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CAMBRIA COMMUNITY SERVICES DISTRICT

REGULAR MEETING

Thursday, January 17, 2013– 12:30 PM

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

AGENDA

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

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

1. **OPENING**

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

2. **SPECIAL REPORTS**

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

3. **ACKNOWLEDGMENTS/PRESENTATIONS**

(Estimated Time: 15 minutes)

4. **PUBLIC COMMENT**

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

(Estimated Time: 20 minutes)

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

(Estimated Time: 5 minutes)

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

- A. MANAGER'S REPORT

B. LONG TERM WATER SUPPLY ALTERNATIVES UPDATE - General Manager and/or District Engineer

C. MEMBER AND COMMITTEE REPORTS
(Estimated Time: 10 minutes)

7. CONSENT AGENDA

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

A. Consideration to Approve Expenditures for Month of December 2012

B. Consideration to Adopt Resolution 01-2013 Approving General Fund Budget/Surplus Operations Reserves Amendment Related to Professional Services Agreement by Avery Associates

(Estimated Time: 15 minutes)

8. HEARINGS AND APPEALS

A. Hold a Public Hearing and Determine if a Majority Protest Exists and Consider Adoption of Resolution 02-2013 Approving Mission Country Disposal Proposed 2.20% Rate Increase for Solid Waste Collection Service

(Estimated Time: 30 minutes)

9. REGULAR BUSINESS

A. Discussion and Consideration to Receive Draft Audit From Crosby and Company for Fiscal Year 2011/2012

B. Discussion and Consideration of Preliminary Draft Water Conservation Plan and Program Options

C. Discussion and Consideration of Goals and Objectives Summary Report for Calendar Year 2012

D. Discussion and Consideration Regarding CCSD Board of Director 2013 Goals and Objectives

E. Discussion and Consideration to Appoint CCSD 2013 Ad Hoc Committee Assignments

F. Discussion and Consideration to Approve 2013 CCSD Board of Director Bylaws and Adopt Resolution 03-2013

- G. Consideration and Discussion to Approve CCSD's Revised Comments to the Administrative Review Draft of San Luis Obispo County Biennial Resource Management System Report
- H. Discussion and Confirmation of CCSD Affordable Housing Program Pursuant to CCSD Code §8.04.110
- I. Discussion and Consideration to Approve Request for Intent to Serve Letter for sixteen (16) Affordable Housing EDUs (Equivalent Dwelling Units) for 2845 Schoolhouse Lane (Schoolhouse Lane II Site); Applicant: People's Self-Help Housing
- J. Discussion and Direction of Existing Commitment List and Exhibits "B" and "D" to CCSD Code 8.04.030

(Estimated Time: 60 minutes)

10. FUTURE AGENDA ITEM(S)

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

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

A. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION
Significant Exposure to Litigation Pursuant to Government Code §54956.9(b)(3)(B)

Undetermined Number of Cases: The CCSD is in receipt of several letters and has also received public comments at recent meetings relating to proposed changes to health benefits for employees and the impact of those changes on retirees. Several of the letters and comments assert that changing benefits for retirees violates their rights and also allude to potential lawsuits against the District. Based upon these existing facts and circumstances, it is the opinion of the District's Legal Counsel that a point has been reached in which there is significant exposure to litigation against the CCSD and therefore the closed session is being held to review the legal issues with the Board of Directors.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 17, 2013

Subject: MANAGER'S REPORT

ADMINISTRATION

Listed below is my General Manager's Report for the Month of January 17, 2013 and associated activities that I am working on with the assistance and support of CCSD staff and District Counsel.

- Staff continues to meet on a regular basis regarding the CCSD Conservation Program. Staff has held several telephone conference calls with Bill and Lisa Maddaus to work on finalizing the alternatives that the District will implement relating to conservation. The Water Conservation Ad-Hoc Committee met on Thursday January 11, 2013 with staff and conducted a conference call and a go to meeting via the internet to review and discuss a portion of the draft conservation program. The draft conservation program will be presented by Bill Maddaus of Maddaus Water Management as part of today's meeting. Staff has also extended an invitation to the California Coastal Commission and the County of San Luis Obispo Building and Planning Department to be a part of today's presentation via the internet. As promised staff has provided the CCSD Board of Directors with a detailed conservation program progress report as part of the Administrative Services Officers report.
- Staff met with Jon Turner of Phoenix Engineering the firm that prepared the bid documents for videotaping and cleaning 20% of the collection system. Staff is finalizing all of the necessary documents and will be scheduling a project kick off meeting in the next month. Staff anticipates the project starting in early spring after the rainy season has passed. This will allow for the CCSD to provide information to the community as the process moves forward.
- Several community projects are pending and the CCSD has collected fees associated with those projects. A more detailed explanation of the projects and funds collected will be incorporated into the Administrative Services Officers report.
- Staff continues to work with RBF regarding the Rodeo Grounds and Stuart Street Tank project. The CCSD Board of Directors requested that a project update be included each month as part of the Districts Engineers report, and staff has prepared a summary report regarding the progress being made as part of your January board packet.
- Continue to evaluate past capital improvement list of projects as it relates to the water distribution system' and the wastewater treatment plant. I have completed the evaluation and have draft several comment pages regarding the need for capital improvements as shown on the most recent list. I will be meeting with the district engineer to revise the list over the next month .Once the list is completed we will provide it to Alex Handler from Bartle Wells and coordinate relevant information as it relates to the revised connection fees for water and wastewater. It is important to note

that connection fees for the most part need to be based on future capacity needs within the infrastructure.

- Last month I brought an emergency request forward for the Boards information relating to the SR4 Well a critical source of water for the community. The work on replacing the filter media has been completed. A new chlorination system is on order and staff is in the process of coordinating the installation of the chlorinator and all the necessary alarms that will need to interface with the system with Pureflow and Fraser Electric. I will keep the Board apprised of the progress being made and the status of the SR4 Well. .
- I continue to work with staff and District Counsel on reviewing and making recommendations to the CCSD Municipal code. Many of the current codes are outdated..
- Jon Turner of Phoenix Engineering continues to work on phase one of the wastewater collection system audit. This audit will be instrumental in identifying key infrastructure deficiencies. Phoenix Engineering will also be conducting a phase two audit as part of this fiscal year's budget. I have asked Phoenix Engineering for several proposals as part of the fiscal year 2013/2014 year budget. The first is a phase three wastewater treatment plant audit, a phase one water system audit that will focus on pumps, motors, alarms and reservoir, a bid packet for SCADA and a professional services agreement for engineering services to address projects as they arise.
- I continue to meet on a regular basis with CCSD staff specifically the District Clerk, Finance Director, Administrative Services Officer and District Engineer to review and discuss daily operational and administrative matters. I continue to meet weekly with managers from the Facilities and Resources Department, Fire Department, Water and Wastewater Department. Progress continues to be made within each Department. Those items are specifically identified within the Department Managers Reports.
- Staff will be stating of the Fiscal Year 2013/2014 fiscal year budget in February. The Goals and Objectives discussed and approved by the Board of Directors will be incorporated into the budget process to make sure that adequate levels of funding are available. Emphasis will continue to be place on the infrastructure and system reliability.
- I continue to closely monitor the overall financial well being of the CCSD, specifically by reviewing monthly expenditure reports and monthly department expenditure reports with major emphasis within all Departments on capturing appropriate levels of revenues for services rendered. This includes but is not limited to reviewing and renegotiating existing agreements that have been in place for many years and do not represent current cost to the District.
- Continue to support JPA process between the CCHD and the CCHD. Staff is working on coordinating a combined workshop for both Boards for the second week in February of 2013 to review, discuss and seek direction regarding the Draft JPA agreement..
- As a follow up I have made initial contacts regarding the CCSD working collaboratively with nonprofit organizations and faith based ministries in assisting with the homeless population within Cambria. I have also reached out to the Sheriff's Department regarding the use of the Fire Departments vacant office to house an on duty officer.
- I continue to spend time on the Fiscalini Ranch approximately 2-4 hours per week in addition to walking the Districts service area observing items that need to be addressed.

I attended the following meetings and or community events on behalf of the CCSD since our last Board of Directors Meeting in December of 2012.

- Ad-hoc Budget Committee Meeting
- Ad-hoc Conservation Committee Meeting
- Ad-hoc Water Alternatives Meeting.
- Agenda Review with President Thompson and Vice President Bahringer.
- I conduct weekly conference call with District Counsel
- I attended FFRP Mushroom walk on the Fiscalini Ranch Preserve.
- I attended the Chamber of Commerce annual installation dinner
- I met with representatives from the Historical Society

**BOARD OF DIRECTORS' MEETING-JANUARY 17, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT**

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

BUDGET- The Fiscal Year 2012/2013 Operating Budget has been posted to the CCSD website. The Fourth Quarter Revenue and Expenditure report for the twelve months ended June 30, 2012 has been posted to the CCSD website. The First Quarter Revenue and Expenditure report for the three months ended September 30, 2012 has been posted to the CCSD website. The Second Quarter Revenue and Expenditure report for the six months ended December 31, 2012 will be posted to the CCSD website within approximately one week.

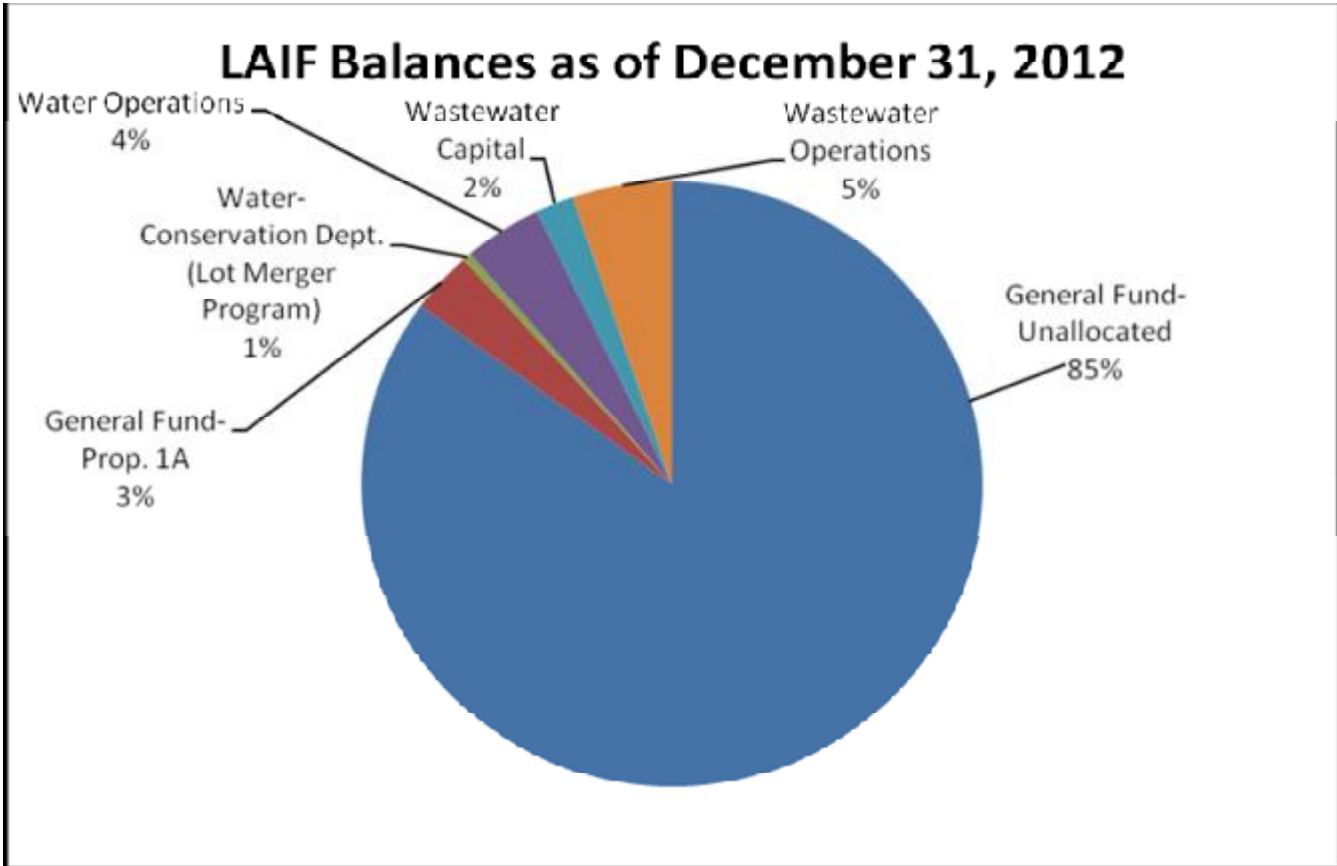
EXPENDITURES-There were no disbursements in excess of \$100,000 during December, 2012.

RESERVES-LAIF BALANCE-The balance in the Local Agency Investment Fund (LAIF) as of December 31, 2012 was \$4,834,233. The attached Schedule of Cash and Investments Balance indicates how the Cash and Investments balance compares to the prior month's balance as well as for the same month in each of the prior 4 years. Too much emphasis should not be placed on one month's activity; rather the information should be looked at on a trend basis.

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

<u>FUND</u>	<u>AMOUNT</u>
General	\$ 4,108,562
General (Prop. 1A)	\$ 159,286
Water (Conservation Dept.-Lot Merger Program)	\$ 21,691
Water (Operations)	\$ 197,620
Wastewater (Capital)	\$ 96,358
Wastewater (Operations)	\$ 250,716

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



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

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

EXTERNAL LOANS-As of December 31, 2012 the CCSD external debt is as shown per the attachment, including interest rates and prepayment penalty provisions. An analysis of the potential savings that could be generated by prepayment of some or all of the CCSD's debt obligations is will be brought to the Board in a meeting in the near future subject to the Board's direction regarding the CCSD's Reserve Policy being presented later in today's meeting.

PROPERTY TAX REVENUE-San Luis Obispo recently published its annual Property Tax rate book and Property Tax Perspective. They can be found on the SLO county auditor's website. The following information is contained in these publications:

- The Total Estimated Tax Revenue for Fiscal Year 2012/2013 is \$1,857,774. Although this is labeled "Total", it does not include Supplemental and Prior Year property taxes as well as interest. These amounts can be positive or negative and totaled \$8,480 in Fiscal Year 2011/2012 and totaled \$21,114 in Fiscal Year 2010/2011. The county's annual administrative fee also is not included in the Total Estimated Tax Revenue. This charge was \$43,114 in Fiscal Year 2011/2012 and was \$49,178 in Fiscal Year 2010/2011. After taking all of these factors into account, the budgeted amount of Property Tax Revenue for Fiscal Year 2012/2013 of \$1,817,174 appears to be as accurate as could be expected. Year to date receipts also support the CCSD's budgeted amount. NOTE-The county does not provide any estimates for an agency's special assessments, such as the CCSD's Fire Suppression Benefit or Water/Wastewater Standby or Availability. However, the year to date receipts supports the accuracy of the CCSD's budgeted amounts for these revenue sources.
- The Educational Revenue Augmentation Fund (ERAF) shift was \$899,502. ERAF began in 1992 to fund education at levels required by Proposition 98 when California was in a fiscal crisis. The state mandated the shift in property tax revenue from cities, counties and special districts to education. Some relief from ERAF is given to counties and cities (especially counties), but no relief is given to Special Districts. The result is that the CCSD pays approximately 80% more into ERAF than the city of Atascadero does even though Cambria's population is almost 80% less.
- The rate of delinquent taxes as a percentage of taxes levied for SLO County was 1.79% in Fiscal Year 2011/2012. The last time it was this low was Fiscal Year 2005/2006 when it was 1.64% and it had risen as high as 3.88% in Fiscal Year 2008/2009.
- After 3 years of decline, the total tax roll in SLO County increased in fiscal Year 2012/2013.
- After 3 years of decline, the change in assessed value in the CCSD service area increased 1.19% in Fiscal Year 2011/2012. Eleven special districts in SLO County experienced an increase while 20 special districts experienced decreases. The increase for the CCSD was also higher than any of the seven cities in SLO County. While a property's assessed value may only be increased by a maximum of 2% under Proposition 13 for inflation (as long as inflation increases by at least 2%), if a property had a reduced assessment due to declining value, there is no limit on how much the assessment can increase in a year, up to the value prior to the reduction.

FDIC COVERAGE-Beginning on December 31, 2010, the Federal Deposit Insurance Corporation (FDIC) began insuring, with no limit, deposits in non-interest bearing bank accounts in amounts greater than the maximum of \$250,000 allowed for deposits in interest-bearing bank accounts. The coverage in excess of \$250,000 expired as of December 31, 2012 and there appears to be little likelihood that this will be reinstated because of current political conditions in Washington D.C., even though there is no organized opposition to extending the coverage.

When the additional coverage was implemented, the CCSD opened a non-interest bearing bank account in order to maximize the insurance of its deposits. This account (termed the "Overflow Account") was used when receipts caused the CCSD's balance in interest-bearing accounts to exceed \$250,000 until such deposits were cleared by the bank and any excess monies could be transferred to the CCSD's LAIF account and for when significant funds would be needed within short periods of time. While funds

deposited in the Overflow account did not earn interest, recent earnings rates in LAIF were so low; the amount of lost investment income was negligible, especially when the time saved by reducing the number of funds transfers is taken into account.

If this coverage is not extended for after December 31, 2012, the reason for having the Overflow Account will cease to exist and it is unavoidable that there will be times when deposits will exceed the maximum FDIC coverage. Currently, the CCSD banks with Heritage Oaks Bank (HOB) and HOB's safety rating (per Bankrate's Safe & Sounds Star Rating system) is 4 out of 5 stars, with 5 stars being the highest rating. To compare, the other bank that has an on-going presence in Cambria currently has a rating of 3 out of 5 stars. While a current high rating is not a guarantee of a bank's future solvency, it certainly is better to have a relatively high rating. In addition, the 110% collateralization of public funds on deposit requirement is still in effect. This means that HOB has purchased government securities with a market value of at least 110% of the CCSD's deposits, based on an estimate of the maximum amount of one-million dollars (\$1,000,000) on deposit to be held as collateral to insure the deposits.

BOARD OF DIRECTORS' MEETING-JANUARY 17, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT ATTACHMENT
SCHEDULE OF LONG-TERM DEBT

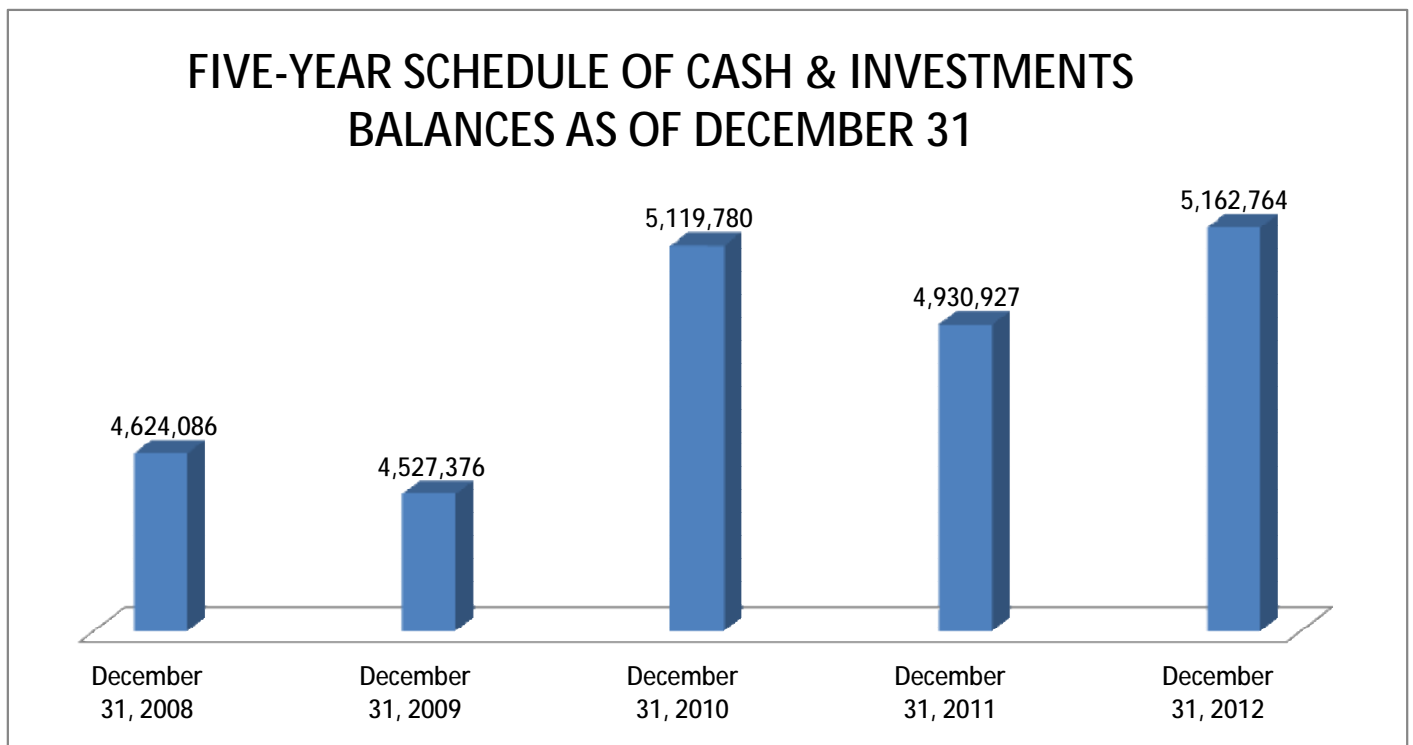
DESCRIPTION>	Bank Note (Funds 2006 Refund of 1995 Bonds)-65% Water	Bank Note (Funds 2006 Refund of 1995 Bonds)-35% Sewer	Bank Note (Funds 2006 Refund of 1999 Bonds)	State Revolving Fund Loan
DEBT HOLDER>	Citizens Bank	Citizens Bank	City National Bank	SWRCB
ORIGINAL PRINCIPAL>	1,233,375.00	664,125.00	2,245,000.00	2,592,324.38
INTEREST RATE>	4.50%	4.50%	4.55%	3.00%
FUND>	Water	Wastewater	Wastewater	Wastewater
DEPARTMENT>	Water	Wastewater	Wastewater	Wastewater
FINAL PAYMENT DATE>	5/1/2015	5/1/2015	9/23/2023	5/28/2016
PRINCIPAL BALANCE @ 1/1/13>	383,175	206,325	1,403,000	646,861
PROJECTED PRINCIPAL PAYMENT(S) FFY 2012/2013*>	166,985	89,915	94,000	154,651
PROJECTED INTEREST PAYMENT(S) FFY 2012/2013*>	17,243	9,285	65,975	19,406
PROJECTED BALANCE @ 6/30/13*>	216,190	116,410	1,403,000	492,210
PROJECTED PRINCIPAL PAYMENT(S) FFY 2013/2014*>	174,525	93,975	100,000	159,290
PROJECTED INTEREST PAYMENT(S) FFY 2013/2014*>	9,729	5,238	61,561	14,766
PROJECTED BALANCE @ 6/30/14*>	41,665	22,435	1,303,000	332,920
PROJECTED PRINCIPAL PAYMENT(S) FFY 2014/2015*>	41,665	22,435	109,000	164,069
PROJECTED INTEREST PAYMENT(S) FFY 2014/2015*>	1,875	1,010	56,807	9,987
PROJECTED BALANCE @ 6/30/15*>	0	0	1,194,000	168,851
PROJECTED PRINCIPAL PAYMENT(S) FFY 2015/2016*>	0	0	109,000	168,851
PROJECTED INTEREST PAYMENT(S) FFY 2015/2016*>	0	0	51,847	5,066
PROJECTED INTEREST PAYMENTS FFY 12/13-15/16*>	28,846	15,533	184,343	44,159
AVERAGE ANNUAL TOTAL (P+I) PAYMENT(S)**>	184,241	99,207	162,048	174,022
PREPAYMENT PENALTY>	Yes-1%	Yes-1%	Yes-Not allowed until 10/1/13, 3% from 10/1/13-4/1/16, 2% from 10/1/16-4/1/20, none after 10/1/20	No

*Presumes all scheduled payments are timely made.

