groundwater		576,000 gpd	Waste Discharge Requirements (Title 22)

The Project is capable of pumping up to one million gallons per day (gpd) from well 9P7 and can produce approximately 844,000 gpd of product water of varying quality, and 155,000 gpd of wastewater of varying quality. The injection of treated product water into well RIW-1 is limited to 576,000 gpd (400 gallons per minute).

19. The water quality of the EWS product water streams shown in Table 3 are averaged from monitoring reports from the 1st and 4th quarters of 2015, and the 4th quarter 2016 which were the main periods of EWS operation to date.

Table 3 - Water Quality of Product Waters

Parameter	Units	Membrane Filtrate Product (Lagoon Mitigation Water) ≈ Source water	Reverse Osmosis Advanced Treated Product Water (Injection water)
Ammonia - N (NH ₃)	mg/L	0.43	0.11
Barium (Ba)	mg/L		0.0007
Boron (B)	mg/L	0.20	0.19
Chloride (Cl)	mg/L	27.9	19.9
Manganese (Mn)	mg/L		0.0011
Nitrate (N)	mg/L	2.27	1.12
Potassium (K)	mg/L		1.4
Sodium (Na)	mg/L	28.8	41.9
Strontium (Sr)	pCi/L		0.667
Sulfate (SO ₄)	mg/L	48.17	21.39
Total Dissolved Solids	mg/L	391	184
Total Organic Carbon	mg/L	0.66	0.34
Turbidity	NTU	0.208	0.028
Caffeine	µg/L		ND
Sucralose	µg/L		0.504
NDMA	µg/L		0.131

Random numbers were used for non-detects (NDs) where method detection limits are known

20. **Designated Wastes** - The RO concentrate, chemical cleaning waste, and analytical instrument waste generated at the EWS facility are categorized as “designated waste” and were previously sent to the evaporation pond, regulated per Title 27 via order No. R3-2014-0047.

Designated wastes are defined in California Water Code (Water Code) section 13173 as “Nonhazardous waste that consists of, or contains, pollutants that, under ambient environmental conditions at a waste management unit, could be released in concentrations exceeding applicable water quality objectives or that could reasonably be expected to affect beneficial uses of the waters of the state...”.

The evaporation pond is subject to cease and desist order No. R3-2017-0016, and is now unavailable to receive any additional designated wastes.

Going forward, the discharger will truck these wastes off-site to an appropriately regulated facility for disposal, such as San Luis Obispo County’s South County Wastewater Treatment Plant.

21. **Time and Hours of Operation** - The EWS typically operates 8-hours per day, 5-days per week for 6-months of the year when drought conditions are most severe. The facility may operate longer hours in the future, at the discretion of the Discharger.

IV. RECYCLED WATER INJECTION SYSTEM

22. **Injection Facilities** - Injection well RIW-1 is located on the east side of the CCSD property approximately 300 feet north of San Simeon Creek and 500 feet south of

San Simeon Creek Road (Figure 3). Well RIW-1 is approximately 1,300 feet west of wells SS-1 and SS-2 and approximately 1,700 feet northeast of the water treatment facility and effluent ponds. The property is a 92-acre, unimproved, open field vegetated with grass, shrubs, and some trees and varies in elevation from approximately 20 to 25 feet above mean sea level. The CCSD production wells, SS-1, SS-2 and SS-3, are located on the eastern end of the property, and a gravel road connects the wells and transverses this portion of the property.

23. **Injection Well** - Well RIW-1 is 100 feet deep and constructed of 10-inch diameter mild steel well casing with 45 feet of type 304L stainless steel, wire-wrap screen with 0.08-inch wide slot openings. There is mechanical coupler for dissimilar metals separating the mild steel casing and stainless steel screen. The well is screened from 50 to 95 feet below ground surface (bgs), and has a 5-foot stainless steel sediment trap below the well screen. The CCSD may inject no more than 400 gpm into the well.

The wellhead facilities are above grade. Wellhead facilities include steel pipe, a flow control valve, a flow meter, and isolation valves to remove above-ground equipment. There are no pumps or noise-generating equipment installed at the injection well site. A small panel is above grade and adjacent to the well for the controls of the foot valves, which are located below ground in the well to maintain a backpressure on the well piping.

24. **Extraction and Supply Wells** - CCSD has three production wells in the basin: SS-1, SS-2, and SS-3 (Figure 3). They are screened between 30 to 75 feet bgs (SS-2) and 30 to 105 feet bgs (SS-1 and SS-3). The wells pump at 400 gpm. Well SS-3 is seldom used. Well SS-3 is not operated during EWS operations. Well 9P7 was formerly used as a gradient control well adjacent to the effluent percolation ponds, and it now supplies water to the advanced water plant. The approximate pumping rate from 9P7 is 591 gpm (852,000 gpd), with 400 gpm (576,000 gpd) of fully treated water pumped into RIW-1, and approximately 100 gpm (144,000 gpd) of membrane filtrate product water discharged to San Simeon Creek to prevent dewatering of the freshwater lagoon. The rate of discharge to the Lagoon is subject to an adaptive management plan, and may vary.

V. SURFACE WATER STUDIES

25. Table 4 below summarizes the water quality in San Simeon Creek, and site locations are shown on Figure 1. The data in Table 4, collected by the Central Coast Ambient Monitoring Program (CCAMP) from 2001 through 2017, show that water quality at monitoring site 310SSC is degraded. The data also show water at monitoring site 310SSU (the upstream station) is of high quality.

Table 4 – Surface Water Quality in San Simeon Creek (Source CCAMP)

Pollutants (mg/L)	Surface Water Monitoring Sites	
	310SSC (downstream)	310SSU (upstream)
Chloride	130 ^B	12.9 ^C
Nitrogen (Total) – TN	2.38 ^B	0.31 ^C
TN – (Range)	0.51 – 10.0	0.01 – 3.92
Nitrate as N	3.39 ^A	0.1 ^C
Nitrate as N (Range)	0.021 - 28 ^D	0.01 - 0.88

Pollutants (mg/L)	Surface Water Monitoring Sites	
	310SSC (downstream)	310SSU (upstream)
Phosphorus (Total)	0.84 ^D	0.05 ^C
Orthophosphate	1.14 ^B	0.02 ^C
Salinity (ppt)	0.69 ^D	0.25 ^C
Sodium	174.2 ^B	16 ^{C1}
TDS	848 ^B	305 ^C

A = Mean for all years (2001-2017); B = Mean for all years (2015-2017 through August); C = Mean for years (2002-2015); D = years 2001-2015; 1 = no data for 2003;

Land use in the San Simeon Creek watershed includes a state campground, a gravel mining facility, range land, natural landscapes, various agriculture operations (row crops, orchard, and vineyard). Throughout the watershed, there are approximately 53 parcels with houses, septic systems, and domestic wells.

VI. GROUNDWATER STUDIES

26. Hydrogeology of Project Area - Groundwater occurs in the alluvial deposits beneath San Simeon Creek, which drains the western flanks of the Santa Lucia Range in San Luis Obispo County and discharges into the Pacific Ocean. The alluvial aquifer is recharged primarily by seepage from San Simeon Creek, which typically flows during the winter and spring rainy season. The CCSD uses wells along San Simeon Creek in a thin, narrow groundwater basin within the alluvium.

The CCSD's San Simeon well field consists of three potable water supply wells located approximately one mile inland from the ocean. The CCSD also utilizes a series of percolation ponds between the well field and the ocean where secondary treated waste water is recharged back to the aquifer. Pumping during the dry season results in seasonal declines in groundwater levels since production is by removal of water from storage in the aquifer when the stream is not flowing. In addition to the CCSD water supply wells and effluent discharge, there are privately operated water wells for both domestic and agricultural uses in the area.

27. Groundwater Quality

A. CCSD groundwater data for years 2001 through 2012 from water supply and monitoring wells are presented below in Table 5. These data indicate groundwater in upper San Simeon Creek (upstream of the wastewater discharge) is supportive of beneficial uses, and it should be noted that the nitrate concentrations in well SS3 had an average concentration of 0.8 mg/L NO₃ as N. The data for well 9P7 show that pollutant concentrations in groundwater were elevated when compared to samples from SS3, but the water quality was supportive of beneficial uses. Finally, the data for well 16D1 (down gradient of the CCSD wastewater discharge) showed that pollutant concentrations in groundwater were elevated when compared to samples from SS3 and 9P7, and the water quality was not supportive of beneficial uses. Samples from well 16D1 showed nitrate, sodium, and chloride exceeded water quality objectives on average during this time frame.

Table 5 - Groundwater Quality in the San Simeon Basin

Annual Average (mg/L)	Groundwater Quality Average for years 2001 -2012*		
	SS3	9P7	16D1
Nitrate as N	0.8	4.8	12.1
TDS	357	501	769
Sodium (Na)	20	54	123
Chloride (Cl)	21	72	170
SO ₄	43	56	85
Boron	0.2	0.2	0.3

*Sample size range = 19 - 26 samples depending on well and constituent

- B. A report by Jones & Stokes (1991)² confirmed that groundwater below the CCSD discharge was seeping into surface waters. The Jones & Stokes report stated, "the lagoon is formed by seepage of groundwater into the creek, principally near the upstream end of the lagoon," which is adjacent to the wastewater disposal area.
- C. In April 2015 the EWS was shut down due to exceedances of the effluent limit for nitrate as nitrogen. In response the Discharger implemented a reconfiguration of its treatment processes at the municipal wastewater treatment plant to reduce overall nitrogen levels in the effluent discharging to the percolation ponds. When the EWS was restarted in December 2015, nitrogen levels were significantly reduced in the treated water reinjected into the aquifer. Table 6 below shows groundwater quality averages for 2015 thru 2017.

Table 6 - Groundwater Quality in the San Simeon Basin

Annual Average (mg/L)	Groundwater Quality Average for years 2015 -2017*		
	SS3	9P7	16D1
Nitrate as N	0.37	3.13	3.91
TDS	359	380	596
Sodium (Na)	20	26	98
Chloride (Cl)	21	29	101
SO ₄	47	46	85
Boron**	0.2	0.2	0.3

* Sample size range = 19 - 27 samples depending on well and constituent.

**Boron sample size = 10

28. **Recycled Water Retention Time** - The CCSD conducted a tracer test to determine the retention time of injected treated water. The test shows how much time elapses between treated water injection, and mixing with the CCSD water supply wells. The tracer test involves injecting water from well SS-2 into the newly constructed RIW-1 approximately 1,800 feet to the southwest.

Results of the initial tracer study showed the bromide ion tracer measured in well SS2 did not meet the required minimum 60-day aquifer residence time.

A second tracer study was conducted in the fall of 2016 and that study concluded that at an average recharge rate of 406.9 gallons per minute (gpm), the residence time for recharged water, under average basin conditions, significantly exceeded the required 60-day residence time. In a letter dated October 10, 2017, the State Water Resources Control Boards Division of Drinking Water acknowledged that they had reviewed and accepted the second tracer study results, under the condition that the injection of recycled water does not exceed 400 gpm into RIW-1.

VII. REGULATION OF RECYCLED WATER

29. The Regional Water Boards are responsible for issuing water reclamation requirements for the beneficial use of recycled water. The State Water Board and Regional Water Boards are responsible for issuing waste discharge requirements for the beneficial use of recycled water that includes a discharge to waters of the state.
30. State authority to oversee recycled water use is shared by the State Water Board, the Division of Drinking Water, and the Regional Water Boards. DDW is the division with the primary responsibility for establishing water recycling criteria under Title 22 of the Code of Regulations to protect the health of the public using the groundwater basins as a source of potable water.
31. The State Water Board adopted Resolution No. 77-1, *Policy with Respect to Water Reclamation in California*, which includes principles that encourage and recommend funding for water recycling and its use in water-short areas of the state. On September 26, 1988, the Central Coast Water Board also adopted Resolution No. 88-012, which encourages the beneficial use of recycled water and supports water recycling projects.
32. The State Water Board adopted the Recycled Water Policy (State Water Board Resolution No. 2009-0011) on February 3, 2009, and then amended the Policy on January 22, 2013. The purpose of the Recycled Water Policy is to protect groundwater resources and to increase the beneficial reuse of recycled water from municipal wastewater sources in a manner consistent with state and federal water quality laws and regulations. The Recycled Water Policy describes the respective authority of DDW and the Regional Water Boards as follows:

Regional Water Boards shall appropriately rely on the expertise of DDW for the establishment of permit conditions needed to protect human health. (section 5.b)

Nothing in this paragraph shall be construed to limit the authority of a Regional Water Board to protect designated beneficial uses, provided that any proposed limitations for the protection of public health may only be imposed following regular consultation by the Regional Water Board with DDW, consistent with State Water Board Orders WQ 2005-0007 and 2006-0001. (section 8.c)

Nothing in this Policy shall be construed to prevent a Regional Water Board from imposing additional requirements for a proposed recharge project that has a substantial adverse effect on the fate and transport of a contaminant plume or changes the geochemistry

of an aquifer thereby causing dissolution of constituents, such as arsenic, from the geologic formation into groundwater. (section 8.d)

In addition, the Policy notes the continuing obligation of the Regional Water Boards to comply with the state's anti-degradation policy, Resolution No. 68-16:

The State Water Board adopted Resolution No. 68-16 as a policy statement to implement the legislature's intent that waters of the state shall be regulated to achieve the highest water quality consistent with the maximum benefit to the people of the state. (section 9.a)

33. Section 13523(a) of the Water Code provides that a Regional Water Board, after consulting with and receiving recommendations from DDW, and after any necessary hearing, shall, if it determines such action to be necessary to protect the health, safety, or welfare of the public, prescribe water recycling requirements (WRRs) for water that is used or proposed to be used as recycled water. Pursuant to Water Code section 13523, the Central Coast Water Board has consulted with DDW and received its recommendations. On July 14, 2014, DDW participated in a public hearing to consider the proposed Cambria Emergency Water Supply Project. On September 9, 2014, DDW transmitted to the Central Coast Water Board its conditions concerning the Cambria Emergency Water Supply Project.
34. Section 13540 of the Water Code requires that recycled water may only be injected into an aquifer used as a source of domestic water supply if DDW finds the recharge will not degrade³ the quality of the receiving aquifer as a source of water supply for domestic purposes. In its conditions, DDW determined that "provided that WRR meets all of the above conditions DDW finds that the Cambria Emergency Water Supply Project can provide injection recharge water that will not degrade groundwater basins as a source of water supply for domestic purposes."
35. Section 13523(b) of the Water Code provides that reclamation requirements shall be established in conformance with the uniform statewide recycling criteria established pursuant to Water Code section 13521. Section 60320 of Title 22 currently includes requirements for groundwater recharge projects. The State Water Resources Control Board adopted uniform water recycling criteria for groundwater recharge on July 15, 2014.

