



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Board of Directors	10:00 AM Thursday, January 9, 2025	Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428

AGENDA

Regular Board Meeting

January 9, 2025 10:00 AM

In person at:

**Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428**

AND via Zoom at:

Please click the link to join the webinar: [HERE](#)

Webinar ID: 871 0432 3005

Passcode: 573106

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

1. OPENING

- 1.A Call to Order**
- 1.B Pledge of Allegiance**
- 1.C Establishment of Quorum**
- 1.D Report from Closed Session**
- 1.E President's Report**
- 1.F Agenda Review**

2. BOARD MEMBER COMMUNICATIONS

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

3. PUBLIC SAFETY

- 3.A Sheriff's Department Report**

3.B CCSD Fire Chief's Report

4. PUBLIC COMMENT

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

Written comments should be submitted to the Confidential Administrative Assistant via email or the [submission portal](#) at least 24 hours before the Board meeting. Written comments will not be read aloud during the meeting. Individuals submitting written comments are encouraged to provide their full name and contact information (such as an email address or phone number). Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information will be redacted by District staff for privacy purposes prior to distribution and posting. Please do not include any other information in your communication that you do not want to be made public, since written comments are public records. The written comments submitted at least 24 hours in advance will be compiled and distributed to all Board members and posted on the website 24 hours before the Board meeting for review and will be available in hard copy at the meeting.

5. MANAGER REPORTS

5.A General Manager's Report

5.B Facilities & Resources Manager's Report

5.C Finance Manager's Report

5.D Utilities Report

6. CONSENT AGENDA

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

6.A Consideration to Adopt the December 2024 Expenditure Report

6.B Consideration to Adopt the December 12, 2024 Special Meeting Minutes and December 12, 2024 Regular Meeting Minutes

6.C Consideration of Adoption of Resolution 01-2025 Ratifying the Memorandum of Understanding (MOU) between CCSD and Service Employees International Union (SEIU) Local 620, Adoption of Resolution 02-2025 Ratifying the MOU between CCSD and International Association of Firefighters (IAFF) Local 4635, and Adoption of Resolution 03-2025 Amending the District Salary Schedule - Amended 1/6/2025

6.D Consideration of Adoption of Resolution 04-2025 Approving the Updated Management and Confidential Employees (MCE) Group Payment & Compensation Plan

6.E Consideration of Approval of the Procurement Policies and Procedures Policy 2135

6.F Consideration of Approval of the Grants Policy Number 2170 - Amended 1/6/2025

- 6.G Consideration of Approval of the Capital Improvement Project (CIP) List Format
- 6.H Consideration of a Letter of Support Regarding the San Luis Obispo Council of Governments' (SLOCOG) Application for the FY 2025-2026 Caltrans Sustainable Transportation Planning Grant for the North Coast Resiliency and Safety Plan - Amended 1/6/2025

7. REGULAR BUSINESS

- 7.A Discussion and Consideration to Fill Vacant Seats on the Standing Committees - Amended 1/6/2025
- 7.B Discussion Regarding Title and Focus of the Proposed New Standing Committee - Amended 1/6/2025
- 7.C Discussion and Consideration of Standing Committee Chair and Liaison Appointments
- 7.D Review, Discussion, and Consideration of the Ad Hoc Committee Assignments and Status
- 7.E Discussion and Consideration Regarding the District's Strategic Plan Workshop
- 7.F Discussion and Consideration of Accepting the Low Bid by and Approval of a Public Works Contract with Grace Environmental Services, Inc. for the Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade Project and Authorization for the General Manager to Execute the Contract - Amended 1/6/2025
- 7.G Discussion and Consideration of Adoption of Resolution 05-2025 Exercising Its Option to Extend the Mission Country Disposal Franchise Agreement
- 7.H Discussion and Consideration to Approve CCSD Outdoor Lighting Policy Number 2230

8. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

- 8.A **Finance Committee's Report**
- 8.B **Policy Committee's Report**
- 8.C **PROS Committee's Report**
- 8.D **Resources & Infrastructure Committee's Report**
- 8.E **Other Liaison Reports and Ad Hoc Committee Reports**

9. FUTURE AGENDA ITEM(S)

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

10. ADJOURN

CAMBRIA Community Services District

Thursday, January 2, 2025

Time Period: (Month)	Dec 1-Dec 31, 2024	Avila	Cayucos	Cambria	Los Osos	San Simeon
Calls For Service:	225	26	33	51	61	17
CFS: Last Year	250	33	25	54	65	19
Assault/Battery:						
CFS	2					
Disturbance:						
CFS	15					
Burglary:						
CFS	2					
Theft:						
CFS	1					
Vandalism						
CFS	5					
Mail Theft:						
CFS	2					
Phone Scam:						
CFS	0					
Suspicious Circs:						
CFS	9					
Enforcement Stops:						
CFS	16					
Preventative Patrol Activity:						
CFS	10					

Notable:

FIRE CHIEF REPORT

December 2024

More detailed information is available at <https://www.cambriacsd.org/monthly-stats>

For questions/concerns/comments, please contact:
Fire Chief Michael Burkey at: mburkey@cambriacsd.org

Incidents:

- **Fires:**
 - 0
- **Medical Emergencies:**
 - 57
- **Hazardous Conditions:**
 - 6
- **Public Service Assists:**
 - 34
- **False Alarm:**
 - 7
- **Total Incidents:**
 - 104



Comparison Information

Residents: 58

Non-Residents: 26

December 2023 total: 92

Year to date total 2024: 1022

Year to date total 2023: 1059



Training

- EMS-County Updates taking effect January 1st
- Multi Casualty Incidents
- Focus on new Captain and Engineer training
 - Command scenarios
 - Area familiarization
 - Driving and Pumping Operations

Public Education/Interaction

- Updates to website on Evacuation Assistance Info
- Santa Clause appearances to Lions Club and Historical society
- Season of Hope/Toys for Tots



Public Service

- Business Inspections:
 - 2
- Defensible Space/Residential Inspections:
 - 4
- Smoke Detector Changes
 - 7

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025

Subject: General Manager's Report

The District continues to provide water, wastewater collection and treatment, emergency response, facilities, and administrative services. The following is an update on some of our ongoing projects and activities.

Meet the General Manager

On Wednesday, January 15, 2025, from 8:30 a.m. to 7:00 p.m., I will be working out of the Cambria Veterans' Memorial Hall and would love to meet you and hear your thoughts on everything, Cambria. We will provide coffee and snacks, and as always, we welcome your feedback and ideas.

CCSD Employee & Director BBQ

On December 17, 2024, CCSD employees and directors gathered for a BBQ at the Cambria Veterans' Memorial Hall. This event provided an excellent opportunity for team members to connect, strengthen relationships, and enjoy a relaxed and welcoming environment.

CCSD Office Closure for Martin Luther King Jr. Day

Please be advised that the CCSD administrative office will be closed on Monday, January 20, 2025, in observance of Martin Luther King Jr. Day. For any Water and Wastewater emergency services during this time, please contact our 24-hour main line at (805) 927-6223. The office will reopen on Tuesday, January 21, 2025, at 9:00 a.m.

Notice of Public Hearing Regarding Proposed Solid Waste Rate Adjustment

On November 21, 2024, the Board of Directors approved the enclosed Proposition 218 Notice regarding Mission Country Disposal's Solid Waste Collection and Disposal rate increase request and scheduled a Proposition 218 Hearing on [January 16, 2025](#), at 10:00 a.m., at 1000 Main Street Cambria, CA 93428, or [online](#).

At the Public Hearing, the Board will consider all public comments in support of and in opposition to the Proposed Rate Adjustment and whether or not a Majority Protest exists pursuant to the California Constitution. If approved, the Proposed 2025 Rate Adjustment would become effective on January 1, 2025, and annual adjustments would be effective each January 1 of 2026, 2027, 2028 and 2029.

To view the Notice of Public Hearing Regarding Proposed Solid Waste Rate Adjustment, please visit our [website](#).

Public Record Requests

The Cambria Community Services District received three Public Record Requests since December 5, 2024.

Date	Name	Public Record Request	District Response Date	District Response
12/11/2024	Christine Heinrichs	<p>Please provide the interest rate and origination fees charged for the \$12.1 million Certificates of Participation issued in 2022. How are these COPs repaid? The Expenditure Report in the December 12 Agenda shows a payment of \$232,619.38 to Badger Meter Inc. How much has been spent on the Water Meter Replacement project? When did it start? What is the estimated final cost? How much has Kevin Merk Associates been paid for the biological reports? The 2022 contract, Merk's original contract with the district, Item 7A of the April 14, 2022, agenda, see page 75, page 5 of the contract, https://www.cambriacsd.org/files/548d6b33d/2022+04+14+Regular+Meeting+Agenda+Packet+Posted.pdf, specifies \$85,860 for 153 hours of work over four months on the biological assessments. How much work has actually been done and how much were they paid? Thank you.</p>	12/11/2024	<p>Thank you for your public records request. The California Public Records Act (CPRA) is designed to provide the public with access to identifiable records and documents that are maintained by government agencies. The CPRA does not provide a process for answering questions or conducting research. Instead, it is intended to provide access to existing, identifiable records that are in the possession of the agency. We recognize our duty under the Public Records Act to make a good-faith effort to search for documents that may be responsive to your request. To that end, we have included website links to many documents that we believe are responsive to your request:</p> <ul style="list-style-type: none"> • Wastewater Revenue Certificates of Participation Series 2022A: https://www.cambriacsd.org/district-financial-information • July 21, 2022 Regular Board Meeting Agenda Packet (item 6A: Kevin Merk Associates, LLC): https://www.cambriacsd.org/2022-07-21-meeting • August 10, 2023 Regular Board Meeting Agenda Packet (item 6D: Discussion and Consideration to Approve Procurement by Non-Competitive Proposal Pursuant to CCSD Policy 2135 and Select Badger as the Sole Source for Advanced Metering Infrastructure Upgrade): https://www.cambriacsd.org/2023-08-10-board-meeting (The CCSD has spent a total of \$1,007,510.82 on the AMI project. The total budget is \$1,206,500.) • August 17, 2023 Regular Board Meeting Agenda Packet (item 6A: Kevin Merk Associates, LLC): https://www.cambriacsd.org/2023-08-17-board-meeting <p>However, we kindly ask that you narrow your request to specific, identifiable documents or records. This will help ensure that we can more efficiently process your request and provide the relevant information.</p>
12/14/2024	Vidyan and Choudhary	<p>Hi, I am writing to request a copy of the committee adhoc report discussed on Nov 9, 2023 at the CCSD Board meeting. It is listed on the agenda for that day "Discussion and Consideration of Ad Hoc Committee Report for Long-Term Water Supply and Storage Alternatives". I would appreciate if you could respond via email.</p>	12/14/2024	<p>The agenda packet and staff report for the item titled "Discussion and Consideration of Ad Hoc Committee Report for Long-Term Water Supply and Storage Alternatives" from the November 9, 2023, Regular Board Meeting are posted on our website. You can access the documents at the following link: https://www.cambriacsd.org/2023-11-09-meeting.</p> <p>The report is also posted on the District's website at the following link: https://www.cambriacsd.org/ad-hoc-committee-reports.</p>
1/2/2025	Nancy Leroux	<p>Pls send me all photos of weed abatement for parcel number 024-091-004 thx</p>		

Enclosure: Notice of Public Hearing Regarding Proposed Solid Waste Rate Adjustment

Notice of Public Hearing Regarding Proposed Solid Waste Rate Adjustment

Property Owners and Tenants - Customers:

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

- The Date, Time, and Place of the Public Hearing;
- The Reason for the Proposed Rate Adjustment;
- The Effective date of the Proposed Rate Adjustment;
- The Basis for the Proposed Rate Adjustment; and
- The Majority Protest Procedures.

NOTICE OF PUBLIC HEARING

The Public Hearing for the Proposed Rate Adjustment within the District limits will be held on:

Date: January 16, 2025 Time: 10:00 a.m.

Place: 1000 Main Street Cambria, CA 93428

Or online as listed below:

Please click this URL to join.

<https://us06web.zoom.us/j/87104323005?pwd=tOtHebcC36aqLTA1dqEP3g7IUAp5mX.1>

Passcode: 573106

Or One tap mobile:

+16699006833,,87104323005# US (San Jose)

+16694449171,,87104323005# US

Or join by phone:

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

US: +1 669 900 6833 or +1 669 444 9171 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782

or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000

or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968

or +1 309 205 3325 or +1 312 626 6799

Webinar ID: 871 0432 3005

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

At the Public Hearing, the Board will consider all public comment in support of and in opposition to the Proposed Rate Adjustment and whether or not a Majority Protest exists pursuant to the California Constitution (as described below). If approved, the Proposed 2025 Rate Adjustment would become effective on January 1, 2025 and annual adjustments would be effective each January 1 of 2026, 2027, 2028 and 2029.

Reason For and Basis of the Proposed Rate Adjustments

The Proposed Rate Adjustment for 2025 is based on the Garbage Company’s documented cost of providing solid waste services and is a 12.59% increase above current solid waste rates. This cost-based adjustment is necessary for the Garbage Company to continue to provide safe, environmentally sound and reliable solid waste removal, transportation and disposal services to the residents and businesses of the District. The adjustments are requested due to:

- Increases in organics processing costs – Third-party costs for the organic waste post-collection processing facility operated by the company formerly named Hitachi Zosen INOVA, and which are not within the Garbage Company’s control, have doubled since 2022. The change in cost is the result of changes in facility capital and operating costs.
- Increases in landfill disposal costs – Related party costs for landfill waste disposal at Cold Canyon have remained flat since 2016. The 2025 rate adjustment reflects a market adjustment to these costs, from a per ton tipping fee of \$41 per ton (in place since 2016) to a per ton tipping fee of \$70. The Garbage Company provided market comparison demonstrating the applicability of the \$70 per ton market tipping fee.
- Collection costs including labor, vehicles, operating expenses and overhead – These costs are increasing approximately 4.21% in 2025.
- Adjustments necessary for moving to a new methodology for annual rate adjustments that provides for increased rate stability, predictability, fairness, transparency, ease of administration, and cost-effectiveness. These include updated depreciation lifespans for solid waste collection vehicles, removal of a limitation on corporate overhead costs for legal, tax, payroll, human resources, engineering, compliance, IT, training and recruiting programs, and updated profit allowance in-keeping with industry standards.
- Adjustments for new service enhancements, including the ability for residents to exchange a solid waste collection cart once annually at no additional cost, no charge collection for one bulky item twice annually via clean-up weeks.

The Proposed Rate Adjustments for 2025 applicable to residential solid waste customers are shown in the table below.

Garbage Container Size	2024	2025	Change in Monthly Rate
32-gallon	\$ 41.52	\$ 46.75	\$ 5.23
64-gallon	\$ 83.03	\$ 93.48	\$ 10.45
96-gallon	\$ 124.58	\$ 140.26	\$ 15.68

In addition, commencing each January 1 of 2026, 2027, 2028 and 2029 solid waste rates will be adjusted based on the following:

- Annual change in the Bureau of Labor Statistics’ Consumer Price Index (CPI) for Garbage and Trash Collection in the U.S all city average, with a minimum 2% adjustment and a maximum 5% adjustment. Amounts below the minimum or above the maximum will carry forward to the following year.
- Calculation of a 10% profit allowance starting in 2026 (estimated at additional 0.67% to 0.69% adjustment in 2026).
- Addition of a revenue balancing mechanism starting in 2027, wherein actual revenues from solid waste rates over or under projections carry forward as additions to, or offsets against, the annual CPI adjustment.
- Rate adjustments for January 1, 2026, 2027, 2028 and 2029 are not expected to exceed 7%.

The Proposed Rate Adjustments have been independently reviewed for consistency with the City of San Luis Obispo Rate Setting Process and Methodology Manual for Integrated Solid Waste Management dated June 1994 and in accordance with the provisions of the District's Franchise Agreement with the Garbage Company, as amended, governing solid waste service within the boundaries of the District. The Proposed Rate Adjustments contemplate implementation of a new methodology for annual rate adjustments which is described in New Solid Waste Rate Adjustment Methodology and 2025 Rates report authored by independent reviewer, R3 Consulting Group, Inc. The consultant's report and the complete set of proposed 2025 solid waste rates is available at the CCSD Administrative office located at 2150 Main Street, 1-A, Cambria, CA 93428.

How Do I Protest the Proposed Rate Adjustment?

Pursuant to Section 6 of Article XIII D of the California Constitution, the following persons may submit a written protest against the Proposed Rate Adjustment to the Confidential Administrative Assistant before the close of the Public Hearing referenced above.

- An owner(s) of property (parcel(s)) receiving solid waste, recycling, and green waste services within the District limits. If the person(s) signing the protest, as an owner, is not shown on the last equalized assessment roll as the owner of the parcel(s) then the protest must contain or be accompanied by written evidence that such person signing the protest is the owner of the parcel(s) receiving services; or
- A tenant(s) whose name appears on Mission Country Disposal's records as the customer of record for the corresponding parcel receiving solid waste, recycling, and green waste services within the District limits (tenant-customer).

A valid written protest must contain a statement that you protest the Proposed Rate Adjustment, the address or Assessor's Parcel Number (APN) of the parcel or parcels which receive solid waste, recycling, and green waste services, and a signature by either the owner or the tenant-customer of the parcel or parcels. One written protest per parcel shall be counted in calculating a majority protest to the Proposed Rate Adjustment subject to the requirements of Section 6 of Article XIII D of the California Constitution. Written protests will not be accepted by e-mail or by facsimile. Verbal protests will not be counted in determining the existence of a majority protest. To be counted, a protest must be received in writing by the Confidential Administrative Assistant before the close of the Public Hearing referenced above.

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

**Cambria Community Services District
Attn: Confidential Administrative Assistant
P.O. Box 65, Cambria CA 93428**

Written protests may also be personally delivered to the CCSD Administrative office located at 2150 Main Street, 1-A, Cambria, CA 93428.

If valid written protests are presented by a majority of owners and/or tenants-customers of parcels receiving solid waste, recycling, and green waste services within the District limits, then the District will not adjust the rates for the services. The CCSD serves 4010 parcels.

**MISSION COUNTRY
DISPOSAL
RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAMBRIA COMMUNITY SERVICES DISTRICT**

Service Description	Pickups Per Week	Monthly Rate Effective 01/01/2024	Proposed Rate Adjustment	Monthly Rate Effective 01/01/2025
RESIDENTIAL SINGLE FAMILY DWELLING AND MULTI-UNIT (4 UNITS OR LESS):				
32 Gallon Waste Wheeler	1	\$41.52	5.23	\$46.75
64 Gallon Waste Wheeler	1	\$83.03	10.45	\$93.48
96 Gallon Waste Wheeler	1	\$124.58	15.68	\$140.26
Residential customers must use the waste wheelers provided by the garbage company. The solid waste residential service fee for trash collections (container with black or gray lid), includes once a week pick-up of one green waste/organics container (green lid) and one recycling container (blue lid).				
RESIDENTIAL - OTHER CHARGES:				
Garbage extras (per bag)	1	\$20.78	2.62	\$23.40
Loose Cardboard	each	\$22.02	2.77	\$24.79
Loose Yardage	each	\$43.95	5.53	\$49.48
Small item pickup (TV, toilet)	each	\$31.37	3.95	\$35.32
Recycling extras(per bag)	1	\$10.39	1.31	\$11.70
Residential Trip Charge	each	\$15.65	1.97	\$17.62
Service away from the curb (per cart or commodity)	per month	\$18.81	2.37	\$21.18
Switch waste wheelers twice/year		\$15.65	1.97	\$17.62
Residential Restart Fee	each	\$55.57	7.00	\$62.57
Tax Lien Cert Mail Fee	each	\$6.44	0.81	\$7.25
White good, couch, hide-a-bed	each	\$109.82	13.83	\$123.65
Xtra 64 gal Green Waste Pickup	each	\$10.38	1.31	\$11.69
Xtra Green waste 64 or 96 gal cart	per month	\$2.93	0.37	\$3.30
Xtra Recycle 64 or 96 gal cart	per month	\$2.91	0.37	\$3.28
Mattress pickup	each	\$31.37	3.95	\$35.32
COMMERCIAL DUMPSTERS - ALL AREAS:				
1 yd dumpster	1	\$139.51	17.56	\$157.07
1 yd dumpster	2	\$208.21	26.21	\$234.42
1 yd dumpster	3	\$283.04	35.63	\$318.67
1 yd dumpster	4	\$355.23	44.72	\$399.95
1 yd dumpster	5	\$427.02	53.76	\$480.78
1.5 yd dumpster	1	\$177.03	22.29	\$199.32
1.5 yd dumpster	2	\$289.38	36.43	\$325.81
1.5 yd dumpster	3	\$362.88	45.69	\$408.57
1.5 yd dumpster	4	\$482.11	60.70	\$542.81
1.5 yd dumpster	5	\$602.24	75.82	\$678.06
2 yd dumpster	1	\$201.99	25.43	\$227.42

**MISSION COUNTRY
DISPOSAL
RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAMBRIA COMMUNITY SERVICES DISTRICT**

Service Description	Pickups Per Week	Monthly Rate Effective 01/01/2024	Proposed Rate Adjustment	Monthly Rate Effective 01/01/2025
2 yd dumpster	2	\$351.97	44.31	\$396.28
2 yd dumpster	3	\$495.82	62.42	\$558.24
2 yd dumpster	4	\$640.10	80.59	\$720.69
2 yd dumpster	5	\$774.80	97.55	\$872.35
3 yd dumpster	1	\$259.59	32.68	\$292.27
3 yd dumpster	2	\$487.52	61.38	\$548.90
3 yd dumpster	3	\$714.71	89.98	\$804.69
3 yd dumpster	4	\$953.19	120.01	\$1,073.20
3 yd dumpster	5	\$1,222.99	153.97	\$1,376.96
4 yd dumpster	1	\$346.11	43.58	\$389.69
4 yd dumpster	2	\$650.04	81.84	\$731.88
4 yd dumpster	3	\$952.97	119.98	\$1,072.95
4 yd dumpster	4	\$1,270.89	160.01	\$1,430.90
4 yd dumpster	5	\$1,630.64	205.30	\$1,835.94
6 yd dumpster	1	\$519.19	65.37	\$584.56
6 yd dumpster	2	\$975.05	122.76	\$1,097.81
6 yd dumpster	3	\$1,429.45	179.97	\$1,609.42
6 yd dumpster	4	\$1,429.45	179.97	\$1,609.42
6 yd dumpster	5	\$2,446.04	307.96	\$2,754.00

The rates shown above include the monthly container rental fee and a semi-annual dumpster cleaning.

Rates for all commercial customers include recycling or greenwaste/organics pickup once per week, included with the garbage service rate. Customers can choose from a 64 or 96 gallon blue commingled recycle waste wheeler or a 32 or 64 gallon organics waste wheeler included with the garbage service rate (96 gallon waste wheelers can only be used with green waste due to weight). If you need more frequent recycling, including organics/greenwaste service, it can be provided at 25% of the garbage service rates for the specified level of service required. If you need a dumpster for recycling, it can be provided at 25% of the garbage service rates for the specified level of service required.

MULTI-FAMILY (5 or MORE)

Rates are the same as commercial dumpsters (above) and waste wheeler rates (below).

COMMERCIAL GARBAGE CANS - ALL AREAS:

32 gallon waste wheeler	1	\$41.52	5.23	\$46.75
64 gallon waste wheeler	1	\$83.06	10.46	\$93.52
64 gallon waste wheeler	2	\$133.39	16.79	\$150.18
96 gallon waste wheeler	1	\$124.56	15.68	\$140.24
96 gallon waste wheeler	2	\$155.72	19.61	\$175.33
96 gallon waste wheeler	3	\$194.64	24.51	\$219.15
Garbage extras (per bag)		\$20.78	2.62	\$23.40
Garbage extras (per yard)		\$43.95	5.53	\$49.48

**MISSION COUNTRY
DISPOSAL
RATE ADJUSTMENT EFFECTIVE JANUARY 1, 2025
CAMBRIA COMMUNITY SERVICES DISTRICT**

Service Description	Pickups Per Week	Monthly Rate Effective 01/01/2024	Proposed Rate Adjustment	Monthly Rate Effective 01/01/2025
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* Maximum volume and weight per garbage can: 33 gallons / 80 pounds

Rates for all "Waste Wheeler Container Service" customers include recycling or green waste/organics pickup once-per-week. Customers can choose from a 64 or 96 gallon blue waste wheeler once-per-week for commingled recycling, or a 32 or 64 gallon organics green lid waste wheeler once per-week for organics collections. More frequent than once-per-week pickup can be provided at 25% of the garbage service rate for the specified level of service required. Due to potential weight issues, organics are only collected in 32 or 64 gallon green lidded waste wheelers.

COMMERCIAL - OTHER CHARGES:

Additional 1Yd Recycle Pick Up		\$11.00	1.38	\$12.38
Additional 2Yd Recycle Pick Up		\$21.98	2.77	\$24.75
Additional 3Yd Recycle Pick Up		\$32.96	4.15	\$37.11
Bin Cleaning		\$75.30	9.48	\$84.78
Cmml Trip Charge		\$15.67	1.97	\$17.64
Lock Charge		\$94.07	11.84	\$105.91
Loose Cardboard		\$15.82	1.99	\$17.81
Recycle Bin Rental		\$13.91	1.75	\$15.66
Rental		\$64.62	8.14	\$72.76
Special Pickup 1.5yd		\$65.86	8.29	\$74.15
Special Pickup 1yd		\$43.95	5.53	\$49.48
Special Pickup 2yd		\$87.85	11.06	\$98.91
Special Pickup 3yd		\$131.84	16.60	\$148.44
Standby Time		\$4.03	0.51	\$4.54
Temporary Rental Charge		\$2.33	0.29	\$2.62

ADDITIONAL INFORMATION ALL CUSTOMERS:

1. Customers requesting Temporary Bins or Roll-off Box Service can call the office for current rates
2. Polystyrene (Styrofoam, Plastic #6) is not collected for recycling and should be thrown away as trash. Please bag Styrofoam packing peanuts before placing in trash container.
3. It is encouraged to bag your trash in the garbage container but do not bag your recyclables or greenwaste in their respective containers and keep it loose.
4. Recycling, Greenwaste/Organics and Garbage containers should be spaced 3 feet apart away from any obstacles (e.g., mailboxes, cars, etc.) before 6:00am on collection service day.
5. The fee schedule above only includes the Garbage Company rates and does not include IWMA fees, which are separately noted on the billings.
6. Cleaning fees will be billed on a time and materials basis.
7. Late Fees are imposed for residential customers over 30 days delinquent. The fee is 1.5% per month of the outstanding charge, with a minimum fee of \$5.00. No prior notice is required, as this late fee policy is stated at the bottom of every bill.
8. Customers can be charged for contamination fees in the trash, recycling and/or the greenwaste/organics containers.

Any additional recycling services are charged at 25% of the garbage rate for the equivalent container size and frequency.

TO: Board of Directors

AGENDA NO. **5.C.**

FROM: Denise Fritz, Administrative Department Manager

Meeting Date: January 9, 2025

Subject: Finance Manager’s Report

EXPENDITURE REPORT FOR THE MONTH OF DECEMBER 2024

The Expenditure Report for December 2024 is being submitted to the CCSD Board of Directors in today’s meeting (see Agenda Item 6.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.

CCSD DIRECTOR MEETINGS & COMPENSATION FOR THE MONTH OF DECEMBER 2024

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

Director Name	Meeting Month	Number of Compensated Meetings	Amount Per Meeting	Total
Dean, Karen	NOV/DEC	4	\$100.00	\$400
Farmer, Harry	OCT/NOV	8	\$100.00	\$800
Gray, Tom	OCT/NOV/DEC	7	\$100.00	\$700
Scott, Debra	SEPT/OCT	5	\$100.00	\$500
Thomas, Michael	NOV	3	\$100.00	\$300
Total				\$2,700

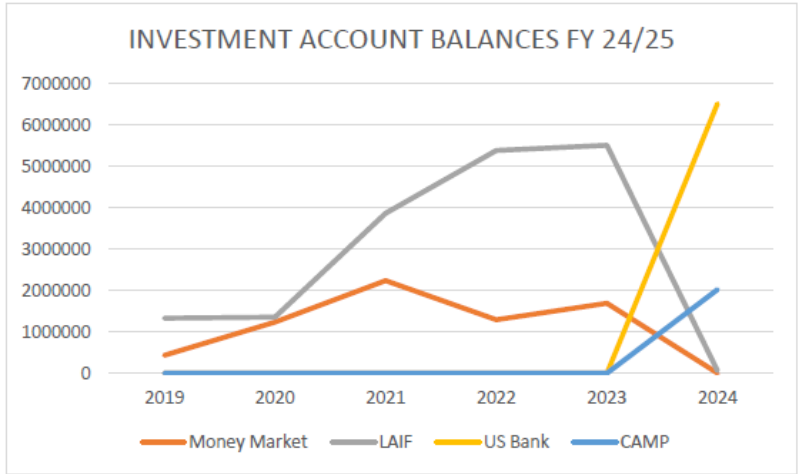
AVAILABLE CASH BALANCES AS OF DECEMBER 31, 2024

The total available cash is listed as follows:

Account Type - Operating	Balance
Main Checking	\$1,542,012.26
Total	\$1,542,012.26
Account Type - Investments	Balance
Money Market	\$4,427.77
Local Agency Investment Fund (LAIF)	\$61,044.46
CAMP	\$2,054,717.24
US Bank – Investment Fund	\$6,598,159.88
Total	\$8,718,349.35

*LAIF, CAMP, and US Bank balances are from November 2024. December 2024 bank statements were not available.

Available cash is the balance in the Main Checking Account and the Investment Funds. As of December 31, 2024, the total available cash was \$10,260,361.61



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

Account Type - Restricted	Balance
The Bank of New York Mellon	\$7,820,757.00
Payroll	\$15,469.87
Veterans' Hall	\$12,359.90
Health Reimbursement Account (HRA)	\$66,456.28
Total	\$7,915,043.05

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

The following is the Bank of New York Mellon account activity for the SST projects.



Fund: 12 - WASTEWATER FUND

Revenue

12-43980-12 LOAN PROCEEDS - WW COP 2022A BONDS 12,100,000 445,597 3,833,646 4,279,243 7,820,757

Expense

12-61701-12 CAP ASSET - WW ECM 1 FLOW EQUAL IMPV 3,791,224 268,308 1,175,753 1,444,061 2,347,163
12-61702-12 CAP ASSET - WW ECM 2 INFLUENT LIFT STN IMPV 46,512 56,662 56,662 56,662 (10,150)
12-61703-12 CAP ASSET - WW ECM 3 MLW AERATION BASIN UPGRD 2,419,093 823,574 823,574 823,574 1,595,519
12-61704-12 CAP ASSET - WW ECM 4 BLOWER REPLACEMENT 603,329 75,562 245,568 321,130 282,199
12-61705-12 CAP ASSET - WW ECM 5 RAS & WAS IMPV 1,290,972 602,989 602,989 602,989 687,983
12-61706-12 CAP ASSET - WW ECM 7 ELECTRICAL IMPV SERVICE PANEL 554,687 144,400 144,400 246,127 308,560
12-61707-12 CAP ASSET - WW ECM 8 GENERATOR REPLACEMENT 925,404 377,332 377,332 377,332 548,072
12-61708-12 CAP ASSET - WW ECM 9 SCADA SYSTEM UPGRADE 1,148,557 352,857 352,857 352,857 795,700
12-61709-12 CAP ASSET - WW ECM 12 IMPV TO WW LIFT STATIONS 1,320,222 54,511 54,511 54,511 1,265,711

Expense Total: 12,100,000 445,597 3,833,646 4,279,243 7,820,757

Net - - - - -



Utilities Report for Department Activities

December 2024

Please note that an “Acronyms and Explanations” section has been added to this report and can be found at the end of this document. This list will be augmented as new terms are discussed. Please let us know if we can supply any additional information.

Wastewater Treatment Plant (“WWTP”) Report

Personnel Notes:

- Congratulations to Art Garney (Wastewater Operator II) on the birth of his son
- We welcome Ryan Staley as our new Operator In Training (OIT) and Collections Worker

Maintenance and Repairs - WWTP

Airflow to the aeration basins failed during the night of Saturday, December 7th, for approximately 8 hours until the on-call operator arrived for the weekend shift. The Wastewater team did not receive an alarm or callout alert. The weekend on-call operator started the backup blower, which immediately started cycling on overload, indicating too much air was being used, likely due to a significant leak in the air system. The operator then started shutting down non-critical portions of the air system to reduce the load on the blower, provide adequate air to aeration basins, and locate the portion of the system that was leaking. The leaking portion of the system was located when the air was shut off to the South Air Header, which feeds the package plant. A possible broken air valve was also noted when the isolation valve to the South Air Header indicated that it was shut, but the airflow had not stopped. The operators used an upstream valve to isolate the South Air Header. Once isolation succeeded and the aeration basins were getting air, the additional sections of the air systems were slowly brought back online one at a time.

WWTP effluent was sampled as part of the response to the loss of air event, and the temporary processing occurrence was reported to the Regional Water Quality Control Board even though there was no violation. Tough Automation and Alpha Electric were called to inspect blower controls and alarms to ensure a similar event would trigger an alarm. The Wastewater team inspected Blower B7 for damage after it tripped on overload. No damage was found, and the blower is now operable.

The WWTP effluent was switched from Pond A to Pond B at the effluent ponds.

Our backup Return-Activated Sludge (RAS) pump was repaired and picked up from Lahr Electric in Santa Maria.



Utilities Report for Department Activities December 2024

Wastewater Treatment Plant (“WWTP”) Report (Continued)

SST Program Update

Assisted in troubleshooting Blower Alarm Controls. Southland is continuing to work through contract negotiation to replace Fluid Resource Management.

Working with the Cambria Fire Department, the Wastewater team cleared equipment and materials from Firehouse #2 to clear space for storing SST equipment and supplies.

Collections System

Lift Station A1 and Lift Station B3 lost power on Thursday, December 5th. Power was restored to Lift Station A1. It was discovered that Pacific Gas & Electric (PG&E) had cut the lock off the electrical meter panel for Lift Station B3 and placed their lock on the panel with a note to verify the rotation of the pumps before returning the lift station to PG&E power. Alpha Electric verified the rotation of the pumps so that Lift Station B3 could be put back into service.

Our generator service contractor replaced the thermostat on Lift Station B4’s generator and resolved the leaking radiator issue on Lift Station A1’s.



Utilities Report for Department Activities December 2024

Wastewater Treatment Plant (“WWTP”) Report (Continued)

A sewer main bypass was set up in preparation for installing a new sewer lateral connection for the East Ranch Restroom project. The Wastewater Team took advantage of the opportunity to provide training to new personnel on the process of setting up a Bypass.



1. East Ranch Restroom construction site. The sewer lateral trench is on the left and the bypass hose is just visible as the blue line across the top of the image



2. East Ranch Restroom sewer connection and lateral



Utilities Report for Department Activities December 2024

Wastewater Treatment Plant (“WWTP”) Report (Continued)

Jetting Activity

Jetting

Activity Date	Street	Type	Length (Dynamic) (ft)
12/10/24	Randall Dr.	Sewer line	398.4
12/10/24	Randall Dr.	Sewer line	379.8
12/10/24	St. James Rd.	Sewer line	308.8
12/16/24	Main St.	Sewer line	268.9
		Total	1355.9

Camera Inspection

12/16/24	Main St.	Sewer line	268.9
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Utilities Report for Department Activities December 2024

Water Department Report

East Ranch Restroom Project

A new water service was installed for the new restroom facility at the East Ranch/Rodeo Grounds location. Before beginning excavation, staff held a pre-construction meeting with biologists, archaeologists, and Native American representatives due to the potential presence of artifacts at the site.

The existing water transmission line running through the park was installed without any locating material or tracer wire, making it more difficult to find. To locate the water main, staff performed small excavations, or potholing, near where the as-built drawings showed it. After trenching over 30 linear feet, the water main was located, and work began to clear the area around it.



3. East Ranch Restroom water service installation



Utilities Report for Department Activities December 2024

Water Department Report (Continued)

East Ranch Restroom Project (Continued)

Once the main was located, it was exposed, and a new saddle (the blue part in the picture below) was placed around the 12-inch ductile iron pipe. This pipe conveys water from the Pineknolls tank to the Stuart Street Tanks, which operate at more than 200 psi of pressure.

The water main was “hot tapped” or tapped into while at full operating pressure. A manual, hand-powered tap was utilized to make the new connection. However, a leak was noticed at the shut-off installed on the saddle, likely due to a crack or other imperfection in casting the brass threads. The failed brass fittings were brand-new and were returned to the vendor for credit.



4. Saddle and shutoff with the leak visible in the middle of the picture

The next day, department staff worked with administrative personnel to notify residents of a water shutdown to replace the faulty part. Seven valves were closed, affecting the water supply from pressure zone 1 to pressure zones 2 through 8. Once the new part was installed, staff carefully re-pressurized the system, bled air from the lines, and flushed hydrants.



Utilities Report for Department Activities December 2024

Water Department Report (Continued)

Rodeo Grounds Fuel Station Trench, Wire Pull, and Meeting

The district's existing fuel tanks have aged out of compliance. We have begun replacing the fuel tanks at the Rodeo Grounds Pump Station facility and Fire Station #1 on Burton Drive. Multiple bids were sought, and a timetable for removing and replacing the existing tanks is currently being scheduled.

Staff removed the old electrical conduit connecting the emergency shut-off to the card reader at the Rodeo Grounds fuel station. Soft excavation was employed to avoid damaging any active electrical components. Additionally, staff assisted the contracted electrician in pulling wire through the existing conduit. The new electrical conduit installed will meet updated CBC codes for explosion-resilient conduit for the new connection.



5. New fuel tank installation onsite meeting



6. Soft excavation of the new electrical conduit trench



Utilities Report for Department Activities December 2024

Water Department Report (Continued)

Stuart Tank Meeting

District staff met with San Luis Obispo County Communications Staff and engineering consultants to discuss the build timeline for the Stuart Street Tanks. Concerns were raised regarding backup power for the emergency radio network, and a compromise was reached to maintain the county's propane fuel system. Construction is expected to begin in late spring.



7. Meeting with SLO County Communications at the Stuart Street Tank site



Utilities Report for Department Activities December 2024

Water Department Report (Continued)

Other Distribution Activities:

Angle Stop Replacements: Completed on Wilton and Pineridge.

Service Line Repairs: Performed on Pierce, Moonstone, and Stuart streets.



9. Moonstone Beach service line repair



8. Recompacting post-repair



10. Service line repair



11. New (left) and old (right)
service line parts

RFP for Water Meter Installation

Department staff and engineering conducted a mandatory pre-bid meeting for the Advanced Metering Infrastructure (AMI) Upgrade Project. During this meeting, a training session was conducted, which provided contractors with direct exposure to the AMI component installation process and allowed them to see how long it takes to install the AMI components on a single water meter. Two weeks later, on December 18, sealed bids were opened, reviewed for completeness, and ranked from lowest to highest based on their dollar amount.



Utilities Report for Department Activities December 2024

Water Department Report (Continued)

Hydrant Rebuild Training

Water department staff attended a training session hosted by a hydrant vendor in Cayucos, where they learned how to replace gaskets in wet barrel hydrants. Other surrounding agencies also participated in the training.



12. Hydrant gasket replacement training

PG&E Power Outage

On December 22, PG&E experienced an unannounced power outage, which caused our SCADA analytics communications to fail. The on-call operator remained on-site until midnight, working over the phone with our automation contractor to replace SCADA components and bring the analyzer back online.

Water Leaks

The AMI system detected leaks at two customer locations, and the affected customers were promptly notified.



Utilities Report for Department Activities

December 2024

Project Status Summaries

(Purple text indicates new information)

Note: The status of current CCSD projects can also be found on the CCSD website via the following link. <https://www.cambriacsd.org/district-project-updates>

Project:

Adaptive Management Plan (AMP)

Description:

The AMP is a surface water, groundwater, and biological monitoring program designed to detect potential impacts on sensitive biological resources, requiring groundwater modeling and monitoring while the WRF is in operation.

Current Status Update:

The 2017 AMP is available on the District website.

www.cambriacsd.org/files/f15b73f09/01_cambria-swf-amp_july-2017.pdf

AMP monitoring is ongoing. Per methods described in the AMP, quarterly surveys are conducted at eight (8) survey sites to collect data and to describe survey conditions, habitats, stream flows, surface water quality, 9P7 soil moisture, and observed species.

The CCSD's biologist has submitted the second and third-quarter AMP environmental monitoring reports. The twenty-four-page document encompasses background information for the project location, a methodology for surveying, and recommendations for future operations. The report can be located on the CCSD website at

www.cambriacsd.org/amp-annual-reports-amp-monitoring-reports

The General Manager, utility staff, and the biologist met late in December and discussed the goals and objectives of the AMP for 2025.

Project:

San Simeon Well Field (SSWF) Transmission Main Project

Description:

Developing a permanent repair of the San Simeon Water Main. This project will also include solutions for the parallel Secondary Effluent Main.

Current Status Update:

The permitting lead time for this project scale ranges from 4 months to 1 year. The target is installation by late summer to early fall of 2025.

The CCSD's consultant is obtaining encroachment permits from Caltrans, and an application for an encroachment permit has been successfully submitted. An encroachment permit is needed before any work potholing for utilities and gathering geotechnical data in the Caltrans right-of-way can proceed. This geotechnical data and other utilities' locations are required to proceed with the planning and design for the water main and effluent main alignment.



Utilities Report for Department Activities

December 2024

Project Status Summaries (Continued)

Project: Water Meter Replacement Project – AMI

Description: This project will upgrade the CCSD metering system to an Advanced Metering Infrastructure (AMI) with new meters that provide real-time water analytics.

Current Status Update:

Staff has installed 150 endpoints. On November 13th, an RFP was released and circulated for contracting the installation of additional endpoints. Water department staff will continue to install water meters based on staff availability. We request that the public keep the area around their meter box clear of obstructions for three feet in all directions.

On December 18th, contractors submitted bids for installing a minimum of 3,500 AMI meter registers and cellular antennas. Those bids were opened publicly and reviewed for completeness. Five (5) bids were received, and all were complete. Today's Board meeting includes a review of all the bids received and a recommendation for awarding a contract to the low bidder for these installations as Agenda Item 8F.

Project: Cambria Skatepark Project

Description: Design and construct a new skatepark facility at the old skatepark location on Main St across from the Vets Hall.

Current Status Update:

The minor use permit portion of the permitting process is complete. The National Park Service requested additional project information, which was supplied via an updated Land and Water Conservation Fund (LWCF) A&R Form 10-904 and an updated LWCF Site Boundary map. Staff anticipates receiving funding in January 2025. On 10/30, staff received confirmation that all information required for the application completion was confirmed and that no additional information was needed.

Project: Community Park Restroom

Description: Design and construct a public restroom facility near the Dog Park as part of the East Ranch Community Park.

Current Status Update: The technical drawings for this project have been updated to show the agreed-upon placement of the restroom structure, and the San Luis Obispo County of Planning & Building has approved and stamped the revised plans. The CCSD has approved the contracts for construction and environmental monitoring during construction.

Site preparation for the restroom structure has been completed. The site utilities (domestic water service line, sewer lateral, and electrical conduit) have been installed, the building pad has been excavated and compacted under the supervision of the soil inspector to 95% compaction, and the sidewalk subgrade has been prepared. The environmental and Native American monitors were on-site during the excavation, with the biologist providing spot checks. County Building inspectors provided the requisite site utilities inspection. Installation of the restroom building is anticipated in the first weeks of February.



Utilities Report for Department Activities December 2024

Project Status Summaries (Continued)

Project: Pilot project for Zero Liquid Discharge for Brine in WRF

Description: Pilot study project to test innovative technology for brine reduction with the goal of zero liquid discharge

Current Status Update:

The new and updated Wastewater Permit has established future ZLD pilot operations or full-time operations. ZLD pilot operations have been postponed until the Fall of 2025.

Project: Stuart Street Tank Project

Description: Critical water infrastructure project to rebuild the Stuart Street tanks, which have reached their useful operational life

Current Status Update:

District staff and consultants presented the updated project in a pre-application meeting with San Luis Obispo County Planning. County Planning confirmed that a Coastal Development Permit (CDP) would be required due to the Project's expanded scope. The project must be submitted to County Planning for review, followed by a hearing in front of the Planning Commission. The CDP application was successfully submitted to SLO County Planning on 8/27/2024. Staff is waiting for a date to be established for the Project hearing. The CDP application number is P-APP2024-00206.

As mentioned earlier in this report, District staff and engineering consultants met with San Luis Obispo County Communications Staff to discuss the build timeline for the Stuart Street Tanks. The County will be required to move an antenna attached to the south tank. Concerns were also raised regarding backup power for the emergency radio network, and a compromise was reached to maintain the County's propane fuel system. Construction is expected to begin in late spring.

Project: San Simeon Well 3 (SS3)

Description: Replacement of pump and motor

Current Status Update:

The new variable frequency drive has been installed, and the SCADA integration has been completed. The SS3 is fully operational.



Utilities Report for Department Activities December 2024

REGULATORY COMPLIANCE REPORTING

State of California regulatory reporting requirements for Water and Wastewater

Water Department (Monthly/Quarterly Reporting)

- SAFER Drought & Conservation Data Collection monthly and quarterly report
- Title 22 monthly, quarterly, and annual monitoring report to the State Water Resources Control Board
- Disinfection By-Products Analysis Qtr. 3
- DDW: Surface Water Treatment Regulation (SWTR) for Santa Rosa Well 3 and Well 4;

San Simeon Wells 1-3 Testing/Reporting

Ground Water Regulation (GWR) for San Simeon Wells 1-3 (Monthly)

Total Coliform Regulation Reporting (Monthly)

Bacterio-logical distribution system reporting (Monthly)

Disinfection by-products (DBP) reporting (Quarterly)

Additional Water Department Reporting (Annually/Semi-Annual)

- Haz Mat Business Plan (Completed January 2024)
- Discharge Monitoring Report (Completed January 2024)
- Consumer Confidence Report (CCR) submittal to DDW and release to the public
- Annual Volumetric Discharge Report
- Annual Water Shortage Assessment (start April/due July 1)
- CCR final data posting by July 1
- Annual Stormwater Report (July 15)
- **California Lead and Copper Rule inventory and report** (Completed October 2024)
- Advanced Clean Fleets Report

Wastewater Department Reporting

Monthly/Quarterly

- CIWQS Spill Report Requirement
- RWQCB Report (Feb/Aug)



Utilities Report for Department Activities December 2024

REGULATORY COMPLIANCE REPORTING (Continued)

Annually/Semi-Annually

- Volumetric Annual Report (Jan)
- CERS (Feb) – California Environmental Reporting System
 - <https://cers.calepa.ca.gov/>
- APCD Generator Report (Mar) – SLO County **Air Pollution Control District**
 - <https://www.slocleanair.org/>
- Biosolids Report (Apr/Oct)
- CIWQS (Apr) – **California Integrated Water Quality System Project**
 - <https://www.waterboards.ca.gov/ciwqs/>
- RWQCB Report (semi-annual May/Nov; annual Jan)
 - Regional Water Quality Control Board
 - <https://www.waterboards.ca.gov/centralcoast/>
- SMARTS Stormwater (Jul/Dec)
 - California Water Boards
 - <https://smarts.waterboards.ca.gov/smarts/>
- CUPA HazMat Plan Update – (Certified Unified Program Agency)
 - San Luis Obispo Department of Environmental Health Services
 - [https://www.slocounty.ca.gov/departments/health-agency/public-health/environmental-health-services/cupa-program-\(hazardous-materials-and-waste\)](https://www.slocounty.ca.gov/departments/health-agency/public-health/environmental-health-services/cupa-program-(hazardous-materials-and-waste))



Utilities Report for Department Activities December 2024

Water Resources, Conservation, & Permits Report

Water Supply Status Summary

As of December 24, the CCSD has diverted 43% of the annual San Simeon Creek allocation and 70.5% of the Santa Rosa Creek allocation, with 69% of total year-to-date production coming from the San Simeon Creek aquifer. Additional well-level data and production summary reports are available on the website at www.cambriacsd.org/water-data.

Santa Rosa Basin Allocation

During the Santa Rosa basin dry season, from May 1 to October 31, the Water Department utilized 147.87 acre-feet of the 155.3 acre-feet allocated, or 95%, of the dry-season diversion. For 2024, as of December 24, we have diverted 153.64 acre-feet, or 70.5%, of our 218 acre-feet per year (AFY) allocation.

San Simeon Basin

Creek flow at Palmer Flats resumed on November 26, and the San Simeon Basin entered the wet season. The total dry season for the San Simeon basin was 90 days, from August 28 to November 26. As of December 24, 2024, we have diverted 346.35 acre-feet, or 43%, of our 799 AFY acre-foot per year (AFY) allocation.

Water Supply & Demand

Net diversion in December 2024 (estimated for the remaining seven (7) days of December for the Potable Water Shortage Assessment Table using production numbers from the same 7-day period in 2023) was 3.28 acre-feet lower than last year. The demand reduction goal was 4.1 acre-feet (compared to anticipated unconstrained demand); however, the actual demand reduction achieved was 0.4 acre-feet. The cumulative supply shortage for the reporting period of July 1, 2024, through June 30, 2025, is estimated to be 2.6 acre-feet or 0.94%. Note: The net diversion number of 3.28 acre-feet may differ from the one in the Net Production sheet attached to this report due to this number being estimated for the remaining seven (7) days in December and the Net Production number being the actual consumption through the end of December.

For additional information, see the charts, graphs, and production summary at the end of this report.



Utilities Report for Department Activities December 2024

Permit Counter Monthly Summary (YTD Counts Audited 12/23/2024)

ASSIGNMENT OF POSITION APPLICATIONS - 20 YTD

023.233.006 #627

RETROFIT APPLICATIONS - 31 YTD

024.341.027 – 1310 Ellis - Resale

TRANSFER OF POSITION/EDU APPLICATIONS - 4 YTD

024.253.010 (LONDON LANE) TO 023.088.017 (KERWIN) #100

VOLUNTARY LOT MERGER APPLICATIONS (ELIGIBILITY) - 15 YTD

024.071.060 & 024.071.029 (2195 Green Street) – Rejected for lot size less than 3500sqft

VACATION RENTAL CONDITIONAL APPROVAL APPLICATIONS - 18 YTD

VACATION RENTAL FINAL APPROVAL – 7 YTD

5180 Guildford Drive

WATER SERVICE INSTALLATION OR UPGRADE APPLICATIONS - 3 YTD

INTENT-TO-SERVES ISSUED - 0 YTD

WAITLIST WITHDRAWALS - 2 YTD

WILL SERVES ISSUED (INCLUDING FIRE PLAN / SPRINKLER REVIEWS) - 59 YTD

023.094.026 – 2165 EMMONS RD – DECK REPLACEMENT

023.205.068 – 2104 ANDOVER PL – SPRINKLER SYSTEM INSTALLATION

WATER USE EFFICIENCY WALK-THROUGHS COMPLETED - 1 YTD.



Utilities Report for Department Activities

December 2024

Acronyms and Explanations

AMI - Advanced Metering Infrastructure

APCD - "SLO County" Air Pollution Control District

- <https://www.slocleanair.org/>

AQMD - "South Coast" Air Quality Management District

(As opposed to the Bay Area AQMD, aka BAAQMD)

CCR - Consumer Confidence Report

CDP - Coastal Development Permit

CEQA - California Environmental Quality Act

- <https://ceqaportal.org/>

CUPA - Certified Unified Program Agency

- San Luis Obispo Department of Environmental Health Services
- [https://www.slocounty.ca.gov/departments/health-agency/public-health/environmental-health-services/cupa-program-\(hazardous-materials-and-waste\)](https://www.slocounty.ca.gov/departments/health-agency/public-health/environmental-health-services/cupa-program-(hazardous-materials-and-waste))

DDW - Drinking Water Program (State Water Resources Control Board)

- https://www.waterboards.ca.gov/drinking_water/programs/

ECM - Energy Conservation Modules

EDU - Equivalent Dwelling Unit (Water Allocation Unit)

EIR - Environmental Impact Report (Re: CEQA and MND's)

LCP - Local Coastal Program

- Coastal planning documents allow California's 76 coastal zone cities and counties to implement the Coastal Act locally.
- <https://www.coastal.ca.gov/lcp/lcp-info/>

Lift Station

- A pump that moves wastewater from a lower elevation to a higher elevation so that it can reach a wastewater treatment plant. They are installed in low-lying areas or places with deep pipes.



Utilities Report for Department Activities December 2024

Acronyms and Explanations (Continued)

NCAC - North Coast Advisory Council

- <https://www.ncacslo.org/>

NOFO - Notice of Funding Opportunity

NPDES - National Pollutants Discharge Elimination System

- Permit for discharge to water

MND - Mitigated Negative Declaration (Re: CEQA and EIR's)

- A mitigated negative declaration (MND) is a document that states that a project will not have a significant environmental impact.

Potholing – Digging holes to locate and map the path of underground pipes or conduit

RAS – Return-Activated Sludge

- Settled activated sludge collected in the secondary clarifier and returned to the aeration basin to mix with incoming raw wastewater.

SCADA - Supervisory Control and Data Acquisition (Method of machine control)

- <https://en.wikipedia.org/wiki/SCADA>

SGMA - Sustainable Groundwater Management Act

- <https://water.ca.gov/programs/groundwater-management/sgma-groundwater-management>

TDS - Total Dissolved Solids

TMDL - Total Maximum Daily Load

- A TMDL calculates the maximum amount of a pollutant allowed to enter a water body.

VFD - Variable Frequency Drive

- A type of motor controller that regulates an electric motor's speed and torque by changing the power supply's frequency and voltage.

WDR - Waste Discharge Requirements – Permit for discharge to land

ZLD - Zero Liquid Discharge

- https://en.wikipedia.org/wiki/Zero_liquid_discharge

CAMBRIA COMMUNITY SERVICES WELL LEVELS

12/15/2024
Well Read Date

SANTA ROSA CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
23R	High School	30.86	83.42	52.56	
SR4*	CCCD Production	28.14	82.00	53.86	
SR3	CCSD Production	19.07	54.30	35.23	
SR1	CCSD	17.44	46.40	28.96	
21R3	County Parks	6.93	12.88	5.95	Meter Read (CF): 49479
WBE	Windsor Bridge East	10.80	16.87	6.07	
WBW	Windsor Bridge West	11.05	17.02	5.97	

SR4 **53.86**
AVG SR1 & SR3 32.10

SAN SIMEON CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
16D1	Van Gordon Creek Bridge	5.89	11.36	5.47	
MW4	Monitoring at Lagoon Entrance	10.27	15.95	5.68	
MW1	Monitoring at Blowers		42.11		
MW2	Monitoring at Influent		38.10		
MW3	Monitoring at Pond Gate		49.56		
9M1	Warren's Van Gordon Creek		65.63		
9P2	Gradient Monitoring	10.83	19.11	8.28	
9P7	WRF Intake		20.69		
9L1	Abandoned Irrigation	17.50	27.33	9.83	
RIW	WRF Injection Well		25.41		
SS4	CCCD	15.38	25.92	10.54	
MIW	WRF Injection Monitoring		29.89		
SS3*	CCSD Production	17.46	33.73	16.27	
SS2*	CCSD Production	16.35	33.16	16.70	Unable to read SS2. Depth AMSL calculated as an average of SS3 & SS1. 16.35 is not accurate.
SS1*	CCSD Production	15.24	32.37	17.13	
11B1	Pedotti		105.43		
11C1	Pedotti	14.50	98.20	83.70	
PFNW	Palmer Flats		93.22		
10A1	Pedotti's Recorder		78.18		
10G2	New Rock Plant		62.95		
10G1	Old Rock Plant		59.55		
10F2	Warren		66.92		
10M2	Pedotti	22.80	55.21	32.41	
9J3	Pedotti		43.45		
Lagoon	Creek Pedestrian Bridge	18.18			Mitigation Erosion: None

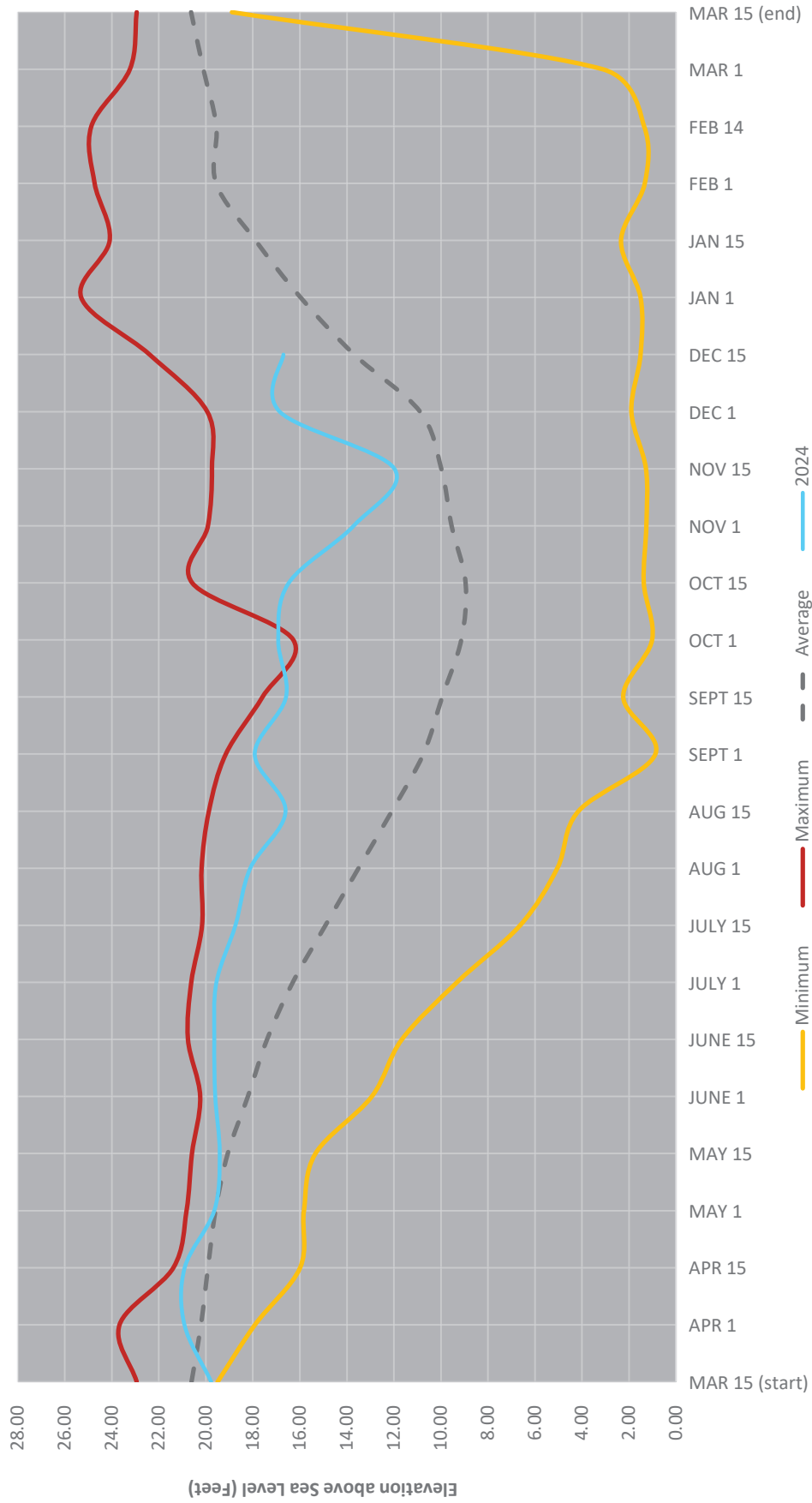
AVG S1, SS2 & SS3 **16.70**
SS4/9P2 Gradient **2.26**

*Above Mean Sea Level (AMSL)

*CCSD's Production Wells

Reference point on 16D1, MIW1, MIW2, MIW3, 9P7, RIW, MIW1, SS1, SS2 and SS3 updated on 2/17/2015

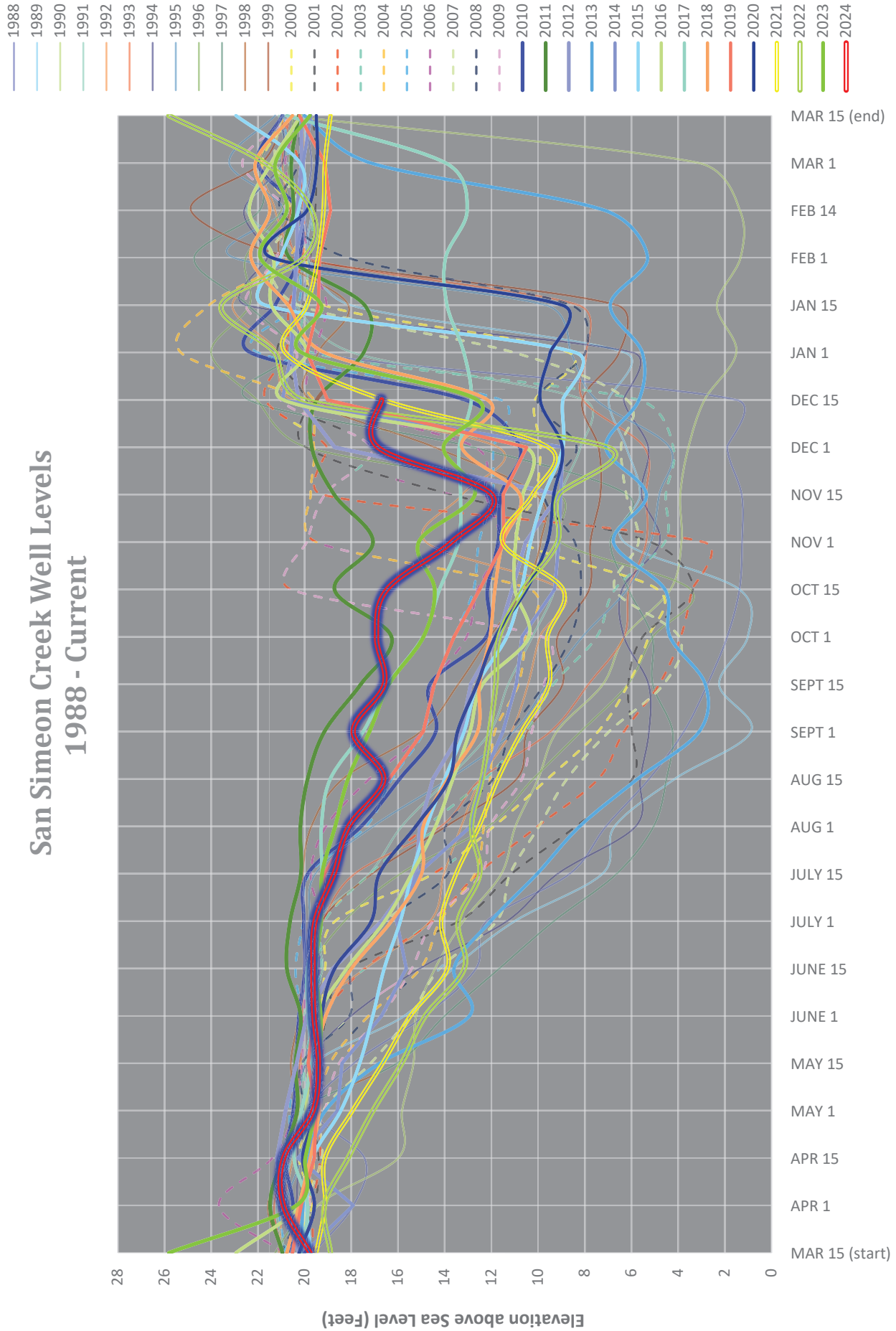
San Simeon Creek Well Levels Mid-March 2024 Levels to Date and 1988 to Current, Min, Max, & Average



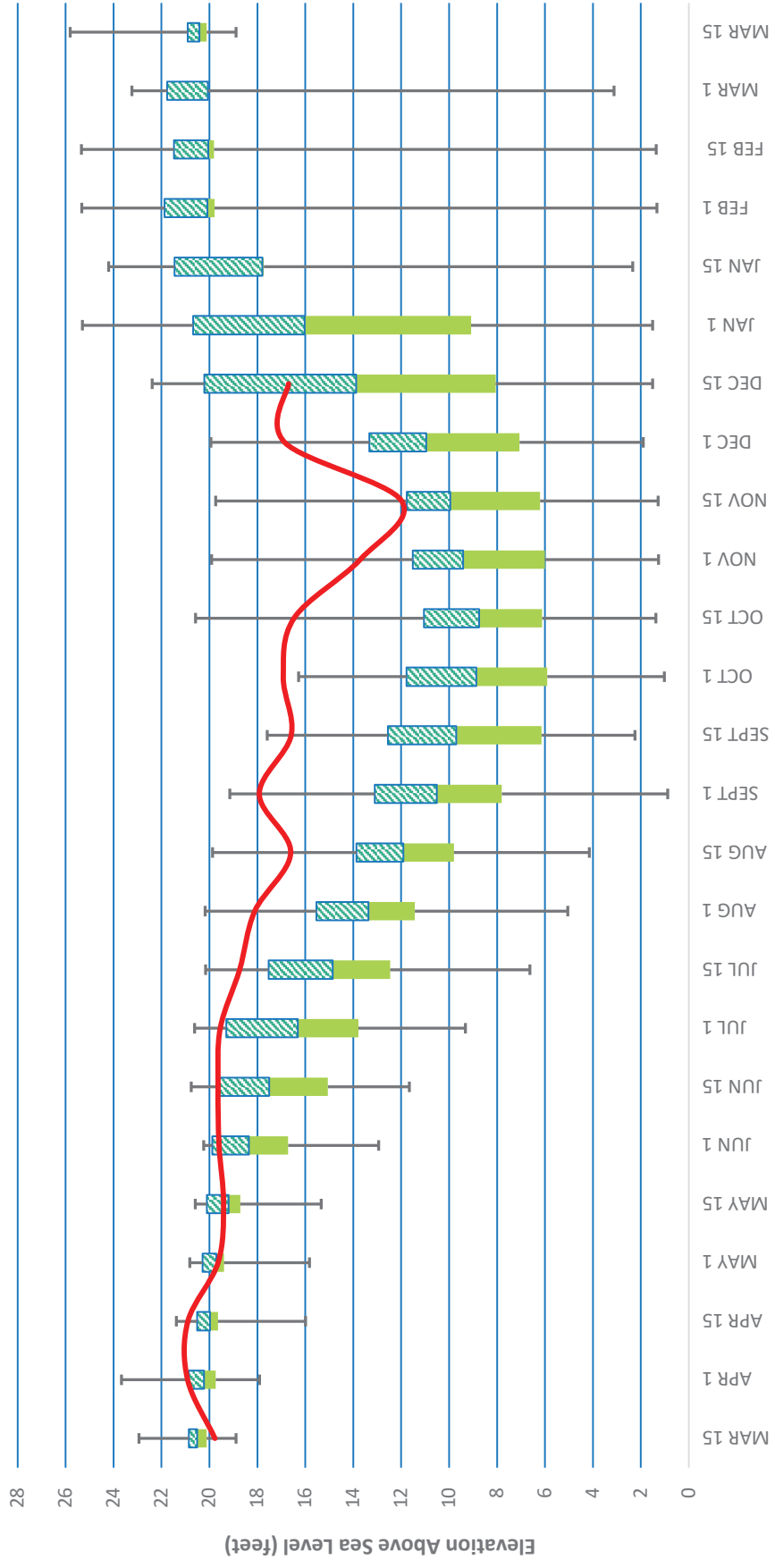
San Simeon Creek Well Levels Last 10 years March 2015 - Current



San Simeon Creek Well Levels 1988 - Current

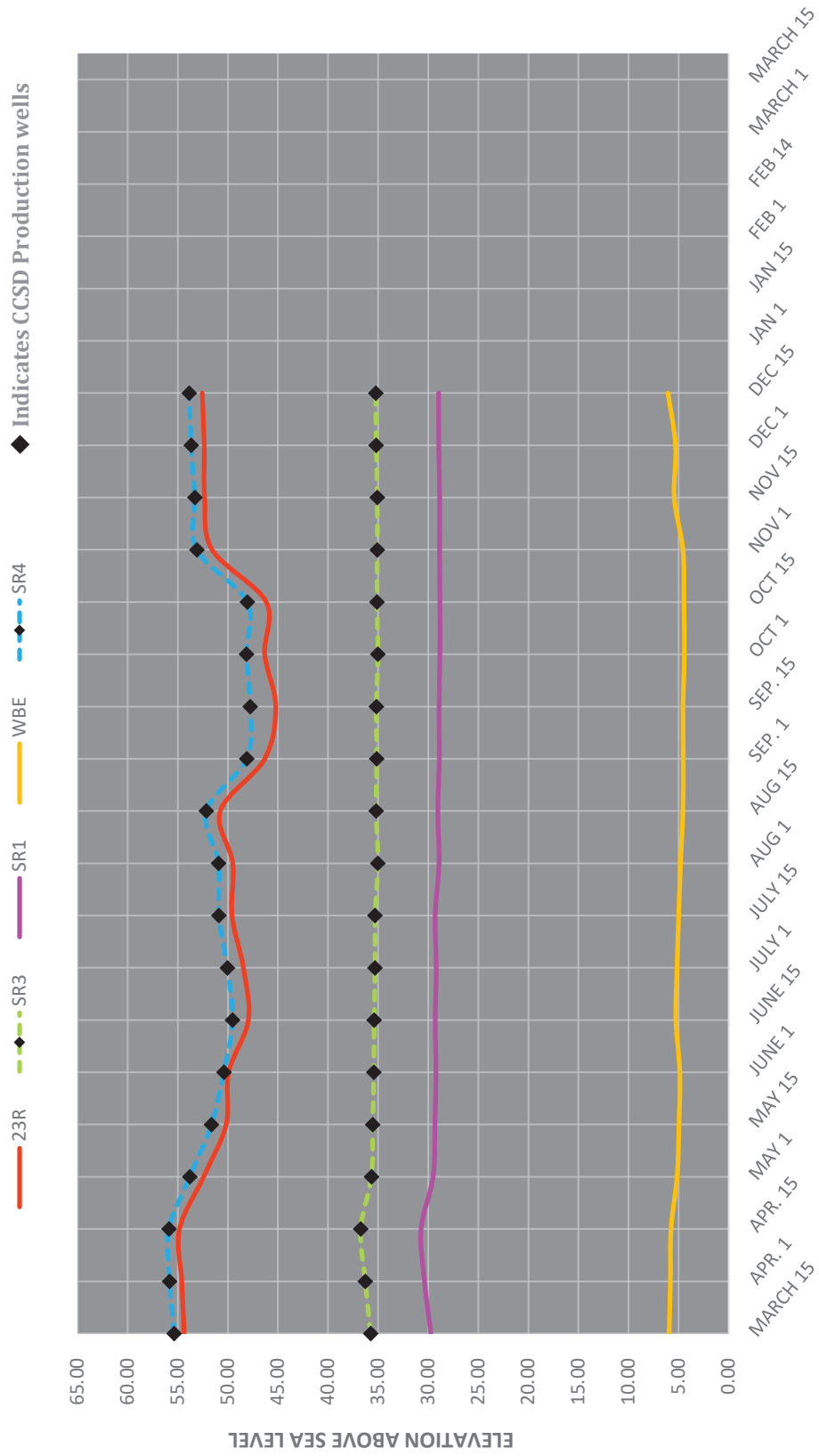


1988 to Current Statistical San Simeon Well Level Summary by Month
showing Minimums, Maximums, 25 % Percentile, 75% Percentile
Average Level is the line between the Blue (hatched) and Green (solid) bars
2024



SANTA ROSA CREEK WELL LEVELS

March 2024 - Current



Potable Water Shortage Assessment ¹	Start Year: 2024												Total
	Volumetric Unit Used: AF												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Anticipated Unconstrained Demand	51.74	48.97	45.82	46.35	42.77	41.06	37.16	34.65	37.79	40.75	43.01	45.70	515.77
Actual Demand	52.17	49.16	45.01	46.77	40.69	40.63	0.00	0.00	0.00	0.00	0.00	0.00	274.43
Supply Adjustment													
Anticipated Total Water Supply	55.49	49.20	40.74	38.43	41.19	43.81	44.74	39.34	38.20	39.05	43.52	46.19	519.90
Accrued Surplus/Shortage from Previous Month	0.0	3.3	0.0	-4.3	-8.3	3.5							
Anticipated Surplus/Shortage w/o WSCP Action	3.7	3.5	-5.0	-12.2	-9.9	6.2	7.6	4.7	0.4	-1.7	0.5	0.5	-1.6
Anticipated % Surplus/Shortage w/o WSCP Action	7%	7%	-11%	-26%	-23%	15%	20%	14%	1%	-4%	1%	1%	0%
State Standard Shortage Level	1	1	2	3	3	1	1	1	1	1	1	1	1
Planned WSCP Actions													
Anticipated Benefit from WSCP: Supply Augmentation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Anticipated Benefit from WSCP: Demand Reduction	5.2	4.9	9.2	13.9	12.8	4.1	3.7	3.5	3.8	4.1	9.8	7.7	82.6
Actual Benefit from WSCP Action	-0.4	-0.2	0.8	-0.4	2.1	0.4							
Anticipated Surplus/Shortage w/WSCP Action	8.9	8.4	4.1	1.7	2.9	10.4	11.3	8.2	4.2	2.4	10.3	8.2	81.0
Anticipated % Surplus/Shortage w/WSCP Action	17%	17%	9%	4%	7%	25%	30%	24%	11%	6%	24%	18%	16%
Actual Surplus/Shortage	3.3	0.0	-4.3	-8.3	3.5	3.2							-2.6
Actual % Surplus/Shortage	6%	0%	-9%	-18%	9%	8%							-0.94%
State Standard Shortage Level Achieved	1	1	1	2	1	1	1	1	1	1	1	1	1

¹Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

Definitions for Terms Used in This Table

Anticipated Unconstrained Demand: Projection based on the average water production over the last 3 reporting years (July 2018 -June 2021).