**Average is based on years with a balance outstanding for the entire year. Payoff years are excluded if final amount is less than normal.

**BOARD OF DIRECTORS' MEETING-JANUARY 17, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT ATTACHMENT
SCHEDULE OF CASH & INVESTMENTS BALANCE**

PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR YEAR	INCREASE/ (DECREASE FROM BASE PERIOD (December 31, 2008)
December 31, 2008	4,624,086	N/A	N/A
December 31, 2009	4,527,376	(96,710)	(96,710)
December 31, 2010	5,119,780	592,404	495,694
December 31, 2011	4,930,927	(188,853)	306,841
December 31, 2012	5,162,764	231,837	538,678



PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR MONTH
November 30, 2012	4,128,117	N/A
December 31, 2012	5,162,764	1,034,647

NOTES:

BALANCE includes amount on deposit with the LAIF plus Cash in Main Checking Account net of outstanding checks and deposits in transit plus Cash in Overflow Account.

All amounts are based on CCSD records.

**BOARD OF DIRECTORS' MEETING-JANUARY 17, 2013
 ADDENDUM TO GENERAL MANAGER'S REPORT
 FINANCE MANAGER'S REPORT ATTACHMENT
 SCHEDULE OF CASH & INVESTMENTS BALANCE**

PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR YEAR	INCREASE/ (DECREASE FROM BASE PERIOD (December 31, 2008)
December 31, 2008	4,624,086	N/A	N/A
December 31, 2009	4,527,376	(96,710)	(96,710)
December 31, 2010	5,119,780	592,404	495,694
December 31, 2011	4,930,927	(188,853)	306,841
December 31, 2012	5,162,764	231,837	538,678

PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR MONTH
November 30, 2012	4,262,580	N/A
December 31, 2012	5,162,764	900,184

NOTES:

BALANCE includes amount on deposit with the LAIF plus Cash in Main Checking Account net of outstanding checks and deposits in transit plus Cash in Overflow Account.

All amounts are based on CCSD records.

**BOARD OF DIRECTORS' MEETING-SEPTEMBER 27, 2012
 ADDENDUM TO GENERAL MANAGER'S REPORT
 FINANCE MANAGER'S REPORT ATTACHMENT
 SCHEDULE OF CASH & INVESTMENTS BALANCE**

PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR YEAR	INCREASE/ (DECREASE FROM BASE PERIOD (August 31, 2008)
August 31, 2008	4,303,036	N/A	N/A
August 31, 2009	3,988,939	(314,097)	(314,097)
August 31, 2010	4,313,741	324,802	10,705
August 31, 2011	4,192,167	(121,574)	(110,869)
August 31, 2012	4,460,291	268,124	157,255

PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR MONTH
July 31, 2012	4,433,220	N/A
August 31, 2012	4,460,291	27,071

NOTES:

BALANCE includes amount on deposit with the LAIF plus Cash in Main Checking Account net of outstanding checks and deposits in transit plus Cash in Overflow Account.

All amounts are based on CCSD records.

**BOARD OF DIRECTORS' MEETING JANUARY 17, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
FIRE CHIEF'S REPORT**

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

Prevention and Education (December 2012)

- **05** residential new and remodel fire plan reviews were completed.
- **07** residential and commercial technical fire inspections were conducted.
- **01** hydrant system flow test. (Centrally Grown)
- **39** engine company commercial fire and life safety inspections were conducted.
- **02** public education event
- **00** residential smoke detectors were installed and or the batteries changed.

Meetings and Affiliations (December 2012)

- | | | |
|-------------------------------------|---------|--------------------------|
| • SLOFIST Investigation / County SO | Nov. 29 | 0900-1300, SLO |
| • SLO County Chiefs Assn Meeting | Dec. 05 | 0900-1300, CMC – SLO |
| • NFPA/Cal Poly CAFS Study | Dec. 11 | 0800-1700, Rockville MD. |
| • Peoples Self Help Housing | Dec. 18 | 1400-1600, Cambria |
| • CCHD Board Meeting | Dec. 18 | 1800-2030, Cambria |

Operations

All of Cambria Fire Department 's Reserve Firefighters and NCOR Volunteer personnel will now be covered with a grant funded insurance plan. The California State Firefighters' Employee Welfare Benefits Corporation (CSFEWBC) recently was awarded a 4 year grant in the amount of \$2.2 million dollars to secure benefits for all volunteer/paid call firefighters in the state of California. This grant is to assist in the recruitment and retention of volunteer and paid call staff. The benefit plan will include up to \$50,000 in Accidental Death and Dismemberment benefit and a \$200 per week disability benefit payable up to 104 weeks. The grant and benefits will come at no cost to the department because the benefits are being paid for by a SAFER grant.

CCSD Fire and CCHD personnel participated in a comprehensive mass casualty drill involving a simulated school bus rollover accident last weekend. This valuable training was made possible through the donation of a school bus from the Coast Unified School District and the assistance of the Cambria CERT who served as victims for the drill. The drill was coordinated and presented by fire department personnel under the leadership of Engineer Emily Singer.

Prevention

The Kingston Bay project moves closer to final approval and permitting. The Fire and Life Safety Plan for the Kingston Bay Senior Living Center was approved by the Fire Department last week. The plan was designed to document and institutionalize procedure and protocol to insure fire and life safety to the future occupants, as well as outline solutions to minimize impact on the existing emergency services (fire and ambulance). Following the approval of the Fire and Life Safety Plan, the facility Fire Plan Review was conducted and a letter was issued to enable the beginning of the permit process.

CMB Fire Monthly Stats: Incidents

Categories	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Totals
Fire	0	0	0	0	1	2	2	2	0	1	2	2	12
Hazardous Mat.	0	0	0	0	0	0	0	0	0	0	1	0	1
Medical*	44	35	42	44	35	34	43	49	28	44	53	29	480
Vehicle TC	2	2	0	0	3	3	3	3	2	1	0	0	19
Hazardous Situations	2	2	6	0	3	0	0	2	1	1	2	4	23
Public Service Assist	9	3	5	14	7	10	1	10	5	8	13	15	100
False Alarms	4	7	12	9	10	7	9	5	10	15	12	8	108
Agency Assist	0	0	0	0	0	0	2	0	0	0	0	0	2
Mutual Aid	0	1	0	0	0	0	1	0	0	0	0	0	2
Auto Aid	1	0	0	0	2	0	0	0	2	2	1	0	8
Rescue	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Investigations	0	0	0	0	1	1	0	0	0	0	1	0	3
Monthly Response Totals	62	50	65	67	62	57	61	71	48	72	85	58	758
Cumulative Totals	62	112	177	244	306	363	424	495	543	615	700	758	758

**BOARD OF DIRECTORS' MEETING – JANUARY 17, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
DISTRICT ENGINEER'S REPORT**

This past month's non-CIP work tasks were primarily associated with the Water Conservation Program update and associated coordination with Maddaus Water Management. Today's agenda includes a discussion item, which will describe the Water Conservation Plan updating work. Staff has also been involved with assisting on questions and meetings associated with the Kingston Bay Senior Living and Peoples Self Help Housing development projects. The Kingston Bay project will likely require a utility relocation agreement for a CCSD water pipeline and sanitary sewer, which currently cross that project. A utility relocation agreement will be brought forward in a future meeting.

As a continued item from your December 20, 2012 meeting, today's agenda also includes discussion on suggested edits to the County's draft biennial Resource Management System report, which has been mentioned in past Water Resource Advisory Committee (WRAC) meetings as being planned for adoption by the Board of Supervisors during February of 2013.

CIP related efforts occurring since your December 20, 2012 report included RBF Consulting work on hydraulic modeling related to the Rodeo Grounds Pump Station Replacement and Stuart Street Tank 3 project. An updated preliminary design report has been received from RBF based on their recent hydraulic modeling efforts. RBF's update is currently undergoing review by staff. Assuming there are no appeals to the development permitting, the pump station and tank projects would be ready for bidding during July of 2013. The long-term water supply project EIR/EIS effort is further discussed within staff report 6.B.

Non-CIP Works Tasks

Item No.	Description	Status
1	Permitting (Remodels & Proposed New Projects)	Responded to walk-up requests for information and water letter request for remodels. Completed approximately 5 remodel development reviews to date for calendar year 2013..
2	Water Conservation Program Update	Continued to provide supporting information to Maddaus Water Management for updating the CCSD's water conservation program.
3	Impact Fee Study	No activity to report from this past month. However, staff will be meeting and refocusing on this effort during the remainder of this month.

BOARD OF DIRECTORS' MEETING JANUARY 17, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
WATER SUPERVISOR REPORT

Water Department operations:

- ❖ Attached is the Water department summary for December call outs, 91 in total.
- ❖ As of the end of December we have received almost 9" of rain at the San Simeon well field. Both creeks are flowing and all the wells are full.
- ❖ Continuing monitoring of the creeks.
- ❖ By weekly well measurements.
- ❖ The surveys for plumbing fixtures at all the schools is complete.
- ❖ Survey continues on the top 25 highest users, we have approximately 3 to 4 more to do.
- ❖ Plan to start surveying restaurants next for plumbing fixtures.
- ❖ Annual Cathodic inspections on all the Water tanks have been completed.

Maintenance and Distribution:

- ❖ We are waiting on equipment and technical support to move forward on the repairs on SR #4. Will begin in January. The General Manager and I have a meeting scheduled January 14 with an electrical contractor to discuss the plan on moving forward.
- ❖ Al's Pumping service assisted the water department staff to dewater and remove sludge from the reclaim tank at SR #4. (Annual maintenance)
- ❖ Fire hydrant repair and maintenance is ongoing.
- ❖ Monthly emergency generator maintenance.
- ❖ Replaced a pump seal at the Leimert booster station. (Miller Drilling Co. Assisted)

Administrative:

- ❖ Weekly meetings for our water conservation program are ongoing.
- ❖ Review and discussion on several pending building projects.
- ❖ Monthly State and local reports.

Jim Adams
Water System Supervisor

Water Department December 2012 Report

Nature Of Service Provided	Times Provided During Work hours	Times provided After hours	Total # of times provided
Read meter/locate meter	31		31
Leak/high usage on customers side of meter	10		10
Meter dial and/or Transmitter replaced (routine)			0
Lock/Unlock water meter	2		2
Shut off/ Turn on water at meter	2		2
Low water pressure			0
Dirty water complaints			0
Taste and Odor Complaints			0
Repair leak in distribution system	3		3
System alarms handled by operator on call			0
Water main breaks			0
Retro fit inspections (low flow toilets, hot water recirc pumps)	8		8
Water meter and service line up-grades for fire flow			0
U.S.A North locations	33		33
Meter monitor installed/show customer how to read meter	1		1
Water service replaced as routine maintenance			0
Angle stops replaced (routine maintenance)	1		1
Other as not discibed above			0
Total number of services preformed during work hours			91
Total number of services preformed after work hours			0
Total number of services preformed			91

1/2/12

CAMBRIA COMMUNITY SERVICES DISTRICT
WELL WATER LEVELS FOR 1/2/12

Well Code	Distance Ref. Point to Water Level	Reference Point Distance Above Sea Level	Depth of Water to Sea Level	Remarks
SANTA ROSA CREEK WELLS				
23R	30.04	83.42	53.38	
SR4	27.35	82.00	54.65	
SR3	19.64	54.30	34.66	
SR1	19.05	46.40	27.35	
RP#1	20.37	46.25	25.88	
RP#2	14.80	33.11	18.31	
21R3	8.40	12.88	4.48	
WBE	12.15	16.87	4.72	
WBW	12.48	17.02	4.54	
AVERAGE LEVEL OF DISTRICT'S SANTA ROSA WELLS			38.89 FEET	

SAN SIMEON CREEK WELLS				
16D1	6.38	11.81	5.43	
9M1	26.70	65.63	38.93	
9P2	7.65	19.11	11.46	
9P7	9.82	19.59	9.77	
9L1	10.05	27.33	17.28	
SS4		25.92		Gradient = N/A
9K2	11.39	30.23	18.84	
SS3	13.96	33.25	19.29	
SS2	13.04	34.01	20.97	
SS1	12.62	34.07	21.45	
11B1	19.02	105.43	86.41	
11C1	13.90	98.20	84.30	
PFNW		93.22		Not Read
10A1	25.92	78.18	52.26	
10G2	18.78	62.95	44.17	
10G1	17.28	59.55	42.27	
10F2	25.23	66.92	41.69	
10M2	22.92	55.21	32.29	
9J3	16.04	43.45	27.41	
			20.57 FEET	

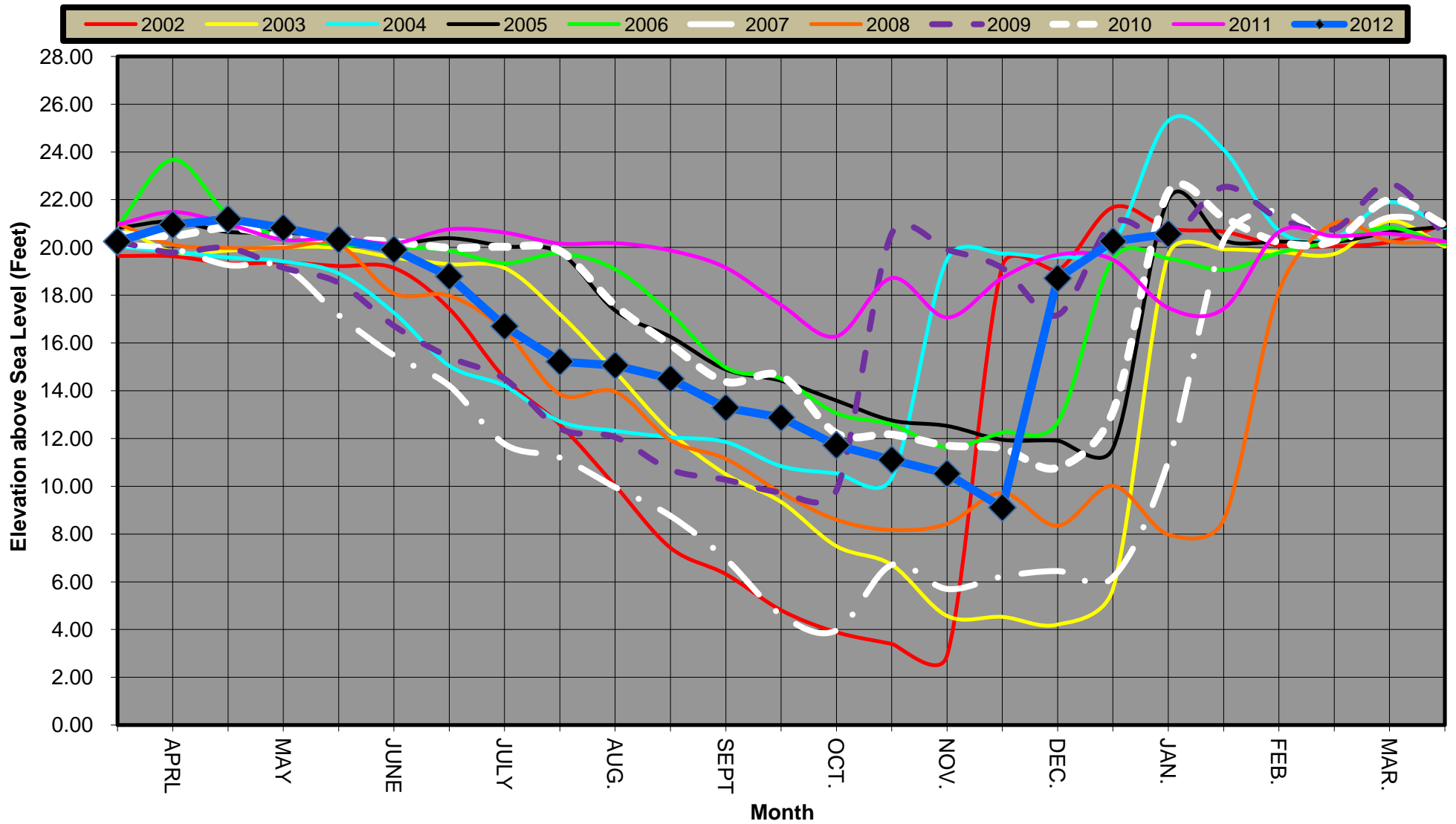
Red Font are the CCSD's Production Wells

1/2/12

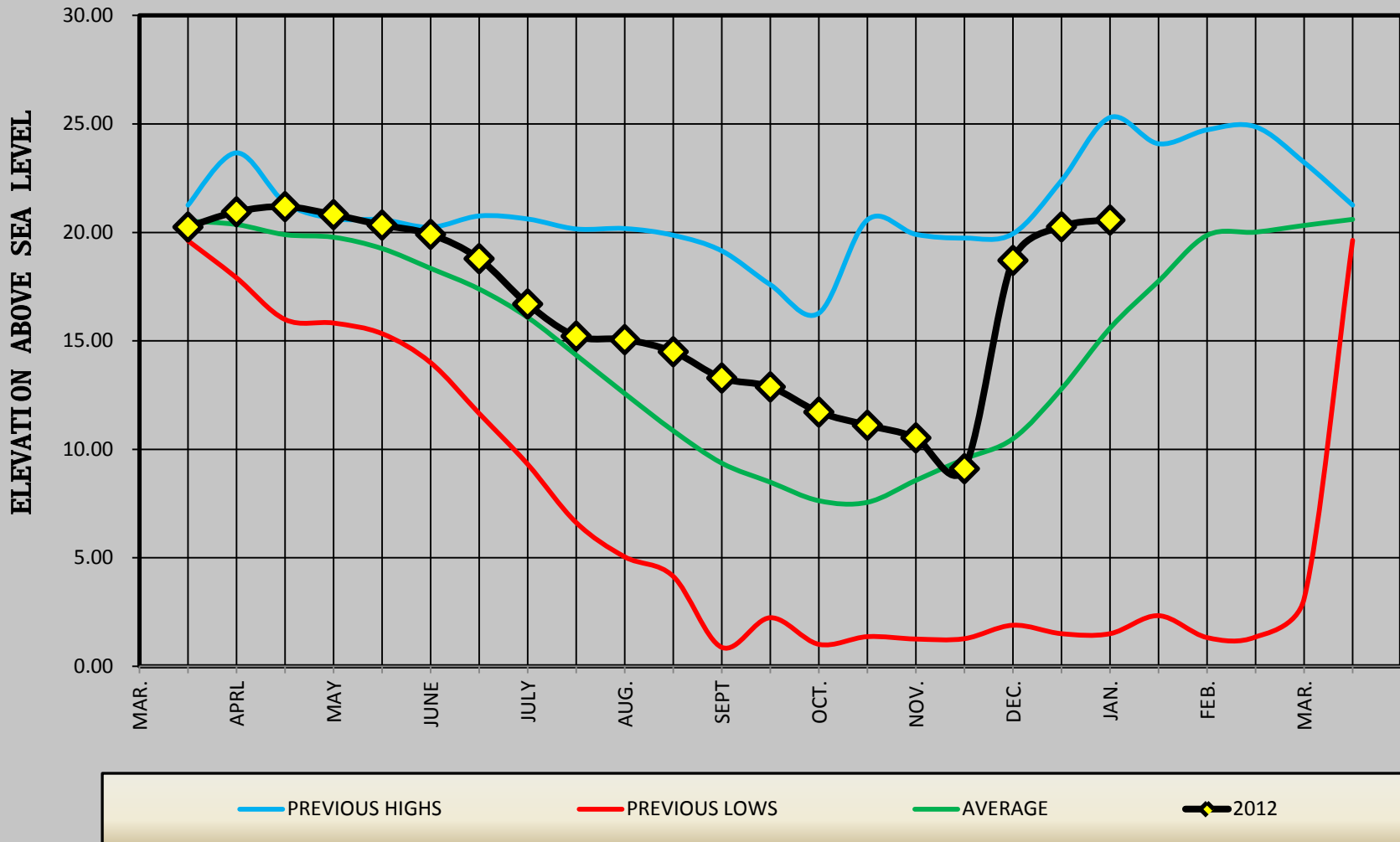
San Simeon Creek Well Levels

Last 10 years

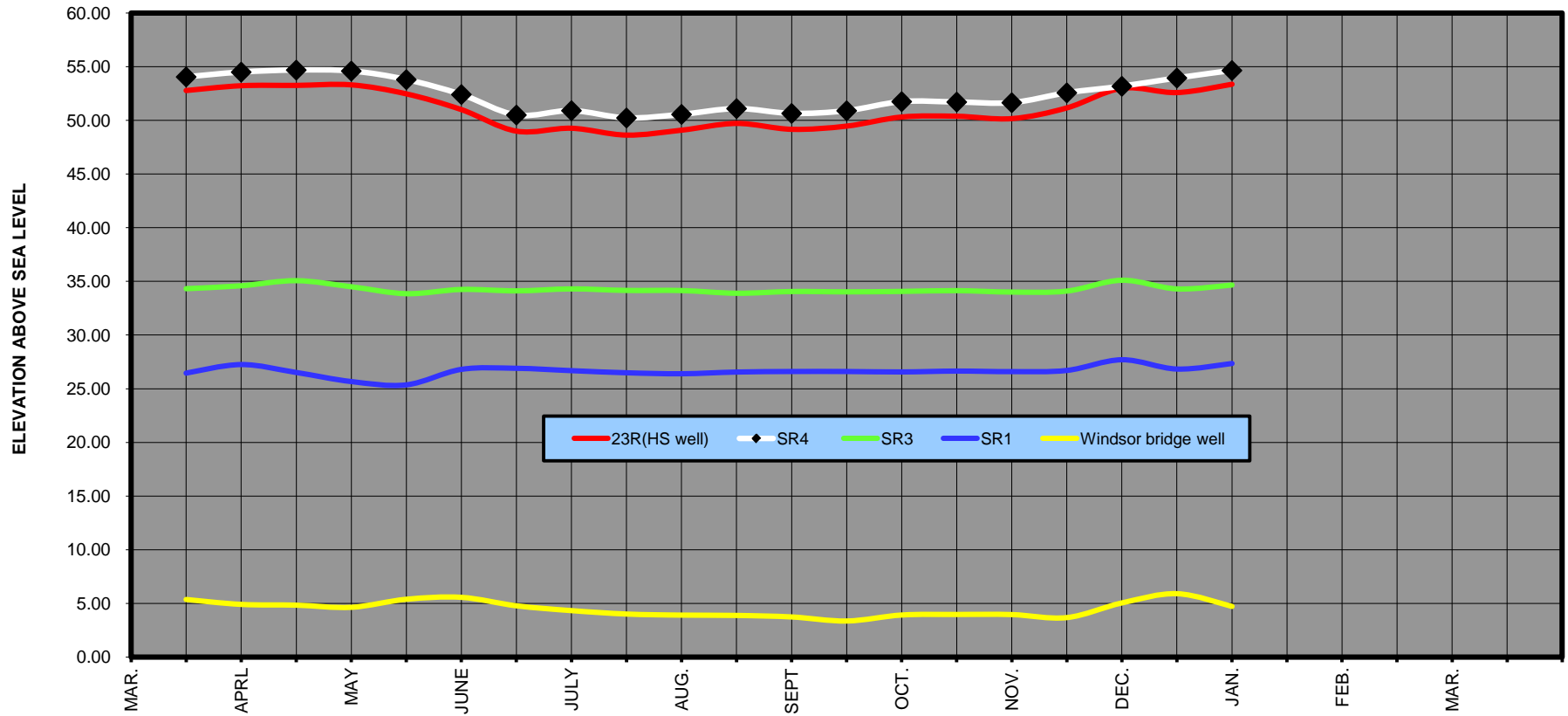
March 15th, 2000 - January 2nd, 2013



SAN SIMEON CREEK WELL LEVELS March 15th. 1988 - January 2nd, 2013



SANTA ROSA CREEK WELL LEVELS March 15th, 2012 - January 2nd, 2013



**BOARD OF DIRECTORS MEETING JANUARY 17, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
WASTEWATER SUPERVISOR REPORT**

Wastewater Treatment Plant (WWTP)

Operations and Maintenance:

- § Alpha electric replaced and installed 5 new photocell lights at the WWTP.
- § Staff repaired diaphragm seal on chlorine pump #1
- § Staff continues to work on preventive maintenance and work orders.

