



FINANCE COMMITTEE

REGULAR MEETING
Tuesday, June 25, 2019 - 10:00 AM
1000 Main Street, Cambria, CA 93428

AGENDA

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIRMAN'S REPORT

1. PUBLIC COMMENT

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

2. CONSENT AGENDA

- A. Consideration to Approve the May 14, 2019 Special Joint Meeting Minutes and the May 28, 2019 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Discussion and Review of the Approved Budget Policy and Identify Areas for Improvements or Additions to the Budget Process
- B. Discussion and Consideration Regarding the Reserve Policy Developed by the Ad Hoc Committee and Provide a Recommendation to the Board of Directors
- C. Discussion Regarding the Committee Bylaws Developed by the Policy Committee and Recommendations to the Policy Committee
- D. Discussion and Consideration Regarding Rescheduling the July 2019 Finance Committee Meeting Date
- E. Discussion to Identify Outstanding Business Items for the Finance

Committee

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CAMBRIA COMMUNITY SERVICES DISTRICT
RESOURCES & INFRASTRUCTURE COMMITTEE AND FINANCE COMMITTEE SPECIAL
JOINT MEETING MINUTES
Tuesday, May 14, 2019 2:00 PM

1. CALL TO ORDER

Interim General Manager Ogren called the meeting to order at 2:07 p.m. with all committee members present.

2. PUBLIC COMMENT ON AGENDA ITEMS

Public Comment:
None.

3. REGULAR BUSINESS

A. Introductions

The Committees and staff introduced themselves. The following committee members were present:

Paavo Ogren
Haley Dodson
Cindy Steidel
Ted Siegler
Marvin Corne
Cheryl McDowell
Mary Maher
Dewayne Lee
Paul Nugent
Brad Fowles
Jim Webb
Tom Gray
Karen Dean
Donn Howell
John Allchin

Public Present:
Elizabeth Bettenhausen
Allan Dean
Laura Swartz
Crosby Swartz
Toni Artho
Delon Blackburn
Harry Farmer

B. Discussion of Objectives for Joint Meeting

Mr. Ogren introduced the item and provided a brief summary of the item and turned it over to Chairman Steidel.

Chairman Steidel stated the referral from R&I, that there was an expectation to positively consider the turn-key program.

Vice Chair Siegler said PG&E could give us a head start to get our projects done. He asked what the risk is if we embark on the PG&E turn-key project? I would like to feel certain that we are going to follow through and continue to use PG&E as our implementation manager, so we don't end up committing to \$540k.

Committee member Lee stated are we going to get studies? Recommendations? Applied toward some hard assets? Is there a list of what was accomplished last year up to this point. We recommended and budgeted a few number one priority water and wastewater projects last year. How many have been completed?

Mr. Allchin stated that he believes the 218 budget only allowed for \$200,000 for the truck and influent screen.

Vice Chair Dean stated those items were completed.

The committees had an extensive discussion regarding the Bartle Wells study and Capital Improvement Plan (CIP).

Mr. Ogren stated he thinks it's important to compare the priority list from the Bartle Wells study to the priority list that they are reviewing at the meeting.

Public Comment:
Crosby Swartz

Mr. Ogren stated we are setting up the spreadsheets to show how much revenue we got per billing period and track what we expected. Are we collecting the amount of revenues we projected during the first four billing periods?

Committee member Dean stated the committee came up with prioritized lists with John and Jim. We need to look at the new CIP list.

Mr. Allchin stated priorities that were two, three or four may be moved to priority one.

Public Comment:
Elizabeth Bettenhausen

C. Discussion of Resources and Infrastructure Committee CIP Prioritization

I. Water Systems Priorities

Chairman Howell stated it is the recommendation of the R&I committee that we have a formal motion to recommend that we accept the water priority list as given with the provision that priorities can change in the event that emergencies come up.

Chairman Steidel stated the project cost totals would be in excess of revenues. The project costs don't happen all at once in looking at the data. Example: Item 2 replacing water meters. They won't be done all at one time.

Mr. Ogren stated we need to report back to R&I what we can put back in the budget at the June meeting.

Committee member Siegler asked about SCADA. Is the implementation of SCADA supposed to capture the needs of SWF or is it the non-SWF water system? If it is SWF, we should look for funding from that side as

well. Secondly, is there SCADA interaction between the water and wastewater systems that may affect the budget? The budget is \$1 million between water and wastewater so it's a big deal.

John Allchin responded that the SCADA at SWF is not compatible with anything else. The water SCADA is not working properly and needs to be fixed. Water and wastewater are separate SCADA systems. It's best not to mix water and wastewater SCADA systems.

Public Comment:

Crosby Swartz
Elizabeth Bettenhausen

Committee member Maher pointed out that all the number 1's on the list add up to \$440,000.

Mr. Ogren asked if the committees are comfortable making recommendations for the items that add up to the \$440,000 on the condition that the available balance would be for water meter replacements and upgrades? Before taking any action on water meter replacements and upgrades, the overall program implementation needs to be reviewed by R&I first.

Vice Chair Siegler stated it's hard to make that recommendation without seeing the budget. We also want to make sure we have the bandwidth to tackle the \$440,000 worth of projects plus water meter replacements.

Mr. Ogren said the R&I committee has already made the recommendation on the priority of the CIP list. Any unused funds from the \$440,000 not used in the first year will be rolled over into the next year.

Chairman Steidel said we can consider doing targeted reserves to cover the cost of the meters into future years.

Vice Chair Siegler would like the R&I to consider meter replacement as a priority 1 issue.

Committee member Gray stated not all meters are as high priority to replace as others.

Mr. Ogren stated that I think we're in agreement that the the number 1 priorities are the water line across the pedestrian bridge and SCADA and once R&I has their recommendations, then Finance can cancel the designated the reserves. If we don't set it up as a designated reserve and it's in the budget with the caveat that we go back to the Board of Directors, then I don't think we have to go back to Finance prior to going to the Board. That is really the Finance committee's preference.