Actual Demand: The total amount of potable water produced for the month.

Supply Adjustment: Observed aquifer recharge/depletion from seasonal precipitation/lack thereof.

Anticipated Total Water Supply: The target amount to be produced assuming dry years conditions.

Anticipated Surplus/Shortage w/o WSCP: The volumetric difference in the anticipated unconstrained demand and anticipated total water supply without any shortage response actions.

Anticipated % Surplus/Shortage w/o WSCP Action: The difference in the anticipated unconstrained demand and anticipated total water supply without any shortage response actions expressed as a percentage.

State Standard Shortage Level: The corresponding shortage level per California Water Code Section 10632(a)(3)(A).

Anticipated Benefit from WSCP - Supply Augmentation: Projected volume of water added to the supply, such as from the operation of the Water Reclamation Facility.

Anticipated Benefit from WSCP - Demand Reduction: Projected volume of water conserved through shortage response actions.

Actual Benefit from WSCP Action: Actual supply augmentation or demand reduction achieved.

Revised Anticipated Surplus/Shortage w/WSCP Action: Volumetric difference between the anticipated surplus/shortage w/o WSCP action and the actual benefits obtained.

Revised Anticipated % Surplus/Shortage w/WSCP Action: Difference between the anticipated surplus/shortage w/o WSCP action and the actual benefits obtained expressed as a percentage.

Actual Surplus/Shortage: Volumetric difference between the anticipated total water supply (including any adjustments) and the actual total demand.

Actual % Surplus/Shortage: Difference between the anticipated total water supply (including any adjustments) and the actual total demand expressed as a percentage.

WSCP: Water Shortage Contingency Plan

**CAMBRIA COMMUNITY SERVICES DISTRICT
NET WATER DIVERSION, BY SOURCE
REPORTED IN ACRE-FEET**

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
DIFFERENCE (Current YR - Previous YR)		2.08	-0.96	3.18	-1.30	0.65	2.59	1.18	1.76	0.86	0.12	-2.75	-2.83		
2024	S.S.	35.76	31.01	36.76	36.47	37.36	12.09	35.11	22.00	8.64	20.26	40.59	40.26	356.28	2024
	S.R.	1.60	1.69	0.92	0.65	3.87	34.80	17.64	27.82	37.29	26.46	0.16	0.83	153.71	
	SS & SR TOTAL	37.35	32.69	37.68	37.12	41.23	46.89	52.75	49.81	45.93	46.72	40.75	41.08	510.00	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2023	S.S.	34.88	33.18	30.27	37.48	35.36	32.09	35.66	29.96	29.01	14.94	40.76	43.02	396.61	2023
	S.R.	0.40	0.48	4.22	0.94	5.22	12.21	15.91	18.09	16.06	31.66	2.73	0.89	108.80	
	SS & SR TOTAL	35.28	33.66	34.50	38.42	40.57	44.30	51.57	48.05	45.07	46.60	43.49	43.91	505.42	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2022	S.S.	13.35	35.93	40.71	39.95	43.22	33.05	26.13	19.40	13.74	17.92	31.27	36.45	351.11	2022
	S.R.	23.95	0.04	0.03	0.04	0.05	11.17	23.27	27.59	28.77	25.30	7.44	0.32	147.98	
	SS & SR TOTAL	37.30	35.97	40.74	39.99	43.27	44.22	49.41	46.98	42.50	43.22	38.71	36.77	499.09	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2021	S.S.	31.92	26.91	34.69	36.88	36.41	34.84	31.03	30.49	31.75	27.27	27.28	21.16	370.62	2021
	S.R.	9.00	10.22	8.91	9.05	12.02	14.41	20.65	16.40	11.30	14.52	11.69	16.81	155.00	
	SS & SR TOTAL	40.92	37.14	43.60	45.93	48.43	49.25	51.68	46.89	43.05	41.79	38.97	37.97	525.61	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2020	S.S.	34.86	34.07	30.68	26.63	36.29	40.67	33.16	35.23	34.60	39.39	31.34	13.98	390.90	2020
	S.R.	4.10	5.37	6.32	8.97	7.21	7.77	19.10	17.85	14.22	10.67	12.61	27.85	142.04	
	SS & SR TOTAL	38.96	39.43	37.00	35.60	43.50	48.44	52.25	53.08	48.82	50.06	43.95	41.83	532.93	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2019	S.S.	34.49	23.50	24.82	33.30	35.07	36.17	41.98	39.45	36.02	37.32	33.64	26.26	402.00	2019
	S.R.	3.25	9.73	13.89	8.50	7.75	10.16	10.80	10.45	11.12	11.42	11.15	13.78	122.00	
	SS & SR TOTAL	37.74	33.23	38.71	41.80	42.81	46.33	52.78	49.91	47.13	48.74	44.78	40.05	524.00	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2018	S.S.	14.65	15.73	24.97	32.09	38.50	38.30	32.13	21.54	17.99	12.97	12.65	30.43	291.97	2018
	S.R.	30.09	23.61	13.23	6.96	5.02	7.89	22.00	30.88	27.67	31.81	30.59	10.11	239.85	
	SS & SR TOTAL	44.74	39.34	38.20	39.05	43.52	46.19	54.13	52.42	45.67	44.78	43.24	40.54	531.82	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2017	S.S.	31.85	18.62	40.94	45.34	46.26	34.05	22.86	16.93	23.78	26.18	20.90	22.54	350.25	2017
	S.R.	6.97	14.54	6.02	9.89	18.14	28.49	32.63	32.27	16.96	12.25	20.29	21.27	219.72	
	SS & SR TOTAL	38.82	33.17	46.95	55.23	64.40	62.55	55.49	49.20	40.74	38.43	41.19	43.81	569.97	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2016	S.S.	16.21	8.82	19.61	21.27	24.30	28.06	28.37	26.49	26.02	6.49	5.66	21.53	232.83	2016
	S.R.	18.10	27.70	16.92	15.76	15.92	13.96	20.53	18.31	16.92	34.50	31.75	18.46	248.83	
	SS & SR TOTAL	34.31	36.53	36.52	37.03	40.21	42.02	48.90	44.80	42.94	40.99	37.42	39.98	481.66	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.33	7.04	5.70	23.07	
2015	S.S.	19.95	16.65	17.16	17.79	16.18	14.14	15.14	17.39	20.36	26.17	23.74	21.23	225.89	2015
	S.R.	14.77	14.90	20.53	20.68	20.99	26.51	29.51	27.78	21.94	16.05	13.57	13.90	241.13	
	SS & SR TOTAL	34.72	31.55	37.69	38.47	37.17	40.65	44.65	45.17	42.30	42.22	37.31	35.13	467.02	
	AWTP	5.55	14.34	12.49	7.61	0.00	0.00	0.00	0.00	0.00	3.68	8.07	6.29	10.89	
2014	S.S.	22.93	16.97	24.90	25.03	19.39	14.40	11.94	0.00	0.76	24.32	13.74	23.81	198.17	2014
	S.R.	34.69	19.85	10.00	10.44	18.88	24.19	30.89	43.09	36.26	12.06	18.63	9.62	268.59	
	SS & SR TOTAL	57.62	36.82	34.90	35.47	38.27	38.59	42.82	43.09	37.01	36.37	32.36	33.44	466.76	
	AWTP														
2013	S.S.	50.55	47.40	54.72	55.27	63.18	46.01	60.82	72.32	57.73	29.84	26.72	28.61	593.16	2013
	S.R.	0.00	0.00	0.00	4.27	5.28	27.57	18.12	3.50	7.62	22.56	25.38	25.61	139.91	
	SS & SR TOTAL	50.55	47.40	54.72	59.54	68.45	73.58	78.94	75.82	65.35	52.40	52.11	54.22	733.07	

**CAMBRIA COMMUNITY SERVICES DISTRICT
NET WATER DIVERSION, BY SOURCE
REPORTED IN ACRE-FEET**

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
2012	S.S.	50.12	48.09	52.60	50.52	60.06	56.53	48.17	41.12	36.72	42.22	48.70	50.88	585.73	2012
	S.R.	3.54	0.79	0.00	0.66	1.44	11.14	27.95	33.22	29.98	21.43	8.86	0.00	139.01	
	SS & SR TOTAL	53.66	48.88	52.60	51.18	61.50	67.67	76.12	74.34	66.70	63.65	57.56	50.88	724.74	
2011	S.S.	48.05	43.36	45.17	52.11	53.94	49.27	60.52	55.52	45.40	45.67	46.28	51.87	597.16	2011
	S.R.	0.00	0.70	0.00	0.76	6.65	11.03	12.97	14.82	19.45	14.15	5.19	0.00	85.72	
	SS & SR TOTAL	48.05	44.06	45.17	52.87	60.59	60.30	73.49	70.34	64.85	59.82	51.47	51.87	682.88	
2010	S.S.	45.44	40.48	47.48	48.39	56.26	55.29	50.73	44.58	35.05	37.61	36.14	36.45	533.90	2010
	S.R.	0.00	0.00	0.77	0.62	0.68	8.74	21.96	27.30	32.52	21.71	14.48	9.73	138.51	
	SS & SR TOTAL	45.44	40.48	48.25	49.01	56.94	64.03	72.69	71.88	67.57	59.32	50.62	46.18	672.41	
2009	S.S.	28.17	37.57	50.95	58.52	48.56	37.47	48.80	40.69	31.99	44.62	53.05	46.55	526.94	2009
	S.R.	24.83	3.81	0.00	0.00	13.53	26.06	25.21	34.10	32.64	11.02	0.00	1.34	172.54	
	SS & SR TOTAL	53.00	41.38	50.95	58.52	62.09	63.53	74.01	74.79	64.63	55.64	53.05	47.89	699.48	
2008	S.S.	43.35	45.35	51.55	52.59	40.45	33.03	40.15	47.57	47.24	41.53	21.47	25.41	489.69	2008
	S.R.	2.33	0.67	0.71	2.20	24.69	33.55	32.94	24.87	18.26	21.03	32.21	24.46	217.92	
	SS & SR TOTAL	45.68	46.02	52.26	54.79	65.14	66.58	73.09	72.44	65.50	62.56	53.68	49.87	707.61	
2007	S.S.	57.70	47.45	56.47	60.50	56.11	51.21	55.95	63.48	58.72	37.58	34.83	38.61	618.61	2007
	S.R.	0.00	0.00	0.60	1.81	14.47	22.24	23.47	12.37	5.29	18.70	21.20	9.42	129.57	
	SS & SR TOTAL	57.70	47.45	57.07	62.31	70.58	73.45	79.42	75.85	64.01	56.28	56.03	48.03	748.18	
2006	S.S.	50.81	49.10	48.82	49.65	60.58	65.65	56.12	59.67	52.49	42.86	34.46	42.75	612.96	2006
	S.R.	0.00	0.78	0.00	0.62	0.74	2.56	23.58	20.72	20.17	23.88	26.46	13.63	133.14	
	SS & SR TOTAL	50.81	49.88	48.82	50.27	61.32	68.21	79.70	80.39	72.66	66.74	60.92	56.38	746.10	
2005	S.S.	50.05	46.16	51.09	55.01	65.70	68.81	80.52	61.60	48.71	47.08	40.83	36.70	652.26	2005
	S.R.	0.00	0.62	0.93	0.76	0.76	0.73	1.64	17.32	20.25	21.69	16.92	7.36	88.98	
	SS & SR TOTAL	50.05	46.78	52.02	55.77	66.46	69.54	82.16	78.92	68.96	68.77	57.75	44.06	741.24	
2004	S.S.	55.83	51.40	58.56	64.33	67.98	52.62	47.04	39.68	41.06	34.80	49.30	49.92	612.52	2004
	S.R.	0.00	0.61	1.17	4.84	8.68	22.08	30.80	36.30	27.32	24.95	1.73	1.63	160.11	
	SS & SR TOTAL	55.83	52.01	59.73	69.17	76.66	74.70	77.84	75.98	68.38	59.75	51.03	51.55	772.63	
2003	S.S.	52.73	49.97	57.35	58.32	62.82	68.22	65.05	63.34	58.91	67.08	56.20	48.84	708.83	2003
	S.R.	0.70	1.11	0.48	0.94	1.84	5.63	19.77	22.04	16.00	6.58	3.12	5.84	84.05	
	SS & SR TOTAL	53.43	51.08	57.83	59.26	64.66	73.85	84.82	85.38	74.91	73.66	59.32	54.68	792.88	
2002	S.S.	54.43	52.23	60.70	65.43	60.75	55.13	66.79	73.35	66.59	62.03	56.36	53.98	727.77	2002
	S.R.	1.28	1.27	1.10	1.11	14.82	22.79	19.54	9.67	3.52	4.02	2.04	0.55	81.71	
	SS & SR TOTAL	55.71	53.50	61.80	66.54	75.57	77.92	86.33	83.02	70.11	66.05	58.40	54.53	809.48	
2001	S.S.	56.16	48.05	55.92	60.69	73.30	77.51	85.01	78.50	53.45	56.21	48.16	52.29	745.25	2001
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.78	21.08	16.87	8.06	0.89	52.68	
	SS & SR TOTAL	56.16	48.05	55.92	60.69	73.30	77.51	85.01	84.28	74.53	73.08	56.22	53.18	797.93	
2000	S.S.	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	2000
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SS & SR TOTAL	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	
1999	S.S.	56.40	45.26	52.16	57.40	70.43	71.35	85.41	82.68	69.45	68.04	57.78	57.69	774.05	1999
	S.R.	0.01	0.01	0.01	0.04	0.02	0.07	0.01	0.02	0.32	0.02	0.00	0.00	0.53	
	SS & SR TOTAL	56.41	45.27	52.17	57.44	70.45	71.42	85.42	82.70	69.77	68.06	57.78	57.69	774.58	
1998	S.S.	44.39	46.36	47.00	50.53	56.43	63.43	77.75	80.30	68.35	66.58	54.06	52.13	707.31	1998
	S.R.	0.01	0.01	0.01	0.01	0.00	0.01	0.01	0.09	0.01	0.00	0.00	0.00	0.16	
	SS & SR TOTAL	44.40	46.37	47.01	50.54	56.43	63.44	77.76	80.39	68.36	66.58	54.06	52.13	707.47	
17	S.S.	50.61	49.20	65.66	68.65	76.18	79.14	82.31	57.02	37.32	27.50	38.96	45.96	678.51	17

**CAMBRIA COMMUNITY SERVICES DISTRICT
NET WATER DIVERSION, BY SOURCE
REPORTED IN ACRE-FEET**

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
1999	S.R.	0.02	0.08	0.02	0.02	0.02	0.02	0.38	25.92	31.54	36.85	12.41	0.01	107.29	1999
	SS & SR TOTAL	50.63	49.28	65.68	68.67	76.20	79.16	82.69	82.94	68.86	64.35	51.37	45.97	785.80	
1996	S.S.	46.66	43.40	47.39	56.95	66.18	70.83	75.70	77.27	68.23	65.58	50.37	49.43	717.99	1996
	S.R.	0.01	0.03	0.03	0.03	0.03	0.01	0.03	0.02	0.01	0.02	0.02	0.02	0.26	
SS & SR TOTAL	46.67	43.43	47.42	56.98	66.21	70.84	75.73	77.29	68.24	65.60	50.39	49.45	718.25		
1995	S.S.	41.30	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	675.94	1995
	S.R.	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.90	
SS & SR TOTAL	43.20	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	677.84		
1994	S.S.	47.00	38.60	48.60	52.00	54.60	63.40	69.30	47.80	31.70	30.80	28.20	26.00	538.00	1994
	S.R.	0.00	0.00	0.00	0.00	0.10	0.00	0.00	25.00	30.20	27.70	21.20	19.90	124.10	
SS & SR TOTAL	47.00	38.60	48.60	52.00	54.70	63.40	69.30	72.80	61.90	58.50	49.40	45.90	662.10		
1993	S.S.	50.10	45.70	52.60	56.30	68.30	68.80	68.10	69.80	59.80	56.10	51.40	43.50	690.50	1993
	S.R.	0.50	0.30	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	
SS & SR TOTAL	50.60	46.00	52.60	56.30	68.40	68.80	68.10	69.80	59.80	56.10	51.40	43.50	691.40		
1992	S.S.	45.30	42.20	45.90	55.20	64.00	58.10	44.90	41.80	35.00	32.80	34.00	43.10	542.30	1992
	S.R.	0.80	0.30	0.10	0.40	0.50	6.10	22.70	28.10	26.30	25.10	19.50	5.50	135.40	
SS & SR TOTAL	46.10	42.50	46.00	55.60	64.50	64.20	67.60	69.90	61.30	57.90	53.50	48.60	677.70		
1991	S.S.	26.90	23.10	32.70	39.60	48.60	44.10	40.10	34.80	30.50	28.00	26.40	30.10	404.90	1991
	S.R.	15.30	13.10	0.50	0.10	0.10	5.50	15.00	21.60	20.20	21.00	19.70	18.70	150.80	
SS & SR TOTAL	42.20	36.20	33.20	39.70	48.70	49.60	55.10	56.40	50.70	49.00	46.10	48.80	555.70		
1990	S.S.	45.70	47.00	55.28	44.75	31.46	32.34	40.00	38.00	31.91	31.40	29.40	29.90	457.14	1990
	S.R.	8.70	0.80	0.50	18.03	32.30	26.79	22.30	22.20	20.64	20.20	19.30	14.90	206.66	
SS & SR TOTAL	54.40	47.80	55.78	62.78	63.76	59.13	62.30	60.20	52.55	51.60	48.70	44.80	663.80		
1989	S.S.	51.00	47.90	53.90	61.90	57.20	62.20	69.20	60.90	36.30	38.70	42.60	40.60	622.40	1989
	S.R.	0.00	0.00	0.00	1.00	13.80	13.50	17.90	28.00	42.00	22.60	17.60	18.20	174.60	
SS & SR TOTAL	51.00	47.90	53.90	62.90	71.00	75.70	87.10	88.90	78.30	61.30	60.20	58.80	797.00		
1988	S.S.	51.20	57.90	63.20	47.30	57.40	44.20	50.00	51.70	41.90	37.40	27.40	36.00	565.60	1988
	S.R.	0.00	0.00	0.00	16.30	15.70	30.70	31.20	34.90	36.00	34.90	35.20	19.00	253.90	
SS & SR TOTAL	51.20	57.90	63.20	63.60	73.10	74.90	81.20	86.60	77.90	72.30	62.60	55.00	819.50		
1987	S.S.	41.51	41.30	48.40	63.00	68.80	63.80	66.10	62.90	49.90	36.40	32.90	42.30	617.31	1987
	S.R.	10.20	3.80	0.00	0.00	2.00	13.80	22.40	26.00	28.80	35.60	19.30	6.59	168.49	
SS & SR TOTAL	51.71	45.10	48.40	63.00	70.80	77.60	88.50	88.90	78.70	72.00	52.20	48.89	785.80		

Net diversion totals reported 2016 to current. Previous years are gross totals and may include water volumes also reported under riparian statements.



Cambria CSD

Expense Approval Report

By Vendor Name

Payment Dates 12/1/2024 - 12/31/2024

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
Vendor: 12771 - AGUIRRE, DAVID					
AGUIRRE, DAVID	80673	12/01/2024	F&R/MONTHLY CELL PHONE & INTERNET ALLOWANCE	01-6060C-02	55.00
Vendor 12771 - AGUIRRE, DAVID Total:					55.00
Vendor: 10091 - ALPHA ELECTRICAL SERVICE					
ALPHA ELECTRICAL SERVICE	80724	12/13/2024	WW/SVC CALL TO VERIFY PROPER ROTATION OF LS B3	12-6032L-12	401.50
ALPHA ELECTRICAL SERVICE	80786	12/23/2024	WW/SVC, INSPECT & TEST ALARMS FOR BLOWERS	12-6032T-12	536.50
Vendor 10091 - ALPHA ELECTRICAL SERVICE Total:					938.00
Vendor: 12671 - AMAZON CAPITAL SERVICES, INC.					
AMAZON CAPITAL SERVICES, INC.	DFT0004400	12/31/2024	ADM/OFFICE SUPPLIES	01-60500-09	155.65
AMAZON CAPITAL SERVICES, INC.	DFT0004401	12/31/2024	WD/WATERPROOF OVERALLS	11-60940-11	55.77
AMAZON CAPITAL SERVICES, INC.	DFT0004402	12/31/2024	ADM/NON-SLIP OFFICE RUG	01-6033B-09	53.61
AMAZON CAPITAL SERVICES, INC.	DFT0004403	12/31/2024	ADM/OFFICE/COFFEE SUPPLIES	01-60500-09	383.71
AMAZON CAPITAL SERVICES, INC.	DFT0004404	12/31/2024	ADM/2-DRAWER FILE CABINET	01-6033B-09	159.78
AMAZON CAPITAL SERVICES, INC.	DFT0004405	12/31/2024	F&R/ADM/GLOVE HOLDER, LOCKER CABINET & WORK GLOVES	01-6033B-02	228.05
AMAZON CAPITAL SERVICES, INC.	DFT0004405	12/31/2024	F&R/ADM/GLOVE HOLDER, LOCKER CABINET & WORK GLOVES	01-61150-09	92.12
AMAZON CAPITAL SERVICES, INC.	DFT0004406	12/31/2024	ADM/XL HEAVY DUTY CHAIR WHEELS	01-6033B-09	51.47
AMAZON CAPITAL SERVICES, INC.	DFT0004407	12/31/2024	FD/MULTIFOLD BULK PAPER TOWELS	01-60900-01	89.66
AMAZON CAPITAL SERVICES, INC.	DFT0004408	12/31/2024	WD/SMART ONBOARD BATTERY CHARGER	11-60370-11	630.59
AMAZON CAPITAL SERVICES, INC.	DFT0004409	12/31/2024	FD/4-PACK REPLACEMENT TONER CARTRIDGES	01-60500-01	123.16
AMAZON CAPITAL SERVICES, INC.	DFT0004410	12/31/2024	FD/STORAGE BAGS & HYDRATION SUPPLIES	01-60900-01	46.32
AMAZON CAPITAL SERVICES, INC.	DFT0004411	12/31/2024	ADM/METAL LOCKER STORAGE CABINET	01-61150-09	70.77
AMAZON CAPITAL SERVICES, INC.	DFT0004412	12/31/2024	FD/GEL ROLLER PENS, STAPLER & STAPLES	01-60900-01	41.98
AMAZON CAPITAL SERVICES, INC.	DFT0004413	12/31/2024	ADM/RETURN OF METAL LOCKER STORAGE CABINET	01-61150-09	(61.16)
AMAZON CAPITAL SERVICES, INC.	DFT0004414	12/31/2024	ADM/BOARD MTG NAME PLATE FOR UTILITIES DEPT MGR	01-61150-09	32.14
AMAZON CAPITAL SERVICES, INC.	DFT0004415	12/31/2024	F&R/2025 DESK CALENDAR	01-60500-02	39.48
AMAZON CAPITAL SERVICES, INC.	DFT0004416	12/31/2024	WD/ADM/FILE FOLDERS & SIGN HERE TABS	01-60500-09	9.64
AMAZON CAPITAL SERVICES, INC.	DFT0004416	12/31/2024	WD/ADM/FILE FOLDERS & SIGN HERE TABS	11-60500-11	30.31
AMAZON CAPITAL SERVICES, INC.	DFT0004417	12/31/2024	WD/GEL PENS & LASER LITE FOAM EARPLUGS	11-60900-11	175.32
AMAZON CAPITAL SERVICES, INC.	DFT0004418	12/31/2024	ADM/RETURN OF ADJUSTABLE PULL OUT KEYBOARD TRAY	01-60500-09	(42.89)
AMAZON CAPITAL SERVICES, INC.	DFT0004419	12/31/2024	FD/3V LITHIUM BATTERIES	01-60900-01	104.76
Vendor 12671 - AMAZON CAPITAL SERVICES, INC. Total:					2,470.24
Vendor: 10114 - ANDREW THOMSON					
ANDREW THOMSON	80700	12/11/2024	WD/REPAIR PARTS FOR ULTRASONIC LEVEL SENSOR ON SR4	11-6031S-11	1,241.26
ANDREW THOMSON	80787	12/23/2024	WW/FLOW CALCS	12-6032T-12	337.50
ANDREW THOMSON	80787	12/23/2024	WW/TRBLSHT & CONF BLWR B7 AT WWTP SIGNAL FUNCTION	12-6032T-12	675.00

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
ANDREW THOMSON	80799	12/30/2024	WD/TRBLSHT POWER LOSS AT LONE PALM REPEATER	11-60370-11	2,254.44
Vendor 10114 - ANDREW THOMSON Total:					4,508.20
Vendor: 10134 - ARTHO, ANTONI D					
ARTHO, ANTONI D	80674	12/01/2024	WW/MONTHLY CELL PHONE & INTERNET REIMBURSEMENT	12-6060C-12	100.00
Vendor 10134 - ARTHO, ANTONI D Total:					100.00
Vendor: 10144 - AT&T/CALNET3					
AT&T/CALNET3	80693	12/01/2024	WW/ALARM AT LIFT STATION A	12-6060P-12	30.20
AT&T/CALNET3	80693	12/01/2024	WW/ALARM AT LIFT STATION B3	12-6060P-12	30.08
AT&T/CALNET3	80693	12/01/2024	WD/PINES KNOLLS TANK SCADA	11-6060P-11	59.98
AT&T/CALNET3	80693	12/01/2024	FD/FAX LINE	01-6060P-01	20.63
AT&T/CALNET3	80693	12/01/2024	WW/ALARM AT LIFT STATION B1	12-6060P-12	30.05
AT&T/CALNET3	80693	12/01/2024	WW/ALARM AT LIFT STATION B2	12-6060P-12	30.02
AT&T/CALNET3	80693	12/01/2024	WW/ALARM AT LIFT STATION B	12-6060P-12	30.05
AT&T/CALNET3	80693	12/01/2024	WW/ALARM AT LIFT STATION 9	12-6060P-12	30.20
AT&T/CALNET3	80693	12/01/2024	WW/ALARM AT LIFT STATION A1	12-6060P-12	30.15
AT&T/CALNET3	80693	12/01/2024	WD/TELEMETRY SYSTEMS	11-6060P-11	30.15
AT&T/CALNET3	80693	12/01/2024	F&R/ALARM AT VET'S HALL	01-6060P-02	58.93
AT&T/CALNET3	80693	12/01/2024	WW/ALARM AT LIFT STATION 4	12-6060P-12	30.16
AT&T/CALNET3	80693	12/01/2024	WW/ALARM AT LIFT STATION 8	12-6060P-12	30.02
AT&T/CALNET3	80693	12/01/2024	F&R/RODEO GROUNDS	01-6060P-02	26.05
AT&T/CALNET3	80693	12/01/2024	WW/PHONE SERVICE	12-6060P-12	65.27
Vendor 10144 - AT&T/CALNET3 Total:					531.94
Vendor: 10140 - AT&T					
AT&T	DFT0004304	12/01/2024	WD/WELL HEAD ZONE TO ZONE TRANSMISSION	11-6060P-11	189.45
Vendor 10140 - AT&T Total:					189.45
Vendor: 12575 - BLUME, COLTON					
BLUME, COLTON	80675	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12575 - BLUME, COLTON Total:					45.00
Vendor: 10249 - BOUND TREE MEDICAL, LLC					
BOUND TREE MEDICAL, LLC	80788	12/23/2024	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	326.11
BOUND TREE MEDICAL, LLC	80800	12/30/2024	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	161.01
Vendor 10249 - BOUND TREE MEDICAL, LLC Total:					487.12
Vendor: 10260 - BRENNTAG PACIFIC, INC.					
BRENNTAG PACIFIC, INC.	80701	12/11/2024	WD/CHEMICALS	11-6091C-11	396.97
BRENNTAG PACIFIC, INC.	80801	12/30/2024	WD/CHEMICALS	11-6091C-11	472.63
Vendor 10260 - BRENNTAG PACIFIC, INC. Total:					869.60
Vendor: 10269 - BROOKS, CRAIG					
BROOKS, CRAIG	80676	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
BROOKS, CRAIG	80725	12/13/2024	FD/REIMB FOR EMPLOYEE TRVL - RIVER & FLOOD RESCUE	01-6120E-01	260.28
Vendor 10269 - BROOKS, CRAIG Total:					305.28
Vendor: 10288 - BURKEY, MICHAEL A					
BURKEY, MICHAEL A	80677	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	55.00
Vendor 10288 - BURKEY, MICHAEL A Total:					55.00
Vendor: 10341 - CAMBRIA BUSINESS CENTER					
CAMBRIA BUSINESS CENTER	80789	12/23/2024	FD/RETURN OF EQUIPMENT TO SONETICS CORPORATION	01-60900-01	27.30
Vendor 10341 - CAMBRIA BUSINESS CENTER Total:					27.30
Vendor: 10352 - CAMBRIA ELECTRIC AND SECURITY SYSTEMS					
CAMBRIA ELECTRIC AND SECURITY SYSTEMS	80702	12/11/2024	ADM/INSTALL WIFI EXTENDER FOR CLOSED SESSION MTGS	01-61150-09	390.12
Vendor 10352 - CAMBRIA ELECTRIC AND SECURITY SYSTEMS Total:					390.12
Vendor: 10356 - CAMBRIA HARDWARE CENTER					
CAMBRIA HARDWARE CENTER	80741	12/18/2024	FD/PRO DRAIN OPENER & SECURITY INSERT BIT	01-6033B-01	24.43

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
CAMBRIA HARDWARE CENTER	80742	12/18/2024	ADM/DECO SWITCH, CARPET TAPE & SINGLE SIDED KEYS	01-6033B-09	29.99
CAMBRIA HARDWARE CENTER	80742	12/18/2024	ADM/PWR STRIP, GORILLA GLUE & SWITCH	01-6033B-09	38.04
CAMBRIA HARDWARE CENTER	80743	12/18/2024	WW/SIMPLE GREEN, HOSE REPAIR END & NOZZLE	12-60930-12	35.68
CAMBRIA HARDWARE CENTER	80743	12/18/2024	WW/BLEACH, SCRUB SPONGE & SCOURING CLOTH	12-60920-12	25.36
CAMBRIA HARDWARE CENTER	80743	12/18/2024	WW/GLOVES, DOWEL & SINGLE SIDED KEY	12-6033B-12	8.87
CAMBRIA HARDWARE CENTER	80743	12/18/2024	WW/SLEDGE HANDLE FOR CRANE TRUCK	12-60930-12	18.22
CAMBRIA HARDWARE CENTER	80743	12/18/2024	WW/BATTERIES	12-60920-12	25.73
CAMBRIA HARDWARE CENTER	80744	12/18/2024	F&R/SQUEEGEE	01-6033B-02	8.57
CAMBRIA HARDWARE CENTER	80744	12/18/2024	F&R/NUTS, BOLTS & SCREWS	01-60930-02	58.97
CAMBRIA HARDWARE CENTER	80744	12/18/2024	F&R/BULBS	01-6033B-02	11.79
CAMBRIA HARDWARE CENTER	80744	12/18/2024	F&R/COUPLINGS, ADAPTERS & PVC SLIPS	01-60930-02	14.23
CAMBRIA HARDWARE CENTER	80744	12/18/2024	F&R/CLOROX BLEACH & ANT BAIT/BORAX	01-60900-02	31.61
CAMBRIA HARDWARE CENTER	80744	12/18/2024	F&R/VARIOUS SUPPLIES	01-6033B-02	10.70
Vendor 10356 - CAMBRIA HARDWARE CENTER Total:					342.19
Vendor: 10368 - CAMBRIA VILLAGE SQUARE					
CAMBRIA VILLAGE SQUARE	80726	12/13/2024	ADM/OUTSIDE MAINTENANCE & INSURANCE SEP - OCT 24	01-6033G-09	783.70
Vendor 10368 - CAMBRIA VILLAGE SQUARE Total:					783.70
Vendor: 10371 - CANNON CORPORATION					
CANNON CORPORATION	80745	12/18/2024	WD/SS EFFLUENT LINE REPLACEMENT PROJECT	11-61700-11	2,726.75
CANNON CORPORATION	80745	12/18/2024	WD/SS EFFLUENT LINE REPLACEMENT PROJECT	12-61700-12	2,726.75
Vendor 10371 - CANNON CORPORATION Total:					5,453.50
Vendor: 10375 - CARMEL & NACCASHA LLP					
CARMEL & NACCASHA LLP	80703	12/11/2024	ADM/LEGAL SERVICE GENERAL	01-6080L-09	4,411.20
CARMEL & NACCASHA LLP	80790	12/23/2024	ADM/MONTHLY RETAINER JANUARY 2025	01-6080K-09	13,500.00
Vendor 10375 - CARMEL & NACCASHA LLP Total:					17,911.20
Vendor: 10384 - CASTELLANOS, MICHAEL					
CASTELLANOS, MICHAEL	80678	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 10384 - CASTELLANOS, MICHAEL Total:					45.00
Vendor: 10427 - CHARTER COMMUNICATIONS					
CHARTER COMMUNICATIONS	DFT0004355	12/12/2024	FD/ADM/WD/WW/BUISNESS INTERNET & VOICE	01-6060I-01	181.00
CHARTER COMMUNICATIONS	DFT0004355	12/12/2024	FD/ADM/WD/WW/BUISNESS INTERNET & VOICE	01-6060I-09	181.00
CHARTER COMMUNICATIONS	DFT0004355	12/12/2024	FD/ADM/WD/WW/BUISNESS INTERNET & VOICE	11-6060I-11	181.00
CHARTER COMMUNICATIONS	DFT0004355	12/12/2024	FD/ADM/WD/WW/BUISNESS INTERNET & VOICE	12-6060I-12	181.00
CHARTER COMMUNICATIONS	DFT0004356	12/12/2024	WD/WW/BUISNESS INTERNET	11-6060I-11	94.98
CHARTER COMMUNICATIONS	DFT0004356	12/12/2024	WD/WW/BUISNESS INTERNET	12-6060I-12	94.99
CHARTER COMMUNICATIONS	DFT0004357	12/12/2024	F&R/ADM/WD/WW/ETHERNET SVCS	01-6060I-02	395.60
CHARTER COMMUNICATIONS	DFT0004357	12/12/2024	F&R/ADM/WD/WW/ETHERNET SVCS	01-6060I-09	(96.24)
CHARTER COMMUNICATIONS	DFT0004357	12/12/2024	F&R/ADM/WD/WW/ETHERNET SVCS	11-6060I-11	283.04
CHARTER COMMUNICATIONS	DFT0004357	12/12/2024	F&R/ADM/WD/WW/ETHERNET SVCS	12-6060I-12	283.04
CHARTER COMMUNICATIONS	DFT0004362	12/18/2024	ADM/ETHERNET SVCS	01-6060I-09	1,017.75
Vendor 10427 - CHARTER COMMUNICATIONS Total:					2,797.16
Vendor: 10512 - CORBIN WILLITS SYSTEMS, INC.					
CORBIN WILLITS SYSTEMS, INC.	80797	12/23/2024	ADM/MONTHLY HISTORICAL ARCHIEVE ACCESS JAN 2025	01-60440-09	400.00
Vendor 10512 - CORBIN WILLITS SYSTEMS, INC. Total:					400.00
Vendor: 12738 - CORE & MAIN LP					
CORE & MAIN LP	80746	12/18/2024	WD/LEAK REPAIR PARTS & DISTRIBUTION PARTS	11-6031D-11	468.00

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
CORE & MAIN LP	80746	12/18/2024	WD/LEAK REPAIR PARTS & DISTRIBUTION PARTS	11-6035L-11	816.68
Vendor 12738 - CORE & MAIN LP Total:					1,284.68
Vendor: 12468 - DATAPROSE LLC					
DATAPROSE LLC	80704	12/11/2024	WD/WW/UTILITY STMTS MAILING & POSTAGE	11-60510-11	1,040.83
DATAPROSE LLC	80704	12/11/2024	WD/WW/UTILITY STMTS MAILING & POSTAGE	11-6080M-11	243.95
DATAPROSE LLC	80704	12/11/2024	WD/WW/UTILITY STMTS MAILING & POSTAGE	12-60510-12	1,040.83
DATAPROSE LLC	80704	12/11/2024	WD/WW/UTILITY STMTS MAILING & POSTAGE	12-6080M-12	243.95
Vendor 12468 - DATAPROSE LLC Total:					2,569.56
Vendor: 10568 - DAVID CRYE, INC					
DAVID CRYE, INC	80747	12/18/2024	WD/F&R/ASPHALT, CLASS II B BASE & CRUSHER SAND	01-6033G-02	278.85
DAVID CRYE, INC	80747	12/18/2024	WD/F&R/ASPHALT, CLASS II B BASE & CRUSHER SAND	11-6035R-11	370.96
Vendor 10568 - DAVID CRYE, INC Total:					649.81
Vendor: 10571 - DAVID KEITH TODD CONSULTING					
DAVID KEITH TODD CONSULTING	80705	12/11/2024	WRF/PROF SVC FOR PERMIT RENEWAL 11/1 - 11/30/24	40-61700-30	474.80
Vendor 10571 - DAVID KEITH TODD CONSULTING Total:					474.80
Vendor: 12875 - DE LAGE LANDEN FINANCIAL SERVICES, INC.					
DE LAGE LANDEN FINANCIAL SERVICES, INC.	DFT0004365	12/18/2024	ADM/MONTHLY COPIER CHARGES & OVERAGE	01-60440-09	186.29
DE LAGE LANDEN FINANCIAL SERVICES, INC.	DFT0004394	12/23/2024	FD/MONTHLY COPIER CHARGES & OVERAGE	01-60440-01	833.34
DE LAGE LANDEN FINANCIAL SERVICES, INC.	DFT0004395	12/23/2024	WD/WW/MONTHLY COPIER CHARGES & OVERAGE	11-60440-11	97.80
DE LAGE LANDEN FINANCIAL SERVICES, INC.	DFT0004395	12/23/2024	WD/WW/MONTHLY COPIER CHARGES & OVERAGE	12-60440-12	97.81
Vendor 12875 - DE LAGE LANDEN FINANCIAL SERVICES, INC. Total:					1,215.24
Vendor: 12539 - DIGITAL WEST					
DIGITAL WEST	DFT0004353	12/11/2024	ALL DEPTS/PHONE SERVICE 12/01/2024 - 12/31/2024	01-6060P-01	480.00
DIGITAL WEST	DFT0004353	12/11/2024	ALL DEPTS/PHONE SERVICE 12/01/2024 - 12/31/2024	01-6060P-02	103.00
DIGITAL WEST	DFT0004353	12/11/2024	ALL DEPTS/PHONE SERVICE 12/01/2024 - 12/31/2024	01-6060P-09	160.29
DIGITAL WEST	DFT0004353	12/11/2024	ALL DEPTS/PHONE SERVICE 12/01/2024 - 12/31/2024	01-6060P-09	230.00
DIGITAL WEST	DFT0004353	12/11/2024	ALL DEPTS/PHONE SERVICE 12/01/2024 - 12/31/2024	11-6060P-11	132.00
DIGITAL WEST	DFT0004353	12/11/2024	ALL DEPTS/PHONE SERVICE 12/01/2024 - 12/31/2024	11-6060P-11	80.50
DIGITAL WEST	DFT0004353	12/11/2024	ALL DEPTS/PHONE SERVICE 12/01/2024 - 12/31/2024	12-6060P-12	80.50
DIGITAL WEST	DFT0004353	12/11/2024	ALL DEPTS/PHONE SERVICE 12/01/2024 - 12/31/2024	12-6060P-12	103.00
Vendor 12539 - DIGITAL WEST Total:					1,369.29
Vendor: 10630 - DITCH WITCH WEST					
DITCH WITCH WEST	80802	12/30/2024	WD/HYDRO GUN	11-60900-11	183.46
Vendor 10630 - DITCH WITCH WEST Total:					183.46
Vendor: 10927 - DODSON, HALEY					
DODSON, HALEY	80679	12/01/2024	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	100.00
DODSON, HALEY	80748	12/18/2024	ADM/REIMB PURCHASE OF COOKIES FOR GM MTG 12/18/24	01-61150-09	14.48
DODSON, HALEY	80748	12/18/2024	ADM/REIMB MILAGE & FOOD PUR FOR EMPLOYEE & DIR BBQ	01-61240-09	80.88
Vendor 10927 - DODSON, HALEY Total:					195.36
Vendor: 12808 - ELIJAH MERMIN					
ELIJAH MERMIN	80755	12/18/2024	WD/GRANT WRITING-RELATED CONSULTING SERVICES	11-6080M-11	1,750.00
Vendor 12808 - ELIJAH MERMIN Total:					1,750.00
Vendor: 12538 - EVERS, CHRISTIAN					

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
EVERS, CHRISTIAN	80680	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
EVERS, CHRISTIAN	80727	12/13/2024	FD/REIMB FOR EMPLOYEE TRVL - RIVER & FLOOD RESCUE	01-6120E-01	340.01
Vendor 12538 - EVERS, CHRISTIAN Total:					385.01
Vendor: 10728 - FAMCON PIPE & SUPPLY, INC					
FAMCON PIPE & SUPPLY, INC	80728	12/13/2024	WD/HYDRANT BURY	11-6033Z-11	511.81
FAMCON PIPE & SUPPLY, INC	80728	12/13/2024	WW/ SEWER FITTINGS	12-6032C-12	178.87
FAMCON PIPE & SUPPLY, INC	80803	12/30/2024	WD/HYDRANT BOLLARD PIPE & LEAK REPAIR PARTS	11-6031F-11	827.82
FAMCON PIPE & SUPPLY, INC	80803	12/30/2024	WD/HYDRANT BOLLARD PIPE & LEAK REPAIR PARTS	11-6035L-11	3,117.45
Vendor 10728 - FAMCON PIPE & SUPPLY, INC Total:					4,635.95
Vendor: 10751 - FGL ENVIRONMENTAL INC.					
FGL ENVIRONMENTAL INC.	80694	12/01/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80694	12/01/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80694	12/01/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	791.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC & MISC ANALYSIS	12-60910-12	161.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WD/INORGANIC & MISC ANALYSIS	11-60910-11	69.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WD/MISC & ORGANIC ANALYSIS	11-60910-11	465.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC & MISC ANALYSIS	12-60910-12	111.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	157.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	157.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	149.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	149.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	157.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	157.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	80729	12/13/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	157.00
FGL ENVIRONMENTAL INC.	80749	12/18/2024	WD/BACTI & MISC ANALYSIS	11-60910-11	33.00
FGL ENVIRONMENTAL INC.	80749	12/18/2024	WW/BACTI & MISC ANALYSIS	12-60910-12	45.00
FGL ENVIRONMENTAL INC.	80749	12/18/2024	WD/BACTI & MISC ANALYSIS	11-60910-11	73.00
FGL ENVIRONMENTAL INC.	80791	12/23/2024	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	177.00
Vendor 10751 - FGL ENVIRONMENTAL INC. Total:					4,052.00
Vendor: 12540 - FNBO					
FNBO	DFT0004363	12/17/2024	ADM/MOVING EXPENSE	01-6033B-09	78.58
FNBO	DFT0004363	12/17/2024	WD/SHELL OIL - EXPRESS WASH FOR FORD LIGHTENING	11-6041L-11	11.00

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
FNBO	DFT0004363	12/17/2024	WD/ROCK SOLID MUFFLERS - FORD LIGHTENING BED	11-6041L-11	675.68
FNBO	DFT0004363	12/17/2024	LINER WD/CA RURAL WTR ASSOC - JGREEN DISTRIB CERT GRD 3	11-6120E-11	275.00
FNBO	DFT0004364	12/17/2024	ADM/WORLD MARKET - RUG FOR ADMIN DEPT MNGRS OFFICE	01-6033B-09	117.44
FNBO	DFT0004364	12/17/2024	ADM/COOKIE CROCK - EMP MEAL WRKG ON WTR LINE BREAK	01-61240-09	29.03
FNBO	DFT0004364	12/17/2024	ADM/LUIGI'S - EMP MEAL WRKG ON WTR LINE BREAK	01-61240-09	113.95
Vendor 12540 - FNBO Total:					1,300.68
Vendor: 12499 - FORD MOTOR CREDIT COMPANY					
FORD MOTOR CREDIT COMPANY	80731	12/13/2024	F&R/LEASE PAYMENT 2021 FORD F-350	01-6180H-02	32.72
FORD MOTOR CREDIT COMPANY	80731	12/13/2024	F&R/LEASE PAYMENT 2021 FORD F-350	01-6180J-02	903.27
Vendor 12499 - FORD MOTOR CREDIT COMPANY Total:					935.99
Vendor: 10820 - FRESNO TRUCK CENTER INC					
FRESNO TRUCK CENTER INC	80706	12/11/2024	FD/PERFORM 90 DAT BIT INSPECTION ON 2018 5792	01-6041L-01	5,312.81
FRESNO TRUCK CENTER INC	80706	12/11/2024	FD/PERFORM 90 DAY BIT INSPECTION ON 2002 WT57	01-6041L-01	1,648.48
Vendor 10820 - FRESNO TRUCK CENTER INC Total:					6,961.29
Vendor: 12602 - FRITZ, DENISE					
FRITZ, DENISE	80681	12/01/2024	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	100.00
Vendor 12602 - FRITZ, DENISE Total:					100.00
Vendor: 10844 - GENOA SIGNS & GRAPHICS					
GENOA SIGNS & GRAPHICS	80792	12/23/2024	WD/F&R/CCSD LOGO DECALS FOR FLEET VEHICLES	01-6041L-02	155.02
GENOA SIGNS & GRAPHICS	80792	12/23/2024	WD/F&R/CCSD LOGO DECALS FOR FLEET VEHICLES	11-6041L-11	155.01
Vendor 10844 - GENOA SIGNS & GRAPHICS Total:					310.03
Vendor: 10847 - GERBER'S AUTO SERVICES					
GERBER'S AUTO SERVICES	80750	12/18/2024	F&R/SMOG INSPECTION ON 2016 FORD F-250	01-6041L-02	45.75
Vendor 10847 - GERBER'S AUTO SERVICES Total:					45.75
Vendor: 10883 - GRAINGER					
GRAINGER	80732	12/13/2024	WD/BOX END WRENCHES	11-60930-11	32.71
Vendor 10883 - GRAINGER Total:					32.71
Vendor: 12501 - GRAVES, KAYLA					
GRAVES, KAYLA	80682	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12501 - GRAVES, KAYLA Total:					45.00
Vendor: 10896 - GREEN, JAMES R					
GREEN, JAMES R	80683	12/01/2024	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	11-6060C-11	33.33
GREEN, JAMES R	80683	12/01/2024	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	12-6060C-12	33.33
GREEN, JAMES R	80683	12/01/2024	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	39-6060C-25	33.34
GREEN, JAMES R	80733	12/13/2024	WD/REIMB FOR CMEEKS ANNUAL EVALUATION MTG	11-61240-11	29.43
Vendor 10896 - GREEN, JAMES R Total:					129.43
Vendor: 10947 - HARRINGTON INDUSTRIAL PLASTICS LLC					
HARRINGTON INDUSTRIAL PLASTICS LLC	80734	12/13/2024	WD/VALVE BALLS, ADAPTER TANK PVC & FITTINGS	39-60900-25	250.27
Vendor 10947 - HARRINGTON INDUSTRIAL PLASTICS LLC Total:					250.27
Vendor: 10972 - HD SUPPLY FACILITIES MAINTENANCE					
HD SUPPLY FACILITIES MAINTENANCE	80707	12/11/2024	WW/WWTP LOG BOOKS	12-60500-12	48.82
HD SUPPLY FACILITIES MAINTENANCE	80804	12/30/2024	WD/SERIES E+ PUMP WITH DEGAS HEAD	11-6031P-11	893.89
HD SUPPLY FACILITIES MAINTENANCE	80804	12/30/2024	WD/HACH DPD REAGENT POWDER PILLOWS & SET	11-6091C-11	1,041.59
Vendor 10972 - HD SUPPLY FACILITIES MAINTENANCE Total:					1,984.30
Vendor: 12900 - HUNTER CONSULTING, INC.					
HUNTER CONSULTING, INC.	DFT0004396	12/23/2024	WW/REMOVAL OF POLYMER TOTES	12-6032S-12	4,351.20

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
Vendor 12900 - HUNTER CONSULTING, INC. Total:					4,351.20
Vendor: 11052 - INNOVATIVE CONCEPTS					
INNOVATIVE CONCEPTS	80708	12/11/2024	ADM/BUSINESS WEBSITE HOSTING	01-60440-09	25.00
Vendor 11052 - INNOVATIVE CONCEPTS Total:					25.00
Vendor: 11072 - JB DEWAR INC.					
JB DEWAR INC.	80723	12/12/2024	F&R/250.00 GALS OF GASOLINE & 75.00 GALS OF DIESEL	01-60960-02	1,313.67
JB DEWAR INC.	80723	12/12/2024	FD/185.00 GALS OF GASOLINE & 200.00 GALS OF DIESEL	01-60960-01	1,616.20
JB DEWAR INC.	80740	12/17/2024	F&R/100.00 GALS OF GASOLINE	01-60960-02	398.57
JB DEWAR INC.	80740	12/17/2024	FD/25.00 GALS OF GASOLINE & 75.00 GALS OF DIESEL	01-60960-01	427.78
JB DEWAR INC.	80740	12/17/2024	FD/5.00 2-PACK/2.5 GALS DEF DIESEL EXHAUST FLUID	01-60960-01	154.05
Vendor 11072 - JB DEWAR INC. Total:					3,910.27
Vendor: 12826 - JEFF PRIEST					
JEFF PRIEST	80793	12/23/2024	FD/OIL CHANGE ON 2023 CHEVY TAHOE	01-6041L-01	185.26
Vendor 12826 - JEFF PRIEST Total:					185.26
Vendor: 12895 - K&K CLEANING					
K&K CLEANING	80751	12/18/2024	WD/WW/CLEANING OF WATER & WASTEWATER PLANT	11-6033B-11	150.00
K&K CLEANING	80751	12/18/2024	WD/WW/CLEANING OF WATER & WASTEWATER PLANT	12-6033B-12	150.00
K&K CLEANING	80751	12/18/2024	WD/WW/CLEANING OF WATER & WASTEWATER PLANT	11-6033B-11	150.00
K&K CLEANING	80751	12/18/2024	WD/WW/CLEANING OF WATER & WASTEWATER PLANT	12-6033B-12	150.00
Vendor 12895 - K&K CLEANING Total:					600.00
Vendor: 12720 - KANNER, DREW					
KANNER, DREW	80684	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12720 - KANNER, DREW Total:					45.00
Vendor: 10543 - KITZMAN WATER					
KITZMAN WATER	80709	12/11/2024	ADM/MONTHLY DRINKING WATER	01-6033B-09	81.00
KITZMAN WATER	80709	12/11/2024	FD/RO WATER SOFTNER SERVICE	01-6033B-01	109.00
KITZMAN WATER	80709	12/11/2024	WD/WW/MONTHLY DRINKING WATER	11-60500-11	43.12
KITZMAN WATER	80709	12/11/2024	WD/WW/MONTHLY DRINKING WATER	12-60500-12	43.13
Vendor 10543 - KITZMAN WATER Total:					276.25
Vendor: 11199 - L.N. CURTIS & SONS					
L.N. CURTIS & SONS	80699	12/05/2024	FD/SVC & REPAIR ON BAUER BREATHING AIR COMPRESSOR	01-6033B-01	315.96
Vendor 11199 - L.N. CURTIS & SONS Total:					315.96
Vendor: 11206 - LAHR ELECTRIC MOTORS					
LAHR ELECTRIC MOTORS	80815	12/30/2024	WW/REBUILT RAS PUMP	12-6032T-12	5,495.40
Vendor 11206 - LAHR ELECTRIC MOTORS Total:					5,495.40
Vendor: 12790 - LEXIPOL, LLC					
LEXIPOL, LLC	80710	12/11/2024	FD/ANNUAL PROC, POLICY, TRAINING & SUPP MANUALS	01-6080M-01	5,674.91
Vendor 12790 - LEXIPOL, LLC Total:					5,674.91
Vendor: 11241 - LIEBERT CASSIDY WHITMORE					
LIEBERT CASSIDY WHITMORE	80794	12/23/2024	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00022	01-6080L-09	360.00
LIEBERT CASSIDY WHITMORE	80794	12/23/2024	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00024	01-6080L-09	3,150.00
LIEBERT CASSIDY WHITMORE	80794	12/23/2024	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00025	01-6080L-09	486.00
LIEBERT CASSIDY WHITMORE	80794	12/23/2024	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00001	01-6080L-09	3,325.50
LIEBERT CASSIDY WHITMORE	80794	12/23/2024	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00020	01-6080L-09	102.00
LIEBERT CASSIDY WHITMORE	80794	12/23/2024	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00023	01-6080L-09	126.00
Vendor 11241 - LIEBERT CASSIDY WHITMORE Total:					7,549.50
Vendor: 12880 - LINNVESTMENTS					
LINNVESTMENTS	80695	12/01/2024	ADM/MONTHLY RENT - MAIN ST DECEMBER 2024	01-60750-09	1,952.00
Vendor 12880 - LINNVESTMENTS Total:					1,952.00
Vendor: 12782 - LOUDERMILK, TYLER					

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
LOUDERMILK, TYLER	80685	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12782 - LOUDERMILK, TYLER Total:					45.00
Vendor: 12702 - MAHONEY, STUART					
MAHONEY, STUART	80686	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12702 - MAHONEY, STUART Total:					45.00
Vendor: 11296 - MALONEY, RYAN S					
MALONEY, RYAN S	80687	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 11296 - MALONEY, RYAN S Total:					45.00
Vendor: 12472 - MCCLATCHY COMPANY LLC					
MCCLATCHY COMPANY LLC	80711	12/11/2024	WD/LEGAL NOTICE AD - SLO THE TRIBUNE	11-60100-11	1,336.97
Vendor 12472 - MCCLATCHY COMPANY LLC Total:					1,336.97
Vendor: 11326 - MCELHENIE, MATTHEW					
MCELHENIE, MATTHEW	80688	12/01/2024	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	55.00
Vendor 11326 - MCELHENIE, MATTHEW Total:					55.00
Vendor: 11345 - MCKARNEY, NANCY					
MCKARNEY, NANCY	80712	12/11/2024	FD/BUSINESS CARDS - GMC GILL	01-60500-01	69.71
Vendor 11345 - MCKARNEY, NANCY Total:					69.71
Vendor: 11357 - MEDSTOP MEDICAL CLINIC, INC					
MEDSTOP MEDICAL CLINIC, INC	80735	12/13/2024	FD/EMQ PHYSICAL REVIEWS 2024	01-6080M-01	1,055.00
Vendor 11357 - MEDSTOP MEDICAL CLINIC, INC Total:					1,055.00
Vendor: 11363 - MEEKS, CODY					
MEEKS, CODY	80689	12/01/2024	WD/SWF/MONTHLY CELL PHONE & INTERNET REIMB	11-6060C-11	80.00
MEEKS, CODY	80689	12/01/2024	WD/SWF/MONTHLY CELL PHONE & INTERNET REIMB	39-6060C-25	20.00
Vendor 11363 - MEEKS, CODY Total:					100.00
Vendor: 12811 - MICHAEL K. NUNLEY & ASSOCIATES					
MICHAEL K. NUNLEY & ASSOCIATES	80713	12/11/2024	WD/PROF SVCS STUART STREET TANKS REPLACEMENT	11-61700-11	6,457.25
Vendor 12811 - MICHAEL K. NUNLEY & ASSOCIATES Total:					6,457.25
Vendor: 12603 - MICHAEL KERKORIAN					
MICHAEL KERKORIAN	80714	12/11/2024	ADM/ELECTRICITY SERVICE MONITORING	39-6080M-25	335.77
Vendor 12603 - MICHAEL KERKORIAN Total:					335.77
Vendor: 11407 - MISSION LINEN SUPPLY					
MISSION LINEN SUPPLY	80736	12/13/2024	F&R/UNIFORM PURCHASE - SHIRTS, OUTERWEAR & CAPS	01-60940-02	2,601.67
MISSION LINEN SUPPLY	80736	12/13/2024	WW/UNIFORM PURCHASE - SHIRTS, OUTERWARE & CAPS	12-60940-12	1,094.53
MISSION LINEN SUPPLY	80736	12/13/2024	WD/WW/UNIFORM PURCHASE - SHIRTS, OUTWEAR & CAPS	11-60940-11	1,580.54
MISSION LINEN SUPPLY	80736	12/13/2024	WD/WW/UNIFORM PURCHASE - SHIRTS, OUTWEAR & CAPS	12-60940-12	167.40
Vendor 11407 - MISSION LINEN SUPPLY Total:					5,444.14
Vendor: 12768 - MUNICIPAL RESOURCE GROUP, LLC.					
MUNICIPAL RESOURCE GROUP, LLC.	80737	12/13/2024	WW/RECRUITMENT BACKGROUND CHECKS	12-61250-12	2,437.50
Vendor 12768 - MUNICIPAL RESOURCE GROUP, LLC. Total:					2,437.50
Vendor: 11520 - OFFICE1					
OFFICE1	80715	12/11/2024	FD/MONTHLY COPIER CHARGES & OVERAGE	01-60450-01	20.95
OFFICE1	80715	12/11/2024	ADM/MONTHLY COPIER CHARGES & OVERAGE	01-60440-09	28.35
Vendor 11520 - OFFICE1 Total:					49.30
Vendor: 12772 - OPTIMIZED INVESTMENT PARTNERS					
OPTIMIZED INVESTMENT PARTNERS	DFT0004340	12/11/2024	ADM/INVESTMENT ADVISORY SVCS - NOVEMBER 2024	01-6080F-09	1,739.66
Vendor 12772 - OPTIMIZED INVESTMENT PARTNERS Total:					1,739.66
Vendor: 12901 - PADRE ASSOCIATES, INC.					
PADRE ASSOCIATES, INC.	80738	12/13/2024	PROS/ENVIROMENTAL MONITORING - EAST RANCH	01-61700-16	2,447.50

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
			RESTROOM		
Vendor 12901 - PADRE ASSOCIATES, INC. Total:					2,447.50
Vendor: 11543 - PG&E					
PG&E	DFT0004346	12/11/2024	WRF/ELEC SVC SAN SIMEON CRK RD UNIT 2	39-6060E-25	62.31
PG&E	DFT0004347	12/11/2024	WD/ELEC SVC VARIOUS WELLS	11-6060E-11	15,759.67
PG&E	DFT0004348	12/11/2024	WRF/ELEC SVC SAN SIMEON CRK RD UNIT 1	39-6060E-25	610.01
PG&E	DFT0004349	12/11/2024	WD/ELEC SVC 2820 SANTA ROSA RD	11-6060E-11	203.82
PG&E	DFT0004350	12/11/2024	WRF/ELEC SVC SAN SIMEON CRK RD	39-6060E-25	412.55
PG&E	DFT0004351	12/11/2024	ALL/ELEC SVC GENERAL METERS	01-6060E-01	1,601.75
PG&E	DFT0004351	12/11/2024	ALL/ELEC SVC GENERAL METERS	01-6060E-02	1,142.19
PG&E	DFT0004351	12/11/2024	ALL/ELEC SVC GENERAL METERS	01-6060E-02	1,704.05
PG&E	DFT0004351	12/11/2024	ALL/ELEC SVC GENERAL METERS	01-6060E-09	506.20
PG&E	DFT0004352	12/11/2024	WW/ELEC SVC VARIOUS LIFT STATIONS	12-6060E-12	28,206.81
Vendor 11543 - PG&E Total:					50,209.36
Vendor: 12452 - PITNEY BOWES GLOBAL FINANCIAL SVCS LLC					
PITNEY BOWES	DFT0004354	12/11/2024	ADM/POSTAGE MACHINE LEASE PMT 10/12/24 - 01/11/25	01-60700-09	148.20
Vendor 12452 - PITNEY BOWES GLOBAL FINANCIAL SVCS LLC Total:					148.20
Vendor: 11627 - PLACER TITLE COMPANY					
PLACER TITLE COMPANY	80739	12/13/2024	WD/VL MERGER FEES APN 013.084.043	11-6080V-10	668.59
Vendor 11627 - PLACER TITLE COMPANY Total:					668.59
Vendor: 11682 - PUMPING EFFICIENCY TESTING SERVICES LLC					
PUMPING EFFICIENCY TESTING SERVICES LLC	80805	12/30/2024	WD/EFFICIENCY TRAINING/SR4/SSWF2 & SSWF3	11-6031W-11	1,600.00
Vendor 11682 - PUMPING EFFICIENCY TESTING SERVICES LLC Total:					1,600.00
Vendor: 11713 - REAPER, TRISTAN					
REAPER, TRISTAN	80690	12/01/2024	WD/WW/WRF/MONTHLY CELL PHONE REIMB	11-6060C-11	33.00
REAPER, TRISTAN	80690	12/01/2024	WD/WW/WRF/MONTHLY CELL PHONE REIMB	12-6060C-12	33.00
REAPER, TRISTAN	80690	12/01/2024	WD/WW/WRF/MONTHLY CELL PHONE REIMB	39-6060C-25	34.00
Vendor 11713 - REAPER, TRISTAN Total:					100.00
Vendor: 11731 - RETIREE00					
RETIREE00	80756	12/16/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	770.42
Vendor 11731 - RETIREE00 Total:					770.42
Vendor: 11732 - RETIREE01					
RETIREE01	80757	12/16/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	770.42
Vendor 11732 - RETIREE01 Total:					770.42
Vendor: 11733 - RETIREE02					
RETIREE02	80758	12/16/2024	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	577.04
Vendor 11733 - RETIREE02 Total:					577.04
Vendor: 11735 - RETIREE04					
RETIREE04	80759	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21
Vendor 11735 - RETIREE04 Total:					306.21
Vendor: 11736 - RETIREE05					
RETIREE05	80760	12/16/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	306.21
Vendor 11736 - RETIREE05 Total:					306.21
Vendor: 11737 - RETIREE06					
RETIREE06	80761	12/16/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	306.21

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
				Vendor 11737 - RETIREE06 Total:	306.21
Vendor: 11738 - RETIREE07 RETIREE07	80762	12/16/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	306.21
				Vendor 11738 - RETIREE07 Total:	306.21
Vendor: 11740 - RETIREE09 RETIREE09	80763	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21
				Vendor 11740 - RETIREE09 Total:	306.21
Vendor: 11741 - RETIREE10 RETIREE10	80764	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21
				Vendor 11741 - RETIREE10 Total:	306.21
Vendor: 11742 - RETIREE11 RETIREE11	80765	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21
				Vendor 11742 - RETIREE11 Total:	306.21
Vendor: 11743 - RETIREE12 RETIREE12	80766	12/16/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	1,312.08
				Vendor 11743 - RETIREE12 Total:	1,312.08
Vendor: 11744 - RETIREE13 RETIREE13	80767	12/16/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	306.21
				Vendor 11744 - RETIREE13 Total:	306.21
Vendor: 11747 - RETIREE16 RETIREE16	80768	12/16/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	770.42
				Vendor 11747 - RETIREE16 Total:	770.42
Vendor: 11748 - RETIREE17 RETIREE17	80769	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	770.42
				Vendor 11748 - RETIREE17 Total:	770.42
Vendor: 11750 - RETIREE19 RETIREE19	80770	12/16/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	770.42
				Vendor 11750 - RETIREE19 Total:	770.42
Vendor: 11752 - RETIREE21 RETIREE21	80771	12/16/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	306.21
				Vendor 11752 - RETIREE21 Total:	306.21
Vendor: 11753 - RETIREE22 RETIREE22	80772	12/16/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	770.42
				Vendor 11753 - RETIREE22 Total:	770.42
Vendor: 11755 - RETIREE24 RETIREE24	80773	12/16/2024	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	306.21
				Vendor 11755 - RETIREE24 Total:	306.21
Vendor: 11757 - RETIREE26 RETIREE26	80774	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	1,041.25
				Vendor 11757 - RETIREE26 Total:	1,041.25
Vendor: 11758 - RETIREE27 RETIREE27	80775	12/16/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	770.42
				Vendor 11758 - RETIREE27 Total:	770.42
Vendor: 11759 - RETIREE28 RETIREE28	80776	12/16/2024	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	770.42
				Vendor 11759 - RETIREE28 Total:	770.42
Vendor: 11762 - RETIREE31 RETIREE31	80777	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21
				Vendor 11762 - RETIREE31 Total:	306.21

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
Vendor: 11763 - RETIREE32 RETIREE32	80778	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	670.85
Vendor 11763 - RETIREE32 Total:					670.85
Vendor: 11764 - RETIREE33 RETIREE33	80779	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	577.04
Vendor 11764 - RETIREE33 Total:					577.04
Vendor: 11765 - RETIREE34 RETIREE34	80780	12/16/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	217.91
Vendor 11765 - RETIREE34 Total:					217.91
Vendor: 11767 - RETIREE36 RETIREE36	80781	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	770.42
Vendor 11767 - RETIREE36 Total:					770.42
Vendor: 11768 - RETIREE37 RETIREE37	80782	12/16/2024	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	71.46
RETIREE37	80782	12/16/2024	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	928.99
RETIREE37	80782	12/16/2024	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	428.76
Vendor 11768 - RETIREE37 Total:					1,429.21
Vendor: 11769 - RETIREE38 RETIREE38	80783	12/16/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	1,753.10
Vendor 11769 - RETIREE38 Total:					1,753.10
Vendor: 11770 - RETIREE39 RETIREE39	80784	12/16/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	577.04
Vendor 11770 - RETIREE39 Total:					577.04
Vendor: 11003 - RETIREE40 RETIREE40	80785	12/16/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	1,753.10
Vendor 11003 - RETIREE40 Total:					1,753.10
Vendor: 11863 - SAN LUIS POWERHOUSE SAN LUIS POWERHOUSE	80795	12/23/2024	WW/REPAIR & REPLACE FAULTY THERMOSTAT AT LS B	12-6032G-12	1,017.35
SAN LUIS POWERHOUSE	80795	12/23/2024	WW/SVC & REPAIR LEVEL SENSOR LEAK AT LS A-1	12-6032G-12	611.75
Vendor 11863 - SAN LUIS POWERHOUSE Total:					1,629.10
Vendor: 11900 - SCOTT O'BRIEN FIRE & SAFETY CO. INC. SCOTT O'BRIEN FIRE & SAFETY CO. INC.	80806	12/30/2024	FD/ANNUAL MAINTENANCE ON FIRE EXTINGUISHERS	01-6033B-01	234.00
Vendor 11900 - SCOTT O'BRIEN FIRE & SAFETY CO. INC. Total:					234.00
Vendor: 12793 - SECURITAS TECHNOLOGY CORPORATION SECURITAS TECHNOLOGY CORPORATION	80807	12/30/2024	FD/SPRINKLER SYSTEM MAINTENANCE & MONITORING	01-6033B-01	606.72
Vendor 12793 - SECURITAS TECHNOLOGY CORPORATION Total:					606.72
Vendor: 12708 - SLO COUNTY APCD SLO COUNTY APCD	80716	12/11/2024	WD/REPLACE EXISTING TIER ZERO GENERATOR RDO GRNDS	11-60550-11	1,089.55
Vendor 12708 - SLO COUNTY APCD Total:					1,089.55
Vendor: 11977 - SLO COUNTY PLANNING & BUILDING SLO COUNTY PLANNING	DFT0004339	12/11/2024	WW/PRE-APPLICATION MTG FOR PERMIT TO REPLACE LS B4	12-61700-12	1,111.96
SLO COUNTY PLANNING	DFT0004358	12/13/2024	PROS/GRADING PERMITTING FOR SKATE PARK PROJECT	01-61700-16	4,803.84
SLO COUNTY PLANNING	DFT0004359	12/13/2024	PROS/BUILDING PERMITTING FOR SKATE PARK PROJECT	01-61700-16	3,990.02
SLO COUNTY PLANNING	DFT0004360	12/13/2024	WD/GEOLOGIC REVIEW FOR STUART TANKS REPLACEMENT	11-61700-11	3,363.76
SLO COUNTY PLANNING	DFT0004361	12/13/2024	WD/STUART TANKS REPLACEMENT MUP FEE'S	11-61700-11	188.58
Vendor 11977 - SLO COUNTY PLANNING & BUILDING Total:					13,458.16
Vendor: 11989 - SM TIRE					