Wastewater Collection System:

Operations and Maintenance:

- § To prevent blocking access, we added a, "NO Parking Sign" at Lift Station A. (People have a tendency of parking their vehicles in front of the station leaving them unattended.)
- § Bob Wright Construction performed emergency repairs and replaced two manhole frames located on Moonstone dr.
- § While performing weekly lift station inspections, staff found a broken seal water filter on pump #1 at lift station B4. A crack developed on the filter allowing water to escape and build up in the dry well. By the time we arrived, the water level was around 3 inches from the electrical box! Fortunately, staff reacted quickly and made all necessary repairs. Upon further investigation, we found that the dry well sump alarm had shorted out. We installed and tested a new dry well sump alarm to help prevent this from happening again. I directed staff to check all lift station dry well sump alarms and make necessary repairs if needed. In addition, I added a monthly dry well sump test to our preventive maintenance program.
- § Staff installed and tested new dry well sump alarms at lift stations A1, and B1.
- § Staff repaired and replaced pump #2 assembly at lift station A.
- § AT&T installed new phone lines at lift station B1, and B2.
- § Alpha electric installed a new ballast and light at lift station A1.
- § Alpha Electric installed a new sensaphone autodialer at lift station B1. As of January 9th, staff has installed new phone autodialers at lift station #4, #8, B1, B4, and A1. The 5 remaining lift stations will be fitted with autodialers within the next several months.
- § Staff replaced several relays at lift station A.

- § I met with Bob Wright Construction to discuss project managing the CCTV/Hydro cleaning project. (For over 20 years, Bob Wright Construction has performed numerous repairs and construction projects for the CSD. Bobs very familiar with our collection system and will need him on this project).

Laboratory:

- § Ongoing review and updating laboratory Chain of Custody forms.
- § Staff preparing for annual ELAP lab inspection.
- § Staff made adjustments to the OP10 data management program. We added additional formulas to the software to improve process control.

Effluent Sprayfield:

- § Staff assisted Cal-Valley Equipment with installing a new AFC pump controller for the 9P7 reclamation well. This new unit will monitor and records all commercial non-potable water usage, calculate billing, and generate reports.

Meetings:

- § Attended meeting with, "Peoples Self Help Housing" regarding apartment construction project on school house Ln.
- § Attended meeting with Phoenix Civil Engineering to discuss collection system audit. The final report should be completed and ready to view within the next two weeks.

Submitted by:

Mike Finnigan
Senior Wastewater Operator

BOARD OF DIRECTORS' MEETING – January 17, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT FACILITIES AND RESOURCES
MANAGER'S REPORT

- Fiscalini Ranch:
 - § Barriers to creek:
 - Staff installed gates and barbless wire fence on both east and west entrances to Santa Rosa creek.
 - This was done as a requirement from the County Planning Commission. The barriers are designed to stop horses from crossing the creek.
 - § Events Policy:
 - At the December board meeting the District Board approved an events policy for the ranch. The Ranch Manager, Executive Director for FFRP and District Counsel have been working on a fee to recover staff time for such events.
 - § East Ranch:
 - Staff trimmed back and chipped all encroaching branches along the creek on the east portion of the ranch.
- Skate Park:
 - § Staff continues to provide support for the skate park. Staff is providing ongoing maintenance and supervision to the park.
- Dog Park:
 - § Staff repaired the entrance to the dog park.
 - § Facilities manager has been working with the county on permits and getting quotes on a more permanent fix to the entrance.
- Windsor Trail:
 - § Staff cut back and chipped all encroaching branches.
- Vet's Hall:
 - § 37 events were held at Veterans Memorial Building since last board meeting.
 - § Maintenance:
 - Table storage room was repainted
 - Both men's and women's restroom floors were stripped and re sealed.
 - Staff continues to paint exterior trim.
 - § Cambria Fire Department conducted a fire inspection on building.

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

**BOARD OF DIRECTORS' MEETING JANUARY 17, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
ADMINISTRATIVE OFFICE REPORT**

The Administrative Office staff continues to work collectively with the community and the other CCSD departments through some of the following items:

Conservation:

Regular conservation meetings with assigned staff members continue to occur on a weekly basis. CCSD has also placed an announcement in the Chamber of Commerce newsletter announcing the availability of the showerheads and aerators.

An order for 700, Showerheads (and control valves) with a flow of 1.5 gallons per minute (gpm), and 500 aerators with a flow of 0.5 gpm and 300 showerhead kits with the same flow rates were received in December. Since the December report, we have given out 180 of these and another 100 are promised. Several of these have gone to some of our larger commercial lodging customers. We will provide the calculation of the retrofit points earned by the distribution of these items.

The Laundromats new machines have arrived and are in the process of being installed. We will provide some pictures of the new machines at the February board meeting.

We have completed water audits at the following School sites, motels, and the People's Self Help Housing Site I.

There are approximately 2000 points in the Retrofit Points bank. We will continue to update you on the progress of the points bank as we move forward.

Cortney will also begin attending the Partners in Water Conservation meetings on January 24 which includes many of the local public agencies such as all of the Special Districts and the City of San Luis Obispo.

Voluntary lot mergers:

We are continuing to move forward with the pending voluntary lot mergers.

Public Outreach:

Cortney Upthegrove and Jason Buhl attended another MLS meeting to relate information regarding changes to the retrofit program. Cortney has also attending the December board meeting where she encouraged Cambrians to install the available water saving devices. We will also provide outreach to more Cambrians at the Friday Farmers Markets.

Submitted by,
Monique Madrid
Administrative Services Officer

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**

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

Meeting Date: January 17, 2013

Subject: LONG TERM WATER SUPPLY
ALTERNATIVES UPDATE

WATER SUPPLY PROJECT EIR/EIS

The Army Corps and its consultants are continuing work on the water supply project Environmental Impact Report/Environmental Impact Statement (EIR/EIS). District staff has most recently received and provided input to a preliminary review draft of an EIR section describing the various supply concepts that were developed and reviewed during the workshops conducted during 2012. The EIR/EIS team is also seeking additional input from staff on the rationale behind the District's selection of the three alternatives that were chosen for detailed analysis. Those alternatives include:

- 1) Advanced treatment of brackish water on CCSD property south of San Simeon Creek Road.
- 2) Surface storage within the Whale Rock reservoir for wintertime storage of CCSD-provided water, which would allow for dry season withdrawal, treatment, and use by the CCSD.
- 3) Surface storage from reservoirs constructed on ranch land north of San Simeon Creek Road for wintertime storage of CCSD-provided water, which would allow for dry season withdrawal, treatment, and use by the CCSD.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE___

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
ABILITY ANSWERING SERVICE	55231	12/27/2012	1	237.50	ADM/MONTHLY ANSWERING SERVICE DEC '12
ACCURATE MAILING SERVICE	55126	12/3/2012	1	45.00	WD/POSTAGE DEPOSIT FOR REMINDER NOTICES DEC 2012
ACCURATE MAILING SERVICE	55126	12/3/2012	2	45.00	WW/POSTAGE DEPOSIT FOR REMINDER NOTICES DEC 2012
ACCURATE MAILING SERVICE	55174	12/14/2012	1	12.37	WD/ADD'L POSTAGE DUE - REMINDER NOTICES DEC '12
ACCURATE MAILING SERVICE	55174	12/14/2012	2	12.37	WW/ADD'L POSTAGE DUE - REMINDER NOTICES DEC '12
ACCURATE MAILING SERVICE	55174	12/14/2012	3	11.48	WD/PROF MAILING SVCS - REMINDER NOTICES DEC '12
ACCURATE MAILING SERVICE	55174	12/14/2012	4	11.48	WW/PROF MAILING SVCS - REMINDER NOTICES DEC '12
				<u>137.70</u>	
ADAMS, BURT	55138	12/4/2012	1	350.00	FD/APPRaisal OF 2874 BURTON DRIVE
ADAMS, JAMES R.	55127	12/3/2012	1	45.00	WD/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2012
AGP VIDEO	55175	12/14/2012	1	585.00	ADM/VIDEO/PROD/DIST BOARD MEETING 11/18/12
ALLMAX SOFTWARE, INC.	55139	12/4/2012	1	840.00	WW/RENEWAL OP 10 WW DATA MGT SUPPORT THRU 10/31/13
ALPHA ELECTRICAL SERVICE	55140	12/4/2012	1	977.50	WW/INSTALL CONDUIT & BOXES TO DRY WELL 9/20/12
ALPHA ELECTRICAL SERVICE	55140	12/4/2012	2	956.20	WW/ELECTRICAL REPAIRS TO INFLUENT FLUME 9/28/12
				<u>1,933.70</u>	
ALTERA CENTRAL COAST,	55124	12/3/2012	1	80.00	WD/CUSTOMER REFUND
AT&T	55238	12/28/2012	1	285.37	WD/ALARM VAN GORDON WELL FIELD DEC 2012
AT&T	55238	12/28/2012	1	49.13	WW/ALARM LIFT STATION #B4 DEC 2012
				<u>334.50</u>	
AT&T/CALNET2	55244	12/28/2012	1	57.49	WD/FAX LINE 927-6226 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	143.38	FD/PHONE SVC 927-6240 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	115.00	WW/PHONE SVC 927-6250 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	15.68	WW/ALARM AT LIFT STN A1 924-1708 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	16.07	WW/FAX LINE 927-0178 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	15.98	WD/TELEMETRY SYSTEM 927-0398 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	30.66	F&R/VETERAN'S HALL ALARM 927-0493 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	664.71	WW/CIRCUIT ALARM SYSTEM 841-1465 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	16.00	WW/ALARM AT LIFT STN 4 927-1518 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	16.01	WW/ALARM AT LIFT STN 8 927-1591 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	15.98	WD/BLDG PUMP STN LEIMERT TANK 927-1972 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	16.47	ADM/FAX LINE 927-5584 NOV 2012
AT&T/CALNET2	55244	12/28/2012	1	267.86	ADM/PHONE SVC 927-6223 NOV 2012
				<u>1,391.29</u>	
AVERY ASSOCIATES	55165	12/13/2012	1	1,700.00	ADM/LABOR RELATIONS SERVICES DEC 2012
AVERY ASSOCIATES	55249	12/31/2012	1	485.72	ADM/REIMB TVL EXP RELATED TO LABOR NEGOT 11/01-02
				<u>2,185.72</u>	
BIG TRAY	55149	12/4/2012	1	7,641.56	RC/COMMERCIAL DISHWASHER FOR HIGH SCHOOL
BIG TRAY	55149	12/4/2012	2	-	CONT. FOR RESOURCE CONSERVATION PROJECT
				<u>7,641.56</u>	
BJ&J CONSTRUCTION INC	55176	12/14/2012	1	2,918.00	WD/VARIOUS PAVING PATCHES AROUND CAMBRIA
BLACK, BRUCE	55166	12/13/2012	1	597.00	WD/REIMB ENCROACHMENT PERMIT AT 4063 BURTON DR

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
BRENNTAG PACIFIC, INC.	55141	12/4/2012	1	547.33	WD/CHEMICALS
BRENNTAG PACIFIC, INC.	55141	12/4/2012	1	874.80	WWW/CHEMICALS
BRENNTAG PACIFIC, INC.	55141	12/4/2012	1	218.70	WD/CHEMICALS
BRENNTAG PACIFIC, INC.	55250	12/31/2012	1	379.82	WD/CHEMICALS 11/21/12
BRENNTAG PACIFIC, INC.	55250	12/31/2012	1	807.09	WWW/CHEMICALS 12/05/12
BRENNTAG PACIFIC, INC.	55250	12/31/2012	1	262.44	WD/CHEMICALS 12/05/12
				<u>3,090.18</u>	
BROWN, DAVID M.-ARCHITECT	55167	12/13/2012	1	5,200.00	WD/REFUND REMODEL IMPACT FEES-MUP EXPIRED 2010
BURTON'S FIRE, INC.	55251	12/31/2012	1	184.98	FD/MAINT & REPAIR VEHICLES
BURTON'S FIRE, INC.	55251	12/31/2012	1	218.02	FD/MAINT & REPAIR VEHICLES
				<u>403.00</u>	
CAMBRIA HARDWARE CENTER	55173	12/13/2012	1	92.92	WD/HARDWARE SUPPLIES NOV 2012
CAMBRIA HARDWARE CENTER	55173	12/13/2012	1	24.61	WW/MAINT & REPAIR LIFT STN 1 SENSAPHONE NOV '12
CAMBRIA HARDWARE CENTER	55173	12/13/2012	2	102.57	WW/MAINT & REPAIR TREATMENT PLANT NOV '12
CAMBRIA HARDWARE CENTER	55173	12/13/2012	3	10.70	WW/OPERATING SUPPLIES NOV '12
CAMBRIA HARDWARE CENTER	55173	12/13/2012	1	40.56	F&R/MAINT & REPAIR - BUILDINGS NOV 2012
CAMBRIA HARDWARE CENTER	55173	12/13/2012	2	67.63	F&R/MAINT & REPAIR - VETS HALL NOV 2012
CAMBRIA HARDWARE CENTER	55173	12/13/2012	3	4.08	F&R/MAINT & REPAIR - VEHICLES NOV 2012
CAMBRIA HARDWARE CENTER	55173	12/13/2012	1	28.98	FD/MAINT & REPAIR - BUILDINGS NOV 2012
CAMBRIA HARDWARE CENTER	55173	12/13/2012	2	19.29	FD/OPERATING SUPPLIES NOV 2012
				<u>391.34</u>	
CAMBRIA VILLAGE SQUARE	55136	12/3/2012	1	3,182.13	ADM/MONTHLY OFFICE LEASE PYMT 1316 TAMSEN DEC 2012
CARMEL & NACCASHA LLP	55128	12/3/2012	1	8,000.00	ADM/MONTHLY RETAINER LEGAL SERVICES DEC 2012
CARMEL & NACCASHA LLP	55188	12/14/2012	1	1,815.00	FD/GENERAL COUNSEL NOV 2012
CARMEL & NACCASHA LLP	55188	12/14/2012	2	115.50	F&R/GENERAL COUNSEL NOV 2012
CARMEL & NACCASHA LLP	55188	12/14/2012	3	4,518.60	ADM/GENERAL COUNSEL NOV 2012
CARMEL & NACCASHA LLP	55188	12/14/2012	4	821.50	RC/GENERAL COUNSEL NOV 2012
CARMEL & NACCASHA LLP	55188	12/14/2012	5	1,518.00	WD/GENERAL COUNSEL NOV 2012
CARMEL & NACCASHA LLP	55188	12/14/2012	7	379.50	WW/GENERAL COUNSEL NOV 2012
CARMEL & NACCASHA LLP	55168	12/13/2012	1	111.00	WD/LITIGATION SVCS NOV 2012 - LINDSEY
CARMEL & NACCASHA LLP	55168	12/13/2012	2	670.00	WD/LITIGATION SVCS NOV 2012 - LANDWATCH I
CARMEL & NACCASHA LLP	55188	12/14/2012	8	(8,000.00)	ADM/LESS RETAINER NOV 2012
				<u>9,949.10</u>	
CENTRAL COAST COFFEE	55143	12/4/2012	1	44.64	ADM/OFFICE SUPPLIES
CENTRAL COAST COFFEE	55252	12/31/2012	1	44.64	ADM/OFFICE SUPPLIES
				<u>89.28</u>	
CHAPARRAL BUSINESS MACHIN	55145	12/4/2012	1	115.00	ADM/REPAIRS TO RICOH PRINTER AP3800 9/24/12
CHAPARRAL BUSINESS MACHIN	55145	12/4/2012	1	249.31	ADM/MAGENTA TONER FOR RICOH PRINTER AP3800
				<u>364.31</u>	
CHARTER COMMUNICATIONS	55144	12/4/2012	1	175.99	FD/INTERNET SVC NOV 2012 8245-10-680-0004304
CHARTER COMMUNICATIONS	55144	12/4/2012	2	87.99	F&R/INTERNET SVC NOV 2012 8245-10-680-0004304
CHARTER COMMUNICATIONS	55144	12/4/2012	3	279.99	ADM/INTERNET SVC NOV 2012 8245-10-680-0004304
CHARTER COMMUNICATIONS	55144	12/4/2012	4	175.99	WD/INTERNET SVC NOV 2012 8245-10-680-0004304
CHARTER COMMUNICATIONS	55144	12/4/2012	5	175.99	WWW/INTERNET SVC NOV 2012 8245-10-680-0004304
				<u>895.95</u>	
COAST UNIFIED SCHOOL DIST	55232	12/27/2012	1	7,641.56	RC/REIMB FOR HIGH-TEMP DISHWASHER CII PROGRAM
CORBIN WILLITS SYSTEMS	55129	12/3/2012	1	1,199.12	ADM/MONTHLY SUPPORT AGREEMT-MOM SOFTWARE DEC 2012

CAMBRIA COMMUNITY SERVICES DISTRICT
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VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
CRYSTAL SPRING WATER CO.	55253	12/31/2012	1	89.37	WW/DISTILLED AND DRINKING WATER EQUIP RENTAL
CULLIGAN-KITZMAN WATER	55254	12/31/2012	1	53.00	FD/WATER SOFTENER SERVICE NOVEMBER 2012
DAVIES, WILLIAM S	55246	12/28/2012	1	387.29	RC/REFUND BAL OF DEPOSIT FOR WL ASSIGNMENT
EVERBANK COMMERCIAL FINANCE	55255	12/31/2012	1	314.57	FD/MONTHLY LEASE PYMT SHARP X3500 COPIER DEC 2012
FERGUSON ENTERPRISES, INC #135	55146	12/4/2012	1	10,867.64	WW/10" 3-WAY PLUG VALVE FOR LIFT STN B 11/9/12
FERGUSON ENTERPRISES, INC #135	55256	12/31/2012	1	97.05	WD/PLUMBING PARTS
FERGUSON ENTERPRISES, INC #135	55256	12/31/2012	1	132.15	WW/MAINT & REPAIR WASTEWATER TREATMENT
FERGUSON ENTERPRISES, INC #135	55256	12/31/2012	1	144.17	F&R/MAINT & REPAIR VETS HALL
FERGUSON ENTERPRISES, INC #135	55256	12/31/2012	1	(166.89)	F&R/PLUMBING PARTS RETURNED
				11,074.12	
FGL ENVIRONMENTAL	55178	12/14/2012	1	1,453.99	WW/BACTI, INORGANIC & SUB CONT ANALYSIS 10/9/12
FGL ENVIRONMENTAL	55178	12/14/2012	1	90.00	WD/BACTI & SUPPORT ANALYSIS 11/19/12
FGL ENVIRONMENTAL	55257	12/31/2012	1	377.00	WW/INORGANIC AND ORGANIC ANALYSIS 11/06/12
FGL ENVIRONMENTAL	55257	12/31/2012	1	90.00	WD/BACTI AND SUPPORT ANALYSIS 11/26/12
				2,010.99	
FINNIGAN, MICHAEL	55130	12/3/2012	1	45.00	WW/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2012
FIRMA CONSULTANTS, INC.	55147	12/4/2012	1	67.50	PR/PROF SVCS FISCALINI RANCH MDP #2 10/22-11/19/12
FIRMA CONSULTANTS, INC.	55258	12/31/2012	1	461.25	RC/PROF SVCS FISCALINI RANCH MDP #2 11/19 - 12/17
				528.75	
FIRST AMERICAN TITLE CO	55245	12/28/2012	1	679.00	RC/VOL LOT MERGER EXPENSE
FIRST BANKCARD	55148	12/4/2012	1	-	ADM/J. GRUBER VISA CHARGES NOVEMBER 2012
FIRST BANKCARD	55148	12/4/2012	2	975.52	ADM/LODGING EXP 2012 PERS FORUM K.FRY, M.MADRID
FIRST BANKCARD	55148	12/4/2012	1	-	FD/M. MILLER VISA CHARGES NOVEMBER 2012
FIRST BANKCARD	55148	12/4/2012	2	637.48	FD/MEETING EXPENSES 10/22, 10/24, 11/17 & 11/19
FIRST BANKCARD	55148	12/4/2012	3	100.00	FD/GAS TO ATTEND WORKERS COMP MTG REIMB'D 11/26/12
FIRST BANKCARD	55148	12/4/2012	1	-	ADM/M. MADRID VISA CHARGES NOVEMBER 2012
FIRST BANKCARD	55148	12/4/2012	2	162.97	ADM/MICROSOFT REFERENCE MANUALS
FIRST BANKCARD	55148	12/4/2012	1	-	ADM/B. GRESENS VISA CHARGES NOVEMBER 2012
FIRST BANKCARD	55148	12/4/2012	2	49.00	ADM/MONTHLY WEBEX HOST MEETING SERVICE 11/3/12
FIRST BANKCARD	55148	12/4/2012	1	-	ADM/K. CHOATE VISA CHARGES NOVEMBER 2012
FIRST BANKCARD	55148	12/4/2012	2	66.50	ADM/MEETINGS 10/25, 11/14 & 11/15/12
				1,991.47	
GERBER'S AUTO SERVICE	55259	12/31/2012	1	44.50	WW/MAINT & REPAIR VEHICLES LIC #1148464
GERBER'S AUTO SERVICE	55259	12/31/2012	1	64.45	FD/MAINT & REPAIR VEHICLES LIC# E019987
GERBER'S AUTO SERVICE	55259	12/31/2012	1	785.60	F&R/FUEL PUMP FORD F-150 LIC# E052240
				894.55	
GFOA - GOVT FIN OFCRS ASSN	55260	12/31/2012	1	53.00	ADM/FINANCIAL POLICIES PUBLICATION
GOLD COAST ENVIRONMENTAL	55196	12/14/2012	1	5,431.58	WW/PURCHASE AND INSTALL NEW 4" W.A.S. FLOW METER
GOLD COAST ENVIRONMENTAL	55196	12/14/2012	1	1,350.00	WW/CALIBRATION CERT INFLUENT, EFFLUENT, RS1, RS2
				6,781.58	
GRAINGER	55150	12/4/2012	1	149.16	WW/"NO PARKING" SIGNS FOR LIFT STATIONS
GRAINGER	55261	12/31/2012	1	102.10	WW/NO PARKING SIGN FOR LIFT STATIONS
				251.26	
GRESENS, ROBERT C.	55131	12/3/2012	1	45.00	WD/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2012