VIII. OTHER APPLICABLE PLANS, POLICIES AND REGULATIONS

A. Regional Board Water Quality Control Plan (Basin Plan)

36. The Central Coast Water Board has adopted the *Water Quality Control Plan for the Central Coastal Basin* (Basin Plan). The Basin Plan designates beneficial uses for surface and groundwater; establishes narrative and numeric water quality objectives that must be attained or maintained to protect the designated (existing and potential) beneficial uses and to conform with the state's anti-degradation policy; and includes implementation provisions, programs, and policies to protect all waters in the region. In addition, the Basin Plan incorporates applicable State Water Board and Central

³ Groundwater is degraded; however, the degraded water will support beneficial uses.

Coast Water Board plans and policies and other pertinent water quality policies and regulations.

37. The Basin Plan incorporates the California Code of Regulations (CCR) Title 22 primary Maximum Contaminant Levels (MCLs) by reference. This incorporation is prospective, including future changes to the incorporated provisions as the changes take effect. The Basin Plan states that groundwater designated for use as domestic or municipal supply (MUN) shall not contain concentrations of chemical constituents and radionuclides in excess of the MCLs. The Basin Plan also specifies concentrations that cause nuisance or adversely affect beneficial uses.

38. The Basin Plan contains beneficial uses and water quality objectives (WQO) for the San Simeon Groundwater Basin, which is the receiving water affected by the injection of recycled water from the Project. The beneficial uses and water quality objectives of the San Simeon Groundwater Basin are as follows:

Table 7 - Beneficial Uses of Groundwater

Receiving Water			Beneficial Uses	
San Simeon Valley (3-35) an Alluvial Aquifer			Municipal and domestic water supply (MUN), Industrial service supply (IND), Agricultural supply (AGR)	
Water Quality Objectives for San Simeon Valley (3-35)				
	WQO	Units	Source: Basin Plan Table 3.1	Source: Basin Plan Table 3.2
Aluminum	5	mg/L		X
Ammonia (NH4-N)	5	mg/L	X	
Arsenic	0.1	mg/L		X
Bicarbonate (HCO3)	90	mg/L	X	
Beryllium	0.1	mg/L		X
Boron	0.75	mg/L		X
Cadmium	0.01	mg/L		X
Chloride	106	mg/L	X	
Chromium	0.1	mg/L		X
Cobalt	0.05	mg/L		X
Copper	0.2	mg/L		X
Fluoride	1.0	mg/L		X
Iron	5.0	mg/L		X
Lead	0.1	mg/L		X
Lithium	2.5 ^a	mg/L		X
Manganese	0.2	mg/L		X
Mercury	0.01	mg/L		X
Molybdenum	0.01	mg/L		X
Nickel	0.2	mg/L		X
Nitrite	10	mg/L		X
pH	6.5-8.4		X	
Salinity	0.75	mmho/cm	X	
Selenium	0.02	mg/L		X
Sodium	69	mg/L	X	
Vanadium	0.1	mg/L		X
Zinc	2.0	mg/L		X

a – Recommended maximum concentration for irrigation of citrus is 0.075 mg/L

Table 8 below shows the existing groundwater quality in the San Simeon Valley from the CCSD water supply well (SS3) and Basin Plan water quality objectives for an adjacent alluvial aquifer, Santa Rosa Valley (3-36). The CCSD uses water from both San Simeon Valley (3-35) and Santa Rosa Valley (3-36) for domestic supply.

Table 8 - Existing Groundwater Quality in the San Simeon Valley (3-35) and Groundwater Quality Objectives for Santa Rosa Valley (3-36)

Existing Groundwater Quality from Well SS3 in the San Simeon Valley (3-35)					
TDS	Nitrate	Sodium	Chloride	Sulfate	Boron
357	0.8 mg/L	20 mg/L	21 mg/L	43	0.2
Groundwater Quality Objectives for Santa Rosa Valley (3-36)					
TDS	Nitrate	Sodium	Chloride	Sulfate	Boron
700	5 mg/L	50 mg/L	100 mg/L	80	0.2

39. The Basin Plan contains the following specific water quality objectives:

MUNICIPAL AND DOMESTIC SUPPLY (MUN)

- Bacteria - The median concentration of coliform organisms over any seven-day period shall be less than 2.2/100 ml.
- Organic Chemicals - Ground waters shall not contain concentrations of organic chemicals in excess of the limiting concentrations set forth in California Code of Regulations, Title 22, Chapter 15, Article 5.5, Section 64444.5, Table 5 and listed in Basin Plan Table 3-1.
- Chemical Constituents - Ground waters shall not contain concentrations of chemical constituents in excess of the limits specified in California Code of Regulations, Title 22, Chapter 15, Article 4, Section 64435, Tables 2 and 3.
- Radioactivity - Ground waters shall not contain concentrations of radionuclides in excess of the limits specified in California Code of Regulations, Title 22, Chapter 15, Article 5, Section 64443, Basin Plan Table 4.

AGRICULTURAL SUPPLY (AGR)

- Ground waters shall not contain concentrations of chemical constituents in amounts that adversely affect such beneficial use. Interpretation of adverse effect shall be as derived from the University of California Agricultural Extension Service guidelines provided in Basin Plan Table 3-1.

In addition, water used for irrigation and livestock watering shall not exceed the concentrations for those chemicals listed in Basin Plan Table 3-2. No controllable water quality factor shall degrade the quality of any ground water resource or adversely affect long-term soil productivity. The salinity control aspects of ground water management will account for effects from all sources.

B. State Water Resources Control Board Policies

40. The Sources of Drinking Water Policy (Resolution No. 88-63) provides that all waters of the state, with certain exceptions, are to be protected as existing or potential sources of municipal and domestic supply. Exceptions include waters with existing high dissolved solids (i.e., greater than 3,000 mg/L), low sustainable yield (less than 200 gallons per day for a single well), waters with contamination that cannot be treated for domestic use using best management practices or best economically achievable treatment practices, waters within particular municipal, industrial and agricultural wastewater conveyance and holding facilities, and regulated geothermal groundwaters.
41. A goal of the Recycled Water Policy (State Water Board Resolution No. 2013-0003) is to increase the use of recycled water from municipal wastewater sources in a manner consistent with state and federal water quality laws and regulations. The Policy directs the Regional Water Boards to participate with generators of municipal wastewater and interested parties in the development of salt and nutrient management plans (SNMPs) to manage the loading of salts and nutrients to groundwater basins in a manner that is protective of beneficial uses, thereby supporting the sustainable use of local waters.
42. DDW has established a notification level of 10 nanograms per liter (ng/L) for N-Nitrosodimethylamine (NDMA). The notification level is the concentration level of a contaminant in drinking water delivered for human consumption that DDW has determined, based on available scientific information, does not pose a significant health risk but warrants notification. Notification levels are established as precautionary measures for contaminants that may be considered candidates for establishment of maximum contaminant levels, but have not yet undergone or completed the regulatory standard setting process prescribed for the development of maximum contaminant levels and are not drinking water standards. DDW has established a response level of 300 ng/L for NDMA. The response level is the concentration of a contaminant in drinking water delivered for human consumption at which DDW recommends that additional steps, beyond notification, be taken to reduce public exposure to the contaminant.

C. California Water Code

43. Pursuant to Water Code section 106.3, it is the policy of the State of California that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking and sanitary purposes.
44. Pursuant to Water Code section 13263(g), discharges of waste into waters of the state are privileges, not rights. Nothing in this Order creates a vested right to continue the discharge. Water Code section 13263 authorizes the Central Coast Water Board to issue waste discharge requirements that implement any relevant water quality control plan.
45. Section 13267(b) of the Water Code states, in part:

In conducting an investigation specified in subdivision (a), the regional board may require that any person who has discharged, discharges, or is suspected

of having discharged or discharging or who proposes to discharge within its region, or any citizen or domiciliary, or political agency or entity of this state who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste outside of its region shall furnish under penalty of perjury, technical or monitoring program reports which the regional board requires. The burden, including costs of these reports shall bear a reasonable relationship to the need for the reports and the benefits to be obtained from the reports. In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports, and shall identify the evidence that supports requiring that person to provide the reports.

Section 13267(d) of the Water Code states, in part:

[A] regional board may require any person, including a person subject to waste discharge requirements under section 13263, who is discharging, or who proposes to discharge, wastes or fluid into an injection well, to furnish the state board or regional board with a complete report on the condition and operation of the facility or injection well, or any other information that may be reasonably required to determine whether the injection well could affect the quality of the waters of the state.

46. On October 8, 1968, the State Water Board adopted Resolution No. 68-16, *Statement of Policy with Respect to Maintaining High Quality of Waters in California* (Resolution 68-16), establishing an **anti-degradation policy** for the State Water Board and Regional Water Boards. Resolution No. 68-16 requires that existing high quality of waters be maintained unless a change is demonstrated to be consistent with maximum benefit to the people of the State, will not unreasonably affect present and anticipated beneficial uses of waters, and will not result in water quality less than that prescribed in applicable policies. Resolution No. 68-16 also prescribes waste discharge requirements for discharges to high quality waters that will result in the best practicable treatment or control of the discharge necessary to ensure that a pollution or nuisance will not occur and the highest water quality consistent with maximum benefit to the people of the State is maintained. The Central Coast Water Board's Basin Plan implements, and incorporates by reference, the state anti-degradation policy.
47. This Order is consistent with Resolution No. 68-16 (Anti-degradation policy). Groundwater recharge with recycled water for later extraction and use in accordance with the Recycled Water Policy and state and federal water quality laws is to the benefit of the people of the State of California. Nonetheless, groundwater recharge projects using recycled water have the potential to lower water quality within a basin. The Central Coast Water Board finds that, based on available information and monitoring data, any change in the existing high quality of the groundwater basin as a result of groundwater recharge allowed by this Order is consistent with maximum benefit to the people of the State, will not unreasonably affect beneficial uses, and will not cause exceedance of applicable water quality standards for the basin. As described in the findings herein, the CCSD is implementing the best practicable treatment or control of the recycled water to be injected into the basin for groundwater recharge. Compliance with this Order will protect present and anticipated beneficial uses of the groundwater, ensure attainment of water quality prescribed in applicable policies, and avoid any

conditions of pollution or nuisance.

48. The need for the technical and monitoring reports required by this Order, including the Monitoring and Reporting Program, is based on the Report of Waste Discharge (ROWD) and Engineering Report; the DDW conditions; the California Environmental Quality Act (CEQA) Initial Study; and other information in the Central Coast Water Board's files for the EWS facility. The technical and monitoring reports are necessary to ensure compliance with these waste discharge requirements and water recycling requirements. The burden, including costs, of providing the technical reports required by this Order bears a reasonable relationship to the need for the reports and the benefits to be obtained from the reports.
49. This Order includes limits on quantities, rates, and concentrations of chemical, physical, biological, and other pollutants in the advanced treated recycled water that is injected into groundwater.

IX. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND NOTIFICATION

50. On July 27, 2017, the CCSD as lead agency certified a Revised Final Subsequent Environmental Impact Report (SEIR) for the Cambria Sustainable Water Facility. The project described in the SEIR is the EWS project. The SEIR identified potentially significant environmental effects with respect to the adoption of this Order and within the jurisdiction of the Central Coast Water Board.
51. The Central Coast Water Board, as a responsible agency under CEQA, has considered the SEIR and associated documents and concurs with CCSD's approval of the relevant CEQA documents. The Central Coast Water Board finds that all environmental effects have been identified for Project activities that it is required to approve and that the Project will not have significant adverse impacts on the environment provided that the mitigation presented in the SEIR for components of the Project being approved by this Order and the required Adaptive Management Plan are carried out as conditioned in this Order (see General Requirement IV 7. in this Order). In adopting this Order, the Central Coast Water Board approves the Project.
52. Any person aggrieved by this action may petition the State Water Board to review the action in accordance with Water Code section 13320 and California Code of Regulations, Title 23, section 2050 and following. The State Water Board must receive the petition by 5:00 p.m., 30 days after the date of this Order, except that if the thirtieth day following the date of this Order falls on a Saturday, Sunday, or state holiday, the petition must be received by the State Water Board by 5:00 p.m. on the next business day. Copies of the law and regulations applicable to filing petitions may be found on the internet at:
- http://waterboards.ca.gov/public_notices/petitions/water_quality.
53. The Central Coast Water Board has notified the CCSD and interested agencies and persons of its intent to issue this Updated Order for the production and use of recycled water and has provided them with an opportunity to submit written comments. The Central Coast Water Board, in a public meeting, heard and

considered all comments pertaining to these WDRs/WRRs.

THEREFORE, IT IS HEREBY ORDERED that Updated Order No. R3-2014-0050, is effective as of the date of this Order, and, to meet the provisions contained in division 7 of the Water Code (commencing with section 13000) and regulations and guidelines adopted thereunder, and California Code of Regulations Title 22, division 4, chapter 3, the CCSD shall comply with the requirements in this Order.

I. INFLUENT SPECIFICATIONS

The influent to the CCSD Advanced Water Treatment Plant shall consist of secondary treated wastewater discharge to percolation ponds in basin storage, creek underflow, and deep basin brackish water with limited recharge as described in the approved 2014 Title 22 Engineering Report.

II. RECYCLED WATER TREATMENT SPECIFICATION

Treatment of the recycled water shall be as described in the findings of this Order and the conditions issued by DDW.