Mr. Ogren continued, does the Finance Committee want to see this on your agenda mid-year? If you do, we set it up as a designated reserve. If you're fine with it going directly to the Board, then it's put into the budget, it's not a designated reserve, and it doesn't have to come back to the Finance Committee mid-year. You don't have to answer this today. We'll be reviewing the budget in a few weeks and you can decide then.

II. SWF System Priorities

Chairman Howell stated it is the recommendation of the R&I committee that we have a formal motion to recommend the SWF CIP with priorities as indicated with the provision that priorities can change in the event of emergencies.

Public Comment:

Elizabeth Bettenhausen

Mr. Ogren states the \$40,000 for work by the Army Corp. to come up with alternative ways to dispose of SWF brackish water brine shouldn't be included in the CIP list. It will come from Army Corp money.

Vice Chair Siegler suggests leaving it on the page, but with \$0.

Mr. Ogren thinks a footnote would be appropriate.

Vice Chair Dean states we are now looking at \$210,000 in priority 1s, and not \$250,000. It's suggested to move the \$40,000 to EIR consulting, an increase from \$110,000 to \$150,000.

Mr. Ogren suggests moving the \$40,000 to contingencies. The committees agreed.

A discussion was had regarding tank replacements.

The committee took a break at 3:43 p.m. and reconvened at 3:51 p.m.

III. Wastewater System Priorities

Chairman Howell stated the R&I committee formally recommends through the Finance Committee and to proceed with the Sustainable Solutions Turnkey (SST) program. PG&E acts as a project manager. We are asking the Finance Committee to initiate the initial payment to commence the investment grade audit (IGA). If we decide to not go with the IGA, we need to review the list and perhaps move forward with the items this year.

Chairman Steidel stated this assessment was to review potential energy savings at the Wastewater Treatment Plant. That was the Sustainable Solutions Turnkey program. An energy assessment was done by PG&E, a preliminary energy assessment (PEA). PG&E will be performing an IGA for the 12 items defined. If we decide to go forward with the IGA for the 12 items, \$160,000 is due to PG&E by the District at signing. These funds will come out of the FY 2018/19 budget. A couple of potential benefits to moving forward with the program – work content will extend the WWTP by approximately 20 years, which is a significant accomplishment for the community. There would be a reduction in competing resources. District staff would be freed up to do maintenance and operational work at the WWTP.

IV. PG&E Turnkey Project – see Addendum 1 – Replaced with Addendum 2

The committees had an extensive discussion regarding the PG&E turnkey program.

Public Comment:
Leslie Richards

Mr. Allchin answered the committees' questions regarding the PG&E turnkey program.

Public Comment:
Laura Swartz
Crosby Swartz

D. Discussion of Approach to Budgeting CIP within the 2019/2020 Budget

Mr. Ogren stated we've embedded this item in all of the discussions so far. Follow up actions by each committee: We've talked about the need to get into more of the details with R & I on capital project development. One of the big examples we had was the meter replacement program, but it's not the only

example. For Finance, there's follow up with respect to the turnkey project, the funding options, is there debt options, should we do some due diligence work in advance with regard to USDA funding programs and what do we think our actual capacity might be. The questions for the two committees overall are how satisfied are you with these discussions so far? Do we need to extend time? Do you think that we've met the primary objectives of the joint meeting so that each committee is able to move forward?

Mr. Ogren asked Vice Chair Siegler/Committee member Maher (budget ad hoc committee), if they have any additional comments?

Vice Chair Siegler said the real issue is seeing the rest of the numbers laid out. It's been helpful with thinking about the CIP.

Mr. Ogren said he wants to recognize all the work that's been done by the R & I committee, the Finance committee and District staff John Allchin and Jim Green.

- E. Discussion of 2019/2020 follow-up Actions by Each Committee
 - I. Final Evaluation of PG&E Turnkey Project
 - II. Other Actions Relating to Capital Projects Development

This item was not discussed at the meeting.

4. **ADJOURN**

The committees adjourned the meeting at 5:03 p.m.

**FINANCE COMMITTEE AND RESOURCES AND INFRASTRUCTURE COMMITTEE
SPECIAL JOINT MEETING SIGN-IN SHEET**

Meeting Date: May 14, 2019

Name	Name
Kaoru Dean	
ALLAN DEAN	
JIM WEBB	
Cheryl McDaniel	
Marvin Evans	
Mg Mehan	
Douglas Lee	

Haley Ann	



FINANCE COMMITTEE

REGULAR MEETING
 Tuesday, May 28, 2019 - 10:00 AM
 1000 Main Street, Cambria, CA 93428

MINUTES

A. CALL TO ORDER

Chairman Steidel called the meeting to order at 10:02 am.

B. ESTABLISH QUORUM

A quorum was established.

Committee members present: Cindy Steidel, Ted Siegler, Mary Maher, Marvin Corne, Cheryl McDowell Absent: Dewayne Lee

Staff present: Interim General Manager Paavo Ogren, Finance Manager Pam Duffield, Fire Chief William Hollingsworth, Chief Plant Operator Jim Green, Wastewater System Supervisor John Allchin, Facilities and Resources Supervisor Carlos Mendoza, Management Analyst Melissa Bland

Public Present:

C. CHAIRMAN'S REPORT

1. PUBLIC COMMENT

2. CONSENT AGENDA

A. Consideration to Approve the April 23, 2019 Regular Meeting Minutes

Motion to approve the minutes with amendment to note that adjournment was at 12:15.