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GRUBER, JEROME	55132	12/3/2012	1	45.00	ADM/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2012
HAMILTON, TYSON	55197	12/14/2012	1	40.00	FD/REIMB FOR CAL STATE FIRE FIGHTER II CERTIFICATN
HARRIS, JUSTINE	55169	12/13/2012	1	38.85	ADM/REIMB MILEAGE -SLO LIBRARY MICROFICHE 11/28/12
HARRIS, LLOYD	55247	12/28/2012	1	370.11	RC/REFUND BAL OF DEPOSIT FOR WL ASSIGNMENT
HELM, WILLIAM	55125	12/3/2012	1	88.85	WD/CUSTOMER REFUND
HOLLINGSWORTH, BILL	55233	12/27/2012	1	267.32	FD/TVL EXP RE: FEMA CLASS - ARSON INVSTGTN JAN '13
HOME DEPOT CREDIT SERVICE	55179	12/14/2012	1	110.01	ADM/NEW LOW-FLOW TOILET FOR ADMIN RESTRM 11/14/12
HOME DEPOT CREDIT SERVICE	55179	12/14/2012	1	30.03	F&R/LIGHTWEIGHT VACUUM CLEANER FOR VETERANS HALL
HOME DEPOT CREDIT SERVICE	55179	12/14/2012	1	320.57	F&R/DRAIN CLEANER & LUMBER FOR REPAIRS TO PUB RR'S
HOME DEPOT CREDIT SERVICE	55179	12/14/2012	1	85.77	F&R/MILWAUKEE BI-METAL HOLE SAW 12/7/12
				546.38	
INNOVATIVE CONCEPTS	55133	12/3/2012	1	25.00	ADM/CIS HOSTING DEC 2012
INNOVATIVE CONCEPTS	55133	12/3/2012	2	25.00	FD/FIRE WEBSITE HOSTING DEC 2012
				50.00	
J B DEWAR	55151	12/4/2012	1	2,387.27	WW/DIESEL FUEL 11/21/12
J B DEWAR	55151	12/4/2012	1	1,132.94	WD/GASOLINE AND ULS DIESEL #2 FUEL 11/21/12
J B DEWAR	55262	12/31/2012	1	1,511.82	FD/GASOLINE AND DIESEL 11/21/12
J B DEWAR	55262	12/31/2012	1	2,226.04	WW/DIESEL FUEL 12/05/12
J B DEWAR	55262	12/31/2012	1	859.41	WD/GASOLINE FUEL 12/05/12
J B DEWAR	55262	12/31/2012	1	1,462.55	FD/GASOLINE AND DIESEL FUEL 12/05/12
				9,580.03	
LIBERTY COMPOSTING, INC.	55152	12/4/2012	1	18,162.67	WW/BIOSOLIDS HAULING 372.95 TONS OCTOBER 2012
LIBERTY COMPOSTING, INC.	55152	12/4/2012	1	100.00	WW/BIOSOLIDS TESTING DONE BY C.E.L. 10/23/12
				18,262.67	
LIEBERT CASSIDY WHITMORE	55153	12/4/2012	1	184.00	ADM/PROF SVCS RE: HUMAN RESOURCES OCT 2012
LIEBERT CASSIDY WHITMORE	55234	12/27/2012	1	770.00	ADM/PROF SVCS RE: HUMAN RESOURCES NOV 2012
				954.00	
LIGHTHOUSE LITHO	55180	12/14/2012	1	228.71	F&R/BUSINESS CARDS FOR C. MENDOZA & J. BLOCK
LINC DELIVERY	55181	12/14/2012	1	19.50	WW/DELIVERY SERVICE TO RWQCB 12/5/12
MADDAUS WATER MANAGEMENT	55263	12/31/2012	1	3,640.00	WD/PROF SVCS WTR CONSV. PROGRAM 10/29 - 11/27/12
MADDEN, JOHN	55198	12/14/2012	1	380.00	FD/FIRE INVESTIGATION CASLU009202 11/17/12-12/6/12
MATHESON TRI-GAS, INC	55264	12/31/2012	1	55.10	WW/MAINT & REPAIR TREATMENT PLANT
MCCRAIN, DAN	55235	12/27/2012	1	384.00	FD/REIMB REGN FOR FIRE COMMAND 1A & FIRE MGT 1
MEDSTOP URGENT CARE	55182	12/14/2012	1	88.00	WW/DMV PHYSICAL
MEDSTOP URGENT CARE	55199	12/14/2012	1	680.00	FD/ANNUAL PHYSICALS - 17 FIRE DEPT STAFF NOV 2012
				768.00	
MENDOZA, CARLOS	55134	12/3/2012	1	22.50	F&R/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2012
MENDOZA, CARLOS	55134	12/3/2012	2	22.50	ADM/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2012
				45.00	
MID-COAST FIRE PROTECTION	55154	12/4/2012	1	185.00	FD/ANNUAL FIRE SPRINKLER TEST & INSPECTN 11/12/12

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MILLER, MARK	55135	12/3/2012	1	45.00	FD/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2012
MINER'S ACE HARDWARE	55155	12/4/2012	1	30.16	F&R/1 WATT HEADLIGHT
MINER'S ACE HARDWARE	55183	12/14/2012	1	53.61	F&R/INDOOR TIME SWITCH 120V 12/3/12
MINER'S ACE HARDWARE	55183	12/14/2012	1	60.29	F&R/FLOOR CARE PRODUCTS & VALVE - VETERANS HALL
MINER'S ACE HARDWARE	55265	12/31/2012	1	173.83	F&R/MAINT & REPAIR VETS HALL
MINER'S ACE HARDWARE	55265	12/31/2012	1	107.74	F&R/MAINT & REPAIR BLDGS SKATE PARK
MINER'S ACE HARDWARE	55265	12/31/2012	1	21.77	ADM/MAINT & REPAIR BLDGS - AIR FILTER
MINER'S ACE HARDWARE	55265	12/31/2012	1	104.00	F&R/OPERATING SUPPLIES - SMALL TOOLS FOR NEW YEE
				<u>551.40</u>	
MISSION LINEN SUPPLY	55184	12/14/2012	1	57.55	F&R/LINEN SERVICE & UNIFORM CLEANING NOV 2012
MISSION LINEN SUPPLY	55184	12/14/2012	2	230.24	WD/LINEN SERVICE & UNIFORM CLEANING NOV 2012
				<u>287.79</u>	
MULLAHEY FORD	55156	12/4/2012	1	55.41	FD/FUEL FILTERS FOR MAINT & REPAIRS TO 5700
MULLAHEY FORD	55185	12/14/2012	1	3,089.43	FD/SMOG AND REPAIRS TO TURBO ON 5700 VEHICLE
MULLAHEY FORD	55266	12/31/2012	1	42.21	FD/MAINT & REPAIR VEHICLES
MULLAHEY FORD	55266	12/31/2012	1	362.52	FD/MAINT & REPAIR LIC# 1148464 ENGINE 5700
				<u>3,549.57</u>	
NAPA AUTO PARTS	55187	12/14/2012	1	5.89	F&R/MAINT & REPAIR VEHICLES NOV 2012 OIL
NAPA AUTO PARTS	55187	12/14/2012	2	42.89	F&R/MAINT & REPAIR VEHICLES NOV 2012 LAMP
NAPA AUTO PARTS	55187	12/14/2012	3	7.15	F&R/MAINT & REPAIR EQPMT - SPARK PLUG, GREASE
NAPA AUTO PARTS	55187	12/14/2012	4	7.50	F&R/MAINT & REPAIR VEHICLES NOV 2012 BLACK FB105
NAPA AUTO PARTS	55187	12/14/2012	5	51.76	F&R/MAINT & REPAIR VEHICLES OIL AND OIL FILTERS
NAPA AUTO PARTS	55187	12/14/2012	6	34.18	F&R/MAINT & REPAIR VEHICLES-OIL, FILTERS, SPK PLUG
NAPA AUTO PARTS	55187	12/14/2012	7	54.67	F&R/MAINT & REPAIR VEHICLES-DELO 400 15W40
NAPA AUTO PARTS	55187	12/14/2012	8	7.50	ADM/MAINT & REPAIR VEHICLES-OIL FILTER FOR PRIUS
NAPA AUTO PARTS	55187	12/14/2012	9	25.18	F&R/MAINT & REPAIR VEHICLES-HYDRAULIC OIL, LAMP
NAPA AUTO PARTS	55187	12/14/2012	10	8.77	ADM/MAINT & REPAIR VEHICLES-2 QTS NAPA 5W30
NAPA AUTO PARTS	55187	12/14/2012	11	14.47	F&R/MAINT & REPAIR VEHICLES-NAPAGOLD OIL FILTER
NAPA AUTO PARTS	55187	12/14/2012	12	131.31	F&R/MAINT & REPAIR VEHICLES-2 FILTERS, MARKER, CAP
NAPA AUTO PARTS	55187	12/14/2012	1	31.51	WW/MAINT & REPAIR VEHICLES-HYDRLC LINE FOR TRACTOR
NAPA AUTO PARTS	55187	12/14/2012	2	118.99	WW/MAINT & REPAIR VEHICLES-BATTERY FOR F250 TRUCK
NAPA AUTO PARTS	55187	12/14/2012	3	300.18	WW/MAINT & REPAIR VEHICLES-BATTERIES FOR VACTOR
NAPA AUTO PARTS	55187	12/14/2012	4	11.93	WW/MAINT & REPAIR VEHICLES-GENERTR HOSE LFT STN #A
NAPA AUTO PARTS	55187	12/14/2012	5	141.44	WW/MAINT & REPAIR VEHICLES-12 GALS ANTIFREEZE
NAPA AUTO PARTS	55187	12/14/2012	6	298.05	WW/MAINT & REPAIR VEHICLES-2 BATTERIES FOR GENRTR
NAPA AUTO PARTS	55267	12/31/2012	1	334.21	WD/MAINT & REPAIR VEHICLES NOV. 2012
				<u>1,627.58</u>	
NATIONAL METER & AUTOMATION	55170	12/13/2012	1	19,787.63	WD/TEN 2" COMPOUND METERS WITH ORION PIT TRANSMTRS
NFPA	55200	12/14/2012	1	1,184.31	FD/FIRE PREVENTION EDUCATION MATERIALS 9/11/12
NIAGARA CONSERVATION	55189	12/14/2012	1	1,576.94	RC/700 SHOWER CONTROL VALVES - ON/OFF OPTION
NIAGARA CONSERVATION	55189	12/14/2012	2	2,937.17	RC/700 SHOWERHEADS 1.5 GPM
NIAGARA CONSERVATION	55189	12/14/2012	3	340.50	RC/500 SINK AERATORS 0.5 GPM DUAL THREAD
NIAGARA CONSERVATION	55189	12/14/2012	1	3,177.43	RC/300 RESIDENTIAL WATER CONSERVATION KITS
				<u>8,032.04</u>	
PACIFIC GAS & ELECTRIC	55243	12/28/2012	1	7.46	F&R/ELEC SVC 3195 RODEO GROUNDS NOV 2012
PACIFIC GAS & ELECTRIC	55243	12/28/2012	1	12,096.00	WW/ELEC SVC SEVERAL METERS NOV 2012
PACIFIC GAS & ELECTRIC	55243	12/28/2012	1	81.88	WW/ELEC SVC 990 SS CRK RD NOV 2012
PACIFIC GAS & ELECTRIC	55243	12/28/2012	1	21.68	ADM/ELEC SVC 1316 TAMSEN #203 NOV 2012
PACIFIC GAS & ELECTRIC	55243	12/28/2012	1	10.84	F&R/ELEC SVC 7806 VG CRK RD NOV 2012
PACIFIC GAS & ELECTRIC	55243	12/28/2012	1	1,186.11	F&R/ ELEC SVC SEVERAL METERS NOV 2012

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PACIFIC GAS & ELECTRIC	55243	12/28/2012	2	355.20	F&R/ ELEC SVC VETERAN'S HALL NOV 2012
PACIFIC GAS & ELECTRIC	55243	12/28/2012	3	642.20	FD/ ELEC SVC 2850 BURTON DR NOV 2012
PACIFIC GAS & ELECTRIC	55243	12/28/2012	4	416.60	ADM/ELEC SVC 1316 TAMSEN #201 & RICHARD ST NOV '12
PACIFIC GAS & ELECTRIC	55243	12/28/2012	1	8,252.46	WD/ELEC SVC SEVERAL METERS NOV 2012
PACIFIC GAS & ELECTRIC	55243	12/28/2012	1	1,478.70	WD/ELEC SVC 2820 SR CRK RD NOV 2012
				<u>24,549.13</u>	
PHOENIX CIVIL ENGINEERING, INC	55190	12/14/2012	1	2,080.00	WW/PROF ENGRNG SVCS WWMP COLLECTION SYSTEM AUDIT
PHOENIX CIVIL ENGINEERING, INC	55190	12/14/2012	1	650.00	WW/PROF ENGRNG SVCS - CCTV PROJECT NOV 2012
PHOENIX CIVIL ENGINEERING, INC	55190	12/14/2012	2	715.00	WW/PROF ENGRNG SVCS - RESERVOIR, PRESS, CARD LOCK
				<u>3,445.00</u>	
PITNEY BOWES PURCH POWER	55157	12/4/2012	1	1,019.99	ADM/POSTAGE DOWNLOADED TO METER 11/13/12
PORT SAN LUIS BOATYARD	55191	12/14/2012	1	1,518.94	FD/REPAIR YAMAHA OUTBOARD MOTOR - LOWER END UNIT
POSEMSKY, JACK/SHARON	55248	12/28/2012	1	387.29	RC/REFUND BAL OF DEPOSIT FOR WL ASSIGNMENT
PRIDE LAUNDRY SYSTEMS, INC.	55236	12/27/2012	1	30,007.05	RC/20 WASHERS TO RETROFIT LAUNDROMAT CII PROGRAM
PROCARE JANITORIAL SUPPLY	55192	12/14/2012	1	139.37	F&R/JANITORIAL SUPPLIES 10/25/12
PROCARE JANITORIAL SUPPLY	55192	12/14/2012	1	(73.57)	F&R/RETURNED JANITORIAL SUPPLIES ON 10/26/12
PROCARE JANITORIAL SUPPLY	55192	12/14/2012	1	65.80	F&R/JANITORIAL SUPPLIES 12/7/12
PROCARE JANITORIAL SUPPLY	55268	12/31/2012	1	219.84	ADM/JANITORIAL SUPPLIES
PROCARE JANITORIAL SUPPLY	55268	12/31/2012	1	(39.21)	F&R/JANITORIAL SUPPLIES
PROCARE JANITORIAL SUPPLY	55268	12/31/2012	1	39.21	F&R/JANITORIAL SUPPLIES
PROCARE JANITORIAL SUPPLY	55268	12/31/2012	1	420.37	F&R/JANITORIAL SUPPLIES
				<u>771.81</u>	
PUREFLOW FILTRATION DIVISION O	55137	12/3/2012	1	26,630.18	WD/NEW FILTER MEDIA FOR SR4 WELL (50% DOWN)
PUREFLOW FILTRATION DIVISION O	55137	12/3/2012	1	9,382.50	WD/LABOR TO INSTALL MEDIA SR4 & INSPCTNS(50% DOWN)
PUREFLOW FILTRATION DIVISION O	55202	12/18/2012	1	26,630.18	WD/NEW FILTER MEDIA FOR SR4 WELL (FINAL 50%)
PUREFLOW FILTRATION DIVISION O	55202	12/18/2012	1	9,382.50	WD/LABOR TO INSTALL MEDIA SR4 & INSPECT(FINAL 50%)
PUREFLOW FILTRATION DIVISION O	55202	12/18/2012	1	7,821.68	WD/2 VALVE ACTUATORS AND ADAPTERS + LABOR 12/13/12
				<u>79,847.04</u>	
QUILL CORP	55193	12/14/2012	1	53.57	WW/5 FLASH DRIVES FOR CCTV HYDRO CLEAN PROJECT
QUILL CORP	55193	12/14/2012	2	26.99	WW/PENS AND TONER CARTRIDGE
QUILL CORP	55193	12/14/2012	3	34.72	WW/TONER CARTRIDGES
QUILL CORP	55193	12/14/2012	4	184.40	WW/JANITORIAL SUPPLIES
QUILL CORP	55193	12/14/2012	1	281.67	ADM/OFFICE SUPPLIES 11/21/12 - 12/4/12
QUILL CORP	55193	12/14/2012	2	282.36	ADM/HP OFFICEJET PRO COPIER/PRINTER 11/21/12
QUILL CORP	55269	12/31/2012	1	164.08	F&R/COMPUTER SUPPLIES
QUILL CORP	55269	12/31/2012	2	24.11	F&R/OPERATING SUPPLIES
QUILL CORP	55269	12/31/2012	3	728.50	ADM/OFFICE SUPPLIES
QUILL CORP	55269	12/31/2012	4	33.29	WW/MAINT & REPAIR SUPPLIES FOR LIFT STATION
QUILL CORP	55269	12/31/2012	5	100.29	WW/COMPUTER SUPPLIES
QUILL CORP	55269	12/31/2012	6	62.73	WW/OFFICE SUPPLIES
				<u>1,976.71</u>	
RETIREES-FIRE		12/20/2012		1,495.46	FD/MONTHLY HEALTH INSURANCE PREM PYMT FOR JAN '13
RETIREES-FACILITIES & RESOURCES		12/20/2012		1,090.79	F&R/MONTHLY HEALTH INSURANCE PREM PYMT FOR JAN '13
RETIREES-ADMINISTRATION		12/20/2012		4,593.22	ADM/MONTHLY HEALTH INSURANCE PREM PYMT FOR JAN '13
RETIREES-WATER		12/20/2012		1,801.55	WD/MONTHLY HEALTH INSURANCE PREM PYMT FOR JAN '13
RETIREES-WASTEWATER		12/20/2012		5,064.85	WW/MONTHLY HEALTH INSURANCE PREM PYMT FOR JAN '13
				<u>14,045.87</u>	
RITTERBUSH REPAIR SERVICE	55194	12/14/2012	1	1,550.00	FD/FLEET MAINTENANCE & REPAIR OCTOBER-NOVEMBER '12