III. RECYCLED WATER DISCHARGE LIMITS

1. The Discharger shall not inject treated product water into the aquifer at a rate that exceeds 400 gallons per minute.
2. The advanced treated recycled water injected at well RIW-1 shall not contain pollutants in excess of the following limits:

Table 9 – Reverse Osmosis Recycled Water Discharge Limits, Groundwater Reinjection

Constituents	Units	Concentration	Monitoring Frequency	Compliance Interval
Ammonia as N	mg/L	0.1	Weekly grab or 24 hour composite	Sample Result: No averaging
Boron	mg/L	0.32	Monthly	Running Annual Average
Chloride	mg/L	70	Monthly	Running Annual Average
Nitrate as N	mg/L	2.3	Weekly grab or 24 hour composite	Sample Result: No averaging
Sodium	mg/L	62	Monthly	Running Annual Average
Sulfate	mg/L	43	Monthly	Running Annual Average
TDS	mg/L	357	Monthly	Running Annual Average
Total Coliform	MPN/ 100ml	<2.2	Daily grab	Weekly Maximum

3. Compliance with the recycled water discharge limits shall be determined

after the injection point for sodium hypochlorite and before injection into the San Simeon Creek alluvial aquifer.

MEMBRANE FILTER BACKWASH WATER TREATMENT SPECIFICATION

Treatment of the membrane filter backwash water shall be as described in the findings of this Order and the conditions issued by DDW.

IV. GENERAL REQUIREMENTS

1. Recycled water shall not be used for direct human consumption or for the processing of food or drink intended for human consumption.
2. Bypass, discharge, or delivery to the use area of inadequately treated recycled water, at any time, is prohibited.
3. The EWS facility and injection wells shall be adequately protected from inundation and damage by storm flows.
4. Recycled water use or disposal shall not result in earth movement in geologically unstable areas.
5. Odors of sewage origin shall not be perceivable at any time outside the boundary of the EWS facility.
6. The CCSD shall at all times properly operate and maintain all treatment facilities and control systems (and related appurtenances) that are installed or used by the CCSD to achieve compliance with the conditions of this Order. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls (including appropriate quality assurance procedures).
7. CCSD shall comply with the mitigation measures and mitigation monitoring and reporting program described in the final SEIR for this Project, as described in the findings of this Order. Mitigation measures of concern to and within the jurisdiction of the Central Coast Water Board include AES-2, BIO-3, BIO-7, BIO-15, BIO-18, and BIO-19.
8. A copy of these requirements shall be maintained at the EWS facility and available at all times to operating personnel.
9. For any material change or proposed change in character, location, or volume of recycled water or its uses, the CCSD shall submit at least 120 days prior to the proposed change, an engineering report or addendum to the existing engineering report to the Central Coast Water Board and DDW (pursuant to Water Code Division 7, Chapter 7, Article 4, section 13522.5 and CCR Title 22, Division 4, Chapter 3, Article 7, section 60323) for approval. The Engineering Report shall be prepared by a qualified engineer registered in California.

V. REVERSE OSMOSIS REJECT WASTE

1. Reverse osmosis concentrate and other cleaning wastes previously sent to the Title 27 surface impoundment will now be stored on-site in tanks which are either double-walled or are provided with secondary containment, before being trucked to an appropriately regulated disposal facility.
2. The area used to transfer RO concentrate to tanker trucks shall be constructed so as to contain any reasonably foreseeable spillage that may occur during the transfer process.

VI. PROVISIONS

1. Injection of the advanced treated recycled water shall not cause or contribute to an exceedance of water quality objectives in groundwater.
2. Groundwater Well Replacement: Replacement or addition of injection wells to the Cambria Emergency Water Supply Project will not require a report of material change, filing of a new Report of Waste Discharge, or submitting an updated Engineering Report, provided:
 - a. The additional injection capacity does not violate any requirement in this Order;
 - b. At least 30 days prior to installation of an additional well, the CCSD submits, in writing, the purpose, design, and location of the well to DDW and the Central Coast Water Board;
 - c. The Central Coast Water Board, in consultation with DDW, approves the location of the additional well (if the Central Coast Water Board fails to approve or deny the proposed construction within thirty days of receipt of the proposal, the proposal shall be deemed approved). The new CCSD wells described in the DDW Conditions are exempt from this requirement.
 - d. Within 90 days after the installation or replacement of the well, the CCSD submits, in writing, the complete geologic and electrical logs and as-built construction diagrams of the injection wells to DDW and the Central Coast Water Board.
3. The CCSD shall submit to the Central Coast Water Board, under penalty of perjury, self-monitoring reports according to the specifications contained in the Monitoring and Reporting Program (MRP), as directed by the Executive Officer and signed by a designated responsible party.
4. The CCSD shall notify the Central Coast Water Board and DDW by telephone or electronic means within 24 hours of knowledge of any violations of this Order or any adverse conditions as a result of the use of recycled water from the EWS facility; written confirmation shall follow within five working days from date of notification. The report shall include, but not be limited to, the following information, as appropriate:

- a. The nature and extent of the violation;
 - b. The date and time when the violation started, when compliance was achieved, and when injection was suspended and restored, as applicable;
 - c. The duration of the violation;
 - d. The cause(s) of the violation;
 - e. Any corrective and/or remedial actions that have been taken and/or is taken with a time schedule for implementation to prevent future violations; and,
 - f. Any impact of the violation.
5. This Order does not exempt the CCSD from compliance with any other laws, regulations, ordinances, or permits which may be applicable, including but not limited to the Emergency Coastal Development Permit; it does not legalize the recycling and use facilities; and it leaves unaffected any further constraint on the use of recycled water at certain site(s) that may be contained in other statutes or required by other agencies.
 6. This Order does not alleviate the responsibility of the CCSD to obtain other necessary local, state, and federal permits to operate the EWS or to construct facilities necessary for compliance with this Order, nor does this Order prevent imposition of additional standards, requirements, or conditions by any other regulatory agency.
 7. This Order may be modified, revoked and reissued, or terminated for cause, including but not limited to, failure to comply with any condition in this Order; endangerment of human health or environment resulting from the permitted activities in this Order; obtaining this Order by misrepresentation or failure to disclose all relevant facts; or acquisition of new information that could have justified the application of different conditions if known at the time of Order adoption. The filing of a request by the CCSD for modification, revocation and reissuance, or termination of the Order or a notification of planned changes or anticipated noncompliance does not stay any condition of this Order.
 8. The CCSD shall furnish, within a reasonable time, any information the Central Coast Water Board or DDW may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The CCSD shall also furnish the Central Coast Water Board, upon request, with copies of records required to be kept under this Order for at least three years.
 9. In an enforcement action, it shall not be a defense for the CCSD that it would have been necessary to halt or to reduce the permitted activity in order to maintain compliance with this Order. Upon reduction, loss, or failure of the treatment facility, the CCSD shall, to the extent necessary to maintain compliance with this Order, control production of all discharges until the facility

is restored or an alternative method of treatment is provided. This provision applies, for example, when the primary source of power of the treatment facility fails, is reduced, or is lost.

10. This Order includes the attached *Standard Provisions and Reporting Requirements for Waste Discharge Requirements (2013)*. If there is any conflict between the provisions stated in this Order and the Standard Provisions, the provisions stated in this Order shall prevail.
11. This Order includes the attached MRP No. R3-2014-0050 (revised June 28, 2018). If there is any conflict between provisions stated in the MRP and the Standard Provisions, those provisions stated in the MRP shall prevail.
12. The DDW conditions that are not explicitly included in this Order are incorporated herein by this reference and are enforceable requirements of this Order. Any violation of a term in this Order that is identical to a DDW Condition will constitute a single violation.

VII. STATE WATER RESOURCES CONTROL BOARD DIVISION OF DRINKING WATER (DDW) REQUIREMENTS

- The maximum allowable rate for the injection of product water in RIW-1 is 400 gallons per minute.
- The DDW recommends the treatment facility be classified as a T3, which would require a Grade T3 chief operator and Grade T2 shift operator. The chief operator is the person who has overall responsibility for the day-to-day operation of the treatment facility. The shift operator is the person in direct charge of the operation of the treatment facility for a specific period of a day.
- The CCSD will collect quarterly samples from each monitoring well for the pollutants in Tables 64449-A and B, secondary standards.
- The AWTP contains a multi-barrier treatment facility in order to comply with the Groundwater Replenishment Regulations. The following monitoring and reporting requirements must be included in the OMMP [operations maintenance and monitoring plan] and reported to the DDW and the RWQCB [Regional Water Quality Control Board] monthly.
 - To demonstrate the log reduction credit given to the CCSD Wastewater Treatment Plant (WWTP) and facilities up to the influent of the AWTP, the WWTP effluent shall be monitored continuously for turbidity and daily for coliform concentrations. The CCSD will report monthly to the DDW and RWQCB the daily WWTP effluent coliform analysis, the daily WWTP effluent average turbidity, daily WWTP effluent maximum turbidity and the percent of time the WWTP effluent turbidity is greater than 5 NTU.
 - The CCSD will monitor and report the AWTP influent for turbidity continuously, total organic carbon (TOC) and total coliform weekly. If a sample of the influent to the AWTP is positive for total coliform, the sample shall be analyzed for E.coli. Turbidity measurements shall be recorded every 15 minutes and the daily

average and daily maximum shall be reported.

- The micro filtration membrane (MF) effluent will be monitored for turbidity continuously. The daily average and maximum turbidity reading and the percent of time that the turbidity is greater than 0.2 NTU needs to be reported.
- Membrane integrity testing (MIT) shall be performed on the MF membrane unit a minimum of once every 24 hours of operation.
 - The log removal value (LRV) for *Cryptosporidium* shall be calculated and the value reported after the completion of each MIT.
 - The MIT shall have a resolution that is responsive to an integrity breach on the order of 3 μm or less.
 - Calculations of the LRV shall be based on a pressure decay rate (PDR) value with an ending pressure that provides a resolution of 3 microns or less.
 - The MIT shall have a sensitivity to verify a LRV equal to or greater than 4.0.
- The Reverse Osmosis (RO) system will not be credited pathogen reduction at this facility; however, minimal monitoring is required to ensure the integrity of the system. CCSD needs to monitor the effluent of each RO unit (Stage 1 and 2) and the third stage RO unit (Stage 3) continuously for conductivity. The CCSD will report the average and maximum conductivity from the effluent of each unit daily. The RO effluent will be monitored for TOC weekly and reported in the monthly report.
- The UV/peroxide system shall be operated as has been designed to meet the groundwater recharge regulations, providing a minimum 0.5-log reduction of 1,4-dioxane. The UV system is a Trojan UVPhOx 72AL75, which was pilot-tested at the City of San Diego IPR Demonstration Facility at a 1.0 mgd flow rate. Based upon this testing, power level shall be 13 kW or greater; and UV intensity shall be 21 mW/cm^2 or higher.
- The UV system must be operated with online monitoring and built-in automatic reliability features that must trigger automatic diversion of effluent to waste by the following critical alarm setpoints.
 - UV intensity below 21 mW/cm^2
 - Power level below 13 kW
 - Ballast failure
 - Multiple lamp failure and
 - Complete UV reactor failure
- On-line monitoring of UV intensity, flow, UV transmission (UVT), and power must be provided at all times. Flow meters UV intensity sensors, and UVT monitors must be properly calibrated to ensure proper disinfection. At least monthly, all duty UV intensity sensors must be checked for calibration against a reference UV intensity sensor. The UVT meter must be inspected and checked against a reference bench-top unit weekly to document accuracy.
- The monitoring and reliability features, including automatic shutdown capability, shall be demonstrated to DDW during a plant inspection prior to final approval.
- Chlorine will be added to the effluent stream of the RO along with caustic soda and calcium chloride. A free chlorine residual shall be provided from the AWTP to the injection well. The log reduction of virus and *Giardia* will be calculated and

reported daily. The CCSD will monitor the free chlorine residual continuously and report the daily average and minimum concentration. The CCSD will monitor and report the minimum water temperature and the maximum pH of the water daily. Also, the CCSD will report the minimum contact time from the AWTP to the injection well daily.

- Based on the calculation of log reduction achieved daily by the entire treatment facility, from the WWTP to the public water supply wells, the CCSD will report a "Yes" or "No" for each day as to whether the necessary log reductions (12-logs virus, 10-logs for Giardia and Cryptosporidium) have been achieved. An overall log reduction calculation will be provided only for those days when a portion of the treatment facility does not achieve the credits listed in Table 5-1 of the ER.
 - CCSD shall sample the monitoring well for general mineral/physicals, inorganics, radioactivity (gross alpha and uranium) and volatile organic chemicals. CCSD shall take these samples monthly for the first year of operation. CCSD may request, from the Division, a reduction in this monitoring after the first year.
- The CCSD will submit the required annual and five-year reports per Section 60320.228.

VIII. REOPENER

1. This Order may be reopened to include the most scientifically relevant and appropriate limitations for this discharge, including a revised Basin Plan limit based on monitoring results, anti-degradation studies, or other Central Coast Water Board or State Water Board policy, or the application of an attenuation factor based upon an approved site-specific attenuation study.
2. The WDRs/WRRs may be reopened to modify limitations for pollutants to protect beneficial uses, based on new information not available at the time this Order was adopted.
3. After additional monitoring, reporting and trend analysis documenting aquifer conditions, this Order may be reopened to ensure the groundwater is protected in a manner consistent with state and federal water quality laws, policies, and regulations.
4. This Order may be reopened to incorporate any new regulatory requirements for sources of drinking water or injection of recycled water for groundwater recharge to aquifers that are used as a source of drinking water, that are adopted after the effective date of this Order.
5. This Order may be reopened upon a determination by DDW that treatment and disinfection of the Cambria Community Services District emergency advanced treated product water is not sufficient to protect human health.

IX. ENFORCEMENT

The requirements of this Order are subject to enforcement under Water Code sections 13261, 13263, 13264, 13265, 13268, 13350, 13300, 13301, 13304, 13350, and enforcement provisions in Water Code, Division 7, Chapter 7 (Water Reclamation).

X. EFFECTIVE DATE OF THE ORDER

This updated Order takes effect on May 9, 2019.

I, John M. Robertson, Executive Officer, do hereby certify that the foregoing is a full, true, and correct copy of an Order adopted by the Regional Water Quality Control Board, Central Coast Region on May 9, 2019.