Motion by: Committee member Maher

Seconded by: Committee member Corne

The motion was approved 4-Ayes (Siegler, Maher, McDowell, Corne), 0-Nays, 0-Abstain (Lee - absent)

3. REGULAR BUSINESS

A. Discussion and Consideration to Review the Preliminary Budget FY 2019/20 and Approve Recommendations to the Board

Motion: Extend the meeting to 12:30

Motion by: Committee member Corne

Seconded by: Vice-chair Siegler

The motion was approved 4-Ayes (Siegler, Maher, McDowell, Corne), 0-Nays, 0-Abstain (Lee – absent)

No further motions were made. The committee agreed that the Budget Ad Hoc Committee would meet with Interim General Manager Paavo Ogren and Finance Manager Pam Duffield on Thursday June 6th at 1:30 and the Committee would hold a special meeting on Tuesday June 11th at 10:00 am to discuss and consider further work on the budget.

B. Discussion and Consideration Regarding the Reserve Policy Developed by the Ad Hoc Committee and Recommendations to the Board

This item was deferred to a future meeting.

C. Discussion and Consideration Regarding the Committee Bylaws Developed by the Ad Hoc Committee and Recommendations to the Board

This item was deferred to a future meeting

4. FUTURE AGENDA ITEMS

5. ADJOURN

Chairman Steidel adjourned the meeting at 12:25 pm.

FINANCE COMMITTEE MEETING SIGN-IN SHEET

Meeting Date: May 28, 2019

Name	Name
<i>Cheryl McDaniel</i>	
<i>Mary Mher</i>	
HARRY FARMER	
<i>Mervin Corne</i>	
<i>Franco Ogren</i>	
Melissa Blund	
<i>John Alchin</i>	
<i>Pam Duffield</i>	

**Cambria Community Services District
FY 2019/20 Department Line Item Budget Requests**

Fund	Department	Budget Item Request Description	Line Item Request Amount	FY 2019/20 Funded Amount	FY 2019/20 Unfunded Amount
General Fund	Fire	Image Trend EMS Software	2,800	2,800	-
General Fund	Fire	Image Trend Fire Software	2,000	2,000	-
General Fund	Fire	SCBA Fire Flow Testing	600	600	-
General Fund	Fire	Fuel Station Computer Replacement	7,500	7,500	-
General Fund	Fire	SCBA Bottle Replacements (6)	12,000	6,000	6,000
General Fund	Fire	Computer Replacements (3)	5,000	-	5,000
General Fund	Fire	Copier Replacement	6,000	-	6,000
General Fund	Fire	Rope Rescue Gear	3,000	3,000	-
General Fund	Fire	Replace Gym Equipment	5,300	-	5,300
General Fund	Fire	Station Security Upgrade	72,000	10,000	62,000
General Fund	Fire	Radio Upgrade/Replacement	75,000	75,000	-
General Fund	Fire	Public Information - website	1,200	1,200	-
General Fund	Fire	Public Events	1,000	1,000	-
General Fund	Fire	Office Supplies	1,000	1,000	-
General Fund	Fire	Printing & Shipping	1,200	1,200	-
General Fund	Fire	Membership, Dues & Publications	1,500	1,500	-
General Fund	Fire	FR Haz Defensible Space/Chipping	10,300	2,000	8,300
General Fund	Fire	Employee Recognition	500	500	-
General Fund	Fire	Employee Recruitment	500	500	-
General Fund	Fire	FD-Aware/Education/Cert	7,500	7,500	-
Sub-Total			215,900	123,300	92,600
General Fund	Facilities & Resources	Addition of Maintenance Worker (Step E & Benefits)	86,750	-	86,750
General Fund	Facilities & Resources	Buildings & Grounds Increase for Homeless camp cleanup, weed abatement & tree removal	15,000	7,000	8,000
General Fund	Facilities & Resources	Fiscalini Ranch Increase for Parking Lot Maint, Dog Park Fence, ADA Pathway	30,000	14,000	16,000
General Fund	Facilities & Resources	Paint Ladder Rack F250	1,000	1,000	-
General Fund	Facilities & Resources	Repairs to Tractor & Skid Steer	2,819	2,819	-
General Fund	Facilities & Resources	Equipment Rental of Stump Grinder	1,200	1,200	-
General Fund	Facilities & Resources	Center St Sidewalk Repairs	15,000	15,000	-
General Fund	Facilities & Resources	Vets Hall Replace Legion Kitchen Roof	19,000	-	19,000
General Fund	Facilities & Resources	Vets Hall Public Restroom Improvements	7,500	-	7,500
General Fund	Facilities & Resources	Vets Hall Shed Replacement	5,000	-	5,000
General Fund	Facilities & Resources	Vets Hall Replace Sewer Main Line	50,000	-	50,000
General Fund	Facilities & Resources	Vets Hall Paint Exterior Building	25,000	-	25,000
General Fund	Facilities & Resources	Vets Hall Recoat/Seal & Restripe Parking Lot	15,000	-	15,000
Sub-Total			273,269	41,019	232,250
General Fund	Administration	Addition of Clerical Assistant (Step E & Benefits)	68,290	68,290	-
General Fund	Administration	Tyler Annual Maintenance	36,800	36,800	-
General Fund	Administration	Purchase Admin Software (add full system cost)	68,900	68,900	-
General Fund	Administration	Purchase Fixed Asset Module	1,260	1,260	-
General Fund	Administration	Purchase Work Order Module	6,300	6,300	-
Sub-Total			181,550	181,550	-
Total General Fund			670,719	345,869	324,850
Water Fund	Water	Addition of Water Operator II (Step E & Benefits)	98,970	98,970	-
Water Fund	Water	Annual Tank Inspection	10,000	10,000	-
Water Fund	Water	SS Well Field Dosing Lines & Analyzers	7,500	7,500	-
Water Fund	Water	Paint Building	10,000	10,000	-
Water Fund	Water	Reporting Software	2,000	2,000	-
Water Fund	Water	Replace 3 Computers	5,000	5,000	-
Water Fund	Water	Urban Water Mgmt Plan	30,000	30,000	-
Water Fund	Water	Water Use Efficiency Plan Update	10,000	10,000	-
Water Fund	Water	Replace 2005 F150 Truck	35,000	35,000	-
Water Fund	Water	Security Improvements @ WTP	9,000	9,000	-
Sub-Total			217,470	217,470	-
Water Fund	SWF - Operations	Replace Analyzers (2)	7,500	7,500	-
		Reduce Tank Rental to 3 Months	(18,688)	(18,688)	-
Sub-Total			(11,188)	(11,188)	-
Water Fund	SWF - Capital	Pickling of Filters for Preservation	60,000	60,000	-
Water Fund	SWF - Capital	Increase in Off Hauling Expense	10,000	10,000	-
Sub-Total			70,000	70,000	-