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ROBERTS, BRIAN	55201	12/14/2012	1	92.00	FD/REIMB FOR SLO COUNTY EMT RE-CERTIFICATN 9/21/12
ROSS' LADDER SERVICE	55270	12/31/2012	1	178.50	FD/LADDER LOAD TEST AND INSPECTION
SCOTT O'BRIEN FIRE SAFETY	55271	12/31/2012	1	771.94	WW/ANNUAL FIRE EXTINGUISHER INSPECTIONS & SERVICE
SCOTT O'BRIEN FIRE SAFETY	55271	12/31/2012	1	202.34	F&R/FIRE EXTINGUISHER INSPECTION AND SERVICE
SCOTT O'BRIEN FIRE SAFETY	55271	12/31/2012	1	28.00	ADM/FIRE EXTINGUISHER INSPECTION AND SERVICE
SCOTT O'BRIEN FIRE SAFETY	55271	12/31/2012	1	196.16	WD/FIRE EXTINGUISHER INSPECTION AND SERVICE
				1,198.44	
SDRMA	55171	12/13/2012	1	15,550.66	ADM/QUARTERLY WORKERS COMP PREMIUM 1/1/13-3/31/13
SELECT BUSINESS SYSTEMS	55272	12/31/2012	1	158.34	FD/MONTHLY MAINT AGRMT SHARP PRINTER 10/25 - 11/25
SHIFT CALENDARS, INC.	55273	12/31/2012	1	406.88	FD/SHIFT CALENDARS
SLO COUNTY NEWSPAPERS	55158	12/4/2012	1	201.40	WW/LLEGAL AD FOR REQUEST FOR BID CCTV PROJ 11/4/12
SLO COUNTY NEWSPAPERS	55158	12/4/2012	1	201.40	WW/LLEGAL AD FOR REQUEST FOR BID CCTV PROJ 11/7/12
				402.80	
STATE OF CALIFORNIA	55186	12/14/2012	1	4,955.28	WW/LS BACKFLOW PROJ REQUIRED REPAIRS TO SR CRK TRL
STEVENS, JOE/DIANE	55172	12/13/2012	1	130.51	WD/CUSTOMER REFUND
SWRCB-DIV WATER RIGHTS	55163	12/13/2012	1	175.40	WD/WATER RIGHTS WR-EF-094-012000 7/1/12-6/30/13
SWRCB-DIV WATER RIGHTS	55164	12/13/2012	1	211.00	WD/WATER RIGHTS WR-EF-094-010116 7/1/12-6/30/13
				386.40	
TECHXPRESS, INC.	55159	12/4/2012	1	2,680.00	ADM/MONTHLY NETGUARD IT SERVICE DEC 2012
TEMPLETON UNIFORMS	55274	12/31/2012	1	434.09	FD/RESERVIST UNIFORM - NOMEX PANTS AND SHIRTS
THE CAPRICORN GROUP	55142	12/4/2012	1	130.38	WW/BUFFER SOLUTION pH 10.00
THE DOCUTEAM	55177	12/14/2012	1	306.24	ADM/DOCUMENT STORAGE, RETRIEVAL AND DLVRY NOV '12
THE GAS COMPANY	55242	12/28/2012	1	154.02	F&R/ GAS SVC VET'S HALL NOV 2012
THE GAS COMPANY	55242	12/28/2012	1	130.23	FD/GAS SVC 2850 BURTON DR NOV 2012
THE GAS COMPANY	55242	12/28/2012	1	67.10	WW/GAS SVC 5500 HEATH LN #B NOV 2012
THE GAS COMPANY	55242	12/28/2012	1	9.88	FD/GAS SVC 5490 HEATH LN NOV 2012
THE GAS COMPANY	55242	12/28/2012	1	74.42	WW/GAS SVC 5500 HEATH LN NOV 2012
THE GAS COMPANY	55242	12/28/2012	1	5.59	F&R/GAS SVC 3195 BURTON DR NOV 2012
				441.24	
TITAN INDUSTRIAL SUPPLY	55275	12/31/2012	1	31.90	WD/MEDICAL SUPPLIES
TITAN INDUSTRIAL SUPPLY	55275	12/31/2012	1	44.78	WW/MEDICAL SUPPLIES
				76.68	
TOYOTA OF SAN LUIS OBISPO	55237	12/27/2012	1	214.72	ADM/NEW BATTERY FOR PRIUS
UNITED RENTALS NW, INC.	55276	12/31/2012	1	64.34	F&R/UNIFORMS - 1 NEON SAFETY JACKET
UNITED RENTALS NW, INC.	55276	12/31/2012	1	128.60	F&R/UNIFORM - 2 NEON SAFETY JACKETS
				192.94	
UNITED STAFFING ASSOC	55160	12/4/2012	1	297.60	WW/TEMP STAFFING FOR WEEK 11/5/12 & 11/6/12
USA BLUE BOOK	55161	12/4/2012	1	139.48	WW/LAB FIELD SAMPLE BOTTLES
USA BLUE BOOK	55195	12/14/2012	1	400.43	WD/PIPE WRENCH, RATCHETING BOX, SHUTOFF TOOL
				539.91	

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
VERIZON WIRELESS	55241	12/28/2012	1	104.56	FD/CELL PHONE SERVICE NOV 2012
VERIZON WIRELESS	55241	12/28/2012	1	26.74	F&R/CELL PHONE SERVICE NOV 2012
VERIZON WIRELESS	55241	12/28/2012	2	26.14	WD/CELL PHONE SERVICE NOV 2012
VERIZON WIRELESS	55241	12/28/2012	3	37.31	WW/CELL PHONE SERVICE NOV 2012
				<u>194.75</u>	
WINSOR CONSTRUCTION, INC.	55162	12/4/2012	1	1,200.00	WW/CAT LOADER RENTAL FOR BIOSOLIDS PROJ NOV 2012
WINSOR CONSTRUCTION, INC.	55162	12/4/2012	1	80.00	F&R/GREEN WASTE REMOVAL FROM FISCALINI RANCH
WINSOR CONSTRUCTION, INC.	55162	12/4/2012	1	229.12	F&R/CLASS II BASE FOR DOG PARK
WINSOR CONSTRUCTION, INC.	55277	12/31/2012	1	873.50	FD/SAND FOR SAND BAGS
WINSOR CONSTRUCTION, INC.	55277	12/31/2012	1	40.00	F&R/GREEN WASTE DISPOSAL
WINSOR CONSTRUCTION, INC.	55277	12/31/2012	2	207.80	WD/ROAD BASE
				<u>2,630.42</u>	
	55149	12/13/2012	9000	(7,641.56)	Ck# 055149 Reversed
Accounts Payable Vendor Subtotal				<u>330,971.78</u>	
AFLAC (AMER FAM LIFE INS)	2991	12/7/2012	1	879.10	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	2991	12/7/2012	1	94.22	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3011	12/21/2012	1	879.10	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3011	12/21/2012	1	94.22	VOLUNTARY INS-PRETAX
				<u>1,946.64</u>	
CAMBRIA COMMUNITY SERVICES DIS	2992	12/7/2012	1	1,100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2992	12/7/2012	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2992	12/7/2012	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2992	12/7/2012	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2992	12/7/2012	5	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2992	12/7/2012	6	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3012	12/21/2012	1	1,100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3012	12/21/2012	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3012	12/21/2012	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3012	12/21/2012	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3012	12/21/2012	5	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3012	12/21/2012	6	250.00	MEDICAL REIMBURSEMNT
				<u>3,900.00</u>	
CAMBRIA FIRE FIGHTERS LOCAL 46	3015	12/21/2012	1	240.00	RESERVE FIREFTR DUES
CAMBRIA FIREFIGHTERS ASSN	2994	12/7/2012	1	135.41	RESERVE FIREFTR DUES
CAMBRIA FIREFIGHTERS ASSN	3014	12/21/2012	1	111.31	RESERVE FIREFTR DUES
				<u>246.72</u>	
EMPLOYMENT DEVELOPMENT DP	2993	12/7/2012	1	4,047.95	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2993	12/7/2012	1	617.30	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3013	12/21/2012	1	3,294.24	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3013	12/21/2012	1	540.93	STATE INCOME TAX
				<u>8,500.42</u>	
H.O.B.-DIRECT DEPOSIT	2995	12/7/2012	1	3,531.70	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	2995	12/7/2012	1	58,453.53	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3016	12/21/2012	1	3,631.70	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3016	12/21/2012	1	52,442.00	Direct Deposit Flat
				<u>118,058.93</u>	

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
H.O.B./FEDERAL TAXES	2996	12/7/2012	1	11,761.75	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2996	12/7/2012	1	8,162.42	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2996	12/7/2012	1	2,810.92	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3017	12/21/2012	1	9,862.28	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3017	12/21/2012	1	6,840.63	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3017	12/21/2012	1	2,277.72	FEDERAL INCOME TAX
				<u>41,715.72</u>	
ICMA-VNTGPT TRSFR AGT 457	2997	12/7/2012	1	2,963.46	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	2997	12/7/2012	1	3,396.23	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	3018	12/21/2012	1	2,963.46	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	3018	12/21/2012	1	(5,834.81)	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	3018	12/21/2012	2	6,923.28	457 DEF COMP-INDIV
				<u>10,411.62</u>	
PERS RETIREMENT SYSTEM	2998	12/7/2012	1	(0.01)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2998	12/7/2012	2	26,718.75	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	3019	12/21/2012	1	(0.01)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	3019	12/21/2012	2	26,205.11	PERS PAYROLL REMITTANCE
				<u>52,923.84</u>	
SEIU LOCAL 620	2999	12/7/2012	1	267.51	SEIU UNION DUES
SEIU LOCAL 620	3020	12/21/2012	1	267.51	SEIU UNION DUES
				<u>535.02</u>	
SLO CREDIT UNION	3000	12/7/2012	1	280.00	CREDIT UNION
SLO CREDIT UNION	3021	12/21/2012	1	200.00	CREDIT UNION
				<u>480.00</u>	
THE VARIABLE ANNUITY LIFE	3001	12/7/2012	1	50.00	DEFERRED COMP -VALIC
THE VARIABLE ANNUITY LIFE	3022	12/21/2012	1	50.00	DEFERRED COMP -VALIC
				<u>100.00</u>	
				<u>239,058.91</u>	
Payroll Payable Vendor Subtotal				<u>239,058.91</u>	
TOTAL DISBURSEMENTS FOR DECEMBER, 2012				<u>570,030.69</u>	



ADDENDA TO MONTHLY EXPENDITURE REPORT

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

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.B.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 17, 2013 Subject: Consideration to Adopt Resolution 01-2013 Approving a Budget Amendment for Funding Avery and Associates, for Fiscal Year 2012/2013 Budget for The Amount of \$19,120.00 From the Administration General Fund.

RECOMMENDATIONS

Approve Budget Amendment for funding for Avery and Associates in the amount of \$ 19,120.00 from the Administration General Fund.

FISCAL IMPACT:

The amount of \$ 6000.00 dollars was budgeted for Avery and Associated as part of the fiscal year budget for 2012/2013. Avery and Associates fees are \$ 1700.00 per month plus a small amount for expenses. The fiscal year budget represents a three month period of time that was estimated to complete labor negotiations. Labor negotiations took longer than anticipated. As of December of 2012, Avery and Associates invoices total \$ 12,520.00. It is anticipated that an additional six months of consulting will be needed to accomplish the referenced tasks. Based on the following, staff is recommending the budget amendment:

- Budgeted amount for fiscal year 2012/2013 \$ 6000.00.
- Cost associated with Avery and Associates thru December of 2012 to, include monthly charges plus miscellaneous expenses \$ 12520.00.
- Difference between budgeted amount and cost thru December of 2012 \$ 6520.00.
- Anticipated cost associated with below listed activities for the remainder of fiscal year 2012/2013 based of \$ 1700.00 per month \$ 10,200.00.
- Anticipated cost associated with miscellaneous expenses for the remainder of fiscal year, based on cost of \$ 400.00 per month \$ 2400.00.
- Total Budget Amendment for Avery and Associates for remainder of fiscal year is \$19,120.00.
- Cost will be absorbed at the end of the fiscal year as part of the Administration General Fund, if a surplus exists. If a surplus does not exist the remaining funds will come from Reserves.

DISCUSSION:

Bill Avery and Associates was retained as the Chief negotiator for labor negotiations specifically relating to SEIU, IAFF and MCE. It was estimated as part of the fiscal year 2012/2013 budget process that negotiations would encompass approximately the first three months of the fiscal year. Labor negotiations took longer than anticipated and were completed with the IAFF MOU. Additional services for the remainder of the fiscal year are needed from Avery and Associates relating to personnel matters.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE___

RESOLUTION NO. 01-2013

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT APPROVING A BUDGET
AMENDMENT FOR AVERY AND ASSOCIATES**

BE IT RESOLVED that the Board of Directors of the Cambria Community Services District does hereby approve an amendment to the CCSD fiscal year 2012/2013 Budget for the amount of \$19,120.00 from the Administration General Fund for funding for Avery and Associates.

PASSED AND ADOPTED this 17th day of January 2013.

Michael Thompson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

AGREEMENT FOR CONSULTANT SERVICES

This AGREEMENT FOR CONSULTANT SERVICES ("Agreement") is made and effective as of _____ 2011, between **AVERY ASSOCIATES** ("Consultant"), and the **CAMBRIA COMMUNITY SERVICES DISTRICT**, a political corporation of the State of California ("District"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on _____, 2011 and shall remain and continue in effect until _____, 2012, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the tasks described and comply with all terms and provisions set forth in Exhibit "A", attached hereto and incorporated herein by this reference.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of his/her ability, experience and talent, perform all tasks described herein. Consultant shall employ, at a minimum generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. AGREEMENT ADMINISTRATION

District's General Manager shall represent District in all matters pertaining to the administration of this Agreement. William Avery shall represent Consultant in all matters pertaining to the administration of this Agreement.

5. PAYMENT

The District agrees to pay the Consultant in accordance with the payment rates and terms set forth in Exhibit "B", attached hereto and incorporated herein by this reference.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

(a) The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the District suspends or terminates a portion of this Agreement

such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the District shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the District. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the District pursuant to Section 5.

7. **TERMINATION ON OCCURRENCE OF STATED EVENTS**

This Agreement shall terminate automatically on the occurrence of any of the following events:

- (a) Bankruptcy or insolvency of any party;
- (b) Sale of Consultant's business; or
- (c) Assignment of this Agreement by Consultant without the consent of District.
- (d) End of the Agreement term specified in Section 1.

8. **DEFAULT OF CONSULTANT**

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, District shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the District Manager or his/her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the District shall have the right, notwithstanding any other provision of this Agreement to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

9. **LAWS TO BE OBSERVED.** Consultant shall:

(a) Procure all permits and licenses, pay all charges and fees, and give all notices which may be necessary and incidental to the due and lawful prosecution of the services to be performed by Consultant under this Agreement;

(b) Keep itself fully informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders, and decrees which may affect those

engaged or employed under this Agreement, any materials used in Consultant's performance under this Agreement, or the conduct of the services under this Agreement;

(c) At all times observe and comply with, and cause all of its employees to observe and comply with all of said laws, ordinances, regulations, orders, and decrees mentioned above;

(d) Immediately report to the District's General Manager in writing any discrepancy or inconsistency it discovers in said laws, ordinances, regulations, orders, and decrees mentioned above in relation to any plans, drawings, specifications, or provisions of this Agreement.

(e) The District, and its officers, agents and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

10. **OWNERSHIP OF DOCUMENTS**

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by District that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of District or its designees at reasonable times to such books and records; shall give District the right to examine and audit said books and records; shall permit District to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the District and may be used, reused, or otherwise disposed of by the District without the permission of the Consultant. With respect to computer files, Consultant shall make available to the District, at the Consultant's office and upon reasonable written request by the District, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

11. **INDEMNIFICATION**

(a) Indemnification for Professional Liability. When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless District and any and

all of its officials, employees and agents (“Indemnified Parties”) from and against any and all losses, liabilities, damages, costs and expenses, including attorney’s fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subContractors (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this agreement.

(b) Indemnification for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless District, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subContractors of Consultant.

(c) General Indemnification Provisions. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every subContractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this agreement. In the event Consultant fails to obtain such indemnity obligations from others as required here, Consultant agrees to be fully responsible according to the terms of this section. Failure of District to monitor compliance with these requirements imposes no additional obligations on District and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend District as set forth here is binding on the successors, assigns or heirs of Consultant and shall survive the termination of this agreement or this section.

12. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit “C” attached hereto and incorporated herein as though set forth in full.

13. INDEPENDENT CONSULTANT

(a) Consultant is and shall at all times remain as to the District a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant’s exclusive direction and control. Neither District nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant’s officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the District. Consultant shall not incur or have the power to

incur any debt, obligation, or liability whatever against District, or bind District in any manner.

(b) No employee benefits shall be available to Consultant in connection with performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, District shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for District. District shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

14. **UNDUE INFLUENCE**

Consultant declares and warrants that no undue influence or pressure was or is used against or in concert with any officer or employee of the Cambria Community Services District in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the Cambria Community Services District will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the District to any and all remedies at law or in equity.

15. **NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of District, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the project performed under this Agreement.

16. **RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without District's prior written authorization. Consultant, its officers, employees, agents, or subContractors, shall not without written authorization from the District Manager or unless requested by the District Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the District. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives District notice of such court order or subpoena.

(b) Consultant shall promptly notify District should Consultant, its officers, employees, agents, or subContractors be served with any summons, complaint,

subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the District. District retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with District and to provide the opportunity to review any response to discovery requests provided by Consultant. However, District's right to review any such response does not imply or mean the right by District to control, direct, or rewrite said response.

17. **NOTICES**

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

To District: Jerry Gruber, General Manager
Cambria Community Services District
P.O. Box 65
Cambria, CA 93428

With a copy to: Timothy J. Carmel, District Counsel
Carmel & Naccasha, LLP
1410 Marsh St.
San Luis Obispo, CA 93401

To Consultant: William Avery
Avery Associates
3 ½ North Santa Cruz Ave., Suite A
Los Gatos, CA 95030

18. **ASSIGNMENT**

The Consultant shall not assign the performance of this Agreement, nor any part thereof, without the prior written consent of the District.

19. **GOVERNING LAW**

The District and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation

concerning this Agreement shall take place in the superior or federal district court with jurisdiction over the Cambria Community Services District.

20. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. **TIME**

District and Consultant agree that time is of the essence in this Agreement.

22. **CONSTRUCTION**

The parties agree that each has had an opportunity to have their counsel review this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only, and are not intended to be construed to define or limit the provisions to which they relate.

23. **AMENDMENTS**

Amendments to this Agreement shall be in writing and shall be made only with the mutual written consent of all of the parties to this Agreement.

24. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

[Signatures on following page]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CAMBRIA COMMUNITY SERVICES
DISTRICT**

AVERY ASSOCIATES

By: _____
Jerry Gruber, General Manager

By: _____
William Avery, President

Attest:

Kathy Choate, District Clerk

Approved As To Form:

Timothy J. Carmel, District Counsel

EXHIBIT A

SCOPE OF WORK

Consultant will provide any and all requested or required services within the Labor Relations activities of the District including but not limited to: advise and consult on all personnel and labor relations matters, including, but not limited to grievances; negotiations with District bargaining units and non-represented employees; mediation for such units; and such other advice, opinion or assistance requested by the District through the General Manager or his/her designees.

EXHIBIT B

PAYMENT SCHEDULE

CONSULTANT One Thousand Seven Hundred dollars (\$1,700) per month.

CONSULTANT will be reimbursed for reasonable travel expenses, upon presentation of receipts.

CONSULTANT shall not charge for clerical time, copies, phone calls, etc. incurred by CONSULTANT at CONSULTANT's office.

EXHIBIT C

INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of the Work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Consultant agrees to amend, supplement or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to District in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to District.

Consultant shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office “Commercial General Liability” policy from CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$1,000,000 per occurrence.

Business Auto Coverage on ISO Business Auto Coverage from CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant’s employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person.

Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer’s liability limits no less than \$1,000,000 per accident or disease.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designated to protect against acts, errors or omissions of the Consultant and “Covered Professional Services” as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must “pay on behalf of” the insured and must include a provision establishing the insurer’s duty to defend. The policy retroactive date shall be on or before the effective date of this agreement.

Insurance procured pursuant to these requirements shall be written by insurer that are admitted carriers in the state California and with an A.M. Bests rating of A- or better and a minimum financial size VII.

General conditions pertaining to provision of insurance coverage by Consultant. Consultant and District agree to the following with respect to insurance provided by Consultant:

1. Consultant agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds District, its officials employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992. Consultant also agrees to require all Consultants, and subContractors to do likewise.

2. No liability insurance coverage provided to comply with this Agreement shall prohibit Consultant, or Consultant's employees, or agents, from waiving the right of subrogation prior to a loss. Consultant agrees to waive subrogation rights against District regardless of the applicability of any insurance proceeds, and to require all Consultants and subContractors to do likewise.

3. All insurance coverage and limits provided by Consultant and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the District or its operations limits the application of such insurance coverage.

4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to District and approved of in writing.

5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any Consultant or subcontractor.

6. All coverage types and limits required are subject to approval, modification and additional requirements by the District, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect District's protection without District's prior written consent.

7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Consultant's general liability policy, shall be delivered to District at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, District has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by District shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at District option.

8. Certificate(s) are to reflect that the insurer will provide 30 days notice to District of any cancellation of coverage. Consultant agrees to require its insurer to

modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will “endeavor” (as opposed to being required) to comply with the requirements of the certificate.

9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Consultant or any subContractor, is intended to apply first and on a primary, noncontributing basis in relation to any other insurance or self insurance available to District.

10. Consultant agrees to ensure that subContractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with subContractors and others engaged in the project will be submitted to District for review.

11. Consultant agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any Consultant, subContractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this agreement to self-insure its obligations to District. If Consultant’s existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the District. At the time the District shall review options with the Consultant, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.

12. The District reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the District will negotiate additional compensation proportional to the increase benefit to District.

13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.

14. Consultant acknowledges and agrees that any actual or alleged failure on the part of District to inform Consultant of non-compliance with any insurance requirements in no way imposes any additional obligations on District nor does it waive any rights hereunder in this or any other regard.

15. Consultant will renew the required coverage annually as long as District, or its employees or agents face an exposure from operations of any type pursuant to this agreement. This obligation applies whether or not the agreement is canceled or terminated for any reason. Termination of this obligation is not effective until District executes a written statement to that effect.

16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to District within five days of the expiration of the coverages.

17. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to District, its employees, officials and agents.

18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.

19. These insurance requirements are intended to be separate and distinct from any other provision in this Agreement and are intended by the parties here to be interpreted as such.

20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

21. Consultant agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge District or Consultant for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to District. It is not the intent of District to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against District for payment of premiums or other amounts with respect thereto.

22. Consultant agrees to provide immediate notice to District of any claim or loss against Consultant arising out of the work performed under this agreement. District assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve District.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 17, 2013 Subject: Hold a Public Hearing and Determine if a Majority Protest Exists and Consider Adoption of Resolution 02-2013 Approving Mission Country Disposal Proposed 2.20% Rate Increase for Solid Waste Collection Service

RECOMMENDATIONS:

1. Receive report and presentation by Mission Country Disposal;
2. Open public hearing to consider all public comment in support and in opposition of the proposed rate increase;
3. Close public hearing;
4. Report results of Proposition 218 written protests;
5. Discussion; and
6. If a majority protest does not exist, adopt Resolution 02-2013 approving Mission Country Disposal's 2.20% rate increase, effective February 1, 2013.

FISCAL IMPACT:

None. All costs associated with the processing of the proposed rate increase to comply with the requirements of Proposition 218 will be borne by Mission Country Disposal. It should be noted that the District receives a six percent (6%) franchise fee under the Franchise Agreement.

DISCUSSION:

On November 15, 2012 the CCSD Board of Directors approved the Mission Country Disposal Notice of Public Hearing regarding a proposed solid waste and recycling collection rate increase of 2.20%. On or before December 3, 2012, Mission Country Disposal mailed to all properties and account holders receiving solid waste and recycling collection services within the District the Notice of Public Hearing, consistent with the requirements of Proposition 218.

Justification for the rate increase is to continue to provide safe, environmentally sound and reliable solid waste and recycling removal, transportation and disposal services to the citizens of Cambria. The increases are due to increasing operational costs. Several factors have contributed to the increased costs, including, increased costs associated with operation of and fuel for vehicles, ongoing maintenance, and increased labor costs. The last rate adjustment was in September 2011 in the amount of 4.32%.

The public hearing is being conducted in accordance with the requirements of Proposition 218. In order to protest the proposed increase written protests against the proposed rate increase must be filed with the District Clerk before the close of the public hearing. It should be noted that for purposes of determining protests, State law provides for one written protest per parcel. Mission Country serves 3,902 accounts within the CCSD; if written protests against the rate increase are presented by 1,952 property owners/account holders, the rate increase cannot be imposed.