John M. Robertson
Executive Officer

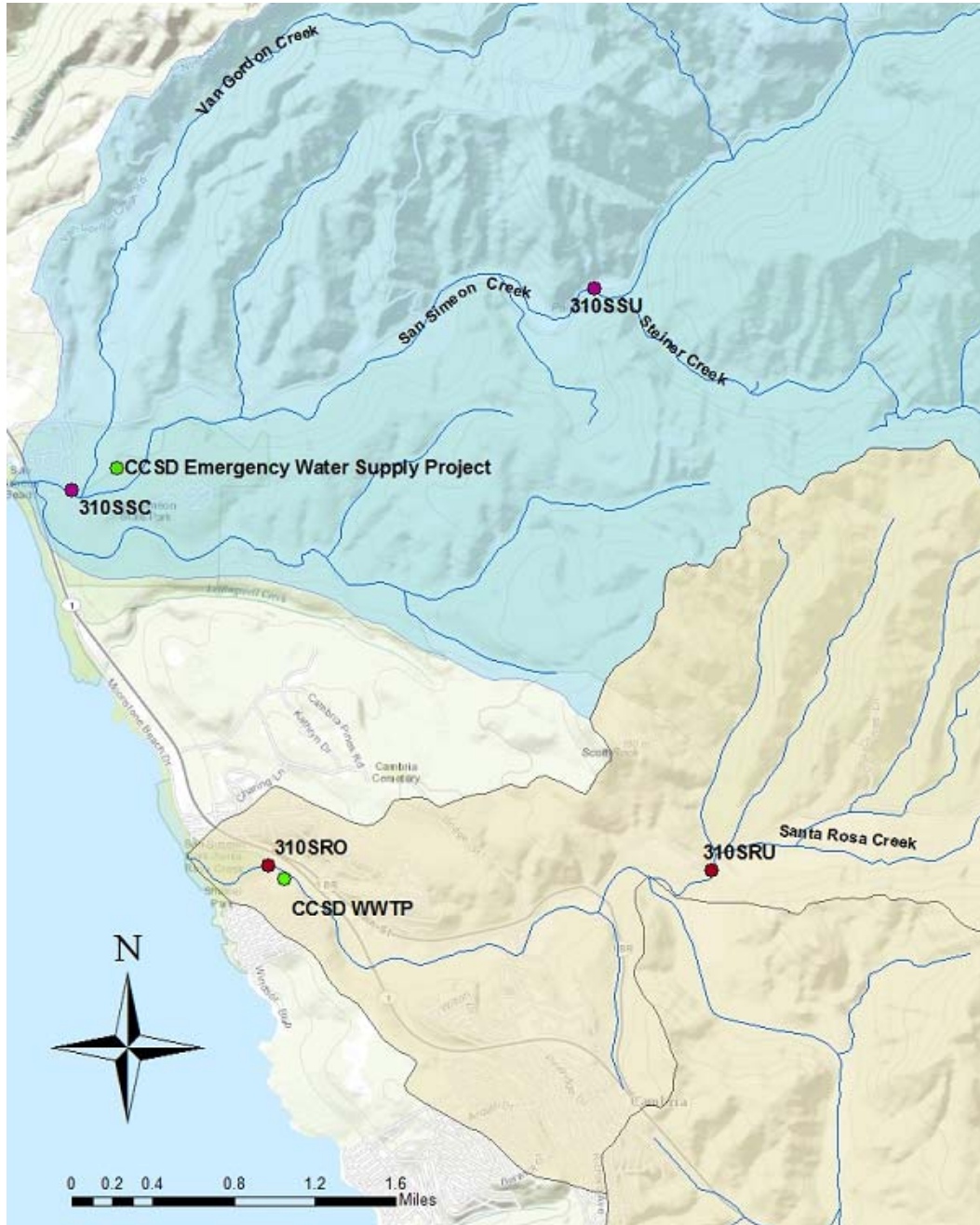


Figure 1 - Location of the Cambria Emergency Water Supply Project

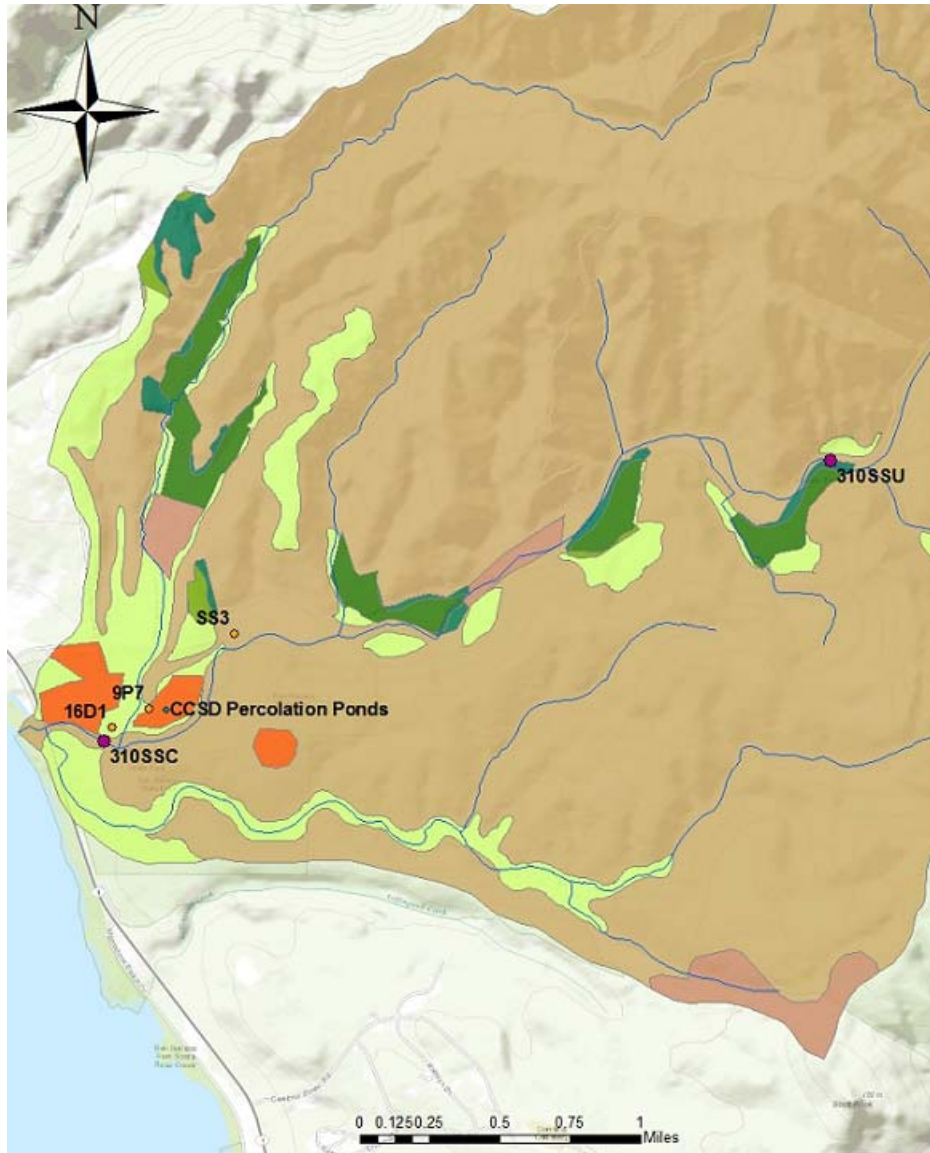


Figure 2 - CCSD Percolation Ponds and Water Supply/Monitoring Wells

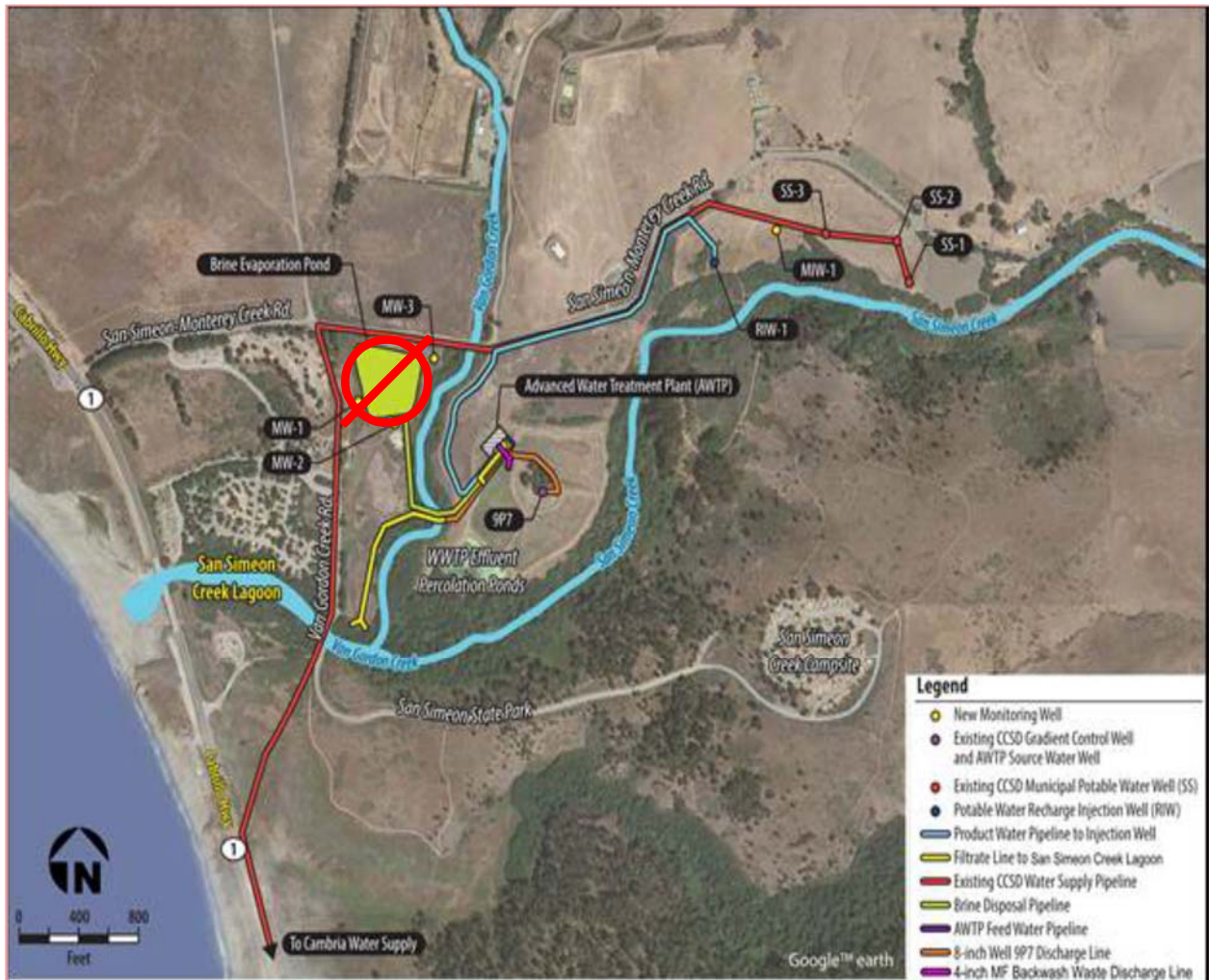


Figure 3 - Emergency Water Supply Project (Extraction Well, Treatment Plant, Percolation Ponds, Groundwater Injection Site, Water Supply Wells)