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
SM TIRE	80717	12/11/2024	FD/EMG CALL FOR FLAT REPAIR ON H20 TRUCK WT57	01-6041L-01	666.00
Vendor 11989 - SM TIRE Total:					666.00
Vendor: 12478 - SOCAL GAS					
SOCAL GAS	DFT0004341	12/11/2024	WD/WW/GAS SVC 5500 HEATH LANE	11-6060G-11	64.78
SOCAL GAS	DFT0004341	12/11/2024	WD/WW/GAS SVC 5500 HEATH LANE	12-6060G-12	64.78
SOCAL GAS	DFT0004342	12/11/2024	F&R/GAS SVC AT VET'S HALL	01-6060G-02	311.92
SOCAL GAS	DFT0004343	12/11/2024	FD/GAS SVC 5500 HEATH LANE #B	01-6060G-01	102.88
SOCAL GAS	DFT0004344	12/11/2024	FD/GAS SVC 5490 HEATH LANE	01-6060G-01	1.67
SOCAL GAS	DFT0004345	12/11/2024	FD/GAS SVC 2850 BURTON DRIVE	01-6060G-01	704.31
Vendor 12478 - SOCAL GAS Total:					1,250.34
Vendor: 12012 - SOUTH COAST EMERGENCY VEHICLE SERVICES					
SOUTH COAST EMERGENCY VEHICLE SERVICES	80718	12/11/2024	FD/NFPA PUMP TEST WITH CERTIFICATION ON PUMP TRUCK	01-6041L-01	554.37
SOUTH COAST EMERGENCY VEHICLE SERVICES	80808	12/30/2024	FD/NFPA PUMP TEST CERTIFICATION ON E-57 PUMP TRUCK	01-6041L-01	554.37
Vendor 12012 - SOUTH COAST EMERGENCY VEHICLE SERVICES Total:					1,108.74
Vendor: 12065 - STATE WATER RESOURCES CONTROL BOARD					
STATE WATER RESOURCES CONTROL BOARD	80698	12/04/2024	WW/OIT WASTEWATER APPLICATION FEE - RSTALEY	12-6120E-12	169.00
Vendor 12065 - STATE WATER RESOURCES CONTROL BOARD Total:					169.00
Vendor: 12066 - STATE WATER RESOURCES CONTROL BOARD					
STATE WATER RESOURCES CONTROL BOARD	80752	12/18/2024	WRF/EWS/WASTE DISCHARGE SYSTEM	39-60550-25	28,205.00
STATE WATER RESOURCES CONTROL BOARD	80752	12/18/2024	WD/WTR SVC COLL NPDES ANNUAL PERMIT FEE	11-60550-11	881.00
STATE WATER RESOURCES CONTROL BOARD	80752	12/18/2024	WRF/EWS/NPDES ANNUAL PERMIT FEE 900 SS CRK RD	39-60550-25	3,630.00
STATE WATER RESOURCES CONTROL BOARD	80798	12/23/2024	WW/ANNUAL PERMIT FEE FOR WASTE DISCHARGE SYSTEM	12-60550-12	3,945.00
STATE WATER RESOURCES CONTROL BOARD	80798	12/23/2024	WW/WWTP WASTE DISCHARGE ANNUAL PERMIT FEE	12-60550-12	28,205.00
STATE WATER RESOURCES CONTROL BOARD	80809	12/30/2024	WD/ANNUAL PERMIT FEE FOR WTR SYSTEMS & COLLECTION	11-60550-11	31,405.08
Vendor 12066 - STATE WATER RESOURCES CONTROL BOARD Total:					96,271.08
Vendor: 12588 - STEWART, WIL					
STEWART, WIL	80691	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
STEWART, WIL	80810	12/30/2024	FD/REMIB FOR EMPLOYEE TRVL - LINE PARAMEDIC CLASS	01-6120E-01	427.68
Vendor 12588 - STEWART, WIL Total:					472.68
Vendor: 12712 - STICKS AND STONES TRUCKING					
STICKS AND STONES TRUCKING	80753	12/18/2024	F&R/GREEN WASTE & ICE PLANT DISPOSAL	01-6033R-02	440.00
Vendor 12712 - STICKS AND STONES TRUCKING Total:					440.00
Vendor: 12534 - STILLWATER SCIENCES					
STILLWATER SCIENCES	80811	12/30/2024	WD/SS CRK INSTREAM FLOW STUDY 11/04 - 12/01/2024	01-6080M-11	904.00
Vendor 12534 - STILLWATER SCIENCES Total:					904.00
Vendor: 12117 - SWCA, INC.					
SWCA, INC.	80812	12/30/2024	WD/WATER RECLAMATION FACILITY CDP PROJECT	40-61700-30	4,117.50
Vendor 12117 - SWCA, INC. Total:					4,117.50
Vendor: 12645 - SYNAGRO WEST, LLC					
SYNAGRO WEST, LLC	80754	12/18/2024	WW/BIOSOLIDS TO LIBERTY COMPOST/MONTHLY TRAILER	12-6032S-12	7,065.97
Vendor 12645 - SYNAGRO WEST, LLC Total:					7,065.97
Vendor: 12154 - TEMPLETON UNIFORMS					
TEMPLETON UNIFORMS	80719	12/11/2024	FD/EMPLOYEE UNIFORM PANTS, BELT & SHIRT - HWRIGHT	01-60940-01	686.06

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
TEMPLETON UNIFORMS	80796	12/23/2024	FD/EMPLOYEE UNIFORM PANTS, BELT & SHIRTS - GMC GILL	01-60940-01	613.47
Vendor 12154 - TEMPLETON UNIFORMS Total:					1,299.53
Vendor: 10688 - TORLANO, EMILY A. TORLANO, EMILY A.	80692	12/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 10688 - TORLANO, EMILY A. Total:					45.00
Vendor: 12231 - TROPHY HUNTERS TROPHY HUNTERS	80813	12/30/2024	FD/PAS TAGS WITH VELCRO	01-60940-01	64.65
Vendor 12231 - TROPHY HUNTERS Total:					64.65
Vendor: 12238 - TYLER TECHNOLOGIES, INC TYLER TECHNOLOGIES, INC	80720	12/11/2024	ADM/TYLER INCODE 5 YEAR SOFTWARE 12/1/24-11/30/25	01-60440-09	42,209.59
TYLER TECHNOLOGIES, INC	80720	12/11/2024	ADM/CREDITS FOR REMOVAL OF SAAS OUTPUT DIRECTOR	01-60440-09	(2,738.80)
Vendor 12238 - TYLER TECHNOLOGIES, INC Total:					39,470.79
Vendor: 12897 - UMPQUA BANK UMPQUA BANK	DFT0004390	12/19/2024	FD/ARCO - GAS FOR TRUCK WHILE DISTRICT TNKS DWN	01-60960-01	80.44
UMPQUA BANK	DFT0004390	12/19/2024	FD/CODE 3 RESCUE - CBROOKS RIVER & FLOOD TRAINING	01-6120E-01	750.00
UMPQUA BANK	DFT0004390	12/19/2024	FD/CODE 3 RESCUE - CEVERS RIVER & FLOOD TRAINING	01-6120E-01	750.00
UMPQUA BANK	DFT0004390	12/19/2024	FD/OXFORD SUITES - TRVL RIVER & FLOOD RESCUE TRNG	01-6120E-01	360.21
UMPQUA BANK	DFT0004390	12/19/2024	FD/MAIN ST GRILL - LUNCH FOR SAFER FF RECRUITMENT	01-61250-01	91.62
UMPQUA BANK	DFT0004390	12/19/2024	FD/COOKIE CROCK - HALLOWEEN CANDY	01-6220A-01	33.84
UMPQUA BANK	DFT0004391	12/23/2024	ADM/CULTIVO COFFEE - JOEBELLA WHOLESALE COFFEE	01-60500-09	165.00
UMPQUA BANK	DFT0004391	12/23/2024	FD/CULTIVO COFFEE - JOEBELLA WHOLESALE COFFEE	01-60900-01	87.50
UMPQUA BANK	DFT0004391	12/23/2024	FD/CULTIVO COFFEE - JOEBELLA WHOLESALE COFFEE	01-60900-11	87.50
UMPQUA BANK	DFT0004391	12/23/2024	ADM/SPROUTS FARMERS MRKT - LUNCH FOR SWOT MTG	01-61150-09	250.93
UMPQUA BANK	DFT0004391	12/23/2024	ADM/ZOOM - MONTHLY WEBINAR FEE	01-61150-09	310.08
UMPQUA BANK	DFT0004391	12/23/2024	ADM/LIEBERTCASS - HDODSON VAC REPORTING	01-6120E-09	75.00
UMPQUA BANK	DFT0004392	12/23/2024	WD/SHELL - GAS FOR TRUCK WHILE DISTRICT TANK DOWN	11-60960-11	145.87
UMPQUA BANK	DFT0004392	12/23/2024	WD/SHELL - GAS FOR TRUCK WHILE DISTRICT TANK DOWN	11-60960-11	147.10
UMPQUA BANK	DFT0004392	12/23/2024	WD/SHELL - GAS FOR TRUCK WHILE DISTRICT TANK DOWN	11-60960-11	125.34
UMPQUA BANK	DFT0004392	12/23/2024	WD/SHELL - GAS FOR TRUCK WHILE DISTRICT TANK DOWN	11-60960-11	151.99
UMPQUA BANK	DFT0004392	12/23/2024	WD/CHARGEPOINT - FORD LIGHTENING CHARGING	11-60960-11	2.79
UMPQUA BANK	DFT0004392	12/23/2024	WD/SHELL - GAS FOR F350 WHILE DISTRICT TANK DOWN	11-60960-11	118.90
UMPQUA BANK	DFT0004392	12/23/2024	WD/CHARGEPOINT - FORD LIGHTENING CHARGING	11-60960-11	7.31
UMPQUA BANK	DFT0004392	12/23/2024	WD/CHARGEPOINT - FORD LIGHTENING CHARGING	11-60960-11	9.78
UMPQUA BANK	DFT0004392	12/23/2024	WD/CHARGEPOINT - FORD LIGHTENING CHARGING	11-60960-11	3.28
UMPQUA BANK	DFT0004392	12/23/2024	WD/SW MEM OPER ASSN - OPURCELL WTR TX OPER II	11-6120E-11	450.00
UMPQUA BANK	DFT0004392	12/23/2024	WD/EMBASSY SUITES - SWMOA CONF SMEEKS & OPURCELL	11-6120E-11	886.18
UMPQUA BANK	DFT0004392	12/23/2024	WD/SW MEM OPER ASSN - SMEEKS WTR SYS SUPT	11-6120E-11	450.00
UMPQUA BANK	DFT0004392	12/23/2024	WD/SHELL - GAS FOR RETURN FROM SWOMA CONF	11-6120E-11	38.42
UMPQUA BANK	DFT0004393	12/23/2024	ADM/CHICAGE GRADE LANDFILL - OFFICE FURN DISPOSAL	01-6033B-09	45.00

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
UMPQUA BANK	DFT0004393	12/23/2024	F&R/CHICAGO GRADE LANDFILL - DBL CHRГ FOR ENC DISP	01-6033E-02	45.00
UMPQUA BANK	DFT0004393	12/23/2024	F&R/CHICAGEO GRADE LANDFILL - REIMB OF DBLE CHRГ	01-6033E-02	(45.00)
UMPQUA BANK	DFT0004393	12/23/2024	F&R/CHICAGO GRADE LANDFILL - ENCAMPMENT WASTE DISP	01-6033E-02	45.00
UMPQUA BANK	DFT0004393	12/23/2024	F&R/777 ENTERPRISES - PURC OF TREATED LUMBER	01-6033R-02	625.31
UMPQUA BANK	DFT0004393	12/23/2024	F&R/O'REILLY - BATTERY CORE RETURN	01-6041L-02	(22.00)
UMPQUA BANK	DFT0004393	12/23/2024	F&R/O'REILLY - BATTERY & WIPER BLADES	01-6041L-02	319.52
UMPQUA BANK	DFT0004393	12/23/2024	F&R/ARCO - GAS FOR TRUCK WHILE DISTRICT TNKS DOWN	01-60960-02	107.00
Vendor 12897 - UMPQUA BANK Total:					6,698.91
Vendor: 12249 - UNITED RENTALS (NA) INC.					
UNITED RENTALS (NA) INC.	80814	12/30/2024	WD/BACKHOE/LOADER & BUCKET RENTAL	11-60400-11	1,154.12
Vendor 12249 - UNITED RENTALS (NA) INC. Total:					1,154.12
Vendor: 12286 - VERIZON WIRELESS					
VERIZON WIRELESS	DFT0004303	12/01/2024	ALL/ON-CALL CELL PHONES & TABLETS	01-6060C-01	290.49
VERIZON WIRELESS	DFT0004303	12/01/2024	ALL/ON-CALL CELL PHONES & TABLETS	01-6060C-02	270.22
VERIZON WIRELESS	DFT0004303	12/01/2024	ALL/ON-CALL CELL PHONES & TABLETS	01-6060C-09	238.09
VERIZON WIRELESS	DFT0004303	12/01/2024	ALL/ON-CALL CELL PHONES & TABLETS	11-6060C-11	154.27
VERIZON WIRELESS	DFT0004303	12/01/2024	ALL/ON-CALL CELL PHONES & TABLETS	12-6060C-12	114.50
Vendor 12286 - VERIZON WIRELESS Total:					1,067.57
Vendor: 12293 - VITAL RECORDS HOLDINGS, LLC					
VITAL RECORDS HOLDINGS, LLC	80721	12/11/2024	ADM/DOCUMENT STORAGE & DELIVERY	01-6080M-09	782.02
Vendor 12293 - VITAL RECORDS HOLDINGS, LLC Total:					782.02
Vendor: 12419 - ZOLL MEDICAL CORPORATION					
ZOLL MEDICAL CORPORATION	80722	12/11/2024	FD/AED PRO LITHIUM BATTERY PACK	01-60890-01	156.86
Vendor 12419 - ZOLL MEDICAL CORPORATION Total:					156.86
Grand Total:					374,768.31

Fund Summary

Fund	Payment Amount
01 - GENERAL FUND	141,240.98
11 - WATER FUND	96,462.95
12 - WASTEWATER FUND	98,878.83
39 - WRF OPERATIONS	33,593.25
40 - WRF CAPITAL	4,592.30
d Total:	374,768.31

Vendor: 10103 - AMERITAS LIFE INSURANCE G

AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	01-21500-00	3,461.68
AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	01-21500-00	(205.08)
AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	01-21500-00	(68.52)
AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	01-21500-00	617.02
AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	01-51020-01	(137.05)
AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	01-51020-02	(18.54)
AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	01-51020-09	(110.45)
AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	01-51020-11	(24.96)
AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	12-51020-12	(55.14)
AMERITAS LIFE INSURANCE G	DFT0004422	12/20/2024	DENTAL PREMIUM	12-51020-12	184.92
Vendor 10103 - AMERITAS LIFE INSURANCE G Total:					3,643.88

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
Vendor: 12453 - CALIFORNIA STATE DISBURSEMENT					
CALIFORNIA STATE DISBURSEMENT	DFT0004320	12/06/2024	GARNISHMENT-CHILD SUPPORT	01-21630-00	350.00
Vendor 12453 - CALIFORNIA STATE DISBURSEMENT Total:					350.00
Vendor: 10350 - CAMBRIA COMMUNITY SERVICE					
CAMBRIA COMMUNITY SERVICE	DFT0004325	12/06/2024	MEDICAL REIMBURSEMENT	01-21710-00	1,250.00
CAMBRIA COMMUNITY SERVICE	DFT0004325	12/06/2024	MEDICAL REIMBURSEMENT	01-51220-01	250.00
CAMBRIA COMMUNITY SERVICE	DFT0004325	12/06/2024	MEDICAL REIMBURSEMENT	01-51220-09	250.00
CAMBRIA COMMUNITY SERVICE	DFT0004325	12/06/2024	MEDICAL REIMBURSEMENT	11-51220-11	200.00
CAMBRIA COMMUNITY SERVICE	DFT0004325	12/06/2024	MEDICAL REIMBURSEMENT	12-51220-12	150.00
CAMBRIA COMMUNITY SERVICE	DFT0004376	12/20/2024	MEDICAL REIMBURSEMENT	01-21710-00	1,250.00
CAMBRIA COMMUNITY SERVICE	DFT0004376	12/20/2024	MEDICAL REIMBURSEMENT	01-51220-01	250.00
CAMBRIA COMMUNITY SERVICE	DFT0004376	12/20/2024	MEDICAL REIMBURSEMENT	01-51220-09	250.00
CAMBRIA COMMUNITY SERVICE	DFT0004376	12/20/2024	MEDICAL REIMBURSEMENT	11-51220-11	200.00
CAMBRIA COMMUNITY SERVICE	DFT0004376	12/20/2024	MEDICAL REIMBURSEMENT	12-51220-12	150.00
Vendor 10350 - CAMBRIA COMMUNITY SERVICE Total:					4,200.00
Vendor: 10691 - EMPLOYMENT DEVELOPMENT DP					
EMPLOYMENT DEVELOPMENT DP	DFT0004336	12/06/2024	STATE TAX WITHHOLDING	01-21100-00	4,095.76
EMPLOYMENT DEVELOPMENT DP	DFT0004337	12/06/2024	SDI	01-21300-00	1,046.81
EMPLOYMENT DEVELOPMENT DP	DFT0004387	12/20/2024	STATE TAX WITHHOLDING	01-21100-00	6,238.48
EMPLOYMENT DEVELOPMENT DP	DFT0004388	12/20/2024	SDI	01-21300-00	1,289.67
Vendor 10691 - EMPLOYMENT DEVELOPMENT DP Total:					12,670.72
Vendor: 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC.					
IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIRE	DFT0004313	12/06/2024	DUES-FIRE IAFF	01-21600-00	440.00
IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIRE	DFT0004366	12/20/2024	DUES-FIRE IAFF	01-21600-00	440.00
Vendor 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC. Total:					880.00
Vendor: 11069 - IRS/FEDERAL PAYROLL TAXES					
IRS/FEDERAL PAYROLL TAXES	DFT0004334	12/06/2024	FEDERAL TAX WITHHOLDING	01-21000-00	10,578.57
IRS/FEDERAL PAYROLL TAXES	DFT0004335	12/06/2024	MEDICARE TAX WITHHOLDING	01-21200-00	3,705.20
IRS/FEDERAL PAYROLL TAXES	DFT0004338	12/06/2024	SOCIAL SECURITY TAX	01-21200-00	14,276.08
IRS/FEDERAL PAYROLL TAXES	DFT0004385	12/20/2024	FEDERAL TAX WITHHOLDING	01-21000-00	16,546.44
IRS/FEDERAL PAYROLL TAXES	DFT0004386	12/20/2024	MEDICARE TAX WITHHOLDING	01-21200-00	4,441.28
IRS/FEDERAL PAYROLL TAXES	DFT0004389	12/20/2024	SOCIAL SECURITY TAX	01-21200-00	16,241.04
Vendor 11069 - IRS/FEDERAL PAYROLL TAXES Total:					65,788.61
Vendor: 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457					
MISSION SQUARE RETIREMENT-VNTGPT TRSFR	DFT0004321	12/06/2024	457 YEE CONTIRBUTION	01-21410-00	4,720.00
MISSION SQUARE RETIREMENT-VNTGPT TRSFR	DFT0004322	12/06/2024	457 YEE CONTIRBUTION	01-21410-00	32.81
MISSION SQUARE RETIREMENT-VNTGPT TRSFR	DFT0004323	12/06/2024	DC 457 MGMT MATCH	01-21410-00	900.00
MISSION SQUARE RETIREMENT-VNTGPT TRSFR	DFT0004324	12/06/2024	DD ICMA SEIU MATCH	01-21410-00	375.00
MISSION SQUARE RETIREMENT-VNTGPT TRSFR	DFT0004373	12/20/2024	457 YEE CONTIRBUTION	01-21410-00	4,770.00
MISSION SQUARE RETIREMENT-VNTGPT TRSFR	DFT0004374	12/20/2024	457 YEE CONTIRBUTION	01-21410-00	53.42
MISSION SQUARE RETIREMENT-VNTGPT TRSFR	DFT0004375	12/20/2024	DC 457 MGMT MATCH	01-21410-00	900.00
Vendor 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457 Total:					11,751.23
Vendor: 11652 - PPBI DIRECT DEPOSIT					
PPBI-DIRECT DEPOSIT	20124	12/6/2024	Check	01-21520-00	1,939.15
PPBI-DIRECT DEPOSIT	EFT0000112	12/6/2024	EFT	01-21520-00	82,809.62
PPBI-DIRECT DEPOSIT	20125	12/20/2024	Check	01-21520-00	1,578.81
PPBI-DIRECT DEPOSIT	EFT0000113	12/20/2024	EFT	01-21520-00	98,352.83
Vendor 11652 - PPBI DIRECT DEPOSIT Total:					184,680.41
Vendor: 11593 - PERS HEALTH BENEFIT SERV					
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	01-21510-00	38,442.55

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	01-21510-00	7,003.05
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	01-51030-01	(1,640.11)
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	01-51030-09	105.13
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	01-51210-01	790.00
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	01-51210-02	474.00
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	01-51210-09	1,896.00
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	01-51210-09	76.81
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	11-51210-11	790.00
PERS HEALTH BENEFIT SERV	DFT0004423	12/20/2024	HEALTH PREMIUM	12-51210-12	790.00

Vendor 11593 - PERS HEALTH BENEFIT SERV Total: 48,727.43

Vendor: 11594 - PERS RETIREMENT SYSTEM

PERS RETIREMENT SYSTEM	DFT0004314	12/06/2024	PERS RETIREMENT	01-21400-00	1,335.07
PERS RETIREMENT SYSTEM	DFT0004315	12/06/2024	PERS RETIREMENT	01-21400-00	4,071.15
PERS RETIREMENT SYSTEM	DFT0004316	12/06/2024	PERS RETIREMENT	01-21400-00	302.60
PERS RETIREMENT SYSTEM	DFT0004317	12/06/2024	PERS RETIREMENT	01-21400-00	989.23
PERS RETIREMENT SYSTEM	DFT0004318	12/06/2024	PERS RETIREMENT	01-21400-00	3,276.85
PERS RETIREMENT SYSTEM	DFT0004319	12/06/2024	PERS RETIREMENT	01-21400-00	3,226.82
PERS RETIREMENT SYSTEM	DFT0004326	12/06/2024	PERS RETIREMENT	01-21400-00	516.03
PERS RETIREMENT SYSTEM	DFT0004327	12/06/2024	PERS RETIREMENT	01-21400-00	1,134.38
PERS RETIREMENT SYSTEM	DFT0004328	12/06/2024	PERS RETIREMENT	01-21400-00	1,458.81
PERS RETIREMENT SYSTEM	DFT0004329	12/06/2024	PERS RETIREMENT	01-21400-00	2,123.35
PERS RETIREMENT SYSTEM	DFT0004330	12/06/2024	PERS RETIREMENT	01-21400-00	4,186.03
PERS RETIREMENT SYSTEM	DFT0004331	12/06/2024	PERS RETIREMENT	01-21400-00	4,148.21
PERS RETIREMENT SYSTEM	DFT0004367	12/20/2024	PERS RETIREMENT	01-21400-00	1,446.94
PERS RETIREMENT SYSTEM	DFT0004368	12/20/2024	PERS RETIREMENT	01-21400-00	4,408.11
PERS RETIREMENT SYSTEM	DFT0004369	12/20/2024	PERS RETIREMENT	01-21400-00	302.60
PERS RETIREMENT SYSTEM	DFT0004370	12/20/2024	PERS RETIREMENT	01-21400-00	781.53
PERS RETIREMENT SYSTEM	DFT0004371	12/20/2024	PERS RETIREMENT	01-21400-00	3,235.60
PERS RETIREMENT SYSTEM	DFT0004372	12/20/2024	PERS RETIREMENT	01-21400-00	3,186.20
PERS RETIREMENT SYSTEM	DFT0004377	12/20/2024	PERS RETIREMENT	01-21400-00	516.03
PERS RETIREMENT SYSTEM	DFT0004378	12/20/2024	PERS RETIREMENT	01-21400-00	1,134.38
PERS RETIREMENT SYSTEM	DFT0004379	12/20/2024	PERS RETIREMENT	01-21400-00	1,458.81
PERS RETIREMENT SYSTEM	DFT0004380	12/20/2024	PERS RETIREMENT	01-21400-00	2,123.34
PERS RETIREMENT SYSTEM	DFT0004381	12/20/2024	PERS RETIREMENT	01-21400-00	5,250.39
PERS RETIREMENT SYSTEM	DFT0004382	12/20/2024	PERS RETIREMENT	01-21400-00	3,700.48
PERS RETIREMENT SYSTEM	DFT0004397	12/20/2024	ACCRUED LIAB-MISC & SAFETY	01-51090-01	15,209.50
PERS RETIREMENT SYSTEM	DFT0004397	12/20/2024	ACCRUED LIAB-MISC & SAFETY	01-51090-02	4,838.02
PERS RETIREMENT SYSTEM	DFT0004397	12/20/2024	ACCRUED LIAB-MISC & SAFETY	01-51090-09	12,845.94
PERS RETIREMENT SYSTEM	DFT0004397	12/20/2024	ACCRUED LIAB-MISC & SAFETY	11-51090-11	9,782.76
PERS RETIREMENT SYSTEM	DFT0004397	12/20/2024	ACCRUED LIAB-MISC & SAFETY	12-51090-12	12,100.79
PERS RETIREMENT SYSTEM	DFT0004397	12/20/2024	ACCRUED LIAB-MISC & SAFETY	39-51090-25	2,355.82

Vendor 11594 - PERS RETIREMENT SYSTEM Total: 111,445.77

Vendor: 11911 - SEIU LOCAL 620

SEIU LOCAL 620	DFT0004332	12/06/2024	SEIU UNION DUES	01-21600-00	339.71
SEIU LOCAL 620	DFT0004333	12/06/2024	SEIU UNION DUES	01-21600-00	70.84
SEIU LOCAL 620	DFT0004383	12/20/2024	SEIU UNION DUES	01-21600-00	353.79
SEIU LOCAL 620	DFT0004384	12/20/2024	SEIU UNION DUES	01-21600-00	70.84

Vendor 11911 - SEIU LOCAL 620 Total: 835.18

Vendor: 12175 - THE LINCOLN NATIONAL LIFE

THE LINCOLN NATIONAL LIFE	DFT0004421	12/20/2024	LIFE INSUR-GROUP	01-21640-00	315.72
THE LINCOLN NATIONAL LIFE	DFT0004421	12/20/2024	LIFE INSUR-GROUP	01-51050-01	(26.16)
THE LINCOLN NATIONAL LIFE	DFT0004421	12/20/2024	LIFE INSUR-GROUP	01-51050-02	(13.08)
THE LINCOLN NATIONAL LIFE	DFT0004421	12/20/2024	LIFE INSUR-GROUP	12-51050-12	(7.78)

Vendor 12175 - THE LINCOLN NATIONAL LIFE Total: 268.70

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct Num	Amount
				Grand Total:	<u>445,241.93</u>



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF DECEMBER 12, 2024, SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

The Cambria Community Services District Board of Directors held a special meeting on Thursday, December 12, 2024, at 10:00 a.m. at the Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428.

1. OPENING

1.A Call to Order

President Gray called the meeting to order at 10:02 a.m.

1.B Pledge of Allegiance

President Gray led the Pledge of Allegiance.

1.C Establishment of Quorum

A quorum was established.

Directors present: Tom Gray, Debra Scott, Harry Farmer, Karen Dean, and Michael Thomas.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz, and Confidential Administrative Assistant Haley Dodson.

Staff present via Zoom: District Counsel Timothy Carmel.

2. PUBLIC COMMENT ON AGENDA ITEMS

Public Comment: none.

3. ADJOURN TO CLOSED SESSION

3.A CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6

**Agency Designated Representatives: General Manager, Matthew McElhenie and
Che Johnson**

Employee Group: Service Employees International Union, Local 620

3.B CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6

**Agency Designated Representatives: General Manager, Matthew McElhenie and
Che Johnson**

Employee Group: International Association of Fire Fighters (IAFF), Local 4635

3.C CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6

**Agency Designated Representative: Matthew McElhenie, General
Manager**

**Unrepresented Employee Organization: Management and Confidential
Exempt Employees**

Public Comment: none.

District Counsel stated that the Board of Directors will adjourn to a closed session for a conference with its labor negotiators pursuant to Government Code Section 54957.6. The District's designated representatives are General Manager Matthew McElhenie and attorney Che Johnson. The employee groups are the Service Employees International Union, Local 620, the International Association of Fire Fighters (IAFF), Local 4635, and Management and Confidential Exempt Employees.

President Gray adjourned the meeting to closed session at 10:04 a.m.

For further details on the CCSD meeting, please visit the District's website.

President Gray called the meeting back to order at 10:47 a.m.

District Counsel stated that the Board of Directors returned from a closed session for a conference with its labor negotiators pursuant to Government Code Section 54957.6. The District's designated representatives are General Manager Matthew McElhenie and attorney Che Johnson. The employee groups are the Service Employees International Union, Local 620, the International Association of Fire Fighters (IAFF), Local 4635, and Management and Confidential Exempt Employees. No action was taken by the Board.

President Gray adjourned the meeting at 10:48 a.m.



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF DECEMBER 12, 2024, REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

The Cambria Community Services District Board of Directors held a regular meeting on Thursday, December 12, 2024, at 1:00 p.m. at the Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428.

1. OPENING

1.A Call to Order

President Gray called the meeting to order at 1:00 p.m.

1.B Pledge of Allegiance

President Gray led the Pledge of Allegiance.

1.C Establishment of Quorum

A quorum was established.

Directors present: Tom Gray, Debra Scott, Harry Farmer, Karen Dean, and Michael Thomas.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denize Fritz, Confidential Administrative Assistant Haley Dodson, Fire Chief Michael Burkey, Fire Captains Michael Castellanos, Craig Brooks, and Emily Torlano, Fire Engineers Christian Evers, Kayla Graves and Ryan Maloney, Firefighter Wil Stewart, SAFER Firefighter Colton Blume, Reserve Firefighter Henry Wright, Facilities & Resources Manager David Aguirre, and Utilities Department Manager Jim Green.

Staff present via Zoom: District Counsel Timothy Carmel and Program Manager Tristan Reaper.

1.D Report from Closed Session

District Counsel stated that at the November 21, 2024 regular meeting, the Board of Directors held a closed session for a conference with its labor negotiators pursuant to Government Code Section 54957.6. The District's designated representatives were General Manager Matthew McElhenie and attorney Che Johnson. The employee groups were the International Association of Fire Fighters (IAFF), Local 4635 and Service Employees International Union, Local 620. No action was taken by the Board.

President Gray announced that the Board of Directors held a closed session this morning. A report from the session is posted on the District's website for public viewing.

1.E President's Report

There was no President's Report.

1.F Agenda Review

President Gray asked for any changes to the agenda. There were none.

1.G Discussion and Consideration of Election of Officers

President Gray introduced the item and provided a summary.

Director Dean moved to nominate Vice President Scott as President of the Board.

Director Thomas seconded the motion.

Motion Passed Ayes – 4 (Dean, Thomas, Farmer & Gray) Nays - 0 Absent – 0 Abstain – 1 (Scott)

Director Gray asked for nominations for the Vice President position.

Director Dean moved to nominate Director Michael Thomas as Vice President of the Board.

Director Farmer seconded the motion.

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

Director Gray presented President Scott with a gavel.

President Scott expressed gratitude to the Board, staff, community, and General Manager McElhenie for the honor of being appointed as President.

Director Thomas expressed appreciation for the excellent leadership demonstrated by Director Gray while presiding over the Board.

Director Gray thanked the Board of Directors.

Director Farmer concurred with the acknowledgment of Director Gray’s excellent leadership. He shared that he has lived in the community for 38 years and served on the Board for 8 years, stating that, without a doubt, this is the best Board the community has ever had.

2. ACKNOWLEDGEMENTS

General Manager McElhenie presented President Gray with a plaque in recognition of his service to the Board of Directors and the community during the year 2024.

Director Gray stated that he was moved by General Manager McElhenie’s narrative reflecting on their year of working together. He expressed that General Manager McElhenie has been a superb general manager, noting that while he initially approached his appointment with skepticism regarding his ability to handle the role; General Manager McElhenie made a believer out of him. He emphasized his hope of continuing to work together. He acknowledged that General Manager McElhenie and the staff are the ones that make the District function effectively and make this place work. The Board simply sets policy. The Board doesn’t manage the District or make the water and sewer systems work. The District has a superb staff, that serves the public as well as we’ve ever had, and credit goes to the people doing the work. He also expressed his gratitude for everyone’s kind comments about his service to the District.

Chief Burkey acknowledged and expressed appreciation for Captain Emily Torlano’s dedicated service upon her retirement.

Public Comment:

Michael Calderwood, Cambria (submitted a written comment for the record)

Tina Dickason, Cambria

Elizabeth Bettenhausen, Cambria

3. BOARD MEMBER COMMUNICATIONS

Vice President Thomas stated it was exciting to see ground broken at the East Ranch with site preparation and the loop trail halfway dug.

4.A Sheriff's Department Report

There was no Sheriff's Report.

4.B CCSD Fire Chief's Report

Fire Chief Burkey provided a brief report for November on recent Fire Department activities in Cambria.

Public Comment: none.

5. PUBLIC COMMENT

Tina Dickason, Cambria

Christina Galloway, Cambria

Linda Prentiss (submitted a written comment for the record)

Bridget Smith (submitted three written comments for the record)

6. MANAGER REPORTS

6.A General Manager's Report

General Manager McElhenie provided a summary of the General Manager's Report.

Public Comment: none.

6.B Facilities & Resources Manager's Report

Facilities & Resources Manager Aguirre provided a PowerPoint presentation.

Public Comment: none.

6.C Finance Manager's Report

Administrative Department Manager Fritz provided a summary of the Finance Manager's Report.

Public Comment: none.

6.D Utilities Report

Utilities Department Manager Green provided a summary of the Utilities Report.

Public Comment:

Elizabeth Bettenhausen, Cambria

Dennis Dudzik, Cambria (submitted a written comment for the record; the written comment was received during the Board meeting and not distributed in advance to the Board for consideration.)

7. CONSENT AGENDA

- 7.A Consideration to Adopt the November 2024 Expenditure Report**
- 7.B Consideration to Adopt the November 14, 2024 and November 21, 2024 Regular Meeting Minutes**
- 7.C Consideration of Adoption of Resolution 34-2024 Amending the CCSD Salary Schedule**
- 7.D Consideration of Adoption of Resolution 38-2024 Authorizing an Application for Assistance to Firefighters Grants Program for Training Costs**

The Board of Directors held a discussion.

Public Comment: none.

Director Gray moved to approve the consent agenda.

Director Dean seconded the motion.

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

The Board of Directors took a break at 2:29 p.m.

The Board of Directors reconvened the meeting at 2:39 p.m.

8. REGULAR BUSINESS

- 8.A Receive a Presentation from Upper Salinas - Las Tablas Resource Conservation District Regarding a Habitat Restoration Project for the Fiscalini Ranch Preserve**

General Manager McElhenie introduced the item and provided a summary.

Upper Salinas-Las Tablas Resource Conservation District Restoration Technician Hailey Leurck provided a summary of the project and answered questions.

The Board of Directors held a discussion.

Public Comment: none.

- 8.B Discussion and Consideration of Standing Committee Chair and Liaison Appointments**

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors held a discussion.

Public Comment: none.

The Board of Directors decided to continue this item until January 9, 2025.

8.C Discussion and Consideration of Adoption of Resolution 35-2024 Amending the Board and Standing Committee Bylaws, Adoption of Resolution 36-2024 Establishing the 2025 CCSD Regular Board Meeting Schedule, and Adoption of Resolution 37-2024 Establishing the 2025 CCSD Standing Committee Meeting Schedule

General Manager McElhenie introduced the item and provided a summary.

Director Dean provided a summary of the suggested revisions.

The Board of Directors held a discussion.

Vice President Thomas suggested that Board Bylaws Section 1.4, second to last sentence, read, "Following one year of service as President, that Board Member shall rotate back to the position of Board Member."

Public Comment: none.

Director Gray moved that the Board adopt Resolution 35-2024, amending the CCSD Board and Standing Committee Bylaws with the revisions noted today and by the Ad Hoc Committee.

Director Dean seconded the motion.

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

Director Gray moved that the Board adopt Resolution 36-2024, establishing the CCSD Regular Board meeting schedule, with 10 a.m. added after each date on the schedule.

Director Dean seconded the motion.

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

Director Dean moved to adopt Resolution 37-2024, establishing the 2025 CCSD Finance, Parks, Recreation & Open Space, and Resources and Infrastructure Standing Committee regular meeting schedules.

Director Gray seconded the motion.

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

8.D Discussion and Consideration to Direct Staff to Advertise for Positions on the Standing Committees

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors held a discussion.

Public Comment: none.

Director Dean moved to direct staff to advertise for the vacancies on the Standing Committees.

Director Gray seconded the motion.

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

8.E Presentation on the Results of the District-Wide Staff Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis and Discussion and Consideration to Appoint an Ad Hoc Committee

General Manager McElhenie introduced the item and provided a PowerPoint presentation.

The Board of Directors held a discussion.

At 3:46 p.m., the Board of Directors extended the meeting to 4:30 p.m.

The Board of Directors thanked General Manager McElhenie for the thorough presentation and thanked the staff for their valuable input.

Director Dean moved that the current Ad Hoc Committee, President Scott and Director Gray, continue as the Ad Hoc Committee.

Director Farmer seconded the motion.

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

9. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

9.A Finance Committee's Report

Director Gray stated there was no meeting in November.

9.B Policy Committee's Report

A written report was included as a handout.

9.C PROS Committee's Report

A written report was included in the agenda packet.

9.D Resources & Infrastructure Committee's Report

A written report was included in the agenda packet.

9.E Other Liaison Reports & Ad Hoc Committee Reports

Written reports were included in the agenda packet.

Public Comment: none.

10. FUTURE AGENDA ITEM(S)

President Scott asked for any future agenda items.

Vice President Thomas would like confirmation that the Board will receive Board agenda packets at least by Tuesday, the week before the meeting.

President Scott stated that this could be discussed during the agenda review meeting.

Confidential Administrative Assistant Dodson announced the future agenda items for January.

Public Comment:
Dennis Dudzik, Cambria

11. ADJOURN

President Scott adjourned the meeting at 4:17 p.m.

For further details on the CCSD meeting, please visit the District's website.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025 Subject: Consideration of Adoption of Resolution 01-2025 Ratifying the Memorandum of Understanding (MOU) between CCSD and Service Employees International Union (SEIU) Local 620, Adoption of Resolution 02-2025 Ratifying the MOU between CCSD and International Association of Firefighters (IAFF) Local 4635, and Adoption of Resolution 03-2025 Amending the District Salary Schedule - Amended 1/6/2025

FISCAL IMPACT:

The financial impacts of the proposed agreement with SEIU include:

- **Salary adjustments:** In the first year of the agreement, there will be a 3% increase in January 2025 and a 2% increase on July 1, 2025. In the second year of the agreement, there will be a 3% increase in January 2026.
- **Standby pay:** \$60 per day, an annual increase of \$7,280.
- **Boot/Safety Shoe Allowance/Clothing Allowance:** \$500, an annual increase of \$1,300.
- **Prescription Glasses Allowance:** Up to \$250 per fiscal year for employees who qualify.
- **Bilingual Pay:** \$50 per pay period, an annual increase of \$650.

Holiday Updates:

- *Indigenous Peoples' Day:* No additional cost, as it replaces Columbus Day without increasing the total number of district-observed holidays.
- *Juneteenth:* Adding this holiday will result in a 9-hour paid day for SEIU employees, increasing overall holiday pay by \$3,932.00.

The total estimated increased cost over the term of the agreement is \$127,928.

The financial impacts of the proposed agreement with IAFF include:

- **Salary adjustments:** A 3% increase for Captain and Engineer classifications and a 10% increase for Firefighters.

Holiday Updates:

- *Indigenous Peoples' Day:* No additional cost, as it replaces Columbus Day without increasing the total number of district-observed holidays.
- *Juneteenth:* Adding this holiday will result in a 24-hour paid day for IAFF employees, increasing overall holiday pay by \$2,485.79.

The total estimated cost over the term of the agreement is \$47,401.

DISCUSSION:

The existing MOU between CCSD and SEIU Local 620 is set to expire on January 16, 2025. Following negotiations between the District's representatives and SEIU representatives, a new tentative agreement has been reached, covering the period from January 10, 2025, to December 31, 2026. The following are the key provisions of the proposed MOU:

1. Wages:

- Three percent (3%) wage increase effective the first full pay period following January 9, 2025
- Two percent (2%) wage increase effective the first full pay period following July 1, 2025
- Three percent (3%) wage increase effective the first full pay period following January 1, 2026
- Section 19: Standby Pay increases to \$60 per day.
- Section 29: Employees in the operations and maintenance unit shall receive an annual boot or safety shoe allowance of \$250, payable in July of each year.
- Section 29: Prescription Safety Glasses. The District agrees to provide each employee in the bargaining unit a maximum allowance of up to two hundred fifty hundred dollars (\$250) per fiscal year for medically required prescription safety glasses.
- Section 29: Bilingual pay increases to \$50.

2. Benefits:

- Section 18: Employees shall be entitled to utilize accumulated CTO within a reasonable period of time from when requested.
- Section 21: Substitution of Columbus Day – Columbus Day, previously observed as a holiday by the District, will be replaced with Indigenous Peoples' Day as a District-observed holiday, recognizing the importance of honoring Indigenous communities.
- Section 21: addition of Juneteenth – Juneteenth will be added to the District's list of observed holidays.
- Section 22: Incorporates the Side Letter between CCSD and SEIU dated 3/24/2022. The Side Letter revised Article 22 due to a discovered scrivener's error, which had incorrectly stated the accrual rates. The revised accrual rates reflect the past practice for bargaining unit members.
- Section 22: Added "Employees shall have a vacation accrual cap of two times the employees' accrual rate. Employees who are within 40 hours of meeting their vacation cap shall meet with their manager to attempt to schedule use of their vacation time."
- Section 25: Added language to Section 25 stating "The above referenced bereavement leave will also apply to leave for reproductive loss event, defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. If an employee experiences more than one reproductive loss event within a 12-month period, the employer is not obligated to grant a total amount of reproductive loss leave time in excess of 20 days within a 12-month period."

3. Other Changes:

- Updates to the Composition of Units
- Updating Article Number References once the CCSD's Personnel Policies, Procedures &

Rules have been finalized.

- Removing references to Pager and adding Standby Phone

The existing MOU between CCSD and IAFF Local 4635 is set to expire on February 20, 2025. Following negotiations between the District's representatives and IAFF representatives, a new tentative agreement has been reached, covering the period from January 10, 2025, to February 20, 2026. The following are the key provisions of the proposed MOU:

1. Wages:

- First year of the agreement: Effective the first full pay period following ratification and Board approval 3% wage adjustment for classifications in the bargaining unit except for the classification of Firefighter. The salary range of the Firefighter classification shall be increased by 10% to reflect the change from part-time volunteer firefighters to full-time firefighters.

2. Benefits:

- Section 12: Incorporates the Side Letter between CCSD and IAFF dated 3/21/2023. The Side Letter revised Article 12.
- Section 18: Substitution of Columbus Day – Columbus Day, previously observed as a holiday by the District, will be replaced with Indigenous Peoples' Day as a District-observed holiday, recognizing the importance of honoring Indigenous communities.
- Section 18: addition of Juneteenth – Juneteenth will be added to the District's list of observed holidays.
- Section 19: Incorporates the Side Letter between CCSD and IAFF dated 3/19/2022. The Side Letter revised Article 22 due to a discovered scrivener's error, which had incorrectly stated the accrual rates. The revised accrual rates reflect the past practice for bargaining unit members.
- Section 21: Added language to Section 21 stating "The above-referenced bereavement leave will also apply to leave for reproductive loss event, defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. If an employee experiences more than one reproductive loss event within a 12-month period, the employer is not obligated to grant a total amount of reproductive loss leave time in excess of 20 days within a 12-month period."

3. Other Changes:

- Updating Article Number References once the CCSD's Personnel Policies, Procedures & Rules have been finalized.
- Added Family Medical Leave language (Section 20.F.)
- Added Physician's Requirement language (Sections G, H, & I)

It is recommended that the Board of Directors adopt Resolution 01-2025 ratifying the MOU between CCSD and Service Employees International Union (SEIU) Local 620, adopt Resolution 02-2025 ratifying the MOU between CCSD and International Association of Firefighters (IAFF) Local 4635, and adopt Resolution 03-2025 amending the District salary schedule.

ATTACHMENTS:

1. [Resolution 01-2025](#)
2. [Exhibit A - SEIU MOU](#)
3. [Resolution 02-2025](#)
4. [Exhibit A - IAFF MOU - Amended 1/6/2025](#)

5. Resolution 03-2025
6. Exhibit A - CCSD Salary Schedule - Amended 1/6/2025

RESOLUTION NO. 01-2025
JANUARY 9, 2025

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
RATIFYING THE MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN CAMBRIA COMMUNITY SERVICES DISTRICT AND
SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 620

WHEREAS, the Board of Directors of the Cambria Community Services District entered into labor negotiations with the Service Employees International Union Local 620; and

WHEREAS, an agreement was reached between the CCSD and SEIU Local 620.

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 the Service Employees International Union Local 620, with a term from January 10, 2025 through December 31, 2026, a copy of which is attached hereto as Exhibit "A," and authorizes its execution by the General Manager.

PASSED AND ADOPTED THIS 9th day of January 2025.

Debra Scott, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Haley Dodson
Confidential Administrative Assistant

CAMBRIA COMMUNITY SERVICES DISTRICT
AND
SERVICE EMPLOYEES INTERNATIONAL UNION,
LOCAL 620

MEMORANDUM OF UNDERSTANDING



January 10, 2025 – December 31, 2026

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 CCSD AND SEIU LOCAL 620

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CAMBRIA COMMUNITY SERVICES DISTRICT AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 620
MEMORANDUM OF UNDERSTANDING
FOR THE PERIOD OF January 16, 2020 - January 16, 2025

1. DESIGNATION OF THE PARTIES

This Memorandum of Understanding (M.O.U.) is made by and between the Cambria Community Services District, a Special District, hereinafter called the District, and the Service Employees International Union, AFL-CIO, CLC, Local 620, hereinafter called the Union.

2. RECOGNITION

The District recognizes the Union as the majority representative of employees in the Office Unit & Operations and Maintenance 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 UNITS

The District constructed the below employee units, which exclude management and confidential classifications, based on an appropriate community of interests. The unit classifications, including appropriate supervisory employee classifications, are as follows:

OFFICE UNIT

Administrative Technician I, II, III, and IV

OPERATIONS AND MAINTENANCE UNIT

Water Treatment Operator I, II
Water Treatment Operator-in-Training
Water Systems Operator T3/D2
Wastewater Collection System Maintenance Worker
Wastewater Operator I, II, and III
Wastewater Treatment Plant Operator-In-Training
Laboratory Technician
Maintenance Technician

4. REPRESENTATION

A. The District and the Union agree that Union Officers and Representatives shall be allowed to meet with District Representatives for the purpose of Meeting and Conferring in good faith. If meetings occur during working hours, reasonable numbers of participating employees will receive reasonable time off without loss of compensation or any other benefit when formally Meeting and Conferring with representatives of the District.

B. The Union agrees to provide the District Employee Relations Officer with a list of Union Officers and Representatives who are authorized to Meet and Confer in good faith and to keep the list up to date.

C. The District agrees that Union staff representatives shall be given access to working locations during hours of work to conduct grievance investigations. A staff representative is defined as a paid full-time or part-time employee of the union.

5. UNION STEWARDS

- A. The Union shall furnish the District Employee Relations Officer with a written list identifying by name and work location all regular and alternate stewards.
- B. One union steward shall be authorized when participating in the investigation and processing of a grievance to take a reasonable amount of District time without loss of compensation or benefits to perform these duties.

6. USE OF DISTRICT FACILITIES

- A. The parties agree that the Union shall have the right to use District bulletin board space allocated for Union literature and notices at the various work sites but limited as provided by Cambria Community Services District Municipal Code Article IV - Administration. This includes allowance of notices of Union meetings.
- B. Upon prior arrangement with the District Employee Relations Officer or designee the District shall provide a meeting room (if available) at no cost to the Union during non-working hours for the purpose of conducting meetings.

7. MANAGEMENT RIGHTS RESERVED

- A. Relegation of Management Rights - The District retains, solely and exclusively, all rights and authority of Management which have not been expressly abridged or limited by the various provisions of: (1) Cambria Community Services District Municipal Code Chapter 2.04 – Employer-Employee Relations or of (2) This Memorandum of Understanding.
- B. Specific Management Rights Reserved - The sole and exclusive rights and authority of Management, which are not abridged by this Memorandum of Understanding, shall include but shall not be limited to, the following:
 - 1. Those rights stated in Cambria Community Services District Municipal Code Chapter 2.04.050 – District Rights
 - 2. The right to determine the existence or non-existence of facts that are the basis for management decision.
 - 3. The right to determine the nature, manner, and extent of services to be provided to the public, methods of financing, and types or equipment to be used.
 - 4. The right to establish, continued, discontinue, or modify policies, practices, or procedures (subject to provisions of Meyers-Milias-Brown Act).
 - 5. The right to determine, and to re-determine from time to time, the number, relocation, relocation 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 for or subcontract any work or operations of the District; to determine the number of hours per day or per week operations shall be carried on, and the schedules thereof (subject to provisions of 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 provided in District's Personnel Policies, Procedures & Rules.
 - 8. The right to establish and change work schedules and assignments (subject to provisions of 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 establish and enforce dress and grooming standards (see District's Personnel Policies, Procedures & Rules, for example).
13. The right to determine the content and intent of job classifications.
14. The right to determine the style and/or types of District-issued wearing apparel, equipment or technology to be used.
15. The District shall reserve all other prerogatives and responsibilities normally inherent in management, provided the same are not contrary to Cambria Community Services District Municipal Code Chapter 2.04.050 – District Rights or this Memorandum of Understanding (subject to provisions in Meyers-Milias-Brown Act).

8. EMPLOYEES' RIGHTS

Employees of the District shall have the rights specified in Cambria Community Services District Municipal Code Chapter 2.04.040 – Employee Rights.

9. UNION RIGHTS

- A. Leave for Union Business - The District will allow an employee to take leave for Union business if the General Manager determines that such leave will not be disruptive of District business. One employee per calendar year shall be designated to attend Union Board meetings. Such employee, with prior approval of the employee's supervisor, may attend Union Board meetings. District shall provide up to four (4) hours of regular straight time up to four (4) times per year.
- B. Names of Unit Members - The District will give the Union a list of names, classification and work location of unit members upon request by the Union. The District will not charge for the list.
- C. Agenda - The District will make available to the Union, in the same manner as to the public, the Agendas for District Board Meetings.

10. NON-DISCRIMINATION

- A. The District and the 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 District and the Union agree that neither will unlawfully interfere, intimidate, restrain, coerce, or discriminate against any employee in his/her free choice to participate or not participate in union activities, or to join or not to join the Union.

11. PERSONNEL FILES

- A. Inspection of files: Material in the personnel file of a unit member which may serve as a basis for affecting the status of his/her employment will be made available for inspection by the person involved.

- B. Comments and review: When information of a derogatory nature is placed in his/her personnel file a unit member will be given notice and an opportunity to review and comment on that material. An employee will have the right to have his/her own written comments attached to any such derogatory statement, within a reasonable time after the item is placed in his/her personnel file.
- C. Authorization to examine files: A unit member shall have the right to authorize, in writing, a representative to examine his/her personnel files.

12. PROMOTIONS, APPLICATIONS AND APPLICANTS

See District's Personnel Policies, Procedures & Rules, for Applications, Applicants, and Promotions. The parties are in the process of updating the District's personnel rules. Once agreed to, these listed article sections shall be updated to match the new numbering.

13. WORKING OUT OF POSITION

Employees directed by their supervisor and assigned to work in a higher salary range position for 24 consecutive work hours, or more in any pay period shall be paid for the entire pay period they are required to work out of classification at step "A" on the salary range of the classification worked, or on that step which will give them a one-step increment increase over their regular rate of pay, whichever is greater. No out-of-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.

14. LAYOFF AND REINSTATEMENT POLICY

A. LAYOFF POLICY

When, in the judgment of the Board, it becomes necessary to make a reduction in the work force, said 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 whenever possible. The District shall provide thirty (30) days written notice to the employee(s) affected. Employees subject to layoff shall be eligible to voluntarily demote to a lower classification based on seniority in the lower classification. Reinstatement from layoff shall be based on seniority in the classification where the vacancy occurs. Eligibility for reinstatement by an employee laid off shall be for a period of twenty-four (24) months from the date of the layoff.

B. BUMPING RIGHTS

When a covered employee accepts a promotion or reassignment within covered classifications and fails to successfully complete the probationary period for that new promotion or assignment, the affected employee shall have the right to return to the previously held classification, or its replacement if applicable, subject to seniority with the District, based on the employee's original date of hire.

C. REINSTATEMENT POLICY

A former covered employee who has separated from his/her employment with the District in good standing may request reinstatement to his/her previously held position with the District within three years (36 months) of such severance. Under these conditions, reinstatement may be granted by the General Manager, provided there is a vacancy in the previously held classification at the time of the request. If reinstatement is granted, the reinstated employee shall be assigned a new date of hire (the reinstatement date) for seniority purposes, and as allowed by law, shall have leave accruals established at the rates in place at the time of the termination in good standing. The health care reimbursement program shall be based upon the new hire date as defined in Article 30C. Such

reinstated employee shall serve the typical probationary period for the classification filled through reinstatement.

15. GRIEVANCE PROCEDURE

- A. Purpose: It is the purpose of this Article to provide an avenue of communication through which an employee or groups of employees may have their complaint heard and decided in an orderly and fair manner. An employee or an employee group may be represented, by their exclusive representative, in their dealings with the District under this Article.
- B. Definition of Grievance: A grievance is a complaint of an employee or group of employees concerning the interpretation or application of:
1. The administration of the conditions of employment, including job description, salary, and benefits in force between the District and the employee.
 2. Working conditions within the control of the Manager, including the District's Policies, Procedures and Rules, and for which no other procedures for orderly solution of such complaints exist.
- C. Informal Discussion: Any employee, or group of employees, shall first discuss the alleged grievance with the immediate supervisor within twelve (12) working days of the event comprising the alleged grievance. If the employee is still dissatisfied with the supervisor's solution to the complaint, the grievance may be presented into the grievance procedure.

Procedure: The grievance procedure shall be as follows:

1. If a complaint or grievance has not been resolved at the informal discussion stage, the grievant may submit his/her complaint in writing to the Manager within five (5) working days of the informal discussion. Within ten (10) working days of receipt of such grievance, the Manager shall investigate and provide a written response to the grievance.
2. If, within five (5) working days of receipt of the Manager's written response to the grievance, the employee is still dissatisfied with the resolution proposed, the employee may appeal in writing to the Manager for a hearing before the District Board. The Manager, upon receipt of the written appeal to the Board shall schedule an executive closed session of the Board (unless the appellant requests in writing an open session). The session may be at the Board's next regular meeting, or at any time within 30 working days of the Manager's receipt of the written appeal to the Board. The employee may present his opinion and present facts to the Board and the Board shall hear District evidence and the recommendation of the Manager. The Board may continue the hearing if this is deemed necessary. The Board shall render its decision within thirty (30) working days from the close of the hearing. The Board's decision shall be final.
3. Refer to Appendix A for grievance form.

16. HOURS OF WORK

A. Work Schedule:

Covered employees shall be assigned to work 80 hours in each two-week payroll period on a 9-80 work schedule, consisting of eight work-days of nine hours each and one work day of 8 hours. Assignment of work days and scheduled days off under this schedule shall be at the discretion of the District.

B. Emergency Response:

In the event of a declared emergency, the General Manager or his/her designee shall have the authority to suspend all leave and cause all employees to return to duty.

C. Paydays:

Paydays shall be bi-weekly on alternate Fridays. If a payday falls on a holiday, paychecks will be issued the last workday prior to the designated payday.

17. OVERTIME

In addition to their regular time bi-weekly pay, which may include holiday pay or other paid leave, covered employees will receive overtime pay at a rate of 1.5 times the regular hourly rate of pay for all hours worked in addition to the assigned work schedule. Overtime is defined as hours worked in excess of the regular daily work schedule or in excess of the assigned 40-hour week on the 9-80 work schedule. Excluding sick leave, paid leave time shall be considered time worked for the purpose of computing overtime hours.

If an employee works on a holiday, in addition to the straight time standard holiday pay, all actual hours worked on that holiday shall be compensated at the overtime rate of 1.5 times the actual hours worked.

Authorization for overtime work must be given in advance by the Department Head if the need for such overtime work can be anticipated during normal working hours. During evenings and weekends, the employee on stand-by duty is authorized to perform essential emergency work and to approve the overtime hours of one additional employee to assist when necessary. If more than one additional employee is needed to assist, then approval must be obtained from a supervisor or manager.

18. COMPENSATORY TIME

Definition: For purposes of this M.O.U., compensatory time off (“CTO”) is time earned for overtime hours worked but not cashed out (as opposed to “paid leave time” which encompasses all paid leave categories including but not limited to CTO, Standard Holiday Pay, Float Holiday Pay, Vacation Leave, Sick Leave, Paid Administrative Leave, etc.)

Compensatory time balances as of the first full pay period in June of each year shall automatically be converted to a cash payment to the employee on the last paycheck in June unless State or Federal regulations indicate differently, or extenuating circumstances warrant the General Manager to authorize a carry-over amount not to exceed 40 hours upon request of an employee. Requests for carry-overs must be submitted in writing to the General Manager no later than June 15th of each year. In no event may CTO accrue more than the legally allowed 240 hours. Employees shall be entitled to utilize accumulated CTO within a reasonable period of time from when requested.

19. STANDBY PAY

Certain employees will be required to be on standby for rapid response to District operational problems or emergencies after hours, weekends or holidays. Such standby duty will normally be rotated among employees in a department, as determined by the Department Manager. Standby duty is normally assigned for one week at a time, thus requiring standby outside of duty hours on 5 weekdays plus standby on 2 week-end days. Effective upon ratification, for each day's standby assignment an employee will be paid \$60.00 per day. The \$60.00 is a flat daily stipend and is not subject to overtime calculations.

This is in addition to the employee's pay for regular duty work schedule and is also in addition to any overtime actually worked. Thus, if an employee on standby must respond to a problem that results in time actually worked in excess of 40-hour week, the standby employee will be paid for the time actually worked at one and one-half times the regular rate. An employee on standby duty will be required to carry the standby phone and remain in the local area where the standby phone is active. The employee on standby will be given use of a District vehicle to be able to respond directly to calls promptly. The standby employee may pursue any personal activity that leaves him/her available to promptly respond to calls for response to operational problems or emergencies.

20. AFTER HOURS CALL-BACK

Call back is defined as a non-exempt employee actually and physically returning to District facilities or a service location.

Call back does not include communications, including via text, email, and/or telephone call, that do not require the employee to physically return to District facilities or a service location. Such required work communications, excluding non-compensable de minimus time (six minutes or less, but not excluded if occurring between 10:00 pm and 6:00 am), are accounted for separately as time worked in log entries in increments of 15 minutes (for time worked between seven and fifteen minutes).

Each non-exempt employee who is called back to work after normal work hours, including on-call workers, shall be compensated for a maximum of 2 hours for all work actually performed during the 2-hour period. If actual work exceeds 2 hours, then all time worked will be accounted for and paid on an hour for hour basis. If the time worked on call-back qualifies as overtime, then the hours worked will be compensated at one-and-one-half times the regular rate. This call-back section applies to call-back on regular work days or on week-ends and holidays.

21. HOLIDAYS

The following are the twelve standard paid holidays observed by this District:

New Year's Day	Independence Day	Veterans Day
Martin Luther King Jr. Day	Juneteenth	Thanksgiving Day
President's Day	Labor Day	Day After Thanksgiving
Memorial Day	Indigenous Peoples' Day	Christmas 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 District on July 1 of each year, provided the employee was employed continuously for twelve (12) months. 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		12 Std Holiday Hours/Yr		July 1st Float Holiday Hours to Accrue
8	120		96		24
9	120		108		12
10	120		120		0
<i>Per Section 22 C – regular part time employees shall receive holiday pay on a pro rata basis:</i>					
4 hrs/day	60 hrs/yr		48 std hol hrs		12 float hrs
etc.					

- A. No employee, except an employee on paid leave, will be eligible for regular holiday pay unless he or she shall have worked the regularly scheduled shift preceding and following the designated holiday.
- B. Unless otherwise provided in this Article, when a holiday listed herein falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day listed, and when a holiday falls on a Saturday the preceding Friday shall be deemed to be the holiday in lieu of the day listed. If the holiday falls on an employee's Standard Day Off, the employee is to take the holiday on their regular scheduled work day either immediately preceding or following their Standard Day Off.
- C. Regular part-time employees shall receive holiday pay on a pro rata basis according to hours worked. This does not apply to temporary employees.
- D. The Friday after Thanksgiving is a standard paid holiday and is allotted 8 hours in the chart above. If your SDO (standard day off) is scheduled for that Friday, your SDO stays on that Friday, and you move the holiday to another day (see item B above) – in these instances: fill out a PAF, request an alternate day off, show 8 hours standard holiday pay on the alternate day off, and 1 hour float holiday pay (or other type of paid leave) if you are taking a 9 hour day off.
- E. Float Holiday balances as of the first full pay period in June of each year shall automatically be converted to a cash payment to the employee on the last paycheck in June unless State or Federal regulations indicate differently.

22. VACATION

Every full-time unit member shall earn paid vacation at the prescribed rate under 22A as part of his/her compensation. Unit members shall also earn vacation credit during any paid leave. Regular, non-temporary, part-time unit members accrue vacation time on a pro rata basis according to the percentage of full-time work assigned the position.

A. Vacation shall be earned as follows:

- From the date of hire to sixty (60) months of service: 3.08 hours biweekly (80 hours/yr)
- Sixty (60) months of service through one hundred and twenty (120) months of service: 4.61 hours biweekly (120 hrs/yr)
- One hundred and twenty (120) months of service through one hundred and eighty (180) months of service: 6.15 hours biweekly (160 hrs/yr)
- One hundred and eighty (180) months plus one day of service: 7.69 hours biweekly (200 hrs/yr)

Employees shall have a vacation accrual cap of two times the employees' accrual rate. Employees who are within 40 hours of meeting their vacation cap shall meet with their manager to attempt to schedule use of their vacation time.

23. SICK LEAVE

A. Paid sick leave is available to all employees for all uses permitted by law as set forth in the District's Personnel Policies, Procedures & Rules.

Each full-time employee will earn sick leave from the date of employment, at the rate of 3.70 hours per biweekly pay period (96 hours/year). Regular part-time employees shall receive sick

leave pay on a pro rata basis according to hours worked. This does not apply to temporary employees. Unused sick leave may be accumulated without limit. Unit members may use up to one-half of one year's annual accrual (e.g., 48 hours for full-time employees) for family sick leave purposes.

- B. Sick leave may be used for reasons provided by law as set forth in the District's Personnel Policies, Procedures & Rules, and such things as: personal illness or injury; required attendance of an employee upon a sick or injured spouse, child or other immediate family member residing with the employee; medical or dental appointments to the extent that such appointments cannot be scheduled outside the work day. An employee may be granted sick leave only in the case of actual sickness as defined herein. No employee who is on sick leave shall engage in work or other activities which would negatively affect the employee's ability to return to work and to perform the duties assigned.
- C. Sick Leave Requests. An employee requesting sick leave shall notify his/her immediate supervisor or the Department Head no later than one (1) hour before the time their work shift begins or immediately when taken ill during work hours. Failure to do so without good reason, as determined by the General Manager, Department Manager, or their designee, may result in that day of absence being treated as leave of absence without pay. The employee, or the employee's designee, will first attempt to personally notify the employee's immediate supervisor or Department Manager before utilizing voicemail, e-mail, and/or text message to make the sick leave request.
- D. Physician's Certificate Requirements. In the event that an employee has requested or taken sick leave for three (3) or more workdays, the District may require the employee to immediately, or as soon as possible, provide a physician's certificate as to the illness or injury, duration, the treatment recommended for it, and/or an approval of the employee's intended return to work. However, the District may require such certification regarding sick leave use at any time, including when the District has reason to believe that sick leave is being abused. The General Manager or the General Manager's authorized representative may terminate or withhold said benefits if the employee fails to furnish satisfactory or non-falsified proof of illness or accident.
- E. Abuse of Sick Leave. An employee is subject to disciplinary action for abuse of sick leave which is defined as a claim of entitlement to sick leave when the employee does not meet the requirements of sick leave as defined above, when they engage in work or other activities which negatively affect their ability to return to work, or when they furnish falsified proof of illness or accident.
- F. Excessive Use of Sick Leave. Excessive use of unprotected sick leave may be considered in establishing the performance rating. Unprotected sick leave is sick leave which is not used in connection with Family Sick Leave, a reasonable accommodation for a disability, or any other leave that is provided under the law for which sick leave may be used. Excessive use of sick leave, tardiness, and failing to use the call-in procedures when absent or tardy can negatively impact the performance of your job or affect others in the performance of their job. Examples of excess use may include whether an employee's sick leave use indicates a pattern of use on or around specific days of the week, the number of absences compared to other employees, whether absenteeism is limited to a finite time period or whether it continues over time, the basis for the absenteeism and the significance of the impact on the performance of the employee's job or of others.

- G. Upon termination of a full-time or regular part-time employee in good standing (i.e., resignation/retirement excluding disciplinary termination and resignation/retirement in lieu of disciplinary termination), he/she will be paid for 50% of accumulated but unused sick leave, up to a maximum accrual amount of 720 hours. Therefore, the maximum that will be paid is 50% x 720 = 360 hours.
- H. 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 either the donating or receiving employee is terminated, separated or retires from the District within six (6) months after the donation. All transfers to the "sick leave bank" shall be non-reversible and donations shall be processed on the District'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 District 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 Section 36 of this Memorandum of Understanding for State Disability Insurance, as well as Worker's Compensation, provided however, that the total compensation from these sources combined shall not exceed the employee's base salary.
 4. The District 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."
- I. Twenty-four (24) hours of sick leave may be converted 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.

24. FAMILY MEDICAL LEAVE

Unit members shall be eligible for benefits under the California Family Rights Act or Federal Family Medical Leave Act pursuant to state and federal law or District policy. Leaves of absence will run concurrently with the CFRA or FMLA when applicable.

25. BEREAVEMENT LEAVE

A unit member shall be eligible for a temporary leave of absence without loss of salary, upon the death of any member of the immediate family. Such leave is available for each incident, and shall be limited to 3 days (24 hours), where the death and service are within the State of California, and up to five days (40 hours) where the death or service is outside the State. If bereavement leave has been exhausted, a covered employee may elect to use other paid leave including sick leave, if necessary, for this purpose. "Immediate family member" is defined below and by law. The employee shall include their familial relationship to the deceased on their Personnel Action Form.

The above referenced bereavement leave will also apply to leave for reproductive loss event, defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. If an employee experiences more than one reproductive loss event within a 12-month period, the employer is not obligated to grant a total amount of reproductive loss leave time in excess of 20 days within a 12-month period.

26. DEFINITION OF IMMEDIATE FAMILY FOR BEREAVEMENT LEAVE

"Member(s) of Immediate Family" as used for Bereavement Leave only shall mean mother, father, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, guardian with whom employee has lived, and as provided by law. The definition includes "In-Law" relationships in each case and "Step" relationships in the case of parents and children.

27. ADMINISTRATIVE LEAVE

Each Office Unit Employee with at least one (1) year of service with the District shall be credited with eighteen (18) hours of Administrative Leave annually. Administrative Leave shall be credited in July of each year provided the employee was employed continuously for twelve (12) months.

Administrative Leave balances as of the first full pay period in June of each year shall automatically be converted to a cash payment to the employee on the last paycheck in June unless State or Federal regulations indicate differently.

28. JURY DUTY

Employees of the District who are called or required to serve as a trial juror upon notification and appropriate verification submitted to his/her supervisor shall be entitled to be absent from his/her duties with the District during the period of such service or while necessarily being present in court as a result of such call. The employee's normal pay shall be continued during jury duty. The employee shall turn over his/her jury duty pay to the District. Temporary employees shall not be paid during their absence from work on jury duty.

29. ALLOWANCES

- A. Employees in the operations and maintenance unit shall receive an annual boot or safety shoe allowance of \$250 payable in July of each year.
- B. Employees in the operations and maintenance unit shall receive an annual clothing allowance of \$250 payable in July of each year.

Employees shall maintain their uniforms and other clothing worn on the job in neat and clean condition. The employee shall replace worn or damaged clothing items at their own cost with the exception of coveralls or other job specialty clothing.

In addition, the District may, at its sole discretion following inspection of the previous year's clothing, provide the following articles of clothing once annually:

- 5 long sleeve shirts
- 5 short sleeve shirts
- 1 jacket
- plus hats as needed

Employees shall be required to wear these items while on duty.

C. The District shall provide an ongoing Training & Education Allowance for employees who have received recognized certifications and education above what is required for their job classification. Recognized certificates shall include but not be limited to State Department of Health Services (DHS) Operator Grades above Level II in Wastewater, Water and Laboratory; California Water Environment Association (CWEA), Collection Grades above Level II, American Water Works Association (AWWA) Certifications, Associate of Arts/Science Degrees, Bachelors in Arts/Science Degrees, Spanish Language Certification and other related training and education from a certified institution approved by the General Manager. for certificates and/or degrees obtained after July 1, 1997. Such reimbursement shall be in accordance with the schedule identified below. In order to be eligible, the employee must have obtained the certificate and/or degree while employed by the District and has had prior approval from the General Manager that the training and/or education program qualifies under this allowance. An employee shall only be eligible for reimbursement in the fiscal year in which the training and/or education was completed. Such allowance is not cumulative and may not be carried over from one fiscal year to the next. The maximum allowance in any one fiscal year shall not exceed three hundred and fifty dollars (\$350.00) per employee. Training & Education allowances shall be limited to two (2) attempts for each certification unless otherwise approved by the General Manager.

The following allowances shall be allocated based on satisfactory completion of course work and/or receipt of the appropriate certification:

Water, Wastewater, Laboratory & Collection System Certificates:	
Level III	\$100
Level IV	\$200
Level V	\$300
Associate of Arts/Science:	\$250
Bachelors of Arts/Science:	\$350
Spanish Language Classes above entry level:	\$100
AWWA and other programs approved by the General Manager:	\$100

Employees are also eligible for a one-time, one hundred dollar (\$100.00) incentive payment for each certification obtained not required for their current position. Employees must receive written prior-approval from the General Manager to be eligible for incentive payment for each certification.

D. Prescription Safety Glasses. The District agrees to provide each employee in the bargaining unit a maximum allowance of up to two hundred fifty hundred dollars (\$250) per fiscal year for medically required prescription safety glasses. Employees will purchase approved prescription safety glasses from a vendor of their choice and submit a request for reimbursement. Upon reimbursement by the District, the employee shall maintain and wear such prescription safety glasses when performing his/her duties with the District.

E. Bilingual Premium Pay.

- a. The District, in its discretion, may designate a certain number of bargaining unit employees who will be called upon to speak, translate, read or write in Spanish as part of his/her regular duties. Such circumstance(s) will not be interpreted as the employee working out of his/her classification.
- b. The General Manager, or his/her designee, within his/her discretion, will determine the number of employees assigned and which eligible employees will be offered and/or retain a bilingual designation.
- c. Eligible employees, as defined below, who receive a bilingual assignment will receive bilingual premium pay in the amount of fifty (\$50) dollars per pay period for all pay periods actually worked.
 - i. Employees must pass a proficiency test as determined appropriate by the District. The proficiency test may measure, among other skills, an employee's ability to communicate, read, or write, fluently, directly, and accurately in both English and Spanish.
 - ii. The District, in its discretion, may re-test employees' proficiency to determine continued eligibility for a bilingual designation.

30. HEALTH BENEFITS

- A. 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. However, the District shall have the unilateral discretion to provide a higher level plan. The District payment is inclusive of the PERS minimum health contribution (current amount). 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.
- B. Employees hired after October 1, 2012 shall be eligible to receive retiree health contributions in an amount equal to the PERS minimum health contribution only.