While adopted for the CCSD's 2009 water and wastewater increases, Resolution 14-2009 contains guidelines for submission and tabulation of protests, and provides clarification regarding what constitutes a parcel given Cambria's confusing history of subdivision and development, and customers with more than one assessor's parcel number, or more than one lot. To the extent it becomes necessary in order to determine whether a majority protest exist, staff recommends utilizing those adopted guidelines.

Attachments: Notice of Public Hearing
Resolution 02-2013
Exhibit A to Reso 02-2013
2013 Interim Year Rate Adjustment Application
December 31, 2010 and 2011 Financial Statements

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE ___

**CAMBRIA COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING REGARDING
PROPOSED SOLID WASTE RATE INCREASE**

Dear Property Owner and Tenant-Customers:

This notice is intended to inform you that the Cambria Community Services District Board of Directors (“District”) will hold a public hearing regarding solid waste disposal rate increases (the “Proposed Rate Increase”) proposed by Mission Country Disposal (“the Garbage Company”) for properties and customers receiving solid waste services within the District. The Proposed Rate Increase will be considered by the Cambria Community Services District 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 Majority Protest Procedures
- The Reason for the Proposed Rate Increase
- The Proposed Rate Increase Amounts

NOTICE OF PUBLIC HEARING

A Public Hearing for the Proposed Solid Waste Rate Increases within the District’s boundary will be held on:

Date: January 17, 2013

Time: 12:30 pm

Place: Cambria Vets Building, 1000 Main Street., Cambria, CA

At the Public Hearing the Cambria Community Services District Board of Directors will consider all public comment in support and in opposition of the Proposed Rate Increase and whether or not a Majority Protest exists pursuant to the California Constitution (below). If approved, the Proposed Rate Increase would become effective February 1, 2013.

MAJORITY PROTEST PROCEDURES

Pursuant to Section 6 of Article XIII D of the California Constitution, the following persons may submit a written protest against the Proposed Rate Increase to the District’s Clerk before the close of the Public Hearing referenced above.

- An owner(s) of property (parcel(s)) receiving solid waste service within the District’s boundary. 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 water service; and
- A Tenant(s) whose name appears on the Garbage Company’s records as the customer of record for the corresponding parcel receiving solid waste services service within the District’s boundary (tenant-customer).

A valid written protest must contain a statement that you protest the increase in solid waste rates, the address or Assessor's Parcel Number (APN) of the parcel or parcels which receive solid waste service and must be signed 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 solid waste rate increase 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 District Clerk before the close of the Public Hearing referenced above.

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

**Cambria Community Services District
Attn: District Clerk
P.O. Box 65
Cambria, CA 93428-0065**

Written protests may also be personally delivered to the District Clerk at the Cambria Community Services District Office located at 1316 Tamsen Street, Suite 201, Cambria, CA.

If valid written protests are presented by a majority of owners and/or tenants-customers of parcels receiving solid waste service within the District's boundary, then the District will not adjust/increase the solid waste rates. Only one protest per parcel will be counted in determining whether or not a majority protest exists.

REASON FOR THE PROPOSED RATE INCREASES

The Proposed Rate Increases (amounting to an increase of approximately 2.20% for each category of service) are necessary for the Garbage Company to continue to provide safe, environmentally sound and reliable solid waste removal, transportation and disposal services to the citizens of the Cayucos Sanitary District. The increases requested are due to increasing operational costs. Several factors have contributed to these increased costs, including, but not limited to, the rising costs associated with the operation of a garbage company, increased costs associated with operation and fuel for vehicles, ongoing maintenance, and increased labor costs.

BASIS UPON WHICH THE PROPOSED RATE INCREASE IS CALCULATED

The Proposed Rate Increases (amounting to an increase of approximately 2.20% for each category of service) is based on the following cost increases incurred by the Garbage Company:

1. 1.8% of the Proposed Rate Increase is based on increased costs for fuel.
2. 0.5% of the Proposed Rate Increase is based on increased costs for vehicles, ongoing maintenance, and labor.

A copy of the 2013 Base Year Rate Adjustment Application, which provides additional information on the proposed rate increase is available at the District offices located at 1316 Tamsen Street, Suite 201, Cambria, CA.

PROPOSED RATE INCREASE AMOUNTS

The following charts provide a summary of the current solid waste rates and proposed rate increases:

MISSION COUNTRY DISPOSAL RATE INCREASE EFFECTIVE February 1, 2013 CAMBRIA COMMUNITY SERVICES DISTRICT				
Service Description	Pickups Per Week	Current Monthly Rate Effective 9-1-2011	Proposed Rate Adjustment %	Proposed Monthly Rate Effective 2-1-2013
RESIDENTIAL:				
32 Gallon Waste Wheeler	1	\$17.32	2.20%	\$17.70
64 Gallon Waste Wheeler	1	\$34.64	2.20%	\$35.40
96 Gallon Waste Wheeler	1	\$51.96	2.20%	\$53.10
Service away from the curb	1	\$7.84	2.20%	\$8.02
Garbage extras (per bag)	1	\$8.66	2.20%	\$8.85
Recycling extras(per bag)	1	\$4.33	2.20%	\$4.42
Switch waste wheelers twice/year		\$23.18	2.20%	\$23.69
Sunday service		\$57.89	2.20%	\$59.16
White good, couch, hide-a-bed	each	\$45.81	2.20%	\$46.81
Mattress, box spring, small chair, tv	each	\$13.08	2.20%	\$13.37
Per month late fee or 18%	1	\$5.39	2.20%	\$5.51
COMMERCIAL DUMPSTERS - ALL AREAS:				
1 yd dumpster	1	\$58.18	2.20%	\$59.46
1 yd dumpster	2	\$86.85	2.20%	\$88.76
1 yd dumpster	3	\$118.05	2.20%	\$120.65
1 yd dumpster	4	\$148.16	2.20%	\$151.41
1 yd dumpster	5	\$178.08	2.20%	\$182.00
1.5 yd dumpster	1	\$73.82	2.20%	\$75.44
1.5 yd dumpster	2	\$120.70	2.20%	\$123.35
1.5 yd dumpster	3	\$151.34	2.20%	\$154.67
1.5 yd dumpster	4	\$201.07	2.20%	\$205.49
1.5 yd dumpster	5	\$251.16	2.20%	\$256.69
2 yd dumpster	1	\$84.25	2.20%	\$86.10
2 yd dumpster	2	\$146.80	2.20%	\$150.03
2 yd dumpster	3	\$206.77	2.20%	\$211.32
2 yd dumpster	4	\$266.97	2.20%	\$272.84
2 yd dumpster	5	\$323.14	2.20%	\$330.25

3 yd dumpster	1	\$108.27	2.20%	\$110.66
3 yd dumpster	2	\$203.33	2.20%	\$207.80
3 yd dumpster	3	\$298.08	2.20%	\$304.64
3 yd dumpster	4	\$397.53	2.20%	\$406.28
3 yd dumpster	5	\$510.06	2.20%	\$521.28

COMMERCIAL DUMPSTERS - ALL AREAS (Con't):

4 yd dumpster	1	\$144.36	2.20%	\$147.53
4 yd dumpster	2	\$271.11	2.20%	\$277.07
4 yd dumpster	3	\$397.45	2.20%	\$406.19
4 yd dumpster	4	\$530.04	2.20%	\$541.70
4 yd dumpster	5	\$680.09	2.20%	\$695.06

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

The rates are the same for bins and garwoods, when volume is identical. Bins and garwoods are types of containers used for recycling.

COMMERCIAL GARBAGE CANS - ALL AREAS:

1 Can *	1	\$15.99	2.20%	\$16.34
32 gallon waste wheeler	1	\$17.32	2.20%	\$17.70
64 gallon waste wheeler	1	\$34.63	2.20%	\$35.40
64 gallon waste wheeler	2	\$55.63	2.20%	\$56.86
96 gallon waste wheeler	1	\$51.96	2.20%	\$53.10
96 gallon waste wheeler	2	\$64.95	2.20%	\$66.38
96 gallon waste wheeler	3	\$81.18	2.20%	\$82.97
Garbage extras (per bag)		\$8.66	2.20%	\$8.85
Garbage extras (per yard)		\$18.33	2.20%	\$18.73

* Maximum volume and weight per garbage can : 33 gallons / 80 pounds

COMMERCIAL - OTHER CHARGES:

Rates for all commercial customers include recycling pickup once per week free of charge for up to 4 cubic yards. If you need more frequent service, it can be provided at a 75% discount from the garbage service rates for the specified level of service required.

FURTHER INFORMATION

If you have questions about the Proposed Rate Increase, please call the offices of Mission Country Disposal, at (805) 543-0875.

GARBAGEMEN WORK EVERY HOLIDAY EXCEPT FOR CHRISTMAS

SO FOR 2012, JUST THE WEEK OF CHRISTMAS:

Monday customers get picked up on **Monday 12-24-2012**

Tuesday customers get picked up on **Wednesday 12-26-2012**

Wednesday customers get picked up on **Thursday 12-27-2012**

Thursday customers get picked up on **Friday 12-28-2012**

Friday customers get picked up on **Saturday 12-29-2012**

BACK TO NORMAL SCHEDULE THE WEEK OF NEW YEARS

RESOLUTION NO. 02-2013

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT AUTHORIZING A MISSION
COUNTRY DISPOSAL SOLID WASTE AND RECYCLING COLLECTION
SERVICE RATE INCREASE**

WHEREAS, Mission Country Disposal has requested that the Board of Directors approve an adjustment to their Solid Waste and Recycling Collection Service rates; and

WHEREAS, notice of the proposed rate increase was sent in accordance with the requirements of Proposition 218 and a public hearing was held by the Board of Directors on January 17, 2013; and

WHEREAS, at the conclusion of the public hearing it was determined that a majority protest to the proposed rate increase does not exist.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cambria Community Services District hereby approves the Mission Country Disposal Solid Waste and Recycling Collection Service rate increase in the amount of 2.20%, effective February 1, 2013, for single-family residential, multi-unit residential, and non-residential (commercial/industrial) customers in Cambria, as more particularly set forth in Exhibit A attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 17th day of January 2013.

Michael Thompson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

Exhibit "A"

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Exhibit "A"

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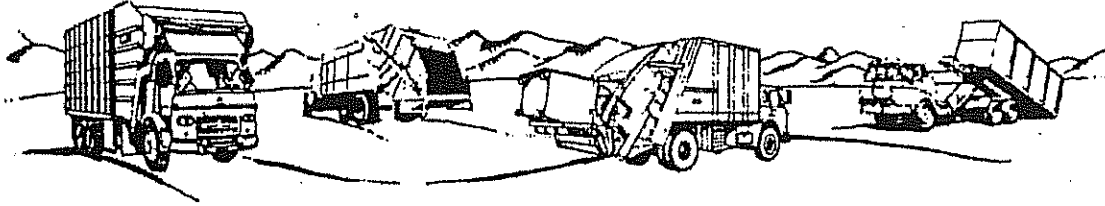
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FURTHER INFORMATION

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Mission Country Disposal



**2945 McMillan Avenue • Suite 136 • San Luis Obispo, CA 93401
805-543-0875 • 805-995-0817 • 805-927-4995**

Cambria CSD
Jerry Gruber, General Manager
PO Box 65
Cambria, CA 93428

October 8, 2012

Enclosed please find the 2013 Base Year Rate Adjustment Application, showing a 2.2% increase. There was no increase requested in 2012 because of the 11-1-2011 effective date of the last request. There is no landfill price increase for 2013 as we are still appealing the Cold Canyon EIR conditions. Those costs will start to hit in 2014.

I am available to meet with staff and answer any questions or provide backup data, just let me know when.

Thank you

A handwritten signature in black ink, appearing to read 'Tom Martin', written over a horizontal line.

Tom Martin
San Luis Division VP

2013 Base Year Rate Adjustment Application

Summary

CAMBRIA CSD

Requested Increase

1. Rate Increase Requested

2.20%

Rate Schedule

Rate Schedule	Current Rate	Increased Rate	Adjustment (a)	New Rate	Cost Per Gallon
Single Family Residential					
2. Economy Service (1 - can curb)	\$17.32	\$17.70		\$17.70	\$0.55
3. Standard Service (2- can curb)	\$34.64	\$35.40		\$35.40	\$0.55
4. Premium Service (3 - can curb)	\$51.96	\$53.10		\$53.10	\$0.55

(a) Calculated rates are rounded up to the nearest \$0.01.

5 **Multiunit Residential and Non-residential**

Rate increases of

2.20%

will be applied to all rates in each structure

with each rate rounded to the nearest \$0.01

Certification

To the best of my knowledge, the data and information in this application is complete, accurate, and consistent with the instructions provided by the Rate Setting Manual.

Name: Tom Martin

Title: Division Vice President

Signature:

Date: 10/08/12

Mission Country Disposal

BASE YEAR RATE ADJUSTMENT APPLICATION

Financial Information

Historical		Current	Projected	
2010	2011	2012	Base Year 2013	2014

(from Pg. 4)

Section I - Allowable Costs

6. Direct Labor	\$1,097,127	\$1,176,498	\$1,192,476	\$1,216,326	\$1,252,815
7. Corporate Overhead	\$77,052	\$77,900	\$80,393	\$81,759	\$84,212
8. Office Salaries	\$159,373	\$175,081	\$194,722	\$198,616	\$204,575
9. Other General and Admin Costs	\$1,060,095	\$1,127,628	\$1,197,889	\$1,227,351	\$1,264,172
10. Total Allowable Costs	\$2,393,647	\$2,557,107	\$2,665,480	\$2,724,052	\$2,805,774

Section II - Allowable Operating Profit

11. Operating Ratio	86.3%	94.9%	93.2%	93.0%	93.0%
12. Allowable Operating Profit	\$381,132	\$138,681	\$194,572	\$205,037	\$211,187

\$0

Section III - Pass Through Costs

13. Tipping Fees	\$464,945	\$574,316	\$586,408	\$586,408	\$604,000
14. Franchise Fees	\$372,284	\$356,396	\$382,040	\$382,040	\$393,501
15. AB939 Fees	\$0	\$0	\$0	\$0	\$0
16. Lease Pmts to Affiliated Companies	\$0	\$0	\$0	\$0	\$0
17. Total Pass Through Costs	\$837,229	\$930,712	\$968,448	\$968,448	\$997,501
	10.31%	9.83%	9.98%	10.00%	10.17%

Section IV - Revenue Requirements

18. Revenue Requirement					\$3,897,537	\$4,014,462
19. Total Revenue Offsets (from Page 3)	\$3,612,008	\$3,626,500	\$3,828,500	\$3,818,565	\$3,871,026	

Section V - Net Shortfall (Surplus)

20. Net Shortfall (Surplus)					\$78,972	
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21. Total Residential and Non-residential Revenue without increase in Base Year (pg.3, lines 32+40)	\$3,808,173	
22. Percent Change in Residential and Non-residential Revenue Requirement	2.07%	Cambria 2.07%
23. Franchise Fee Adjustment Factor (1 - 6 percent)	90.00%	94.00%
24. Percent Change in Existing Rates	2.30%	2.20%

Mission County Disposal

Base Year Rate Adjustment Application

Revenue Offset Summary

Section VII - Revenue Offsets

Historical		Current	Projected	
2010	2011	2012	Base Year 2013	2014

28. Single Family Residential	\$2,442,722	\$2,468,681	\$2,619,816	\$2,623,033	\$2,675,494
Multiunit Residential Dumpster					
29. Number of Accounts	0	0	0	0	0
30. Revenues	\$0	\$0	\$0	\$0	\$0
31. Less Allowance for Uncollectible Resid Accounts					
32. Total Residential Revenue	\$2,442,722	\$2,468,681	\$2,619,816	\$2,623,033	\$2,675,494

00 Non-residential Revenue (without increase in Base Yr.)

Account Type

Non-residential Can

33. Number of Accounts	21	21	23	25	26
34. Revenues	\$5,661	\$5,944	\$6,115	\$6,115	\$6,115

Non-residential Wastewheeler

35. Number of Accounts	212	212	215	216	216
36. Revenues	\$110,296	\$115,811	\$122,295	\$122,295	\$122,295

Non-residential Dumpster

37. Number of Accounts	590	594	582	570	569
38. Revenues	\$1,036,836	\$1,029,457	\$1,069,882	\$1,056,730	\$1,056,730

39. Less: Allowance for Uncollectible Non-resid	\$0	\$0	\$0	\$0	\$0
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40. Total Non-residential Revenue	\$1,152,793	\$1,151,212	\$1,198,292	\$1,185,140	\$1,185,140
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45. Interest on Investments	\$16,493	\$4,924	\$10,392	\$10,392	\$10,392
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46. Other Income	\$0	\$1,683	\$0	\$0	\$0
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47. Total Revenue Offsets	\$3,612,008	\$3,626,500	\$3,828,500	\$3,818,565	\$3,871,026
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Mission Country Disposal

Base Year Rate Adjustment Application

Cost Summary for Base Year

Section VIII-Base Year Cost Allocation				
Description of Cost	2010	2011	2012	Base Year 2013
Labor	\$ 1,022,635	\$ 1,094,697	\$ 1,106,209	\$1,128,333
Payroll Taxes	\$74,492	\$81,801	\$86,267	\$87,992
48. Total Direct Labor	\$1,097,127	\$1,176,498	\$1,192,476	\$1,216,326
49. Corporate Overhead	\$194,486	\$182,425	\$175,506	\$179,016
Less limitation (enter as negative)	(\$117,434)	(\$104,525)	(\$95,113)	(\$97,257)
Total Corporate Overhead	\$77,052	\$77,900	\$80,393	\$81,759
Office Salary	\$ 152,322	\$ 167,811	\$ 187,130	\$190,873
Payroll Taxes	\$7,051	\$7,270	\$7,592	\$7,744
50. Total Office Salaries	\$159,373	\$175,081	\$194,722	\$198,616
Amortization/Allocation				
Bond expense	\$4,737	\$4,386	\$4,570	\$4,661
Bad Debt	(\$2,811)	(\$2,274)	\$2,121	\$2,163
Computer Serviss				
Depreciation on Bldg and Equip				
Depreciation on Trucks/Containers	\$190,427	\$159,669	\$159,669	\$162,862
Dues and Subscriptions	\$2,215	\$2,655	\$1,576	\$1,608
Drive Cam fees	\$9,137	\$9,517	\$11,558	\$11,789
Gas and oil	\$248,206	\$318,390	\$372,693	\$380,147
Interest Expense				
Legal and Accounting	\$11,739	\$10,520	\$13,923	\$14,201
Miscellaneous and Other	\$1,199	\$2,061	\$1,019	\$1,039
Office Expense	\$49,689	\$51,907	\$55,015	\$56,115
Operating Supplies	\$7,939	\$8,106	\$8,004	\$8,164
Other Insurance-Medical	\$ 167,763	\$ 174,755	\$ 183,493	\$ 192,667
Other Insurance	\$ 218,273	\$ 221,470	\$ 221,064	\$225,485
Other Taxes	\$12,277	\$9,427	\$5,241	\$5,346
Outside Services	\$6,156	\$3,057	\$360	\$367
Postage	\$1,933	\$7,295	\$7,295	\$7,441
Public Relations and Promotion	\$2,972	\$2,784	\$2,100	\$2,142
Permits	\$25,047	\$24,792	\$28,069	\$28,630
Rent	\$10,254	\$10,374	\$10,716	\$10,930
Telephone	\$6,794	\$6,429	\$5,359	\$5,466
Tires	\$18,561	\$30,188	\$36,473	\$37,202
Travel	\$147	\$225	\$62	\$63
Transportation-related parties	\$3,081	\$2,587	\$1,703	\$1,737
Truck Repairs	\$54,849	\$57,847	\$57,081	\$58,223
Uniforms	\$9,397	\$11,361	\$8,718	\$8,892
Utilities	\$114	\$100	\$7	\$7
51. Total Other Gen/Admin Costs	\$1,060,095	\$1,127,628	\$1,197,889	\$1,227,351
52. Total Tipping Fees	\$464,945	\$574,316	\$586,408	\$586,408
53. Total Franchise Fee	\$372,284	\$356,396	\$382,040	\$382,040
54. Total AB 939/Regulatory Fees	\$0	\$0		
55. Total Lease Pmt to Affil Co.'s	\$0	\$0		
56. Total Cost	\$3,230,876	\$3,487,819	\$3,633,928	\$3,692,500

Mission Country Disposal

Base Year Rate Adjustment Application

Base Year Revenue Offset Summary

For Information Purposes Only

Section VII - Revenue Offsets							
Description of Revenue	Overall Total	Franchise Total	Refuse Collection				Non Franchised
			LO CSD	Cayucos	Cambria	County	
<i>Residential Revenue (without increase in Base Year)</i>							
57. Single Family Residential	10,601	10,601	5,056	1,791	3,629	125	
	\$2,623,033	\$2,623,033	\$1,311,517	\$340,994	\$944,292	\$26,230	\$0
<i>Multiunit Residential Dumpster</i>							
58. Number of Accounts	\$0	\$0	0	0	0	0	0
59. Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60. Less Allowance for Uncollectable	\$0	\$0	0	0	0	0	0
61. Total Residential Revenue	\$2,623,033	\$2,623,033	\$1,311,517	\$340,994	\$944,292	\$26,230	\$0
<i>Non-residential Revenue (without increase in Base Year)</i>							
Account Type							
Non-residential Can							
62. Number of Accounts	25	25	9	3	6	7	0
63. Revenues	\$6,115	\$6,115	\$2,078	\$612	\$1,590	\$1,835	\$0
Non-residential Wastewheeler							
64. Number of Accounts	216	216	73	22	56	65	0
65. Revenues	\$122,295	\$122,295	\$41,579	\$12,230	\$31,797	\$36,689	\$0
Non-residential Dumpster							
66. Number of Accounts	570	568	193	57	148	170	2
67. Revenues	\$1,056,730	\$951,629	\$307,457	\$97,602	\$253,765	\$292,805	\$105,101
68. Less: Allowance for Uncollectible							
69. Total Non-residential Revenue	\$1,185,140	\$1,080,039	\$351,114	\$110,444	\$287,152	\$331,329	\$105,101
Non-residential Accounts							
74. Interest on Investments	\$10,392	\$0	\$0	\$0	\$0	\$0	\$10,392
75. Other Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
76. Total Revenue Offsets	\$3,818,565	\$3,703,072	\$1,662,631	\$451,438	\$1,231,444	\$357,559	\$115,493

Fiscal Year: 1-1-2013 to 12-31-2013

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Mission Country Disposal

Base Year Rate Adjustment Application

Operating Information

Historical				Current		Projected		
2010	Percent Change	2011	Percent Change	2012	Percent Change	Base Year 2013	Percent Change	2014

Section IX-Operating Data

Residential & Commercial Garbage

77. Los Osos Residential Accts	5,041	0.3%	5,058	0.0%	5,056	0.0%	5,056	0.1%	5,062
Cayucos Residential Accts	1,768	1.1%	1,787	0.1%	1,789	0.1%	1,791	0.1%	1,793
Cambria Residential Accts	3,589	0.6%	3,609	0.3%	3,619	0.3%	3,629	0.6%	3,652
County Residential Accts	122	0.8%	123	0.8%	124	0.8%	125	1.6%	127
Los Osos Commercial Accts	218	1.4%	221	-3.2%	214	-3.7%	206	0.0%	206
Cayucos Commercial Accts	98	3.1%	101	0.0%	101	-1.0%	100	0.0%	100
Cambria Commercial Accts	214	2.3%	219	-2.3%	214	-0.5%	213	0.0%	213
County Commercial Accts	293	-2.4%	286	1.7%	291	0.3%	292	0.0%	292
78. Routes	7	0.0%	7	0.0%	7	0.0%	7	0.0%	7
79. Tons Collected	12,661	16.6%	14,759	1.6%	14,995	0.0%	14,995	0.0%	14,995
80. Direct Labor Hours	14,560	0.0%	14,560	0.0%	14,560	0.0%	14,560	0.0%	14,560

Recyclable Materials - Curbside Recycling-Los Osos, Cambria, Cayucos, & San Simeon

85. Accounts	10,928	0.6%	10,995	0.0%	10,993	0.0%	10,995	0.3%	11,026
86. Routes	3	0.0%	3	0.0%	3.0	0.0%	3.0	0.0%	3.0
Tons Collected	5,078	0.5%	5,102	0.3%	5,118	0.0%	5,118	0.0%	5,118
87. Direct Labor Hours	6,240	0.0%	6,240	0.0%	6,240	0.0%	6,240	0.0%	6,240

Recyclable Materials - Greenwaste Collection-Los Osos & Cambria

88. Accounts	9,062	0.5%	9,107	0.0%	9,103	0.0%	9,104	0.3%	9,133
89. Routes	3	0.0%	3	0.0%	3	0.0%	3	0.0%	3
Tons Collected	3,489	-58.2%	1,459	-3.5%	1,408	0.0%	1,408	0.0%	1,408
90. Direct Labor Hours	6,240	0.0%	6,240	0.0%	6,240	0.0%	6,240	0.0%	6,240

Mission Country Disposal
Financial Statements
Years Ended December 31, 2011 and 2010

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Independent Auditors' Report

To Management of Mission Country Disposal
San Luis Obispo, California

We have audited the accompanying statements of revenues and expenses - regulatory basis of Mission Country Disposal for the years ended December 31, 2011 and 2010. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements presentation. We believe that our audits provide a reasonable basis for our opinion.