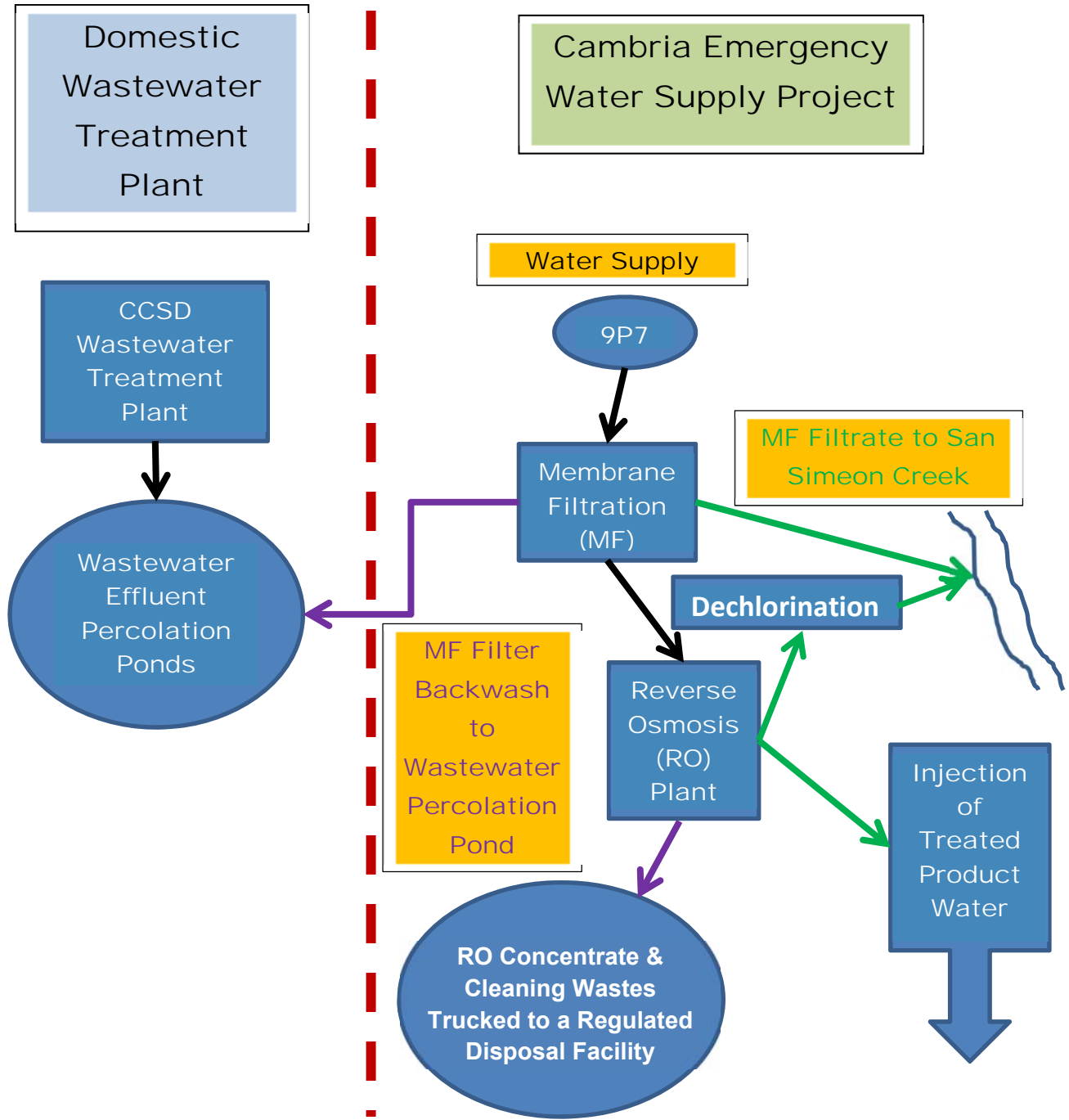


Figure 4 - Cambria Emergency Water Supply Project Water and Waste Streams

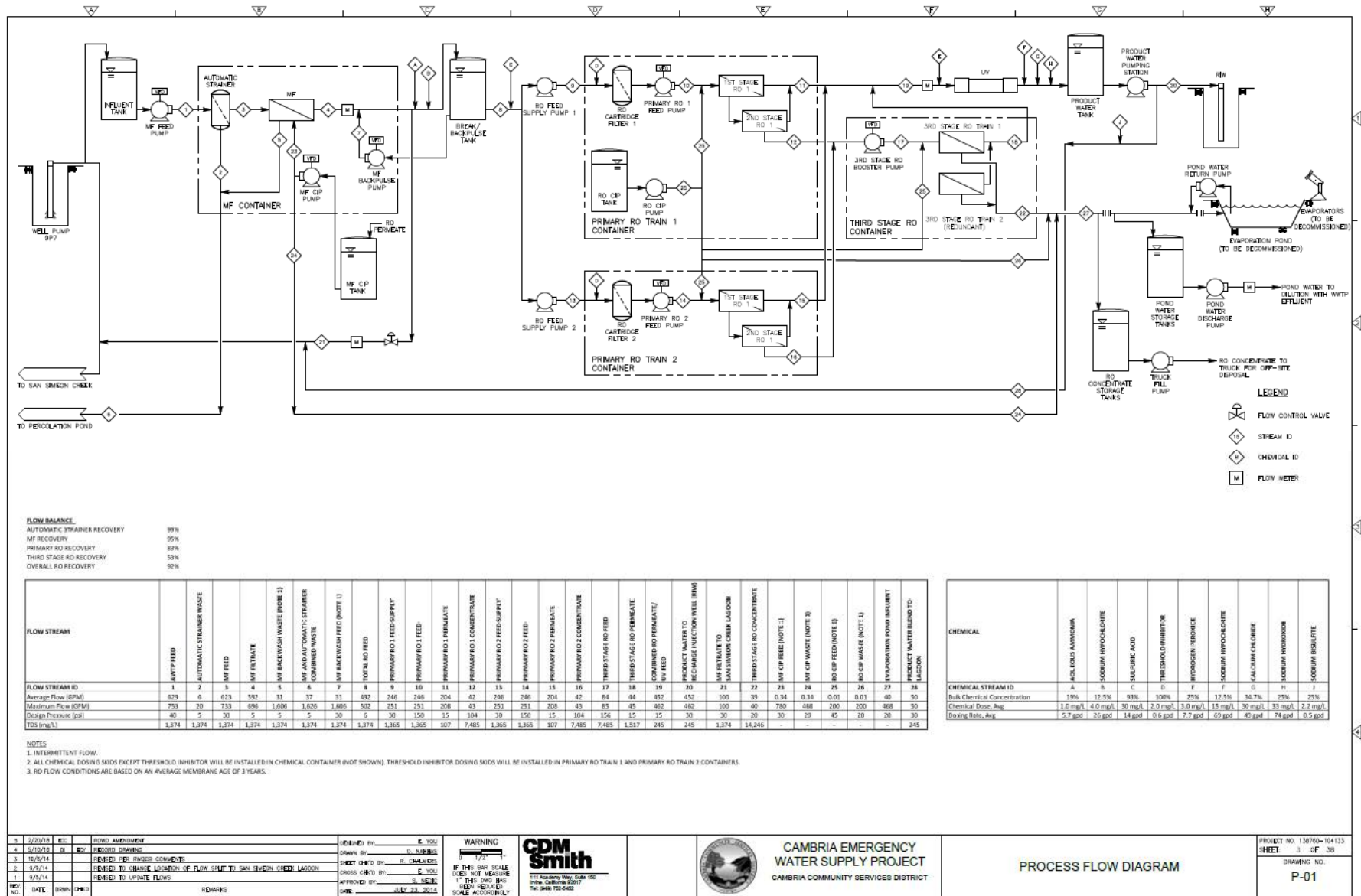


Figure 5 - CCSD Advanced Water Treatment Flow Process Diagram

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**

FROM: Monique Madrid, Acting General Manager

Meeting Date: February 28, 2019

Subject: MANAGER'S REPORT

ACTING GENERAL MANAGER:

We've had another productive month. All three of the standing committees have met and are preparing their goals, bylaws and schedules. The adopted meeting schedules will be available on the CCSD website. I look forward to working with the newly formed committees and welcome the community members' participation in developing the various work product to present to the full Board of Directors. The Resources and Infrastructure Committee has created an ad hoc committee to assist us in preparing a new budget format. This format will include the cash reserves and Proposition 218 rate review.

I had the privilege of meeting with the new Superintendent for the Coast Unified School District and the new Administrator for the Cambria Community Health Care District. It was a good opportunity to get together and briefly discuss any concerns and continue building relationships with these community partners.

As I previously reported, on October 31, 2018, the CCSD participated in the SDRMA Liability Loss Control Program Review and Hazard Identification Survey. The Management Consultant, John Binnie, met with each of our department managers and supervisors and toured each facility. His report has identified areas of compliance and a few areas needing attention. Our staff has been very responsive to the areas needing attention and have made progress to improve our facilities. I appreciate our employee team here at the CCSD. I would like to acknowledge that I recognize that we have so many talented, hardworking and dedicated employees. I like to call them Rock Stars.

After careful evaluation of the organizational structure, I have determined that it is in the best interest of the District, the community and staff to fill the District Engineer position. The District Engineer has many areas of responsibility, which include but are not limited to supervision of the Water and Wastewater Departments, review and sign various regulatory reports, identify and support the needs of the infrastructure, ensure regulatory compliance, and prepare and manage the budgets, including planning of the Capital Improvement projects. Over the last few months, I have worked closely with Mr. Ogren, District Counsel, both of the Water and Wastewater Chief Plant Operators as well as the Management Analyst (District Engineer assistant) and other staff members. We all agree that it is necessary to fill the position of the District Engineer. We will begin recruitment processes in the very near future.

Some of our employees have recently received passing scores for operator certifications which exceed the requirements of their departments. This affords the CCSD the ability to have redundancy of the regulatory required licensure to run both the Water and Wastewater departments. The employees who recently received higher licensure are: Wastewater CPO John Allchin, Water CPO Jim Green, Water Operator Ben Grosskreutz, and Water Operator Adam Steventon; Water Operator in Training Andy Lyman is currently studying for his Water Operator Treatment 2 license. It is important to note that all of our employees are receiving ongoing,

continuing education and training as related to their positions. We also have some upcoming training for our staff as well as our Committee Members and our Board Members. These are Brown Act and Work Place Harassment Prevention training. They will be held here in Cambria. Every individual has been advised of the dates and times of the training. If you haven't yet registered, please contact Haley Dodson and she will help you sign up.

We are currently in the process of amending our Feasibility Study. Our efforts are in response to recent calls with Tom Luster of the California Coastal Commission and Airlin Singewald of the San Luis Obispo County.

Due to some concerns voiced within the community, I am including a summary timeline for the Peoples' Self-Help Housing affordable housing project which was recently appealed at the County level. I hope that this timeline provides some clarity about the project approval process and steps taken to ensure a net-zero impact on Cambria's water supply.

Our Chief Plant Operators are continuing to work on the quotes leading to the upgrades on the critical infrastructure projects, Lift Station A1 and the SR 4 Well.

The Fire Department recently experienced a flood in their building, which has caused significant damage. I would like to extend our sincere appreciation to Cal Fire for allowing our staff use of their facility here in Cambria. The Fire Chief is currently using a work station in the Administration Office.

The Water Department recently experienced a theft of two batteries which support operations out on Van Gordon Creek Rd. The Operator received a communication failure notice at 2:30 a.m. This required a physical response to explore the issue. Upon inspection, he discovered the batteries had been stolen. This was reported to the Sheriff's Department. They have taken a report and are looking into the matter. If anyone has any information related to this theft, please contact the SLO County Sheriff's Department.

I am pleased to have the final IAFF MOU on the agenda for ratification today. We received a copy of the Title 27 permit update for review and comments. This item is also on today's agenda for the Board's consideration.

We continue to spend funds only on critical operations while we prepare a final Mid-Year budget for the Board's consideration.

Attached please find the various Department managers' and supervisors' reports for the Board's review. The Departments are Administration, Human Resources, Engineering, Fire, Facility and Resources, Water, Wastewater, and Sustainable Water Facility. Over the past several years, these department reports have evolved to show both the community and the Board the broad range of responsibility and the scope of services that the CCSD provides to the community, visitors, the CCSD Board of Directors and to each other.

ADMINISTRATION:

During the end of January and throughout the month of February, the Acting General Manager and Deputy District Clerk worked on the following items:

Human Resources:

- Met with several employees for various Human Resources matters

- Issued a final offer of employment for the Wastewater Operator position. This individual will be joining us in March
- Extended the General Manager recruitment ads at CSDA, Western City and Government Jobs
- Posted an ad for the General Manager recruitment in the Tribune/Cambria and California City News
- Started the Reserve Firefighter Recruitment
- Worked with Captain Gibson and Med Stop on the Fire Department's WEFIT program
- Held two phone conferences with Neo Gov regarding Human Resources and Training modules

Recruitment:

- Held interviews for the Water Systems Operator position

Trainings:

- Managers and Supervisors attended the LCW consortium training in Paso Robles on February 6, 2019
- Registered Directors to attend the Ethics Training for District Directors and Trustees & Designated Staff on January 31, 2019
- Scheduled a Brown Act training on March 6, 2019 for Directors, PROS Commission and Standing Committee members
- Created 3/6/2019 draft Brown Act training agenda
- Assisted PROS Commission members with attending a Brown Act webinar
- Scheduled a Sexual Harassment Prevention training for staff and directors on March 12, 2019 and March 13, 2019
- Created 3/12/2019 and 3/13/2019 draft special meeting agendas

Board Meetings:

- Attended two agenda preparation meetings
- Coordinated sending out staff report reminders to Managers
- Coordinated with the Board of Directors and staff regarding the February 28, 2019 regular meeting and posted the agenda packet
- Followed up on Board action and document preparation and distribution
- Emailed the district nominations to the SLO County Water Resources Advisory Committee (WRAC). Ms. Madrid nominated Melissa Bland to serve as the voting member and herself as the alternate
- Posted the December 13, 2018 regular meeting minutes to the website
- Finalized the Interfund Loan Policy and posted it to the website
- Executed the first amendment to the MOU regarding joint use of Coast Union High School tennis courts
- Emailed the executed first amendment to the MOU to Marcia at CUSD
- Created the January 30, 2019 special meeting and posted the agenda packet
- Created the February 12, 2019 special meeting and posted the agenda

Finance Committee:

- Prepared and distributed the February 12, 2019 Finance Committee agenda packet
- Met to review various items related to the meeting

- Annette sent out agenda review emails to Chairman Steidel
- Revised the Finance Committee email distribution list
- Updated Novus to include new committee members
- Updated the website to include new committee members
- Created the Finance Committee 2019 Goals & Objectives document
- Finalized the Finance Committee roster
- Posted the January and February approved minutes

Policy Committee:

- Ms. Young emailed Chairman Rice regarding setting the first meeting date
- Annette sent out agenda review emails to Chairman Rice
- Created a Policy Committee email distribution list
- Added the Policy Committee to Novus and added new committee members
- Created the Policy Committee 2019 Goals & Objectives document
- Updated the website to include new committee members
- Prepared and distributed the February 21, 2019 Policy Committee agenda packet
- Created the Policy Committee roster

Resources & Infrastructure Committee:

- Met to review various items related to the meeting
- Annette sent out agenda review emails to Chairman Howell
- Revised the Committee name to Resources & Infrastructure Committee on the website, email distribution group and Novus
- Prepared and distributed the February 5, 2019 Resources & Infrastructure Committee agenda packet
- Revised the Resources & Infrastructure Committee email distribution list
- Updated Novus to include new committee members
- Updated the website to include new committee members
- Created the Resources & Infrastructure Committee 2019 Goals & Objectives document
- Finalized the Resources & Infrastructure Committee roster
- Posted the January and February approved minutes

PROS Commission:

- Ms. Young handled the preparation, distribution and posting of the January 8, 2019 PROS Commission meeting agendas and minutes
- Emailed PROS regarding the Board appointing Jim Bahringer as alternate
- Updated the website to include new alternate member
- Posted the 2019 PROS goals to the website and emailed to the PROS Commission

Meetings:

- Prepared for and conducted the monthly Administrative Office staff meeting
- Emailed Acting General Manager and Board of Directors regarding various meeting reminders in Cambria
- Attended weekly operational phone calls
- Attended various meetings with multiple staff members regarding a wide variety of operational matters

Miscellaneous:

- Worked on public record requests and responses, review documents, redact as appropriate and provide responses to the requestor
- Participated in multiple operational meetings with various managers and administrative staff
- Processed purchase orders for multiple vendors
- Worked on the District Transparency Certificate of Excellence website requirements
- Sent reminder emails to directors, staff and PROS Commissioners regarding completing the 700 form
- Worked to finalize the Blood Borne Pathogen Program
- Staff installed a numbering system and District logo decals on District vehicles
- Coordinated with Supervisors on surplus vehicles and equipment
- Ordered office supplies and paper for the Finance Department
- Worked with Supervisors on completing SDRMA's Renewal Questionnaire

Engineering Department:

- Met with the District Engineer
- Met with the Management Analyst to address multiple operational matters

Facilities & Resources Department:

- Met with the Facilities & Resources Manager

Fire Department:

- Met with the Fire Chief
- Worked with SDRMA regarding Fire Department water leak
- Updated the website with information regarding the water leak
- Contacted Gsolutionz to change the Fire Department's voicemail

Finance Department:

- Met with the Finance Manager on several occasions to discuss and assist with multiple Finance Department matters
- Review and improve accounts payable processes and provide support to staff

Wastewater Department:

- Met with Wastewater Department Supervisor

SWF:

- Met with Chief Plant Operator

FACILITIES AND RESOURCES:**1. Fiscalini Ranch Preserve:****a. Storms:**

- i. Due to recent storms, several trails were temporarily closed to the public. Trails were closed due to flooding, erosion or trees falling.