Cambria Community Services District
 FY 2019/20 Department Line Item Budget Requests

Fund	Department	Budget Item Request Description	Line Item Request Amount	FY 2019/20 Funded Amount	FY 2019/20 Unfunded Amount
Wastewater Fund	Wastewater	Addition of (2) Wastewater Collection System Operator (Step E & Benefits)	183,280	183,280	-
Wastewater Fund	Wastewater	Paint Building	20,000	20,000	-
Wastewater Fund	Wastewater	Replace Computers	10,000	10,000	-
Wastewater Fund	Wastewater	SWPPP Update	3,000	3,000	-
Wastewater Fund	Wastewater	Haz-Com Update	2,000	2,000	-
Wastewater Fund	Wastewater	Fuel Storage Emergency Response Update	2,000	2,000	-
Wastewater Fund	Wastewater	Odor Control Update	2,000	2,000	-
Wastewater Fund	Wastewater	SSMP Update	14,000	14,000	-
Wastewater Fund	Wastewater	Operation Maint & Mgmt Program Update	14,000	14,000	-
Wastewater Fund	Wastewater	Security Improvements @ WWTP	9,000	9,000	-
Wastewater Fund	Wastewater	Replace Racks on 1996 F150 Truck	25,000	25,000	-
		Sub-Total	284,280	284,280	-
Total Enterprise Funds			560,562	560,562	-



**CAMBRIA COMMUNITY SERVICES DISTRICT
BUDGET POLICY**

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I. PURPOSE

It is the policy of the Cambria Community Services District that an annual Budget will be prepared, presented to the Board of Directors for approval and used as the guide for District spending decisions each year.

The annual budget serves multiple purposes:

- Translate District plans into financial estimates of the impact of those plans.
- Provide a template for resource allocation.
- Establish spending controls consistent with District needs and Board objectives.
- Provide a basis for evaluation of actual spending during the year.
- Provide a guidepost for expectations and a basis for determining when actual events are inconsistent with those expectations.

With its approval, the Board of Directors authorizes General Manger to plan for and take actions that are consistent with the Budget, within the limits of other Board policies. Prior to taking action that is inconsistent with either the Budget or other policies, the General Manager will raise the issue for discussion and approval at a public meeting.

II. PROCEDURES

A. Plans, goals, resources

A budget is a financial manifestation of plans and goals. In order to be meaningful, the Annual Budget must include a discussion of District goals and objectives, plans to accomplish those objectives (in the case of multi-year objectives the Annual Budget will address what will be accomplished in the relevant year), available resources and discussion of trade-offs between competing objectives and available resources.

Plans and objectives must be consistent with overall Board policy and direction. They should be developed in such a way that they are measurable. During the year and following each year, the General Manager will report on achievements and gaps between what was achieved and initial plans and objectives. These reports will include the financial implications of these achievements and gaps and plans for remediation if necessary. Interim reports will be presented on at least a quarterly basis.

B. Calendaring

The Annual Budget must be prepared and presented to the Board in a timely fashion. Except under exceptional circumstances, requiring approval by the Board, the Budget must be approved prior to the beginning of each fiscal year. The typical schedule will include the following:

- In April, the Board must consider and approve any changes to rates for the following year.
- Preliminary budget submitted for review by the Standing Finance Committee at the beginning of May.

- Revised preliminary budget, incorporating input from the Standing Finance Committee where appropriate, submitted to the Board at its regular May meeting.
- Annual Budget, incorporating input from the Board, submitted for approval at the regular June Board meeting.
- Special meeting(s) of the Standing Finance Committee and/or the Board may be necessary to resolve difficult issues prior to finalizing the Annual Budget.

C. Mid-year Budget Update

If there is an event or events that materially impacts the assumptions in the Annual Budget, the General Manager will propose and present a midyear update for approval. Any midyear update will be prepared on a schedule that leads to approval as soon as practical after the regular December Board meeting, but no later than the regular February Board meeting. Changes should be limited to the impacts of the triggering event on plans, objectives and financial performance.

D. Organization chart and headcount

Budget documents will include both an organization chart and a full-time equivalent count of employees. The full-time equivalent of employees will, at a minimum, display the number of employees at the end of the two years prior to the current budget (for example 2016-17 and 2017-18 for the 2018-19 budget) as well as planned headcount at the end of the current budget year.

Full-time equivalent will only include the employee count. Contractors, Consultants and Temporary employees will be represented in the organization chart to give a clear picture of staffing required to fill the needs of the District. Vacant positions will also be identified.

Potential open positions that will not be filled due to budget constraints should also be noted. New positions require justification and the General Manager is encouraged to provide a discussion about the relative merits for creating and filling positions.

E. CIP

Capital spending plans are by their nature multi-year. Each year, prior to budget preparation, the General Manager should evaluate the needs and solicit appropriate committee feedback relative to acquiring or replacing infrastructure, facilities, equipment and other capital items. These plans should prioritize the acquisitions and identify funds available to achieve the plans. All plans should include discussion of the impact of acquiring assets and/or failing to acquire them due to resource limitations.