C. HEALTH REIMBURSEMENT ACCOUNT

- 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 costs each January 1st. 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 twelve (12) months of service. 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.

Promotional probationary employees are covered under paragraph (i) above.

- 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:** This benefit extends into retirement for employees who were hired before July 1st 2006. This benefit does not extend to the spouse of a retired employee. Employees hired on or after July 1st 2006 will not be eligible for this benefit after separation from the district whether through retirement, voluntary separation, or any other means.

D. If, during the term of this MOU, the legal requirements of the Affordable Care Act have an impact on District rights and obligations regarding health benefits for District employees, the District shall have the right to reopen Article 30 – Health Benefits, in order to meet and confer over such impacts.

31. DENTAL INSURANCE

A Dental Insurance policy will be provided for each unit member and his/her dependents. The District shall pay 85% of the premiums for employee and dependent coverage for the lowest cost plan. However, the District shall have the unilateral discretion to provide a higher-level plan.

32. 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 policy for each employee dependent under the age of 21. The District will pay the full monthly premium for each unit member spouse and dependent children.

At its discretion, the District may revise its Group Life Insurance Plan to provide a \$50,000 life insurance policy for each unit member, a \$5,000 policy for each employee's spouse, and, at the District's discretion, either a \$2,500 or \$5,000 policy for each employee dependent under the age of 21. The District will pay the full monthly premium for each unit member, spouse, and dependent children up to a maximum contribution of \$10.00 per month for employee only policy or a maximum contribution of \$12.00 per month for employee-family policy.

33. SEXUAL HARASSMENT POLICY

The Sexual Harassment Policy adopted by Resolution 24-1996 shall be the policy of the District only until the Policy is updated in the District Personnel Policies, Procedures & Rules, at which time, the Sexual Harassment Policy will sunset.

34. 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 District does not intend to confer or imply any other unspecified benefits to such employee, or to the employee's domestic partner.

35. RETIREMENT

A. The District 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 (P.E.R.S.), as is currently provided and may be integrated with Federal Social Security Program, as is currently provided. The District shall provide the PERS 3% @ 60 retirement plan for covered employees hired prior to October 1, 2012, including single highest year computation and credit for unused sick leave. The District shall provide the

PERS 2% @ 60 retirement plan for covered employees hired on or after October 1, 2012 up through December 31, 2012, including the 36 highest consecutive months' final compensation provision. All covered employees hired on or after January 1, 2013 who are defined as "new members" under PEPRA will be covered by the 2% @ 62 retirement plan and the 36 highest consecutive months' final compensation provision.

- B. All employees shall pay 100% of the PERS employee contribution. Employees receiving the 3% @ 60 retirement plan currently pay the entire 8% employee contribution, and employees receiving the 2% @ 60 retirement plan currently pay the entire 7% employee contribution, as determined by statute and CalPERS. All covered employees hired on or after January 1, 2013, who are defined as "new members" under PEPRA will pay 50% of the total normal cost of the retirement benefit, as determined by CalPERS.

36. STATE DISABILITY INSURANCE (SDI)

The District shall provide for the integration of State Disability Insurance benefits with sick leave or vacation time on a pro rata basis. This procedure shall not allow the employee to receive more than he/she would have received if the employee were on duty, but shall allow the employee to receive a full salary for as long as his or her sick leave/ vacation reserves allow through integration.

37. 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.

38. ADVANCEMENT IN SALARY

The salary range as set forth for each position is divided into five (5) steps that shall be applied as follows. The ranges usually reflect approximately 5% between steps in the range.

- A. Normally a newly appointed employee is placed upon the "A" step (bottom step) of his/her salary range. However, upon determination of the Manager that the needs of the District service and the qualifications of the newly appointed employee warrant such placement, the employee may be started on any step of the salary range.
 - 1. Step Increases. Progression from one step of the salary range to the next shall be based upon a satisfactory written employee evaluation of the employee's performance by his/her Department Head, who shall make such recommendation to the Manager for concurrence. Progression from "A" step to "B" step will normally be at the satisfactory completion of the 12 month probationary period. If the probationary period is extended the initial step increase from "A" to "B" step will not be granted until the satisfactory completion of the extended probationary period. All other step increases ("B" to "C" step, and above) will be at one year intervals between steps, but only upon satisfactory performance review and merit increase recommendation by the employee's Department Head to the Manager, and the Manager's concurrence. (Note that a probationer who was initially appointed above the "A" step may satisfactorily complete probation in 12 months, but will not be eligible for merit step increase until one year from initial employment unless the General Manager

determines that outstanding performance during probation warrants a merit increase at the completion of the probationary period).

B. Positions are assigned to ranges as indicated in the District's salary schedule.

39. PROMOTIONAL ADVANCES

Whenever a full-time employee is promoted to a higher position in the District's service he/she will be placed on a step in the salary range of the new position which will approximately result in at least a 5% increase in pay compared to the employee's existing pay range. If the top of the new position's salary range ("E" step) does not allow such 5% improvement, then the promotion shall be made to the "E" step of the promotional position's range.

40. RATES OF PAY

Wage Increases

First year of the agreement:

Effective the first full pay period following January 9, 2025
Three percent (3%) Wage increase

Six Months of the agreement:

Effective the first full pay period following July 1, 2025
Two percent (2%) Wage increase

Second of the agreement:

Effective the first full pay period following January 1, 2026
Three percent (3)% Wage increase

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 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% overall longevity increase).

Qualification for each increase shall be based on a covered 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 October 1, 2012 will not receive longevity pay.

A current copy of the salary ranges for bargaining unit classifications can be found on the CCSD website (see appendix B).

41. CONTRACT/JOB DESCRIPTION REVIEW

District and Union have reviewed existing contract language and job descriptions of represented employees. Such review has resulted in modifications to the Contract and employee job descriptions.

42. INCORPORATION OF INDEPENDENT DOCUMENTS

Only those paragraphs of the Cambria Community Services District Municipal Code, the paragraphs of the District's Personnel Policies, Procedures & Rules which paragraphs are specifically referred to in this M.O.U. shall be considered part of this M.O.U.

43. TERM OF MEMORANDUM OF UNDERSTANDING

The term of this M.O.U. shall be from January 10, 2025 through December 31, 2026. If either party requests modification or extension of the M.O.U. by August 15, 2026, then Meeting and Conferencing shall commence no later than September 15, 2026, to strive for such modification or extension. Provided, however, 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.

44. VIDEO DISPLAY TERMINAL (VDT) USE

District shall provide special equipment, including special eyeglasses, training on the health hazards of VDT use and such other materials and equipment upon request of an employee and approval by the General Manager. The cost of such equipment and other materials may be apportioned if It is used both on and off the job. Employees shall be allowed periodic breaks as approved by their supervisor when working continuously on a VDT. The District will make a concerted effort to reduce or eliminate noise from office equipment within office space and budget limitations.

45. CONTRACTING OUT

The District will notify the Union thirty (30) days in advance of Board action if it intends to contract out the functions currently performed by employees within the unit. Upon request, the District will meet with the Union to explain the reason for the decision to contract out and to solicit Union views on the proposal. Nothing in this section shall be construed to limit the rights of the Board of Directors to contract outside work in its sole discretion.

46. DISTRICT PERSONNEL POLICIES, PROCEDURES & RULES

Upon written notification by the District, SEIU agrees to promptly meet and confer over proposed changes to the District's Personnel Policies, Procedures & Rules that significantly affect employee's wages, terms, and working conditions.

47. SEVERABILITY CLAUSE

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

48. DISTRICT DMV PULL NOTICE

Any employee who is required to have a California Driver's License as a condition of their employment, must complete a DMV authorization form.

49. PROBATION PERIODS FOR NEW AND PROMOTIONAL APPOINTMENTS

All probation periods, shall be for a period of 12 months, unless extended by the General Manager.

50. DEFERRED COMPENSATION 457 MATCH

The district shall provide a matching monthly contribution of \$25.

IN WITNESS WHEREOF, the undersigned have signed this Memorandum of Understanding as of the date first above written.

CAMBRIA COMMUNITY SERVICES DISTRICT

By: _____
Matthew McElhenie, General Manager/Employee Relations Officer

SERVICES EMPLOYEES INTERNATIONAL UNION LOCAL 620

By: _____
Nicole Bryant, Field Representative

COMMITTEE MEMBERS

By: _____

By: _____

Appendix A

EMPLOYEE GRIEVANCE FORM
CAMBRIA COMMUNITY SERVICES DISTRICT

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the Informal conference:

Specific remedy sought:

Appendix B

A current copy of the salary ranges for bargaining unit classifications can be found on the CCSD website:
<https://www.cambriacsd.org/salary-schedule>

RESOLUTION NO. 02-2025
JANUARY 9, 2025

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

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

WHEREAS, an agreement was reached between the CCSD and IAFF 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 January 10, 2025 through February 20, 2026, attached hereto as Exhibit "A" and incorporated herein by reference, and authorizes its execution by the General Manager.

PASSED AND ADOPTED THIS 9th day of January 2025.

Debra Scott, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Confidential Administrative Assistant

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

AND

CAMBRIA FIREFIGHTERS/INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS (IAFF) LOCAL 4635

MEMORANDUM OF UNDERSTANDING



January 10, 2025 – February 20, 2026

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CAMBRIA COMMUNITY SERVICES DISTRICT AND
CAMBRIA FIREFIGHTERS/INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) LOCAL 4635
MEMORANDUM OF UNDERSTANDING
FOR THE PERIOD OF JANUARY 10, 2025 – FEBRUARY 20, 2026

1. DESIGNATION OF THE PARTIES

This Memorandum of Understanding (MOU) is made by and between the Cambria Community Services, 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 CCSD 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. The Union is responsible for notifying the CCSD when it adds or removes a dues paying member. The Union is also responsible for collecting and maintaining dues deductions authorization forms.
- 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: "CCSD 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

- A. 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.

B. BUMPING RIGHTS

- I. When a covered employee accepts a promotion or reassignment within covered classifications and fails to successfully complete the probationary period for that new promotion or assignment, the affected employee shall have the right to return to the previously held classification, or its replacement if applicable, subject to seniority with the District, based on the employee's original date of hire. An employee that is released due to disciplinary reasons is not entitled to bumping rights.
- II. A covered employee who successfully completes the promotional or reassignment probationary period and is displaced from the promotional or reassignment position as a result of an employee's return from workers compensation leave or other protected leave, shall retain the right to bump back to their previously held position based on their seniority with the District. The covered employee's seniority shall be based on the employee's original date of hire. An employee that is released due to disciplinary reasons is not entitled to bumping rights.

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 SCHEDULES

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, , compensatory time off, and) 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 twelve standard paid holidays observed by the CCSD:

New Years Day	Memorial Day	Labor Day	Thanksgiving
Martin Luther King Jr. Day	Juneteenth	Indigenous Peoples' Day	Day After Thanksgiving
President's Day	Independence Day	Veterans Day	Christmas 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		12 Std Holiday Hours/Yr		July 1st Float Holiday Hours to Accrue
8	120		96		24
9	120		108		12
10	120		120		0
24	168		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 6.07 hours of holiday leave per 14-day payroll period for a total of 168 hours per year (based on 120 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 sixty (60) months of service:
3.08 hours biweekly (80 hrs/yr)
 - Sixty (60) months of service through one hundred and twenty (120) months of service:
4.61 hours biweekly (120 hrs/yr)
 - One hundred and twenty (120) months of service through one hundred and eighty (180) months of service:
6.15 hours biweekly (160 hrs/yr)
 - 180 months plus one day of service:

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 sixty (60) months of service:
4.31 hours biweekly (112 hrs/yr)
- Sixty (60) months of service through one hundred and twenty (120) months of service :
6.46 hours biweekly (168 hrs/yr)
- One hundred and twenty (120) months of service through one hundred and eighty (180) months of service:
8.62 hours biweekly (224 hrs/yr)
- 180 months plus one day of service:
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 check 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 as set forth in the CCSD's Policies, Procedures & Rules.

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 as set forth in the CCSD's Policies, Procedures & Rules, 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. FAMILY MEDICAL LEAVE: Bargaining unit employees shall be eligible for benefits under the California Family Rights Act or Federal Family Medical Leave Act pursuant to state and federal law or CCSD policy. Leaves of absence will run concurrently with the CFRA or FMLA when applicable.
- G. 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).
- H. 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".
- I. 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.
- C. The above-referenced bereavement leave will also apply to leave for reproductive loss event, defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. If an employee experiences more than one reproductive loss event within a 12-month period, the employer is not obligated to grant a total amount of reproductive loss leave time in excess of 20 days within a 12-month period.

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 overuse may not be worn while on duty.

The CCSD 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 CCSD, up to a maximum value of one uniform annually. The CCSD shall inspect covered employees' uniforms to determine whether a CCSD-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 CCSD will pay 85% of the premiums currently in effect for employee and dependent coverage for the lowest cost plan available to CCSD employees offered through the PERS system. However, the CCSD shall have the unilateral discretion to provide a higher level plan. The CCSD payment is inclusive of the PERS minimum health contribution. The balance of the total CCSD 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. CCSD 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.

D. 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 CCSD will pay 85% 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 CCSD 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 PEPRA 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 PEPRA shall pay 100 % of the entire designated employee share of PERS retirement contributions. Employees defined as “new members” under PEPRA 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. A current copy of the salary ranges for bargaining unit classifications can be found on the CCSD website (see appendix A).
- 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. SALARY

- A. *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. *Salary Increases*

During the term of this agreement the parties have negotiated the following wage increases to provide both cost of living increases and equity adjustments:

First year of the agreement:

Effective the first full pay period following ratification and Board approval 3% wage adjustment for classifications in the bargaining unit except for the classification of Fire Fighter. The salary range of the Fire Fighter classification shall be increased by 10% to reflect the change from part-time volunteer firefighters to full-time firefighters.

During the course of this agreement if the CCSD's non-discretionary expenses significantly surpasses projections, the CCSD shall have the right to reopen this agreement in order to avoid potential layoffs or reductions in services.

32. SALARY AND BENEFITS CONVERSION

A. *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. PARAMEDIC COMPENSATION

Bargaining Unit members who possess a valid Paramedic Certificate/Accreditation in San Luis Obispo County will be called upon to perform paramedic services and shall receive a \$600.00 monthly stipend. Those who receive the stipend will be required to use their paramedic skills whenever necessary. Failure

to maintain the paramedic certification/accreditation will result in the termination of the stipend and potential termination of the ALS/paramedic services provided by the CCSD if the CCSD, within its discretion, determines it is not able to meet staffing requirements, including the requirement of one paramedic per shift.

Pursuant to CCR Section 571, Paramedic Assignment Pay shall be reported to CalPERS as special compensation under the category of Education Pay - Paramedic Pay.

The CCSD will continue its current practice of paying for the following costs (via reimbursement) in order for current, full-time, San Luis Obispo County paramedic certified/accredited employees hired on or before April 28, 2016 to maintain their San Luis Obispo County Paramedic Accreditation:

- License every two years - currently total of \$200;
- 48 hours of continuing education on duty; online - SDRMA;
- 6 base station meetings over the course of two years, which includes overtime and/or back filling; and
- County ALS Class - SLO EMSA APR- currently total \$132.

If an employee does not fulfill all paramedic certification and accreditation requirements, and such failure is due to the employee, then the Paramedic Assignment Pay above shall be discontinued until proof of certification and accreditation are provided to the CCSD. In addition, an employee who does not satisfactorily complete the necessary minimum requirements for certification, accreditation, education, and employment as a paramedic shall not be eligible for reimbursement of expenses and shall agree to return any advance payments received.

It is agreed and understood that if at any time the CCSD, within its discretion, determines that it is not able to meet the staffing requirements, including the requirement of one paramedic per shift and the ALS/paramedic services provided by the CCSD cease, the Paramedic Assignment Pay will immediately cease.

GRANDFATHERING CLAUSE: The CCSD agrees to grandfathering in for all current, full-time, San Luis Obispo County paramedic certified/accredited employees hired on or before April 28, 2016 to this policy but require all new hires hired on or after April 29, 2016 to possess San Luis Obispo County paramedic certificate/accreditation as a condition of becoming employed.

CURRENT NON CERTIFIED EMPLOYEES AND NEW HIRES: For current employees hired on or before April 28, 2016 and who do not have a San Luis Obispo County paramedic certification/accreditation and for new hires hired on or after April 29, 2016, the CCSD will not incur any costs associated with such individuals obtaining San Luis Obispo County paramedic certification/accreditation; however, for such individuals, following their obtaining such certification/accreditation, the CCSD will pay the above-specified Paramedic Assignment Pay and costs for maintaining such certification/accreditation, with the same conditions noted above for payments and potential ceasing of payments.

34. 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 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.

35. 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."*

The Chief may designate an alternative staff member as he or she deems appropriate to serve as the duty officer in charge.

36. 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.

37. 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.

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 January 10, 2025, through February 20, 2026. 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 CCSD, IAFF agrees to promptly meet and confer over proposed changes to the CCSD's Policies, Procedures & Rules that significantly affect employee's wages, terms, and working conditions.

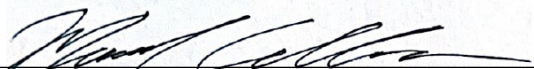
The undersigned have signed this Memorandum of Understanding as of the dates indicated below.

CAMBRIA COMMUNITY SERVICES DISTRICT:

By: _____
Matthew McElhenie
General Manager

Date: _____

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

By:  _____
Michael Castellanos
IAFF Local 4635
CCSD Fire Captain

Date: 1-3-25 _____

Appendix A

A current copy of the salary ranges for bargaining unit classifications can be found on the CCSD website:
<https://www.cambriacsd.org/salary-schedule>

RESOLUTION 03-2025
JANUARY 9, 2025

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

WHEREAS, the District engaged in labor negotiations with the Services Employees International Union (SEIU) Local 620, reaching an agreement with a wage increase, for the represented unit; and

WHEREAS, the District engaged in labor negotiations with the Internation Association of Firefighters (IAFF) Local 4635, reaching an agreement with a wage increase, for the represented unit; and

WHEREAS, CalPERS requires that pay amounts be established pursuant to publicly available schedules; and

WHEREAS, publicly available salary schedules are required to comply with California Code of Regulations (CCR) Section 570.5.

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

1. The revised Cambria Community Services District Salary Schedule, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.
2. In accordance with CalPERS regulation CCR §570.5, the pay rate and pay schedule are amended and represent the negotiated increases.
3. This Resolution and the salaries contained in Exhibit A shall constitute a publicly available pay schedule as required by Government Code Section 20480. Pursuant to CCR §570.5, it shall be immediately accessible and available for public review during the District's normal business hours.
4. This pay schedule shall be effective the first full payroll period following ratification of the SEIU MOU upon adoption of this Resolution. The district shall permanently retain this resolution and the pay schedule contained herein in its official records.

PASSED AND ADOPTED THIS 9th day of January 2025.

Debra Scott, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Haley Dodson
Confidential Administrative Assistant

**CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD JULY 1, 2024 THROUGH JUNE 30, 2025
Updated January 9, 2025**

POSITION TITLE	STEP A	STEP B	STEP C	STEP D	STEP E	GM Approval STEP E + 1%- 5%	10 YEARS SERVICE STEP E+5%	15 YEARS SERVICE STEP E+7.5%	20 YEARS SERVICE STEP E+10%
SERVICE EMPLOYEES INTERNATIONAL UNION (ANNUAL AMOUNTS) - Wage Increases Effective 1st Full Payroll Following January 9, 2025									
Administration (Includes 3% Wage Increase)									
Administrative Technician I	46,337	48,653	51,086	53,640	56,322	N/A	59,139	60,547	61,955
Administrative Technician II	54,983	57,733	60,619	63,650	66,833	N/A	70,174	71,845	73,516
Administrative Technician III	67,021	70,372	73,891	77,585	81,465	N/A	85,538	87,574	89,611
Administrative Technician IV	81,423	85,494	89,768	94,257	98,970	N/A	103,918	106,392	108,867
Facilities & Resources (Includes 3% Wage Increase)									
Maintenance Technician	51,670	54,253	56,966	59,814	62,805	N/A	65,945	67,516	69,086
Water & Wastewater Operations (Includes 3% Wage Increase)									
Water Treatment Plant OIT	51,411	53,982	56,681	59,515	62,491	N/A	65,615	67,178	68,740
Water Treatment Operator I	53,771	56,460	59,283	62,247	65,359	N/A	68,627	70,261	71,895
Water Treatment Operator II	60,912	63,958	67,156	70,513	74,039	N/A	77,741	79,592	81,443
Water Systems Operator T3/D2	69,002	72,452	76,074	79,878	83,872	N/A	88,066	90,162	92,259
Wastewater Collection System Worker	53,964	56,662	59,495	62,470	65,593	N/A	68,873	70,513	72,153
Wastewater Treatment Plant OIT	56,803	59,644	62,626	65,757	69,045	N/A	72,497	74,223	75,949
Wastewater Operator I	59,709	62,695	65,829	69,121	72,577	N/A	76,206	78,020	79,834
Laboratory Technician	65,973	69,271	72,735	76,371	80,190	N/A	84,200	86,204	88,209
Wastewater Operator II	67,302	70,667	74,201	77,911	81,806	N/A	85,897	87,942	89,987
Wastewater Operator III	74,362	78,080	81,984	86,083	90,387	N/A	94,907	97,166	99,426
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (ANNUAL AMOUNTS) - Wage Increases Effective 1st Full Payroll Following January 9, 2025									
Fire Captain	89,283	93,748	98,435	103,357	108,525	N/A	113,951	116,664	119,377
Fire Engineer	74,047	77,749	81,636	85,718	90,004	N/A	94,504	96,755	99,005
Firefighter	65,594	68,874	72,317	75,933	79,730	N/A	N/A	N/A	N/A
CAMBRIA FIREFIGHTERS IAFF LOCAL 4635 (ANNUAL AMOUNTS) - Wage Increases Effective 1st Full Payroll Following January 9, 2025									
Firefighter (SAFER Grant)	65,594	68,874	72,317	75,933	79,730	N/A	N/A	N/A	N/A
RESERVE FIREFIGHTERS (HOURLY RATE) Effective January 1, 2025									
Reserve Recruit Firefighter	16.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Firefighter	16.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
MANAGEMENT & CONFIDENTIAL EMPLOYEES (ANNUAL AMOUNTS) 3% Wage Increases Effective January 18, 2025									
Facilities & Resources Manager	98,848	103,790	108,980	114,429	120,150	121,352-126,158	N/A	N/A	N/A
Program Manager	98,848	103,790	108,980	114,429	120,150	121,352-126,158	N/A	N/A	N/A
Confidential Administrative Assistant	111,146	116,704	122,539	128,666	135,099	136,450-141,854	N/A	N/A	N/A
Water Systems Superintendent	111,146	116,704	122,539	128,666	135,099	136,450-141,854	N/A	N/A	N/A
Wastewater Systems Superintendent	111,146	116,704	122,539	128,666	135,099	136,450-141,854	N/A	N/A	N/A
Fire Chief	142,442	149,564	157,042	164,894	173,139	174,870-181,796	N/A	N/A	N/A
Utilities Department Manager	142,442	149,564	157,042	164,894	173,139	174,870-181,796	N/A	N/A	N/A
Administrative Department Manager	142,442	149,564	157,042	164,894	173,139	174,870-181,796	N/A	N/A	N/A
General Manager	185,658	185,658	185,658	185,658	185,658	N/A	N/A	N/A	N/A

Red denotes a change

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025 Subject: Consideration of Adoption of Resolution 04-2025
Approving the Updated Management and
Confidential Employees (MCE) Group Payment &
Compensation Plan

FISCAL IMPACT:

The financial impact of these changes is as follows:

- **Indigenous Peoples' Day:** There will be no additional cost for replacing Columbus Day with Indigenous Peoples' Day, as it simply substitutes one District-observed holiday for another.
- **Juneteenth:** The addition of Juneteenth as a District-observed holiday will result in a 9-hour paid day for all Management and Confidential Employees (MCE). This is the standard paid holiday time for full-time MCE employees, which will increase the overall holiday pay for the District. The fiscal impact will include the additional compensation for these 9 hours for each MCE employee who is eligible for paid holiday time.

DISCUSSION:

Following negotiations with MCE employees, the District has conceptually agreed to update its holiday schedule for the Management and Confidential Employees (MCE) group. The changes include:

- **Substitution of Columbus Day** – Columbus Day, previously observed as a holiday by the District, will be replaced with Indigenous Peoples' Day as a District-observed holiday, recognizing the importance of honoring Indigenous communities.
- **Addition of Juneteenth** – Juneteenth will be added to the District's list of observed holidays.
- **Holiday Pay:** With the substitution of Columbus Day with Indigenous Peoples' Day and the addition of Juneteenth, the updated plan includes provisions for paid time off (PTO) for these new District holidays.
- **Bereavement Leave:** updated language to ensure compliance with the latest regulations.

It is recommended that the Board of Directors adopt Resolution 04-2025 approving the updated Management and Confidential Employees (MCE) Group Payment & Compensation Plan.

ATTACHMENTS:

1. [Resolution 04-2025](#)
2. [Exhibit A](#)

RESOLUTION 04-2025

JANUARY 9, 2025

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT APPROVING AN UPDATED
PAYMENT & COMPENSATION PLAN FOR MANAGEMENT & CONFIDENTIAL
EMPLOYEES

WHEREAS, the Board of Directors of the Cambria Community Services District entered into labor negotiations with the Management and Confidential Employees (MCE) group; and

WHEREAS, a conceptual agreement was reached between the CCSD and MCE with regard to a revised holiday schedule.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cambria Community Services District hereby approves the updated Payment & Compensation Plan for Management & Confidential Employees, as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 9th day of January 2025.

Debra Scott, President
Board of Directors

APPROVED AS TO FORM:

ATTEST:

Timothy J. Carmel
District Counsel

Haley Dodson
Confidential Administrative Assistant

CAMBRIA COMMUNITY SERVICES DISTRICT PAYMENT AND COMPENSATION PLAN MANAGEMENT AND CONFIDENTIAL EMPLOYEES



JANUARY 2025

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The Payment & Compensation Plan covers the following Management & Confidential Employee positions: General Manager, Confidential Administrative Assistant, Administrative Department Manager, Fire Chief, Facilities & Resources Manager, Utilities Department Manager, Wastewater Systems Superintendent, Water Systems Superintendent, and Program Manager.

ARTICLE 1 - DEFINITIONS

1.1 Definitions

Definitions shall be as provided in the CCSD's Personnel Policies, Procedures, and Rules.

ARTICLE 2 - HOURS OF WORK

2.1 Workday and Workweek

Employees work a 9/80 work schedule, Monday through Friday, consisting of eight nine-hour days, one eight-hour day, and one Friday day off spread over a two-workweek period.

2.2 Work Schedule

Due to the varying needs of the different departments of the District, work schedules in each department shall be as determined and subject to approval by the General Manager.

2.3 Pay Period

Paydays shall be bi-weekly on alternate Fridays. If a payday falls on a holiday, checks will be issued on the last workday prior to the normal payday.

2.4 Rest Periods

Each employee shall be entitled to two ten (10) minute rest periods per day, one before and one after the meal period at times.

2.5 Emergency Response

In the event of a declared emergency, the General Manager or his or her designee shall have the authority to suspend all leave and notify all employees to return to duty.

ARTICLE 3 - FRINGE BENEFITS

3.1 Holidays

The following are paid holidays observed by this District:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day

- Juneteenth Day
- Independence Day
- Labor Day
- Indigenous Peoples’ Day
- Veterans’ Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

3.2 Other Holiday Provisions

- A. In lieu of Lincoln’s Birthday, Admissions Day, and half day for Christmas Eve/New Year’s Eve, twenty (20) hours of holiday time shall be provided to each employee employed by the District on July 1 of each fiscal year, provided the employee was employed by the District on or before the previous January 1.
- B. Unless otherwise provided in the Article, when a holiday listed herein falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day listed, and when a holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day listed.

3.3 Vacation

- A. Every full-time employee shall earn paid vacation at the prescribed rate below. Employees shall also earn vacation credit during any paid leave. The amount of paid vacation is earned at the following rate.

Years of Service	Workdays	Number of Hours Per Year
1 through the end of the 5 th year of service (60 months)	3.08 hours biweekly	80 hours per year
5 through the end of the 10 th year of service (120 months)	4.61 hours biweekly	120 hours per year
10 through the end of the 15 th year of service (180 months)	6.15 hours biweekly	160 hours per year
15 years or more (180 months plus one day)	7.69 hours biweekly	200 hours per year

- B. Vacation earned is accrued to the employee’s leave balances biweekly.
- C. During the initial probationary period (not promotional probation) a full-time employee will accrue vacation time to their account at the rate of 3.08 hours biweekly but may not use any

Exhibit A

accrued vacation time until probation has been satisfactorily completed. Exception to this limitation may be made by the General Manager.

- D. On June 30 of each year, an employee shall have on accrual no more than the number of vacation days they are entitled to earn in two years of employment. If an employee's accrued vacation time exceeds such accrual limitation on June 30, the employee shall promptly be paid cash for the excess number of unused vacation days. An exception to the number of days carried over may be made at the discretion of the General Manager.
- E. An employee's proposed vacation schedule must be approved by their supervisor or General Manager two weeks in advance in order to ensure it does not unduly interfere with District operations. The General Manager may make an exception.
- F. Vacation cannot be taken before it is earned.
- G. An employee who has accrued vacation time will be entitled to cash payment for unused vacation leave upon separation from District service. Payment will be at the employee's current salary rate at the time of separation.
- H. The General Manager is authorized to provide an increase of accrual rates up to two (2) weeks annually (i.e., vacation or administrative leave).

3.4 Sick Leave

- A. Each full-time employee will earn sick leave from the date of employment at the rate of 3.70 hours per biweekly pay period (96 hours/year). Unused sick leave may be accumulated without limit. Employees may use up to one-half of one year's annual accrual (e.g., 48 hours for full-time employees) for family sick leave purposes.
- B. Sick leave may be used for reasons such as personal illness or injury; required attendance of an employee upon a sick or injured spouse, child, or other immediate family member residing with the employee; medical or dental appointments to the extent that such appointments cannot be scheduled outside the workday. An employee may be granted sick leave only in the case of actual sickness as defined herein. No employee who is on sick leave shall engage in work or other activities that would negatively affect the employee's ability to return to work and perform the duties assigned.
- C. An employee requesting sick leave shall notify their supervisor or General Manager no later than one (1) hour before the time their work shift begins or immediately when taken ill during work hours. Failure to do so without good reason, as determined by their supervisor or General Manager, may result in that day of absence being treated as a leave of absence without pay. The employee, or the employee's designee, will first attempt to personally notify their supervisor or General Manager before utilizing voicemail, email, and/or text message to make the sick leave request.
- D. In the event that an employee has requested or taken sick leave for three (3) or more workdays, the District may require the employee to immediately, or as soon as possible, provide a

Exhibit A

physician's certificate as to the illness or injury, duration, the treatment recommended for it, and/or approval of the employee's intended return to work. However, the District may require such certification regarding sick leave use at any time, including when the District has reason to believe that sick leave is being abused. The General Manager may terminate or withhold said benefits if the employee fails to furnish satisfactory or non-falsified proof of illness or accident.

- E. An employee is subject to disciplinary action for abuse of sick leave, which is defined as a claim of entitlement to sick leave when the employee does not meet the requirements of sick leave as defined above, when they engage in work or other activities which negatively affect their ability to return to work, or when they furnish falsified proof of illness or accident.
- F. Excessive use of unprotected sick leave may be considered in establishing the performance rating. Unprotected sick leave is sick leave that is not used in connection with Family Sick Leave, a reasonable accommodation for a disability, or any other leave that is provided under the law for which sick leave may be used. Excessive use of sick leave, tardiness, and failing to use the call-in procedures when absent or tardy can negatively impact the performance of your job or affect others in the performance of their job. Examples of excess use may include whether an employee's sick leave use indicates a pattern of use on or around specific days of the week, the number of absences compared to other employees, whether absenteeism is limited to a finite time period or whether it continues over time, the basis for the absenteeism and the significance of the impact on the performance of the employee's job or of others.
- G. Upon termination of a full-time employee in good standing (i.e., resignation/retirement, excluding disciplinary termination and resignation/retirement in lieu of disciplinary termination), the employee will be paid for 50% of accumulated but unused sick leave, up to a maximum accrual of 720 hours. Therefore, the maximum that will be paid is $50\% \times 720 \text{ hours} = 360 \text{ hours}$.
- H. Twenty-four (24) hours of sick leave may be converted to vacation or pay if an employee uses no sick leave during the calendar year, provided that the employee was employed continuously from January 1 through December 31. The employee must request the conversion during 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.
- I. 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 District 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 District'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 District for a minimum of eighteen (18) months, have exhausted all paid

Exhibit A

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 (20) consecutive 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 request and the criteria established in this section.

3. Employees utilizing the “sick leave bank” may integrate these benefits with the provisions of Section 3.10 of this Payment and Compensation Plan for State Disability Insurance, as well as Worker’s Compensation, provided, however, that the total compensation from these sources combined shall not exceed the employee’s base salary.
4. The District 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 1,056 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.”

3.5 Leave of Absence

- A. Each employee shall be eligible for bereavement leave without loss of salary, upon the death of any member of the immediate family. Please refer to CCSD’s Personnel Policies, Procedures & Rules regarding Bereavement Leave.
- B. Full-time tenured employees shall be eligible for benefits under the California Family Rights Act or Federal Family Medical Leave Act pursuant to state and federal law or District policy. Leave of absence will run concurrently with the CFRA or FMLA when applicable.
- C. Unpaid leave for illness or injury is available to full-time tenured employees for periods beyond that covered by an employee’s accumulated sick leave. Such unpaid leave shall not exceed six (6) months.
- D. For full-time tenured employees, the General Manager may authorize up to ninety (90) calendar days of unpaid leave of absence upon determination that special circumstances warrant approval of such leave.
- E. During such authorized unpaid leave of absence as provided for in this Section 3.5, the employee’s insurance benefits may be continued provided that the employee makes a written commitment to return to active service with the District by the end of the authorized leave of absence and the employee makes prior payment of all insurance premiums due during the leave of absence.

- F. If an employee does not return to active duty within the District by the end of the authorized unpaid leave of absence, then the employee will be considered as terminated from employment with the District.
- G. Ten (10) days of Administrative Leave shall be provided for each Management and Confidential Employee annually; forty (40) hours every July 1 and January 1. Unused Administrative Leave shall be paid off in June of each year.
- H. Employees who are called or required to serve as a trial juror upon notification and appropriate verification submitted to their supervisor shall be entitled to be absent from their duties with the District during the period of such service or while necessarily being present in court as a result of such call. Please refer to CCSD's Personnel Policies, Procedures & Rules regarding Jury Duty Leave/Subpoenaed or Court-Ordered Witness Leave.
- I. Other provisions of Administrative Leave policies are delineated in the CCSD's Personnel Policies, Procedures, and Rules.

3.6 Health Insurance

- A. Effective January 1, 2017, the District pays 85% of the health premiums currently in effect for employee & dependent coverage for the lowest cost plan available to district employees through CalPERS. The District payment is inclusive of the CalPERS minimum health contribution (PEMCHA minimum). In the event an employee elects 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.
- B. Employees hired after October 1, 2012, shall be eligible to receive retiree health contributions in an amount equal to the CalPERS minimum health contribution only.
- C. In the event 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.

3.7 Health Reimbursement Account

- A. Regular employees, after completion of the 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 costs each January 1. An approved third-party provider shall administer this program and shall conform to all applicable laws, rules, and regulations.
- B. Probationary employees shall become eligible for this benefit upon successful completion of twelve (12) months of service. The benefit is prorated for new employees and is not retroactive. Employer contributions are \$50 per pay period for the remaining periods in the calendar year after passing probation.

Promotional probationary employees are covered under paragraph (i) above.

- C. This benefit extends into retirement for employees who were hired before July 1, 2006. This benefit does not extend to the spouse of a retired employee. Employees hired on or after July 1, 2006, will not be eligible for this benefit after separation from the District, whether through retirement, voluntary separation, or any other means.

3.8 Dental Insurance

The District pays 90% of the dental premiums currently in effect for employee & dependent coverage for the lowest cost plan available to district employees.

3.9 Life Insurance

A Group Life Insurance Plan will be provided for all regular employees working half-time or more with a \$25,000 life insurance policy for each full-time employee, a \$1,000 policy for each employee's spouse, and a \$1,000 policy for each employee dependent under the age of 21. The District will pay the full monthly premium for each unit member, spouse, and dependent children.

3.10 State Disability Insurance

The District shall provide for the integration of S.D.I. benefits with sick leave or vacation time on a pro-rata basis. This procedure shall not allow the employees to receive more than they would have received if the employee were on duty but shall allow the employee to receive a full salary for as long as their sick leave/vacation reserves allow through integration.

3.11 Deferred Compensation

- A. The District offers a Deferred Compensation 457 matching monthly contribution of \$100.
- B. The District offers a 457(b) deferred compensation plan to eligible employees as part of their employee benefits and offers a 401(a) deferred compensation plan. Both plans allow for pre-tax contributions for tax-deferral purposes. While the employee can adjust individual contributions to their 457(b) deferred compensation plan, the District, as the employer, must specify the amount employees must contribute to their 401(a) deferred compensation plan, should the employee choose to participate.

3.12 Retirement

A. Non-Safety Employees

The District provides a Retirement Program for all regular employees working half-time or more. The Retirement Program may be provided through a contract with the California Public Employees Retirement System (CalPERS), as is currently provided. It may be integrated with the Federal Social Security Program, as is currently provided. The District shall provide the CalPERS 3% @ 60 retirement plan for covered employees hired prior to October 1, 2012, including single highest year computation and credit for unused sick leave. The District shall provide the CalPERS 2% @ 60 retirement plan for covered employees hired on or after October 1, 2012, up through December 31, 2012, including the 36 highest consecutive months' final compensation provision. All covered employees hired on or after

January 1, 2013, who are defined as “new members” under PEPRA, will be covered by the 2% @ 62 retirement plan and the 36 highest consecutive months’ final compensation provision.

B. All employees shall pay 100% of the PERS employee contribution. Employees receiving the 3% @ 60 retirement plan currently pay the 8% employee contribution, and employees receiving the 2% @ 60 retirement plan currently pay the entire 7% employee contribution, as determined by statute and CalPERS. All covered employees hired on or after January 1, 2013, who are defined as new members under PEPRA, will pay 50% of the total normal cost of the retirement benefit, as determined by CalPERS.

C. Safety Employees

The CCSD provides a Retirement Program for all regular employees working half-time or more. The Retirement Program may be provided through a contract with the California Public Employees Retirement System (CalPERS), as is currently provided. It may be integrated with the Federal Social Security Program, as is currently provided. The CCSD shall provide the PERS 3% @ 50 safety retirement plan for covered employees, including the 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 PEPRA will be covered by the 2.7% @ 57 retirement formula and the 36 highest consecutive months’ final compensation provision.

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

Safety employees currently pay the entire 9% employee portion of the CalPERS retirement contributions.

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.

3.13 Domestic Partner

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 are legally required. By extending to an employee the specific benefits defined by this Article, the District does not intend to confer or imply any other unspecified benefits to such employee or to the employee’s domestic partner.

ARTICLE 4 - WAGES AND SALARIES

4.1 Salary Ranges

Except for the General Manager, whose salary is separately determined by the Board under the terms of his or her contract, all full-time employees are placed on a five-step (5) step salary range, which shall be applied as follows. The ranges usually reflect approximately 5% between steps in the range. All salary adjustments for Management and Confidential Employees shall be subject to satisfactory job performance as determined by their supervisor and General Manager.

Normally, newly appointed employees are placed upon the “A” step of their salary range. However, upon the determination of the General Manager that the needs of the District Service and the

qualifications of newly appointed employees may warrant such placement, employees may be started on any step of the salary range.

4.2 Step Increases

Progression from one step of the salary range to the next shall be based upon a satisfactory written employee evaluation of the employee's performance by their supervisor and General Manager. Progression from "A" step to "B" step will normally be at the satisfactory completion of the twelve-month probationary period. If the probationary period is extended, the initial step increase from "A" to "B" step will not be granted until the satisfactory completion of the extended probationary period. All other step increases ("B" to "C" step and above) will be at one-year intervals between steps, but only upon satisfactory performance review and merit increase recommendation by the employee's supervisor to the General Manager and with the General Manager's concurrence. (Note that a probationer who was initially appointed above the "A" step may satisfactorily complete probation in twelve months but will not be eligible for merit step increase until one year from initial employment unless the General Manager determines that outstanding performance during probation warrants a merit increase at the completion of probation.) For employees who have reached the top step for their position, the General Manager shall have discretion to increase their salary by up to 5% based on outstanding performance.

4.3 Probationary Period

All probationary and promotional probationary periods shall be for twelve months unless extended by the General Manager.

4.4 Promotional Advances

Whenever a full-time employee is promoted to a higher position in the District's service, the employee will be placed on a step in the salary range of the new position, which will result in at least a 5% increase compared to the employee's existing pay range. If the top of the new position's salary range ("E" step) does not allow such 5% improvements, then the promotion shall be made to the "E" step of the promotional position's range.

4.5 Working Out of Position

The General Manager is authorized to increase the salary of up to 10% for working out of positions not to exceed one year.

4.6 Bilingual Premium Pay

- A. The District, at its discretion, may designate a certain number of employees who will be called upon to speak, translate, read, or write in Spanish as part of their regular duties. Such circumstance(s) will not be interpreted as the employee working out of their classification.
- B. The General Manager or his or her designee, within their discretion, will determine the number of employees assigned and which eligible employees will be offered and/or retain a bilingual designation.

- C. Eligible employees, as defined below, who receive a bilingual assignment will receive bilingual premium pay in the amount of twenty-five (\$25) dollars per pay period for all pay periods worked.
- I. Employees must pass a proficiency test as determined appropriately by the District. The proficiency test may measure, among other skills, an employee’s ability to communicate, read, or write fluently, directly, and accurately in both English and Spanish.
 - II. The District, in its discretion, may re-test employees’ proficiency to determine continued eligibility for a bilingual designation.

4.7 Meal Provision during Emergencies

Whenever a major emergency results in employees being required to remain at an emergency work site for a long-extended period of time, the District will typically provide appropriate meals and beverages (coffee, etc.) at the work site. If this is not possible, then the District will reimburse the employees the current meal allowance reimbursement rate as approved by the Board of Directors.

4.8 Other Allowances

A. Operations and Maintenance Unit—Shoe and Clothing Allowance

1. The Operations and Maintenance Unit covers the following positions: Utilities Department Manager, Wastewater Systems Superintendent, Water Systems Superintendent, and Facilities & Resources Manager.
2. The District shall provide employees in the Operations and Maintenance Unit a boot or safety shoe allowance of \$150 per year. This allowance shall be paid in a single payment in July of each year upon presentation of receipt for boots or safety shoes.
3. Employees in the Operations and Maintenance Unit shall receive a clothing allowance of \$250, payable in July.
4. Employees shall maintain their uniforms and other clothing on the job in neat and clean condition. The employee shall replace worn or damaged clothing items at their own cost with the exception of coveralls or other job specialty clothing.
5. In addition, the District may, at its sole discretion following inspection of the previous year’s clothing, provide the following articles of clothing once annually:
 - Five long sleeve shirts
 - Five short sleeve shirts
 - One jacket
 - plus, hats as needed
6. Employees shall be required to wear these items while on duty.

B. Operations and Maintenance Unit-Prescription Safety Glasses

The District agrees to provide each employee a maximum allowance of up to one-hundred-fifty hundred dollars (\$150) per fiscal year for medically required prescription safety glasses. Employees will purchase approved prescription safety glasses from a vendor of their choice and submit a request for reimbursement. Upon reimbursement by the District, the employee shall maintain and wear such prescription safety glasses when performing his/her duties with the District.

4.9 Phone and Internet Allowance

The General Manager is authorized to provide a monthly allowance up to \$100.

4.10 Relocation Allowance

The General Manager is authorized to provide a relocation reimbursement allowance (with receipts). This will require an agreement to commit to one year of service or repay the CCSD for the relocation allowance.

4.11 Vehicle for Business Related Use

The General Manager is authorized to provide the Fire Chief with a vehicle for business-related use. The Fire Chief's response vehicle shall be equipped with the necessary equipment to facilitate emergency response, and command and control communications. The vehicle may be used by the Fire Chief for normal business activities, travel to and from work, call outs and inspections, attendance at professional meetings, training programs, seminars, conferences, and for attendance at community and regional meetings, events, and any functions related to the Fire Chief's official capacity.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.E**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025

Subject: Consideration of Approval of the Procurement Policies and Procedures Policy 2135

FISCAL IMPACT:

There will be no fiscal impact by adopting the revised Procurement Policies and Procedures Policy 2135.

DISCUSSION:

On November 21, 2024, the Board of Directors met and adopted the Procurement Policies and Procedures Policy 2135. During this meeting, the Board requested that the policy be returned to revise Section 5.3 to adjust the informal bidding procedures section.

The requested revisions to Section 5.3 have been incorporated into the policy. The updated language ensures compliance with current standards and reflects the adjustments necessary for informal bidding procedures.

It should be noted that AB 2192 amends Public Contract Code section 22034(d), effective January 1, 2025, to increase the threshold for informal bids from \$200,000 to \$220,000, and up to \$235,000 if it is determined by the Board by a 4/5 vote that the cost estimate was reasonable.

The proposed policy is attached for the Board's consideration. It is recommended that the Board of Directors adopt the Procurement Policies and Procedures Policy 2135 as presented.

ATTACHMENTS:

1. [CCSD Procurement Policies and Procedures Policy 2135](#)



CAMBRIA COMMUNITY SERVICES DISTRICT

PROCUREMENT POLICIES AND PROCEDURES POLICY 2135

Chapter 1 – Policy

Chapter 2 – General

Chapter 3 – Procurement of Materials, Supplies, Equipment, and Recurring Expenditures

Chapter 4 – Procurement of Professional Services

Chapter 5 – Procurement of Public Works

Chapter 6 – Payment

Chapter 1 - Policy

1.1 Purpose

It is in the interest of the Cambria Community Services District (CCSD) to establish administrative procurement practices that facilitate efficient business operations and provide fair compensation and local workforce opportunities whenever possible within a framework of high quality, competitive service offerings, and to establish procurement standards that comply with requirements contained in Federal regulations.

1.2 Procedures

This Procurement Policy provides the authority, approval requirements, and procedures for the procurement of materials, supplies, equipment, services, and Public Works referenced in the approved fiscal year budget.

1.3 Definitions

- A. CCSD: Cambria Community Services District.
- B. General Manager: The CCSD General Manager.
- C. Administrative Department Manager: The Administrative Department Manager.
- D. Board of Directors or Board: The CCSD Board of Directors, which establishes policies for the operation of the CCSD.
- E. Capital Equipment: Equipment with a useful life of two years or more and value of more than five thousand dollars (\$5,000) as designated by the General Manager.
- F. Contract: A written agreement covering the performance of work or services, including the furnishing of labor, materials, tools, and equipment in performing services to the CCSD. The term Contract includes Purchase Orders.
- G. Department Manager: The Administrative Department Manager, Facilities & Resources Department Manager, Utilities Department Manager, and/or Fire Chief.
- H. Change Order or Contract Amendment: Alterations, deviations, additions to or deletions from the plan, specifications, and/or scope of services, including the right to increase or decrease the quantity of any item or portion of the work or services or to delete any item or portion of the work or services as may be deemed to be necessary, as determined by the CCSD, for the proper completion and/or construction of the work or services contemplated.
- I. Task Order Contract: A Contract with a pre-qualified consultant or contractor in which specific services are contracted through Task Orders. Task Order Contracts for public works projects are limited to amounts up to \$60,000 as negotiated Contracts pursuant to Public Contracts Code Section 22032(a).
- J. Emergency: A sudden, unexpected occurrence involving a clear and imminent danger that demands immediate action to prevent or mitigate loss of or damage to life, health, property, or essential public services.

- K. Purchasing Agent: Department Manager.
- L. Purchase Order: A form designed to contain all necessary information and signatures relevant to purchases by the CCSD and used as a written order to a vendor, which may be either an original order or a verbal order. The current Purchase Order forms may be developed and/or modified from time to time at the discretion of the General Manager.
- M. Recurring Expenditures: Administrative expenditures that occur from time to time in the normal course of CCSD business, including, but not limited to, the following: utilities (electricity, natural gas, telephone service, etc.), servicing of CCSD equipment under Contract, fuel for the operation of CCSD vehicles and equipment, debt service payments, payroll, payroll taxes and benefits, insurance, postage, postage meter rental, and ongoing rental payments.
- N. Warrants: Checks and electronic payment for materials, supplies, equipment, Public Works, and services received by the CCSD.
- O. Public Works: A broad category of infrastructure projects procured by a government body for recreational, health, and safety uses in the greater community, and includes any “public project” as set forth in Public Contracts Code Section 22002.
- P. Procurement: The process of locating and agreeing to terms and purchasing goods, services, or other works from an external source, often with the use of a tendering or competitive bidding process.
- Q. Force Account: A method of using a government agency’s or public entity’s resources to complete a project without competitive bidding or negotiated contracts.

1.4 Fiscal Year Budget

The fiscal year budget approved by the Board provides the authority to CCSD staff to procure materials, supplies, equipment, services, and Public Works referenced in the approved budget.

To the extent any provision herein conflicts or is inconsistent with State or Federal law, then said State or Federal law shall control, but only to the extent of the inconsistency, and no other provisions herein shall be affected.

1.5 Severability

If any one or more of the provisions/sections contained in this Procurement Policy shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Procurement Policy shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

1.6 Monitoring

- A. It is important for the CCSD to evaluate materials, equipment, and services of all current suppliers. Suppliers with a low rating can be viewed as costing the CCSD time and money and therefore should be terminated upon documentation.

- B. To obtain the best prices possible, vendors contacted for quotes and/or bids shall be reviewed periodically to ensure competitive pricing and maintenance of vendor lists.
- C. This Procurement Policy shall be reviewed periodically and updated where deemed appropriate to reflect changes in the CCSD's operations, with Board approval. The General Manager, acting with the Board, may make changes to this Procurement Policy at any time to facilitate a more efficient and accountable procurement process for the CCSD.

1.7 Procurements Containing Both Equipment and Services

When contracting for services that include the purchase and installation of equipment such as computers and electronic devices, the determination of whether the purchase should be as a procurement of material, supplies, and equipment or the procurement of services shall be made at the General Manager's discretion after considering the costs of the equipment, whether the equipment is unique to the person or firm providing the services, and regardless of the cost of the services.

1.8 Compliance with Other District Policies and Potential Conflicts

Procurement practices must comply with other District policies and procedures such as the CCSD Recycled Content Paper Procurement Policy. If there is a conflict between policies, the General Manager's discretion will determine the appropriate solution.

1.9 Federally Declared Emergencies

In the event of an emergency declared by the President of the United States, CCSD must comply with Federal procurement standards as a condition of receiving public assistance funding from the Federal Emergency Management Agency (FEMA) for contract costs for eligible work. FEMA funding is governed by Title 2 of the Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In a Federally declared emergency, CCSD will utilize the required FEMA purchasing regulations for all new expenditures eligible for reimbursement. CCSD will abide by the District's Procurement Policies when possible, but if a conflict exists, the Federal regulations will take precedence.

1.10 Procurement Related to Federal Grants

In the event the CCSD receives Federal grant awards, CCSD must comply with Federal procurement standards as a condition of receiving funding as governed by Title 2 of the Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for all related purchases. CCSD will abide by the District's Procurement Policies when possible, but if a conflict exists, the Federal regulations will take precedence.

1.11 Conflicts of Interest

- A. CCSD employees, Department Managers, and Directors are prohibited from using the following practices in conducting business activities:
 - 1. Practices that might result in unlawful activity, including rebates, kickbacks, commissions, or other unlawful considerations.
 - 2. Participating in the selection process when the employee, Department Manager, or Director has

a relationship with a person or business entity seeking a contract which would subject the employee to the same prohibition as in Government Code Section 87100 related to Conflicts of Interest, which provides:

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

3. Purchasing or otherwise acquiring CCSD property and equipment, including surplus property and equipment, for personal use or profit.
4. CCSD employees may not perform services for the CCSD on a contractual basis. Employees may not economically benefit from their employment within the CCSD except as related to their approved salary and benefits.

Any employee who fails to adhere to the provisions of this Section may be subject to disciplinary action in accordance with the CCSD's Personnel Policy, Procedures and Rules.

- B. No CCSD employee, Department Manager, or Director shall accept, directly or indirectly, any gift, rebate, money, or anything else of value from any person or entity if such gift, rebate, money, or anything of value is intended to reward or be an inducement for conducting business, placing orders with, or otherwise using the recipient's position with CCSD to secure an agreement with the CCSD.

1.12 Ethical Conduct in Procurement

- A. Ethical conduct in managing the CCSD's procurement activities is essential. Staff must always be mindful that they represent the District and the Board of Directors and share a professional trust with other staff and the public. Therefore, when making a purchase, they must keep in mind the following factors:
 1. Is this purchase necessary for the job at hand or for the CCSD to carry on its normal business activities?
 2. Is this purchase reasonable and/or the lowest cost?
- B. This Policy explicitly prohibits splitting Purchase Orders in a fiscal year to evade the specified dollar limits and avoid its procurement requirements. Splitting purchases does not allow for a competitive marketplace, increases administrative workflow, and may create ethical issues.

Chapter 2 - General

2.1 Signing Authority

The General Manager, or in his or her absence, the Administrative Department Manager, is hereby authorized to sign on behalf of the CCSD the following documents:

1. Any documents necessary to conduct the general business of the CCSD that do not require prior approval of the Board of Directors.

2. Any documents necessary to conduct the general business of the CCSD requiring approval of the Board after said documents have received approval of the Board of Directors.
3. Any agreements or other documents necessary to secure and receive state, federal, or other agency grants or loans.
4. Any agreements or documents necessary for the receipt and/or disbursement of any grant monies contracted for by the CCSD.

2.2 Budgeted Procurements

- A. Budget: At the beginning of each Fiscal Year, the Administrative Department Manager shall issue a complete CCSD budget approved by the Board. This budget will contain the purchasing account titles and numbers corresponding to the budgeted funds for each item. Each CCSD department will receive its budget for conducting purchasing transactions. Each Department Manager is responsible for controlling spending and monitoring the funds in the account line items. A quarterly status report will show a comparison between budgeted amounts and the department's purchasing activity.

The General Manager is authorized to exceed budgeted expenditures by twenty percent (20%) without Board approval. If this occurs, the General Manager shall account to the Board at the mid-year budget review, or after its completion, within sixty (60) days of the expenditures, and request the appropriate budget amendments and/or transfers.

- B. General Manager Approval: Subject to Section C below, the General Manager or, in his or her absence, the Administrative Department Manager shall approve all Contracts, Contract Amendments, Change Orders, Task Order Contracts (and related Task Orders), and Purchase Orders. "Absence" means the General Manager's inability to exercise their authority at the time when the CCSD needs to take the necessary steps to procure goods or services.

If the total price of a budget line item exceeds the budgeted amount by more than 20%, the General Manager's approval will be required.

- C. Board Approval Required: Board approval is required for the following.
 1. Contracts, Contract Amendments, and Purchase Orders for the purchase of supplies, equipment, materials, or recurring expenditures outside of the already approved fiscal year budget, where the estimated cumulative cost is fifty thousand dollars (\$50,000) or more.
 2. Professional service Contracts and Amendments where the estimated cumulative cost is fifty thousand dollars (\$50,000) or more.
 3. Public Works Contracts where the estimated cumulative cost is two hundred thousand dollars (\$200,000) or more, or the threshold specified in Public Contract Code Section 22032(c) as it may be amended.
 4. Task orders or Task Order amendments where the original scope of service or work is exceeded by twenty thousand dollars (\$20,000), provided that for Public Works projects, such total contract amount does not exceed the amount specified in Public Contract Code Section 22032(a).

5. All capital improvement projects through the yearly budget process or a budget adjustment.

2.3 Emergency Procurements

Upon the written finding of the General Manager that an emergency exists, the General Manager is authorized to approve unbudgeted expenditures up to fifty thousand dollars (\$50,000). The General Manager shall account to the Board within thirty (30) days of the expenditures and request the appropriate budget amendments and/or transfers.

2.4 Methods of Procurements

The following chart summarizes methods of procurement by category.

A. Supplies, Equipment, and Recurring Expenditures: See Chapter 3 below for procedures and limitations.

DOLLAR AMOUNT	PROCUREMENT METHOD
\$0-\$4,999	No purchase order required.
\$5,000-\$9,999	Verbal quote, (minimum 2 quotes) purchase order, or contract required.
\$10,000-\$24,999	Written quote, (minimum 2 quotes) purchase order, or contract required.
\$25,000-\$49,999	Prepare request for proposal
\$50,000+	Prepare request for proposal – Board approval required for contract or purchase order if amount is equal to or exceeds fifty thousand dollars (\$50,000)

B. Professional Services: See Chapter 4 below for procedures and limitations.

DOLLAR AMOUNT	PROCUREMENT METHOD
\$0-\$24,999	Solicit proposals from a qualified consultant/professional by whatever method the purchasing agent deems appropriate under the circumstances.
\$25,000-\$49,999	Prepare request for qualification and/or request for proposal
\$50,000+	Prepare request for qualification and/or request for proposal – Board approval required for contract or purchase order if amount is equal to or exceeds fifty thousand dollars (\$50,000)

C. Public Works: See Chapter 5 below for procedures and limitations.

<p style="text-align: center;">DOLLAR AMOUNT</p> <p style="text-align: center;">(Dollar limits are provided in the Uniform Public Construction Cost Accounting Act and may subsequently be amended.)</p>	<p style="text-align: center;">PROCUREMENT METHOD</p> <p style="text-align: center;">(Informal bidding procedures are provided in the Uniform Public Construction Cost Accounting Act and may subsequently be amended.)</p>
<p style="text-align: center;">\$0-\$59,999<u>75,000</u></p>	<p>May be performed by CCSD employees by force account, by negotiated Contract, or by purchase order.</p>
<p style="text-align: center;">\$6075,000<u>001-\$199,999</u><u>220,000</u></p>	<p>Contract by informal procedures as set forth in the Uniform Public Construction Cost Accounting Act. General Manager may approve in accordance with CCSD Municipal Code Section 1.06.010(D).</p>
<p style="text-align: center;">\$200<u>220,000</u>+</p>	<p>Contract by formal procedures as set forth in the Uniform Public Construction Cost Accounting Act. Board approval of contract required.</p>

Chapter 3 – Procurement of Materials, Supplies, Equipment, and Recurring Expenditures

3.1 Introduction

- A. The following procedures are established for the procurement of materials, supplies, and equipment, as referenced in Government Code Section 54202.
- B. In addition to the procedures of this Chapter:
 1. The CCSD may request the State Department of General Services to make purchases of materials, equipment, supplies, or recurring expenditures on its behalf pursuant to Public Contract Code Section 10298.
 2. The CCSD may request the Purchasing Agent of the County of San Luis Obispo to make purchases of materials, equipment, supplies, or recurring expenditures on its behalf pursuant to Article 7 (commencing with Section 25500) of Chapter 5 of Division 2 of Title 3 of the Government Code.
 3. The CCSD may rely on a legally compliant solicitation conducted by another local, regional, state, or national public agency or cooperative purchasing entity provided that the materials, supplies, and equipment are provided to the CCSD at the same price and on the same terms and conditions as in that solicitation.

C. Methods of Procurement

1. Purchases of materials, supplies, equipment, and recurring expenditures are normally made pursuant to Purchase Orders as described in this Chapter.
2. A Contract may substitute for a Purchase Order at the discretion of the Purchasing Agent and with the approval of the General Manager and CCSD Legal Counsel.

3.2 Purchases of Materials, Supplies, and Equipment with an Estimated Cost of Less Than Twenty-Five Thousand Dollars (\$25,000)

For purchases of materials, supplies, and equipment with an estimated cost of less than \$25,000, the following shall apply:

A. Types of Quotations

1. No Purchase Order is required for standard or non-complex materials with an estimated price of less than \$5,000.
2. Verbal. For purchases of standard or non-complex materials with an estimated price of \$5,000 to \$10,000 and not covered by a contractual agreement, verbal quotations will be requested from a minimum of two (2) vendors.
3. Written. Under the following conditions, written requests for quotations (RFQ) will be sent to a minimum of two (2) vendors:
 - a. Purchases are estimated to total between \$10,000 and \$24,999.
 - b. All Capital Equipment purchases total between \$10,000 and \$24,999.
 - c. Non-standard conditions, requirements, instructions, etc.
 - d. Any occasion where more permanent documentation is advisable.
 - e. Any purchase is based on best value rather than lowest price.

B. Award of Purchase Orders: The Department Manager will examine the quotations for completion and then determine the most responsive bidder, considering price and date of delivery. The quotation will be attached to the Purchase Order. The Department Manager will make the Purchase Order and award it after reviewing it with the General Manager. The Department Manager or his or her designee will notify the successful and unsuccessful vendors.

3.3 Purchases of Materials, Supplies and Equipment Equal to or greater Than Twenty-Five Thousand Dollars (\$25,000)

- A. The Board shall approve purchases of material, supplies, and equipment greater than twenty-five thousand dollars (\$25,000) with the vendor who, in response to the Request for Proposal, submits a proposal that most closely meets the CCSD's specifications, considering price and delivery dates.
- B. The Department Manager shall publish and distribute the Request for Proposals (RFP) to reasonably

assure that the proposed purchase is made to a vendor that most closely meets the CCSD's specification, considering price and delivery date.

C. The Request for Proposals shall include the following:

1. A statement of specifications of equipment and/or supplies to be purchased;
2. The location and deadline for submission of proposals;
3. The location where the specifications and proposal forms, if required, may be secured;
4. The proposed delivery date and place of delivery;
5. The date, time, and place assigned for the opening of sealed proposals;
6. The type and character of proposal security required, if any;
7. A statement that the CCSD intends to award the Contract to the vendor who submits a proposal that most closely meets the CCSD specifications with the consideration of price and delivery dates.
8. That the CCSD reserves the right to reject all proposals; and
9. Notice that no vendor can withdraw its proposal for a period of sixty (60) days from the date of opening proposals.

D. Alternative Procedure. As an alternative to the procedures described in Paragraphs A, B, and C above, the Board may approve the purchase of supplies and equipment by accepting a proposal submitted by a vendor to another public agency for similar equipment and/or supplies upon the Board approving the purchase by Resolution making the following findings:

1. The other agency's procedures for the purchase were substantially similar to the CCSD's procedures as stated in Paragraphs A, B, and C above.
2. The equipment and/or supplies to be purchased by CCSD are substantially similar to those purchased by the other agency, so the submitted proposals would be responsive to CCSD's specifications.
3. The negotiations regarding the purchase are minor, and the proposed purchase is consistent with the policy of awarding the contract to the most responsive vendor with the consideration of price and delivery date.

3.4 Non-Competitive Negotiations

- A. Under some circumstances, the CCSD competitive solicitation requirements may be dispensed with when the services, materials, supplies, equipment, and recurring expenditures are only available from one source, either because the brand or trade name article, goods, or product is the only one that will properly meet the needs of the CCSD or because the item is unique and available only from a sole source.

B. This approach involves procurement of materials, supplies, and equipment through solicitation of a proposal from only one source. Such negotiations may be used in limited situations when the award of a Contract or Purchase Order is not feasible under other methods upon the following findings:

1. The purchase price is reasonable; and
2. One or more of the following exists:
 - a. The product is the only one that will properly meet the needs of the CCSD because:
 - i. The item is unique and is available only from a sole source; or
 - ii. The item is unique and is designed to match others used in or furnished to a particular installation, program, facility, or location.
 - b. The product will be used in a field test or experiment to determine the product's suitability for future use.
 - c. The procurement is for the renewal or extension of a Contract for continuing professional services to the CCSD.
 - d. Public exigency or emergency will not permit delay.
 - e. A Federal Grantor authorized non-competitive negotiations.

C. Findings

1. The Department Manager shall make written findings referenced in subparagraph B2 above to be approved by the General Manager for purchases less than fifty thousand dollars (\$50,000) not otherwise approved by the Board.
2. The Board, by Resolutions, shall adopt findings for purchases referenced in subparagraph B2 above for purchases of fifty thousand dollars (\$50,000) or more.

3.5 Purchase Order Preparation

- A. Purchase Orders shall be prepared using a properly completed Purchase Order form. The form is designed to contain all the necessary information and signatures relevant to the purchase within the CCSD.
- B. The Purchase Order form is a written order to a vendor and shall include a Purchase Order number. A Purchase Order may also serve as a written change order. Purchase Orders must be approved as referenced in Section 3.2 above.
- C. Each Purchase Order form shall be filled out by the CCSD employee prior to CCSD funds being obligated for purchase and shall contain the following information:
 1. Purchase Order number, date, department, and who wrote it;
 2. To whom the Purchase Order is issued, together with a complete address;

3. Quantity/unit and description of the item(s) to be purchased;
 4. General Ledger account number to be charged;
 5. Unit price and extended amount (depending upon quantity);
 6. If applicable, the words "OPEN PO" and "EXPIRATION DATE" are not to exceed past the end of the current fiscal year at the top of the purchase order form;
 7. The words "NOT TO EXCEED" if it is for a repetitive purchase or a Contract amount;
 8. The total amount of the Purchase Order, including charges for freight and tax, if applicable;
 9. The written quote or estimate, a copy of the Contract, or other backup supporting documentation.
- D. The following intermediate supervisory or management staff, as approved by the General Manager, can initiate and authorize a Purchase Order up to \$9,999:
1. Facilities & Resources Manager
 2. Fire Chief
 3. Utilities Department Manager
 4. Wastewater Systems Superintendent
 5. Water Systems Superintendent
- E. All Purchases of \$10,000 or over will require the signature of a Department Manager.
- F. The General Manager or his or her designee must approve all Purchase Orders. The Purchase Order date must precede the order date.
- G. Any incomplete Purchase Orders will be returned to the Department Manager for completion.
- H. Insofar as it does not conflict with any other Procurement Policy limitations, a Purchase Order may be exceeded by up to 10% of the original Purchase Order amount. No increase may be given for quoted prices.

3.6 Open Purchase Orders

- A. A blanket or open Purchase Order can be used to reduce the time-consuming process of filling out a Purchase Order form for each purchase when it is with the same vendor and for repeat materials.
- B. Open Purchase Orders are to be used when the CCSD will:
1. Purchase repetitive, specified services or items or categories of items from the same vendor over a period of less than one year or on a monthly basis.
 2. Order standard materials or maintenance supplies which require numerous shipments.
 3. Obtain more favorable pricing through volume commitments.
- C. An employee making a purchase with an open Purchase Order vendor shall immediately transmit the invoice to their Department Manager for processing. The Department Manager shall sign the invoice and indicate the budgetary account on the face of the invoice and promptly route the invoice to Accounts Payable for payment.
- D. Open Purchase Orders generally must NOT be used when:

1. No benefit will be derived over and above a regular purchase.
 2. Prices are unknown at ordering time or subject to change later without notice.
 3. The quality of the vendor or service is questionable.
 4. Control over CCSD expenditures would be weakened significantly.
- E. An open Purchase Order differs from a standard Purchase Order only in the date entry block, with a date range that does not exceed the end of the current fiscal year.
- F. Each year during June, each Department Manager will review all department blanket Purchase Orders and reissue all necessary blanket Purchase Orders effective July 1.

Chapter 4 – Procurement of Professional Services

4.1 Applicability

- A. The procedures established herein are for the procurement of professional and consulting services including, but not limited to, auditors, financial advisors, technology advisors, rate consultants, private architects, landscape architects, engineers, environmental consultants, land surveyors, and/or construction project managers, or other individuals or organizations possessing a high degree of professional, unique, specialized technical skill or expertise which is not always adaptable to competitive bidding. Special provisions apply if the CCSD is seeking the professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms. The selection must then be based on the demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services required in accordance with Government Code Section 4526. Government Code Section 4526 does not apply when the CCSD determines that the services are of a more technical nature and involve little professional judgment and that requiring bids would not be in the public interest. (Government Code Section 4529.)
- B. It is the policy of the CCSD to employ professional and other consultant services whenever it is in the CCSD's best interest.
- C. The requirements to solicit proposals referenced in Sections 4.4 & 4.5 below do not apply to:
1. Contract Amendments so long as the Amendment is related to the completion of the contemplated work or services of the original Contract.
 2. Contracts for the continuation of professional service where the key personnel providing services have relocated to a different firm or company.
 3. Contracts for services related to litigation.

4.2 Method of Procurement

Procurement of Professional Services is normally made pursuant to a contract or Task Order Contract.

4.3 Qualifications

Professional service Contracts shall be awarded based on demonstrated competence and qualifications for the type of service to be performed and at a fair and reasonable price to the CCSD.

4.4 Professional Services with An Estimated Cost of Less Than Fifty Thousand Dollars (\$50,000)

- A. For Contracts estimated to be less than fifty thousand dollars (\$50,000), the Department Manager will solicit proposals from three (3) qualified consultants and professionals by whatever method the Department Manager deems most appropriate.
- B. Professional services will only be procured through a Contract approved by the General Manager and CCSD legal counsel.

4.5 Professional Services with An Estimated Cost of Fifty Thousand Dollars (\$50,000) Or More

- A. For Contracts estimated to be fifty thousand dollars (\$50,000) or more, the Board of Directors shall approve the award of professional service contracts.
- B. The written Contract shall be awarded to the professional service provider who, in response to a request for proposal, submits a statement of qualifications and proposal for services that most closely meets the CCSD's requirements at a fair and reasonable cost.

4.6 Non-Competitive Negotiations

- A. Under some circumstances, the CCSD competitive solicitation requirements may be dispensed with when the professional service is only available from one source, either because the professional service provider is the only provider that will properly meet the needs of the CCSD, or the professional service is unique and available only from a sole source.
- B. This approach involves the procurement of professional services through the solicitation of proposals from only one source. Such negotiations may be used in limited situations based on the following findings:
 - 1. The service provider is qualified pursuant to Section 4.3;
 - 2. The cost of the services is reasonable;
 - 3. One or both of the following exists:
 - a. The proposed service provider is uniquely knowledgeable and qualified because similar/related services have been previously provided to the CCSD; or
 - b. An emergency will not permit delay.
- C. Findings
 - 1. The Department Manager shall submit written findings referenced in subparagraph A above to be approved by the General Manager for Professional Services Contracts where the cumulative costs are estimated at less than fifty thousand dollars (\$50,000) and the costs are not otherwise approved by the Board.

2. The Board, by Resolutions, shall adopt the findings referenced in subparagraph A above for Professional Services Contracts where the cumulative costs are estimated at fifty thousand dollars (\$50,000) or more.

Chapter 5 – Procurement of Public Works

5.1 Uniform Public Construction Cost Accounting Act (UPCCAA)

Pursuant to Public Contract Code Section 20682(g), the CCSD has elected to become subject to the Uniform Public Construction Cost Accounting Act (UPCCAA), Public Contract Code Sections 22000 et seq., when contracting for the construction of public projects as defined by Public Contract Code Section 22002 (reference CCSD Municipal Code Section 1.06.010). Where applicable, the CCSD will adhere to the alternative bidding procedures provided by the UPCCAA. Public projects (as defined in Public Contract Code Section 22002) that do not exceed the dollar limits in Public Contract Code Section 22032(b) (as such limits currently exist or may subsequently be amended) may be let to contract by informal procedures as set forth in the UPCCAA.