1. Trails closed: Santa Rosa Creek Trail (East Ranch), West Santa Rosa Creek Trail, Seacrift Trail, Dolphin Trail.

b. Community Park:

- i. Dog Park:

1. CCSD Staff coordinated delivery of wood chips. West Coast Tree Service dropped off, at no charge, 30 yards of wood chips. CCSD Staff spread out wood chips.
2. CCSD Staff weed wacked parking lot.
3. 6 tons of red rock were delivered to park and spread out by Staff to repair erosion from recent storms.
4. A new bulletin board was purchased by Dog Park Volunteers. CCSD Staff is helping with installation.
- c. Homeless Camps:
 - i. Staff continues to monitor the Ranch for homeless activities.
 - ii. Two camps were cleaned up on East Ranch.
2. **Vets Hall:**
 - a. Staff has been doing regular jetting of the sewer lines and laterals at the back of the Vets Hall. This line is cleaned once a month.
 - b. 29 events were held at the Vets Hall since last Board Meeting.
3. **Administration Building:**
 - a. Staff coordinated repairs of back door.
4. **CCSD Lots:**
 - a. Annual report from Land Conservancy of San Luis Obispo.
 - i. Every year the Land Conservancy, inspects all lots transferred over to the CCSD. The inspection focuses on any violations of the Conservation Easement.
 1. Two violations were reported. One is a possible trailer parked on the lot and the other is multiple homeless camps.
 2. Staff is working on resolving both issues.
 - b. Storm damage.
 - i. During recent storms multiple calls were received about dangerous trees.
 1. Ramsey Dr. Lot:
 - a. A tree uprooted and fell on neighbor's fence. CCSD Staff cleaned up tree and removed debris from neighbors back yard.
 - b. 3 other dead and dangerous trees were cut, cleaned up and removed.
5. **Parks:**
 - a. Skate Park:
 - i. Staff continues to provide weekly cleaning of the park.
 - b. Pocket Park Center St:
 - i. Staff weed wacked and cleaned park.
 - ii. F&R Supervisor has been working with Admin Staff and County on repairs to side walk.
 1. Side walk has cracks that pose a tripping hazard.
6. **Vehicles:**
 - a. Staff installed new CCSD logos on all department vehicles
7. **CCSD Board Meetings:**
 - a. F&R Staff continues to set up all regular and special Board meetings.

²⁹⁵
ENGINEER:

Please see the attached well level and production reports.

WASTEWATER:

Wastewater Treatment Plant Operations

- The flows to the plant were down by 126,000 gallons at the end of 2018 compared to 2017. We attribute this to the installation of 45 new water-tight manhole lids in 2017. As soon as funding is available, we will continue this project in 2019. We hope to replace 20 manhole lids in total.
- Brough construction is still finalizing work on the installation of the new influent screen, which has been partially delayed due to wet weather. The grating for the walk ways has been installed.
- PG&E along with MKN engineers are working on the completed Preliminary Energy Assessment. We now have a 95% assessment and will have a 100% assessment by the end of February. We look forward to bringing this before the infrastructure committee and board within the coming months.
- We are currently testing a small section of the hand rails on the digester in order to find a paint and rust converter that will last the longest.

Collection Systems & Lift Stations

- We are working on a proposal for bids to replace the aging electrical controls at lift station A-1.
- We had Powerhouse go down into the generator station at lift station A to assess the cost to service this generator. Powerhouse has given us a quote of \$4,800 to change the belts, hoses, radiator fluid, oil, filters and one of the oil sending units.

Laboratory:

- We had a high Total Dissolved Solids (TDS) reading on our quarterly sample. We will now be analyzing TDS in house weekly and sending one sample to the lab on a monthly basis.

WATER:

Santa Rosa Well 4 was offline for six weeks due to deficient analyzer performance. Following the installation of new raw and effluent turbidimeters and a change to reagent-based colorimeter analyzation, SR 4 was placed back in service on January 23rd. A Hach Field Representative assisted us with the turbidimeter installation and calibration; he also trained the entire water department staff (Ben Grosskreutz, Adam Steventon, Andy Lyman and Jim Green) in calibration procedures. It is critical that this instrumentation function properly in order to ensure complete and accurate regulatory reports to the State, which validates our compliance with mandated directives and goals in bringing the community clean, safe water. The return to production at SR4 couldn't have come at a better time. Recent rains have resulted in significant flows in the Santa Rosa Creek which diminishes the raw water quality at our other Santa Rosa production well: SR 3.



Figure 1 New turbidimeter installation at SR4

Other notable events during the month of January were two service leaks in the distribution system. The first was at 1051 Hartford on January 10th. A small pinhole in the service line was discovered by staff and repaired. Street and roadways were placed back in service that by afternoon. Cause of failure originated from installation of the polyethylene service line through native soil containing rock, which over time penetrates exterior surfaces of what is typically durable and reliable material. January 28th was the department's second leak of the month, located on 5172 Hillcrest. A similar service line failure occurred there. When department staff exposed the failure, we observed that prior repairs had been made on this service line. Staff took the best practice approach and removed the entire failing section (approximately 16 feet) and installed a new service line.



Figure 2 Service line repair on Hillcrest using vacuum excavation trailer—a very helpful tool for reducing time on site and protecting staff from injury.

A power outage on San Simeon Creek Road affected the northern section of Cambria occurred on January 16th. This caused a communication loss for the San Simeon well field and the Sustainable Water Facility, resulting in disruption of configuration and firmware for SCADA information and alarm system, negatively influencing the solar charging inverter. A portable generator was put in service at the location to resolve the power loss issue there.



Figure 3 Temporary power setup for communications at SS/SWF SCADA Relay Station

Also in January, trees that had fallen during storm events at several of our water storage tank locations were removed. Fallen trees had come perilously close to the tanks themselves, as well as roof tops of buildings housing our pumps and SCADA.

Standard duties and tasks performed during the month of January are listed below:

Activity	# Completed
Manual Meter Reads/Locates for Billing Purposes	278
Customer assists for high water usage on customer side of meter	15
Locking/Unlocking Water Meters	4
Meter Shut-Off/Turn-On at Owner's Request	2
Repairs of distribution system leaks	4
After-Hours System Alarm Responses	2
USA Locations	31
Water Service Line Information Requests	4
Meter Dial/ Transmitter Replaced	34
Total Services Performed	374

SWF:

Current priorities at the SWF are to pump out discharge water from the Impoundment Basin in accordance with the SWRCB-approved closure plan and conclusion of the Title 27 permit. The month began with just under 40" of depth in the Basin. By month end, the level had risen to over 48". With the volume increasing due to much needed precipitation, the Impoundment Basin's concentration of regulated constituents has lowered tremendously allowing for a substantial increase in effluent flow. Whereas our previous daily flow volume was between 5,000 to 8,000 gallons per day (gpd), now average flow is 16,000 GPD. Collaboration with the

Wastewater Department has accelerated daily blending operations in an effort to empty the pond as quickly as possible.



Figure 4 Evaporation Pond in January 2019

Attachments:

1. PowerPoint Presentation
2. Production and Well Graphs
3. Public Records Requests and Responses

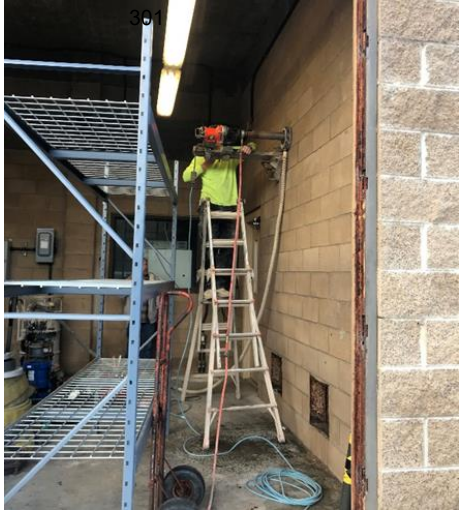
Cambria Community Services District

Regular Board Meeting

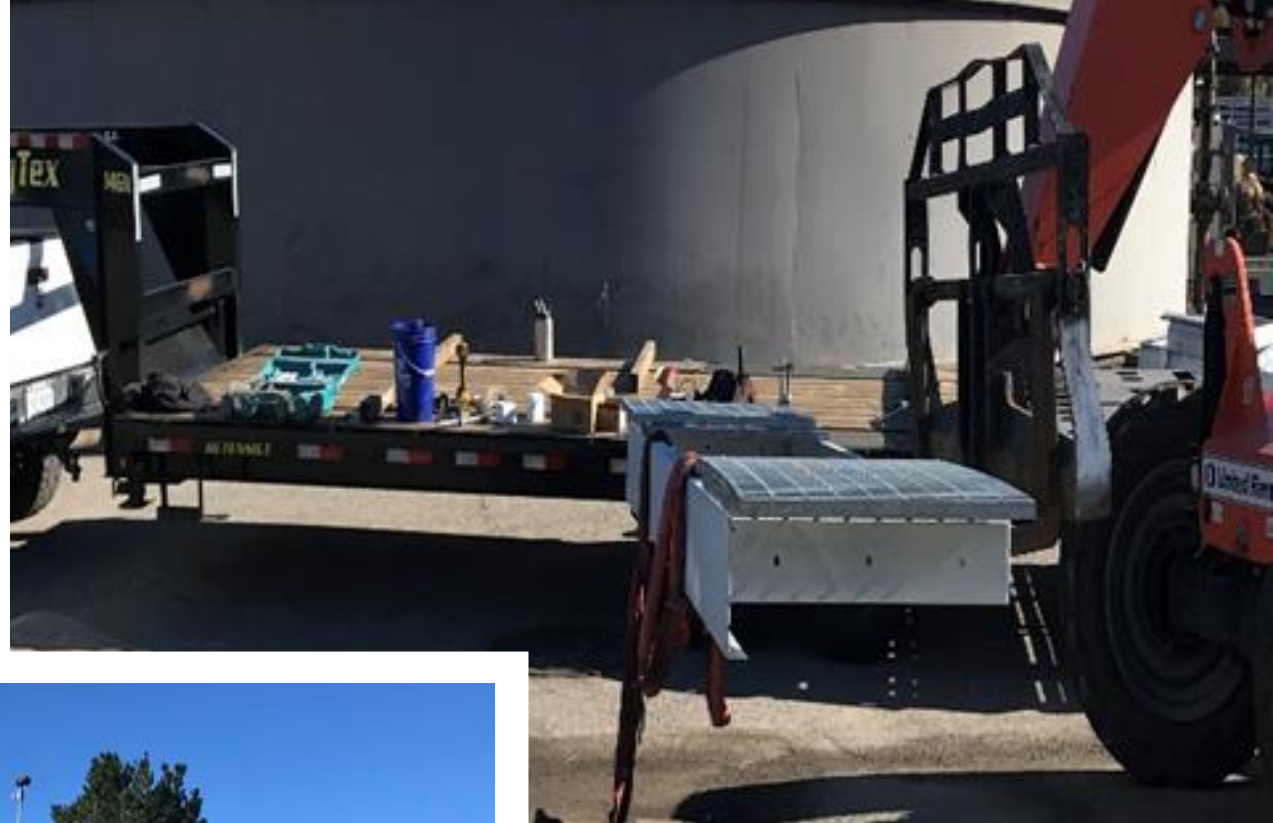
February 28, 2019

Wastewater Department - Influent Screen Installation













Manhole MB-1015 floods when it rains and needs to be replaced.



Manhole cover TW-10084 was damaged and needs to be replaced.



Manhole TW-10057 was covered up and needs to be raised to the ground level.

2/6/2019³⁰⁷

CAMBRIA COMMUNITY SERVICES DISTRICT
WELL WATER LEVELS FOR 2/6/2019

Well Code	Distance Ref. Point to Water Level	Reference Point Distance Above Sea Level	Depth of Water to Sea Level	Remarks
SANTA ROSA CREEK WELLS				
23R	29.30	83.42	54.12	
SR4	26.66	82.00	55.34	
SR3	18.20	54.30	36.10	
SR1	16.20	46.40	30.20	
RP#1		46.25		Not Read
RP#2		33.11		Not Read
21R3	7.19	12.88	5.69	41767
WBE	10.81	16.87	6.06	
WBW	11.35	17.02	5.67	
AVERAGE LEVEL OF CCSD SANTA ROSA WELLS SR1 & SR3 =				33.15 FEET
CCSD SANTA ROSA WELL SR4 =				55.34 FEET