F. Overhead Allocation

Overhead allocation is a tool to match the costs of administrative functions to the operating activities of the CSD. Administrative functions will be charged to a department or departments that are accounted for in the General Fund (Fire, Facilities & Resources and Administration). Allocation to the Enterprise Funds, (Water, including the SWF, Wastewater) is necessary to

assure that rates will be set to properly reimburse the General Fund for expenses necessary to the delivery of services.

Overhead allocation will take into account four criteria:

- Recovery based on equal distribution to all departments.
- Recovery based on relative size of department. The term “relative size” is a subjective determination based on estimates of each department’s use of resources and impact on the District’s overall mission.
- Recovery based on full-time equivalent employees.
- Recovery based on percent of administrative labor applied to departments as determined by interviewing administrative personnel.

Each type of administrative spending will be reviewed to determine the best method, of the four criteria defined above, to allocate that expense to the operating departments.

As part of the budget process, the charges to each operating department will be the percentage of total overhead budget derived from aggregating the recoveries applied to each spending line item. The percentage of overhead spending allocated to each operating department will be set at the beginning of the year and will not be changed unless there is a material change in actual or anticipated overhead spending, or a change in the nature of one or more operating departments that would cause a material change in the recovery methodologies.

G. Income Allocation – Property Tax and Other

Property taxes are the primary source of funds for the General Fund departments. Since administrative overhead is fully allocated, no property tax receipts will be allocated to the administrative department(s). Currently, the departments receiving allocations of property tax are the Fire Department, the Facilities and Resources Department and the Parks, Recreation and Open Space department.

Allocation of property taxes is discretionary. Ultimately, the allocation is the proper responsibility of the CSD Board of Directors. The methodology is iterative. The General Manager should budget expenses for each of the General Fund departments with an understanding of the likely level of property tax receipts. Once expenses are projected, the General Manager will make a recommendation to the Board about the appropriate allocation of property tax receipts. The recommendation should include discussion about the choices made in the spending projections and potential competition between departments for limited funds. The Board will determine the extent to which it agrees with the General Manager’s priorities and allocate anticipated property taxes appropriately. If necessary, the Budget will be revised to take into account the Board’s allocation decision.

Minor sources of income, such as fees and grants, are generally specified to certain funds. When the purpose is unspecified, the Board will allocate funds based on recommendations by the General Manager.

H. Structure

Working with the General Manager, the Board should set operating and financial objectives. This process is discussed above. From a structural standpoint, the budget's financial documents must reflect the financial impact of these objectives. More specifically, budget documents must contain at least the following information:

- Estimated Fund Balance
- Receipts of funds
- Loan Proceeds (external and interfund)
- Expenses
- Capital expenditures
- Loan Repayments (external and interfund) • Allocation to reserves for:
 - Emergency
 - Replacement
 - Unfunded liabilities such as
 - Other
- Other receipts or expenses
- Ending Fund Balance

To the extent necessary, the budget must contain appropriate documents with detail supporting the above line-items.

I. Consolidation Entries

The budget will include at least two consolidation levels: General Fund and District. In the process of consolidation, internal transfers will be eliminated to avoid overstating income and expenses. Internal transfers include, but are not limited to, overhead allocation and interfund loans.

CAMBRIA COMMUNITY SERVICES DISTRICT RESERVE POLICY

Purpose: The Cambria Community Services District shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. Funds established under this policy shall function as both Capital Outlay and Contingency Reserves. This policy establishes the procedure and level of reserve funding to achieve goals, including the following:

- a. Maintain operational sustainability in periods of economic uncertainty.
- b. Contingencies (i.e. unplanned but necessary expenditures, emergencies, disasters, etc.)
- c. Fund replacement and major repairs for the district's major assets and infrastructure.
- d. Fund multi-year capital improvements.
- e. Fund designated projects/programs or other special uses not otherwise funded by current operational income, grants or other available sources.

The District will account for reserves as required by Governmental Accounting Standards Board Statement No. 54 which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or district policy shall be deemed "unassigned" and "assigned" reserves. Reserves set aside pursuant to this Policy will be matched by cash investments.

Policy: Use of District Reserves is limited to available "Unrestricted" Funds, including donations, interest earned, fees for service, tax revenues or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors.

- a. Reserve Funds will be set aside in each of the District's three Funds (General, Water and Wastewater). The Board of Directors will determine the amount to be set aside as Reserves as line-items in the Annual Budget. At a minimum, the lesser of \$_____ and ___% of revenue will be set aside. In the event that any of the District's Funds receives material, unanticipated eligible revenue (e.g. a windfall) or budget surplus, the Board will consider setting aside some or all of such unanticipated revenue or surplus for reserves before committing expenditure for other purposes. The accumulated balance of unassigned Reserve Funds will not exceed ___% of the respective Fund's prior year Unrestricted Income. Assigned Reserve Funds shall not exceed the specific purpose for which they are accumulated.
- b. Reserves will be set aside for the following purposes:
 - a. General Fund unassigned Reserves:
 - i. Operating Reserve: Funds to be used to provide for operations in anticipation of Property Tax receipts. Any reserves used for this purpose will be replaced when the Property Taxes are received.
 - ii. Contingencies
 - b. General Fund assigned Reserves:
 - i. Vehicle Fleet purchases to support District operations.
 - ii. Technology Reserve to purchase hardware and software to support District operations.

Attachment to Regular Business Item 3.B.