As described in Note 1, these financial statements were prepared in conformity with the accounting practices prescribed or permitted by the Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates of the City of San Luis Obispo, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects the results of Mission Country Disposal's operations for the years ended December 31, 2011 and 2010, on the basis of accounting described in Note 1.

This report is intended solely for the information and use of the management of Mission Country Disposal and the County of San Luis Obispo, Cambria Community Service District, Cayucos Community Service District, and Los Osos Community Service District and is not intended to be and should not be used by anyone other than these specified parties.

Caliber Audit & Attest, LLP

San Luis Obispo, California
March 9, 2012

Mission Country Disposal

*Statements of Revenues and Expenses - Regulatory Basis
Years Ended December 31, 2011 and 2010*

	<u>2011</u>	<u>2010</u>
Revenues		
Hauling revenue	\$ 3,619,893	\$ 3,595,515
Interest income, related parties	4,924	16,493
Other income	1,683	-
Total revenue	<u>3,626,500</u>	<u>3,612,008</u>
Allowable Costs		
Direct labor	1,086,371	1,024,459
Corporate overhead	77,900	77,052
Office salaries	93,271	89,315
Other general and administrative costs	1,299,565	1,202,821
Tipping fees	574,316	464,945
Franchise fees and taxes	356,396	372,284
Total allowable costs	<u>3,487,819</u>	<u>3,230,876</u>
Income before non-allowable costs	<u>138,681</u>	<u>381,132</u>
Non-Allowable Costs		
Charitable and political contributions	3,420	4,554
Corporate overhead	104,525	117,434
Loss (gain) on sale of assets	(7,007)	1,516
Entertainment	4,976	3,138
Total non-allowable costs	<u>105,914</u>	<u>126,642</u>
Net income	<u>\$ 32,767</u>	<u>\$ 254,490</u>

See Notes to Financial Statements.

Mission Country Disposal

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies

Nature of business:

Mission Country Disposal (the Company) became a wholly-owned subsidiary of Waste Connections, Inc. as of April 1, 2002, and is a California corporation which operates a garbage collection service for residential, commercial, and governmental entities in the northern coastal regions of San Luis Obispo County. The Company services collection routes by use of Company-owned equipment and employees of the Company. The Company extends credit in the form of accounts receivable to customers in its service area.

Prescribed accounting practices:

The County of San Luis Obispo, Cambria Community Service District, Cayucos Community Service District, and Los Osos Community Service District require the Company to utilize the accounting principles prescribed by the Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates of the City of San Luis Obispo in its financial statement reporting for rate setting purposes.

The primary purpose of the accounting principles prescribed by the Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates of the City of San Luis Obispo is to determine integrated solid waste management rates which are fair to residents and which provide adequate revenue to the hauler. The basis of presentation prescribed by the Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates of the City of San Luis Obispo differs from U.S. generally accepted accounting principles in that the following expenses are non-allowable costs: charitable donations and political contributions, entertainment expenses, income tax expenses, and profit sharing payments not related to an Internal Revenue Service approved pension program.

In addition, according to the accounting principles prescribed by the Rate Setting Process and Methodology Manual for Integrated Solid Waste Management, the operations of the individual garbage districts are considered separate entities for rate setting purposes. Given this, the financial statements for each company have not been consolidated with the other subsidiaries of Waste Connections, Inc., as would have been specified by U.S. generally accepted accounting principles.

Income tax:

As noted above, income tax expense is a non-allowable cost resulting in a difference between the presentation of the Company's statements of revenues and expenses-regulatory basis under the principles prescribed by the Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates of the City of San Luis Obispo and U.S. generally accepted accounting principles. The income tax expense, which would be

Mission Country Disposal

Notes to Financial Statements

reported in the non-allowable costs portion of these financial statements, does not present, in accordance with U.S. generally accepted accounting principles, a provision for current or deferred income taxes of the Company or any allocation of income tax expense from its parent, Waste Connections, Inc.

Use of estimates:

The preparation of financial statements in conformity with practices prescribed or permitted by the Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates of the City of San Luis Obispo, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Accounts receivable:

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to earnings and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. Changes in the valuation allowance have not been material to the financial statements.

Property and equipment:

Repairs, maintenance and small equipment purchases are charged to expense when incurred. Expenditures, which significantly increase asset values or extend useful lives, are capitalized and recorded at cost. Depreciation expense is calculated on the straight-line method over the following useful lives:

	<u>Years</u>
Buildings and improvements	25
Trucks	7
Containers	7
Other equipment	5 - 7

Depreciation expense for the years ended December 31, 2011 and 2010 was \$159,669 and \$190,427, respectively.

Mission Country Disposal

Notes to Financial Statements

Advertising costs:

The Company expenses advertising costs as incurred. Advertising expense was \$2,784 and \$2,972 for the years ended December 31, 2011 and 2010, respectively.

Economic dependency:

The Company provides disposal services to residential and commercial customers under the terms of a franchise agreement with the County of San Luis Obispo and three Community Service Districts within the County of San Luis Obispo. Collection rates are determined annually based on historical expenses, future budgeted expenses, and a reasonable rate of return. The franchise agreements are schedule for renewal between the years of 2021 and 2025.

In consideration for the grant of the exclusive franchise to provide services to the respective municipalities, the Company has agreed to pay a franchise fee based upon a percentage of annual gross solid waste revenues provided to each grantee, as follows:

Cayucos Sanitary District	10%
Cambria Community Service District	6%
Los Osos Community Service District	10%
County of San Luis Obispo (unincorporated)	10%

The Company is required to submit audited financial statements to the County of San Luis Obispo and the community service districts within six months of their year end. The contracts allow for an extension of time if mutually agreed upon by both parties.

Note 2. Related Parties

Mission Country Disposal is a wholly-owned subsidiary of Waste Connections, Inc. Waste Connection, Inc. provides management and administrative services to the Company. The amount paid to Waste Connections, Inc. for these services was \$182,425 and \$194,486 for the years ended December 31, 2011 and 2010, respectively. These costs are included as corporate overhead in the accompanying statements of revenues and expenses - regulatory basis.

Waste Connections, Inc. is also the sole shareholder in Cold Canyon Land Fill, Inc. which operates the sanitary landfill that the Company utilizes for the disposal of garbage collected. Tipping fees paid to Cold Canyon Land Fill, Inc. for this service was \$574,316 and \$464,945 for the years ended December 31, 2011 and 2010, respectively.

The Company also pays other related companies for transportation costs of garbage to the landfill. The transportation costs for the years ended December 31, 2011 and 2010 totaled \$2,587 and \$3,081, respectively.

Mission Country Disposal

Notes to Financial Statements

In addition, the related companies pay for some goods and services on behalf of each other. These costs are allocated between the companies receiving the benefits through charges and credits to intercompany receivable and payable accounts based upon the actual costs incurred. The amount of the costs expensed totaled \$328,555 and \$139,573 for the years ended December 31, 2011 and 2010, respectively, which are recorded in the financial statements as allocated expenses under the other general and administrative costs account grouping.

Interest income received from related parties was \$4,924 and \$16,493 for the years ended December 31, 2011 and 2010, respectively.

Note 3. Profit Sharing

The Company's employees can participate in the 401(k) profit sharing plan (the Plan) offered by Waste Connections, Inc. Within this Plan, profit sharing plan contributions are made on discretionary basis to a trust, for the benefit of qualified employees. Substantially all employees are eligible who work 1,000 hours or more during a consecutive twelve month period. For the years ended December 31, 2011 and 2010, the Company's contribution amounted to \$14,845 and \$16,474, respectively. The total amount of the pension costs are recorded in the financial statements as part of direct labor and office salaries.

Note 4. Leases

The Company leases office space in San Luis Obispo under a long-term operating lease with an expiration date of December 31, 2013.

Rent expense for this space for the years ended December 31, 2011 and 2010 was \$7,474 and \$7,254, respectively.

Future minimum lease payments under this agreement as of December 31, 2011 are as follows:

<i>Year ending</i>	
<u>December 31:</u>	
2012	\$ 7,699
2013	7,928
	<u>\$ 15,627</u>

The Company also leases storage space at various locations on a month to month basis. Rent expense related to these locations totaled \$2,900 and \$3,000 for the years ended December 31, 2011 and 2010, respectively.

Mission Country Disposal

Notes to Financial Statements

Note 5. Commitments and Contingencies

The Company has certain workers' compensation claims, which are outstanding at the end of the year. The ultimate responsibility of these claims is held by Waste Connections, Inc., the sole shareholder and parent of the Company. The liability and expense is allocated from the corporate consolidated level to a related entity, Corral de Piedra, which serves as the Company's insurance manager and whose sole shareholder is also Waste Connections, Inc. Management does not anticipate any amount related to these claims becoming a liability of the Company on a stand alone basis. As such, the liability and expense for these claims have not been recorded to the financial statements of the Company.

Note 6. Subsequent Events

The date to which events occurring after December 31, 2011 have been evaluated for possible adjustment to the financial statements or disclosure is the same as the report date, which is the date on which the financial statements were available to be issued.



Independent Auditors' Report on Supplementary Information

To Management of Mission Country Disposal
San Luis Obispo, California

We have audited the financial statements of Mission Country Disposal for the years ended December 31, 2011 and 2010, and our report thereon dated March 9, 2012, which expressed an unqualified opinion on those statements, appears on page one. Our audits were conducted for the purpose of forming an opinion on the financial statements. The schedules of allowable costs – regulatory basis are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Caliber Audit & Attest, LLP

San Luis Obispo, California
March 9, 2012

Mission Country Disposal

*Schedules of Allowable Costs - Regulatory Basis
Years Ended December 31, 2011 and 2010*

	<u>2011</u>	<u>2010</u>
<i>Direct Labor</i>		
Labor	\$ 1,004,570	\$ 949,967
Payroll taxes	81,801	74,492
	<u>1,086,371</u>	<u>1,024,459</u>
Total direct labor	<u>\$ 1,086,371</u>	<u>\$ 1,024,459</u>
<i>Corporate Overhead</i>		
Allowable costs	\$ 77,900	\$ 77,052
Non-allowable costs	104,525	117,434
	<u>182,425</u>	<u>194,486</u>
Total corporate overhead	<u>\$ 182,425</u>	<u>\$ 194,486</u>
<i>Office Salaries</i>		
Office salaries	\$ 86,001	\$ 82,264
Payroll taxes	7,270	7,051
	<u>93,271</u>	<u>89,315</u>
Total office salaries	<u>\$ 93,271</u>	<u>\$ 89,315</u>

Mission Country Disposal

Schedules of Allowable Costs - Regulatory Basis - Continued
Years Ended December 31, 2011 and 2010

	<u>2011</u>	<u>2010</u>
<i>Other General and Administrative Costs</i>		
Advertising and public relations	\$ 2,784	\$ 2,972
Bad debt	(2,274)	(2,811)
Bond	4,386	4,737
Depreciation	159,669	190,427
Dues and subscriptions	2,655	2,215
Drive cam fees	9,517	9,137
Gas and oil	318,390	248,206
Insurance	239,607	389,189
Legal and accounting	10,520	11,739
Miscellaneous and other	2,061	1,199
Office	51,907	49,689
Operating supplies	8,106	7,939
Other taxes	9,427	12,277
Outside services	3,057	6,156
Permits and licenses	24,792	25,047
Postage	7,295	1,933
Rent	10,374	10,254
Repairs	57,847	54,849
Telephone	6,429	6,794
Tires	30,188	18,561
Travel	225	147
Transportation, related parties	2,587	3,081
Uniforms	11,361	9,397
Utilities	100	114
Allocated expenses	<u>328,555</u>	<u>139,573</u>
Total other general and administrative costs	<u>\$ 1,299,565</u>	<u>\$ 1,202,821</u>

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.A.**

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

Meeting Date: January 17, 2013 Subject: Receive Fiscal Year 2011/2012
Comprehensive Annual Financial
Report (CAFR) by Crosby Company,
Certified Public Accountant

RECOMMENDATIONS:

Receive Fiscal Year 2011/2012 Comprehensive Annual Financial Report (CAFR) by Crosby Company, Certified Public Accountant.

FISCAL IMPACT:

While the final billing has not been received, we have been advised that the cost will not exceed the budgeted amount of \$14,500. It is also noted that Robert (Bob) Crosby, CPA, provided additional services for CCSD Staff at no additional cost during the past year.

DISCUSSION:

A draft of the CCSD's CAFR for the fiscal year ended June 30, 2012 is attached for review. Bob Crosby, CPA, will present a brief summary of the audit and respond to questions and comments from the Board of Directors.

The third paragraph of the Independent Auditors' Report is the auditors' opinion of the CCSD's financial statements and adequacy of internal controls. The auditors issued an unqualified opinion, which states that as of June 30, 2012, the financial statements present fairly, in all material respects, the financial position of the governmental and business-type activities of the CCSD.

The CCSD implemented the requirements of the Governmental Accounting Standards Board Statement (GASB) No. 34 as of the fiscal year ended June 30, 2004. A component of GASB 34 is a Management Discussion and Analysis, which is incorporated in the CAFR. It is not a required component of the financial statements but becomes supplemental information required by GASB. While the auditor is not responsible for the MD&A, he does apply certain limited procedures to it.

The CCSD also implemented the requirements of the GASB No. 45 as of the fiscal year ended June 30, 2010, which required an OPEB (Other Post Employment Benefits) analysis.

While the General Fund had a surplus of revenues over expenditures of \$162,473, it had a decrease in its Cash and Investments balance of \$28,235. The difference is largely the result of a decrease in Accrued Expenses as well as a transfer of \$26,158 to the Resource Conservation Department. Both of the CCSD enterprise funds had a net positive cash flow for the fiscal year ended June 30, 2012 (Water's was \$191,686 and Wastewater's was \$105,087). These surpluses were allocated to the respective fund's reserves.

Attachment: Draft FY 2010/2011 CAFR

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.B.**

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

Meeting Date: January 17, 2013

Subject: Discussion and Consideration of
Preliminary Draft Water Conservation
Plan and Program Options

RECOMMENDATION:

Receive presentation and provide comments along with direction on the desired conservation program to recommend within the Water Conservation Plan report. The report being completed by Maddaus Water Management will be subsequently released for further review and considered adoption at the regular February 28, 2013 Board meeting.

FISCAL IMPACT:

To date, the consulting work by Maddaus Water Management (MWM) was authorized at \$69,000. Today's presentation will include a discussion of the present worth costs for three conservation programs that have been modeled by MWM.

DISCUSSION:

On June 28, 2012 the District approved a consulting services agreement with Maddaus Water Management to further refine and update the District's existing water conservation program. On October 9, 2012, a public workshop was held with MWM to solicit public input for the conservation plan update. Since then, MWM has gathered and analyzed a significant amount of data, completed a very detailed model on various water conservation programs, developed estimates on the volume of water that could be created by each conservation program along with associated cost estimates, and has completed a preliminary draft report. To complete the public review draft of their report, MWM is seeking further direction on which conservation program to recommend, along with any other comments on their findings to date. A significant preliminary draft finding includes an estimate that approximately 75 acre feet of water could be conserved per year by 2020, which is a savings of about 10%. Today's discussion will include a summary of their findings to date, along with details on each conservation program that they have modeled. Once further direction is received, MWM will complete a public review draft for release, which will be brought forward for consideration as part of your February 28, 2013 Board meeting. The Water Conservation Ad-Hoc Committee has been actively involved in the review of the water conservation plan and program options submitted by MWM.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE ___

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.C.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 17, 2013 Subject: Discussion and Consideration of Goals and Objectives – Summary Report for Calendar Year 2012

RECOMMENDATION:

Review, discuss and Direct staff regarding goals that are ongoing and or have not been completed by the end of the Calendar year 2012.

FISCAL IMPACT:

No fiscal impact at this time as it relates to the Goals that have been accomplished. Goals that are ongoing or have not been completed will require a budget amendment to fiscal year budget 2012/2013 or will need to be incorporated into fiscal year 2013/2014 budget process starting in February of 2013.

DISCUSSION:

Attached for your review are the Goals that were adopted for the calendar year of 2012. The CCSD Board of Directors adopted 14 goals for calendar year 2012. Out of the 14 goals 6 have been completed, six are ongoing and will need to be considered as part of this year's goals and 2 goals have not been completed. These two goals relate to SCADA and new billing, financial and parcel management software. With regards to the two goals that have not been completed, I have provided the CCSD Board of Directors a detailed summary of the attached pages.

Attachment: 2012 Goal Summary Report

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE ___

**9 C 2012 GOAL SUMMARY REPORT
CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
2012 GOALS
COMMITTEE OF THE WHOLE,
AD HOC COMMITTEE, OR DIRECTOR ASSIGNMENT**

WATER AND WASTEWATER UTILITIES

- 1. Support Army Corps of Engineers Efforts Regarding Development of a Supplemental Water Supply for Cambria**
 - A. Board as a Committee of the Whole - Staff monthly report to the Board.
Staff continues to work with the Army Corp of Engineers as it relates to the completion of the EIR/EIS process. The CCSD Board of Directors has eliminated one of the four alternations, San Simeon reclaimed water project and is focusing on the three remaining alternatives, brackish water, offsite storage and the Whale Rock reservoir.

- 2. Complete the Environmental Review Process for the Stuart Street Tank Project and Rodeo Grounds Pump Station Replacement**
 - A. Board as a Committee of the Whole - Staff monthly report to the Board
This goal has been completed. The CCSD Board of Directors approved new fire flow standards for the community of 1500 gallons per minute. The CCSD Board of Directors also approved an amendment to the RBF contract to rerun the hydraulic model for both the Rodeo Grounds and Stuart Street Tanks based the newly established fire flow standards. Staff in December of 2012 started bringing a monthly update to the Board regarding the design and bidding process for the Rodeo Grounds and Stuart Street Tanks.

- 3. Determine Status of SCADA Project Phase 1**
 - A. Ad Hoc Committee. Staff was authorized by the CCSD Board of Directors to hire Rockwell Consulting Services to provide a detail cost estimate for installation of the phase one (water) installation for SCADA. The proposal was over one million dollars. Staff is now in the process of working with Jon Turner of Phoenix Engineering to prepare and solicit installation bids for the phase one (water) SCADA installation. It was suggested by Phoenix Engineering that in parallel to the phase one bid it would be a good idea also to request a bid for a new product installation and compare the new bids to the existing system installation that is several years old. Staff has not spent a great deal of time on this goal based on higher priority within the infrastructure.

- 4. Implement Short-Term Wastewater Infrastructure Projects**
 - A. Board as a Committee of the Whole - Staff monthly report to the Board
This goal was adopted by the CCSD Board of Directors resulting in the sanitary sewer overflow that occurred in January of 2011. Since that time the CCSD has been extremely proactive in addressing and resolving many key collection system and waste water infrastructure deficiencies. Improvements to the system include the adoption of a sanitary system management program, replacement of key wastewater

plant components such as the grit removal system, troubleshooting, repairing and reducing ongoing alarms the treatment plant and 10 Liftstations, replacement of Lift station electrical control panels, replacing of valves at Liftstations, rebuilding pumps at Liftstations replacement of standby generators at Lift station, locating approximately 90-95 % of all the collection system manholes, awarding of contract for video recording and cleaning 20% of the collection system and a comprehensive phase one audit of the current collection system. This goal will need to remain active in order to address deferred system maintenance.

5. Lift Cambria's Water Moratorium

A. Board as a Committee of the Whole – Staff monthly report to the Board
Although the CCSD Board of Directors has not officially lifted the water moratorium staff has been instructed to work with Bill Maddaus of Maddaus Water Management in completing a comprehensive water conservation program that would allow for the release of a limited amount of water and sewer connections.

ADMINISTRATION

1. Implement Revised CCSD Fee Schedule

A. Ad Hoc Committee - maximum 6-month duration for report to the Board
This task has been completed and the new revised Master Fee Schedule is in place. This revised Master Fee Schedule has resulted in an increase in revenues to the District while establishing a mechanism for capturing staff cost for time spent on projects.