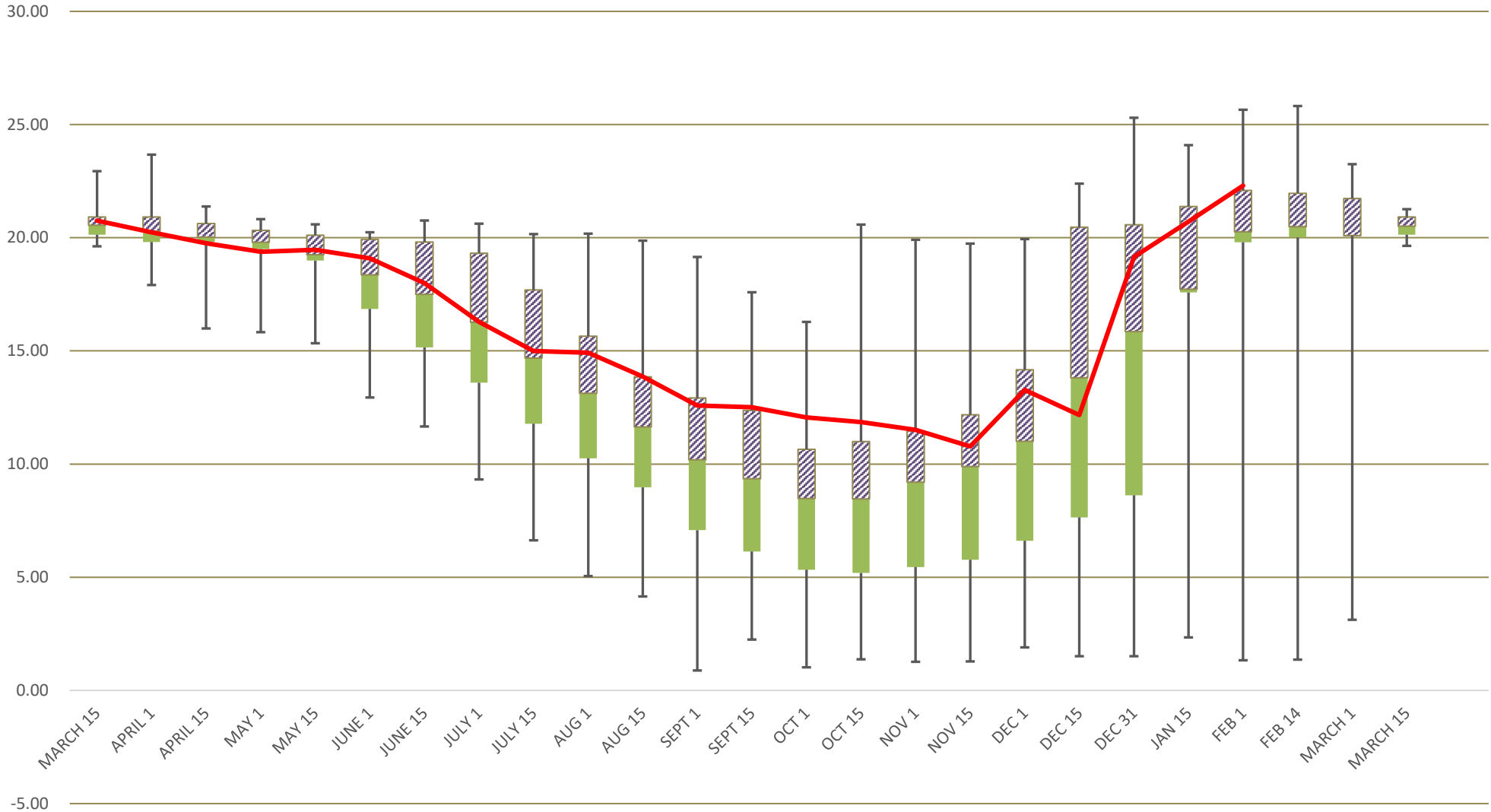
SAN SIMEON CREEK WELLS				
16D1	5.87	11.36	5.49	
MW4	9.78	15.95	6.17	
MW1	9.78	42.11	32.33	
MW2	9.66	38.10	28.44	
MW3	14.85	49.56	34.71	
9M1	22.25	65.63	43.38	
9P2	7.55	19.11	11.56	
9P7	8.02	20.69	12.67	
9L1	12.54	27.33	14.79	
RIW	8.32	25.41	17.09	
SS4	11.71	25.92	14.21	SS4 to 9P2 Gradient = + 2.65
MIW	8.61	29.89	21.28	
SS3	11.49	33.73	22.24	
SS2	10.52	33.16	22.64	
SS1	10.35	32.37	22.02	
11B1	17.10	105.43	88.33	
11C1	12.07	98.20	86.13	
PFNW	11.34	93.22	81.88	
10A1	20.92	78.18	57.26	
10G2	17.62	62.95	45.33	
10G1	15.97	59.55	43.58	
10F2	23.82	66.92	43.10	
10M2	20.67	55.21	34.54	
9J3	13.90	43.45	29.55	
lagoon	18.67			mitigation erosion none
AVERAGE LEVEL OF CCSD SAN SIMEON WELLS SS1,SS2 & SS				22.30 FEET

revised 6/6/16

Red Font are the CCSD's Production Wells, as measured on 2/6/2019

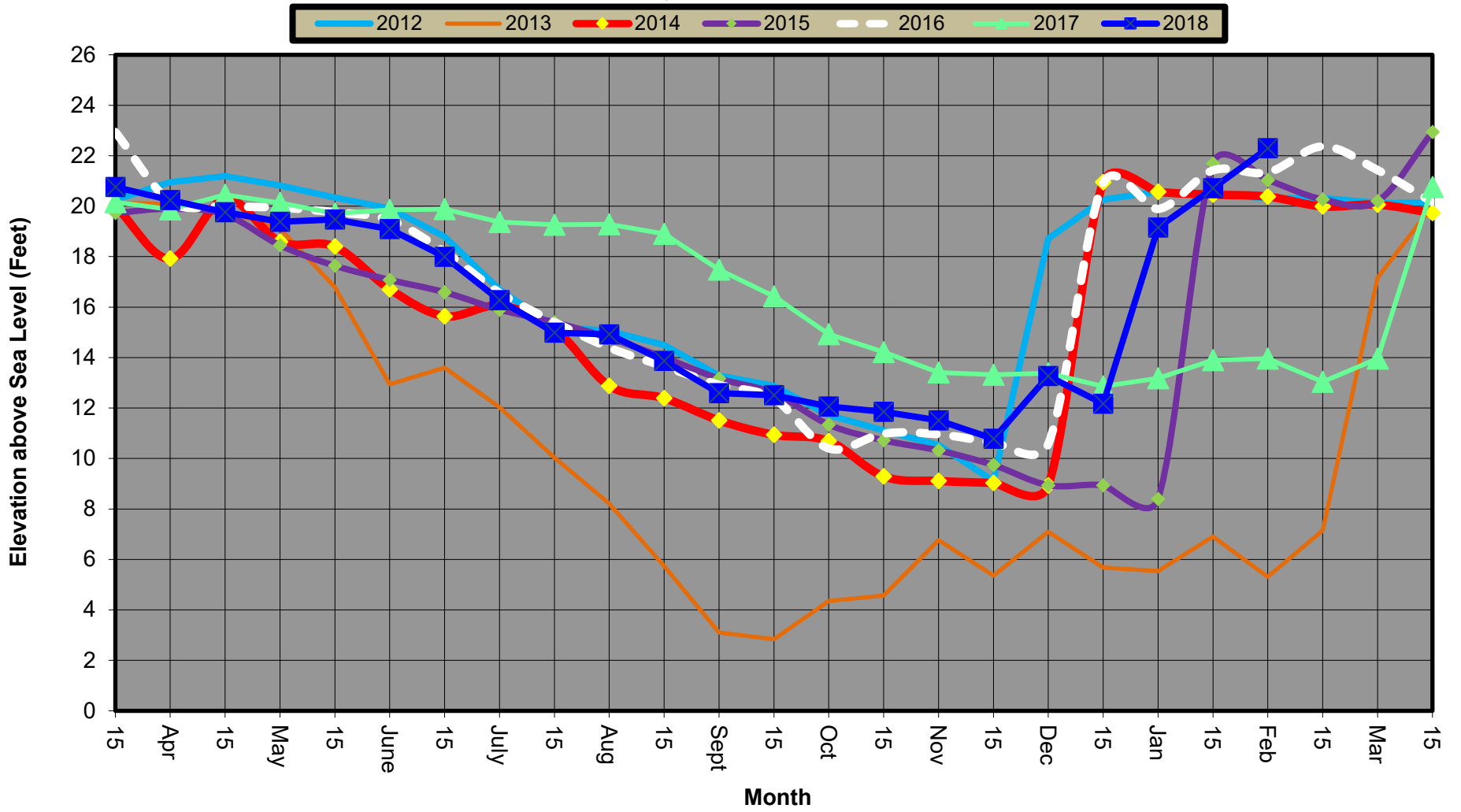
reference point on 16d1,miw1,miw2,miw3,9p7,riw,miw1,ss1,ss2 and ss3 updat 2/17/2015

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

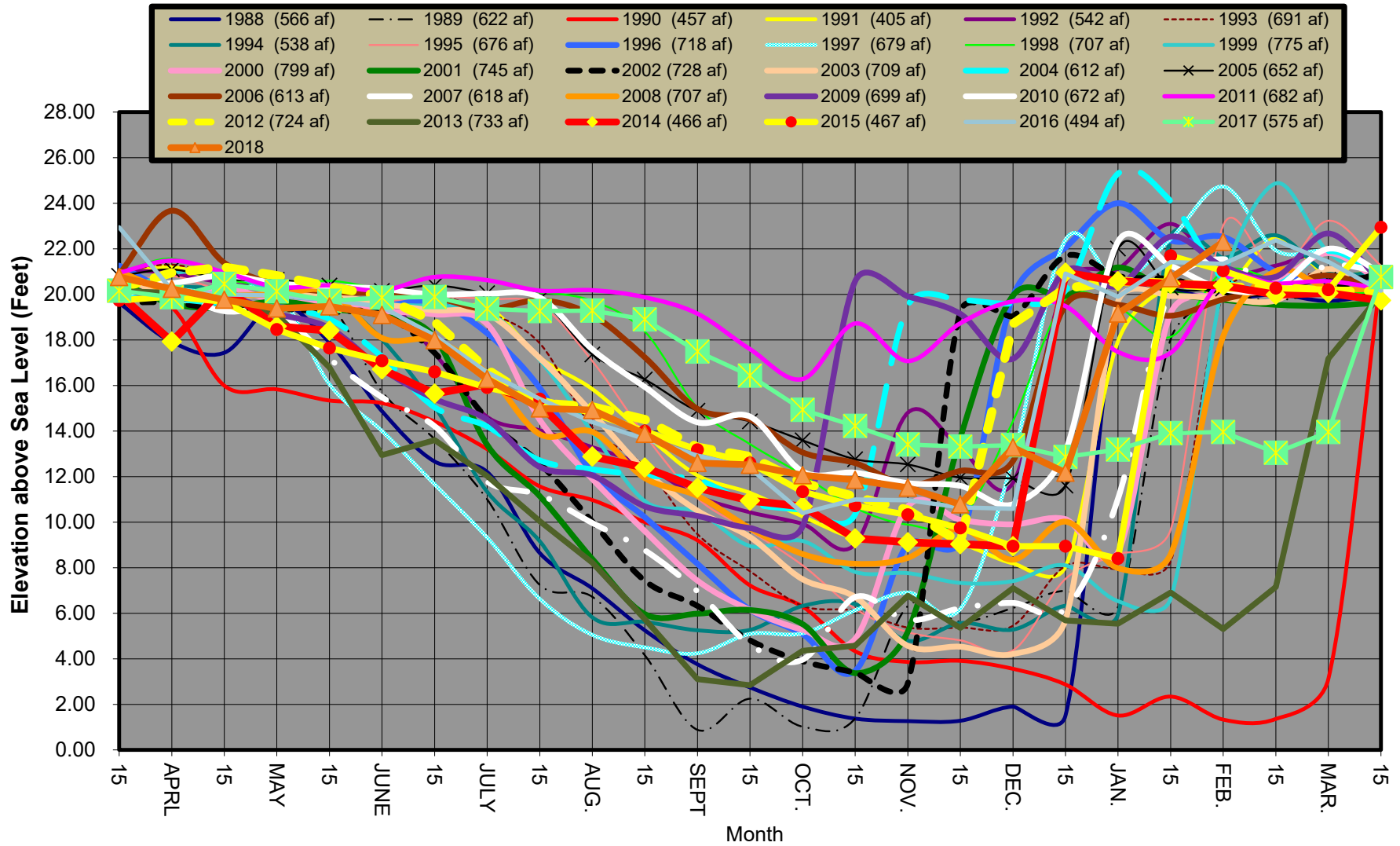


25th Percentile 75th Percentile 2018 reads

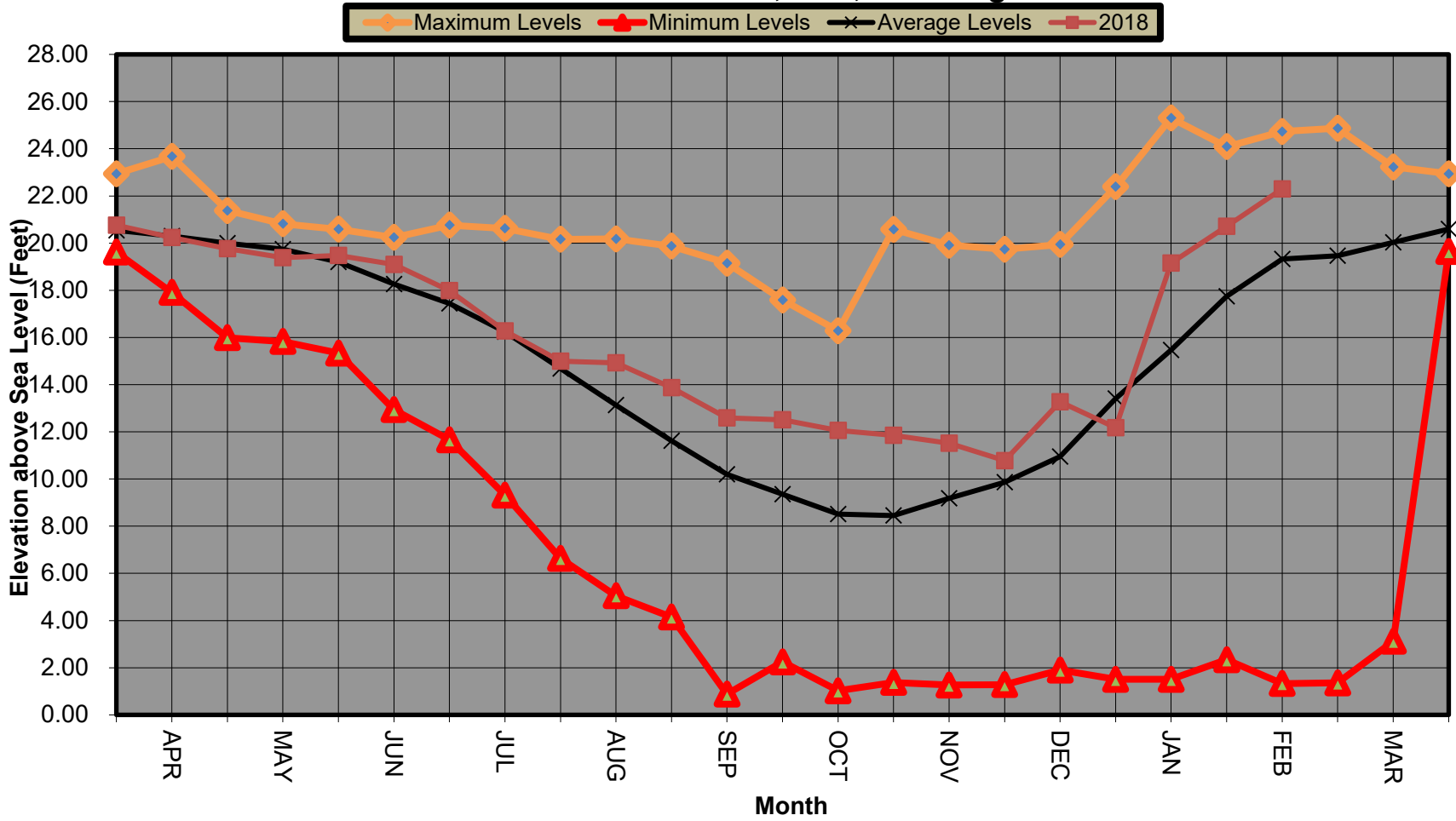
San Simeon Creek Well Levels Last 7 years March, 2011 - Current