- iii. Capital Improvement expenditures to purchase necessary capital assets or repair, replace, or extend the life of existing assets.
- iv. Special Projects identified by District Staff or the Board of Directors including responses to regulatory requirements.
- c. Water Fund unassigned Reserves:
 - i. Income buffer to be used when income is reduced as a result of unanticipated drops in demand due to conservation during dry years
 - ii. Contingencies.
- d. Water Fund assigned Reserves:
 - i. SWF Operations set aside during years of non-operation to anticipate expenses incurred when the plant is operated.
 - ii. Vehicle Fleet purchases to support District operations.
 - iii. Technology Reserve to purchase hardware and software to support District operations.
 - iv. Capital Improvement expenditures to purchase necessary capital assets or repair, replace, or extend the life of existing assets.
 - v. Special Projects identified by District Staff or the Board of Directors including responses to regulatory requirements.
- e. Wastewater Fund unassigned Reserves:
 - i. Income buffer to be used when income is reduced as a result of unanticipated drops in demand due to conservation during dry years.
 - ii. Contingencies
- f. Wastewater Fund assigned Reserves:
 - i. Vehicle Fleet purchases to support District operations.
 - ii. Technology Reserve to purchase hardware and software to support District operations.
 - iii. Capital Improvement expenditures to purchase necessary capital assets or repair, replace, or extend the life of existing assets.
 - iv. Special Projects identified by District Staff or the Board of Directors including responses to regulatory requirements.

Monitoring Reserve Levels: The General Manager, in collaboration with the Financial Manager, will report to the Board of Directors, on a semi-annual basis, Reserve Balances and Activity. Additional information will be provided:

- a. When a major change in conditions threatens the reserve levels established by this policy,
- b. When a major change in conditions calls the effectiveness of this policy into question, or
- c. Upon Board of Directors request.

Color Code of Text

Blue – Steidel

Green – From CCSD Board Bylaws, Tailored for Committee Use, by direction of President Pierson

Red – Latest Language in R&I Bylaws

Purple – Finance Committee Language which differs in structure from R&I Bylaws

CAMBRIA COMMUNITY SERVICE DISTRICT FINANCE STANDING COMMITTEE BYLAWS

I. STATEMENT OF PURPOSE AND AUTHORITY

A. The Finance Standing Committee serves as an Advisory resource to the Cambria CSD Board of Directors providing oversight for transparent budget processes and financial management that promote fiscal stability and instill public trust. In addition, the Committee will support and work directly with the General Manager and Finance Manager in enhancing financial integrity and monetary discipline.

B. Maintain collaborative working relationships with the public, **other standing committees** and the CCSD Board of Directors. Support other standing committee's fiscal review needs.

C. Apart from their normal function as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.

II. STATEMENT OF RESPONSIBILITIES

A. At the direction of the Cambria CSD Board of Directors: 1) discuss, receive public input and advise the Board on Financial matters; **2) provide financial review, assessment and recommendations to district staff and CCSD Board of Directors regarding potential projects available to the district by private, public, county or state entities.**

B. Members of the Committee and their activities are bound by all applicable provision of the Brown Actions (Government Cod Sections 54950, et seq.).

C. Member 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).

D. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics in all actions.

III. TERMS OF APPOINTMENT AND OFFICES

A. The Committee shall consist of five members from the community with full voting privileges and one ex officio board director as chairperson. Committee members shall be appointed by the CCSD Board of Directors with a majority vote.

B. Each Citizen Committee member shall serve a **two-year term**. Upon the request of a retiring Committee member, at the end of a completed term of office, with the recommendation of the Committee, and at the direction of the CCSD Board of Directors, a committee member may be appointed for **additional term two year terms, in increments**.

C. Each Committee member shall live within the CCSD boundaries, hold no other public office within the CCSD, and shall serve at the pleasure of the CCSD Board.

D. The members of the Committee shall elect a Vice-Chairperson and Secretary, and the Chairperson shall be appointed by the CCSD Board of Directors. The Chairperson shall preside over meetings, appoint appropriate committees, sign reports, establish meeting agendas and represent the Committee at the regular Board meeting. In the absence of the Chairperson, the duties of this office shall be performed by the Vice Chairperson. The terms of these offices shall be one year with elections occurring at the first regular meeting of each year.

IV. DUTIES OF COMMITTEE OFFICERS AND COMMITTEE MEMBERS

A. The Chairperson shall:

1. Chair the Finance Committee Meetings
2. Chair the Finance Executive Committee to include the Chairperson and Vice Chairperson
3. Vote only in the event of a tied vote of the community members of the Committee.
4. Coordinate input for agenda topics for the monthly Finance Committee meetings with CSD staff.
5. Develop an Annual Calendar of Events that includes Joint Standing Committee meetings supporting budget development.
6. Appoint Ad hoc committees as needed.
7. Act as liaison to CCSD standing committees and appoint representatives to act as liaison to other committees.

B. The Vice Chairperson shall:

1. Perform the duties of the Chairperson in his or her absence.
2. Coordinate preparation of Finance priorities with the Chairperson to be submitted to the CCSD staff.
3. Attend Executive Committee meetings as needed.

C. The Secretary shall:

1. Record the minutes of the meetings, ensuring the accuracy of when, how and by whom the Committee's business was conducted. Minutes are recorded in written form as well as my audio recording.
2. Include at a minimum: The date, time and location of the meeting; a list of the Committee members present and absent; a record of reports presented and by whom; the text of motions presented and description of any action taken, list of items considered for future agenda, time of meeting adjournment.
3. Submit the draft written minutes and audio recording to CCSD staff for the record.

D. Committee Members:

1. Information that is exchanged before meetings shall be distributed through the District Clerk and Committee members will receive all information being distributed as part of the normal meeting Agenda posting.
2. Committee members shall at all time conduct themselves with courtesy to each other, to staff and to member of the audience present at Board meeting.
3. Individual Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual members should not create barriers to the implementation of any action voted upon by the committee.

V. AGENDA PROCEDURE

- A. Finance Standing Committee Regular Meetings
 1. The Committee shall meet within the jurisdictional boundaries of the CCSD except in an emergency.
 2. Member shall provide input on the agenda to the Chairperson.
 3. Executive Committee shall develop the draft agenda with the CCSD staff
 4. CCSD staff shall prepare the final agenda, attachments and emails to all Finance Committee members. Agendas are distributed to an agenda distribution list.
 5. CCSD staff shall post agendas at the District Administrative Office, Veteran's Memorial Hall, and the Cambria Public Library.