5.2 UPCCAA Contracting Procedures and Dollar Amount Limitations

Contracts for public projects shall be awarded pursuant to the dollar limitations established by the UPCCAA (Public Contract Code Section 22032), which, as of the time of the adoption of this Policy, are as follows:

- A. Public projects of ~~sixty-seventy-five~~ thousand dollars (~~\$6075,000~~) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.
- B. Public projects of two hundred ~~twenty~~ thousand dollars (~~\$200220,000~~) or less may be let to contract by informal procedures as set forth in the UPCCAA. Contracts between ~~\$6075,001~~ and ~~\$200220,000~~ require Board approval.
- C. Public projects of more than two hundred ~~twenty~~ thousand dollars (~~\$200220,000~~) shall, except as otherwise provided in the UPCCAA, be let to contract by formal bidding procedures. Contracts over ~~\$200220,000~~ require Board approval.

Pursuant to Public Contract Code Section 22033, it shall be unlawful to split or separate into smaller work orders or projects any public project for the purpose of evading the requirements of the UPCCAA.

5.3 Informal Bidding Procedures

Pursuant to the UPCCAA (Public Contract Code Section 22034), the CCSD enacted an informal bidding ordinance to govern the selection of contractors to perform public projects subject to informal bidding procedures under Public Contract Code Section 22032(b). The CCSD's informal bidding ordinance is codified in Section 1.06.010 of the CCSD Municipal Code.

Pursuant to Public Contract Code Section 22034(d), if all bids received pursuant to the CCSD's informal bidding procedures are in excess of two hundred ~~twenty~~ thousand dollars (~~\$200220,000~~), the Board may, by adoption of a resolution by a four-fifths vote, award the Contract, at two hundred ~~twelve-thirty-five~~ thousand ~~five hundred~~ dollars (~~\$212,500235,000~~) or less, to the lowest responsible bidder, if it determines the cost estimate of the CCSD was reasonable. [Dollar limits are subject to changes in the Public Contract Code Section 22034\(d\).](#)

5.4 Formal Bidding Procedures

The formal bidding procedures provided by the UPCCAA (Public Contract Code Sections 22037 et seq.) will

govern the selection of contractors to perform public projects subject to formal bidding procedures under Public Contract Code Section 22032(b).

5.5 Emergencies

- A. Pursuant to Public Contract Code Section 22035, in cases of emergency when repair or replacements are necessary, the Board may proceed at once to replace or repair any public facility without giving notice for bids let to contracts. The work may be done by day labor under the direction of the Board, by contractor, or by a combination of the two.
- B. In case of an emergency, if notice for bids let to contracts will not be given, the public agency shall comply with Chapter 2.5 of the Public Contract Code (commencing with Section 22050).

Chapter 6 – Payment

6.1 Warrants

- A. All supporting documents, including the Purchase Order, Task Order, proof of receipt, packing slip, etc., will be attached to the invoice and presented to the General Manager for payment pursuant to subparagraph B below. The invoices will be reviewed and approved (paper or digital signature) by the General Manager verifying that the documents are internally consistent, that invoices being paid are original, that receipt of goods or services has been acknowledged by the CCSD Department Manager, and that the amounts agree between documents.
- B. A copy of the warrant shall be made prior to mailing. The invoice and supporting documentation shall be attached to the copy of the warrant and then filed (paper or digital) by vendor/service provider and separated by the fiscal year in which the payment was made.

6.2 Check Signing Procedures

- A. All checks must have two authorized signatures per the current bank resolution adopted by the CCSD Board of Directors.
- B. Checks in an amount less than \$25,000 require two computer-generated signatures.
- C. Checks in the amount of \$25,000 to \$99,999 require one handwritten signature, which shall be the General Manager or his or her designee, and one computer-generated signature.
- D. Checks in the amount of \$100,000 and greater require two handwritten signatures, one of which shall be the General Manager or his or her designee.
- E. The General Manager has the authority to authorize the employee signatories.
- F. The General Manager shall review and initial issued checks in the amount of \$25,000 and greater.

6.3 Payment Via CCSD Credit Cards

- A. All purchases using a CCSD credit card are subject to the same requirements and procedures as outlined in this policy and the following additional requirements:
 - 1. All CCSD credit cards shall be issued on a department basis in the name of each Department Manager. An additional credit card may be issued for the department's general use; in such cases, the Department Manager will have oversight, responsibility and signature authority for the expenditures. For example, a general Fire Department credit card may be issued for use by Captains with the Fire Chief's permission.

2. The General Manager shall manage the administration of CCSD credit cards.
3. Only the General Manager and Department Managers may sign credit card purchases. Department Managers may allow their department employees to use the department credit card; however, the Department Manager is responsible for its care and control.
4. Credit card purchases related to travel will adhere to the District's Travel Policy.
5. The credit limit on the CCSD credit cards shall be ten thousand dollars (\$10,000) per month for the General Manager and five thousand dollars (\$5,000) per month for each Department Manager.
6. Credit card purchases for orders made via telephone or Internet are permitted. A receipt must be obtained and forwarded to Accounts Payable.
7. CCSD credit cards may not be used for personal purchases or spending. Violations of this policy will result in the loss of CCSD credit card privileges and are subject to disciplinary action.
8. Cash advances on any CCSD credit card are prohibited. Any violation of this policy will result in disciplinary action.

6.4 Payment by Electronic Funds Transfer

- A. CCSD may make payments by Electronic Funds Transfer (EFT), Automated Clearing House network (ACH), and electronic check(s) in compliance with the applicable payment provisions of Chapter 6 and banking rules and regulations.
- B. CCSD may make payments by wire transfer for exceptional circumstances with prior approval from the General Manager or the Board. Examples of exceptional circumstances include when expediency is required or for real estate transactions. If other types of payment options are available, wire transfers should not be used due to their increased cost and lower security than other electronic payment forms.

6.5 Invoice Approval Procedures

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

6.6 Petty Cash Procedures

- A. The CCSD Administrative Department Manager or his or her designee shall maintain a petty cash fund of \$300.00.
- B. This fund will be used to purchase items costing no more than \$25.00 and must be authorized by the Department Manager or their designated employee.

- C. Purchase Orders should be used whenever practical, and receipts are required for reimbursement. There are no exceptions to the receipt rule.
- D. The CCSD Administrative Department Manager or their designee shall reconcile the petty cash fund on a monthly basis.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.F**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025

Subject: Consideration of Approval of the Grants Policy
Number 2170 - Amended 1/6/2025

FISCAL IMPACT:

There is no immediate fiscal impact associated with the proposed policy change, but the increased efficiency in submitting grant applications may potentially result in more funding opportunities being secured for future projects.

DISCUSSION:

The current Grants Policy requires all grant applications to be submitted to the Board of Directors for approval before submission. This process has been identified as a potential bottleneck, causing delays in submitting grant applications. The policy was originally designed to ensure oversight and approval by the Board before applications were sent to grantors.

However, as the landscape of grant opportunities has evolved, it has become apparent that requiring board approval before submitting applications may hinder the ability to meet grant deadlines and take advantage of time-sensitive funding opportunities.

Staff is recommending an update to the Grants Policy to remove the requirement that grant applications be submitted to the Board of Directors prior to submission. This change would allow staff to submit applications directly to grantors while maintaining Board oversight in approving grants after the fact. The Board will continue to be informed of all grant submissions and can review and approve grant applications post-submission during regular meetings.

It is recommended that the Board of Directors approve the proposed update to the Grants Policy, removing the requirement for grant applications to be submitted to the Board of Directors before submission to the granting agency, and approve the update if deemed appropriate.

ATTACHMENTS:

1. [Grants Policy Number: 2170](#)



Board Approved on 02/11/2021

POLICY TITLE: Grants Policy

POLICY NUMBER: 2170

This policy applies to grants affecting all CCSD projects, programs, and services except for grants for projects included in the SST (Sustainable Solutions Turnkey) Program.

2170.1 Purpose

2170.1.1 Grants are defined as contracts or agreements whereby the Cambria Community Services District (“CCSD”) receives funding from an outside agency or organization to support a District project, program, or service, and for which the District has fiduciary oversight responsibility.

2170.1.2 It shall be the policy of the CCSD to identify and apply for grants that provide additional financial resources to the District to assist in carrying out its projects, programs, and services. This policy has been adopted by the CCSD Board of Directors to clarify responsibility and authority for applying for grants and to assure that all grants awarded to the CCSD have been thoroughly researched, are financially feasible for the District, and do not create unforeseen financial or other burdens.

2170.2 Applying for grants

2170.2.1 The General Manager shall inform the Board of Directors of all grant applications as soon as possible prior to submission. Application for grants that require matching funds shall be approved by the Board of Directors ~~prior to submission~~. The Board of Directors shall have final approval of all grants awarded to the District, including any required resolutions and budget adjustments. The General Manager shall establish procedures to assure that the processing of grant applications is timely and effective, that the prospective grants directly support the purposes of the District, and that the terms of the grant can be implemented and managed in an efficient and effective manner.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.G**

FROM: Matthew McElhenie, General Manager
Denise Fritz, Administrative Department Manager

Meeting Date: January 9, 2025 Subject: Consideration of Approval of the Capital
Improvement Project (CIP) List Format

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The current CIP list has been utilized to track and present active and completed projects. However, feedback from staff suggested improvements to enhance clarity and presentation.

The proposed changes to the CIP list format include the following:

1. **Enhanced Presentation:** The document has been reformatted to improve readability and professional appearance, ensuring information is presented clearly and efficiently.
2. **Source of Funds Column:** A new column has been added to identify the source of funds for each project providing greater transparency regarding project financing.
3. **Completed Projects Section:** Projects that have been completed are now moved from the active list to a separate “Completed Projects” section. This ensures that the active list remains focused on ongoing initiatives.

These changes aim to streamline the document and better meet the needs of stakeholders, including the Board, staff, and community members. It is recommended that the Board of Directors approve the updated format for the Capital Improvement Project (CIP) list.

ATTACHMENTS:

1. [Proposed CIP List Format](#)
2. [Current CIP List Format \(For Comparison\)](#)

CAMBRIA COMMUNITY SERVICES DISTRICT



CAPITAL IMPROVEMENT PROGRAM

ADOPTED [INSERT DATE]

CAMBRIA COMMUNITY SERVICES DISTRICT

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2024/2025

BOARD OF DIRECTORS

Debra Scott

Michael Thomas

Harry Farmer

Tom Gray

Karen Dean

GENERAL MANAGER

Matthew McElhenie

**ADMINISTRATIVE
DEPARTMENT MANAGER**

Denise Fritz

**FACILITIES & RESOURCES
MANAGER**

David Aguirre

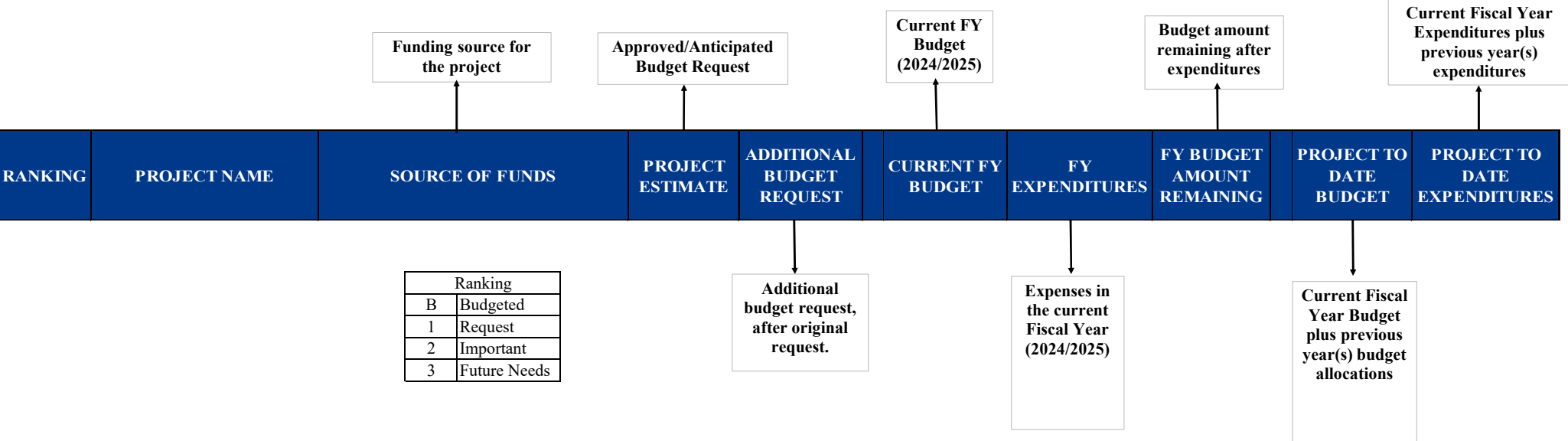
FIRE CHIEF

Michael Burkey

**UTILITIES DEPARTMENT
MANAGER**

Jim Green

LEGEND



Capital Improvement Program Timeline	
January	Departments Submit new project requests to the General Manager
February	List is presented to Resources & Infrastructure (R&I) Committee
April	Changes are made and brought back to R&I Committee if necessary
May	CIP list is incorporated in Preliminary Budget presentation to Finance Committee
June	Preliminary Budget including the CIP list is presented to the Board
July	Changes are made if necessary
August	Final budget including all project roll forwards and reserve balances are submitted to the Board

CAMBRIA COMMUNITY SERVICES DISTRICT

ADMINISTRATION DEPARTMENT

GENERAL FUND: ADMINISTRATION DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
3	REPLACE DISTRICT CAR	ADMINISTRATION	\$ 30,000		\$ -	\$ -	\$ -	\$ 30,000	\$ -
	DEPARTMENT TOTAL		\$ 30,000		\$ -	\$ -	\$ -	\$ 30,000	\$ -

CAMBRIA COMMUNITY SERVICES DISTRICT

**FACILITIES &
RESOURCES
DEPARTMENT**

GENERAL FUND: FACILITIES & RESOURCES DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	CURRENT YEAR ACTIVITY				ACTIVITY TO DATE		
			PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
B	SKATE PARK	CCSD RESERVES	\$ 178,000	\$ -	\$ 98,707	\$ 2,383	\$ 96,325	\$ 178,000	\$ 52,088
		LAND & WATER CONSERVATION FUND GRANT	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -
		CBID TOURISM GRANT (RESTROOM)	\$ 47,500	\$ -	\$ -	\$ -	\$ -	\$ 47,500	\$ -
		CAMBRIA COMMUNITY COUNCIL	\$ 374,500	\$ -	\$ 98,707	\$ 2,383	\$ 96,324	\$ 374,500	\$ 52,089
		TOTAL	\$ 1,200,000	\$ -	\$ 197,414	\$ 4,766	\$ 192,649	\$ 1,200,000	\$ 104,177
B	EAST RANCH RESTROOM	FACILITIES & RESOURCES	\$ 371,480	\$ -	\$ 307,612	\$ 1,142	\$ 306,470	\$ 371,480	\$ 242,962
		PROP 68 GRANT	\$ 177,952	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 549,432	\$ -	\$ 307,612	\$ 1,142	\$ 306,470	\$ 371,480	\$ 242,962
B	VETS HALL SOUND SYSTEM	FACILITIES & RESOURCES	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -
2	F&R BUILDING LOCATION	FACILITIES & RESOURCES	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	ADMIN OFFICE RELOCATION	FACILITIES & RESOURCES	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	ATV	FACILITIES & RESOURCES	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 4,688,864	\$ -	\$ 1,060,052	\$ 11,816	\$ 1,048,236	\$ 3,192,960	\$ 694,278
VETS HALL RENOVATION									
3	SEWER LINE	FACILITIES & RESOURCES	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	ELECTRICAL EMERGENCY	FACILITIES & RESOURCES	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	FLOORING	FACILITIES & RESOURCES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	RE-ROOF ENTIRE BUILDING	FACILITIES & RESOURCES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	WATER LINE	FACILITIES & RESOURCES	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	KITCHEN IMPROVEMENTS	FACILITIES & RESOURCES	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	RESTROOM IMPROVEMENTS	FACILITIES & RESOURCES	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	DEPARTMENT SUBTOTAL		\$ 9,777,728	\$ -	\$ 2,120,104	\$ 23,632	\$ 2,096,472	\$ 6,385,920	\$ 1,388,556

CAMBRIA COMMUNITY SERVICES DISTRICT

**CAMBRIA CSD
FIRE
DEPARTMENT**

GENERAL FUND: CAMBRIA CSD FIRE DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
B	BALLISTIC VESTS FOR ACTIVE SHOOTER RESPONSE	FIRE	\$ 15,000		\$ 15,000	\$ 4,085	\$ 10,915	\$ 15,000	\$ 4,085
2	ROOF, DRY ROT AND RAIN GUTTER REPAIR & PAINT	FIRE	\$ 150,000		\$ -	\$ -	\$ -	\$ 150,000	\$ -
2	FIRE ENGINE - TYPE 1	FIRE	\$ 1,500,000					\$ 1,500,000	
2	REPLACE RESCUE BOAT WITH RESCUE SKI	FIRE	\$ 21,000		\$ -	\$ -	\$ -	\$ 21,000	\$ -
2	GATE & FENCING	FIRE	\$ 40,000		\$ -	\$ -	\$ -	\$ 40,000	\$ -
3	REPLACE WATER TENDER	FIRE	\$ 600,000		\$ -	\$ -	\$ -	\$ 600,000	\$ -
3	FUEL TANK REPLACEMENT	FIRE	\$ 12,000		\$ -	\$ -	\$ -	\$ 12,000	\$ -
	TOTAL		\$ 2,338,000		\$ 15,000	\$ 4,085	\$ 10,915	\$ 2,338,000	\$ 4,085
FIRE STATION IMPROVEMENTS									
3	TURNOUT LOCKERS & STORAGE ROOM	FIRE	\$ 45,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	SLEEPING QUARTERS	FIRE	\$ 450,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	METAL BUILDING (APPARATUS BAYS, STORAGE & GYM RELOCATION)	FIRE	\$ 220,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	BATHROOM REMODEL	FIRE	\$ 50,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	FIRE TRAINING BUILDING	FIRE	\$ 500,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	KITCHEN REMODEL	FIRE	\$ 70,000		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 1,265,000		\$ -	\$ -	\$ -	\$ -	\$ -
	DEPARTMENT SUBTOTAL		\$ 6,011,000		\$ 30,000	\$ 8,171	\$ 21,829	\$ 4,676,000	\$ 8,171
	GENERAL FUND GRAND TOTAL		\$ 15,818,728						
		Budgeted (B)	\$ 614,480						
		Priority 1	\$ -						
		Priority 2	\$ 2,851,000						
		Priority 3	\$ 2,377,000						
	TOTAL		\$ 5,842,480						

CAMBRIA COMMUNITY SERVICES DISTRICT

WASTEWATER DEPARTMENT

ENTERPRISE FUND: WASTEWATER DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
SST WASTEWATER TREATMENT PLANT PROJECTS									
B	(ECM 1) INFLUENT FLOW EQUALIZATION	WASTEWATER	\$ 3,791,224		\$ 2,615,470	\$ 268,308	\$ 2,347,162	\$ 3,791,224	\$ 1,444,062
B	(ECM 2) INFLUENT LIFT STATION	WASTEWATER	\$ 46,512		\$ (10,149)	\$ -	\$ (10,149)	\$ 46,512	\$ 56,661
B	(ECM 3) MODIFIED LUDZAK-ETTINGER PROCESS UPGRADE	WASTEWATER	\$ 2,419,093		\$ 1,595,519	\$ 1,712	\$ 1,593,807	\$ 2,419,093	\$ 825,286
B	(ECM 4) BLOWER IMPROVEMENTS	WASTEWATER	\$ 603,329		\$ 357,761	\$ 75,562	\$ 282,199	\$ 603,329	\$ 321,130
B	(ECM 5) RAS & WAS PUMPING IMPROVEMENTS	WASTEWATER	\$ 1,290,972		\$ 687,983	\$ -	\$ 687,983	\$ 1,290,972	\$ 602,989
B	(ECM 7) ELECTRICAL UPGRADES	WASTEWATER	\$ 554,687		\$ 410,287	\$ 101,727	\$ 308,560	\$ 554,687	\$ 246,127
B	(ECM 8) BACKUP POWER	WASTEWATER	\$ 925,404		\$ 548,072	\$ -	\$ 548,072	\$ 925,404	\$ 377,332
B	(ECM 9) SCADA SYSTEM	WASTEWATER	\$ 1,148,557		\$ 795,701	\$ -	\$ 795,701	\$ 1,148,557	\$ 352,856
B	(ECM 12) SEWER LIFT STATIONS	WASTEWATER	\$ 1,320,222		\$ 1,265,711	\$ -	\$ 1,265,711	\$ 1,320,222	\$ 54,511
2	SECONDARY WATER SYSTEM (3W) IMPROVEMENTS	WASTEWATER	\$ 318,202		\$ -	\$ -	\$ -	\$ -	\$ -
2	PADS FOR ELECTRICAL ECMS	WASTEWATER	\$ 313,893		\$ -	\$ -	\$ -	\$ -	\$ -
2	FINAL DESIGN	WASTEWATER	\$ 308,394		\$ -	\$ -	\$ -	\$ -	\$ -
2	PROJECT DURATION/GENERAL CONDITION COSTS	WASTEWATER	\$ 1,117,904		\$ -	\$ -	\$ -	\$ -	\$ -
2	EFFLUENT PUMP STATION IMPROVEMENTS	WASTEWATER	\$ 374,580		\$ -	\$ -	\$ -	\$ -	\$ -
2	SLUDGE THICKENING	WASTEWATER	\$ 1,393,341		\$ -	\$ -	\$ -	\$ -	\$ -
2	INFLUENT LIFT STATION MODIFICATIONS	WASTEWATER	\$ 2,110,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	STORM DRAIN	WASTEWATER	\$ 130,521		\$ -	\$ -	\$ -	\$ -	\$ -
2	DEMOLISH OLD TANKS	WASTEWATER	\$ 567,815		\$ -	\$ -	\$ -	\$ -	\$ -
3	TERTIARY TREATMENT	WASTEWATER	\$ 889,436		\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL			\$ 19,624,086		\$ 8,266,355	\$ 447,309	\$ 7,819,046	\$ 12,100,000	\$ 4,280,954

ENTERPRISE FUND: WASTEWATER DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE		
				ADDITIONAL BUDGET REQUEST	CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
WASTEWATER TREATMENT PLANT PROJECTS									
B	NEW POLYMER SKID FOR SLUDGE PRESS	WASTEWATER	\$ 25,000		\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -
B	SECURITY IMPROVEMENTS	WASTEWATER	\$ 15,000		\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -
	TOTAL		\$ 40,000		\$ 40,000	\$ -	\$ 40,000	# \$ 40,000	\$ -
CLARIFIER IMPROVEMENTS									
2	EASTERN CLARIFIER - REPLACE DRIVE UNIT'S METALLIC HUBS	WASTEWATER	\$ 35,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	SECONDARY WATER SYSTEM	WASTEWATER	\$ 4,100		\$ -	\$ -	\$ -	\$ -	\$ -
2	BLOWER REPLACEMENT	WASTEWATER	\$ 9,200		\$ -	\$ -	\$ -	\$ -	\$ -
2	PFAS TREATMENT (DESIGN PHASE)	WASTEWATER	\$ 50,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	CARGO BOX FOR STORAGE	WASTEWATER	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	EASTERN CLARIFIER - REPLACE CLARIFIER CHAIN, WEAR SHOES, SKID PLATES & SPROCKETS	WASTEWATER	\$ 40,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	WESTERN CLARIFIER - REPLACE CLARIFIER CHAIN, WEAR SHOES, SKID PLATES & SPROCKETS	WASTEWATER	\$ 40,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	COVER FOR SHELTERING OF EQUIPMENT AT PLANT	WASTEWATER	\$ 15,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	VAN GORDON HOUSE DEMOLITION	WASTEWATER	\$ 50,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	REDUNDANT BLOWER FOR PLANT	WASTEWATER	\$ 400,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	WALKWAY GRATING ON DIGESTER TANKS	WASTEWATER	\$ 20,000		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 713,300						
	SUBTOTAL		\$ 753,300		\$ 80,000	\$ -	\$ 80,000	\$ 80,000	\$ -

ENTERPRISE FUND: WASTEWATER DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
COLLECTION SYSTEM PROJECTS									
B	ENGINEERING FOR GRAVITY REPLACEMENT FOR LIFT STATION B-1	WASTEWATER	\$ 40,000		\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ -
	TOTAL		\$ 40,000		\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ -
LIFT STATION B-1 (BURTON DRIVE AT TIN CITY)									
2	CONVERT TO GRAVITY FLOW	WASTEWATER	\$ 600,000		\$ -	\$ -	\$ -	\$ -	\$ -
B	LIFT STATION IMPROVEMENTS	WASTEWATER	\$ 149,938		\$ 149,938	\$ -	\$ 149,938	\$ 149,938	\$ -
	TOTAL		\$ 749,938		\$ 149,938	\$ -	\$ 149,938	\$ 149,938	\$ -
LIFT STATION B-3 (GREEN ST/W. LODGE HILL)									
B	NEW CONTROL PANEL	WASTEWATER	\$ 60,000		\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ -
2	NEW SUBMERSIBLE PUMPS, MCC, BYPASS PIPING	WASTEWATER	\$ 250,000		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 310,000		\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ -
LIFT STATION A (NOTTINGHAM & LEIGHTON/PARK HILL)									
2	NEW SUBMERSIBLE PUMPS, MCC, BYPASS PIPING, CONTROL PANEL AT GRADE ELEVATION	WASTEWATER	\$ 490,000		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 490,000		\$ -	\$ -	\$ -	\$ -	\$ -
LIFT STATION A-1 (SHERWOOD & HARVEY/MARINE TERRACE)									
2	NEW SUBMERSIBLE PUMPS, BYPASS PIPING	WASTEWATER	\$ 265,000		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 265,000		\$ -	\$ -	\$ -	\$ -	\$ -
LIFT STATION B (SR CREEK/BEHIND PARK HILL)									
2	NEW CONTROL PANEL, GENERATOR, WET WELL, SUBMERSIBLE PUMPS, & VALVE VAULT	WASTEWATER	\$ 435,000		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 435,000		\$ -	\$ -	\$ -	\$ -	\$ -
LIFT STATION B-2 (WOOD DR./E. LODGE HILL)									
2	NEW CONTROL PANEL AT GRADE ELEVATION	WASTEWATER	\$ 425,000		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 425,000		\$ -	\$ -	\$ -	\$ -	\$ -
LIFT STATION 8									
2	REPLACE PUMPS	WASTEWATER	\$ 95,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	PHASED MANHOLE & SEWER MAIN REPLACEMENT	WASTEWATER	\$ 1,000,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	NEW GENERATORS AT LIFT STATIONS 4 & 8	WASTEWATER	\$ 12,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	PUSH CAMERA	WASTEWATER	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	ASSET MANAGEMENT SOFTWARE	WASTEWATER	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 1,127,000		\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL		\$ 3,841,938	\$ -	\$ 249,938	\$ -	\$ 249,938	\$ 249,938	\$ -

ENTERPRISE FUND: WASTEWATER DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
OTHER									
B	FUEL TANK & COMPUTER REPLACEMENT	WASTEWATER	\$ 25,000		\$ 25,000	\$ -	\$ 25,000.00	\$ 25,000	\$ -
B	EV TRUCK	WASTEWATER	\$ 55,000		\$ 55,000	\$ 58,857	\$ (3,857.35)	\$ 55,000	\$ 58,857
	SUBTOTAL		\$ 80,000		\$ 80,000	\$ 58,857	\$ 21,143	# \$ 80,000	\$ 58,857
	ENTERPRISE FUND: WASTEWATER DEPARTMENT GRAND TOTAL		\$ 24,299,324						
		Budgeted (B)	\$ 12,469,938						
		Priority 1	\$ -						
		Priority 2	\$ 10,429,950						
		Priority 3	\$ 1,359,436						
	TOTAL		\$ 24,259,324						

CAMBRIA COMMUNITY SERVICES DISTRICT

WATER DEPARTMENT

ENTERPRISE FUND: WATER DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
WATER DISTRIBUTION SYSTEM PROJECTS									
ADVANCED METERING INFRASTRUCTURE (AMI)									
B	METER INSTALL	WATER	\$ 526,500	\$ -	\$ 484,376	\$ 233,738	\$ 250,638	\$ 526,500	\$ 275,862
B	REGISTERS	WATER	\$ 680,000	\$ -	\$ 430,579	\$ 430,579	\$ -	\$ 680,000	\$ 680,000
2	METER LIDS	WATER	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 1,256,500	\$ -	\$ 914,955	\$ 664,317	\$ 250,638	# \$ 1,206,500	\$ 955,862
SAN SIMEON WELL FIELD TRANSMISSION MAIN AT STATE PARK WETLANDS									
B	DESIGN & PERMITTING	WATER	\$ 600,000	\$ -	\$ 532,322	\$ 3,576	\$ 528,746	\$ 600,000	\$ 71,254
B	PINEY WAY EROSION CONTROL - DESIGN, PERMITTING & RELOCATION	WATER	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
B	COVER FOR SHELTERING OF EQUIPMENT AT PLANT	WATER	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -
B	MODULAR OFFICE BUILDING AT PLANT	WATER	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
B	REMOTE MONITORING EQUIPMENT	WATER	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -
B	LEAD & COPPER SERVICE LINE REGULATIONS	WATER	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -
B	SOURCE WATER ASSESSMENT	WATER	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
2	DISTRICT METERED AREAS (PHASED - DESIGN & PERMITTING, IMPLEMENTATION COST TBD)	WATER	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	CATHODIC PROTECTION SR 3 & 4	WATER	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	SS2, SS3, SR4 TRANSDUCERS	WATER	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	WELL SITE PUMP REPLACEMENTS	WATER	\$ 532,141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	UPGRADING UNDERSIZED WATER MAINS	WATER	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	VAULT UPGRADES (RODEO GROUNDS, CHARING & WINDSOR)	WATER	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	DEMO VAN GORDON HOUSE (WATER PORTION)	WATER	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

3	SS3 EMERGENCY POWER	WATER	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	PINE KNOLLS FENCE	WATER	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	PINEY WAY GEO REPORT	WATER	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	PINE KNOLLS - IVA COURT ZONE 1 PIPELINE EXPANSION	WATER	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL		\$ 1,987,141	\$ -	\$ 692,322	\$ 3,576	\$ 688,746	#	\$ 760,000	\$ 71,254
	SUBTOTAL		\$ 3,243,641		\$ 692,322	\$ 3,576	\$ 688,746	#	\$ 760,000	\$ 71,254

ENTERPRISE FUND: WATER DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
TANK & BOOSTER PUMP STATION PROJECTS									
B	RODEO GROUNDS PUMP STATION GENERATOR & ATS	WATER	\$ 155,000	\$ -	\$ 155,000	\$ -	\$ 155,000	\$ 155,000	\$ -
B	STUART STREET TANK REHABILITATION	WATER	\$ 458,000	\$ -	\$ 752,517	\$ 64,407	\$ 688,110	\$ 458,000	\$ 144,890
		EPA COMMUNITY GRANT	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 833,000	\$ -	\$ 752,517	\$ 64,407	\$ 688,110	\$ 458,000	\$ 144,890
B	STUART STREEK STATION ROOF	WATER	\$ 10,000	\$ -	\$ 10,000	\$ 700	\$ 9,300	\$ 10,000	\$ 700
B	WELL FIELD GATE	WATER	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
B	LEIMERT FENCE	WATER	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -
B	SAN SIMEON WELL 2 PULL & SUBMERSIBLE	WATER	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	\$ -
B	SR 3 REHAB	WATER	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -
B	FUEL TANK & COMPUTER REPLACEMENT	WATER	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -
1	RODEO GROUNDS PUMP STATION REPLACEMENT	WATER	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	SR 4 GENERATOR	WATER	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	SR4 ATS	WATER	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	STUART STREET 3 ANALYTIC OFF GRID POWER	WATER	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	STORAGE SHED YARD	WATER	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	LEIMERT TANK RESERVE	WATER	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	THIRD STUART STREET TANK INSTALLATION	WATER	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	STUART STREET & LEIMERT BOOSTER PUMP REPLACEMENT	WATER	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL		\$ 7,396,000	\$ -	\$ 1,980,034	\$ 129,514	\$ 1,850,520	\$ 1,391,000	\$ 290,480

ENTERPRISE FUND: WATER DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
VEHICLE & TRAILER-MOUNTED EQUIPMENT									
3	VAC TRAILER RESERVE	WATER	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	TRACTOR RESERVE	WATER	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	DUMP TRAILER FOR STORING & HAULING SPOILS FROM ROAD REPAIRS	WATER	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	TRUCK REPLACEMENT PROGRAM	WATER	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL		\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ENTERPRISE FUND: WATER DEPARTMENT

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
PROGRAMS & PLANS									
3	HYDRAULIC SYSTEM MODEL UPDATE	WATER	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	WATER MASTER PLAN AMENDMENT	WATER	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	DATABASE FOR WATER CONSERVATION PROGRAM/TRACKING WITH PARCEL LINKS & APN FILE CONVERSION	WATER	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL		\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ENTERPRISE FUND: WATER DEPARTMENT GRAND TOTAL			\$ 10,899,641		\$ 2,672,356	\$ 133,089	\$ 2,539,267	\$ 2,151,000	\$ 361,733
		Budgeted (B)	\$ 2,849,500						
		Priority 1 Total	\$ 3,500,000						
		Priority 2 Total	\$ 405,000						
		Priority 3 Total	\$ 2,887,141						
	TOTAL		\$ 9,641,641						

CAMBRIA COMMUNITY SERVICES DISTRICT

WATER RECLAMATION FACILITY

ENTERPRISE FUND: WATER RECLAMATION FACILITY

ENTERPRISE FUND: WATER RECLAMATION FACILITY									
RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
PERMITTING & PLANNING									
B	GROUNDWATER MODELING & CONSULTING FOR CDP (INSTREAM FLOW STUDY)	WRF	\$ 48,000		\$ 27,969	\$ -	\$ 27,969	\$ 48,000	\$ 20,031
B	EIR CONSULTING (FOLLOW-UP AGENCY DISCUSSION TO SUPPORT THE WRF'S REGULAR CDP)	WRF	\$ 26,690		\$ 1,962	\$ -	\$ 1,962	\$ 26,690	\$ 24,728
	SECTION 7 ESA CONSULTING, ANNUAL AMP REPORT & AMP UPDATE	ON HOLD	\$ 96,904		\$ 96,904	\$ -	\$ 96,904	\$ 96,904	\$ -
	SUBTOTAL		\$ 171,594		\$ 126,835	\$ -	\$ 126,835	\$ 171,594	\$ 44,759

ENTERPRISE FUND: WATER RECLAMATION FACILITY

ENTERPRISE FUND: WATER RECLAMATION FACILITY									
RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
INTERIM, SHORT-TERM WRF MODIFICATIONS									
2	BRINE TANK SECONDARY CONTAINMENT, GRADING & ROCK	WRF	\$ 20,000		\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL		\$ 20,000		\$ -	\$ -	\$ -	\$ -	\$ -

ENTERPRISE FUND: WATER RECLAMATION FACILITY

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
ADVANCED WATER TREATMENT PLANT									
B	UPDATE CHEMICAL PUMPS	WRF	\$ 50,000		\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -
B	UV BULBS	WRF	\$ 80,000		\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -
B	UV BALLASTS	WRF	\$ 60,000		\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -
3	GRADE WRF ROAD	WRF	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	MEMBRANE AND FILTER REPLACEMENT PROGRAM (ANNUAL COST TO BUILD RESERVES)	WRF	\$ 25,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	REPLACE CIP TANK (LEAKING)	WRF	\$ 15,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	REPLACE CHEMICAL STORAGE TANK (LEAKING)	WRF	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	MISC. INSTRUMENTATION/MONITORING UPGRADES	WRF	\$ 25,000		\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL		\$ 275,000		\$ 190,000	\$ -	\$ -	\$ 190,000	\$ -

ENTERPRISE FUND: WATER RECLAMATION FACILITY

RANKING	PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
					CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
LONG-TERM IMPROVEMENT MODIFICATIONS									
B	FUTURE PERMANENT MODS AT WRF FOR TRAILER FILL STATION [TRANSFER TANKS, PIPING & SPILL CONTAINMENT/LOADING PAD]	WRF	\$ 200,000		\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ -
2	CONSULTING ASSISTANCE FOR COORDINATION WITH ARMY CORPS ON WRDA GRANT (MEETINGS, REDEGINE WORK PLAN & UPDATE SCOPE OF WORK)	WRF	\$ 40,000		\$ -	\$ -	\$ -	\$ -	\$ -
2	AWTP PULL-BARN STYLE COVERS FOR OUTDOOR EQUIPMENT & CONTROL PANELS (1,2)	WRF	\$ 50,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	SEMS, HACH WIMS, OR CUSTOM PROGRAMMERS FOR LOGGING/REPORTING SOFTWARE & TABLETS	WRF	\$ 25,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	INSTALLATION OF REMOTE SENSING INSTRUMENTATION AT SS CREEK (NEEDS ROE AGREEMENT WITH STATE PARKS)	WRF	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ -
3	SOLAR ARRAY SYSTEM	WRF	\$ 375,000		\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL		\$ 700,000		\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -
	ENTERPRISE FUND: WRF GRAND TOTAL		\$ 1,166,594						
		Budgeted (B)	\$ 561,594						
		Priority 1 Total	\$ -						
		Priority 2 Total	\$ 110,000						
		Priority 3 Total	\$ 495,000						
	TOTAL		\$ 1,166,594						

CAMBRIA COMMUNITY SERVICES DISTRICT

COMPLETED PROJECTS

ADMINISTRATION DEPARTMENT COMPLETED PROJECTS

PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
				CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
TYLER INCODE	ADMINISTRATION	\$ 76,050		\$ -	\$ -	\$ -	\$ 76,050	\$ 76,050

FACILITIES & RESOURCES DEPARTMENT COMPLETED PROJECTS

PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
				CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
F350 TRUCK - REPLACE 1999 F150 TRUCK	F&R	\$ 40,000		\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
ELECTRIC VEHICLE CHARGING STATION (VETS HALL)	F&R	\$ 22,272		\$ -	\$ -	\$ -	\$ 22,272	\$ 22,272
RE-ROOF VETS HALL AMERICAN LEGION KITCHEN AREA	F&R	\$ 15,000		\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
ELECTRIC VEHICLE CHARGING STATION (EAST VILLAGE PARKING LOT)	F&R	\$ 43,941	\$ -	\$ 24,831	\$ 24,831	\$ -	\$ 43,941	\$ 43,941

CAMBRIA CSD FIRE DEPARTMENT COMPLETED PROJECTS

PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
				CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
RADIO SYSTEM UPGRADE PHASE 2	FIRE	\$ 79,097		\$ 79,097	\$ 68,671	\$ 10,426	\$ 79,097	\$ 68,671

WASTEWATER DEPARTMENT COMPLETED PROJECTS

PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
				CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
REPLACE F150	WASTEWATER	\$ 30,000						
PEARPOINT OR EQUAL TV INSPECTION CAMERA (REMOVED COST FROM MID-YEAR TOTAL TO MEET REDUCED FUNDING BALANCE - 11/20/2018)	WASTEWATER	\$ 75,000						
F-350 SERVICE TRUCK WITH CRANE BODY	WASTEWATER	\$ 57,040						
VACTOR TRUCK - REPLACE WITH NEW \$430K TRUCK THAT MEETS EMISSION REQUIREMENTS (7 YR LOAN @ 4.5%)	WASTEWATER	\$ 518,000						
REPLACEMENT RACK TRUCK (F-150)	WASTEWATER	\$ 24,193						
INFLUENT SCREEN, SUPPORT PLATFORM DESIGN & INSTALLATION	WASTEWATER	\$ 164,509						
LIFT STATION A-1 MCC, SCADA IMPROVEMENTS	WASTEWATER	\$ 45,000						
EASTERN CLARIFIER - REPLACE CHAIN DRIVE	WASTEWATER	\$ 40,000					\$ 40,000	\$ 37,552
REPLACEMENT OF 1999 JOHN DEERE LOADER & BACKHOE TRACTOR	WASTEWATER	\$ 70,000					\$ 70,000	\$ 69,054
REPLACE VAN - TRANSPORT OF SEWER VIDEO CAMERA SYSTEM	WASTEWATER	\$ 55,000					\$ 55,000	\$ 52,392
INVESTMENT GRADE AUDIT (30% DESIGN FOR ALL ECMS)	WASTEWATER	\$ 528,404						
EFFLUENT LINE - ENGINEERING	WASTEWATER	\$ 40,000		\$ 40,000	\$ 40,107	\$ (107)	\$ 40,000	\$ 40,107
PORTABLE GENERATOR	WASTEWATER	\$ 20,000		\$ 20,000	\$ 16,731	\$ 3,269	\$ 20,000	\$ 16,731

WATER DEPARTMENT COMPLETED PROJECTS

PROJECT NAME	SOURCE OF FUNDS	PROJECT ESTIMATE	ADDITIONAL BUDGET REQUEST	CURRENT YEAR ACTIVITY			ACTIVITY TO DATE	
				CURRENT FY BUDGET	FY EXPENDITURES	FY BUDGET AMOUNT REMAINING	PROJECT TO DATE BUDGET	PROJECT TO DATE EXPENDITURES
FILTERS/MEMBRANE REPLACEMENTS & BUILD RESERVES FOR FUTURE	WATER	\$ 59,639					\$ 59,639	\$ 59,639
SHORT-TERM FLOOD DAMAGE MITIGATION	WATER	\$ 12,566					\$ 12,566	\$ 12,566
HAULING OF LAST 18" OF WATER & CLEANING IMPOUNDMENT	WATER	\$ 94,515					\$ 94,515	\$ 94,515
URBAN WATER MANAGEMENT PLANT - CDP PORTION	WATER	\$ 20,463					\$ 20,463	\$ 20,463
GROUNDWATER MODELING/PIEZOMETER INSTALLATION/MONITORING	WATER	\$ 75,758					\$ 75,758	\$ 75,758
SS2 ELECTRICAL PANEL UPGRADE	WATER	\$ 25,000					\$ 25,000	\$ 25,000
SANTA ROSA WELL #4 REPLACEMENT	WATER	\$ 75,000					\$ 75,000	\$ 75,000
SAN SIMEON WELL 3 PUMP REPLACEMENT	WATER	\$ 45,000	\$ -	\$ 45,000	\$ 50,535	\$ (5,535)	\$ 45,000	\$ 50,535
EMERGENCY WATER MAIN REPAIR - MAIN STREET	WATER	\$ 300,000	\$ -	\$ 300,000	\$ 147,327	\$ 152,673	\$ 300,000	\$ 147,327
REPLACEMENT 2005 F-150 TRUCK WITH F-250	WATER	\$ 55,000	\$ -	\$ 55,000	\$ 53,613	\$ 1,387	\$ 55,000	\$ 53,613

	A	B	C	D	E	F	G	H	I	J	K
1	General Fund CIP (FY 24/25 Revised 9/30/2024)					Current Year Activity			Activity to Date		
2		Ranking	Project Estimate	Additional Budget Request		Current FY Budget	FY Expenditures	FY Budget amount remaining	Project to Date Budget	Project to Date Expenditures	
3	Administration Department Projects										
4	Replace District Car	3	\$ 30,000			\$ -	\$ -	\$ -	\$ 30,000	\$ -	
5											
6	Subtotal		\$ 30,000			\$ -	\$ -	\$ -	\$ 30,000	\$ -	
7	Facilities & Resources/PROS Projects										
8	Skate Park	B	\$ 1,200,000	\$ -		\$ 197,414	\$ 4,765	\$ 192,649	\$ 1,200,000	\$ 104,176	
9	Restroom Facilities @ Fiscalini Ranch Preserve	B	\$ 549,432	\$ -		\$ 307,612	\$ 1,000	\$ 306,612	\$ 549,432	\$ 242,820	
10	Vets Hall Sound System	B	\$ 50,000	\$ -		\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	
11	F&R Building Relocation	2	\$ 500,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
12	Admin Office Relocation	2	\$ 600,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
13	ATV	2	\$ 40,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
14	Vets Hall Renovation										
15	Vets Hall Sewer Line	3	\$ 40,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
16	Vets Hall Electrical Emergency	3	\$ 80,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
17	Vets Hall Flooring	3	\$ 100,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
18	Re-Roof - Entire Vets Hall Building	3	\$ 100,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
19	Vets Hall Water Line	3	\$ 20,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
20	Vets Hall Kitchen Improvements	3	\$ 30,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
21	Vets Hall Restroom Improvements	3	\$ 30,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
22	Subtotal		\$ 3,339,432	\$ -		\$ 555,026	\$ 5,765	\$ 499,261	\$ 1,799,432	\$ 346,996	
23	Fire Department Projects										
24	Ballistic Vests for Active Shooter response	B	\$ 15,000			\$ 15,000	\$ 4,085	\$ 10,915	\$ 15,000	\$ 4,085	
25	Fire Station Roof, Dry Rot repair/Rain Gutter Repair/Paint	2	\$ 150,000			\$ -	\$ -	\$ -	\$ 150,000	\$ -	
26	Fire Engine - Type 1	2	\$ 1,500,000						\$ 1,500,000		
27	Replace old rescue boat with Rescue ski	2	\$ 21,000			\$ -	\$ -	\$ -	\$ 21,000	\$ -	
28	Fire Department Gate and Fencing	2	\$ 40,000			\$ -	\$ -	\$ -	\$ 40,000	\$ -	
29	Replace Water Tender (21 Year old)	3	\$ 600,000			\$ -	\$ -	\$ -	\$ 600,000	\$ -	
30	Fuel Tank Replacement	3	\$ 12,000			\$ -	\$ -	\$ -	\$ 12,000	\$ -	
31	Fire Station Improvements										
32	Fire Station Turnout lockers & storage room	3	\$ 45,000			\$ -	\$ -	\$ -	\$ -	\$ -	
33	Fire Station Sleeping Quarters	3	\$ 450,000			\$ -	\$ -	\$ -	\$ -	\$ -	
34	Fire Department Metal Building (Apparatus Bays/Storage/and Gym Relocation)	3	\$ 220,000			\$ -	\$ -	\$ -	\$ -	\$ -	

	A	B	C	D	E	F	G	H	I	J	K
1	General Fund CIP (FY 24/25 Revised 9/30/2024)					Current Year Activity			Activity to Date		
2		Ranking	Project Estimate	Additional Budget Request		Current FY Budget	FY Expenditures	FY Budget amount remaining	Project to Date Budget	Project to Date Expenditures	
35	Fire Station Bathrooms Remodel	3	\$ 50,000			\$ -	\$ -	\$ -	\$ -	\$ -	
36	Fire Training Building	3	\$ 500,000			\$ -	\$ -	\$ -	\$ -	\$ -	
37	Fire Station Kitchen Remodel	3	\$ 70,000			\$ -	\$ -	\$ -	\$ -	\$ -	
38	Subtotal		\$ 3,673,000			\$ 15,000	\$ 4,085	\$ 10,915	\$ 2,338,000	\$ 4,085	
39	GRAND TOTAL		\$ 7,042,432								
40		Budgeted (B)	\$ 1,814,432								
41		Priority 1	\$ -								
42		Priority 2	\$ 2,851,000								
43		Priority 3	\$ 2,377,000								
44		Total	\$ 7,042,432								
45	Completed Projects		Ranking	Project Estimate		Current FY Budget	FY Expenditures	FY Budget amount remaining	Project to Date Budget	Project to Date Expenditures	
46	F350 Truck - Replace 1999 F150 Truck		\$ 40,000			\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	
47	Electric Vehicle Charging Station (Vets Hall)		\$ 22,272			\$ -	\$ -	\$ -	\$ 22,272	\$ 22,272	
48	Re-Roof - Vets Hall American Legion Kitchen Area		\$ 15,000			\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	
49	Tyler Incode		\$ 76,050			\$ -	\$ -	\$ -	\$ 76,050	\$ 76,050	
50	Electric Vehicle Charging Station (East Village Parking Lot)		\$ 43,941	\$ -		\$ 24,831	\$ 24,831	\$ -	\$ 43,941	\$ 43,941	
51	Radio System Upgrade Phase 2		\$ 79,097			\$ 79,097	\$ 68,671	\$ 10,426	\$ 79,097	\$ 68,671	

	A	B	C	D	E	F	G	H	I	J	K
1	Wastewater CIP (FY 24/25 Revised 9/30/2024)				Current Year Activity				Activity to Date		
2		Ranking	Project Estimate	Additional Budget Request		Current FY Budget	FY Expenditures	FY Budget amount remaining	Project to Date Budget	Project to Date Expenditures	
3	Treatment Plant Projects in SST										
4	(ECM 1) Influent Flow Equalization	B	\$ 3,791,224			\$ 2,615,470	\$ 268,308	\$ 2,347,162	\$ 3,791,224	\$ 1,444,062	
5	(ECM 2) Influent Lift Station	B	\$ 46,512			\$ (10,149)	\$ -	\$ (10,149)	\$ 46,512	\$ 56,661	
6	(ECM 3) Modified Ludzak-Ettinger Process Upgrade	B	\$ 2,419,093			\$ 1,595,519	\$ 1,712	\$ 1,593,807	\$ 2,419,093	\$ 825,286	
7	(ECM 4) Blower Improvements	B	\$ 603,329			\$ 357,761	\$ 75,562	\$ 282,199	\$ 603,329	\$ 321,130	
8	(ECM 5) RAS and WAS Pumping Improvements	B	\$ 1,290,972			\$ 687,983	\$ -	\$ 687,983	\$ 1,290,972	\$ 602,989	
9	(ECM 7) Electrical Upgrades	B	\$ 554,687			\$ 410,287	\$ 101,727	\$ 308,560	\$ 554,687	\$ 246,127	
10	(ECM 8) Backup Power	B	\$ 925,404			\$ 548,072	\$ -	\$ 548,072	\$ 925,404	\$ 377,332	
11	(ECM 9) SCADA System	B	\$ 1,148,557			\$ 795,701	\$ -	\$ 795,701	\$ 1,148,557	\$ 352,856	
12	(ECM 12) Sewer Lift Stations	B	\$ 1,320,222			\$ 1,265,711	\$ -	\$ 1,265,711	\$ 1,320,222	\$ 54,511	
13	Secondary Water System (3W) Improvements	2	\$ 318,202			\$ -	\$ -	\$ -	\$ -	\$ -	
14	Pads for electrical ECMs	2	\$ 313,893			\$ -	\$ -	\$ -	\$ -	\$ -	
15	Final Design	2	\$ 308,394			\$ -	\$ -	\$ -	\$ -	\$ -	
16	Project Duration/General Condition Costs	2	\$ 1,117,904			\$ -	\$ -	\$ -	\$ -	\$ -	
17	Effluent Pump Station Improvements	2	\$ 374,580			\$ -	\$ -	\$ -	\$ -	\$ -	
18	Sludge Thickening	2	\$ 1,393,341			\$ -	\$ -	\$ -	\$ -	\$ -	
19	Influent Lift Station Modifications	2	\$ 2,110,000			\$ -	\$ -	\$ -	\$ -	\$ -	
20	Storm Drain	2	\$ 130,521			\$ -	\$ -	\$ -	\$ -	\$ -	
21	Demolish Old Tanks	2	\$ 567,815			\$ -	\$ -	\$ -	\$ -	\$ -	
22	Tertiary Treatment	3	\$ 889,436			\$ -	\$ -	\$ -	\$ -	\$ -	
23	Subtotal		\$ 19,624,086			\$ 8,266,355	\$ 447,309	\$ 7,819,046	\$ 12,100,000	\$ 4,280,954	
24	Treatment Plant Projects										
25	New polymer skid for sludge press	B	\$ 25,000			\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -	
26	Security Improvements	B	\$ 15,000			\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	
27	Clarifier Improvements										
28	Eastern clarifier - Replace drive unit's metallic hubs	2	\$ 35,000			\$ -	\$ -	\$ -	\$ -	\$ -	
29	Secondary Water System	2	\$ 4,100			\$ -	\$ -	\$ -	\$ -	\$ -	
30	Blower Replacement	2	\$ 9,200			\$ -	\$ -	\$ -	\$ -	\$ -	
31	PFAS Treatment (Design Phase)	2	\$ 50,000			\$ -	\$ -	\$ -	\$ -	\$ -	
32	Cargo Box for Storage	2	\$ 10,000			\$ -	\$ -	\$ -	\$ -	\$ -	
33	Eastern clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2	\$ 40,000			\$ -	\$ -	\$ -	\$ -	\$ -	
34	Western clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2	\$ 40,000			\$ -	\$ -	\$ -	\$ -	\$ -	

	A	B	C	D	E	F	G	H	I	J	K
1	Wastewater CIP (FY 24/25 Revised 9/30/2024)			Current Year Activity				Activity to Date			
2		Ranking	Project Estimate	Additional Budget Request		Current FY Budget	FY Expenditures	FY Budget amount remaining		Project to Date Budget	Project to Date Expenditures
35		2	\$ 15,000			\$ -	\$ -	\$ -		\$ -	\$ -
36		3	\$ 50,000			\$ -	\$ -	\$ -		\$ -	\$ -
37		3	\$ 400,000			\$ -	\$ -	\$ -		\$ -	\$ -
38		3	\$ 20,000			\$ -	\$ -	\$ -		\$ -	\$ -
39											
40		Subtotal	\$ 713,300			\$ 40,000	\$ -	\$ 40,000		\$ 40,000	\$ -
41	Collection System Projects										
42		B	\$ 40,000			\$ 40,000	\$ -	\$ 40,000		\$ 40,000	\$ -
43											
44		2	\$ 600,000			\$ -	\$ -	\$ -		\$ -	\$ -
45		B	\$ 149,938			\$ 149,938	\$ -	\$ 149,938		\$ 149,938	\$ -
46											
47		B	\$ 60,000			\$ 60,000	\$ -	\$ 60,000		\$ 60,000	\$ -
48		2	\$ 250,000			\$ -	\$ -	\$ -		\$ -	\$ -
49											
50		2	\$ 490,000			\$ -	\$ -	\$ -		\$ -	\$ -
51											
52		2	\$ 265,000			\$ -	\$ -	\$ -		\$ -	\$ -
53											
54		2	\$ 435,000			\$ -	\$ -	\$ -		\$ -	\$ -
55											
56		2	\$ 425,000			\$ -	\$ -	\$ -		\$ -	\$ -
57											
58		2	\$ 95,000			\$ -	\$ -	\$ -		\$ -	\$ -
59		2	\$ 1,000,000			\$ -	\$ -	\$ -		\$ -	\$ -
60		2	\$ 12,000			\$ -	\$ -	\$ -		\$ -	\$ -
61		2	\$ 10,000			\$ -	\$ -	\$ -		\$ -	\$ -
62		2	\$ 10,000			\$ -	\$ -	\$ -		\$ -	\$ -
63		Subtotal	\$ 3,841,938			\$ 249,938	\$ -	\$ 249,938		\$ 249,938	\$ -
64	Other										

	A	B	C	D	E	F	G	H	I	J	K
1	Wastewater CIP (FY 24/25 Revised 9/30/2024)				Current Year Activity				Activity to Date		
2		Ranking	Project Estimate	Additional Budget Request		Current FY Budget	FY Expenditures	FY Budget amount remaining	Project to Date Budget	Project to Date Expenditures	
65	Fuel Tank and Computer Replacement	B	\$ 25,000			\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	
66	EV Truck	B	\$ 55,000			\$ 55,000	\$ 58,857	\$ -	\$ 55,000	\$ 58,857	
68	GRAND TOTAL		\$ 24,259,324								
70		Budgeted (B)	\$ 12,469,938								
71		Priority 1	\$ -								
72		Priority 2	\$ 10,429,950								
73		Priority 3	\$ 1,359,436								
74		Total	\$ 24,259,324								
76	Completed Projects	Ranking	Project Estimate			Current FY Budget	FY Expenditures	FY Budget amount remaining	Project to Date Budget	Project to Date Expenditures	
77	Replace F150		\$ 30,000								
78	Pearpoint or equal TV inspection camera (removed cost from mid year total to meet reduced funding balance, 11/20/2018.)		\$ 75,000								
79	F-350 Service Truck with Crane Body		\$ 57,040								
80	Vactor truck - replace with new \$430K truck that meets emssion requirements (7 yr loan @ 4.5%)		\$ 518,000								
81	Replacement Rack Truck (F-150)		\$ 24,193								
82	Influent screen, support platform design, & installation		\$ 164,509								
83	Lift Station A-1 MCC, SCADA Improvements		\$ 45,000								
84	Eastern clarifier - Replace chain drive		\$ 40,000						\$ 40,000	\$ 37,552	
85	Replacement of 1999 John Deere Loader and Backhoe Tractor		\$ 70,000						\$ 70,000	\$ 69,054	
86	Replace Van - Transport of Sewer Video Camera System		\$ 55,000						\$ 55,000	\$ 52,392	
87	Investment Grade Audit (30% Design for all ECMs)		\$ 528,404								
88	Effluent Line - Engineering		\$ 40,000			\$ 40,000	\$ 40,107	\$ (107)	\$ 40,000	\$ 40,107	
89	Portable Generator		\$ 20,000			\$ 20,000	\$ 16,731	\$ 3,269	\$ 20,000	\$ 16,731	

	A	B	C	D	E	F	G	H	I	J	K
1	Water CIP (FY 24/25 Revised 9/30/2024)					Current Year Activity			Activity to Date		
2		Ranking	Project Estimate	Additional Budget Request		Current FY Budget	FY Expenditures	FY Budget amount remaining	Project to Date Budget	Project to Date Expenditures	
3	Water Distribution System Projects										
4	Advanced Metering Infrastructure (AMI)										
5	Meter Install	B	\$ 526,500	\$ -		\$ 484,376	\$ -	\$ 484,376	\$ 526,500	\$ 42,124	
6	Registers	B	\$ 680,000	\$ -		\$ 430,579	\$ 1,118	\$ 429,461	\$ 680,000	\$ 250,539	
7	Meter Lids	2	\$ 50,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
8	San Simeon Well Field Transmission Main at State Park Wetlands										
9	Design and Permitting	B	\$ 600,000	\$ -		\$ 532,322	\$ 3,576	\$ 528,746	\$ 600,000	\$ 71,254	
10	Piney Way Erosion Control - Design, Permitting and Relocation										
11	Cover for Sheltering of Equipment @ Plant	B	\$ 15,000	\$ -		\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	
12	Modular Office Building @ Plant	B	\$ 10,000	\$ -		\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	
13	Remote Monitoring Equipment	B	\$ 15,000	\$ -		\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	
14	Lead and Copper Service Line Regulations	B	\$ 50,000	\$ -		\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	
15	Source Water Assessment	B	\$ 10,000	\$ -		\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	
16	District Metered Areas (Phased - Design and Permitting, Implementation cost TBD)										
17	Cathodic Protection SR3 & 4	2	\$ 150,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
18	SS2, SS3, SR4 Transducers	3	\$ 30,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
19	Well site pump replacements										
20	Upgrading undersized water mains	3	\$ 532,141	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
21	Vault upgrades (Rodeo Grounds, Charing, and Windsor)	3	\$ 130,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
22	Demo Van Gordon House (Water Portion)	3	\$ 60,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
23	SS3 Emergency Power	3	\$ 50,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
24	Pine Knolls Fence	3	\$ 30,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
25	Piney Way Geo Report	3	\$ 10,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
26	Pine Knolls - Iva Court zone 1 pipeline expansion	3	\$ 20,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
27	Subtotal		\$ 3,193,641			\$ 1,506,500	\$ 4,694	\$ 1,488,435	\$ 3,726,500	\$ 363,917	
28	Tank & Booster Pump Station Projects										
29	Rodeo Grounds Pump Station Generator & ATS	B	\$ 155,000	\$ -		\$ 155,000	\$ -	\$ 155,000	\$ 155,000	\$ -	

	A	B	C	D	E	F	G	H	I	J	K
2		Ranking	Project Estimate	Additional Budget Request		Current FY Budget	FY Expenditures	FY Budget amount remaining		Project to Date Budget	Project to Date Expenditures
30	Stuart Street Tank Rehabilitation	B	\$ 833,000	\$ -		\$ 752,517	\$ 64,407	\$ 688,110		\$ 833,000	\$ 144,890
31	Stuart Street Station Roof	B	\$ 10,000	\$ -		\$ 10,000	\$ 700	\$ 9,300		\$ 10,000	\$ 700
32	Well Field Gate	B	\$ 10,000	\$ -		\$ 10,000	\$ -	\$ -		\$ 10,000	\$ -
33	Leimert Fence	B	\$ 30,000	\$ -		\$ 30,000	\$ -	\$ -		\$ 30,000	\$ -
34	San Simeon Well 2 Pull and Submersable	B	\$ 150,000	\$ -		\$ 150,000	\$ -	\$ -		\$ 150,000	\$ -
35	SR 3 Rehab	B	\$ 100,000	\$ -		\$ 100,000	\$ -	\$ -		\$ 100,000	\$ -
36	Fuel Tank and Computer Replacement	B	\$ 20,000	\$ -		\$ 20,000	\$ -	\$ -		\$ 20,000	\$ -
37	Rodeo Grounds Pump Station Replacement	1	\$ 3,500,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
38	SR 4 Generator	2	\$ 100,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
39	SR4 ATS	2	\$ 20,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
40	Stuart Street 3 Analytic Off Grid Power	2	\$ 15,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
41	Storage Shed Yard	2	\$ 20,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
42	Leimert Tank Reserve	3	\$ 100,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
43	Third Stuart Street Tank Installation	3	\$ 1,000,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
44	Stuart Street and Leimert Booster Pump Replacement	3	\$ 500,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
45											
46	Subtotal		\$ 6,563,000			\$ 1,227,517	\$ 65,107	\$ 852,410		\$ 1,308,000	\$ 145,590
47	Vehicles and Trailer-Mounted Equipment										
48	Vac Trailer Reserve	3	\$ 35,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
49	Tractor Reserve	3	\$ 40,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
50	Dump trailer for storing and hauling spoils from road repairs	3	\$ 15,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
51	Truck Replacement Program	3	\$ 25,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
52	Subtotal		\$ 115,000			\$ -	\$ -	\$ -		\$ -	\$ -
53	Programs and Plans										
54	Hydraulic System Model Update	3	\$ 100,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
55	Water Master Plan Amendment	3	\$ 35,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
56	Database for water conservation program/tracking with parcel links & APN file conversion	3	\$ 10,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
57	Subtotal		\$ 145,000			\$ -	\$ -	\$ -		\$ -	\$ -
59	GRAND TOTAL		\$ 10,016,641			\$ 2,255,063	\$ 69,801	\$ 2,236,998		\$ 4,475,063	\$ 509,507
61		Budgeted (B)	\$ 3,224,500								
62		Priority 1 Total	\$ -								
63		Priority 2 Total	\$ 405,000								

	A	B	C	D	E	F	G	H	I	J	K
		Ranking	Project Estimate	Additional Budget Request		Current FY Budget	FY Expenditures	FY Budget amount remaining		Project to Date Budget	Project to Date Expenditures
2											
64		Priority 3 Total	\$ 6,387,141								
65		Total	\$ 10,016,641								
73	WRF CIP (FY 22/23 Revised 10/5/22)										
		Ranking	Project Estimate			Current FY Budget	FY Expenditures	FY Budget amount remaining		Project to Date Budget	Project to Date Expenditures
74											
75	Permitting & Planning										
76	Groundwater modeling and consulting for CDP (Instream Flow Study)	B	\$ 48,000			\$ 27,969	\$ -	\$ 27,969		\$ 48,000	\$ 20,031
77	EIR consulting (follow up agency discussions to support the WRF's Regular CDP)	B	\$ 26,690			\$ 1,962	\$ -	\$ 1,962		\$ 26,690	\$ 24,728
78	Section 7 ESA consulting, annual AMP report, & AMP update	ON HOLD	\$ 96,904			\$ 96,904	\$ -	\$ 96,904		\$ 96,904	\$ -
79	Subtotal		\$ 171,594			\$ 126,835	\$ -	\$ 126,835		\$ 171,594	\$ 44,759
80	Interim, short-term WRF Modifications										
81	Brine Tank Secondary Containment, Grading, Rock	2	\$ 20,000			\$ -	\$ -			\$ -	\$ -
82	Subtotal		\$ 20,000			\$ -	\$ -	\$ -		\$ -	\$ -
83	Advanced Water Treatment Plant										
84	Update Chemical Pumps	B	\$ 50,000			\$ 50,000	\$ -	\$ -		\$ 50,000	\$ -
85	UV Bulbs	B	\$ 80,000			\$ 80,000	\$ -	\$ -		\$ 80,000	\$ -
86	UV Ballasts	B	\$ 60,000			\$ 60,000	\$ -	\$ -		\$ 60,000	\$ -
87	Grade WRF Road	3	\$ 10,000			\$ -	\$ -	\$ -		\$ -	\$ -
88	Membrane and Filter Replacement Program (annual cost to build reserves)	3	\$ 25,000			\$ -	\$ -	\$ -		\$ -	\$ -
89	Replace CIP Tank (leaking)	3	\$ 15,000			\$ -	\$ -	\$ -		\$ -	\$ -
90	Replace chemical storage tank (leaking)	3	\$ 10,000			\$ -	\$ -	\$ -		\$ -	\$ -
91	Miscellaneous instrumentation / monitoring upgrades	3	\$ 25,000			\$ -	\$ -	\$ -		\$ -	\$ -
92	Subtotal		\$ 275,000			\$ 190,000	\$ -	\$ -		\$ 190,000	\$ -
93	Long-Term Improvement Modifications										
94	Future permanent mods at WRF for trailer fill station [transfer tanks, piping, & spill containment/loading pad]	B	\$ 200,000			\$ 200,000	\$ -	\$ 200,000		\$ 200,000	\$ -

	A	B	C	D	E	F	G	H	I	J	K
		Ranking	Project Estimate	Additional Budget Request		Current FY Budget	FY Expenditures	FY Budget amount remaining		Project to Date Budget	Project to Date Expenditures
95	Consulting assistance for coordination with Army Corps on WRDA grant (meetings, redefine work plan, & update scope of work)	2	\$ 40,000			\$ -	\$ -	\$ -		\$ -	\$ -
96	AWTP pull-barn style covers for outdoor equipment & control panels (1,2)	2	\$ 50,000			\$ -	\$ -	\$ -		\$ -	\$ -
97	Sems, Hach WIMS, or custom programmer for logging/reporting software and tablets	3	\$ 25,000			\$ -	\$ -	\$ -		\$ -	\$ -
98	Installation of remote sensing instrumentation at SS creek (needs ROE agreement with State Parks)	3	\$ 10,000			\$ -	\$ -	\$ -		\$ -	\$ -
99	Solar Array System	3	\$ 375,000			\$ -	\$ -	\$ -		\$ -	\$ -
100	Subtotal		\$ 700,000			\$ 200,000	\$ -	\$ -		\$ 200,000	\$ -
102	GRAND TOTAL		\$ 1,166,594								
104		Budgeted (B)	\$ 561,594								
105		Priority 1 Total	\$ -								
106		Priority 2 Total	\$ 110,000								
107		Priority 3 Total	\$ 495,000								
108		Total	\$ 1,166,594								
110	Completed Projects	Ranking	Project Estimate			Current FY Budget	FY Expenditures	FY Budget amount remaining		Project to Date Budget	Project to Date Expenditures
111	Filters / membrane replacements and build reserves for future		\$ 59,639							\$ 59,639	\$ 59,639
112	Short-term flood damage mitigation		\$ 12,566							\$ 12,566	\$ 12,566
113	Hauling of last 18" of water and cleaning impoundment		\$ 94,515							\$ 94,515	\$ 94,515
114	Urban Water Management Plan - CDP Portion		\$ 20,463							\$ 20,463	\$ 20,463
115	Groundwater modeling/piezometer installation/monitoring		\$ 75,758							\$ 75,758	\$ 75,758
116	SS2 Electrical Panel Upgrade		\$ 25,000							\$ 25,000	\$ 25,000
117	Santa Rosa Well #4 Replacement		\$ 75,000							\$ 75,000	\$ 75,000
118	San Simeon Well 3 Pump Replacement		\$ 45,000	\$ -	\$ 45,000	\$ 50,535	\$ (5,535)		\$ 45,000	\$ 50,535	
119	Emergency Water Main Repair - Main Street (Budget Adjustment)		\$ 300,000	\$ -	\$ 300,000	\$ 147,327	\$ 152,673		\$ 300,000	\$ 147,327	
120	Replacement 2005 F-150 Truck with F-250		\$ 55,000	\$ -	\$ 55,000	\$ 53,613	\$ 1,387		\$ 55,000	\$ 53,613	

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.H**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025 Subject: Consideration of a Letter of Support Regarding the San Luis Obispo Council of Governments' (SLOCOG) Application for the FY 2025-2026 Caltrans Sustainable Transportation Planning Grant for the North Coast Resiliency and Safety Plan - Amended 1/6/2025

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The North Coast Resiliency and Safety Plan, coordinated by SLOCOG, has identified a need for further study and improvements along an approximately 12-mile segment of California Highway 1, from its intersection with Highway 46 to San Simeon. This coastal highway is critical to connecting communities in our county, like Cambria and San Simeon, for the benefit of both residents and tourists. Rising sea levels and other implications of climate change are increasingly impacting it.

The Cambria Community Services District (CCSD) would like to lend its full support to SLOCOG's pursuit of funding for the North Coast Resiliency and Safety Plan to identify sea level and climate change adaptation approaches for the corridor to promote the health, resiliency, and longevity of coastal habitats. Additionally, the CCSD supports this plan by analyzing existing and future infrastructure and safety needs to better connect our communities and defend against impending climate change impacts in the region.

It is recommended that the Board of Directors approve a Letter of Support regarding the San Luis Obispo Council of Governments' application for the FY 2025-2026 Caltrans Sustainable Transportation Planning Grant for the North Coast Resiliency and Safety Plan.

ATTACHMENTS:

1. [Letter of Support - Amended 1/6/2025](#)

DIRECTORS:

DEBRA SCOTT, President
 MICHAEL THOMAS, Vice President
 HARRY FARMER, Director
 TOM GRAY, Director
 KAREN DEAN, Director



OFFICERS:

MATTHEW MCELHENIE, General Manager
 TIMOTHY J. CARMEL, District Counsel

Physical address: 2150 Main Street, #1-A, Cambria, CA 93428
 Mailing address: P.O. Box 65 • Cambria, CA 93428
 Telephone (805) 927-6223

January 9, 2025

Pete Rodgers, Executive Director
 San Luis Obispo Council of Governments
 1114 Marsh Street
 San Luis Obispo, CA 93401

Dear Mr. Rodgers:

On behalf of the Cambria Community Services District (CCSD), I am pleased to submit this letter of support regarding the San Luis Obispo Council of Governments' (SLOCOG) application for the FY 2025-2026 Caltrans Sustainable Transportation Planning Grant for the North Coast Resiliency and Safety Plan.

The North Coast Resiliency and Safety Plan, coordinated by SLOCOG, has identified a need for further study and improvements along an approximately 12-mile segment of California Highway 1, from its intersection with Highway 46 to San Simeon. This coastal highway is critical to connecting communities in our county like Cambria and San Simeon, for the benefit of residents and tourists alike, and is increasingly impacted by sea level rise and other implications of climate change.

The Cambria Community Services District lends its full support to SLOCOG's pursuit of funding for the North Coast Resiliency and Safety Plan to identify sea level and climate change adaptation approaches for the corridor in order to promote the health, resiliency, and longevity of coastal habitats. Additionally, we support this plan to provide analysis of existing and future infrastructure and safety needs to both better connect our communities and defend against impending climate change impacts in the region.