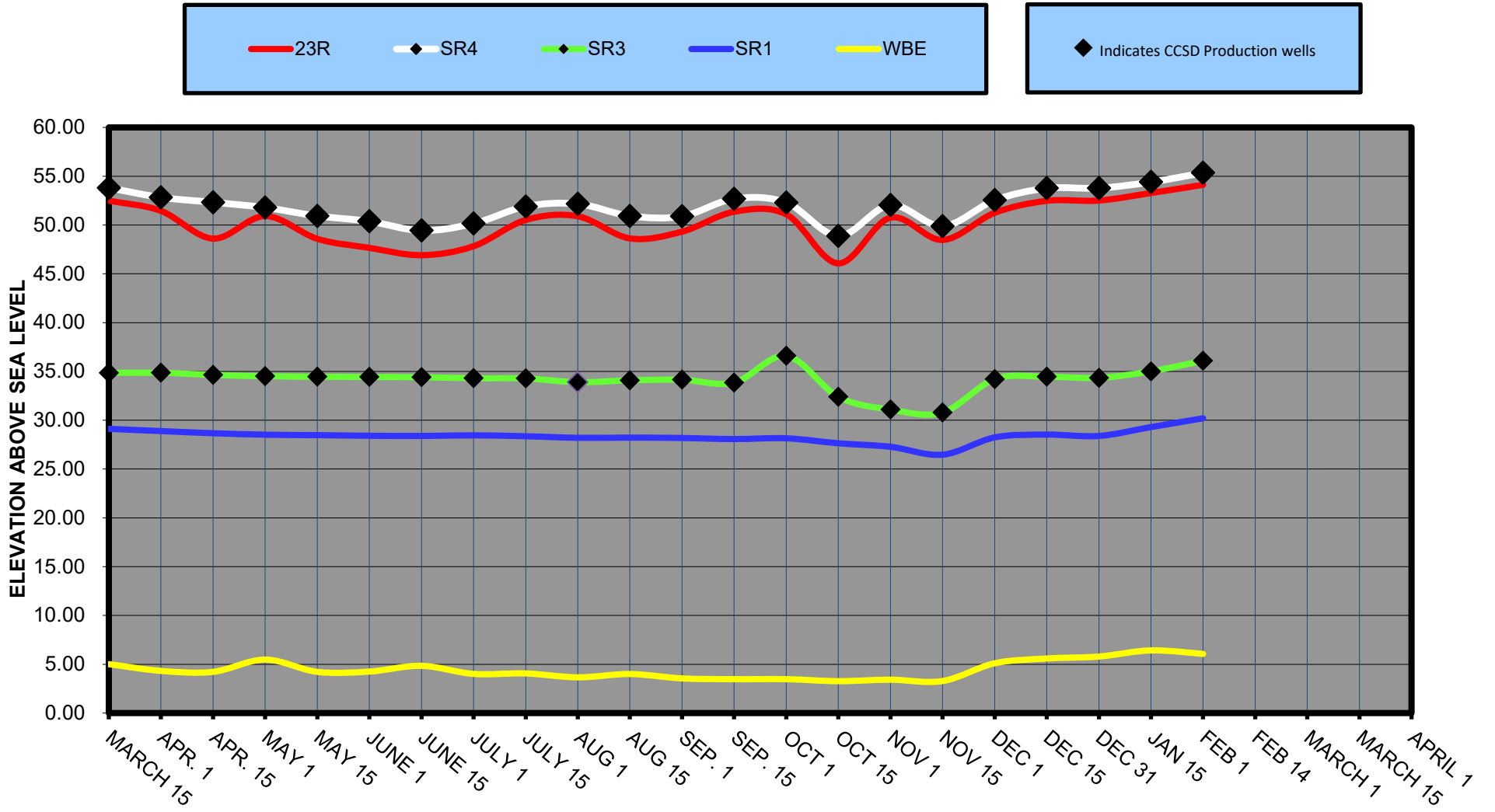
San Simeon Creek Well Levels 1988 - Current



San Simeon Creek Well Levels Mid-March 2018/2019 levels to date and 1988 to Current Min, Max, & Average



SANTA ROSA CREEK WELL LEVELS March 15th, 2018 - Current



Public Records Requests and Responses

The District received five (5) Public Record Requests received since January 17, 2019 by the following citizens:

1/16/2019: Leslie Richards 1) New, draft, Feasibility Study/environmental report additional analysis; requested by the Coastal Commission for the EWS CDP prepared by Cleveland Biologist, per contract with CCSD as it pertains to the impact of operation of the EWS in future. Part of the CDP application packet; referenced in an email released for all CCSD directors 24-48 hours ago and cc'd for Airlin Singewald County of SLO Planner.

On January 17, 2019, the CCSD responded to Leslie Richards' 1/17/2019 Public Records Request with the following:

Enclosed is the Sustainable Water Facility, Feasibility Study and Assessment of Environmentally Sensitive Habitat Areas (ESHA) document and Ms. Madrid's email to the CCSD Board of Directors on January 14, 2019.

1/28/2019: Susan Morrow 1) Please provide any/all building plans, permits (approved or otherwise) for the above-referenced property. Please also provide any/all building plans, permits (approved or otherwise) for the properties listed below: 5461 Nottingham Drive APN # 022.162.018; 5454 Nottingham Drive APN # 022.162.019; 5431 Nottingham Drive APN # 022.162.012; 5411 Nottingham Drive APN # 022.162.010; and 5435 Windsor Boulevard APN # 022.161.009.

On February 1, 2019, the CCSD responded to Susan Morrow's 1/28/2019 Public Records Request with the following:

The District doesn't issue building permits; however, the following documents are enclosed:

1. Confirmation of Water & Sewer Availability for Remodel or Transfer of Existing Active Service for 5431 Nottingham Drive
2. Application for Verification of Water & Sewer Service for 5431 Nottingham Drive
3. Two Fire Plan Review letters for 5431 Nottingham Drive
4. Confirmation of Water & Sewer Availability for Remodel of Existing Service for 5411 Nottingham Drive

Although you were advised that you could review the parcel files, they contain information that implicates privacy rights of individuals whose information is in the files, pursuant to Government Code Section 6255. District Counsel is reviewing the files instead in order to protect those privacy rights. We expect that review to be completed by February 11, 2019. When the review is complete, we will notify you.

On February 4, 2019, the CCSD responded to Susan Morrow's 1/28/2019 Public Records Request with the following:

On February 1, 2019 we provided you with responsive documents to your request but requested additional time to review the files. We have completed the review and the following documents are enclosed:

1. Water & Sewer Service Connection Permit and supporting documentation (APN # 022.161.008)
2. Cambria Fire Department Final Inspection Checklist – Residential (APN # 022.162.010)
3. Confirmation of Water & Sewer Availability for Remodel of Existing Service 1 (APN # 022.162.010)
4. Confirmation of Water & Sewer Availability for Remodel of Existing Service 2 (APN # 022.162.010)
5. Residential Single-Family Dwelling Fire & Life Safety Plan Application (APN # 022.162.010)
6. Application for Verification of Water & Sewer Service on Remodel/Reconstruction Project (APN # 022.162.012)
7. Confirmation of Water & Sewer Availability for Remodel or Transfer of Existing Active Service (APN # 022.162.012)
8. Application for Water & Sewer Service Connection Permit (APN # 022.162.018)
9. Land Use Permit Application (APN # 022.162.018)
10. Planning Department Application and Permit (APN # 022.161.019)

1/31/2019: Leslie Richards 1) Please supply a list of all locations the General Manager notice of openings at the CCSD was placed, since December 17, 2018. I asked this question of the Director Rice & Director Pierson at the January 30, 2019 meeting (they are the Ad Hoc) and said they had no idea; stated “staff” was responsible for getting the advertisement out to the appropriate service agencies. Sorry for wasting your precious time on this.

On February 1, 2019, the CCSD responded to Leslie Richards’ 1/31/2019 Public Records Request with the following:

On December 17, 2018, District staff placed the General Manager ad to the following websites: CCSD website, Western City, Government Jobs and California Special District Association. Enclosed is the following email confirmations:

1. Western City 12/17/2018 Email Confirmation #1
2. Western City 12/17/2018 Email Confirmation #2
3. Government Jobs 12/17/2018 Email Confirmation
4. Government Jobs Receipt #: 001HQ
5. California Special District Association 12/17/2018 Email Confirmation
6. Western City 1/31/2019 Email Confirmation #1
7. Western City 1/31/2019 Email Confirmation #2
8. California Special District Association 1/31/2019 Email Confirmation

The Western City ad was renewed for an additional sixty (60) days on January 31, 2019. The California Special District Association ad was renewed on January 31, 2019 for an additional forty-five (45) days. The Western City ad expires on 2/15/2019 and District staff will renew it then. Additionally, the District posted an ad in the Tribune & Cambrian on January 31, 2019.

2/12/2019: Mansell & Mansell 1) Itemized bill and records for Nancy L. Baker from 8/17/2018 to the present.

On February 21, 2019, the CCSD responded to Mansell & Mansell’s 2/12/2019 Public Records Request with the following:

There are no documents responsive to your request.

2/13/2019: Henry Krzciuk 1) Ener drawings, ener specifications, bid request, winning bid request, winning bid response, electronic version preferred for most recent nen water tank on south end of town think it was 350,000 gallons.

People's Self-Help Housing (PSHH) – Affordable Housing Phase II Timeline

APN 013-151-034 – Schoolhouse Lane



Date	Description
2005	PSHH purchases Schoolhouse Lane property for future affordable housing subject to the following conditions: restrict development to affordable housing only; agree to deed restriction reducing maximum buildout at site from 78 units to 40 units; permanent open space easement on 4 acres out of 7 acres total.
2012	PSHH applies to the CCSD Affordable Housing Wait List for 22 EDUs; At its August 23 rd regular meeting, the Board of Directors approves issuance of Intent to Serve (ITS) for 22 affordable housing units for the project. At its December 20 th regular meeting, the Board approves issuance of additional 2 EDUs for the PSHH project (made available by return of 2 EDUs from Habitat for Humanity). PSHH applies for a Minor Use Permit through SLO County's Department of Planning & Building: DRC2012-00052.
2013	At its January 17 th regular meeting, the Board approves issuance of an additional 16 EDUs for the PSHH project, bringing the total to 40 EDUs. Later, PSHH returns 7 EDUs due to a change in project scope. Final adjusted EDU count: 33 EDUs. (Remaining balance of Affordable Housing EDUs for Wait List: 56 units.) PSHH completes retrofits at existing Schoolhouse Lane Apartments and is billed for "in-lieu" fees for remaining 3,890 points required for demand offset. PSHH and CCSD enter into agreement for payment of connection fees in the amount of \$184,450 with a 50% refund upon completion of all units per District Municipal Code 8.04.110.
2014	PSHH pays \$194,500 for the 3,890 points required for demand offset. At its May 22 nd regular meeting, the Board of Directors takes action to extend all outstanding ITS letters (including PSHH) to six months after the removal of the stage 3 water emergency.
2017	At its August 24 th regular meeting, the Board takes action to extend all outstanding ITS letters for six months to March 23, 2018.
2018	At its February 22 nd regular meeting, the Board approves an 18-month extension request for the PSHH outstanding ITS letter for 33 EDUs of Affordable Housing. On September 5 th , PSHH submits final development plans for Fire and Engineering review with the CCSD.
2019	SLO County-approved permit no. DRC2012-00052 is appealed (APPL2019-00002 and APPL2019-00003).

BOARD OF DIRECTORS' MEETING-FEBRUARY 28, 2019
FINANCE MANAGER'S REPORT

EXPENDITURE REPORT FOR THE MONTHS OF JANUARY 2019

The Expenditure Report for the month of January 2019 is being submitted to the CCSD Board of Directors in today's meeting (see Agenda Item 4.A.). The report includes a detailed listing and monthly sub-total for each Accounts Payable Vendor, and a summary of each department's monthly expenditures.

The 2018/2019 Mid-Year Budget review for activity from July 1, 2018 to December 31, 2018 is also being submitted to the CCSD Board of Directors in today's meeting (see Agenda Item 5.D.).

AVAILABLE CASH BALANCES AS OF JANUARY 2019

The total available cash is listed as follows:

Account Type	Balance
Main Checking	\$ 761,927.97
Money Market	\$ 561,451.34
Local Agency Investment Fund (LAIF)	\$ 814,987.23
Total	\$ 2,138,366.54

Available cash is defined as the balance in the Main Checking Account, less outstanding checks, plus Money Market Account, plus Local Agency Investment Fund (LAIF). The total available cash as of January 31, 2019 was \$2,138,366.54.

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

Account Type (Restricted)	Balance
Payroll	\$ 12,486.27
Veterans Hall	\$ 14,966.22
Health Reimbursement Account (HRA)	\$ 45,393.34
Total	\$ 72,845.83

Even though there is no expectation for the CCSD to have any difficulty meeting its cash commitments, a spending freeze for non-critical needs continues to be in place.

NEW FINANCIAL SYSTEM UPGRADE - STATUS

Staff will continue working with Tyler Technologies in developing the next steps required for implementation.

ANNUAL AUDIT – STATUS

Staff will continue working to close FY 2016/17, confirm ending balances and close FY 2016/17 and then prepare for the FY 2017/18 audit.