VI. Ad Hoc Committees

The Chairperson shall appoint Ad Hoc committees as may be deemed necessary or advisable. The duties of an Ad Hoc committee shall be outlined at the time of the appointment and an ad Hoc committee shall be considered dissolved when its final report has been made.

VII. COMMITTEE PROCEDURES

A. The committee shall meet on the fourth Tuesday of each month unless otherwise publicly noticed 72 hours in advance. The Committee may call public noticed special meetings as needed.

B. A majority of the committee members shall constitute a quorum.

C. All Committee meetings shall be conducted by laws governing open meetings and public participation

D. The CCSD Board shall appoint staff liaison to the Committee for the purpose of improving the flow of communication between the entities.

E. The CCSD General Manager, or his/her designated representative(s) shall assist the Committee as Staff to the Committee

F. After two consecutive unexcused absences of a committee member, the Committee, by a majority vote, may recommend to the CCSD Board the dismissal of said Committee member.

G. 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 to the CCSD Board the removal of said member.

H. Committee members desiring to resign shall submit a letter of resignation to the Committee Chairperson and this shall be forwarded to the CCSD Board.

I. Each committee member shall be appointed for a two-year term in concurrence with the CCSD Board of Director elections. Committee members shall be asked to declare their intent to continue service yearly. When committee members decide to terminate service, the remaining committee members shall recommend community members to be voted on by the CCSD Board of Directors. (This is from R&I Committee Adopted Bylaws) (This different from the Finance article J below.)

I. To fill a vacancy on the Standing Finance Committee resulting from the expiration of a regular term of office with no request for reappointment, such vacancy shall be advertised for a minimum of two weeks in the local Newspaper, and posted at all Cambria CSD public information bulletin boards. The application period shall extend from the date of first posting the vacancy until a date four weeks following. Applications may be obtained at the Cambria CSD Administrative Offices during normal business hours during the application period. (This is from Finance Bylaws).

J. Vacancies of unexpired terms of office of regular Committee members shall be filled from current applications. Such vacancy shall be filled by appointment of the Cambria CSD Board of Directors. (This is from Finance Bylaws).

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER, Newly Revised, shall govern the Committee in all cases to which they are applicable and in which they are not consistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

IX. AMENDMENTS TO BYLAWS

The Bylaws may be amended by majority vote at any regular meeting of the Committee provided that written notice of the proposed changes is mailed to each member of the Committee no less than one week in advance. Changes must be approved by the CCSD Board.

Draft, June 13, 2019
 CAMBRIA COMMUNITY SERVICE DISTRICT
 STANDING COMMITTEE BYLAWS (Draft)

1. STATEMENTS OF PURPOSE

1.1. Finance Committee

- (a) The Finance Standing Committee serves as an advisory resource to the Cambria Community Services District Board of Directors with the purpose of providing oversight for transparent budget processes and financial management that promote fiscal stability and instill public trust. In addition, the Committee supports and works directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline.
- (b) At the direction of the Cambria CSD Board of Directors, the Committee: 1) discusses and receives public input and advises the Board on Financial matters; 2) provides financial review, assessment and recommendations to district staff and CCSD Board of Directors regarding potential projects available to the district by private, public, county or state entities, including preparation of Finance priorities for submission to the CCSD staff.
- (c) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (d) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports other standing committees' fiscal review needs.

1.2. Resources and Infrastructure Committee

- (a) The Resources and Infrastructure Standing Committee serves as an advisory resource to the Cambria Community Services District Board of Directors on matters concerning infrastructure and resources. The Committee's purpose is to:
- (b) Assess existing resources and gather information regarding infrastructure and resource needs of the community.
- (c) Establish a collaborative working relationship with the public and the CCSD Board of Directors.
- (d) Create plans for meeting the needs of the community within the bounds of current and potential resources and priorities of the CCSD.
- (e) Recommend plans of action to the Directors of the CCSD regarding actions to meet the community infrastructure and resources needs.
- (f) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (g) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. Support other standing committees' resource and infrastructure review needs.

1.3. Policy Committee

- (a) The Policy Standing Committee serves as an advisory resource to the Cambria Community Services District Board of Directors on matters of operational and governance policy. The purpose of the Committee is to review existing operational and governance policies, focusing on the CCSD Board Policy Handbook, and to recommend new policies and changes to existing policies to the Board of Directors. At its discretion, the Board may assign other policy work to the Committee.

- (b) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (c) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports other standing committees' policy review needs.