Cambria Community Services District serves as a vibrant hub along the scenic Highway 1 corridor, offering visitors and locals a unique blend of natural beauty, cultural heritage, and essential services. The town thrives as a gateway to coastal adventures, connecting travelers with our charming downtown, pristine beaches, and nearby attractions such as Hearst Castle and the Fiscalini Ranch Preserve. Cambria's strategic location along Highway 1 fosters economic vitality through tourism while supporting local businesses and community events that showcase our distinctive character.

We look forward to participating in public engagement and the stakeholder portion of this and anticipate positive changes to come with the plan. The Caltrans Sustainable Transportation Planning Grant for the North Coast Resiliency and Safety Plan will significantly benefit Cambria and the Cambria Community Services District. This project will enhance transportation safety along the Highway 1 corridor, directly addressing issues such as emergency access and evacuation routes, which are critical for a community at risk of wildfires and coastal hazards.

Additionally, the plan will prioritize sustainable solutions that align with environmental goals and improve accessibility for residents and visitors. By incorporating resiliency measures, the project ensures that Cambria's infrastructure can better withstand and recover from future challenges, benefiting public safety, community connectivity, and economic vitality.

Thank you for considering SLOCOG's application. We hope Caltrans recognizes this project's value and strongly considers its North Coast Resiliency and Safety Plan for 2025-2026 Sustainable Transportation Planning Grant funding.

Sincerely,

Debra Scott
CCSD Board President

Matthew McElhenie
CCSD General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025

Subject: Discussion and Consideration to Fill Vacant Seats
on the Standing Committees - Amended 1/6/2025

FISCAL IMPACT:

There is no direct financial cost associated with filling these committee vacancies; however, staff time will be required to support the recruitment, onboarding, and ongoing administration of committee members.

DISCUSSION:

At the December 12, 2024, regular meeting, the Board of Directors directed staff to advertise to solicit candidates to fill the vacant seats on the Finance, Parks, Recreation and Open Space (PROS), and Resources & Infrastructure Committees. This vacancy was advertised on the CCSD website and social media and posted on all CCSD public information bulletin boards.

Section 2.3 of the CCSD Standing Committee Bylaws states:

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

Five Finance Committee terms expire on February 1, 2025.

Five PROS Committee terms expire on February 1, 2025.

Five Resources & Infrastructure Committee terms expire on February 1, 2025.

It is recommended that the Board of Directors consider the enclosed applications and appoint applicants to fill the vacancies on the Standing Committees.

ATTACHMENTS:

1. CCSD Standing Committee Bylaws
2. J. Bahringer's Application - Updated 1/6/2025
3. D. Howell's Application - Updated 1/6/2025
4. D. Dudzik's Application - Updated 1/6/2025
5. M. Glanzman's Application - Updated 1/6/2025
6. C. McDowell's Application - Updated 1/6/2025
7. S. Sutherland's Application - Updated 1/6/2025
8. A. Wysocki's Application - Updated 1/6/2025
9. K. Hinrichsen's Application - Updated 1/6/2025
10. J. Webb's Application - Updated 1/6/2025
11. J. Wilson's Application - Updated 1/6/2025
12. M. Meeks' Application - Updated 1/6/2025
13. S. Siebuhr's Application - Updated 1/6/2025
14. K. Chrisman's Application - Added 1/6/2025



Cambria Community Services District Standing Committee Bylaws

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The Committees shall gather information, explore alternatives, examine implications, and offer options for review and deliberation by the Board of Directors. Committee members are expected to stay current on the issues under discussion by the Board of Directors.

1.2 Each Standing Committee shall consider only District-related issues approved and assigned to it by the Board of Directors, or issues within the purview of each Committee as defined in “Standing Committee Statements of Purpose and Responsibilities” below.

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

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

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

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 The Finance Committee shall:

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

1.6.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;

- (b) Support and work directly with the CCSD General Manager and Utilities Department Manager in identifying/defining plans to meet the infrastructure needs of the community, working within the bounds of current and potential resources and priorities of the District;
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs; and
- (d) Support other standing committees' resource and infrastructure review needs.

1.6.3 The Parks, Recreation and Open Space Committee shall:

- (a) Assess existing resources and gather information regarding the parks, open space, and recreational needs of the community;
- (b) Establish collaborative working relationships with relevant public and private organizations;
- (c) Support and work directly with the CCSD General Manager and Facilities & Resources Manager to create plans for meeting the needs of the community within the bounds of current and potential resources;
- (d) Recommend plans of action to the Board regarding meeting the community needs for parks, recreation, and open space; and
- (e) Facilitate communication with the residents of Cambria both to update community priorities for parks, recreation, and open space and to obtain community support for planned actions.

2. **COMMITTEE MEMBERS**

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as a non-voting Chairperson who does not count toward a quorum. Additionally, the General Manager is an ex-officio non-voting member of all Standing Committees and does not count toward a quorum.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries. No Committee member shall serve on more than one (1) Committee at a time.

2.3 Method of appointment:

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

applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4 Committee members shall attend all regular and special meetings of the Committee unless excused for emergencies or other good cause:

(a) Good cause for absence includes circumstances of which the Chairperson of the Committee is notified prior to the meeting. Good cause also includes Board-authorized or Committee-authorized meeting absences, such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

(b) A Committee member who is absent for good cause may notify the Chairperson by electronic transmission (e.g., email), telephone communication, or letter. The minutes shall indicate whether an absence was excused.

(c) A vacancy shall occur if a Committee member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board of Directors.

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

3. COMMITTEE OFFICERS

3.1. The Chairperson shall be chosen annually from members of the Board of Directors by a majority vote of the Board. A Director may not serve as Chairperson of more than one Standing Committee at the same time.

3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.

3.3. No member of the Committee shall hold more than one office.

3.4. Chairperson duties:

(a) Preside over meetings,

(b) Supervise, provide guidance, and act as a liaison between the Board and the Committee,

(c) Establish committee meeting agendas,

(d) Appoint appropriate ad hoc committees of two (2) Committee members.

(e) To avoid any appearance of unduly influencing voting Committee members, the Chairperson shall not attend ad hoc committee meetings or meet with two voting Committee members outside of a meeting to discuss Committee business,

(f) Sign reports,

(g) Represent the Committee at regular CCSD Board meetings,

(h) Coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,

3.5. Vice Chairperson duties:

(a) Perform the duties of the Chairperson in their absence,

(b) Act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.

3.6. Secretary duties:

(a) Record the minutes of the meetings in action form, ensuring the accuracy of when, how, and by whom the Committee's business was conducted.

(b) Submit the draft written minutes and recording to CCSD staff for the public record.

(c) Minutes should include, at a minimum:

- The date, time, and location of the meeting,
- A list of the Committee members present and absent,
- A record of reports presented and by whom,
- The text of motions adopted along with a count of yes and no votes and the Committee members dissenting,
- List of items considered for future agenda,
- Time of meeting adjournment.

4. **COMMITTEE MEMBER GUIDELINES**

- 4.1. Members of the Committee and their activities are bound by all applicable provisions of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff, and to members of the audience present at Committee meetings. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.
- 4.5. Committee members shall complete AB 1234 (Government Code Section 53235 et seq.) ethics training every two (2) years.

5. **AGENDA PROCEDURE**

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. The Chair shall develop the draft agenda with input from the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas on the District’s website and at the District Administrative Office and distribute to all Committee members and the agenda distribution list.

6. **MEETINGS**

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the Confidential Administrative Assistant, and Committee members will receive all information being distributed as part of the meeting agenda.
- 6.3. The Committee shall hold regular meetings as often as once a month and at least quarterly, on dates set annually by the Committee. The Committee may call special meetings as needed, with required 24-hour public notice.

- 6.4. A majority of the five (5) voting Committee members shall constitute a quorum as required to hold a meeting. Any action taken by the Committee shall require at least three (3) votes.
- 6.5. The business at regular meetings of the Committee shall be conducted for no more than a two-hour period, unless extended by a four-fifths vote of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. The CCSD General Manager may determine a staff liaison to the Committee if needed for facilitating communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent) shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Committee may adopt, and statutes applicable to the Committee that do not authorize the provision of these Bylaws to take precedence.

8. AMENDMENTS TO BYLAWS

- 8.1. These Standing Committee Bylaws shall be reviewed annually at the first regular Board of Directors meeting in January, after which amendments may be considered for adoption by the Board.
- 8.2. The CCSD Board of Directors retains sole authority to amend these Bylaws. A majority of the CCSD Board of Directors must approve any amendments.



CCSD STANDING COMMITTEE APPLICATION

Please check which committee you are applying for. You may apply for more than one committee when you complete the application. The CCSD keeps Standing Committee applications for further committee vacancies for two years.

The Finance Standing Committee reviews budget processes and financial management to promote fiscal stability and instill public trust.

The Resources & Infrastructure Committee assesses existing resources and gathers information regarding the infrastructure and resource needs of the community.

The Parks, Recreation & Open Space (PROS) Committee assesses existing resources and gathers information regarding the parks, open space, and recreational needs of the community.

We are excited to announce the formation of a new standing committee focused on Fire Preparedness beginning in 2025. If you are interested in applying to be part of this important initiative, please indicate your interest by checking this box. In January, the Board of Directors will discuss more details about the committee's objectives and application process.

Deadline: Open until filled

If you are interested in serving the community as a CCSD Standing Committee member, please complete this application and return it to:

- CCSD Administration Office during regular business hours
- CCSD Administration drop boxes located at 2150 Main Street, #1-A, Cambria, CA 93428
- Mail to CCSD, Attention: Haley Dodson, PO Box 65 Cambria, CA 93428
- Haley Dodson at hdodson@cambriacsd.org

For more information about the CCSD Standing Committees, please refer to the [CCSD website](#). The Political Reform Act (Government Code Section 82000, etc. Seq.) requires most state and local government officials and employees to disclose their personal assets and income publicly. Individuals must also disqualify themselves from participating in decisions that may affect their personal financial interests. Standing Committee members are required by law to file a [Statement of Economic Interest form](#).

Name: James Bahringer

Home Address: [REDACTED]

City: Cambria

State: Ca

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? yes

I have been a registered voter at the address listed above since: 1999

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

Interested in finding common ground in dialog among Cambria Residents.

Former CCSD Board member and Board President.

I prefer Finance committee but will serve at the pleasure of the board.

Signature:

Date: 12/5/2004



CCSD STANDING COMMITTEE APPLICATION

Please check which committee you are applying for. You may apply for more than one committee when you complete the application. The CCSD keeps Standing Committee applications for further committee vacancies for two years.

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Deadline: Open until filled

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Name: Donn Howell

Home Address: [REDACTED]

City: Cambria State: CA Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED] Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? yes

I have been a registered voter at the address listed above since: 2005

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

Former director, CCSD. Chair & subsequently member of Policy Committee. Member of R&I committee during its early days.

Signature: *Donn Howell*

Date: 12/13/24



CCSD STANDING COMMITTEE APPLICATION

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Name: Dennis Dudzik

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? Yes

I have been a registered voter at the address listed above since: 2023

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

See attachment dated 12-18-2024, entitled, "Dennis A. Dudzik, PE – Supplement to CCSD R&I Standing Committee Application

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)"

Signature:

Date: 12-18-2024

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

I began my career as an air pollution engineer with the California Air Resources Board, followed by several years as a Generation Project Engineer/Planner for the California Energy Commission (CEC). There I gained considerable understanding of California's environmental and permitting requirements, while learning how to work effectively with state and local agencies. Wanting to be able to serve local communities, I moved on to the City of Santa Clara (SVP), and the Northern California Power Agency (NCPA). While I was with NCPA, I coordinated the planning and operations of gas-fired combined cycle, geothermal, hydroelectric, and other renewable generation resources between the twelve of NCPA's California water and power municipal utilities (located across the state, from Lompoc to Ukiah and Plumas-Sierra). I served as project manager for the successful development and permitting of the Black Butte and Stony Gorge small hydroelectric projects.

Over the last 40 years (in addition to those mentioned above) I have provided Professional, Technical, Engineering, and Environmental Consulting Services, as well as proposal, project, and contract management, for many California municipal utility clients, including the Sacramento Municipal Utility District (SMUD), the Los Angeles Department of Water and Power (LADWP), South San Joaquin Irrigation District (SSJID), Glendale Water and Power, and others. For LADWP, I served as the Client Account Manager. In this capacity, I lead the preparation and submittal of many proposals for Integrated Resource Plan on-call services, with a total (successfully awarded) budget of \$59M over 3 years. These contracts covered virtually all aspects of integrated resource plan engineering and planning support and owner's representative services for LADWP's development of solar, wind, combined cycle, geothermal and hydro resources, as well as transmission and distribution system planning and engineering, owner's engineering and management services, demand-side management programs, and physical and cyber security. In June 2024, I supported the preparation of an AECOM proposal to Denver Water, for technical support services.

As for grant research and grant applications, I have researched, supported, and led the preparation of numerous grant applications, both state and federal. A couple of years ago, I assisted SMUD in their successful application and award of \$50 million in federal grant funding for their biomass-to-hydrogen facility. In a voluntary capacity, I have researched and written several grant applications for entrepreneurs seeking funding from the US Department of Energy. I am a trained technical editor, with decades of proposal writing and editing experience. At one point in my career, I supervised the Document Production Department for an entire engineering office.

Besides gaining CCSD-specific experience attending (virtually and most recently in person) the CCSD Board, R&I, and other meetings, I have (for the past two+ years and currently) been an active member of the American Water Works Association (AWWA). This membership has helped (and will continue to help) CCSD stay current on local and national water challenges and opportunities, aging infrastructure issues, capital improvement financing, state-of-the-art water and wastewater technologies, and regulatory affairs. It was this connection that allowed me to alert the CCSD to the potential for Direct Potable Reuse, being driven by the California State Water Resources Control Board (SWRCB) regulations approved on December 18, 2023. I am currently serving on the R&I Committee. In that capacity, I prepared and delivered a 25-page Proposed Cambria Flood Risk Mitigation and Management Plan.

Parks & Recreation: I was on the MYBL Board for 25 years as a member and manager of the youth baseball program in Monrovia Ca. I managed the snack bar, managed/coached a number of teams, scheduled league and travel team programs and conducted numerous fund raisers.

Fire Preparedness: When working as a Contract Administrator for Pasadena City College one of my greatest achievements was working on the committee for construction of an Emergency Operation Center (EOC) which we partnered with the cities of Pasadena and Glendale Police and Fire Departments along side a funding partner Cal Tech. There were fifty eight (58) thousand students on our campus and the EOC was designed and built with high tech computers, dual redundant phone systems, large screen TV's, electronic white boards and much more with the various workstations for finance, logistics, public relations and a command center that was second only to major metropolitan emergency response centers. I was the Supply Chain/Logistics liaison and established contracts for major hardware stores, medical supplies and food/water services in case of a major catastrophe.



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Name: Cheryl McDowell

Home Address: [REDACTED]

City: Cambria State: Ca Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED] Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? yes

I have been a registered voter at the address listed above since: 1986

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

I have served currently and past years on the Finance Committee .

I also served as Vice Chair of Finance along side with Tom Gray.

I would like to continue to volunteer

Signature: *Cheryl McDowell* Date: December 17, 2024



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Name: Shannon Sutherland

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone:

Are you a registered voter in Cambria? Yes

I have been a registered voter at the address listed above since: 2010

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

Solicitation Manager with over 20 years of experience in information systems, project mangement, documemt control, writing and editing. Extensive research, data compilation, and management skills. Diverse exposure in mechanical and software engineering, communications, and customer service. Collaborative, detail-oriented with experience authoring high-quality documentation, templates, user guides/manuals, proposals, and whitepapers that clearly and efficiently explain highly complex systems and processes. Hyper-organized and self-motivated with excellent communication and problem-solving dexterity.

Signature: *Shannon Sutherland*

Date: 12/13/2024



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Name: Alice Wysocki

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? YES

I have been a registered voter at the address listed above since: 2018

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

BA Economics 1983 UC Santa Barbara

Enrolled Agent with US Treasury 1994- current

Signature:

Alice Wysocki

Date:

December 16, 2024



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Name: Keith Hinrichsen

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? yes

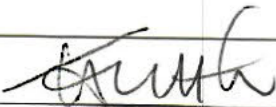
I have been a registered voter at the address listed above since: 1999

If less than six months, what is your last voter registration address and date? n/a

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

I served the last months of last term on the CCSD Finance Committee. I am now retired but prior to this I had managed components of my department including their finances. Additionally, I ran a small construction business for 14-15 years and managed those budgets.

Educational wise, I have a BS and MBA, as well as my PMP.

Signature: 

Date: 12/19/2024



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Name: JIM WEBB

Home Address: [REDACTED]

City: CAMBRIA

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? YES

I have been a registered voter at the address listed above since: 1988

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

LIFELONG RECREATIONAL ANGLER.
 MEMBER OF CAMBRIA FISHING CLUB
 MIPA SHAREHOLDER
 SHO MIPA Collaborative member
 CCFRP Volunteer Angler

Signature: [Signature]

Date: 12/19/24



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Name: Jeff Wilson

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: none

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? yes

I have been a registered voter at the address listed above since: 2017

If less than six months, what is your last voter registration address and date? n/a

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

Currently acting as Secretary of PROS Committee. Been on Committee since inception in late 2023. Am committed to continuing work and successes on Cambria Community Park and CCSD Open Space Planning efforts, along with other Goals established by PROS in 2024. Thank you.

Jeff Wilson

Signature:

Date: 12/31/24



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Name: Mark Meeks

Home Address: [REDACTED]

City: Cambria

State: Ca

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? Yes

I have been a registered voter at the address listed above since: 2016

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

25 years experience in facilities management and department management. 12 years experience in Planning and Development and project management.

Signature: *Mark Meeks*

Date: 12/30/2024



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Name: *STEVEN SIEBURER*

Home Address: [REDACTED]

City: *Cambria*

State: *CA*

Zip Code: *93428*

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? *YES*

I have been a registered voter at the address listed above since: *2004*

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

contractor with exp. in water + waste water

Signature: *[Handwritten Signature]*

Date: *1/2/2025*



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Name: Karen Chrisman

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

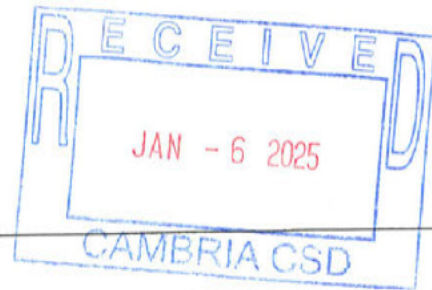
Are you a registered voter in Cambria? Yes

I have been a registered voter at the address listed above since: approximately 2018

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

I am currently serving on the Finance Standing Committee and would like to continue to serve.



Signature: *Karen Chrisman*

Date: 01/04/25

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.B**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025

Subject: Discussion Regarding Title and Focus of the
Proposed New Standing Committee - Amended
1/6/2025

FISCAL IMPACT:

There is no direct financial impact; however, staff time is associated with the preparation, administration, and support of this item.

DISCUSSION:

The Cambria Community Services District (CCSD) Board of Directors has expressed interest in enhancing oversight and community engagement regarding fire protection services. Currently, the Board addresses fire protection issues as part of broader discussions in general Board meetings. However, a dedicated standing Fire Protection Committee could provide more focused review, guidance, and support for the Cambria Fire Department's ongoing needs and initiatives.

The Fire Protection Committee would be established to advise the Board in ensuring the safety of people and property through effective fiscal planning, fire prevention, preparedness, response, and recovery strategies.

Proposed Statement of Purpose & Responsibilities of the Fire Protection Committee:

The proposed Fire Protection Committee would support and seek to enhance the District's fire protection services. The committee will serve as an advisory body to the Board of Directors, focusing on the effective planning, implementation, and evaluation of fire protection policies, resources, and programs.

Strategic Planning and Policy Development:

- Evaluate fire protection, prevention, and safety policies, ordinances, and procedures.
- Recommend steps to align CCSD fire services with local, state, and federal regulations and agencies.

Budget and Resource Support:

- Recommend funding priorities for equipment, training, and personnel, with the goal of optimizing fire protection services and meeting future needs within current budget constraints.
- Working with partners such as the Cambria Fire Safe Focus Group, identify grants, partnerships, or alternative funding sources.

Community Risk Reduction

- Review and recommend programs and initiatives focused on fire prevention and public safety education.

- Assess community risk profiles and recommend mitigation strategies.
- Support wildfire prevention efforts, including vegetation management and defensible space initiatives.

Community Engagement:

- Act as a District and community liaison to ensure transparency and foster trust.
- Facilitate community meetings to gather input on fire protection priorities and concerns.
- Promote public education campaigns on fire safety, evacuation plans, and emergency preparedness.

Meetings would be held on the third Thursday of every month at 10:00 a.m., allowing the committee to provide timely updates and recommendations to the Board.

It is recommended that the Board of Directors discuss the new Standing Committee's title and focus and provide direction to the staff.

ATTACHMENTS:

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025

Subject: Discussion and Consideration of Standing
Committee Chair and Liaison Appointments

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board of Directors should review and appoint one CCSD Board Member as Chairperson to each standing committee. Section 3.1 of the CCSD Standing Committee Bylaws identifies the appointment method: "The Chairperson shall be chosen annually from members of the Board of Directors by a majority vote of the Board." The current Committee Chairpersons are as follows:

- Finance Committee: Tom Gray
- Resources and Infrastructure Committee: Karen Dean
- PROS Committee: Michael Thomas

A Chairperson for the proposed new committee will be considered by the Board at a later date.

The Board of Directors will discuss the current liaison appointments listed below during the meeting.

- Cambria Fire Safe Focus Group – Director Gray
- Cambria Forest Committee – Director Farmer
- Friends of Fiscalini Ranch Preserve – Director Farmer
- North Coast Advisory Council – Vice President Thomas
- San Simeon CSD – President Scott
- California Coastal Commission - Director Dean

It is recommended that the Board of Directors review the Standing Committee Chair and liaison appointments and make new appointments as necessary.

ATTACHMENTS:

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025

Subject: Review, Discussion, and Consideration of the Ad Hoc Committee Assignments and Status

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board of Directors should review the current status of Ad Hoc Committee assignments, discuss progress made, and provide direction on future actions or adjustments as needed. The current Ad Hoc Committee assignments formed before 2024 and active in that year are:

Name	Members	Task	Formed	Status
CDP for WRF	Dean & Gray	Work with Staff to Complete Coastal Development Permitting for WRF	December 2020	Active
Emergency Wildfire Evacuation	Dean & Gray	Work to establish evacuation route(s) and procedures for wildfire emergencies	March 2021	Active
Skate Park	Dean & Farmer	Advise on planning & construction of Main St. Skate Park	August 2022	Active
Solid Waste Rate Alleviation	Dean & Gray	Develop Program with Mission Country Disposal to reduce rates for qualified customers	September 2022	Disbanded on initiation of rate reduction program in 2024.
Strategic Planning Workshop Process	Dean & Thomas	Review Strategic Plan process and select facilitator in preparation for February 2024 Plan update	July 2023	March 4, 2024
Update of Capital Improvement Project (CIP) List	Dean & Gray	Work with Finance and R&I Committees to update CIP List	September 2023	Disbanded on March 4, 2024 following approval of new CIP List format.

The current Ad Hoc Committee assignments formed in 2024 are:

Name	Members	Task	Formed	Status
PROS maintenance budgeting; management of Fiscalini Ranch Preserve	Gray & Thomas	Analyze CCSD spending on Parks, Recreation and Open Space (PROS) to identify possible savings, and clarify maintenance responsibilities of District and Friends of the Fiscalini Ranch Preserve	April 18, 2024	Active
Update of Board and Standing Committee Bylaws	Dean & Scott	Update various provisions, including meeting schedules, meeting time limits, voting status of committee chairs and election of Board officers	July 18, 2024	Active
Climate Action Plan	Farmer & Thomas	Work with CCSD Staff to develop a Climate Action/Adaptation Plan	October 17, 2024	Active
Strategic Plan Update	Gray & Scott	Review Strategic Plan process in preparation for Feb. 2025 Update	December 12, 2024	Active

It is recommended that the Board of Directors review the current status of Ad Hoc Committee assignments, discuss progress made, and provide direction on future actions or adjustments as needed.

ATTACHMENTS:

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.E**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025

Subject: Discussion and Consideration Regarding the District's Strategic Plan Workshop

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

On October 10, 2024, then Vice President Scott requested that an item be placed on a future agenda for the Board to brainstorm about the current state of the District and identify changes that the Board would like to see. Following this request, the Board of Directors appointed President Scott and Director Gray to an ad hoc committee on December 12, 2024, to further guide the process.

The attached CCSD Strategic Planning Process Ad Hoc Committee Report outlines the planned structure for the annual Strategic Planning Workshop, including the timing and logistics of the event.

As outlined in the attached report, the annual Strategic Planning Workshop will be held as a Special Meeting of the Board, with public input on the morning of the last Monday in February (February 24, 2025).

It is recommended that the Board of Directors discuss and consider the following:

- **Workshop Planning Session:** Discuss the necessity of holding a two-day workshop as outlined in the attached report. The remainder of the workshop is scheduled for the first Monday and Tuesday in March each year. For 2025, the dates are March 3 and 4. The workshops are proposed to be held in person at the Vets Hall. The sessions will also be available to the public via Zoom for broader access. However, please note that the Zoom sessions will not include AGP video. The discussion should focus on whether holding a two-day workshop is essential, given the content to be covered. If the Board decides to move forward with a two-day commitment, it would be important to define which topics will be covered on the first day and which will be reserved for the second day. This will help ensure a balanced and efficient schedule for both in-person and virtual attendees.
- **Workshop Scope:** Unless otherwise determined by the CCSD Board, major strategic plan updates will be conducted every 3 years. The last major strategic plan update was in 2022, so we will conduct the major update in 2025.
- **Major Updates:** In major updates, the Board will review and update every component of the plan, including the Mission, Vision, Values, Core Areas, Strategic Goals, etc. The strategic Planning Workshop will last two days during these updates.
- **Facilitation:** The 2024 Strategic Planning Workshop was facilitated by Dick Clark, as recommended by the Board's Strategic Planning Ad Hoc Committee and subsequently approved by the Board. The Ad Hoc Committee recommends that the Board continue to approve Dick Clark as the facilitator for the 2025 Strategic Planning Workshop.
- **Agenda:** Direct the Strategic Planning Workshop Process Ad Hoc Committee to work with the Confidential Administrative Assistant and the Facilitator to prepare an agenda.

ATTACHMENTS:

1. [CCSD Strategic Planning Process Ad Hoc Committee Report](#)

CCSD Strategic Planning Process Ad Hoc Committee Report

Date:	November 16, 2023
To:	CCSD Board of Directors
From:	President Dean, Director Thomas
Subject:	CCSD Strategic Planning Process

Background:

in June 2022, the Board Ad Hoc Committee of Vice President Dean and Director Steidel presented an updated Strategic Planning Process which was adopted by the Board. This updated Strategic Planning Process represented a significant improvement for the District. At the 7/13/2023 Board Meeting, another Board Ad Hoc Committee of President Dean and Director Thomas was formed to review the Strategic Planning Process, propose further improvements, and consider options for a workshop facilitator.

As we have developed experience with this process, in the spirit of continuous improvement, we have identified several additional improvement opportunities.

- Incorporate a Vision Statement into the CCSD strategic planning processes.
- More fully define the process.
- We need an earlier opportunity for public input.
- Once we receive public input, organize the input in ways that better enable the Board to give full consideration to this input.
- Improve the Strategic Planning Workshop.
- Arrange for Strategic Planning Workshop facilitation.

Recommendations:

The Strategic Planning Process Ad Hoc Committee recommends the Board discuss and consider:

1. Adopting the attached Strategic Planning Process, which addresses these improvement opportunities.
2. Approving the ad hoc committee recommendation of Dick Clark to facilitate our 2024 Strategic Planning Workshop.
3. Approving the ad hoc committee recommendation to retitle the “Six-Month Objectives Status Report” as simply “Objectives Status Report” recognizing that a longer term focus is needed to achieve CCSD Strategic Goals.

Attachment: CCSD Strategic Planning Process Description

CCSD Strategic Planning Process

This summary of the CCSD Strategic Planning Process includes:

- The Annual Planning Calendar,
- A description of the Strategic Planning Workshop,
- Strategic Planning Process Flowcharts, which outline each component of the Strategic Planning Process, showing distinctions between the Plan for 2024, Major Strategic Updates, which we plan to conduct every 3 years, and Minor Annual Updates, and
- A description of each step and element of the Strategic Planning Process.

Annual Planning Calendar

Provisional dates, to be updated and finalized with each annual planning calendar.

Timing	Strategic Planning Activity
At or by the 2 nd Board Meeting in January, 1/18/2024	Notice of public input session at least 1 week prior to the public input session to enable full participation and preparation.
At the 1 st Board Meeting in February, 2/8/2024	Semi-annual review of progress towards achieving strategic plan objectives and supporting actions.
At the 1 st Board Meeting in February, 2/8/2024	Public input session as the primary topic on the agenda for the 1 st Board Meeting in February.
Within 5-7 days ≤2/13/2024	Board Strategic Planning Ad Hoc Committee compiles and organizes the public input.
≤2/14/2024	Send public input summary to workshop participants requesting their input.
Within 5-7 days ≤2/20/2024	Workshop participants provide their input.
2/26/2024	Public Input portion of the Special Board Meeting for the Strategic Planning Workshop.
Within 5-7 days ≤2/26/2024	Board Strategic Planning Ad Hoc Committee compiles and organizes input from the public and workshop participants.
5-6 days prior to the Workshop, 2/26/2024	Send summary information to workshop participants.
1 st week in March, 3/4/2024	Strategic Planning Workshop.
1 week < 1 st Board Meeting in March (3/7/2024)	Strategic Planning Workshop minutes compiled for Board review and consideration.
1 st Board Meeting in March (3/14/2024)	Board review and consideration of the updated Strategic Plan.
A Board Meeting in September (9/12 or 9/19)	Semi-annual review of progress towards achieving strategic plan objectives and supporting actions.

CCSD Strategic Planning Process

Strategic Planning Workshop

The annual Strategic Planning Workshop will be held as a Special Meeting of the CCSD Board, with Public Input on the morning of the last Monday in February, and the rest of the workshop on the 1st Monday in March each year (Monday and Tuesday for major updates), with all participants in person at the Vets Hall, in the main room. These workshops will be available to the public on zoom, but without AGP video. To be more conducive to creativity and participation, this will be an informal setting, with participants on a first name basis.

Workshop Scope: unless otherwise determined by the CCSD Board, major strategic plan updates will be conducted every 3 years. The last major strategic plan update was in 2022, so we expect to conduct the next major update in 2025.

Major Updates: in major updates, the Board will review and update every component of the plan, the Mission, Vision, Values, Core Areas, Strategic Goals, etc. In major updates, we will plan a 2-day duration for the Strategic Planning Workshop.

Minor Updates: In minor updates, the Board will only review and update the Objectives and Supporting Actions for each Strategic Goal. However, at the discretion of the Board President, the Board may consider refinements to other components in the plan as needed. In minor updates, we will plan a 1-day duration for the Strategic Planning Workshop.

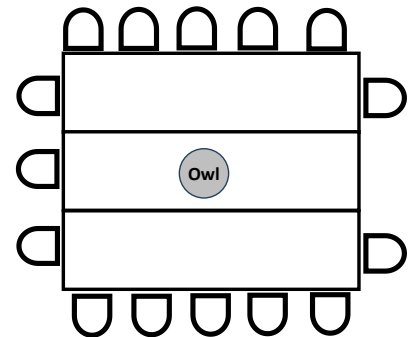
Workshop Participants, attending in person:

- The 5 Directors
- General Manager, Matthew McElhenie
- Administrative Manager/ Finance Manager, Denise Fritz
- Confidential Administrative Assistant, Haley Dodson, as recorder
- Fire Chief, Michael Burkey
- Fire Safe Focus Group Chair, Dave Pierson
- Utilities Department Manager, Jim Green
- Program Manager, Tristan Reaper
- Facilities & Resources Manager, David Aguirre
- Legal Counsel, David Hirsch
- Strategic Planning Workshop Facilitator

Workshop Setting: conference table format, with participants sitting around the table.

Facilitation: the 2024 Strategic Planning Workshop will be facilitated by Dick Clark as recommended by the Board Strategic Planning Ad Hoc Committee and approved by the Board.

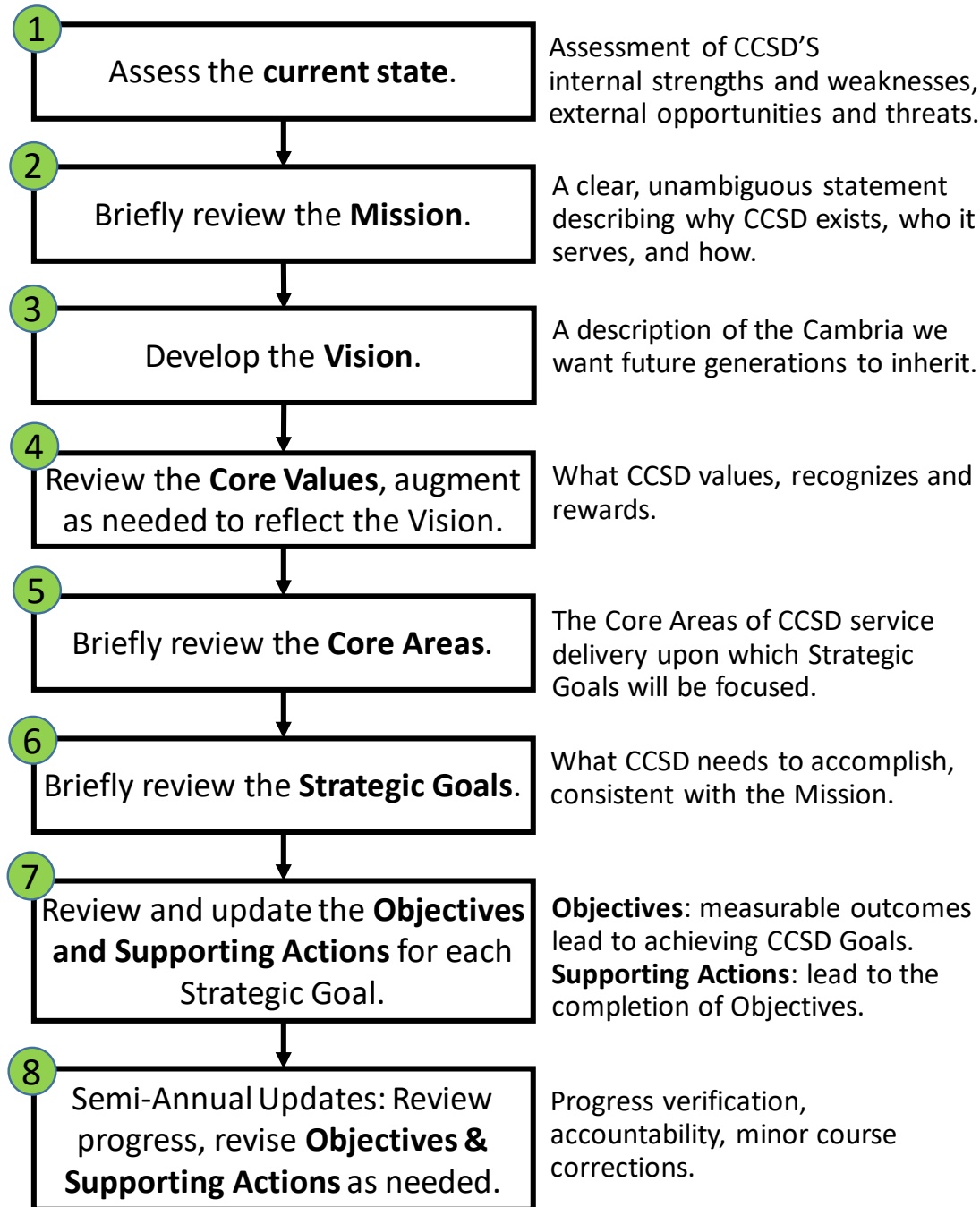
Agenda: developed by the Board Strategic Planning Ad Hoc Committee working with the Confidential Administrative Assistant and the Facilitator.



CCSD Strategic Planning Process

CCSD Strategic Planning Process Flowchart for the 2024 Minor Update

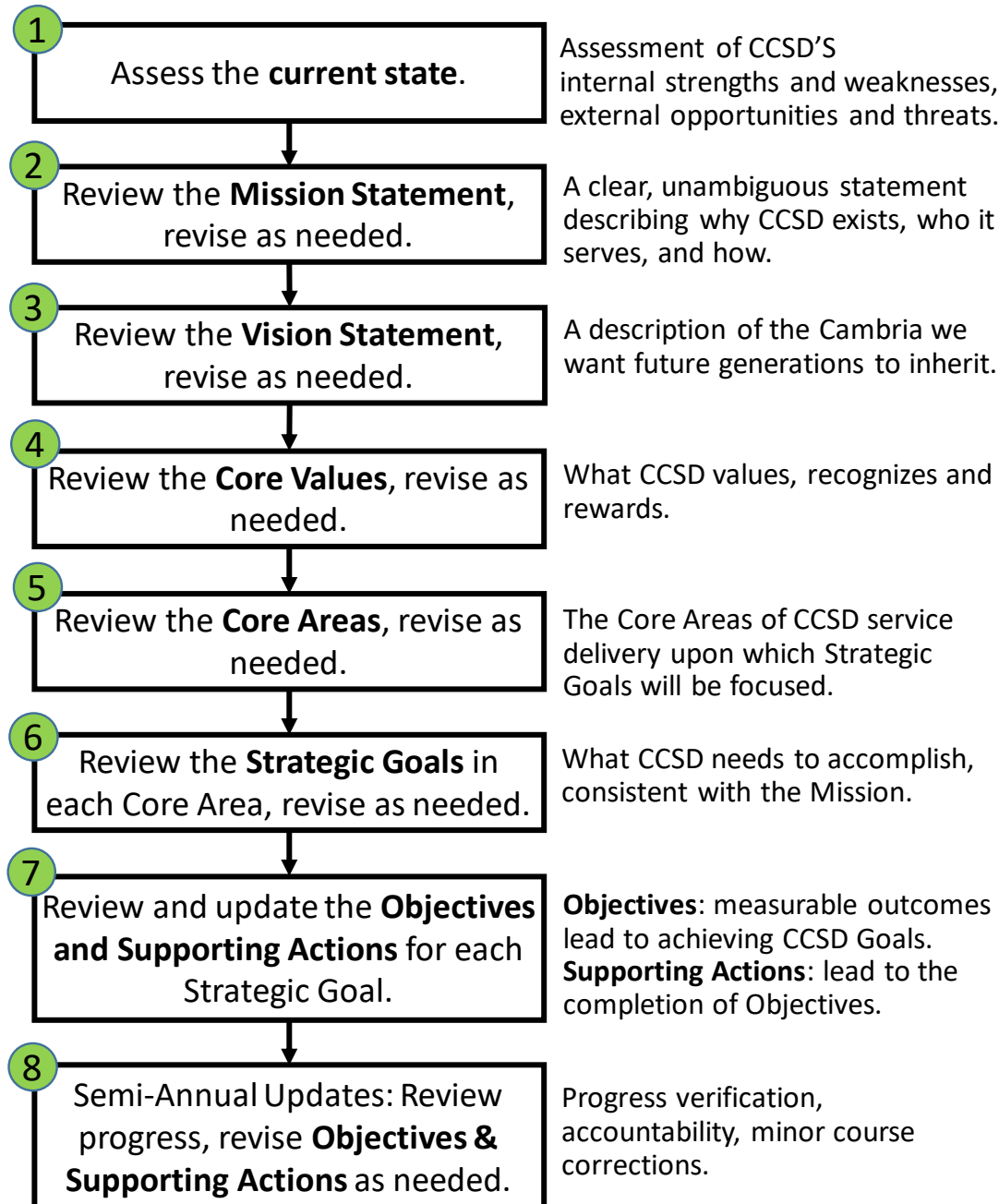
In the 2024 strategic update, we are adding a Vision Statement, to be more consistent with best practices. Once we establish the District's Vision, we may find the need to augment the Core Values with additional value statements. We will only do a brief review of the Mission, Core Areas and Strategic Goals, without updating these elements.



CCSD Strategic Planning Process

CCSD Strategic Planning Process for Major Updates

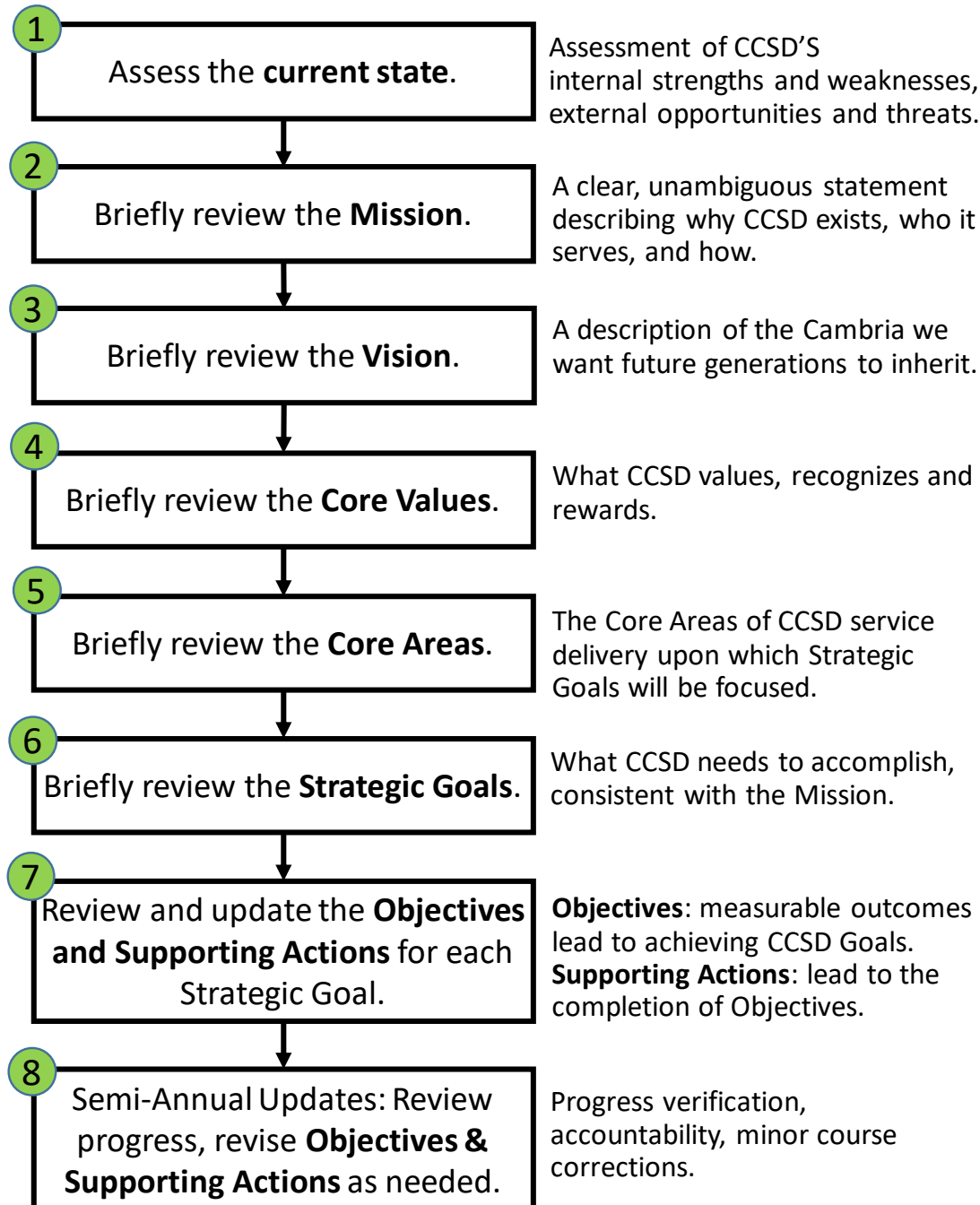
Unless otherwise determined by the Board, major strategic plan updates will be conducted every 3 years. The last major strategic plan update was in 2022, so the next major update is expected to be conducted in 2025. In major updates, the Board will review and update every component of the plan, and we will plan a 2-day duration for the Strategic Planning Workshop.



CCSD Strategic Planning Process

CCSD Strategic Planning Process for Minor Annual Updates

In the Minor Annual Updates, in steps 2-6, we only do a brief review of the Mission, Vision, Core Values, Core Areas and Strategic Goals, without updating these elements.



CCSD Strategic Planning Process

A Description of Each Step of the Strategic Planning Process

1. The current state,
2. Mission, describing why CCSD exists, who it serves, and how,
3. Vision, describing the Cambria we want future generations to inherit,
4. Core Values, what CCSD values, recognizes and rewards,
5. Core Areas of CCSD service delivery,
6. Strategic Goals that CCSD needs to accomplish in each Core Area,
7. Objectives & Supporting Actions for each Strategic Goal, and
8. Semi-Annual Strategic Plan Updates.

1. Assess the current state

This method of assessing the current state is a variation on the well-established SWOT analysis, where organizations identify their strengths, weaknesses, opportunities and threats as a starting point in their strategic planning processes. As CCSD applies this methodology, we seek to identify:

- Internal **Strengths** and recent accomplishments.
- internal **Weaknesses**.
- **Positive External Factors:** External factors and trends which could have a positive impact on CCSD in the years ahead.
- **Negative External Factors:** External factors and trends which could have a negative impact on CCSD in the years ahead.

Consistent with the Annual Planning Calendar and Strategic Planning Process Flowcharts outlined above, this assessment of the current state serves as the foundation for the remainder of the planning process.

We start the process with a public input session at least 2-3 weeks prior to the Strategic Planning Workshop. This can be either a Regular or Special Board meeting. The Board will solicit community input as outlined above, with the operative questions listed below:

District Strengths and Accomplishments:	<ul style="list-style-type: none"> • What are the District's strengths? • What are the District's accomplishments since the last Strategic Planning Workshop?
District Weaknesses:	<ul style="list-style-type: none"> • What are the District's current internal weaknesses/challenges?
Positive External Factors:	<ul style="list-style-type: none"> • What are the external factors/trends (e.g., economic, political, technological, health and environmental) that might have a positive impact on the District?
Negative External Factors:	<ul style="list-style-type: none"> • What are the external factors/trends (e.g., economic, health, technological, political, environmental) that might have a negative impact on the District?

CCSD Strategic Planning Process

In addition to the assessment of the current state, at the major strategic plan update sessions, the Board will also solicit community input on the following areas:

- Does the **Mission Statement** provide a clear, unambiguous statement describing why CCSD exists, who it serves, and how?
- Do the **Core Values** adequately describe what CCSD values, recognizes and rewards?
- Do the **Core Areas** adequately describe the primary areas of CCSD service delivery?
- Which **Strategic Goals** have been achieved and should be removed from the Plan?
- What additional **Strategic Goals** are needed based on what we have learned from our assessment of the current state?

At the public input session, create a record summarizing public comments. Appoint a Board ad hoc committee to quickly organize the public input. Provide this input to the Strategic Planning Workshop participants well in advance of the workshop. Each participant reviews this input and provides their additional input and priorities.

After the Strategic Planning Workshop participants provide their input, have the same Board ad hoc committee organize their input, and distribute the organized input to workshop participants 1 week prior to the Strategic Planning Workshop, to enable adequate preparation.

2. Review the Mission Statement, revise as needed.

The Mission Statement provides a clear, unambiguous statement describing why CCSD exists, who it serves, and how.

As part of the major strategic planning updates, ask the following question as part of the Strategic Planning Workshop:

Does the Mission Statement provide a clear, unambiguous statement describing why CCSD exists, who it serves, and how?

- **Yes:** If the answer is yes, that's great! Move on...
- **No:** If the answer is no, revise the existing Mission Statement, or create a new one as part of the Strategic Planning Workshop.

3. Review the Vision, revise as needed.

The Vision provides a description of the Cambria we want future generations to inherit. Previous strategic planning updates did not discuss or establish a Vision for the CCSD. This is an essential element of most strategic planning processes, so it's time to establish the CCSD Vision. Most of the other strategic planning elements focus on the short term. This is the element that will get us focusing on long term needs as well. The operative question to elicit input on the vision: *Imagine our grandchildren are living here in Cambria, living the good life we enjoy here today. And if you don't have grandchildren, imagine the grandchildren of one of your good friends. Describe what that future looks like to you.*

CCSD Strategic Planning Process

4. Review the Core Values, revise as needed.

The Core Values describe what CCSD values, recognizes and rewards.

As part of the major strategic planning updates, ask the following question as part of engaging public input, in preparing workshop participants, and as part of the Strategic Planning Workshop:

Do the Core Values adequately describe what CCSD values, recognizes and rewards?

- **Yes:** If the answer is yes, that's great! Move on...
- **No:** If the answer is no, as part of the Strategic Planning Workshop:
 - Revise any of the Core Values which need to be more clearly worded.
 - Add any Core Values which are missing.
 - Delete any Core Values which are no longer relevant or needed.

5. Review the Core Areas, revise as needed.

These are the Core Areas of CCSD service delivery upon which Strategic Goals will be focused.

Although the Core Areas of CCSD service delivery are not likely to change often, nonetheless it's worthwhile assuring that they clearly reflect the scope of CCSD services. As part of the major strategic planning updates, ask the following question as part of the Strategic Planning Workshop:

Do the Core Areas adequately describe the primary areas of CCSD service delivery?

- **Yes:** If the answer is yes, that's great! Move on...
- **No:** If the answer is no, revise the Core Areas as part of the Strategic Planning Workshop.

6. Review the Strategic Goals in each Core Area, revise as needed.

The Strategic Goals describe what CCSD needs to accomplish in each Core Area, consistent with the Mission.

As part of the major strategic planning updates, ask the following questions as part of the Strategic Planning Workshop:

- For each Strategic Goal, have we achieved this goal? Is it time to remove this Strategic Goal from the Strategic Plan, or does this Strategic Goal need to remain in the plan because of its ongoing nature?
- For each Core Area of CCSD services, what additional Strategic Goals are needed based on what we have learned from our assessment of the current state?

CCSD Strategic Planning Process

7. Review and update the Objectives & Supporting Actions for each Strategic Goal.

At each strategic update, review and revise the Objectives & Supporting Actions for each Strategic Goal as follows:

- Which of the Objectives & Supporting Actions have been completed?
 - Remove those that have been completed from the list, and make note of the accomplishments as appropriate.
 - For those which have not yet been completed, update as appropriate.
- Considering the internal Strengths and Weaknesses, and the external factors and trends which could impact CCSD in the coming year, what additional Objectives are needed for each Strategic Goal? Each Objective should be worded as a measurable outcome which will contribute to achieving a Goal.
- For each Objective, what Supporting Actions do we need to document and track to help ensure completion of the Objectives.
- For each Objective and Supporting Action, identify the:
 - **Target Date:** the date by which the Board expects the Objective to be achieved, and for Supporting Actions, the date by which the Board expects the action to be completed.
 - **Responsible Party:** the individual accountable for achieving the Objective or completing the Supporting Action. Where a group is identified, the accountable individual should be listed first.

As a final check, the **necessary and sufficiency check**:

- **Necessary:** Look over the entire set of plan elements we have created. Understanding that more words are not necessarily better, and in the interest of keeping things as simple as we can, is there anything in the plan that really is not necessary?
- **Sufficiency:** Again, look over the entire set of plan elements we have created. Is anything missing? If we accomplish all of these Strategic Goals and Objectives, are they collectively sufficient to achieve the CCSD mission? If not, what's missing?

This marks the end of the Strategic Planning Workshop. The next step occurs at one or more regularly scheduled CCSD Board Meetings.

8. Semi-Annual Strategic Plan Updates.

Semi-Annual Plan Updates: Review progress on Objectives and Supporting Actions, revise as needed. Using the updated table approved at the 7/13/2023 Board Meeting, the GM updates the table for review and discussion by the Board. The first Board review using this new format was on 10/12/2023. Previously referred to as the “Six-Month Objectives Status Report” this report will subsequently be referred to as the “Objectives Status Report” to avoid overemphasizing a short term focus.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.F**

FROM: Matthew McElhenie, General Manager
Jim Green, Utilities Department Manager

Meeting Date: January 9, 2025 Subject: Discussion and Consideration of Accepting the Low Bid by and Approval of a Public Works Contract with Grace Environmental Services, Inc. for the Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade Project and Authorization for the General Manager to Execute the Contract - Amended 1/6/2025

FISCAL IMPACT:

There is \$250,638 remaining in the budget for AMI. The bid from Grace Environmental Services, Inc. is for \$62.00 per unit or \$217,000.00 for 3500 water meter upgrades.

DISCUSSION:

CCSD Staff has been spending two weeks every two-month billing cycle manually reading over 2700 water meters due to failing radio transmitters. On August 10, 2023, the CCSD Board approved a sole-source purchase arrangement to upgrade the existing Badger Meters to Advanced Metering Infrastructure (AMI) water meters. On May 16, 2024, the Board approved Resolution 13-2024, approving the financing and purchase of the AMI equipment from Badger Meter, Inc., after which Staff finalized the order and began installing the AMI components in-house once they started arriving. Over the next several months, the in-house installation plan has proven tough to implement as Water Department staff time for AMI installation has been in short supply.

On November 13, 2024, the CCSD released a Request for Proposals for installing the previously purchased AMI cellular antennas and water meter registers. Six (6) companies, represented by eight (8) individuals, attended the mandatory pre-bid meeting on December 5, 2024, where the project was discussed, and the installation of the AMI components was demonstrated.

The bidding closed on December 18, 2024, at 1:00 pm. Five bids were received prior to the deadline. At the bid opening, all bids received were opened and read aloud. All five were deemed complete and responsive bids. The Notice to Bidders stated that the contract would be awarded to the responsive and responsible bidder with the lowest total bid price. Grace Environmental Services, Inc. was the low bidder, with a per-unit bid of \$62.00. The minimum number of meters to be upgraded under this contract is 3500, which works out to a cost of \$217,000.00.

It is recommended that the Board of Directors accept the low bid, approve a Public Works Contract with Grace Environmental Services, Inc. for the Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade Project, and authorize the General Manager to execute the contract.

ATTACHMENTS:

1. Notice to Bidders
2. Addendum No. 1 - Updated 1/6/2025
3. Public Works Contract
4. Other Bids Received

NOTICE TO BIDDERS
CAMBRIA COMMUNITY SERVICES DISTRICT

Submission of Bids

Sealed bids will be received by the Cambria Community Services District at the Wastewater Treatment Plant, located at 5500 Heath Lane, Cambria, CA 93428, or mailed to Cambria Community Services District (CCSD) P.O. Box 65, Cambria, California 93428, until December 18, 2024, at 1:00 p.m., at which time they will be publicly opened and read aloud. Submit the bid in a sealed envelope, plainly marked:

**REQUEST FOR PROPOSALS (RFP) FOR FORMAL BID NO. 03-2024-12 FOR
INSTALLATION OF WATER METER REGISTER REPLACEMENT AND ADVANCED
METERING INFRASTRUCTURE UPGRADE**

Any bid received after the time and date specified will not be considered and will be returned to the bidder unopened. Bids received by Fax or Email will not be considered. Each bid must be accompanied by either a certified check, cashier's check, or bidder's bond made payable to the Cambria Community Services District for an amount equal to ten percent of the bid amount as a guaranty. Guaranty will be forfeited to Cambria Community Services District if the bidder to whom the contract is awarded, fails to enter into the contract. The Cambria Community Services District reserves the right to accept or reject any or all bids or waive any informality in a bid.

Bid Documents

Formal bids shall be presented in accordance with the specifications for the same, which are on file with the Utilities Department Manager here: <https://www.cambriacsd.org/request-for-proposals>.

Project Information

In general, the project consists of all labor, materials, tools, equipment, and incidentals necessary to install approximately 3,500 water meter registers, transmitters, and meter box lids. The District will supply the registers, transmitters, and meter box lids. Existing plastic meter box lids in a non-traffic location will have a hole drilled through the lid to accommodate the mounting of the transmitter. Meter boxes located in private driving or public walking areas with non-plastic lids (metal, concrete, etc.) will be replaced with a new lid supplied by the District with a pre-molded hole for mounting the antenna. It is recommended that bidders familiarize themselves with (1) the general, local, and site conditions that may affect the work; and (2) secure such additional or supplementary examinations, investigations, tests, studies and data concerning surface or subsurface conditions that may affect the work. Additional project information and bid documents have been posted on the District's website at

<https://www.cambriacsd.org/request-for-proposals>.

Prevailing Wages

In accordance with the provisions of California Labor Code Sections 1770, 1773, 1773.1, 1773.6 and 1773.7 as amended, the Director of the Department of Industrial Relations has determined the general prevailing rate of per diem wages in accordance

with the standards set forth in Section 1773 for the locality in which the work is to be performed. A copy of said wage rates is on file at the office of the Owner. It shall be mandatory upon the contractor to whom the work is awarded and upon any subcontractor under the contractor to pay not less than said specified rates to all workmen employed by them in the execution of the work.

Qualifications

At the time of the bid opening, contractors must possess a valid Class A, Class C-34, or Class C-36 Contractor's License and have experience with installation projects similar to the work specified for this project.

Mandatory Pre-Bid Conference.

There will be a mandatory pre-bid conference on December 5, at 9:00 a.m. at the Cambria Wastewater Treatment Plant, 5500 Heath Lane, Cambria, CA, 93428. Bidder may contact James Green at 805-927-6119 or by email at jgreen@cambriacsd.org for additional information.

Contractor Registration with Department of Industrial Relations

In accordance with California Labor Code Section 1725.5, Contractors and Subcontractors (as defined by California Labor Code Section 1722.1) bidding on Public Works contracts in California shall be registered with the Department of Industrial Relations prior to bidding. Failure to provide proof of Contractor's registration as part of the Bid shall deem the Bid as non-responsive and will therefore be rejected by Owner.

Compliance Monitoring and Enforcement

In accordance with the requirements of Labor Code Section 1771.4(a)(1), Bidders are hereby notified that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Deposit of Securities in Lieu of Retainage.

The Contractor may elect to receive 100 percent of payment due under the Contract Documents from time to time, without retention of any portion of the payment by the District, by depositing securities of equivalent value with the District in accordance with the provisions of Section 22300 of the California Public Contract Code. Such securities, if deposited by the Contractor, shall be valued by the District, whose decision on valuation of the securities shall be final. Securities eligible for investment under this provision shall be limited to those listed in Section 16430 of the California Government Code or bank or savings and loan certificates of deposit.

Agreement to Assign.

In accordance with Section 4552 of the California Government Code, the bidder shall conform to the following requirements: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act 15 U.S.C. 15, or under the Cartwright Act, Chapter 2.

Award

As a condition to executing a contract with the District, two bonds each equal to one hundred percent of the total contract price are required. Contractors may substitute

securities for moneys withheld under the contract. The District intends to award a contract to the responsive, and responsible bidder with the lowest total bid price. All bids submitted shall be in accordance with the provisions of the contract documents. The District specifically reserves the right, in its sole discretion, to reject any or all bids, to re-bid, or to waive inconsequential defects in bidding not involving time, price or quality of the work. District may waive any minor irregularities in the bids. Any bid may be withdrawn prior to bid opening but not afterward.

Accommodation

If any accommodations are needed to participate in the bid process, please contact the Utilities Department Manager, James Green, at 805-927-6119 or by email at jgreen@cambriacsd.org. Requests should be made as soon as possible to allow time for accommodation.

District Clerk

ADDENDUM NUMBER 1 TO THE BID DOCUMENTS

Amendment Date: **December 10, 2024**

BID DOCUMENT NUMBER 03-2024-12

Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade Project

A. This Addendum shall be considered part of the bid documents for the above-referenced project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence. BIDDERS MUST SIGN THE ADDEDNDUM AND SUBMIT IT WITH THEIR BIDS.

B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

1. Under Notice to Bidders, in the section titled "Award" after the sentence "The District intends to award a contract to the responsive, and responsible bidder with the lowest total bid price." Add the following: "The bid submitted must be on a per-piece, unit-cost basis for a minimum of 3500 water meter upgrades."
2. Under the project schedule, the anticipated schedule in the table following will be the official schedule for the project unless agreed to and modified in writing by both parties. This schedule supersedes any discussion of project timelines during the pre-bid meeting.

Table 1. Project schedule.

Milestone	Date
RFP Issued	11/13/2024
Mandatory Pre-Bid Meeting	12/5/2024 at 9 AM
Deadline for Clarifications/Inquiries	12/13/2024
Deadline to Submit Bids	12/18/2024
CCSD Selection of Contractor	1/9/2025
Contract Negotiations	1/10/2025 - 1/23/2025
Notice to Proceed	1/24/2025
Construction Start Date	1/28/2025
Construction Completion Date	8/1/2025

3. The expected percentage of meter boxes needing minor bush trimming, weed clearing, and/or dirt removal for access is 10%. The CCSD will work diligently to reduce that number as low as possible, but the bid should be submitted with the knowledge that some clearing by the contractor will be necessary.

BIDDER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE BID FORM:

Company Name _____

Contact Person _____

Signature _____

Date _____

SHORT FORM PUBLIC WORKS CONTRACT

THE WATER METER REGISTER REPLACEMENT AND ADVANCED METERING INFRASTRUCTURE UPGRADE PROJECT

THIS CONTRACT, made and entered into this _____ day of _____, 2025, by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT**, a special district, hereinafter designated District, party of the first part, and **GRACE ENVIRONMENTAL SERVICES, INC.** hereinafter designated as Contractor, party of the second part,

WITNESSETH: That the parties hereto do mutually agree as follows:

ARTICLE I. For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by District, Contractor agrees with District to furnish all materials, equipment and labor and construct facilities for District, and to perform and complete in a good and workmanlike manner all the work pertaining thereto shown on the plans and described in the specifications hereto attached and as generally described hereinbelow (the “project” or “work”), and to furnish at his own proper cost and expense all tools, equipment, labor, and materials necessary therefore, except such materials as in the said specifications are stipulated to be furnished by District, and to do everything required by this Contract and the said specifications and plans, and the requirements of the Engineer under them, to wit:

The Contractor’s bid dated December 17, 2024, is hereby incorporated herein by this reference and attached as Exhibit A and made a part of this contract.

PROJECT DESCRIPTION: The project involves replacing the registers and installing lid-mounted transmitters on 3,500 existing water meters with CCSD-supplied AMI registers and transmitters. Existing plastic meter box lids in a non-traffic location will have a hole drilled through the lid to accommodate the mounting of the transmitter. Meter boxes located in private driving or public walking areas with non-plastic lids (metal, concrete, etc.) will be replaced with a new lid supplied by the District with a pre-molded hole for mounting the transmitter. Installation is to be per Exhibit “B” (Scope of Work), and Exhibit “C” (Process for Installing a New Register on a Water Meter.)

COMMENCEMENT OF WORK AND TIME LIMITS:

The Contractor shall commence Work on the Project as of _____ 2025, and shall diligently prosecute the completion of said Project. Prior to commencing work, Contractor shall sign and return a copy of this Contract and any document hereto; provide proof of insurance as required herein; and, meet and confer with the Utilities Department Manager and engineering staff at least one (1) day in advance. **ALL WORK MUST BE COMPLETED BY August 1, 2025**, unless otherwise agreed to in writing.

LIQUIDATED DAMAGES:

Liquidated Damages. Pursuant to Government Code Section 53069.85, if work is not completed within the contract time or in strict accordance with the Project Schedule, it is understood, acknowledged and agreed that the District will suffer damage. It is therefore agreed that the Contractor shall pay to the District the sum of (\$200.00) for each and every calendar day of delay beyond the Contract Time, or beyond any completion schedule, construction schedule or Project milestones established in or pursuant to the Project Schedule, or beyond the time indicated in the Project Schedule for any individual Contract activity.

Contractor expressly understands, acknowledges and agrees that such liquidated damages can and shall be imposed if the Contractor does not meet each and every aspect of any activity schedule, completion schedule, construction schedule or Project milestones established in or pursuant to the Project Schedule. If the District accepts work or makes any payment under this Contract after a default by reason of delays, the acceptance of such work and/or payment(s) shall in no respect constitute a waiver or modification of any provisions regarding Contract Time, a completion schedule, the Project Schedule or the accrual of liquidated damages. In the event the same is not paid, the Contractor further agrees that the District may deduct the amount thereof from any money due or that may become due the Contractor under the Contract. This paragraph does not exclude recovery of damages under provisions of the Contract Documents, and is expressly in addition to the District's ability to seek other damages.

PAYMENT SCHEDULE:

District shall pay Contractor for the Project on a lump sum basis for a not-to-exceed amount of two hundred and seventeen thousand dollars (\$217,000.00)

A five percent (5%) retention shall be withheld from any monthly partial payment requests.

Final payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the District to the Contractor no sooner than thirty-five (35) days after a Notice of Completion has been recorded, unless otherwise stipulated in the Notice of Completion, provided the work has then been completed, the Contract fully performed, and a final Certificate for Payment has been issued by the District.

This Contract is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

ARTICLE II. For furnishing all said equipment, materials and labor, performing demolition as required, and doing all the work contemplated and embraced in this Contract; and for all loss and damage arising out of the nature of the work aforesaid, or from the action of the elements or from any unforeseen difficulties which may arise or be encountered in the prosecution of the work until its acceptance by District, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work, except such as in the said specifications are expressly stipulated to be borne by District; and for well and faithfully completing the work and the whole thereof, in the manner shown and described in the said plans and specifications and in accordance with the requirements of the Utilities Department Manager under them, District will pay and Contractor shall receive as full compensation therefore the amounts for such work as described above.

ARTICLE III. District hereby promises and agrees with said Contractor to employ, and does hereby employ, said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner and upon the conditions set forth in the specifications; and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to full performance of the covenants herein contained.

ARTICLE IV. The following contract documents (if checked) are hereby incorporated in and made a part of this Contract as though set forth in full:

- | | |
|--------------|---|
| <u> X </u> | 1. Public Contract Code 9204 |
| <u> X </u> | 2. Statement of Prevailing Wages |
| <u> X </u> | 3. Payment Bond |
| <u> X </u> | 4. Bond for Faithful Performance |
| <u> X </u> | 5. Bond for Materials and Laborers |
| <u> X </u> | 6. Specifications (Standard Specifications, General Conditions & Technical) |

ARTICLE V. If checked above, Contractor shall forthwith furnish in triplicate, a faithful performance bond in an amount equal to 100% of the contract price and a labor and materials bond in an amount equal to 100% of the contract price, both bonds to be written by a surety company acceptable to District and in the form prescribed by law.

ARTICLE VI. Materials: Should any of the materials or equipment prove defective or should the work prove defective due to faulty workmanship, material furnished or methods of installation, or should the work or any part thereof fail to operate properly as originally intended and in accordance with the drawings, typical details, and specifications, due to any of the above causes, all within twelve (12) months after date on which the work called for in this Contract is accepted by District, the undersigned agrees to reimburse District, upon demand, for its expenses incurred in restoring said work to the condition contemplated in said project, including the cost of any such equipment or materials replaced and the cost of removing and replacing any work necessary to make such replacement or repairs, or, upon demand by District, to replace any such materials and to repair said work completely without cost to District so that said work will function successfully as originally contemplated.

District shall have the unqualified option to make any needed replacement or repairs itself or to have such replacements or repairs done by the undersigned. In the event District elects to have said work performed by the undersigned, the undersigned agrees that the repairs shall be made and such materials as are necessary shall be furnished and installed within a reasonable time after the receipt of demand from District. If the undersigned shall fail or refuse to comply with his obligations under this guaranty, District shall be entitled to all costs and expenses, including attorney's fees, reasonably incurred by reason of the said failure or refusal.

ARTICLE VII. If Contractor should be adjudged bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he or any of his subcontractors should persistently violate any of the provisions of the Contract, or if he should disregard laws, ordinances or the instructions of the Utilities Department Manager, then District may, upon certificate of the Utilities Department Manager when sufficient cause exists to justify such action, serve written notice upon Contractor and his surety (if applicable) of its intention to terminate the Contract, such notice to contain the reasons for such intention to terminate the Contract, and unless, within five (5) days after the serving of such notice, such violations shall cease and satisfactory arrangements for correction thereof be made, the Contract shall, upon the expiration of said five (5) days, cease and terminate.

In the event of any such termination, District shall immediately serve written notice thereof upon the surety (if applicable) and Contractor, and the surety shall have the right to take over and perform the Contract,

provided, however, that if the surety, within ten (10) days after the serving upon it of notice of termination, does not give District written notice of its intention to take over and perform the Contract or does not commence performance thereof within the ten (10) days stated above from the date of the serving of such notice, District may take over the work and prosecute the same to completion by Contract or by any other method it may deem advisable, for the account and at the expense of Contractor, and Contractor and his surety shall be liable to District for any excess cost occasioned District thereby, and in such event District may, without liability for so doing, take possession of and utilize in completing the work such materials, appliances, plans and other property belonging to Contractor as may be on the site of the work and necessary therefore. In such case Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price shall exceed the expenses of finishing the work, including compensation for additional managerial and administration services, such excess shall be paid Contractor. If such expense shall exceed such unpaid balance, Contractor shall pay the difference to District. The expense incurred by District, as herein provided, and damage incurred through Contractor's default, shall be certified by the Utilities Department Manager.

ARTICLE VIII. The Contractor shall indemnify, and hold harmless, the District, and its officers, officials, employees and agents, from and against any and all claims asserted, liability, loss, damage, expense, costs (including without limitation costs and fee of litigation) arising from, directly or indirectly, or in connection with this Contract or the acts or omissions of Contractor, Contractor's Subcontractors, employees, representatives, agents and invitees including, but not limited to, performance of the work hereunder or failure to comply with any of the obligations contained herein, except such loss or damage which was caused by the established proven negligence or willful misconduct of District, its officers, officials, employees and agents. Said indemnification and hold harmless provisions shall be in full force and effect regardless of whether or not there shall be insurance policies covering and applicable to such liability, loss, damage, expense or cost.

The Contractor agrees that the use of any and all public streets and improvements which are part of or subject to this Contract shall be at all times, prior to the final acceptance by the District, the sole and exclusive risk of the Contractor. The Contractor further specifically agrees that he shall indemnify and hold District free of any liability for any accident, loss, or damage to the work, which is the subject of this Contract prior to its completion and acceptance by the District.

ARTICLE IX. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this Contract and the bid or proposal (if one) therefore, then this Contract shall control and nothing herein shall be considered as an acceptance of the said terms of said bid or proposal conflicting herewith.

ARTICLE X. Time is of the essence of this Contract and failure to comply with this provision shall be a material breach of this Contract.

ARTICLE XI. If any part of this Contract is held invalid by a court of competent jurisdiction, the balance shall retain its full force and effect.

ARTICLE XII. Maintenance of required insurance coverage is a material element of this contract and failure to maintain or renew coverage or to provide evidence of renewal shall be a material breach of this contract. **Contractor shall execute and provide the attached Certificate of Workers Compensation Insurance.**

ARTICLE XIV. Additional Provisions Required by Law. Each and every provision of law and clause required by law to be inserted in this Contract, including but not limited to the following statutorily required provisions, shall be deemed to be inserted herein and the Contract shall be read and

enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

The following statutorily required provisions hereby apply to this contract:

Record Audit. In accordance with Government Code, Section 8546.7, records of both the District and the Contractor shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment.

Retention of Securities. Public Contract Code Section 22300 permits the substitution of securities for any monies withheld by a public agency to ensure performance under a contract, at the request and expense of the Contractor.

Claims. In accordance with the requirements of Public Contract Code Section 9204(e), a copy of Public Contract Code Section 9204 is attached hereto and made a part hereof.

IN WITNESS WHEREOF: The parties hereto have caused this Contract to be executed the day and year first above written.

CAMBRIA COMMUNITY SERVICES DISTRICT

GRACE ENVIRONMENTAL SERVICES, INC

Matthew McElhenie, General Manager

By: _____

Its:

Date:

ATTEST:

HALEY DODSON, Confidential Administrative Assistant

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, District Counsel

CALIFORNIA PUBLIC CONTRACT CODE SECTION 9204

Resolution of claims in connection with public works project [Effective until 1/1/2027]

(a) The Legislature finds and declares that it is in the best interests of the state and its citizens to ensure that all construction business performed on a public works project in the state that is complete and not in dispute is paid in full and in a timely manner.

(b) Notwithstanding any other law, including, but not limited to, Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2, Chapter 10 (commencing with Section 19100) of Part 2, and Article 1.5 (commencing with Section 20104) of Chapter 1 of Part 3, this section shall apply to any claim by a contractor in connection with a public works project.

(c) For purposes of this section:

(1) "Claim" means a separate demand by a contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a contract for a public works project.

(B) Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.

(C) Payment of an amount that is disputed by the public entity.

(2) "Contractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who has entered into a direct contract with a public entity for a public works project.

(3)(A) "Public entity" means, without limitation, except as provided in subparagraph (B), a state agency, department, office, division, bureau, board, or commission, the California State University, the University of California, a city, including a charter city, county, including a charter county, city and county, including a charter city and county, district, special district, public authority, political subdivision, public corporation, or nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

(B) "Public entity" shall not include the following:

(i) The Department of Water Resources as to any project under the jurisdiction of that department.

(ii) The Department of Transportation as to any project under the jurisdiction of that department.

(iii) The Department of Parks and Recreation as to any project under the jurisdiction of that department.

(iv) The Department of Corrections and Rehabilitation with respect to any project under its jurisdiction pursuant to Chapter 11 (commencing with Section 7000) of Title 7 of Part 3 of the Penal Code.

(v) The Military Department as to any project under the jurisdiction of that department.

(vi) The Department of General Services as to all other projects.

(vii) The High-Speed Rail Authority.

(4) "Public works project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

(5) "Subcontractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who either is in direct contract with a contractor or is a lower tier subcontractor.

(d)(1)(A) Upon receipt of a claim pursuant to this section, the public entity to which the claim applies shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and a contractor may, by mutual agreement, extend the time period provided in this subdivision.

(B) The claimant shall furnish reasonable documentation to support the claim.

(C) If the public entity needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the public entity shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.

(D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, paragraph (3) shall apply.

(2)(A) If the claimant disputes the public entity's written response, or if the public entity fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the

claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the claimant sharing the associated costs equally. The public entity and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

(E) This section does not preclude a public entity from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the parties' dispute.

(3) Failure by the public entity to respond to a claim from a contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on their own behalf or on behalf of a lower tier subcontractor, that the contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the contractor shall notify the subcontractor in writing as to whether the contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

(e) The text of this section or a summary of it shall be set forth in the plans or specifications for any public works project that may give rise to a claim under this section.

(f) A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) a public entity may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

(g) This section applies to contracts entered into on or after January 1, 2017.

(h) Nothing in this section shall impose liability upon a public entity that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.

(i) This section shall remain in effect only until January 1, 2027, and as of that date is repealed, unless a later enacted statute that is enacted before January 1, 2027, deletes or extends that date.

Ca. Pub. Cont. Code § 9204

Amended by Stats 2019 ch 489 (AB 456),s 1, eff. 1/1/2020.

Added by Stats 2016 ch 810 (AB 626),s 1, eff. 1/1/2017.

-- END CALIFORNIA PUBLIC CONTRACT CODE SECTION 9204 --

STATEMENT OF PREVAILING WAGES

In accordance with California Labor Code Section 1725.5, Contractors and Subcontractors (as defined by California Labor Code Section 1722.1) bidding on or engaging in the performance of any Public Works contracts in California shall be registered with the Department of Industrial Relation.

In accordance with California Labor Code Section 1770 and 1773, the District has determined that prevailing wage rates apply to this project. Copies of the prevailing rates of per diem wages applicable to this Contract are available from the California Division of Labor Statistics and Research at <https://www.dir.ca.gov/Public-Works/Prevailing-Wage.html> or 455 Golden Gate Ave. 9th Floor, San Francisco, CA 94102. Any employee whose type of work is not covered by any of the classified wage rates shall be paid not less than the rate of wage listed for the classification which most nearly corresponds to the type of work performed.

Pursuant to California Labor Code Section 1775, the Contractor shall forfeit no more than \$200 per calendar day, or portion of a day, for each worker paid less than the prevailing rates for such work or craft, and the penalty shall be imposed and distributed pursuant to Section 1775.

The following Labor Code sections are hereby referenced and made a part of this Agreement:

1. Section 1775 - Penalty for Failure to Comply with Prevailing Wage Rates.
2. Section 1777.5 - Apprenticeship Requirements.
3. Section 1813 - Penalty for Failure to Pay Overtime.
4. Sections 1810 and 1811 - Working Hour Restrictions.
5. Section 1776 - Payroll Records.
6. Section 1773.8 - Travel and Subsistence Pay.

The District will not recognize any claims for additional compensation because of the payment of the wages set forth in the Contract.

In accordance with the requirements of Labor Code Section 1771.4(a)(1), this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations

In accordance with the provisions of the California Labor Code, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Section 1777.1 or Section 1777.17 of the California Labor Code. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid or may have been paid to a debarred subcontractor by a contractor on the Project shall be returned to the Agency. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.

-- END OF STATEMENT OF PREVAILING WAGES --

PAYMENT BOND (FOR LABOR AND MATERIAL)

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal, and
_____ as Surety, are held and firmly bound unto the
Cambria Community Services District,
in the sum of _____ Dollars
(\$ _____)

lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas said Principal has been awarded and is about to enter into a written contract with the Cambria Community Services District for the work described in CONTRACT DOCUMENTS FOR THE CONSTRUCTION OF, "**Installation of Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade**", which is attached hereto, made a part hereof, and to which reference is hereby made for all particulars, and is required by said District to give this bond in connection with the execution of said contract;

NOW THEREFORE, if said Principal, as Contractor in said contract, or Principal's Subcontractor, fail to pay any of the persons referred to in Section 9100 of the Civil Code of the State of California for labor performed, skills or other necessary services bestowed, site improvement made, equipment leased, or appliances, equipment implements, machinery, materials, power, provender, provisions, teams, or trucks furnished or used in, upon, for, or about the performance of the work contracted to be done, or for amounts due under the employment Insurance Act with respect to work or labor performed by any such claimant, said Surety shall pay for the same. In an amount not exceeding the sum specified above; and if suit is brought upon this bond, a reasonable attorney's fee to be fixed by the court. This bond is pursuant to the provisions of Ch 7 Div 3, Pt 4, Tit 15, of the Civil Code of the State of California, and shall insure to the benefit of any of the persons referred to in said Civil Code Section 9100, as it now exists or may hereafter be amended, so as to give a right of action to such persons or their assigns in any suit brought upon this bond. No premature payment by said District to said Principal shall exonerate any Surety unless the District Board of Directors of said District shall have actual notice that such payment is premature at the time and it is ordered by said Board, and then only to the extent that such payment shall result in loss to such Surety, but in no event more than the amount of such premature payment.

It is agreed, that any alterations in the work to be done, or increase or decrease of the material to be furnished, which may be made pursuant to the terms of said contract shall not in any way release either the Principal or Surety hereunder, nor shall any extension of time granted under the provisions of said contract release either the Principal or Surety, and notice of such alterations or extensions of the contract is hereby waived by the surety.

WITNESS our hands this _____ day of _____, 20__.

Surety

Principal

ALL SIGNATURES MUST BE WITNESSED BY NOTARY (Attach appropriate jurats)

-- END OF PAYMENT BOND --

FAITHFUL PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal, and _____ as Surety, are held and firmly bound unto the Cambria Community Services District, in the sum of _____ Dollars (\$_____)

lawful money of the United States, for the payment of which sum, well and truly to be made, has been awarded and is about to enter into a written contract with the Cambria Community Services District for the work described in the CONTRACT DOCUMENTS FOR THE CONSTRUCTION OF "Installation of Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade", which is attached hereto, made a part hereof, and to which reference is hereby made for all particulars, and is required by said District to give this bond in connection with the execution of said contract;

NOW, THEREFORE, if said Principal shall well and truly do and perform all of the covenants and obligations of said contract on Principal's part to be done and performed at the times and in the manner specified therein, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect. No premature payment by said District to said Principal shall exonerate any Surety unless the District Board of Directors of said District shall have actual notice that such payment is premature at the time it is ordered by said Board, and then only to the extent that such payment shall result in loss to such Surety, but in no event more than the amount of such premature payment.

It is agreed, that any alterations in the work to be done, or increase or decrease of the material to be furnished, which may be made pursuant to the terms of said contract shall not in any way release either the Principal or Surety hereunder, nor shall any extensions of time granted under the provisions of said contract release either the principal or surety, and notice of such alterations or extensions of the contract is hereby waived by the Surety.

WITNESS our hands this _____ day of _____, 20__.

Surety Principal

ALL SIGNATURES MUST BE WITNESSED BY NOTARY (Attach appropriate jurats)

-- END OF FAITHFUL PERFORMANCE BOND --

STANDARD SPECIFICATIONS

A. General: The work embraced herein shall be done in accordance with the applicable provisions of the most recently issued California Building Code, "Green Book" Standard Specifications for Public Works Construction, hereinafter referred to as Standard Specifications, the District's Standard Plans, hereinafter referred to as "Standard Plans", insofar as the same may apply, and in accordance with the following Standard Provisions.

The following provisions are hereby added to the Standard Specifications:

i. Section 5 – Utilities, subpart 5-1: All potholes must be filled in the same day, unless otherwise allowed by the Utility Manager. Surrounding areas shall be restored to their original condition.

B. Definition of Terms: Whenever the following terms are used in the Standard Specifications, they shall be understood to mean the following:

"Owner" or "Agency": Cambria Community Services District

"Board": Cambria Community Services District Board of Directors

"Defective Work": The term "defective work" shall include work that does not conform to the contract specifications.

"Utility Manager": The Utility Manager, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

Other terms appearing in the Standard Specifications shall be given the intent and meaning specified therein.

C. Description of the Work: The work shall consist of furnishing and supplying labor, materials, tools, equipment, transportation, and services necessary to complete the subject project as described in the project plans.

D. Control of Work: The Utility Manager shall decide all questions, which may arise as to quality of work, acceptability of materials, and conduct of the work, including, but not limited to, coordination and changes in plans, superintendence of work, control of equipment, and inspection of work. Any person employed who is found by any District representative to be incompetent, intemperate,

troublesome, disorderly, or otherwise objectionable or who fails or refuses to perform work properly and acceptably, shall be immediately removed from the Project upon request, by the Contractor, and shall not again be employed on the Project.

E. Construction Schedule: The contractor shall provide the Utility Manager with a detailed schedule outlining the procedure and approved by the Utility Manager prior to performing any work other than preliminary matters such as ordering materials and setting up staging areas. Extensions of the contract period due to delays that do not affect the critical path will not be allowed, if the delay can be accommodated within available float time.

F. Guaranty: The Contractor shall guarantee all materials, equipment furnished, and work performed for a period of one (1) year from the date of final completion. The Contractor warrants and guarantees for a period of one (1) year from the date of final acceptance of the system that the completed system is free from all defects due to faulty materials or workmanship and the Contractor shall promptly make such corrections as may be necessary by reasons of such defects including the repairs of any damages to other parts of the system resulting from such defects. The District will give notice of observed defects with reasonable promptness. In the event that the Contractor should fails to make such repairs, adjustments, or other work that may be necessary by such defects the District may do so and charge the Contractor the cost thereby incurred, as well as an administrative fee of an additional twenty 20% of the cost thereby incurred by the District.

G. Contract Changes: When changes in work are required or initiated by the Contractor or the Cambria Community Services District, the procedures in Section 3 of the Standard Specifications shall govern.

H. Existing Utilities: The Contractor shall be responsible for contacting all utility companies and/or utility districts as to location and/or relocation of existing utilities prior to construction. The Contractor shall contact Underground Service Alert [USA], telephone 1-800-642-2444, a minimum of ten (10) days prior to any excavation. The District assumes no responsibility for the completeness or accuracy of the delineation of any underground utilities, or the existence of other buried objects or utilities which are not shown on the Plans. The Contractor is solely responsible for any damage to underground or above ground utilities, which may be incurred as a result of any work performed by him under this Contract, regardless of the fact that the utilities' existence was known or unknown.

I. Prosecution, Progress and Acceptance of the Work: The Contractor's prosecution, progress and acceptance of the work shall be in accordance with Section 6 of the Standard Specifications and these Special Provisions.

J. Traffic, Access and Signage: Traffic control, if any, shall be in accordance with Section 7-10 of the Standard Specifications. The Contractor shall furnish, place and maintain such devices necessary to provide safe passage for the traveling public through the construction sites, as well as for the

safeguard of workers. The Contractor shall furnish, place and maintain such devices in accordance with the most recent "California Manual on Uniform Traffic Control Devices" published by the State of California, Department of Transportation (Caltrans). The provisions shall not relieve the Contractor from the responsibility to provide such additional devices as are necessary for public safety. The Contractor shall furnish, place, maintain and remove all signage needed for maintaining public safety and controlling traffic.

K. Insurance Requirements and Indemnification:

i. General: The Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder, by the Contractor, his agents, representatives, employees or Subcontractors.

ii. Minimum Scope of Insurance: Coverage shall be at least as broad as:

- a. ISO CGL coverage ("Occurrence," Form CG-0001).
- b. ISO CGL Endorsement Form (ISO CG 20 10 11 85).
- c. ISO Form No. CA-0001 (ED. 1/78), covering Automobile Liability, Code 1, "Any Auto," and endorsement CA-0025.
- d. Worker's Compensation Insurance as required by the State of California;
- e. Course of Construction insurance covering for all risks of loss.

iii. Minimum Limits of Insurance: The Contractor shall maintain limits no less than:

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit;

Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and

Worker's Compensation: As required by the State of California.

iv. Other Insurance Provisions: The policies are to contain, or to be endorsed to contain, the following provisions:

GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGE:

- a. The District, its officials, employees, agents and volunteers; are to be covered as insured as respects liability arising out of activities performed by or on behalf of the Contractor, including but not limited to blanket contractual liability, broad form property damage, explosion, collapse and underground hazard coverage, products and completed operations of the Contractor, or premises owned, leased or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officials, employees or volunteers, and shall protect them from claims for personal injury, death or property damage suffered by third persons or by officers, agents and employees of Contractor and arising out of or in connection with the work which is the subject of this Contract.
- b. The Contractor's insurance coverage shall be primary insurance as respects the District, its officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the District, its officials, employees, agents or volunteers; shall be in excess of the Contractor's insurance, and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officials, employees, agents or volunteers.
- d. Coverage shall state that the Contractor's insurance shall apply separately to each insured against who claim is made or suit is brought, except with respect to the limits of the insurer's liability.

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY COVERAGE:

- a. The insurer shall agree to waive all rights of subrogation against the District, its officials, employees, agents, and volunteers for losses arising from work performed by the Contractor for the District.

ALL COVERAGE:

- a. Each insurance policy required by this Section shall be in effect on the date the work is commenced and shall expire no sooner than one (1) year after the date on which the work is accepted by the District. Each insurance policy required by this Section shall be endorsed using ISO Form (CG 20 10 11 85) to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except after thirty (30) days prior written notice by Certified Mail, Return Receipt Requested has been given to the District.
- b. Insurance is to be placed with insurers with a Best Rating of no less than A-V and who are admitted to write policies in the State of California and contribute to the state guaranty fund.
- c. Contractors shall furnish the District with certificates of insurance and with original endorsements affecting coverage required by this Section (actual policy).

The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms provided by the District and are to be received and approved in writing by the District before work commences. The District reserves the right to require complete, certified copies of all insurance policies, including endorsements affecting the coverage required by these Special Provisions at any time.

- d. The Contractor shall include all Subcontractors as named insured under his policies, or shall furnish separate certificates and endorsements for each Subcontractor. All coverage for Subcontractors shall be subject to all of the requirements stated herein.
- e. The Contractor shall indemnify, defend, and hold harmless the District, and its officers, officials, employees and agents, from and against any and all claims asserted, liability, loss, damage, expense, costs (including without limitation costs and fee of litigation) of every nature arising of, directly or indirectly, or in connection with this Contract or the acts or omissions of Contractor, contractor's subcontractors, employees, representatives, agents and invitees including, but not limited to, performance of the work hereunder or failure to comply with any of the obligations contained herein, except such loss or damage which was caused by the established active negligence of District or the established sole negligence or willful misconduct of District, its officers, officials, employees and agents. Said indemnification and hold harmless provisions shall be in full force and effect regardless of whether or not there shall be insurance policies covering and applicable to such liability, loss, damage, expense or cost. The Contractor agrees that the use of any and all public streets and improvements which are part of or subject to this Contract shall be at all times, prior to the final acceptance by the District, the sole and exclusive risk of the Contractor. The Contractor further specifically agrees that he shall indemnify and hold the District free of any liability for any accident, loss, or damage to the work, which is the subject of this Contract prior to its completion and acceptance by the District.

L. Non-Discrimination: While this Contract is in effect, the Contractor shall comply with all provisions of the California Labor Code Section 1735, as amended, regarding non-discrimination practices and equal employment opportunity.

M. Permits and Taxes: Unless otherwise provided in Contract documents, the Contractor shall obtain, and pay for, all construction permits, licenses or other permits necessary to complete the project and shall be responsible for all governmental charges, inspection fees, utility connection charges, and sales and use taxes.

N. Notices: Any notices from one party to the other with respect to this Contract shall be mailed, faxed, e-mailed, or delivered as shown on the signature block on the Contract.

O. Effectiveness: This Contract shall be effective only when signed by both parties to the Contract.

P. Waiver: The waiver of any breach of any condition, covenant, term, or provision of this Contract by any party to this Contract shall not be deemed to be a waiver of any preceding or subsequent breach under the Contract, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

Q. Authorizations: All officers and individuals executing, this and other documents on behalf of the respective parties do hereby certify and warrant that they have the capacity and have been duly authorized to so execute said documents on behalf of the entity so indicated. Each signatory shall also indemnify the other party to this Agreement, and hold them harmless, from any and all damages, costs, attorneys' fees, and other expenses, if the signatory is not so authorized.

R. Severability: If any term, provision, covenant, or condition of this Contract shall be or become illegal, invalid, null, void, unenforceable, or against public policy, in whole or in part, or shall be held by any court of competent jurisdiction to be illegal, invalid, null, or void, or against public policy, the term, provision, covenant, or condition shall be deemed severable, and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected, impaired, or invalidated. The term, provision, covenant, or condition that is so invalidated, voided, or held to be unenforceable shall be modified or changed by the Parties to the extent possible to carry out the intentions and directives set forth in this Contract.

S. Entire Agreement: This Contract constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the Contract and supersedes all prior and contemporaneous agreements, promises, representations, warranties, understandings, or undertakings by either of the Parties, either oral or written, of any character or nature. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Contract.

T. Attorney's Fees. In any litigation, arbitration, or other proceeding in law or equity by which one party to the Contract seeks to enforce its contract rights under the Contract, to resolve an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, to seek a declaration of any rights or obligations under this Contract, or to interpret the provisions of this Contract, the prevailing party shall be entitled to recover from the losing party actual attorneys' fees incurred to resolve the dispute and to enforce the final judgment, award, decision, or order and such fees, costs; or expenses shall be in addition to any other relief to which the prevailing party may be entitled.

-- END OF STANDARD SPECIFICATIONS --

EXHIBIT A - CONTRACTOR'S PROPOSAL

ADDENDUM NUMBER 1 TO THE BID DOCUMENTS

Amendment Date: **December 10, 2024**

BID DOCUMENT NUMBER 03-2024-12

Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade Project

A. This Addendum shall be considered part of the bid documents for the above-referenced project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence. BIDDERS MUST SIGN THE ADDEDNDUM AND SUBMIT IT WITH THEIR BIDS.

B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

1. Under Notice to Bidders, in the section titled "Award" after the sentence "The District intends to award a contract to the responsive, and responsible bidder with the lowest total bid price." Add the following: "The bid submitted must be on a per-piece, unit-cost basis for a minimum of 3500 water meter upgrades."
2. Under the project schedule, the anticipated schedule in the table following will be the official schedule for the project unless agreed to and modified in writing by both parties. This schedule supersedes any discussion of project timelines during the pre-bid meeting.

Exhibit A

CAMBRIA COMMUNITY SERVICES DISTRICT

ADDENDUM NO. 1

BID DOCUMENT NUMBER 03-2024-12

BID DUE DATE: 12/18/2024, 1:00 pm

Table 1. Project schedule.

Milestone	Date
RFP Issued	11/13/2024
Mandatory Pre-Bid Meeting	12/5/2024 at 9 AM
Deadline for Clarifications/Inquiries	12/13/2024
Deadline to Submit Bids	12/18/2024
CCSD Selection of Contractor	1/9/2024
Contract Negotiations	1/10/2024 - 1/23/2024
Notice to Proceed	1/24/2024
Construction Start Date	1/28/2024
Construction Completion Date	8/1/2024

3. The expected percentage of meter boxes needing minor bush trimming, weed clearing, and/or dirt removal for access is 10%. The CCSD will work diligently to reduce that number as low as possible, but the bid should be submitted with the knowledge that some clearing by the contractor will be necessary.

BIDDER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE BID FORM:

Company Name Grace Environmental Services

Contact Person Charles Grace President / CEO

Signature 

Date 12/17/2024



EXHIBIT A

Bid Proposal Form

BID PROPOSAL

TO: CAMBRIA COMMUNITY SERVICE DISTRICT, a California Special Services District, acting by and through its Board of Directors ("the District").

FROM:

Grace Environmental Services
(Name of Bidder)

2060D E. Avenida De Los Arboles
(Address)

Thousand Oaks, CA 91362
(City, State, Zip Code)

(805)431-6253
(Telephone)

cgrace@graceenviro.com
(E-mail Address of Bidder's Representative(s))

Charles Grace
(Name(s) of Bidder's Authorized Representative(s))

1 Bid Proposal:

Per Unit Bid Amount	\$62.00
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1.1 Bid Proposal Amount. The undersigned Bidder proposes and agrees to perform the Contract including, without limitation, providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the Contract and complete in a workmanlike manner all of the Work required for the Project described as:

Bid Number:
03-2024-12

Project Name/Description:
Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade

for the per unit sum of:

Bid Amount Spelled Out:	Two Hundred Seventeen Thousand
-------------------------	--------------------------------

Bid Amount (Dollar Amount - Numeric):	\$217,000.00
---------------------------------------	--------------

Exhibit A

The Bidder confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Bid Proposal.

1.2 **Acknowledgment of Bid Addenda.** The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda issued by or on behalf of the District.

Initials CG



Addenda Nos. 01 received, acknowledged and incorporated into this Bid Proposal.

1.3 **Alternate Bid Items.** The Bidder's price proposal(s) for Alternate Bid Items is/are set forth in the form of Alternate Bid Item Proposal included herewith. Price proposal(s) for Alternate Bid Item(s) will not form the basis for the District's award of the Contract unless an Alternate Bid Item is incorporated into the scope of Work of the Contract awarded.

2 **Documents Accompanying Bid.** The Bidder has submitted with this Bid Proposal and "Attachment A" the following: (a) Bid Security; (b) Subcontractors List; and(c) Non-Collusion Affidavit. The Bidder acknowledges that if this Bid Proposal and the foregoing documents are not fully in compliance with applicable requirements set forth in the Call for Bids, the Instructions for Bidders and in each of the foregoing documents, the Bid Proposal may be rejected as non-responsive.

3 **Award of Contract.** If the Bidder submitting this Bid Proposal and "Attachment A" is awarded the Contract, the undersigned will execute and deliver to the District the Contract for Labor and Materials in the form attached hereto within five (5) days after notification of award of the Contract. Concurrently with delivery of the executed Agreement to the District, the Bidder awarded the Contract shall deliver to the District: (a) Certificates of Insurance evidencing all insurance coverages required under the Contract Documents; (b) the Performance Bond; (c) the Labor and Materials Payment Bond; (d) the Certificate of Workers' Compensation Insurance; and (e) the Drug-Free Workplace Certificate. Failure of the Bidder awarded the Contract to strictly comply with the preceding may result in the District's rescission of the award of the Contract and/or forfeiture of the Bidder's Bid Security. In such event, the District may, in its sole and exclusive discretion elect to award the Contract to the responsible Bidder submitting the next lowest Bid Proposal, or to reject all Bid Proposals.

4 **Contractor's License.** The undersigned Bidder is currently and duly licensed in accordance with the California Contractors License Law, California Business & Professions Code §§7000 etseq., under the following classification(s): C-36 bearing License Number(s)

License Number(s)	Expiration Date(s)
C-36 #1130337	12/31/2026

The Bidder certifies that: (a) it is duly licensed, in the necessary class(es), for performing the Work of the Contract Documents; (b) that such license shall be in full force and effect throughout the duration of the performance of the Work under the Contract Documents; and (c) that all Subcontractors providing or performing any portion of the Work shall be so properly licensed to perform or provide such portion of the Work.

5 **Acknowledgment and Confirmation.** The undersigned Bidder acknowledges its receipt, review

Exhibit A

Cambria Community Services District

Exhibit A - Bid Proposal Form

and understanding of the Drawings, the Specifications and other Contract Documents pertaining to the proposed Work. The undersigned Bidder certifies that the Contract Documents are, in its opinion, adequate, feasible and complete for providing, performing and constructing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned Bidder certifies that it has, or has available, all necessary equipment, personnel, materials, facilities and technical and financial ability to complete the Work for the amount bid herein within the Contract Time and in accordance with the Contract Documents.

By: _____
(Signature)

(Corporate Seal)

Charles Grace
(Typed or Printed Name)

President/CEO
(Title)

Attachment A to Bid Form

Bidders shall provide the following attachments after this page to complete their bid:

- a.) Bid Security**
- b.) List of Subcontractors**
- c.) Non-collusion Declaration**
- d.) Certificate of Workers Compensation**



Bid Bond

CONTRACTOR:
(Name, legal status and address)
Grace Environmental Services
1765 Berkshire Drive
Thousand Oaks, CA93428

SURETY:
(Name, legal status and principal place of business)
The Ohio Casualty Insurance Company
175 Berkeley Street
Boston, MA 02116

OWNER:
(Name, legal status and address)
Cambria Community Services District
2150 Main Street #1-A
Cambria, CA 93428

MAILING ADDRESS FOR NOTICES:
Liberty Mutual Surety Claims
P.O. Box 34526
Seattle, WA 98124

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Ten (10) Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)
**INSTALLATION OF WATER METER REGISTER REPLACEMENT AND
ADVANCED METERING INFRASTRUCTURE UPGRADE**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 18th day of December, 2024.

(Witness)

Steven Orellana

Grace Environmental Services
(Contractor as Principal) *(Seal)*
President / CEO
(Title)

(Witness)
Brandi M. Rodriguez

The Ohio Casualty Insurance Company
(Surety)

(Title) Pamela Ann Binns, Attorney-In-Fact





POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8212821-983784

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Christine Michele Stahl; Jason Findley; Mark Heync; Michael Moore; Mike Hay; Pamela Ann Binns; Ronald Burcham

all of the city of Bakersfield state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 5th day of December, 2024.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: [Signature]
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 5th day of December, 2024 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1128044
Member, Pennsylvania Association of Notaries

By: [Signature]
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 18th day of December, 2024.



By: [Signature]
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

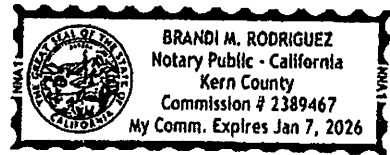
State of California
County of Kern)

On December 18, 2024 before me, Brandi M. Rodriguez, Notary Public
(insert name and title of the officer)

personally appeared Pamela Ann Binns, Attorney-in-Fact
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is/are~~ subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his/her/their~~ authorized capacity(ies), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature *Brandi M. Rodriguez* (Seal)

LIST OF SUBCONTRACTORS FORM

Pursuant to the provisions set forth in Sections 4100-4113, inclusive of the Public Contract Code of the State of California, it is required that the Contractor set forth in his Bid the name and principal business address of each Subcontractor who will perform work or labor or render service to the Contractor on or about the construction. Vendors or suppliers of materials, only, are not required to be listed.

If a Contractor fails to specify a Subcontractor for any portion of the work to be performed under the Contract, on or about the construction of the project, in excess of 1/2 of 1% of the Contractor's total Bid, he shall be deemed to have agreed to perform such portion himself, using his own resources and employed personnel and he shall not be permitted to sub-contract that portion of the work, except under the conditions set forth in Section 4107 of the Public Contract Code. Subcontractors shall not sublet their work as a whole.

Should the Contractor violate any of the provisions of said Chapter, his so doing will be deemed a violation of his Contract and the awarding authority shall have the right to terminate the Contractor's control over the work. Upon any such violation, the Contractor may be subject to such penalties as are prescribed by Law.

In the event of an inadvertent error in the California Contractor number is made for a subcontractor listed, such error shall not be grounds for filing a bid protest or grounds for considering a bid nonresponsive. The corrected license number must be submitted within 24 hours after bid opening and corrected contractor's license number must correspond to the submitted name and location.

If the prospective contractor fails to correct an inadvertent error for a listed subcontractor's license number within the 24-hour time period, the Owner may find the bid nonresponsive.

The prospective contractor shall be solely responsible to correct any errors in the notation of the listed subcontractors California Contractor's license number;

Failure to submit a corrected California Contractor's license number in compliance with the process set forth above will cause the bid to be nonresponsive.

SUBCONTRACTOR LIST

Portion of Work	N/A
Subcontractor Name	
Subcontractor Address	
California CSLB Number	
DIR Registration Number	
DIR Registration Number Expiration Date	

Portion of Work	N/A
Subcontractor Name	
Subcontractor Address	
California CSLB Number	
DIR Registration Number	
DIR Registration Number Expiration Date	

Portion of Work	N/A
Subcontractor Name	
Subcontractor Address	
California CSLB Number	
DIR Registration Number	
DIR Registration Number Expiration Date	

Portion of Work	N/A
Subcontractor Name	
Subcontractor Address	
California CSLB Number	
DIR Registration Number	
DIR Registration Number Expiration Date	

ADD ADDITIONAL FORMS AS NECESSARY TO LIST ALL SUBCONTRACTORS

NONCOLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

I, Charles Grace . declare that I am the authorized representative of Grace Environmental Services, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on December 17, 2024, at San Luis Obispo [city], California [state].



President / CEO

(Signature and Title of Declarant)

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

PROJECT:

I, Charles Grace the President / CEO

of Grace Environmental Services , declare, state and certify that:

1. I am aware that California Labor Code §3700(a) and (b) provides:

“Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.”

2. I am aware that the provisions of California Labor Code §3700 require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this Contract.

Grace Environmental Services

(Contractor Name)

By: 
(Signature)

Charles Grace President / CEO
(Typed or printed name)

Contractor's License Detail for License # 1130337

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.

Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).

Arbitrations are not listed unless the contractor fails to comply with the terms.

Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Business Information

GRACE ENVIORNMENTAL SERVICES INC
dba GRACE PLUMBING

PMB 327
2060 E AVENIDA DE LOS ARBOLES
THOUSAND OAKS, CA 91362
Business Phone Number:(805) 431-6253

Entity Corporation
Issue Date 12/12/2024
Expire Date 12/31/2026

License Status

This license is current and active.

All information below should be reviewed.

Classifications

C36 - PLUMBING

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with AMERICAN CONTRACTORS INDEMNITY COMPANY.

Bond Number: 100908426

Bond Amount: \$25,000

Effective Date: 11/19/2024

Bond of Qualifying Individual

The qualifying individual CHARLES ROBERT GRACE certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

Effective Date: 12/12/2024

Workers' Compensation

This license has workers compensation insurance with the PACIFIC COMPENSATION INSURANCE COMPANY

Policy Number: WC1024591

Effective Date: 11/20/2024

Expire Date: 08/15/2025

EXHIBIT B – SCOPE OF WORK

PROJECT OVERVIEW:

The project involves replacing the registers and installing lid-mounted transmitters on approximately 3,500 existing water meters with CCSD-supplied AMI registers and transmitters according to the instructions in Exhibit C – Process for Installing a New Register on a Water Meter.

DETAILED SCOPE OF WORK:

There are two main components to upgrading the water meters to AMI water meters.

1. Replace the registers on approximately 3,500 AMR water meters with CCSD-supplied AMI registers according to the instructions in Exhibit C – Process for Installing a New Register on a Water Meter.
2. Drill a 1-7/8” hole through the non-traffic plastic lids and mount the CCSD-supplied AMI antenna flush with the lid's surface. Non-plastic lids and lids in “traffic” areas (private driving or public walking) will be replaced with CCSD-supplied Fiberlyte lids pre-molded with a hole for mounting the transmitter.

Notes:

1. The gophers tend to push dirt into the meter boxes, which must be removed to access the registers.
2. The meter locations vary in orientation from the edge of the property and the public right-of-way. Some meters are right on the property line, and others are located some distance from the property edge.
3. The CCSD will make a good effort to clear a three-foot radius around each meter for access and ease of locating the meter, but the contractor might need to perform some pruning or clearing of bushes, grass, dirt, and/or weeds for water meter access.
4. It is recommended that the contractor familiarize themselves with the general, local, and site conditions and secure such additional or supplementary examinations, investigations, and data concerning local conditions that may affect the work.

Cleanup and Closeout:

- Contractor to remove all construction-related debris from the meter box site.

Additional notes:

- CCSD will supply the registers, transmitters, and meter box lids.
- CCSD Staff will record the data, process the integration, and bring the new registers online.

-- END EXHIBIT B - PROJECT DESCRIPTION --

**EXHIBIT C – PROCESS FOR INSTALLING A NEW REGISTER ON A
WATER METER**

Exhibit C - Process for Installing a New Register on a Water Meter (see also Appendix A – Orion Cellular Endpoint Installation Quick Start Guide)

1. Open the water meter box.
2. Cut the wire connection between the old dial and the transmitter; remove the old transmitter.
3. Clear out the meter box to fully access the old dial.
 - a. CCSD Staff to Record meter size, old meter number (on the lid), and current read. Model 25 is $\frac{3}{4}$ " and Model 70 is 1".
 - b. CCSD Staff records the necessary information on the datasheet. (New meter number, transmitter number, and date installed.)
4. Remove the screw from the side of the old dial; it will be either a flat head or a security star bit. Twist the old dial off.
5. For plastic lids: drill a 1 $\frac{7}{8}$ " diameter hole for mounting the transmitter.
6. For metal and concrete lids: replace with appropriate Fiberlyte lid.
7. Swap the hinged meter lids so that the black lid with white numbers on top is on the new digital dial. Put the grey lid onto the old dial.
 - a. CCSD Staff to write the address on the glass of the old dial with a sharpie.
8. Loosen the new dial screw almost all the way out, and install on onto the meter body, ensuring that the mounting area is clean of dirt and debris. (Dial needs to be fully in line with the meter body, ensure it is twisted all the way on, and loosen the screw more if necessary.) Retighten screw.
9. Install the transmitter so that it is flush with the lid. See Exhibit C Appendix B below.
10. Uncoil the wire and remove the safety caps from the new dial and transmitter wire ends. Twist the connection together. Install the included plastic holder over the connection.
11. CCSD Staff to process integration and bring the new register online.



ORION® Cellular Endpoint Installation

This Quick Start Guide* details the four main steps for installing ORION® Cellular C, HLD, CS, LTE-M, LTE-MS, HLA, HLC and LTE water endpoints.

1. **Connect the endpoint to the encoder**
(This step can be done before, or as part of installation.)
2. **Install the endpoint**
3. **Activate the endpoint (CCSD Staff to perform)**
4. **Confirm activation (CCSD Staff to perform)**

To reduce the possibility of electrical fire and shock hazards, never connect the cable from the endpoint to any electrical supply source. The endpoint cable provides SELV low voltage limited energy power to the load and should only be connected to passive elements of a water meter register.

The endpoint batteries are *not* replaceable. Users should make no attempt to replace the batteries. Changes or modifications to the equipment that are not expressly approved by Badger Meter could void the user's authority to operate the equipment.



ORION endpoints installation must comply with all applicable federal, state and local rules, regulations and codes. Proper performance and reliability of ORION endpoints depend upon installation in accordance with these instructions. Endpoints not properly installed may not be covered under warranty.

Failure to read and follow these instructions can lead to misapplication or misuse of this product, resulting in personal injury and damage to equipment.

*Complete installation information for all ORION endpoints can be found in the [ORION Water Endpoints Installation Manual](#), available at www.badgermeter.com.

ENDPOINTS AND ENCODERS

ORION Cellular water endpoints are three-wire metering devices for indoor/outdoor use. The ORION Cellular C endpoint is shown in [Figure 1](#).



Figure 1: ORION Cellular C Endpoint

Each endpoint has an FCC label on the back and the serial number engraved on the front. The serial numbers start with the numbers shown below:

- ORION Cellular HLD 16xxxxxxx
- ORION Cellular C and CS 13xxxxxxx
- ORION Cellular LTE-M and LTE-MS 12xxxxxxx
- ORION Cellular HLA 14xxxxxxx
NOTE: Some early release HLA endpoints may have the 13xxxxxxx series.
- ORION Cellular HLC 149xxxxxx
- ORION Cellular LTE 11xxxxxxx

The endpoints have the same dimensions ([Figure 2](#)).

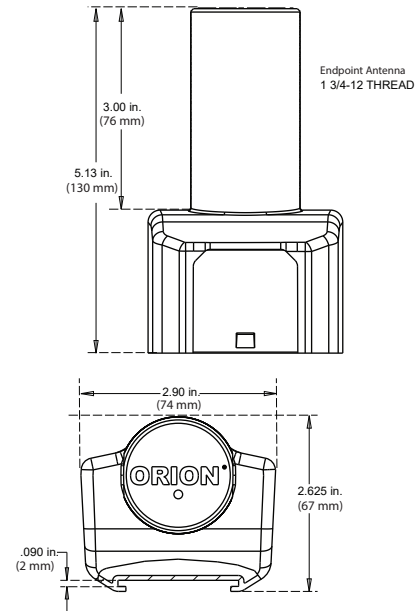


Figure 2: Endpoint dimensions

ORION Cellular water endpoints are compatible with Badger Meter high resolution encoders and E-Series Ultrasonic meters as well as a number of competitive encoders. See the [ORION Water Endpoints Installation Manual](#) for the complete list.

CONNECT ENDPOINTS AND ENCODERS

ORION Cellular water endpoints require connection to an encoder to complete the assembly.

Endpoints with inline connectors can be easily connected to an encoder in the field. No tools are necessary.

ORION endpoint wires: **Red** = Power/Clock; **Black** = Ground; **Green** = Data

See the wiring chart in the [ORION Water Endpoints Installation Manual](#) if you need help.



ORI-QS-03017-EN-10 (November 2023)

INSTALLATION

Choose an appropriate location within the limits of the endpoint/encoder connector harness.

Indoor/Outdoor Installation:

- Indoor installation is **recommended**. Mount endpoints indoors, in the floor joist near an outside wall and away from large metal objects.
- Outdoor installation is **acceptable** and may be required where signal strength does not support an indoor installation.

Pit Installation

Mount endpoints through a NON-METAL pit lid—**REQUIRED**. See [Figure 3](#).

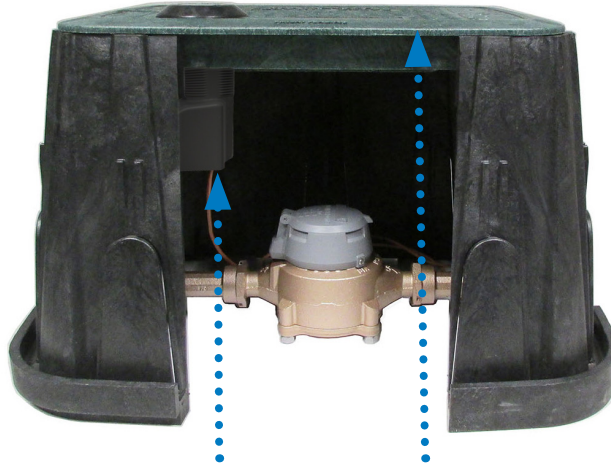


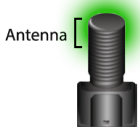
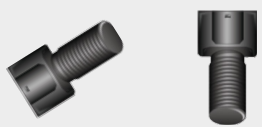
Figure 3: ORION Cellular C endpoint installed per instructions through non-metal pit lid



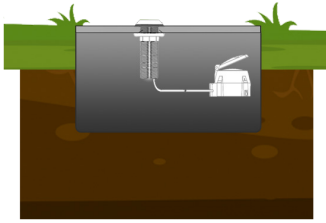
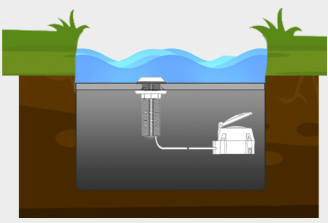
ORION® Cellular Endpoint Installation Do's and Don'ts

ORION® CELLULAR ENDPOINTS

The ORION® Cellular endpoint requires cellular coverage on the network for which it was designed and must be installed in locations where that cellular coverage has been verified through a Cellular Coverage Analysis (CCA). The clearer the signal path between the endpoint and the cell tower it communicates with, the better the endpoint will work. Temporary or permanent obstructions in the signal path can interfere with the signal. See the following installation tips for better cellular communication.

DO's	DON'Ts	
 <p>Antenna</p>		<p>Always install endpoint antenna straight up— Not on an angle or upside down</p> <p><i>Antenna is located in the top 1/3 of the threaded tube</i></p>

PIT Installation

DO's	DON'Ts
<p>Do install</p> <ul style="list-style-type: none"> through a NON-METAL pit lid at or above grade level keeping endpoint wire loose to provide enough slack so wire doesn't break or disconnect when pit lid is lifted 	<p>Don't install</p> <ul style="list-style-type: none"> using a METAL OR CAST IRON pit lid below grade level 

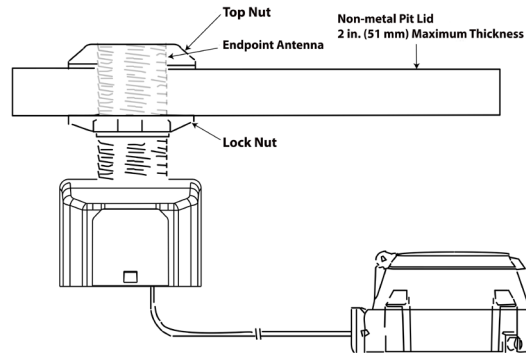
NOTE: Also see *"Thru-the-Lid Install Kit (64394-030)"* on page 2

Thru-the-Lid Install Kit (64394-030)

⚠ Always use both top nut and locking nut for secure installation.

In pit installations, a loose or missing top nut or locking nut may allow the endpoint to fall out of the pit lid opening* and into the bottom of the pit.

* standard pit lid opening diameter: 1-7/8 inches (48 mm)






Common Site Maintenance

Install endpoint antenna through a non-metal lid*. Make sure pit cover and endpoint antenna are **at grade level**.

Keep free from any obstruction (grass, mulch).

* There are two types of mounting for a composite lid. **Through the lid mounting is preferred** (v. under the lid) because the pockets under the lid can fill up with water, surround the endpoint and prevent it from communicating to the network.

YES	NO	NO
		
<p>Non-metal pit lid and endpoint at grade level = good communication</p>	<p>Pit covered with grass = impaired communication</p>	<p>Pit covered with mulch = impaired communication</p>



AAAA Engineering Contracting Inc. Bid

Table 1. Project schedule.

Milestone	Date
RFP Issued	11/13/2024
Mandatory Pre-Bid Meeting	12/5/2024 at 9 AM
Deadline for Clarifications/Inquiries	12/13/2024
Deadline to Submit Bids	12/18/2024
CCSD Selection of Contractor	1/9/2024
Contract Negotiations	1/10/2024 - 1/23/2024
Notice to Proceed	1/24/2024
Construction Start Date	1/28/2024
Construction Completion Date	8/1/2024

- The expected percentage of meter boxes needing minor bush trimming, weed clearing, and/or dirt removal for access is 10%. The CCSD will work diligently to reduce that number as low as possible, but the bid should be submitted with the knowledge that some clearing by the contractor will be necessary.

BIDDER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE BID FORM:

Company Name AAAA Engineering Contracting, inc.
 Contact Person William Furr
 Signature W/F
 Date 12/18/24



EXHIBIT A

Bid Proposal Form

BID PROPOSAL

TO: **CAMBRIA COMMUNITY SERVICE DISTRICT**, a California Special Services District, acting by and through its Board of Directors ("the District").

FROM:

AAAA Engineering Contracting, INC.
(Name of Bidder)

7635 El Camino Real Ste. #6
(Address)

Atascadero, CA 93422
(City, State, Zip Code)

805-460-6097 or 805-975-8210
(Telephone)

aaaaengineering@gmail.com
(E-mail Address of Bidder's Representative(s))

Weston Arthurs
(Name(s) of Bidder's Authorized Representative(s))

1 Bid Proposal:

Total Bid Amount	\$ 311,500.00
------------------	---------------

89.00 per Unit.

1.1 Bid Proposal Amount. The undersigned Bidder proposes and agrees to perform the Contract including, without limitation, providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the Contract and complete in a workmanlike manner all of the Work required for the Project described as:

Bid Number:
03-2024-12

Project Name/Description:
Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade

for the sum of:

Bid Amount Spelled Out:	THREE HUNDRED ELEVEN THOUSAND FIVE HUNDRED EVEN.
-------------------------	--

Bid Amount (Dollar Amount - Numeric):	311,500.00
---------------------------------------	------------

The Bidder confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Bid Proposal.

1.2 **Acknowledgment of Bid Addenda.** The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda issued by or on behalf of the District.

Initials WA.

Addenda Nos. 1 received, acknowledged and incorporated into this Bid Proposal.

1.3 **Alternate Bid Items.** The Bidder's price proposal(s) for Alternate Bid Items is/are set forth in the form of Alternate Bid Item Proposal included herewith. Price proposal(s) for Alternate Bid Item(s) will not form the basis for the District's award of the Contract unless an Alternate Bid Item is incorporated into the scope of Work of the Contract awarded.

2 **Documents Accompanying Bid.** The Bidder has submitted with this Bid Proposal and "Attachment A" the following: (a) Bid Security; (b) Subcontractors List; and (c) Non-Collusion Affidavit. The Bidder acknowledges that if this Bid Proposal and the foregoing documents are not fully in compliance with applicable requirements set forth in the Call for Bids, the Instructions for Bidders and in each of the foregoing documents, the Bid Proposal may be rejected as non-responsive.

3 **Award of Contract.** If the Bidder submitting this Bid Proposal and "Attachment A" is awarded the Contract, the undersigned will execute and deliver to the District the Contract for Labor and Materials in the form attached hereto within five (5) days after notification of award of the Contract. Concurrently with delivery of the executed Agreement to the District, the Bidder awarded the Contract shall deliver to the District: (a) Certificates of Insurance evidencing all insurance coverages required under the Contract Documents; (b) the Performance Bond; (c) the Labor and Materials Payment Bond; (d) the Certificate of Workers' Compensation Insurance; and (e) the Drug-Free Workplace Certificate. Failure of the Bidder awarded the Contract to strictly comply with the preceding may result in the District's rescission of the award of the Contract and/or forfeiture of the Bidder's Bid Security. In such event, the District may, in its sole and exclusive discretion elect to award the Contract to the responsible Bidder submitting the next lowest Bid Proposal, or to reject all Bid Proposals.

4 **Contractor's License.** The undersigned Bidder is currently and duly licensed in accordance with the California Contractors License Law, California Business & Professions Code §§7000 etseq., under the following classification(s): _____ bearing License Number(s) _____

License Number(s)	Expiration Date(s)
913871	4/30/2026

The Bidder certifies that: (a) it is duly licensed, in the necessary class(es), for performing the Work of the Contract Documents; (b) that such license shall be in full force and effect throughout the duration of the performance of the Work under the Contract Documents; and (c) that all Subcontractors providing or performing any portion of the Work shall be so properly licensed to perform or provide such portion of the Work.

5 **Acknowledgment and Confirmation.** The undersigned Bidder acknowledges its receipt, review and understanding of the Drawings, the Specifications and other Contract Documents pertaining to the proposed Work. The undersigned Bidder certifies that the Contract Documents are, in its opinion, adequate, feasible and complete for providing, performing and constructing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned Bidder certifies that it has, or has available, all necessary equipment, personnel, materials, facilities and technical and financial ability to complete the Work for the amount bid herein within the Contract Time and in accordance with the Contract Documents.

By: WA
(Signature)

{Corporate Seal}

Weston Arthurs
(Typed or Printed Name)

President
(Title)

Attachment A to Bid Form

Bidders shall provide the following attachments after this page to complete their bid:

- a.) Bid Security**
- b.) List of Subcontractors**
- c.) Non-collusion Declaration**
- d.) Certificate of Workers Compensation**

LIST OF SUBCONTRACTORS FORM

Pursuant to the provisions set forth in Sections 4100-4113, inclusive of the Public Contract Code of the State of California, it is required that the Contractor set forth in his Bid the name and principal business address of each Subcontractor who will perform work or labor or render service to the Contractor on or about the construction. Vendors or suppliers of materials, only, are not required to be listed.

If a Contractor fails to specify a Subcontractor for any portion of the work to be performed under the Contract, on or about the construction of the project, in excess of 1/2 of 1% of the Contractor's total Bid, he shall be deemed to have agreed to perform such portion himself, using his own resources and employed personnel and he shall not be permitted to sub-contract that portion of the work, except under the conditions set forth in Section 4107 of the Public Contract Code. Subcontractors shall not sublet their work as a whole.

Should the Contractor violate any of the provisions of said Chapter, his so doing will be deemed a violation of his Contract and the awarding authority shall have the right to terminate the Contractor's control over the work. Upon any such violation, the Contractor may be subject to such penalties as are prescribed by Law.

In the event of an inadvertent error in the California Contractor number is made for a subcontractor listed, such error shall not be grounds for filing a bid protest or grounds for considering a bid nonresponsive. The corrected license number must be submitted within 24 hours after bid opening and corrected contractor's license number must correspond to the submitted name and location.

If the prospective contractor fails to correct an inadvertent error for a listed subcontractor's license number within the 24-hour time period, the Owner may find the bid nonresponsive.

The prospective contractor shall be solely responsible to correct any errors in the notation of the listed subcontractors California Contractor's license number;

Failure to submit a corrected California Contractor's license number in compliance with the process set forth above will cause the bid to be nonresponsive.

SUBCONTRACTOR LIST

Portion of Work	
Subcontractor Name	
Subcontractor Address	
California CSLB Number	
DIR Registration Number	
DIR Registration Number Expiration Date	

NONE

Portion of Work	
Subcontractor Name	
Subcontractor Address	
California CSLB Number	
DIR Registration Number	
DIR Registration Number Expiration Date	

NONE

Portion of Work	
Subcontractor Name	
Subcontractor Address	
California CSLB Number	
DIR Registration Number	
DIR Registration Number Expiration Date	

NONE

Portion of Work	
Subcontractor Name	
Subcontractor Address	
California CSLB Number	
DIR Registration Number	
DIR Registration Number Expiration Date	

NONE

ADD ADDITIONAL FORMS AS NECESSARY TO LIST ALL SUBCONTRACTORS

NONCOLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

I, Weston Arthurs, declare that I am the authorized representative of AAAA Engineering Contracting, Inc. the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on December 18, 2024 at Atascadero [city], California [state].

W.A. President

(Signature and Title of Declarant)

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

PROJECT:

I, Weston Arthurs the President
of AAAA Engineering Contracting, inc., declare, state and certify that:

1. I am aware that California Labor Code §3700(a) and (b) provides:

“Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.”

2. I am aware that the provisions of California Labor Code §3700 require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this Contract.

AAAA Engineering Contracting, inc.
(Contractor Name)

By: [Signature]
(Signature)

Weston Arthurs
(Typed or printed name)

BID BOND

Conforms with The American Institute of Architects, A.I.A. Document No. A-310

KNOW ALL BY THESE PRESENTS, That we, AAAA ENGINEERING CONTRACTING, INC.

_____ as Principal, hereinafter called the Principal,
and the UNITED FIRE & CASUALTY COMPANY,

of 118 SECOND AVENUE SE, CEDAR RAPIDS, IA 52401, a corporation duly organized under the laws of the State of IOWA, as Surety, hereinafter called the Surety, are held and firmly bound unto

CAMBRIA COMMUNITY SERVICES DISTRICT as Obligee, hereinafter called the Obligee, in the sum of TEN PERCENT OF GREATER AMOUNT BID

Dollars (\$ 10%), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

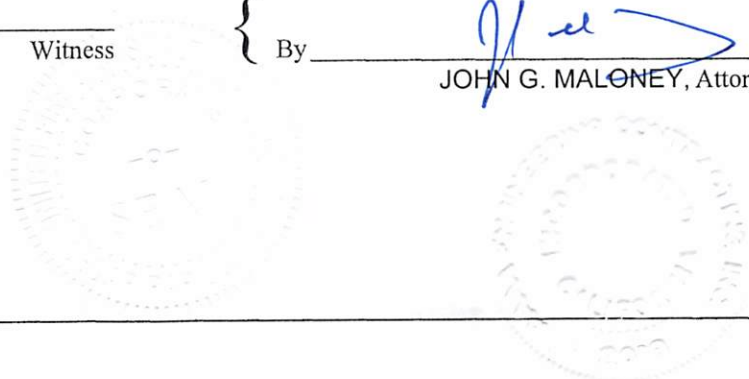
WHEREAS, the Principal has submitted a bid for INSTALLATION OF WATER METER REGISTER REPLACEMENT AND ADVANCED METERING INFRASTRUCTURE UPGRADE.
BID NO. 03-2024-12

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 13TH day of DECEMBER, 2024.

Witness
} AAAA ENGINEERING CONTRACTING, INC. (Seal)
Principal
By [Signature]
WESTON T. ARTHURS, PRESIDENT Title

Witness
} UNITED FIRE & CASUALTY COMPANY
By [Signature]
JOHN G. MALONEY, Attorney-in-Fact



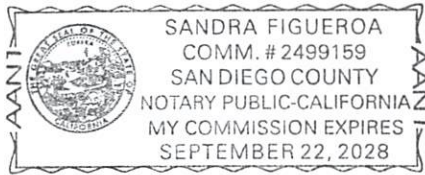
CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of SAN DIEGO }
On 12/13/2024 before me, SANDRA FIGUEROA, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer
personally appeared JOHN G. MALONEY
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(ies), and that by his/~~her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: JOHN G. MALONEY

Signer's Name: _____

Corporate Officer – Title(s): _____

Corporate Officer – Title(s): _____

Partner – Limited General

Partner – Limited General

Individual Attorney in Fact

Individual Attorney in Fact

Trustee Guardian of Conservator

Trustee Guardian of Conservator

Other: _____

Other: _____

Signer is Representing: _____

Signer is Representing: _____



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX
 FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA
 CERTIFIED COPY OF POWER OF ATTORNEY
 (original on file at Home Office of Company – See Certification)

Inquiries: Surety Department
 118 Second Ave SE
 Cedar Rapids, IA 52401

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

JOHN G MALONEY, HELEN MALONEY, MARK D IATAROLA, SANDRA FIGUEROA, TRACY LYNN RODRIGUEZ, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$50,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

“Article VI – Surety Bonds and Undertakings”

Section 2, Appointment of Attorney-in-Fact. “The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set of forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 1st day of April, 2024



UNITED FIRE & CASUALTY COMPANY
 UNITED FIRE & INDEMNITY COMPANY
 FINANCIAL PACIFIC INSURANCE COMPANY

By: *Kyanna M. Saylor*
 Vice President

State of Iowa, County of Linn, ss:

On 1st day of April, 2024, before me personally came Kyanna M. Saylor to me known, who being by me duly sworn, did depose and say; that she resides in Cedar Rapids, State of Iowa; that she is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that she knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that she signed her name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



Patti Waddell
 Notary Public
 My commission expires: 10/26/2025

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 13TH day of DECEMBER, 2024.



By: *Mary A. Bertsch*
 Assistant Secretary,
 UF&C & UF&I & FPIC



Laurel Ag & Water Bid



EXHIBIT A

Bid Proposal Form

BID PROPOSAL

TO: **CAMBRIA COMMUNITY SERVICE DISTRICT**, a California Special Services District, acting by and through its Board of Directors ("the District").

FROM:

Laurel Ag & Water

(Name of Bidder)

4700 Stockdale Hwy, Suite 120

(Address)

Bakersfield, CA 93309

(City, State, Zip Code)

661-573-8767

(Telephone)

zscott@laurel-ag.com

(E-mail Address of Bidder's Representative(s))

Zachary Scott.

(Name(s) of Bidder's Authorized Representative(s))

1 Bid Proposal:

Total Bid Amount	\$371,313.50
------------------	--------------

1.1 **Bid Proposal Amount.** The undersigned Bidder proposes and agrees to perform the Contract including, without limitation, providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the Contract and complete in a workmanlike manner all of the Work required for the Project described as:

Bid Number:
03-2024-12

Project Name/Description:
Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade

for the sum of:

Bid Amount Spelled Out:	Three hundred seventy one thousand three hundred and thirteen dollars and fifty cents
-------------------------	---

Bid Amount (Dollar Amount - Numeric):	\$371,313.50
---------------------------------------	--------------

Per-piece, unit amount: \$74.26

The Bidder confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Bid Proposal.

1.2 Acknowledgment of Bid Addenda. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda issued by or on behalf of the District.

Initials CL

Addenda Nos. Number 1 received, acknowledged and incorporated into this Bid Proposal.

1.3 Alternate Bid Items. The Bidder’s price proposal(s) for Alternate Bid Items is/are set forth in the form of Alternate Bid Item Proposal included herewith. Price proposal(s) for Alternate Bid Item(s) will not form the basis for the District’s award of the Contract unless an Alternate Bid Item is incorporated into the scope of Work of the Contract awarded.

2 Documents Accompanying Bid. The Bidder has submitted with this Bid Proposal and “Attachment A” the following: (a) Bid Security; (b) Subcontractors List; and(c) Non-Collusion Affidavit. The Bidder acknowledges that if this Bid Proposal and the foregoing documents are not fully in compliance with applicable requirements set forth in the Call for Bids, the Instructions for Bidders and in each of the foregoing documents, the Bid Proposal may be rejected as non-responsive.

3 Award of Contract. If the Bidder submitting this Bid Proposal and “Attachment A” is awarded the Contract, the undersigned will execute and deliver to the District the Contract for Labor and Materials in the form attached hereto within five (5) days after notification of award of the Contract. Concurrently with delivery of the executed Agreement to the District, the Bidder awarded the Contract shall deliver to the District: (a) Certificates of Insurance evidencing all insurance coverages required under the Contract Documents; (b) the Performance Bond; (c) the Labor and Materials Payment Bond; (d) the Certificate of Workers’ Compensation Insurance; and (e) the Drug-Free Workplace Certificate. Failure of the Bidder awarded the Contract to strictly comply with the preceding may result in the District’s rescission of the award of the Contract and/or forfeiture of the Bidder’s Bid Security. In such event, the District may, in its sole and exclusive discretion elect to award the Contract to the responsible Bidder submitting the next lowest Bid Proposal, or to reject all Bid Proposals.

4 Contractor’s License. The undersigned Bidder is currently and duly licensed in accordance with the California Contractors License Law, California Business & Professions Code §§7000 etseq., under the following classification(s): Class A - General Engineering bearing License Number(s)

License Number(s)	Expiration Date(s)
1050590	2/28/2025
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

The Bidder certifies that: (a) it is duly licensed, in the necessary class(es), for performing the Work of the Contract Documents; (b) that such license shall be in full force and effect throughout the duration of the performance of the Work under the Contract Documents; and (c) that all Subcontractors providing or performing any portion of the Work shall be so properly licensed to perform or provide such portion of the Work.

5 Acknowledgment and Confirmation. The undersigned Bidder acknowledges its receipt, review and understanding of the Drawings, the Specifications and other Contract Documents pertaining to the proposed Work. The undersigned Bidder certifies that the Contract Documents are, in its opinion, adequate, feasible and complete for providing, performing and constructing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned Bidder certifies that it has, or has available, all necessary equipment, personnel, materials, facilities and technical and financial ability to complete the Work for the amount bid herein within the Contract Time and in accordance with the Contract Documents.

(Corporate Seal)

By: Curtis Lutje
 (Signature)

Curtis Lutje here to enter text.
 (Typed or Printed Name)

Vice President of Sales
 (Title)

Attachment A to Bid Form

Bidders shall provide the following attachments after this page to complete their bid:

- a.) Bid Security**
- b.) List of Subcontractors**
- c.) Non-collusion Declaration**
- d.) Certificate of Workers Compensation**

LIST OF SUBCONTRACTORS FORM

Pursuant to the provisions set forth in Sections 4100-4113, inclusive of the Public Contract Code of the State of California, it is required that the Contractor set forth in his Bid the name and principal business address of each Subcontractor who will perform work or labor or render service to the Contractor on or about the construction. Vendors or suppliers of materials, only, are not required to be listed.

If a Contractor fails to specify a Subcontractor for any portion of the work to be performed under the Contract, on or about the construction of the project, in excess of 1/2 of 1% of the Contractor's total Bid, he shall be deemed to have agreed to perform such portion himself, using his own resources and employed personnel and he shall not be permitted to sub-contract that portion of the work, except under the conditions set forth in Section 4107 of the Public Contract Code. Subcontractors shall not sublet their work as a whole.

Should the Contractor violate any of the provisions of said Chapter, his so doing will be deemed a violation of his Contract and the awarding authority shall have the right to terminate the Contractor's control over the work. Upon any such violation, the Contractor may be subject to such penalties as are prescribed by Law.

In the event of an inadvertent error in the California Contractor number is made for a subcontractor listed, such error shall not be grounds for filing a bid protest or grounds for considering a bid nonresponsive. The corrected license number must be submitted within 24 hours after bid opening and corrected contractor's license number must correspond to the submitted name and location.

If the prospective contractor fails to correct an inadvertent error for a listed subcontractor's license number within the 24-hour time period, the Owner may find the bid nonresponsive.

The prospective contractor shall be solely responsible to correct any errors in the notation of the listed subcontractors California Contractor's license number;

Failure to submit a corrected California Contractor's license number in compliance with the process set forth above will cause the bid to be nonresponsive.

SUBCONTRACTOR LIST

Portion of Work	Click or tap here to enter text.
Subcontractor Name	Click or tap here to enter text.
Subcontractor Address	Click or tap here to enter text.
California CSLB Number	Click or tap here to enter text.
DIR Registration Number	Click or tap here to enter text.
DIR Registration Number Expiration Date	Click or tap here to enter text.

Portion of Work	Click or tap here to enter text.
Subcontractor Name	Click or tap here to enter text.
Subcontractor Address	Click or tap here to enter text.
California CSLB Number	Click or tap here to enter text.
DIR Registration Number	Click or tap here to enter text.
DIR Registration Number Expiration Date	Click or tap here to enter text.

Portion of Work	Click or tap here to enter text.
Subcontractor Name	Click or tap here to enter text.
Subcontractor Address	Click or tap here to enter text.
California CSLB Number	Click or tap here to enter text.
DIR Registration Number	Click or tap here to enter text.
DIR Registration Number Expiration Date	Click or tap here to enter text.

Portion of Work	Click or tap here to enter text.
Subcontractor Name	Click or tap here to enter text.
Subcontractor Address	Click or tap here to enter text.
California CSLB Number	Click or tap here to enter text.
DIR Registration Number	Click or tap here to enter text.
DIR Registration Number Expiration Date	Click or tap here to enter text.

ADD ADDITIONAL FORMS AS NECESSARY TO LIST ALL SUBCONTRACTORS

NONCOLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

I, Curtis Lutje. declare that I am the authorized representative of Laurel Ag & Water, the party making the foregoing bid. [Click or tap here to](#)

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on December 18, 2024, at Bakersfield [city], California [state],

Curtis Lutje Vice President of Sales

(Signature and Title of Declarant)

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

PROJECT:

I, Curtis Lutje. the Vice President of Sales
of Laurel Ag & Water., declare, state and certify that:

1. I am aware that California Labor Code §3700(a) and (b) provides:

“Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.”

2. I am aware that the provisions of California Labor Code §3700 require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this Contract.

Laurel Ag & Water
(Contractor Name)

By: Curtis Lutje
(Signature)

Curtis Lutje
(Typed or printed name)

ADDENDUM NUMBER 1 TO THE BID DOCUMENTS

Amendment Date: **December 10, 2024**

BID DOCUMENT NUMBER 03-2024-12

Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade Project

A. This Addendum shall be considered part of the bid documents for the above-referenced project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence. BIDDERS MUST SIGN THE ADDEDNDUM AND SUBMIT IT WITH THEIR BIDS.

B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

1. Under Notice to Bidders, in the section titled "Award" after the sentence "The District intends to award a contract to the responsive, and responsible bidder with the lowest total bid price." Add the following: "The bid submitted must be on a per-piece, unit-cost basis for a minimum of 3500 water meter upgrades."
2. Under the project schedule, the anticipated schedule in the table following will be the official schedule for the project unless agreed to and modified in writing by both parties. This schedule supersedes any discussion of project timelines during the pre-bid meeting.

Table 1. Project schedule.

Milestone	Date
RFP Issued	11/13/2024
Mandatory Pre-Bid Meeting	12/5/2024 at 9 AM
Deadline for Clarifications/Inquiries	12/13/2024
Deadline to Submit Bids	12/18/2024
CCSD Selection of Contractor	1/9/2024
Contract Negotiations	1/10/2024 - 1/23/2024
Notice to Proceed	1/24/2024
Construction Start Date	1/28/2024
Construction Completion Date	8/1/2024

- The expected percentage of meter boxes needing minor bush trimming, weed clearing, and/or dirt removal for access is 10%. The CCSD will work diligently to reduce that number as low as possible, but the bid should be submitted with the knowledge that some clearing by the contractor will be necessary.

BIDDER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE BID FORM:

Company Name _____

Contact Person _____

Signature _____

Date _____



ATLANTIC SPECIALTY INSURANCE COMPANY
605 Highway 169 North, Suite 800
Plymouth, Minnesota 55441

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Laurel Ag & Water LLC
4700 Stockdale Highway Ste 120
Bakersfield, CA 93309

OWNER:
(Name, legal status and address)

Cambria Community Services District
2150 Main Street #1-A
Cambria, CA 93428

BOND AMOUNT: TEN PERCENT THE AMOUNT BID IN DOLLARS (10%)

PROJECT:
(Name, location or address and Project number, if any)

Installation of Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade
Bid No. 03-2024-12
5500 Health Lane, Cambria, CA 93428

SURETY:
(Name, legal status and principal place of business)

Atlantic Specialty Insurance Company
605 Highway 169 North, Suite 800
Plymouth, Minnesota 55441

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 17th day of December, 2024.

[Signature]
(Witness)

[Signature]
Albert Febres-Cordero
(Witness)

Laurel Ag & Water LLC
[Signature]
Principal (Seal)
[Signature]
(Title)

Atlantic Specialty Insurance Company
[Signature]
(Surety)
MARY SMITH, Attorney in Fact (Title), (Seal)

The language in this document conforms exactly to the language used in AIA Document A310 - Bid Bond 2010 edition.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Los Angeles)

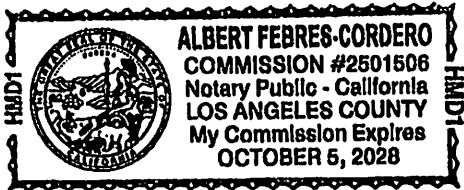
On December 17, 2024 before me, Albert Febres-Cordero, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared MARY SMITH
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: Mary Smith, Ronald C. Wanglin, Steve Brockmeyer, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: unlimited and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

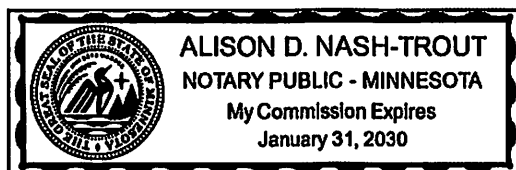
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.



By *Sarah A. Kolar*
Sarah A. Kolar, Vice President and General Counsel

STATE OF MINNESOTA
HENNEPIN COUNTY

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Alison Nash-Trout
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 17th day of December, 2024



Kara L.B. Barrow
Kara L.B. Barrow, Secretary

This Power of Attorney expires
January 31, 2030



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER IMA, Inc. 3475 E. Foothill Blvd., Suite 100 Pasadena, CA 91107 www.boltonco.com 0H64724	CONTACT NAME: PHONE (A/C, No, Ext): (626) 799-7000 FAX (A/C, No): (626) 583-2117 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED AC Irrigation Holdco., LLC dba Laurel Ag & Water 4700 Stockdale Hwy Suite 120 Bakersfield CA 93309	INSURER A: Zurich American Insurance Company 16535	
	INSURER B: Continental Insurance Company 35289	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 83057958

REVISION NUMBER:

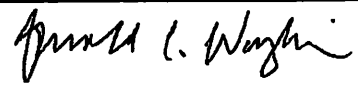
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		GLO9951508-00	12/1/2024	12/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	<input checked="" type="checkbox"/>		BAP9951507-00	12/1/2024	12/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUE 7095070791	12/1/2024	12/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input checked="" type="checkbox"/>	WC9951509-00	12/1/2024	12/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GL & Auto Additional Insured apply per UGL2162ACW0219 & UCA424FCW0414 attached, only if required by written contract/agreement. GL & Auto Primary & Non-Contributory Wording apply per UGL2162ACW0219 & UCA424FCW0414 attached. WC Waiver of Subrogation applies per WC0403060484 attached. GL, Auto & WC Cancellation Clauses apply per IL00171198 & WC040601B attached. Re: BID # 03-2024-12, Cambria Public Works Project. Additional Insured(s): Cambria Community Services District, its officials, employees, agents and volunteers.

CERTIFICATE HOLDER**CANCELLATION**

BID # 03-2024-12 Cambria Community Services District 5500 Heath Lane Cambria, CA 93428	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  Ron Wanglin
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ACORD 25 (2016/03)

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ZURICH®

Coverage Extension Endorsement

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
BAP9951507-00	12/1/2024	12/1/2025				

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

**Business Auto Coverage Form
Motor Carrier Coverage Form**

A. Amended Who Is An Insured

1. The following is added to the **Who Is An Insured** Provision in **Section II – Covered Autos Liability Coverage**:

The following are also "insureds":

- a. Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow for acts performed within the scope of employment by you. Any "employee" of yours is also an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.
- b. Anyone volunteering services to you is an "insured" while using a covered "auto" you don't own, hire or borrow to transport your clients or other persons in activities necessary to your business.
- c. Anyone else who furnishes an "auto" referenced in Paragraphs **A.1.a.** and **A.1.b.** in this endorsement.
- d. Where and to the extent permitted by law, any person(s) or organization(s) where required by written contract or written agreement with you executed prior to any "accident", including those person(s) or organization(s) directing your work pursuant to such written contract or written agreement with you, provided the "accident" arises out of operations governed by such contract or agreement and only up to the limits required in the written contract or written agreement, or the Limits of Insurance shown in the Declarations, whichever is less.