2. COMMITTEE MEMBERS

- 2.1. The Standing Committee shall consist of five volunteer members from the community and one board director to act as chairperson.
- 2.2. Each Committee member must live and be registered to vote within the CCSD boundaries.
- 2.3. Method of appointment
 - (a) The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval.
 - (b) Volunteer committee members shall be appointed by a majority vote of CCSD Board of Directors to two year terms
 - (c) To fill an opening on the Standing Committee resulting from the expiration of a regular term of office with no request for reappointment, such vacancy shall be advertised for a minimum of two weeks in the local newspaper, and posted on appropriate social media sites and at all Cambria CSD public information bulletin boards. The application period shall extend from the date of first posting of the vacancy until a date four weeks following. Application forms may be obtained and submitted at the Cambria CSD Administrative Offices during normal business hours during the application period.
 - (d) Upon the request of a Committee member, at the end of a completed term of office, with the recommendation of the Committee, and at the direction of the CCSD Board of Directors, a Committee member may be appointed for additional two-year terms, in increments.
- 2.4. Vacancies
 - (a) Vacancies of unexpired terms of office of regular Committee members shall be filled from current applications. Such vacancy shall be filled by appointment of the Cambria CSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually by the Board of Directors
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the committee.
- 3.3. Chairperson Duties
 - (a) Vote only in the event of a tie vote
 - (b) preside over meetings
 - (c) establish committee meeting agendas
 - (d) appoint appropriate ad hoc committees,
 - (e) sign reports
 - (f) represent the Committee at regular CCSD Board meetings
 - (g) Coordinate input for agenda preparation for the monthly Committee meetings with CSD staff.
 - (h) Develop a meeting calendar approved by the CCSD board, including Joint Standing Committee meetings.
 - (i) appoint committee members to act as liaison to another Standing Committee.
- 3.4. Vice Chairperson duties:
 - (a) Perform the duties of the Chairperson in their absence.
- 3.5. 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 audio recording to CCSD staff for the public record
- (c) Minutes should include at a minimum
 - the date, time and location of the meeting;
 - a list of the Committee members present and absent;
 - a record of reports presented and by whom;
 - the text of motions presented and description of any action taken
 - list of items considered for future agenda,
 - time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Cod Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual Committee members should not create barriers to the implementation of any action voted upon by the Committee.
- 4.6. Apart from their normal function as a part of the committee, members have no individual authority. As individuals, members may not commit the CCSD to any policy, act or expenditure
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a quorum of the Committee, may recommend action to the CCSD Board.
- 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

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

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD
- 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24 hour notice.
- 6.4. A majority of all committee members, including the Chair, shall constitute a quorum.
- 6.5. All Committee meetings shall be conducted by laws governing open meetings and public participation

6.6. The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.

7. PARLIAMENTARY AUTHORITY

7.1. The rules contained in the current edition of ROBERT'S RULES OF ORDER, Newly Revised, shall govern the Committee in all cases to which they are applicable and in which they are not consistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. AMENDMENTS TO BYLAWS

8.1. The Bylaws may be amended by majority vote at any regular meeting of the Committee provided that written notice of the proposed changes is mailed to each member of the Committee no less than one week in advance. Changes must be approved by the CCSD Board.

From Current Board Bylaws

9. COMMITTEES

9.1. The President shall make appointments to all committees subject to Board approval.

9.2. All committees shall meet within the jurisdictional boundaries of CCSD, except as may be permitted by the Brown Act.

9.3. The Board may appoint such AD HOC committees as may be deemed necessary or advisable. The duties of the AD HOC committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. AD HOC committees shall meet on an as needed basis.

9.4. Standing Committees:

(a) Standing Committees may be created at the Boards discretion.

(b) Standing Committees may consider CCSD related issues assigned to it on a continuing basis.

(c) All Standing Committees shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law

includes in Committee Bylaws

**State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION**

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ITEM DESCRIPTION

hereafter called the "Material," a copy of which is attached hereto as Exhibit "A".

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AGREED AND ACCEPTED

BY ▷	DATE	BY ▷	DATE
PRINTED NAME OF PERSON SIGNING		PRINTED NAME OF PERSON SIGNING	
ADDRESS		TITLE	DISTRICT/SECTION
CITY/STATE/ZIP CODE		State of California Department of Parks and Recreation	
PHONE NO.	EMAIL	PHONE NO.	EMAIL

California Department of Parks and Recreation Office of Grants and Local Services

parks.ca.gov/grants



The Competitive Review Team will assist you with competitive applications for the following grant programs

See page 2 for information about non-competitive grants such as the Per Capita Block Grant program.

COMPETITIVE PROGRAMS (Prop. 68)

Statewide Park Program (\$650 Million) parks.ca.gov/spp

This program will fund acquisition and construction projects for new parks and new recreation opportunities in critically underserved communities. This program's legacy started in Prop 84 (2006 Bond Act) with 900 applications requesting \$2.9 billion.

The Application Due Date is August 5, 2019 for the upcoming \$254.9 Million cycle.

Regional Park Program (\$23 Million) parks.ca.gov/rpp

This program will fund acquisition and construction projects to create, expand, or improve regional parks. Draft guidelines will be posted for comment soon. Funding available upon appropriation by the legislature.

Rural Recreation and Tourism Program (\$23 Million) parks.ca.gov/rrt

This program will create new recreation opportunities in support of economic and health-related goals in rural communities. (The definition of rural is subject to a comment period – grant guidelines will be available for comment soon). Funding available upon appropriation by the legislature.

COMPETITIVE PROGRAMS (Federal Funding)

Land and Water Conservation Fund (est. \$6 million for competitive funds annually)

www.parks.ca.gov/lwcf This program will fund acquisition or construction projects to create new outdoor recreation opportunities. An application request for proposals may occur in 2020.

Recreational Trails Program - Non Motorized Trails (est. \$1.7 million annually)

http://www.parks.ca.gov/?page_id=24324 This program will fund construction of new trails, trail expansions, trail renovations, and trail side amenities. An application request for proposals may occur in 2020.

The “Grant Administration” Project Officer is your contact for these two non-competitive Prop. 68 grant programs, and for the administration of active grant projects.

NON-COMPETITIVE PROGRAMS

Per Capita (\$185 Million) parks.ca.gov/percapita

Program provides a minimum of \$200,000 to cities and local districts, and \$400,000 to counties and regional districts in discretionary recreational infrastructure funding. Projects that do not serve a severely disadvantaged community have a 20% match. Draft guidelines are posted for review.

Recreational Infrastructure Revenue Enhancement (\$37 Million)

This program provides funds to local public entities that passed a revenue enhancement measure for the purpose of creating or enhancing recreational infrastructure between November 1, 2012 and November 30, 2018. Funds are awarded proportionally based on populations served, with each qualifying jurisdiction receiving at least \$250,000. Funds must be spent on recreational infrastructure. Draft guidelines may be posted later this year.