2. The following is added to the **Other Insurance** Condition in the Business Auto Coverage Form and the **Other Insurance – Primary and Excess Insurance Provisions Condition** in the Motor Carrier Coverage Form:

Coverage for any person(s) or organization(s), where required by written contract or written agreement with you executed prior to any "accident", will apply on a primary and non-contributory basis and any insurance maintained by the additional "insured" will apply on an excess basis. However, in no event will this coverage extend beyond the terms and conditions of the Coverage Form.

B. Amendment – Supplementary Payments

Paragraphs **a.(2)** and **a.(4)** of the **Coverage Extensions** Provision in **Section II – Covered Autos Liability Coverage** are replaced by the following:

- (2) Up to \$5,000 for the cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.
- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

C. Fellow Employee Coverage

The **Fellow Employee Exclusion** contained in **Section II – Covered Autos Liability Coverage** does not apply.

D. Driver Safety Program Liability and Physical Damage Coverage

1. The following is added to the **Racing Exclusion** in **Section II – Covered Autos Liability Coverage**:

This exclusion does not apply to covered "autos" participating in a driver safety program event, such as, but not limited to, auto or truck rodeos and other auto or truck agility demonstrations.

2. The following is added to Paragraph 2. in the **Exclusions** of **Section III – Physical Damage Coverage** of the **Business Auto Coverage Form** and Paragraph 2.b. in the **Exclusions** of **Section IV – Physical Damage Coverage** of the **Motor Carrier Coverage Form**:

This exclusion does not apply to covered "autos" participating in a driver safety program event, such as, but not limited to, auto or truck rodeos and other auto or truck agility demonstrations.

E. Lease or Loan Gap Coverage

The following is added to the **Coverage Provision** of the **Physical Damage Coverage Section**:

Lease Or Loan Gap Coverage

In the event of a total "loss" to a covered "auto", we will pay any unpaid amount due on the lease or loan for a covered "auto", less:

- a. Any amount paid under the **Physical Damage Coverage Section** of the Coverage Form; and
- b. Any:
 - (1) Overdue lease or loan payments at the time of the "loss";
 - (2) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
 - (3) Security deposits not returned by the lessor;
 - (4) Costs for extended warranties, credit life insurance, health, accident or disability insurance purchased with the loan or lease; and
 - (5) Carry-over balances from previous leases or loans.

F. Towing and Labor

Paragraph **A.2.** of the **Physical Damage Coverage Section** is replaced by the following:

We will pay up to \$75 for towing and labor costs incurred each time a covered "auto" of the private passenger type is disabled. However, the labor must be performed at the place of disablement.

G. Extended Glass Coverage

The following is added to Paragraph **A.3.a.** of the **Physical Damage Coverage Section**:

If glass must be replaced, the deductible shown in the Declarations will apply. However, if glass can be repaired and is actually repaired rather than replaced, the deductible will be waived. You have the option of having the glass repaired rather than replaced.

H. Hired Auto Physical Damage – Increased Loss of Use Expenses

The **Coverage Extension for Loss Of Use Expenses** in the **Physical Damage Coverage Section** is replaced by the following:

Loss Of Use Expenses

For Hired Auto Physical Damage, we will pay expenses for which an "insured" becomes legally responsible to pay for loss of use of a vehicle rented or hired without a driver under a written rental contract or written rental agreement. We will pay for loss of use expenses if caused by:

- (1) Other than collision only if the Declarations indicate that Comprehensive Coverage is provided for any covered "auto";
 - (2) Specified Causes Of Loss only if the Declarations indicate that Specified Causes Of Loss Coverage is provided for any covered "auto"; or
 - (3) Collision only if the Declarations indicate that Collision Coverage is provided for any covered "auto".
- However, the most we will pay for any expenses for loss of use is \$100 per day, to a maximum of \$3000.

I. Personal Effects Coverage

The following is added to the **Coverage** Provision of the **Physical Damage Coverage** Section:

Personal Effects Coverage

- a. We will pay up to \$750 for "loss" to personal effects which are:
 - (1) Personal property owned by an "insured"; and
 - (2) In or on a covered "auto".
- b. Subject to Paragraph a. above, the amount to be paid for "loss" to personal effects will be based on the lesser of:
 - (1) The reasonable cost to replace; or
 - (2) The actual cash value.
- c. The coverage provided in Paragraphs a. and b. above, only applies in the event of a total theft of a covered "auto". No deductible applies to this coverage. However, we will not pay for "loss" to personal effects of any of the following:
 - (1) Accounts, bills, currency, deeds, evidence of debt, money, notes, securities, or commercial paper or other documents of value.
 - (2) Bullion, gold, silver, platinum, or other precious alloys or metals; furs or fur garments; jewelry, watches, precious or semi-precious stones.
 - (3) Paintings, statuary and other works of art.
 - (4) Contraband or property in the course of illegal transportation or trade.
 - (5) Tapes, records, discs or other similar devices used with audio, visual or data electronic equipment.

Any coverage provided by this Provision is excess over any other insurance coverage available for the same "loss".

J. Tapes, Records and Discs Coverage

- 1. The Exclusion in Paragraph B.4.a. of **Section III – Physical Damage Coverage** in the Business Auto Coverage Form and the Exclusion in Paragraph B.2.c. of **Section IV – Physical Damage Coverage** in the Motor Carrier Coverage Form does not apply.
- 2. The following is added to Paragraph 1.a. **Comprehensive Coverage** under the **Coverage** Provision of the **Physical Damage Coverage** Section:

We will pay for "loss" to tapes, records, discs or other similar devices used with audio, visual or data electronic equipment. We will pay only if the tapes, records, discs or other similar audio, visual or data electronic devices:

- (a) Are the property of an "insured"; and
- (b) Are in a covered "auto" at the time of "loss".

The most we will pay for such "loss" to tapes, records, discs or other similar devices is \$500. The **Physical Damage Coverage Deductible** Provision does not apply to such "loss".

K. Airbag Coverage

The Exclusion in Paragraph B.3.a. of Section III – Physical Damage Coverage in the Business Auto Coverage Form and the Exclusion in Paragraph B.4.a. of Section IV – Physical Damage Coverage in the Motor Carrier Coverage Form does not apply to the accidental discharge of an airbag.

L. Two or More Deductibles

The following is added to the Deductible Provision of the Physical Damage Coverage Section:

If an accident is covered both by this policy or Coverage Form and by another policy or Coverage Form issued to you by us, the following applies for each covered "auto" on a per vehicle basis:

1. If the deductible on this policy or Coverage Form is the smaller (or smallest) deductible, it will be waived; or
2. If the deductible on this policy or Coverage Form is not the smaller (or smallest) deductible, it will be reduced by the amount of the smaller (or smallest) deductible.

M. Physical Damage – Comprehensive Coverage – Deductible

The following is added to the Deductible Provision of the Physical Damage Coverage Section:

Regardless of the number of covered "autos" damaged or stolen, the maximum deductible that will be applied to Comprehensive Coverage for all "loss" from any one cause is \$5,000 or the deductible shown in the Declarations, whichever is greater.

N. Temporary Substitute Autos – Physical Damage

1. The following is added to Section I – Covered Autos:

Temporary Substitute Autos – Physical Damage

If Physical Damage Coverage is provided by this Coverage Form on your owned covered "autos", the following types of vehicles are also covered "autos" for Physical Damage Coverage:

Any "auto" you do not own when used with the permission of its owner as a temporary substitute for a covered "auto" you do own but is out of service because of its:

1. Breakdown;
2. Repair;
3. Servicing;
4. "Loss"; or
5. Destruction.

2. The following is added to the Paragraph A. Coverage Provision of the Physical Damage Coverage Section:

Temporary Substitute Autos – Physical Damage

We will pay the owner for "loss" to the temporary substitute "auto" unless the "loss" results from fraudulent acts or omissions on your part. If we make any payment to the owner, we will obtain the owner's rights against any other party.

The deductible for the temporary substitute "auto" will be the same as the deductible for the covered "auto" it replaces.

O. Amended Duties In The Event Of Accident, Claim, Suit Or Loss

Paragraph a. of the Duties In The Event Of Accident, Claim, Suit Or Loss Condition is replaced by the following:

- a. In the event of "accident", claim, "suit" or "loss", you must give us or our authorized representative prompt notice of the "accident", claim, "suit" or "loss". However, these duties only apply when the "accident", claim, "suit" or "loss" is known to you (if you are an individual), a partner (if you are a partnership), a member (if you are a limited liability company) or an executive officer or insurance manager (if you are a corporation). The failure of any

agent, servant or employee of the "insured" to notify us of any "accident", claim, "suit" or "loss" shall not invalidate the insurance afforded by this policy.

Include, as soon as practicable:

- (1) How, when and where the "accident" or "loss" occurred and if a claim is made or "suit" is brought, written notice of the claim or "suit" including, but not limited to, the date and details of such claim or "suit";
- (2) The "insured's" name and address; and
- (3) To the extent possible, the names and addresses of any injured persons and witnesses.

If you report an "accident", claim, "suit" or "loss" to another insurer when you should have reported to us, your failure to report to us will not be seen as a violation of these amended duties provided you give us notice as soon as practicable after the fact of the delay becomes known to you.

P. Waiver of Transfer Of Rights Of Recovery Against Others To Us

The following is added to the **Transfer Of Rights Of Recovery Against Others To Us** Condition:

This Condition does not apply to the extent required of you by a written contract, executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by such contract. This waiver only applies to the person or organization designated in the contract.

Q. Employee Hired Autos – Physical Damage

Paragraph **b.** of the **Other Insurance** Condition in the Business Auto Coverage Form and Paragraph **f.** of the **Other Insurance – Primary and Excess Insurance Provisions** Condition in the Motor Carrier Coverage Form are replaced by the following:

For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented under a written contract or written agreement entered into by an "employee" or elected or appointed official with your permission while being operated within the course and scope of that "employee's" employment by you or that elected or appointed official's duties as respect their obligations to you.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

R. Unintentional Failure to Disclose Hazards

The following is added to the **Concealment, Misrepresentation Or Fraud** Condition:

However, we will not deny coverage under this Coverage Form if you unintentionally:

- (1) Fail to disclose any hazards existing at the inception date of this Coverage Form; or
- (2) Make an error, omission, improper description of "autos" or other misstatement of information.

You must notify us as soon as possible after the discovery of any hazards or any other information that was not provided to us prior to the acceptance of this policy.

S. Hired Auto – World Wide Coverage

Paragraph **7a.(5)** of the **Policy Period, Coverage Territory** Condition is replaced by the following:

- (5) Anywhere in the world if a covered "auto" is leased, hired, rented or borrowed for a period of 60 days or less,

T. Bodily Injury Redefined

The definition of "bodily injury" in the **Definitions** Section is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease, sustained by a person including death or mental anguish, resulting from any of these at any time. Mental anguish means any type of mental or emotional illness or disease.

U. Expected Or Intended Injury

The **Expected Or Intended Injury** Exclusion in Paragraph **B. Exclusions** under **Section II – Covered Auto Liability Coverage** is replaced by the following:

Expected Or Intended Injury

"Bodily injury" or "property damage" expected or intended from the standpoint of the "insured". This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

V. Physical Damage – Additional Temporary Transportation Expense Coverage

Paragraph **A.4.a.** of **Section III – Physical Damage Coverage** is replaced by the following:

4. Coverage Extensions

a. Transportation Expenses

We will pay up to \$50 per day to a maximum of \$1,000 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type. We will pay only for those covered "autos" for which you carry either Comprehensive or Specified Causes of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 48 hours after the theft and ending, regardless of the policy's expiration, when the covered "auto" is returned to use or we pay for its "loss".

W. Replacement of a Private Passenger Auto with a Hybrid or Alternative Fuel Source Auto

The following is added to Paragraph **A. Coverage** of the **Physical Damage Coverage** Section:

In the event of a total "loss" to a covered "auto" of the private passenger type that is replaced with a hybrid "auto" or "auto" powered by an alternative fuel source of the private passenger type, we will pay an additional 10% of the cost of the replacement "auto", excluding tax, title, license, other fees and any aftermarket vehicle upgrades, up to a maximum of \$2500. The covered "auto" must be replaced by a hybrid "auto" or an "auto" powered by an alternative fuel source within 60 calendar days of the payment of the "loss" and evidenced by a bill of sale or new vehicle lease agreement.

To qualify as a hybrid "auto", the "auto" must be powered by a conventional gasoline engine and another source of propulsion power. The other source of propulsion power must be electric, hydrogen, propane, solar or natural gas, either compressed or liquefied. To qualify as an "auto" powered by an alternative fuel source, the "auto" must be powered by a source of propulsion power other than a conventional gasoline engine. An "auto" solely propelled by biofuel, gasoline or diesel fuel or any blend thereof is not an "auto" powered by an alternative fuel source.

X. Return of Stolen Automobile

The following is added to the **Coverage Extension** Provision of the **Physical Damage Coverage** Section:

If a covered "auto" is stolen and recovered, we will pay the cost of transport to return the "auto" to you. We will pay only for those covered "autos" for which you carry either Comprehensive or Specified Causes of Loss Coverage.

All other terms, conditions, provisions and exclusions of this policy remain the same.

COMMON POLICY CONDITIONS

All Coverage Parts included in this policy are subject to the following conditions.

A. CANCELLATION

1. The first Named Insured shown in the Declarations may cancel this policy by mailing or delivering to us advance written notice of cancellation.
2. We may cancel this policy by mailing or delivering to the first Named Insured written notice of cancellation at least:
 - a. 10 days before the effective date of cancellation if we cancel for nonpayment of premium; or
 - b. 30 days before the effective date of cancellation if we cancel for any other reason.
3. We will mail or deliver our notice to the first Named Insured's last mailing address known to us.
4. Notice of cancellation will state the effective date of cancellation. The policy period will end on that date.
5. If this policy is cancelled, we will send the first Named Insured any premium refund due. If we cancel, the refund will be pro rata. If the first Named Insured cancels, the refund may be less than pro rata. The cancellation will be effective even if we have not made or offered a refund.
6. If notice is mailed, proof of mailing will be sufficient proof of notice.

B. CHANGES

This policy contains all the agreements between you and us concerning the insurance afforded. The first Named Insured shown in the Declarations is authorized to make changes in the terms of this policy with our consent. This policy's terms can be amended or waived only by endorsement issued by us and made a part of this policy.

C. EXAMINATION OF YOUR BOOKS AND RECORDS

We may examine and audit your books and records as they relate to this policy at any time during the policy period and up to three years afterward.

D. INSPECTIONS AND SURVEYS

1. We have the right to:
 - a. Make inspections and surveys at any time;
 - b. Give you reports on the conditions we find; and
 - c. Recommend changes.
2. We are not obligated to make any inspections, surveys, reports or recommendations and any such actions we do undertake relate only to insurability and the premiums to be charged. We do not make safety inspections. We do not undertake to perform the duty of any person or organization to provide for the health or safety of workers or the public. And we do not warrant that conditions:
 - a. Are safe or healthful; or
 - b. Comply with laws, regulations, codes or standards.
3. Paragraphs 1. and 2. of this condition apply not only to us, but also to any rating, advisory, rate service or similar organization which makes insurance inspections, surveys, reports or recommendations.
4. Paragraph 2. of this condition does not apply to any inspections, surveys, reports or recommendations we may make relative to certification, under state or municipal statutes, ordinances or regulations, of boilers, pressure vessels or elevators.

E. PREMIUMS

The first Named Insured shown in the Declarations:

1. Is responsible for the payment of all premiums; and
2. Will be the payee for any return premiums we pay.

F. TRANSFER OF YOUR RIGHTS AND DUTIES UNDER THIS POLICY

Your rights and duties under this policy may not be transferred without our written consent except in the case of death of an individual named insured.

If you die, your rights and duties under this policy will be transferred to your legal representative but only while acting within the scope of duties as your legal representative. Until your legal representative is appointed, anyone having proper temporary custody of your property will have your rights and duties but only with respect to that property.



ZURICH

Additional Insured – Automatic – Owners, Lessees Or Contractors

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Policy No. GLO9951508-00

Effective Date: 12/1/2024

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization whom you are required to add as an additional insured under a written contract or written agreement executed by you, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" and subject to the following:

1. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

- a. The Insurance Services Office (ISO) ISO CG 20 10 (10/01 edition); or
- b. The ISO CG 20 37 (10/01 edition),

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" arises out of:

- (1) Your ongoing operations, with respect to Paragraph 1.a. above; or
- (2) "Your work", with respect to Paragraph 1.b. above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 1., insurance afforded to such additional insured:

- (a) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and
- (b) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

2. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

- a. The Insurance Services Office (ISO) ISO CG 20 10 (07/04 edition); or
- b. The ISO CG 20 37 (07/04 edition),

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part, by:

- (1) Your acts or omissions; or
- (2) The acts or omissions of those acting on your behalf,

in the performance of:

- (a) Your ongoing operations, with respect to Paragraph 2.a. above; or
- (b) "Your work" and included in the "products-completed operations hazard", with respect to Paragraph 2.b. above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 2., insurance afforded to such additional insured:

- (i) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and
- (ii) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

3. If neither Paragraph 1. nor Paragraph 2. above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:

- a. Under the ISO CG 20 10 (04/13 edition, any subsequent edition or if no edition date is specified); or
- b. With respect to ongoing operations (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part by:

- (1) Your acts or omissions; or
- (2) The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations, which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 3., insurance afforded to such additional insured:

- (a) Only applies to the extent permitted by law;
- (b) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured; and
- (c) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement.

4. If neither Paragraph 1. nor Paragraph 2. above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:

- a. Under the ISO CG 20 37 (04/13 edition, any subsequent edition or if no edition date is specified); or
- b. With respect to the "products-completed operations hazard" (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury" or "property damage" is caused, in whole or in part by "your work" and included in the "products-completed operations hazard", which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 4., insurance afforded to such additional insured:

- (1) Only applies to the extent permitted by law;
- (2) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured;
- (3) Only applies if the "bodily injury" or "property damage" occurs during the policy period and subsequent to your execution of the written contract or written agreement; and
- (4) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

- B.** Solely with respect to the insurance afforded to any additional insured referenced in Section **A.** of this endorsement, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services including:

1. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
2. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

- C.** Solely with respect to the coverage provided by this endorsement, the following is added to Paragraph **2. Duties In The Event Of Occurrence, Offense, Claim Or Suit** of Section **IV – Commercial General Liability Conditions**:

The additional insured must see to it that:

- (1) We are notified as soon as practicable of an "occurrence" or offense that may result in a claim;
- (2) We receive written notice of a claim or "suit" as soon as practicable; and
- (3) A request for defense and indemnity of the claim or "suit" will promptly be brought against any policy issued by another insurer under which the additional insured may be an insured in any capacity. This provision does not apply to insurance on which the additional insured is a Named Insured if the written contract or written agreement requires that this coverage be primary and non-contributory.

- D.** Solely with respect to the coverage provided by this endorsement:

1. The following is added to the **Other Insurance Condition** of Section **IV – Commercial General Liability Conditions**:

Primary and Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured provided that:

- a. The additional insured is a Named Insured under such other insurance; and
- b. You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.

2. The following paragraph is added to Paragraph **4.b.** of the **Other Insurance Condition** under Section **IV – Commercial General Liability Conditions**:

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by a written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

- E.** This endorsement does not apply to an additional insured which has been added to this Coverage Part by an endorsement showing the additional insured in a Schedule of additional insureds, and which endorsement applies specifically to that identified additional insured.

- F.** Solely with respect to the insurance afforded to an additional insured under Paragraph **A.3.** or Paragraph **A.4.** of this endorsement, the following is added to Section **III – Limits Of Insurance**:

Additional Insured – Automatic – Owners, Lessees Or Contractors Limit

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the written contract or written agreement referenced in Section A. of this endorsement; or
2. Available under the applicable Limits of Insurance shown in the Declarations,
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms, conditions, provisions and exclusions of this policy remain the same.

COMMON POLICY CONDITIONS

All Coverage Parts included in this policy are subject to the following conditions.

A. Cancellation

1. The first Named Insured shown in the Declarations may cancel this policy by mailing or delivering to us advance written notice of cancellation.
2. We may cancel this policy by mailing or delivering to the first Named Insured written notice of cancellation at least:
 - a. 10 days before the effective date of cancellation if we cancel for nonpayment of premium; or
 - b. 30 days before the effective date of cancellation if we cancel for any other reason.
3. We will mail or deliver our notice to the first Named Insured's last mailing address known to us.
4. Notice of cancellation will state the effective date of cancellation. The policy period will end on that date.
5. If this policy is cancelled, we will send the first Named Insured any premium refund due. If we cancel, the refund will be pro rata. If the first Named Insured cancels, the refund may be less than pro rata. The cancellation will be effective even if we have not made or offered a refund.
6. If notice is mailed, proof of mailing will be sufficient proof of notice.

B. Changes

This policy contains all the agreements between you and us concerning the insurance afforded. The first Named Insured shown in the Declarations is authorized to make changes in the terms of this policy with our consent. This policy's terms can be amended or waived only by endorsement issued by us and made a part of this policy.

C. Examination Of Your Books And Records

We may examine and audit your books and records as they relate to this policy at any time during the policy period and up to three years afterward.

D. Inspections And Surveys

1. We have the right to:
 - a. Make inspections and surveys at any time;

- b. Give you reports on the conditions we find; and
- c. Recommend changes.

2. We are not obligated to make any inspections, surveys, reports or recommendations and any such actions we do undertake relate only to insurability and the premiums to be charged. We do not make safety inspections. We do not undertake to perform the duty of any person or organization to provide for the health or safety of workers or the public. And we do not warrant that conditions:
 - a. Are safe or healthful; or
 - b. Comply with laws, regulations, codes or standards.

3. Paragraphs 1. and 2. of this condition apply not only to us, but also to any rating, advisory, rate service or similar organization which makes insurance inspections, surveys, reports or recommendations.

4. Paragraph 2. of this condition does not apply to any inspections, surveys, reports or recommendations we may make relative to certification, under state or municipal statutes, ordinances or regulations, of boilers, pressure vessels or elevators.

E. Premiums

The first Named Insured shown in the Declarations:

1. Is responsible for the payment of all premiums; and
2. Will be the payee for any return premiums we pay.

F. Transfer Of Your Rights And Duties Under This Policy

Your rights and duties under this policy may not be transferred without our written consent except in the case of death of an individual named insured.

If you die, your rights and duties will be transferred to your legal representative but only while acting within the scope of duties as your legal representative. Until your legal representative is appointed, anyone having proper temporary custody of your property will have your rights and duties but only with respect to that property.

12/01/2024

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT— CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be _____ % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization	Job Description
ALL PERSON AND/OR ORGANIZATIONS THAT ARE REQUIRED BY WRITTEN CONTRACT OR AGREEMENT WITH THE INSURED, EXECUTED PRIOR TO THE ACCIDENT OR LOSS, THAT WAIVER OF SUBROGATION BE PROVIDED UNDER THIS POLICY FOR WORK PERFORMED BY YOU FOR THAT PERSON AND/OR ORGANIZATION.	

POLICY NUMBER: WC9951509-00

CALIFORNIA CANCELTION ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because California is shown in Item 3.A. of the Information Page.

The cancelation condition in Part Six (Conditions) of the policy is replaced by these conditions:

Cancelation:

1. You may cancel this policy. You must mail or deliver advance written notice to us stating when the cancelation is to take effect.
2. We may cancel this policy for one or more of the following reasons:
 - a. Non-payment of premium;
 - b. Failure to report payroll;
 - c. Failure to permit us to audit payroll as required by the terms of this policy or of a previous policy issued by us;
 - d. Failure to pay any additional premium resulting from an audit of payroll required by the terms of this policy or any previous policy issued by us;
 - e. Material misrepresentation made by you or your agent;
 - f. Failure to cooperate with us in the investigation of a claim;
 - g. Material failure to comply with federal or state safety orders or written recommendations of our designated loss control representatives;
 - h. The occurrence of a material change in the ownership of your business;
 - i. The occurrence of any change in your business or operations that materially increases the hazard for frequency or severity of loss;
 - j. The occurrence of any change in your business or operation that requires additional or different classification for premium calculation;
 - k. The occurrence of any change in your business or operation which contemplates an activity excluded by our reinsurance treaties.
3. If we cancel your policy for any of the reasons listed in (a) through (f), we will give you 10 days advance written notice, stating when the cancelation is to take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice. If we cancel your policy for any of the reasons listed in Items (g) through (k), we will give you 30 days advance written notice; however, we agree that in the event of cancelation and reissuance of a policy effective upon a material change in ownership or operations, notice will not be provided.



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY
ENDORSEMENT WC 04 06 01 (B)**

POLICY NUMBER: WC9951509-00

- 4. If we mail the notice to you, the stated periods of notice and your right to remedy the condition will be extended by 5 days if the place of mailing and your mailing address is within California, 10 days if the place of mailing or your mailing address is outside of California and 20 days if the place of mailing or your mailing address is outside of the United States.
- 5. The policy period will end on the day and hour stated in the cancelation notice.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 12/1/2024
Insured AC Irrigation Holdco., LLC
Insurance Company

Policy No. WC9951509-00

Endorsement No.
Premium \$

Countersigned by _____

Form WC 04 06 01 (B)

DATE OF ISSUE: 12/1/2024

ST ASSIGN:

Page 2 of 2



Brough Construction, Inc.

Bid



EXHIBIT A

Bid Proposal Form

BID PROPOSAL

TO: CAMBRIA COMMUNITY SERVICE DISTRICT, a California Special Services District, acting by and through its Board of Directors ("the District").

FROM:

Brough Construction, Inc.
(Name of Bidder)

634 Printz Road
(Address)

Arroyo Grande, CA 93420
(City, State, Zip Code)

805-489-7779
(Telephone)

jeff@broughconstruction.com
(E-mail Address of Bidder's Representative(s))

Jeffrey Brough
(Name(s) of Bidder's Authorized Representative(s))

1 Bid Proposal:

Per Unit Bid Amount	\$150.00
---------------------	----------

1.1 Bid Proposal Amount. The undersigned Bidder proposes and agrees to perform the Contract including, without limitation, providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the Contract and complete in a workmanlike manner all of the Work required for the Project described as:

Bid Number:
03-2024-12

Project Name/Description:
Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade

for the per unit sum of:

Bid Amount Spelled Out:	
One hundred fifty dollars and zero cents	
Bid Amount (Dollar Amount - Numeric):	150.00

The Bidder confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Bid Proposal.

1.2 Acknowledgment of Bid Addenda. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda issued by or on behalf of the District.

Initials JB

Addenda Nos. 1 received, acknowledged and incorporated into this Bid Proposal.

1.3 Alternate Bid Items. The Bidder’s price proposal(s) for Alternate Bid Items is/are set forth in the form of Alternate Bid Item Proposal included herewith. Price proposal(s) for Alternate Bid Item(s) will not form the basis for the District’s award of the Contract unless an Alternate Bid Item is incorporated into the scope of Work of the Contract awarded.

2 Documents Accompanying Bid. The Bidder has submitted with this Bid Proposal and “Attachment A” the following: (a) Bid Security; (b) Subcontractors List; and(c) Non-Collusion Affidavit. The Bidder acknowledges that if this Bid Proposal and the foregoing documents are not fully in compliance with applicable requirements set forth in the Call for Bids, the Instructions for Bidders and in each of the foregoing documents, the Bid Proposal may be rejected as non-responsive.

3 Award of Contract. If the Bidder submitting this Bid Proposal and “Attachment A” is awarded the Contract, the undersigned will execute and deliver to the District the Contract for Labor and Materials in the form attached hereto within five (5) days after notification of award of the Contract. Concurrently with delivery of the executed Agreement to the District, the Bidder awarded the Contract shall deliver to the District: (a) Certificates of Insurance evidencing all insurance coverages required under the Contract Documents; (b) the Performance Bond; (c) the Labor and Materials Payment Bond; (d) the Certificate of Workers’ Compensation Insurance; and (e) the Drug-Free Workplace Certificate. Failure of the Bidder awarded the Contract to strictly comply with the preceding may result in the District’s rescission of the award of the Contract and/or forfeiture of the Bidder’s Bid Security. In such event, the District may, in its sole and exclusive discretion elect to award the Contract to the responsible Bidder submitting the next lowest Bid Proposal, or to reject all Bid Proposals.

4 Contractor’s License. The undersigned Bidder is currently and duly licensed in accordance with the California Contractors License Law, California Business & Professions Code §§7000 etseq., under the following classification(s): Class A- General Engineering bearing License Number(s)

License Number(s)	Expiration Date(s)
851220	05/31/2026
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

The Bidder certifies that: (a) it is duly licensed, in the necessary class(es), for performing the Work of the Contract Documents; (b) that such license shall be in full force and effect throughout the duration of the performance of the Work under the Contract Documents; and (c) that all Subcontractors providing or performing any portion of the Work shall be so properly licensed to perform or provide such portion of the Work.

5 Acknowledgment and Confirmation. The undersigned Bidder acknowledges its receipt, review

and understanding of the Drawings, the Specifications and other Contract Documents pertaining to the proposed Work. The undersigned Bidder certifies that the Contract Documents are, in its opinion, adequate, feasible and complete for providing, performing and constructing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned Bidder certifies that it has, or has available, all necessary equipment, personnel, materials, facilities and technical and financial ability to complete the Work for the amount bid herein within the Contract Time and in accordance with the Contract Documents.

(Corporate Seal)

By: [Signature]
(Signature)

Jeffrey Brough
(Typed or Printed Name)

President
(Title)



Attachment A to Bid Form

Bidders shall provide the following attachments after this page to complete their bid:

- a.) Bid Security**
- b.) List of Subcontractors**
- c.) Non-collusion Declaration**
- d.) Certificate of Workers Compensation**

BID BOND

KNOW ALL BY THESE PRESENTS, That we, BROUGH CONSTRUCTION, INC.

of 634 PRINTZ RD. ARROYO GRANDE, CA 93420 (hereinafter called the Principal),

as Principal, and THE OHIO CASUALTY INSURANCE COMPANY

(hereinafter called the Surety), as Surety are held and firmly bound unto CAMBRIA COMMUNITY SERVICE DISTRICT

(hereinafter called the Obligee) in the penal sum of TEN PERCENT OF AMOUNT BID

Dollars (\$ 10%)

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligee on a contract for INSTALLATION OF WATER METER REGISTER REPLACEMENT AND ADVANCED METERING INFRASTRUCTURE UPGRADE.

NOW, THEREFORE, If the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Obligee for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 12TH day of DECEMBER, 2024.

[Signature]

Witness

BROUGH CONSTRUCTION, INC. (Seal)

Principal
[Signature], President

Title

Witness

THE OHIO CASUALTY INSURANCE COMPANY
By [Signature]

KEVIN E. VEGA Attorney-in-Fact



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205638-969577

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Britton Christiansen; Kevin E. Vega; Myrna Smith; Philip E. Vega

all of the city of Covina state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 24th day of May, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: [Signature]
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 24th day of May, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: [Signature]
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 12th day of December, 2021.



By: [Signature]
Renee C. Llewellyn, Assistant Secretary

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

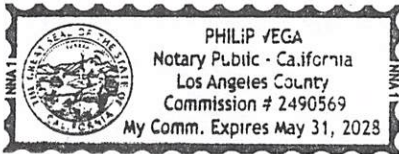
State of California }
 } ss.
 County of LOS ANGELES }

On December 12th, 2024 before me, Philip Vega, Notary Public
Here Insert Name and Title of the Officer
 personally appeared Kevin E. Vega, Attorney-in-Fact
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature: _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title of Type of Document: _____
 Document Date: _____ Number of Pages: _____
 Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ <input type="checkbox"/> Individual <input type="checkbox"/> Corporate Officer Title(s): _____ <input type="checkbox"/> Partner - <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> Attorney in Fact <input type="checkbox"/> Trustee <input type="checkbox"/> Guardian or Conservator <input type="checkbox"/> Other: _____	Signer's Name: _____ <input type="checkbox"/> Individual <input type="checkbox"/> Corporate Officer Title(s): _____ <input type="checkbox"/> Partner - <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> Attorney in Fact <input type="checkbox"/> Trustee <input type="checkbox"/> Guardian or Conservator <input type="checkbox"/> Other: _____
Right Thumbprint of Signer Top of thumb here	Right Thumbprint of Signer Top of thumb here
Signer is Representing: _____ _____ _____	Signer is Representing: _____ _____ _____

LIST OF SUBCONTRACTORS FORM

Pursuant to the provisions set forth in Sections 4100-4113, inclusive of the Public Contract Code of the State of California, it is required that the Contractor set forth in his Bid the name and principal business address of each Subcontractor who will perform work or labor or render service to the Contractor on or about the construction. Vendors or suppliers of materials, only, are not required to be listed.

If a Contractor fails to specify a Subcontractor for any portion of the work to be performed under the Contract, on or about the construction of the project, in excess of 1/2 of 1% of the Contractor's total Bid, he shall be deemed to have agreed to perform such portion himself, using his own resources and employed personnel and he shall not be permitted to sub-contract that portion of the work, except under the conditions set forth in Section 4107 of the Public Contract Code. Subcontractors shall not sublet their work as a whole.

Should the Contractor violate any of the provisions of said Chapter, his so doing will be deemed a violation of his Contract and the awarding authority shall have the right to terminate the Contractor's control over the work. Upon any such violation, the Contractor may be subject to such penalties as are prescribed by Law.

In the event of an inadvertent error in the California Contractor number is made for a subcontractor listed, such error shall not be grounds for filing a bid protest or grounds for considering a bid nonresponsive. The corrected license number must be submitted within 24 hours after bid opening and corrected contractor's license number must correspond to the submitted name and location.

If the prospective contractor fails to correct an inadvertent error for a listed subcontractor's license number within the 24-hour time period, the Owner may find the bid nonresponsive.

The prospective contractor shall be solely responsible to correct any errors in the notation of the listed subcontractors California Contractor's license number;

Failure to submit a corrected California Contractor's license number in compliance with the process set forth above will cause the bid to be nonresponsive.

SUBCONTRACTOR LIST

Portion of Work	Click or tap here to enter text.
Subcontractor Name	Click or tap here to enter text.
Subcontractor Address	Click or tap here to enter text.
California CSLB Number	Click or tap here to enter text.
DIR Registration Number	Click or tap here to enter text.
DIR Registration Number Expiration Date	Click or tap here to enter text.

Portion of Work	Click or tap here to enter text.
Subcontractor Name	Click or tap here to enter text.
Subcontractor Address	Click or tap here to enter text.
California CSLB Number	Click or tap here to enter text.
DIR Registration Number	Click or tap here to enter text.
DIR Registration Number Expiration Date	Click or tap here to enter text.

Portion of Work	Click or tap here to enter text.
Subcontractor Name	Click or tap here to enter text.
Subcontractor Address	Click or tap here to enter text.
California CSLB Number	Click or tap here to enter text.
DIR Registration Number	Click or tap here to enter text.
DIR Registration Number Expiration Date	Click or tap here to enter text.

Portion of Work	Click or tap here to enter text.
Subcontractor Name	Click or tap here to enter text.
Subcontractor Address	Click or tap here to enter text.
California CSLB Number	Click or tap here to enter text.
DIR Registration Number	Click or tap here to enter text.
DIR Registration Number Expiration Date	Click or tap here to enter text.

ADD ADDITIONAL FORMS AS NECESSARY TO LIST ALL SUBCONTRACTORS

NONCOLLUSION DECLARATION

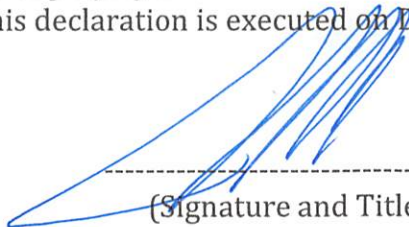
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

I, Jeffrey Brough, declare that I am the authorized representative of Brough Construction, Inc., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on December 17, 2024, at Arroyo Grande [city], California [state].

 - President

(Signature and Title of Declarant)

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

PROJECT:

I, Jeffrey Brough the President

of Brough Construction, Inc. , declare, state and certify that:

1. I am aware that California Labor Code §3700(a) and (b) provides:

“Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.”

2. I am aware that the provisions of California Labor Code §3700 require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this Contract.

Brough Construction, Inc.
(Contractor Name)

By: _____
(Signature)

Jeffrey Brough
(Typed or printed name)

ADDENDUM NUMBER 1 TO THE BID DOCUMENTS

Amendment Date: **December 10, 2024**

BID DOCUMENT NUMBER 03-2024-12

Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade Project

A. This Addendum shall be considered part of the bid documents for the above-referenced project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence. BIDDERS MUST SIGN THE ADDEDNDUM AND SUBMIT IT WITH THEIR BIDS.

B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

1. Under Notice to Bidders, in the section titled "Award" after the sentence "The District intends to award a contract to the responsive, and responsible bidder with the lowest total bid price." Add the following: "The bid submitted must be on a per-piece, unit-cost basis for a minimum of 3500 water meter upgrades."
2. Under the project schedule, the anticipated schedule in the table following will be the official schedule for the project unless agreed to and modified in writing by both parties. This schedule supersedes any discussion of project timelines during the pre-bid meeting.

Table 1. Project schedule.

Milestone	Date
RFP Issued	11/13/2024
Mandatory Pre-Bid Meeting	12/5/2024 at 9 AM
Deadline for Clarifications/Inquiries	12/13/2024
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Contract Negotiations	1/10/2024 - 1/23/2024
Notice to Proceed	1/24/2024
Construction Start Date	1/28/2024
Construction Completion Date	8/1/2024

- The expected percentage of meter boxes needing minor bush trimming, weed clearing, and/or dirt removal for access is 10%. The CCSD will work diligently to reduce that number as low as possible, but the bid should be submitted with the knowledge that some clearing by the contractor will be necessary.

BIDDER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE BID FORM:

Company Name Brough Construction, Inc.

Contact Person Jeffrey Brough

Signature 

Date 12/17/24



Seamair Construction, Inc.

Bid



EXHIBIT A

Bid Proposal Form

BID PROPOSAL

TO: CAMBRIA COMMUNITY SERVICE DISTRICT, a California Special Services District, acting by and through its Board of Directors (“the District”).

FROM:

Seamair Construction, Inc.
(Name of Bidder)

205 Suburban Rd, Ste 2
(Address)

San Luis Obispo, Ca 93401
(City, State, Zip Code)

(805) 439-4362
(Telephone)

jmeinert@seamairinc.com / gphelan@seamairinc.com
(E-mail Address of Bidder’s Representative(s))

Patrick Gregory Phelan
(Name(s) of Bidder’s Authorized Representative(s))

1 Bid Proposal:

Per Unit Bid Amount	\$222.13
---------------------	----------

1.1 Bid Proposal Amount. The undersigned Bidder proposes and agrees to perform the Contract including, without limitation, providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the Contract and complete in a workmanlike manner all of the Work required for the Project described as:

Bid Number:
03-2024-12

Project Name/Description:
Water Meter Register Replacement and Advanced Metering Infrastructure Upgrade

for the per unit sum of:

Bid Amount Spelled Out:	Seven hundred seventy seven thousand four hundred sixty one dollars & zero cents
-------------------------	--

Bid Amount (Dollar Amount - Numeric):	\$777,461.00
---------------------------------------	--------------

The Bidder confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Bid Proposal.

1.2 Acknowledgment of Bid Addenda. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda issued by or on behalf of the District.

Initials PGP [redacted]

Addenda Nos. 1 [redacted] received, acknowledged and incorporated into this Bid Proposal.

1.3 Alternate Bid Items. The Bidder’s price proposal(s) for Alternate Bid Items is/are set forth in the form of Alternate Bid Item Proposal included herewith. Price proposal(s) for Alternate Bid Item(s) will not form the basis for the District’s award of the Contract unless an Alternate Bid Item is incorporated into the scope of Work of the Contract awarded.

2 Documents Accompanying Bid. The Bidder has submitted with this Bid Proposal and “Attachment A” the following: (a) Bid Security; (b) Subcontractors List; and(c) Non-Collusion Affidavit. The Bidder acknowledges that if this Bid Proposal and the foregoing documents are not fully in compliance with applicable requirements set forth in the Call for Bids, the Instructions for Bidders and in each of the foregoing documents, the Bid Proposal may be rejected as non-responsive.

3 Award of Contract. If the Bidder submitting this Bid Proposal and “Attachment A” is awarded the Contract, the undersigned will execute and deliver to the District the Contract for Labor and Materials in the form attached hereto within five (5) days after notification of award of the Contract. Concurrently with delivery of the executed Agreement to the District, the Bidder awarded the Contract shall deliver to the District: (a) Certificates of Insurance evidencing all insurance coverages required under the Contract Documents; (b) the Performance Bond; (c) the Labor and Materials Payment Bond; (d) the Certificate of Workers’ Compensation Insurance; and (e) the Drug-Free Workplace Certificate. Failure of the Bidder awarded the Contract to strictly comply with the preceding may result in the District’s rescission of the award of the Contract and/or forfeiture of the Bidder’s Bid Security. In such event, the District may, in its sole and exclusive discretion elect to award the Contract to the responsible Bidder submitting the next lowest Bid Proposal, or to reject all Bid Proposals.

4 Contractor’s License. The undersigned Bidder is currently and duly licensed in accordance with the California Contractors License Law, California Business & Professions Code §§7000 etseq., under the following classification(s): A B C61/D12 HAZ [redacted] bearing License Number(s)

License Number(s)	Expiration Date(s)
1014609	5/31/2026
[redacted]	[redacted]
[redacted]	[redacted]

The Bidder certifies that: (a) it is duly licensed, in the necessary class(es), for performing the Work of the Contract Documents; (b) that such license shall be in full force and effect throughout the duration of the performance of the Work under the Contract Documents; and (c) that all Subcontractors providing or performing any portion of the Work shall be so properly licensed to perform or provide such portion of the Work.

5 **Acknowledgment and Confirmation.** The undersigned Bidder acknowledges its receipt, review and understanding of the Drawings, the Specifications and other Contract Documents pertaining to the proposed Work. The undersigned Bidder certifies that the Contract Documents are, in its opinion, adequate, feasible and complete for providing, performing and constructing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned Bidder certifies that it has, or has available, all necessary equipment, personnel, materials, facilities and technical and financial ability to complete the Work for the amount bid herein within the Contract Time and in accordance with the Contract Documents.



By: *Patrick Gregory Phelan*
(Signature)

Patrick Gregory Phelan
(Typed or Printed Name)

President
(Title)

Attachment A to Bid Form

Bidders shall provide the following attachments after this page to complete their bid:

- a.) Bid Security**
- b.) List of Subcontractors**
- c.) Non-collusion Declaration**
- d.) Certificate of Workers Compensation**

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

PHILIP E VEGA, MYRNA F SMITH, KEVIN VEGA, BRITTON CHRISTIANSEN

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

UNLIMITED

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 20th day of August, 2021.

[Handwritten Signature]

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK COUNTY OF NEW YORK: ss

On this 20th day of August, 2021, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.



Stephanie Rubino McArthur
Notary Public, State of New York
No. 02MC6270117
Qualified in New York County
Commission Expires October 19, 2024

[Handwritten Signature]

Notary Public
My Commission Expires
October 19, 2024

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 9th day of December, 2024.

[Handwritten Signature]

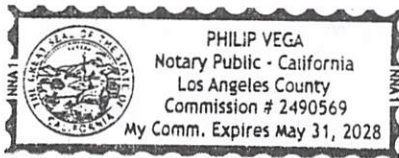
Assistant Secretary

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
 } ss.
 County of LOS ANGELES }

On December 9th, 2024 before me, Philip Vega, Notary Public
Here Insert Name and Title of the Officer
 personally appeared Kevin Vega, Attorney-in-Fact
Name(s) of Signer(s)



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title of Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
 Individual
 Corporate Officer Title(s): _____
 Partner - Limited General
 Attorney in Fact
 Trustee
 Guardian or Conservator
 Other:

Signer's Name: _____
 Individual
 Corporate Officer Title(s): _____
 Partner - Limited General
 Attorney in Fact
 Trustee
 Guardian or Conservator
 Other:

Right Thumbprint of Signer
 Top of thumb here

Right Thumbprint of Signer
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Signer is Representing:

Signer is Representing:

LIST OF SUBCONTRACTORS FORM

Pursuant to the provisions set forth in Sections 4100-4113, inclusive of the Public Contract Code of the State of California, it is required that the Contractor set forth in his Bid the name and principal business address of each Subcontractor who will perform work or labor or render service to the Contractor on or about the construction. Vendors or suppliers of materials, only, are not required to be listed.

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Should the Contractor violate any of the provisions of said Chapter, his so doing will be deemed a violation of his Contract and the awarding authority shall have the right to terminate the Contractor's control over the work. Upon any such violation, the Contractor may be subject to such penalties as are prescribed by Law.

In the event of an inadvertent error in the California Contractor number is made for a subcontractor listed, such error shall not be grounds for filing a bid protest or grounds for considering a bid nonresponsive. The corrected license number must be submitted within 24 hours after bid opening and corrected contractor's license number must correspond to the submitted name and location.

If the prospective contractor fails to correct an inadvertent error for a listed subcontractor's license number within the 24-hour time period, the Owner may find the bid nonresponsive.

The prospective contractor shall be solely responsible to correct any errors in the notation of the listed subcontractors California Contractor's license number;

Failure to submit a corrected California Contractor's license number in compliance with the process set forth above will cause the bid to be nonresponsive.

No Subcontractors

SUBCONTRACTOR LIST

Portion of Work	Click or tap here to enter text.
Subcontractor Name	Click or tap here to enter text.
Subcontractor Address	Click or tap here to enter text.
California CSLB Number	Click or tap here to enter text.
DIR Registration Number	Click or tap here to enter text.
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ADD ADDITIONAL FORMS AS NECESSARY TO LIST ALL SUBCONTRACTORS

NONCOLLUSION DECLARATION

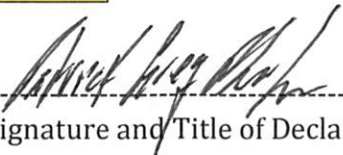
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

I, Patrick Gregory Phelan. declare that I am the authorized representative of Seamair
Construction, Inc, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on December 18, 2024, at San Luis Obispo
[city], CA[state].



(Signature and Title of Declarant)

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

PROJECT:

I, Patrick Gregory Phelan the President

of Seamair Construction, Inc., declare, state and certify that:

1. I am aware that California Labor Code §3700(a) and (b) provides:

“Every employer except the state shall secure the payment of compensation in one or more of the following ways:

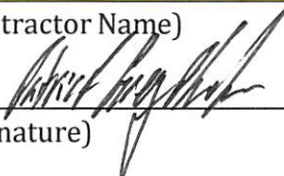
(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.”

2. I am aware that the provisions of California Labor Code §3700 require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this Contract.

Seamair Construction, Inc.

(Contractor Name)

By: 
(Signature)

Patrick Gregory Phelan

(Typed or printed name)

ADDENDUM NUMBER 1 TO THE BID DOCUMENTS

Amendment Date: **December 10, 2024**

BID DOCUMENT NUMBER 03-2024-12

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1. Under Notice to Bidders, in the section titled "Award" after the sentence "The District intends to award a contract to the responsive, and responsible bidder with the lowest total bid price." Add the following: "The bid submitted must be on a per-piece, unit-cost basis for a minimum of 3500 water meter upgrades."
2. Under the project schedule, the anticipated schedule in the table following will be the official schedule for the project unless agreed to and modified in writing by both parties. This schedule supersedes any discussion of project timelines during the pre-bid meeting.

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Construction Start Date	1/28/2024
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- The expected percentage of meter boxes needing minor bush trimming, weed clearing, and/or dirt removal for access is 10%. The CCSD will work diligently to reduce that number as low as possible, but the bid should be submitted with the knowledge that some clearing by the contractor will be necessary.

BIDDER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE BID FORM:

Company Name Seamair Construction, Inc.

Contact Person Patrick Gregory Phelan

Signature 

Date December 13, 2024

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.G**

FROM: Matthew McElhenie, General Manager
Timothy Carmel, District Counsel

Meeting Date: January 9, 2025 Subject: Discussion and Consideration of Adoption of Resolution 05-2025 Exercising Its Option to Extend the Mission Country Disposal Franchise Agreement

FISCAL IMPACT:

There is no change in fiscal impact by extending the term of the agreement with Mission Country Disposal.

DISCUSSION:

The original Franchise Agreement for Integrated Solid Waste Management Services (“Franchise Agreement”) with Mission Country Disposal (“MCD”) was entered into on July 27, 2001 and effective as of August 1, 2001. The Franchise Agreement included an option to extend the term for up to three years in periods of at least one year. On May 27, 2010, the Franchise Agreement was extended for 15 years by a First Amendment to Franchise Agreement (“First Amendment”). The First Amendment included a specific reference to the option to extend provision, which specifies as follows:

"Section 3.3 Option to Extend: The District shall have the sole option to extend this Agreement for up to thirty-six (36) months in periods of at least twelve (12) months each. If the District elects to exercise this option, it shall give written notice not later than ninety (90) days prior to the initial termination date, or, if one extension has been exercised, ninety (90) days prior to the extended termination date."

The current term of the Franchise Agreement, as extended, will expire on May 31, 2025, unless it is further extended by the Board. As noted above, the Board can extend the Franchise Agreement for up to 3 years in periods of at least one year. Written notice of exercise of the option to extend must be given to MCD by March 1, 2025.

It is recommended that the Board discuss and consider approval of the attached Resolution 05-2025 extending the term of the Franchise Agreement, specifying whether the extension should be for one, two or three years and directing staff to provide appropriate notice and a copy of the executed Resolution to MCD.

ATTACHMENTS:

1. [First Amendment to Franchise Agreement for Integrated Solid Waste Management Services Between the CCSD and Mission Country Disposal](#)
2. [Resolution 05-2025](#)

**FIRST AMENDMENT TO FRANCHISE AGREEMENT FOR
INTEGRATED SOLID WASTE MANAGEMENT SERVICES
BETWEEN THE CAMBRIA COMMUNITY SERVICES DISTRICT
AND MISSION COUNTRY DISPOSAL**

This First Amendment to Franchise Agreement for Integrated Solid Waste Management Services ("Amendment") is made and entered into as of the 27th day of May, 2010 by and between the Cambria Community Services District, a political subdivision of the State of California (hereinafter "CCSD") and Mission Country Disposal, a California corporation and wholly-owned subsidiary of Waste Connections, Inc. (hereinafter "Franchisee").

RECITALS

This Amendment to Agreement is entered into with reference to the following:

1. On July 27, 2001 the CCSD and Franchisee entered into a Franchise Agreement (hereinafter "Agreement") for the provision of collection, processing, diversion and disposal of solid waste, green waste and recyclable materials from properties subject to the jurisdiction of the CCSD, which Agreement was for a term of ten (10) years, expiring on September 1, 2011.
2. Waste Connections, Inc. subsequently acquired all of the capital stock of Franchisee (reference CCSD Resolution 19-2002). The Agreement provides that the CCSD Board may elect to renew the Agreement at any time prior to the end of the term of the Agreement.
3. Franchisee requested that the term of the Agreement be extended to provide for a fifteen (15) year term based upon the costs and financing related to the Cold Canyon Landfill expansion, and also the upgrading of its truck fleet to reduce emissions through the use of CNG powered garbage trucks. Franchisee has indicated that it has secured fifteen (15) year agreements with other public entities including: City of Arroyo Grande; Avila Beach CSD; Cayucos Sanitary District; County of San Luis Obispo; City of Grover Beach; Los Osos CSD; City of Morro Bay; Nipomo CSD; and City of Pismo Beach.
4. The Cold Canyon Landfill currently has only two and one half years of capacity, and the expansion project will provide thirty (30) years of future disposal capacity and enhanced and improved recycling facilities, which will be of great benefit to the CCSD and its citizens. Moreover, facilitating the financing of these improvements by providing a longer term for cost recovery will reduce the impact of such costs and improvements on rates and the concomitant burden in ratepayers.
5. Based upon the foregoing, the Board of Directors has determined that it is appropriate to extend the term of the Agreement to provide for the requested fifteen (15) year term.

NOW, THEREFORE, and in consideration of the mutual promises herein contained, it is hereby agreed by and between the CCSD and Franchisee as follows:

1. Section 3.2 of Article 3 of the Agreement is hereby amended to read as follows:

3.2 Term.

The term of this Agreement shall be fifteen (15) years, commencing at 12:01 a.m., June 1, 2010 and expiring at midnight May 31, 2025, subject to extension as provided in Section 3.3 (Option to Extend).

2. Section 9.7 is hereby added to Article 9 of the Agreement, to read as follows:

9.7 Proposition 218.

Franchisee and CCSD acknowledge that some of the rates described herein may be currently subject to the requirements of Proposition 218, and as such, Franchisee shall be required to provide any and all services and pay for all costs necessary in CCSD's compliance with the requirements of Proposition 218, as determined by CCSD in its sole discretion.

3. Franchisee shall provide written annual reports by May 1st of each year to the CCSD on the progress of Franchisee's CNG truck conversion program and the Cold Canyon Landfill project.

4. Except as otherwise provided herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, CCSD and Franchisee have executed this Amendment as of the day and year first above written.

CAMBRIA COMMUNITY SERVICES DISTRICT

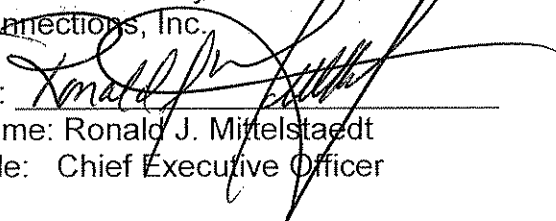
By: 
Tammy A. Rudock
General Manager

Approved as to Form:


Timothy J. Carmel, District Counsel

MISSION COUNTRY DISPOSAL,

a California corporation and wholly owned subsidiary of Waste Connections, Inc.

By: 
Name: Ronald J. Mittelstaedt
Title: Chief Executive Officer

RESOLUTION NO. 05-2025
JANUARY 9, 2025

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
EXERCISING ITS OPTION TO EXTEND THE FRANCHISE AGREEMENT WITH
MISSION COUNTRY DISPOSAL FOR SOLID WASTE AND COLLECTION SERVICES

WHEREAS, the Board of Directors of the Cambria Community Services District entered into the original Franchise Agreement for Integrated Solid Waste Management Services (“Franchise Agreement”) with Mission Country Disposal (“MCD”) effective on August 1, 2001. Section 3.3 of the Franchise Agreement included an option to extend the term for up to three years in periods of at least one year; and

WHEREAS, on May 27, 2010, the Franchise Agreement was extended for 15 years by a First Amendment to Franchise Agreement (“First Amendment”). The First Amendment included a specific reference to the option to extend provision, which provides as follows: “The District shall have the sole option to extend this Agreement for up to thirty-six (36) months in periods of at least twelve (12) months each. If the District elects to exercise this option, it shall give written notice not later than ninety (90) days prior to the initial termination date, or, if one extension has been exercised, ninety (90) days prior to the extended termination date.”; and

WHEREAS, the current term of the Franchise Agreement, as extended, will expire on May 31, 2025, unless it is further extended by the Board; and

WHEREAS, the Board desires to extend the term of the Franchise Agreement for ____ years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that it does hereby exercise its option and approves an extension to the Franchise Agreement for a period of ____ year(s) and directs staff to promptly provide a copy of this fully executed Resolution to MCD.

PASSED AND ADOPTED THIS 9th day of January, 2025.

Debra Scott, President
Board of Directors

APPROVED AS TO FORM:

ATTEST:

Timothy J. Carmel
District Counsel

Haley Dodson
Confidential Administrative Assistant

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.H**

FROM: Matthew McElhenie, General Manager

Meeting Date: January 9, 2025

Subject: Discussion and Consideration to Approve CCSD
Outdoor Lighting Policy Number 2230

FISCAL IMPACT:

Adopting the proposed policy does not have an immediate fiscal impact. However, future considerations for compliance, retrofitting, or enforcement may require budget allocations, which will be evaluated and addressed during the annual budget process.

DISCUSSION:

This policy aims to guide the Cambria Community Services District (CCSD) Board of Directors and staff in addressing how to minimize the effect of light pollution in Cambria's atmosphere while considering the community's safety. This policy only concerns streetlights and lights at other facilities under the CCSD's jurisdiction. The Policy Committee met on the following dates to deliberate on the proposed Outdoor Lighting Policy: July 25, 2024, August 22, 2024, October 24, 2024, and December 5, 2024.

It is recommended that the Board of Directors review, discuss, and consider approving the proposed CCSD Outdoor Lighting Policy Number 2230 as recommended by the Policy Committee.

ATTACHMENTS:

1. [CCSD Outdoor Lighting Policy Number: 2230](#)



POLICY TITLE: CCSD Outdoor Lighting Policy

POLICY NUMBER: 2230

Purpose: The purpose of this policy is to guide the Cambria Community Services District (CCSD) Board of Directors and staff in addressing how to minimize the effect on light pollution in Cambria’s atmosphere while considering the safety of the community. This policy only relates to streetlights and lights at other facilities under the CCSD’s jurisdiction.

Policy Principles:

1. Necessary Outdoor lighting
 - a. Should only be used when and where needed
 - b. Should be no brighter than necessary for safety
 - c. Should minimize blue light emissions
 - d. Should adopt fully shielded light sources
2. Lighting shall avoid or mitigate:
 - a. Glare—bright lighting that creates visual discomfort
 - b. Skyglow—lighting that brightens the night sky in inhabited areas
 - c. Light Trespass—light falling where it is not intended or needed
 - d. Clutter—excessively bright and often confusing groupings of light sources
3. Lighting shall:
 - a. Provide illumination for nighttime safety, utility and security
 - b. Conform to current applicable ordinances
 - c. Reduce District expenses through the use of energy efficient and equitable lighting
 - d. Reduce carbon that contributes to greenhouse gas emissions
 - e. Protect the health, safety and welfare of residents and visitors
 - f. Minimize adverse impacts on the nocturnal wildlife, environment and ecosystems while preserving Cambria’s rural village character
4. Benefits when properly designed and installed park friendly outdoor lighting is utilized:
 - a. Improved energy efficiency which reduces Cambria’s carbon footprint
 - b. Preservation of night skies and enhancement of wilderness character
 - c. Provision for basic human safety and enhancement of human health
 - d. Enhancement of historic authenticity and reduction of operational and cyclic maintenance costs
 - e. Minimalizing impacts to wildlife and visitors
 - f. Provision of opportunities for economic development through astronomy-based tourism

Figure 9. Floodlight at a higher mounting height with narrow beam angle, resulting in less spill light

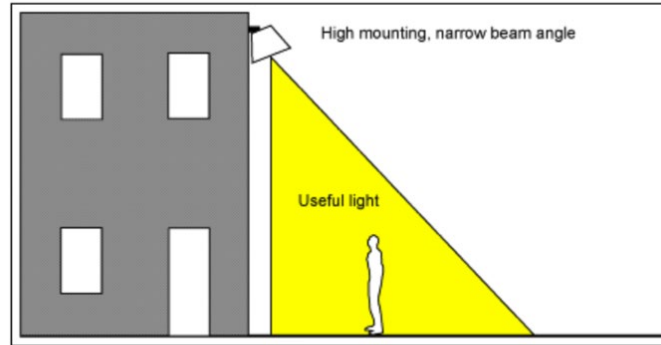
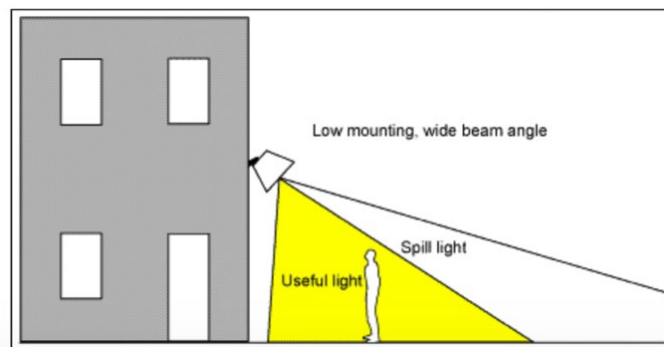


Figure 10. Floodlight at a lower mounting height with wider beam angle, resulting in more spill light



Policy Procedures:

1. New and replacement lamps shall be equal to or less than 2400K (Kelvin).
2. Existing East Village lantern style streetlights shall be replaced with 2200K LED lamps to avoid glare and coordinate with existing high pressure sodium luminaires so a maximum correlated color temperature (CCT) of 2400K.
3. No night lighting is allowed on the Fiscalini Ranch Preserve. Sky tubes shall be used for lighting building interiors which provide more light than a 100 watt luminaire.
4. Uplighting is prohibited in business districts and residential areas, parks, Environmentally Sensitive Habitat Areas (ESHA) and preserves.

Exceptions:

1. Decorative lighting does not follow CCSD lighting standards.
2. Replacement of existing light sources shall be addressed based on budgetary constraints.

**Report on the December 10, 2024, Finance Standing Committee meeting, for the January 9, 2025,
CCSD Board Agenda**

The December 10, 2024, Regular Meeting of the Finance Standing Committee was held at the Veterans' Memorial Hall in person and via Zoom.

Committee Chair Tom Gray **called the meeting to order** at 10:00 a.m.

Other Committee members present were Vice-Chair Cheryl McDowell, Secretary David Pierson, Keith Hinrichsen and Scott McCann. Karen Chrisman was absent.

Staff present were CCSD General Manager Matthew McElhenie Administrative Department Manager Denise Fritz and Confidential Administrative Assistant Haley Dodson.

In his **Chair Report**, Chairman Gray reported on the Committee reapplication process that will start following the CCSD Board meeting December 12, 2024, and applications will be received until the next Board meeting on January 9, 2025. This process will pertain to the Finance, PROS, and R&I Standing Committees. Mr. Gray noted that the Policy committee has finished its work and that it will likely be replaced by a committee focused on fire protection, with members probably to be appointed by the CCSD Board in February.

There was no **Public Comment**.

In the **Consent Agenda**, the Committee approved the October 22, 2024, regular meeting minutes with minor grammatical changes. Mr. Pierson made the motion to approve, Mr. Hinrichsen seconded, and the motion was approved 4-0.

In **Regular Business**, the Committee took up the following two items:

4.A: Discussion and Consideration of Report and Recommendation from Ad Hoc Subcommittee on Allocation of Administrative Expenses

Ms. Fritz presented the ad hoc subcommittee's proposed new formula for allocating Administrative Department expenses of the General Fund to other funds and departments. The new system would base allocations on the share of effort devoted to each fund/department by Administration; in addition, specific Administrative expenses or activities clearly devoted to one fund/department (e.g., legal fees) would be allocated accordingly.

Following discussion by the Committee, the consensus was the new formula should be adopted. The ad hoc subcommittee was charged with revising the relevant portion of the CCSD Budget Policy actual policy to reflect the new formula and report back in at the Committee's January 13, 2025, meeting. Final consideration is expected then.

The Committee then discussed how to allocate the revenue stream produced by the franchise fee from Mission Country Disposal. The estimated amount of the revenue is \$200,000. In light of litigation that has created uncertainty about the future of such fees charged by special districts, the committee recommended that fee proceeds be set aside in the General Fund reserves in the next fiscal year budget.

4.B: Discussion Regarding the Cambria Veterans' Hall CIP list.

General Manager McElhenie stated the Capital Improvement Project list for the Vets' Hall is out of date, and he will present new estimates of cost at the Committee's January meeting. Mr. Hinrichsen asked if some priority could be assigned to the items. The committee suggested other projects that should be on the list, including renovating the electrical system and the heating system. There was a discussion on the fee

structure and use of the facility. Mr. McElhenie said the fee structure is under review and could be brought before the Committee prior to going to the Board. It was decided this would be a prudent course of action. The possible use of the facility as an emergency center was discussed. There was also a discussion on grants and availability of grants, with the Cayucos Vets' Hall cited as an example.

In **Future Agenda Items**, Ms. McDowell requested that the water wait list fees to be brought to the committee for discussion next year.

Chairman Gray **adjourned** the meeting at 11:46 a.m.

To: CCSD Board of Directors

From: Debra Scott, Chair, Policy Committee

Re: Policy Committee Regular Meeting, Thursday, December 5, 2024

The Policy Committee Meeting was called to order at 3:01 pm at the Cambria Veterans Hall by the Chairperson.

A quorum was established by the attendance of Committee Members: Gordon Heinrichs, Vice Chair, Donn Howell, Secretary, and Committee Members, Claudia Harmon-Worthen, Jim Townsend, and Ted Key. Staff present were General Manager Matthew McElhenie and Confidential Administrative Assistant Haley Dodson.

Public Members present: Christine Heinrichs, Harry Farmer, Member CCSD Board of Directors, and David Pierson, Fire Safety Focus Group vice president. Public Members on Zoom: Crosby Schwartz and Jeff Wilson.

CHAIRMAN’S REPORT:

The Chair stated that this is a difficult meeting for her since this will be the Policy Committee’s last meeting.

COMMITTEE MEMBER COMMUNICATIONS: Member Heinrichs asked where the Sexual Harassment and Whistleblowing policies are in the process of being approved. GM McElhenie updated the committee that these policies are part of the Personnel Policies that are being reviewed and updated by District staff, Legal, in conjunction with both Unions that serve the District.

PUBLIC COMMENT: There was no public comment.

CONSENT AGENDA: The October 24, 2024 Regular Meeting Minutes were approved as written.

REGULAR BUSINESS:

4.A. Report from the Ad Hoc Committee (Members Harmon-Worthen and Key) on “Discuss, Review and Consideration of the Draft Policy to Address the Streetlights and Lights at Other Facilities under CCSD’s Jurisdiction”

The Chair introduced this agenda item. Member Harmon-Worthen reported the results of the Ad Hoc committee’s work. She submitted written information related to the research that had been done. The Chair took the information submitted and put it into policy format. The committee approved the policy formatted from the Ad Hoc research as written, to include a diagram, and to forward to the Board for consideration.

4.B Discussion of the Board of Directors Decision on the November 21, 2024 Agenda Item “Discussion and Consideration of Policy Committee Completion of Purpose and Direct Staff and District Counsel to Prepare a Draft of the New Committee’s Purpose, Responsibilities, and Membership Criteria, and Update the Standing Committee Bylaws”

Ms. Dodson played the video from the Board meeting for the Committee to hear the comments from the Board related to this item. The Committee Members gave their opinions about the sunseting of the Policy Committee. The thoughts ranged from support for the change in the standing committee name and charge. One member stated that he didn’t think there was a need for a new committee and for the Board to rely on recommendations from the Fire Safe Focus Group rather than creating a new committee. GM McElhenie clarified some of the committee’s questions related to why the Board chose to form a new committee and reviewed why it is important to have an actual advisory committee related to fire safety. Another member described his thoughts about the work of advisory committees and how useful the work of the committees is to the Board in making decisions. He described that it appears to him that the Board has a need for a “working” committee.

Public comment: David Pierson commented on how the Fire Safe Focus Group will work with the Board's new standing committee related to Fire Safety. Christine Heinrichs made public comment.

4.C Discussion of the Policy Committee's Transition Based on the Board's Direction

This agenda item was discussed under 4.B.

5. FUTURE AGENDA ITEMS

No items were received since this was the last meeting for the Policy Committee.

The Policy Committee Meeting was adjourned at 5:00 p.m.

Friends of the Fiscalini Ranch Preserve December 10th, 2024 Monthly Meeting Summary

The meeting was called to order at 4:00 PM by Board Chair Dianne Anderson. In attendance were Vice Chair Tom Loganbill, Treasurer Mary Maher, Executive Director Kitty Connolly, assistant to the Executive Director Barbara Beuche, and Board members Bob Detweiler, Ellie Etter, Cathleen Campe, Marvin Josephson, Shari Robasciotti, and CCSD Board Director and FFRP liaison Harry Farmer. Absent were Secretary John Nixon, Board members Jose Luis Sanchez and Rusty Burns.

Minutes of the November 12th meeting were considered. Motion to approve was made by Mary Maher, with a second by Cathleen Campe. Vote to approve was unanimous.

There was no public comment.

Board member Ellie Etter announced she is resigning after a number of years of service, but will still remain interested and involved in FFRP Matters. Chair Anderson thanked Ms Etter for the many ideas and contributions she contributed, and that she would be missed.

Under Matters for Decision, the Board unanimously approved the two new Board members Annika Keely and Keith Seydel. The qualifications of the two were discussed at the November Board meeting, and they will be sworn in at the January Annual meeting.

Under Matters for Discussion, Executive Director Connolly began her report by remarking on the once again successful Main Street cleanup that took place on October 29th, stating FFRP volunteers, "...have been doing this for over 20 years." She reported the End of the Year Appeal has so far netted over \$17,000, and she thanked Barbara Beuche for her assistance in this area. We were reminded there would be tree planting this Saturday November 16th led by the enthusiasm of Brian Morgan. Volunteers were of course welcome. Holes for the trees are being drilled by employees of the CCSD Facilities and Resources Department, and watering is being supplied by Gregorio from West Coast Tree Service. Mostly being planted are Monterey Pine and coyote bush. Kitty sadly told us that so far no Monarch Butterflies have been seen on the Ranch. This circumstance of minimal to no sightings exists elsewhere in the County as well as throughout the nation where the Monarchs are usually observed. Finally Kitty thanked Walt Andrus for his excellent work in creating the new entrance sign at the Trenton trail. He designed the sign and built the frame, which includes mutt mitts, bicycle bells, and an attendance counter. 10 more signs are being planned, perhaps installed all at once. At least five will be installed at the next opportunity. Thank you so much Walt!!

There was no Ranch Manager Report, and no Chair Report.

Under Outreach and Development, Cathleen Campe provided an update on the annual "Songs for the Season" happening that took place on Saturday, December 7th at Fog's End. Thank you Jim and Jan. 138 tickets were sold, and everyone had a great time! Comments such as, "what a wonderful event", and "best 'Songs' ever", were heard. Tom Loganbill reported they ran out of wine and had to make a wine run. Shari Robasciotti will be reporting back on the outcome of the raffle.

Treasurer Mary Maher commented on the finances of FFRP by saying, "the report is the report", and that year end donations continue to come in. A bit later Mary added that the budget is being put together by ED Connolly, and it will be presented at the January Annual meeting.

Ranch Committee head Marvin Josephson said he and other volunteers would be going out this Friday to get plants for the upcoming planting, and that wood chips would be obtained as needed. There was a brief discussion regarding the possibility of various native plants being obtained at some point.

Under Announcements, Executive Director Connolly stated many events and specific projects would be taking place this coming year, including a dinner on Sunday, May 18th acknowledging, celebrating and expressing gratitude to the folks from many years past who assisted in saving and contributing in the development of the Ranch. At some point an event at Stolo Winery on Santa Rosa Creek Road will be taking place, as well as a fundraiser around the 25th Anniversary of the Ranch. The Cambria Visitors Center will be asked to provide some assistance.

At this point Treasurer Maher quickly added that Boardwalk donations would be transferred to the Endowment Fund.

Chair Anderson adjourned the meeting at 4:37 PM. Warmhearted Best Wishes for a Joyful Holiday Season were exchanged by all!

The next FFRP Board meeting will be the Annual Yearly meeting and the January monthly meeting on January 25th, 2025, at the Cambria Center for the Arts Green Room beginning at 9AM.

This summary written and submitted by CCSD Board Director and FFRP Liaison Harry Farmer.