2. Implement Salary and Benefit Policy

A. Ad Hoc Committee - 6 months for report to the Board
This task has been completed. Two labor contracts with SEIU and IAFF have been completed .An agreement with MCE regarding a payment and compensation plan has also been agreed upon. All three agreements represent a revised two tier retirement formula in addition to a revised employee and retiree medical benefits plan. All three agreements also represent a significant saving to the CCSD.

3. Develop and Implement a Revised Water Conservation Program

A. Ad Hoc Committee – maximum 3-month duration for report to the Board
Bill Maddaus from Maddaus Water Management has been hired by the District to draft a comprehensive water conservation program for the CCSD. A draft report will be discussed at the January Board Meeting. Staff has also made significant progress relating to the conservation to include reconciling the point's bank, conducting inspections of businesses and homes upon resale, conducting commercial water audits for hotels and motels, purchasing and distributing water saving conservation kits to include shower heads and sink aerators, retrofitting the communities laundry mat with low water use machines and holding water ad-hoc committee conservation meetings in addition to weekly staff meetings. These efforts have resulted in water savings for the community while continuing to allow to the CCSD'S conservation program forward.

4. Determine Any Future Reorganization of the CCSD Fire Department.

A. Ad Hoc Committee - maximum 6-month duration for report to the Board.

The CCSD has been providing the CCHD with Administrative oversight for the last seven months. A combined workshop is scheduled between both Boards for early February 2013. If both Boards approve of the draft agreement the CCSD and the CCHD will bring the agreement to their perspective Boards in February for approval and implementation.

5. Develop Potential Supplemental Water Supply Alternatives

A. Ad Hoc Committee – 6-month duration for report to the Board

As previously stated the CCSD staff is working with the Army Corp of Engineers on the EIR/EIS process for the three remaining water alternatives for Cambria. They are brackish water, offsite storage and the Whale Rock Reservoir.

6. Develop 2012/2013 CCSD Operating Budget

A. Ad Hoc Committee – 6-month duration for report to the Board

The operating budget for 2012/2013 was submitted to the CCSD Board of Directors in June of 2012. The budget represented a revised format, is fiscally responsible and is focused on improving the infrastructure while improving customer service.

7. Research and Make Recommendation to the Board Regarding the Replacement of the District’s Financial and Billing Software in Addition to Parcel Management Software

A. Board as a Committee of the Whole – Staff monthly report to the Board.

Staff continues to evaluate software and will address the Districts need from a global software perspective. This would include but not be limited to billing software that is compatible with our current AMR meters in the field, generational in nature for future smart meter application AMI, compatible to integrate with our GIS parcel management system, be able to implement numerous other software components such as resource management, human resources, and work orders. The District did not budget funds during the fiscal year 2012/2013 budget for software program replacement, however staff will make every effort to incorporate funding into the fiscal year 2013/2014 budget. The Districts Finance Manager will be attending a seminar/workshop on choosing the right software to meet the needs of your district.

FACILITIES and RESOURCES/PARKS and RECREATION

1. Develop potential cooperation with the Coast Unified School District (CUSD) for joint use of facilities.

The CCSD and the CUSD worked collaboratively with State Parks on the Proposition 84 grant application; however both agencies were not selected as final candidate for the funding that was available.

2. Implement Procedures for all CCSD facilities.

A. Ad Hoc Committee - 6-month duration for report to the Board

This Goal has been completed .The CCSD Board of Directors has adopted new procedures for all CCSD facilities to include the expanded use of the Veterans Hall for private parties. The result of these revised procedures has resulted in expanded

use of the Veterans Hall and increased revenue for the CCSD that has been put back into improving current facilities.

BOARD LIAISON ASSIGNMENTS

1. Liaison to PROS Commission:
Director Robinette served as PROS Commission liaison for 2012 and reported during member and committee reports at CCSD regular board meetings on the PROS Commission meetings she attended and any other activities or matters pertaining to PROS.

2. Liaison to North Coast Advisory Council (NCAC):
Director Bahringer served as NCAC liaison for 2012 and reported during member and committee reports at CCSD regular board meetings on the NCAC meetings he attended and any other activities or matters pertaining to NCAC as it pertained to the CCSD.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.D.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 17, 2013 Subject: Discussion and Consideration Regarding
CCSD Board of Director 2013 Goals and
Objectives

RECOMMENDATION:

Discuss, review and provide direction to the General Manager as it relates to the goals that are agreed upon as part of the January 17, 2013 Board Meeting. Bring back final Board goals in February and incorporate General Manager's goals for final consideration. Carry over goals from this calendar year that are ongoing.

FISCAL IMPACT:

Goals that are being considered by the Board as part of the January 17, 2013 Board meeting will be incorporated into the fiscal year 2013/2014 budget process. Goals that are carried forward will be absorbed as part of the 2012/2013 fiscal.

DISCUSSION:

Historically the CCSD Board of Directors have discussed and adopted goals as part of their January Board meeting. During the last two years the Board President has presented goals to the Board, discussion has ensued and a final list of goals was agreed upon.

An alternative to this process was discussed and it was determined that an open dialogue during a Board meeting between all of the Directors could result in a process that would allow the Board to reach a consensus on each of their goals as part of the Board Meeting.

Although goals were provided to the General Manager in a written format, it was thought that an open discussion regarding each Board Member's goals would be helpful in facilitating a final list. Therefore it would be beneficial if each Board Member could discuss their goals as part of the agenda item, deliberate and reach a consensus for final approval of goals to include the General Manager's goals. This list will be brought back to the Board for final consideration in February.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE ___

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.E.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 17, 2013

Subject: Discussion and Consideration to
Appoint 2013 Ad Hoc Committee
Assignments

RECOMMENDATION:

Discuss and make any necessary appointments for Board Ad Hoc Committees and Director assignments.

FISCAL IMPACT:

Miscellaneous cost associated with staff time, document preparation and any necessary research required for each Committee to strive and be successful.

DISCUSSION:

President Thompson will lead the discussion on the 2013 Committee and Director assignments.

The CCSD Board of Directors' 2013 Ad Hoc Committee and Director assignments are recommended as followed. Additional Committees are being recommended for consideration based on stakeholder and Board Member input and the desire of the CCSD Board of Directors to continue to be transparent while addressing the needs of their stakeholders.

2013-14 Budget Committee.

Task: Review the proposed budget for fiscal year 2013-2014.

Director Clift, Director Robinette.

Water Alternative Committee.

Task: Review issues relating to Water Supply Project EIR/EIS, and related matters.

Director Clift, Vice President Bahringer.

Conservation Committee.

Task: Review issues relating to the Water Conservation Plan Program Update, and related matters.

Director Robinette, Director Rice.

Shared Services Between CCSD and CCHD.

Task: Review issues related to the proposed JPA between the CCSD and CCHD, and related matters.

President Thompson, Director Clift.

Utilities, Infrastructure Committee.

Task: Review matters relating to the following projects: SCADA, Rodeo Grounds and Stuart Street Tank.

Vice President Bahringer, Director Rice.

Administrative Procedure Committee.

Task: Review matters relating to the following projects: Personnel Policies and Rules update, Municipal Code Update.

President Thompson, Director Robinette.

PRO'S, Parks, Recreation and Open Space Liaison.

Director Robinette.

NCAC, North Coast Advisory Council.

Director Rice.

Intergovernmental Relations Liaisons.

President Thompson and Vice President Bahringer.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.F.**

FROM: Jerry Gruber, General Manager
Timothy J. Carmel, District Counsel

Meeting Date: January 17, 2013 Subject: Consider Adoption of Resolution 03-2013 Approving Board of Directors' Bylaws for 2013

RECOMMENDATIONS:

1. Review the Bylaws, discuss staff's proposed revisions and any other revisions proposed by Board members;
2. If significant additional changes are proposed, direct staff to implement the changes and return at the February 28th meeting for final action; or
3. If only minor additional changes are proposed, adopt Resolution 03-2013 approving the 2013 Board of Directors' Bylaws.

FISCAL IMPACT:

None.

DISCUSSION:

Attached are the Board of Directors' Bylaws ("Bylaws") for annual review. There are several clerical changes proposed to make the Bylaws easier to read, more accurate and internally consistent. Additionally, significant changes are proposed to Section 8, Director Compensation, to better identify meetings for which Directors may be compensated and to Section 14, Continuing Education, to include ethics training required by AB1234. The recommended changes to the Bylaws are shown in redline format also attached.

Attachments: CCSD Board Bylaws (redline and clean formats)
Resolution 03-2013

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BHRINGER ___ CLIFT ___ ROBINETTE ___ RICE ___



CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' BYLAWS

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as chairperson/presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as chairperson/presiding officer for the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.

2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall commence at 12:30 p.m. on the fourth Thursday of each calendar month in the Veterans' Memorial Hall currently located at 1000 Main Street, Cambria unless otherwise directed by the Board of Directors.
- 2.2 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for their absence.
- 2.3 No Board action may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act.
- 2.4 Pursuant to the Brown Act:

- (a) Board Members may briefly respond to statements or questions from the public; and
- (b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- (c) ~~The President of the Board or a Board majority in open session may take action to~~Any Board member may direct staff to place a matter on a future agenda.

2.5 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. All comments shall be directed to the President. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board and shall announce the Board's decision on all subjects. ~~The President shall vote on all motions except in the case of a conflict of interest.~~ On roll call the maker of the motion shall be called first, the Board member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made the motion or seconded the motion.

2.6 A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is sufficient to do business, however motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting, or, if no Board member is present, the District Clerk shall adjourn the meeting.

2.7 A roll call vote if required by law shall be taken upon votes on ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, voting no and those abstaining or absent. Unless a Board member states that they are not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as an affirmative vote and vote of abstention shall be recorded as an abstention.

2.8 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.9 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind

the public speaker's podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 4:30 p.m. two weeks prior to the meeting date. The General Manager shall establish a CCSD Policy to guide staff in the preparation of meeting agendas.
- 3.2 A block of approximately 20 minutes time shall be set aside to receive general public comment. Comments on agendaed items should be held until the appropriate item is called. Unless otherwise directed by the President, members of the public shall state their name and their general place of residence prior to giving their comment. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion.
- 3.3 Those items on the CCSD Agenda, which are considered to be of a routine and non-controversial nature, are placed on the "Consent Agenda." These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors. For example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine CCSD operations.
 - (a) Board members may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda," and the Board will then take action separately on that item. A member of the public will be given an opportunity to comment on the "Consent Agenda," however, only a member of the Board of Directors can remove an item from the "Consent Agenda." Items, which are removed ("pulled") by members of the Board for discussion, will typically be heard after other "Consent Agenda" items are approved unless the President orders an earlier or later time.
 - (b) A Board member may ask questions on any item on the "Consent Agenda." When a Board member has a minor question for clarification concerning a consent item, which will not involve extended discussion, the item may be discussed for clarification and the

questions will be addressed along with the rest of the "Consent Agenda." Board members are encouraged to seek clarifications prior to the meeting if possible.

- (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer that they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the District Clerk will register a "no" vote in the minutes.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 4.1 The minutes of the Board shall be kept by the District Clerk and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted in paragraphs with proper subheadings;
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 below, shall not be required to record any remarks of Board Members or any other person;
- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written materials delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall not be included in the meeting minutes.
- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter;
- 4.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Clerk shall compile a summary of the testimony of the witnesses.
- 4.7 Any electronic media of a CCSD meeting made for whatever purpose at the direction of the CCSD shall be subject to inspection pursuant to the California Public Records Act. CCSD tape and film records may be erased ninety (90) days after the taping or the recording.

5. MEMBERS OF THE BOARD OF DIRECTORS

Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

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

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.
- 6.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
- 6.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the CCSD are to be referred to the General Manager.

7. DIRECTOR GUIDELINES

- 7.1 Board Members, by making a request to the General Manager or District Clerk, shall have access to information relative to the operation of the CCSD, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager or District Clerk cannot provide the requested information in a timely manner by reason of information deficiency, or major

interruption in work schedules, workloads, and priorities, then the General Manager or District Clerk shall inform the individual Board Member why the information is not or cannot be made available.

- 7.2 In handling complaints from residents, property owners within the CCSD, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the CCSD's response, if any.
- 7.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should confer directly with the General Manager.
- 7.4 When approached by CCSD personnel concerning specific CCSD policy, Directors should direct inquiries to the General Manager or, in their absence, to the District Clerk. The chain of command should be followed.
- 7.5 Directors and General Manager should develop a working relationship so that current issues, concerns and CCSD projects can be discussed comfortably and openly.
- 7.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager, or in their absence, to the District Clerk.
- 7.7 Directors are responsible for monitoring the CCSD's progress in attaining its goals and objectives, while pursuing its mission.

8. DIRECTOR COMPENSATION

8.1 ~~Effective July 1, 2009, each Director is authorized to receive seventy five dollars (\$75.00) as compensation for each meeting they attend that relates to CCSD business, including regular, adjourned or special meetings, standing or ad hoc committee meetings, including any days of travel for Board business, and excluding personal or impromptu meetings with a constituent(s). Directors shall receive compensation of seventy five dollars (\$75.00) for each authorized meeting of the Board attended by him/her, or for each day's service rendered as a Director and approved by the Board.~~

8.2 The following authorized meetings for which a Director may be compensated:

(a) Regular Board meetings, Workshops, and Special Board meetings which are properly noticed and at which a quorum of the Board is in attendance.

(b) Standing committee meetings and Ad-Hoc committee meetings held by committees which are authorized by the Board, and at meeting frequencies that are approved by the Board.

(c) Attendance at the monthly meetings of the SLO County Special District Association.

(d) Attendance at the meetings of other organizations, when such attendance is approved by a minute order of the Board at a Regular Board meeting.

~~(a)~~(e) Attendance at seminars, conferences, trainings, or other meetings or events, when such attendance is approved by a minute order of the Board at a Regular Board meeting.

~~8.18.3~~ Director compensation shall not exceed six days of service in any calendar month.

~~8.28.4~~ In no event shall Director compensation exceed \$75 per day, or \$450 per month.

~~8.38.5~~ Each Board Member is entitled to reimbursement for their travel, meals and lodging, and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board, pursuant to Government Code Section 53232.2.

It is the policy of the CCSD to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the CCSD for Board members and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

9. COMMITTEES

9.1 (a) As is customary with Board meetings, all committees shall meet within the jurisdictional boundaries of CCSD except, as may be permitted by the Brown Act.

(b) Ad Hoc Committees

The Board shall 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.

9.2 Standing Committees

- (a) The Board may create standing committees at its discretion. Standing committees shall be advisory committees to the Board of Directors and shall not commit the CCSD to any policy, act or expenditure. Each standing committee may consider CCSD related issues, on a continuing basis, assigned to it by the Board of Directors. The Board of Directors shall appoint committee members.
- (b) All standing committees shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these Bylaws. Summary notes for each meeting of each committee shall be forwarded to the Board of Directors as a public record.

10. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and electronically delivered to the Board of Directors and/or with the monthly agenda packet.

- 10.1 All letters approved by the Board of Directors and/or signed by the President on behalf of the CCSD; and
- 10.2 All letters and other documents received by the CCSD that are of CCSD-wide concern as determined by CCSD staff.
- 10.3 The CCSD General Manager shall establish a policy for receiving, processing and distribution of CCSD correspondence.

11. CONFLICTS AND RELATED POLICY

State laws are in place, which attempt to eliminate any action by a Board Member or the CCSD that may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws, which regulate conflicts, are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at (916) 322-5660, prior to the day of the meeting, if they have a question about a particular agenda item.

11.1 Conflict of Interest

Each Director is encouraged to review the CCSD Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: (1) reasonably foreseeable that the decision will have a (2) material financial effect on the (3) official or a member of his or her immediate family or on an economic interest of the official, and (4) the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision.

11.2 Interest in Contracts, Government Codes Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Board member has financial interest.

11.3 Incompatible Office

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest.

12. BOARD MEMBER VACANCY

The Community Services CCSD law specifically states in Government Code § 61042, subd. (c):

Any vacancy in the office a member elected to the board of directors shall be filled pursuant to Section 1780.

Government Code §1780 states the options for filling a Board vacancy.

Should the board of directors choose to fill a vacancy by appointment (allowed by law) the following process in addition to the required actions may include:

12.1 Adopt a resolution calling for posting of Notice of Vacancy.

12.2 The notice is posted in compliance with Government Code §1780 which provides that the remaining board members may fill the vacancy by appointment and that a notice be posted at the three CCSD posting locations at least fifteen (15) days before the appointment is made.

- 12.3 The notice may be published in a newspaper of general circulation.
- 12.4 Within 30 days of vacancy notice and receipt of applications call a special meeting for applicant interview process.
- 12.5 The appointment is to be made within 60 days of effective resignation.
- 12.6 At next regular meeting hold nominations to fill the vacancy. The successful candidate will receive a motion, second and a two thirds majority of votes cast.
- 12.7 The appointee will take the Oath of Office and is encouraged to participate in timely orientation.

13. EVALUATIONS

The CCSD's General Manager and District Legal Counsel shall be evaluated annually.

14. CONTINUING EDUCATION AND ETHICS TRAINING

14.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve CCSD operation. Subject to budgetary constraints, there is no limit as to the number of Directors attending a particular conference or seminar when it is determined by the Board ~~apparent~~ that their attendance is beneficial to the CCSD.

14.2 Pursuant to sections 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.

~~13.1~~14.3 Each newly elected Board member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

~~14.15.~~ BOARD BY-LAW REVIEW POLICY

Subject to 3.1 the Board By-law Policy shall be reviewed annually at the first regular meeting in February~~January~~ and amendments to the Bylaws shall be considered for adoption by the Board at the first Regular meeting in February. The review shall be provided by District Counsel and ~~implemented~~ratified by Board action.

~~15.16.~~ RESTRICTIONS ON RULES

The rules contained herein are guidelines only and shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.



CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' BYLAWS

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer for the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.

2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall commence at 12:30 p.m. on the fourth Thursday of each calendar month in the Veterans' Memorial Hall located at 1000 Main Street, Cambria unless otherwise directed by the Board of Directors.
- 2.2 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for their absence.
- 2.3 No Board action may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act.
- 2.4 Pursuant to the Brown Act:
 - (a) Board Members may briefly respond to statements or questions from the public; and

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- (b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
 - (c) Any Board member may direct staff to place a matter on a future agenda.

- 2.5 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. All comments shall be directed to the President. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board and shall announce the Board's decision on all subjects. On roll call the maker of the motion shall be called first, the Board member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made the motion or seconded the motion.

- 2.6 A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is sufficient to do business, however motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting, or, if no Board member is present, the District Clerk shall adjourn the meeting.

- 2.7 A roll call vote if required by law shall be taken upon votes on ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, voting no and those abstaining or absent. Unless a Board member states that they are not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as an affirmative vote and vote of abstention shall be recorded as an abstention.

- 2.8 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

- 2.9 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 4:30 p.m. two weeks prior to the meeting date. The General Manager shall establish a CCSD Policy to guide staff in the preparation of meeting agendas.
- 3.2 A block of approximately 20 minutes time shall be set aside to receive general public comment. Comments on agendaed items should be held until the appropriate item is called. Unless otherwise directed by the President, members of the public shall state their name and their general place of residence prior to giving their comment. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion.
- 3.3 Those items on the CCSD Agenda, which are considered to be of a routine and non-controversial nature, are placed on the "Consent Agenda." These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors. For example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine CCSD operations.
- (a) Board members may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda," and the Board will then take action separately on that item. A member of the public will be given an opportunity to comment on the "Consent Agenda," however, only a member of the Board of Directors can remove an item from the "Consent Agenda." Items, which are removed ("pulled") by members of the Board for discussion, will typically be heard after other "Consent Agenda" items are approved unless the President orders an earlier or later time.
 - (b) A Board member may ask questions on any item on the "Consent Agenda." When a Board member has a minor question for clarification concerning a consent item, which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda." Board members are encouraged to seek clarifications prior to the meeting if possible.
 - (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer that they wish to register a dissenting vote without discussion. These items will

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be handled along with the rest of the Consent Agenda, and the District Clerk will register a "no" vote in the minutes.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 4.1 The minutes of the Board shall be kept by the District Clerk and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted in paragraphs with proper subheadings;
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 below, shall not be required to record any remarks of Board Members or any other person;
- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written materials delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall not be included in the meeting minutes.
- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter;
- 4.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Clerk shall compile a summary of the testimony of the witnesses.
- 4.7 Any electronic media of a CCSD meeting made for whatever purpose at the direction of the CCSD shall be subject to inspection pursuant to the California Public Records Act. CCSD tape and film records may be erased ninety (90) days after the taping or the recording.

5. MEMBERS OF THE BOARD OF DIRECTORS

Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

- 5.1 Information that is exchanged before meetings shall be distributed through the District Clerk, and all Directors will receive all information being distributed.

- 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- 5.4 At the President's discretion District Counsel shall act as parliamentarian.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.
- 6.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
- 6.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the CCSD are to be referred to the General Manager.

7. DIRECTOR GUIDELINES

- 7.1 Board Members, by making a request to the General Manager or District Clerk, shall have access to information relative to the operation of the CCSD, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager or District Clerk cannot provide the requested information in a timely manner by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager or District Clerk shall inform the individual Board Member why the information is not or cannot be made available.
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The Board shall 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.
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Each Director is encouraged to review the CCSD Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: (1) reasonably foreseeable that the decision will have a (2) material financial effect on the (3) official or a member of his or her immediate family or on an economic interest of the official, and (4) the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision.

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The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Board member has financial interest.

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The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest.

12. BOARD MEMBER VACANCY

The Community Services CCSD law specifically states in Government Code § 61042, subd. (c):

Any vacancy in the office a member elected to the board of directors shall be filled pursuant to Section 1780.

Government Code §1780 states the options for filling a Board vacancy.

Should the board of directors choose to fill a vacancy by appointment (allowed by law) the following process in addition to the required actions may include:

- 12.1 Adopt a resolution calling for posting of Notice of Vacancy.
- 12.2 The notice is posted in compliance with Government Code §1780 which provides that the remaining board members may fill the vacancy by appointment and that a notice be posted at the three CCSD posting locations at least fifteen (15) days before the appointment is made.
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- 12.6 At next regular meeting hold nominations to fill the vacancy. The successful candidate will receive a motion, second and a two thirds majority of votes cast.
- 12.7 The appointee will take the Oath of Office and is encouraged to participate in timely orientation.

13. EVALUATIONS

The CCSD's General Manager and District Legal Counsel shall be evaluated annually.

14. CONTINUING EDUCATION AND ETHICS TRAINING

- 14.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when

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the purposes of such activities are to improve CCSD operation. Subject to budgetary constraints, there is no limit as to the number of Directors attending a particular conference or seminar when it is determined by the Board that their attendance is beneficial to the CCSD.

- 14.2 Pursuant to sections 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- 14.3 Each newly elected Board member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.
15. BOARD BYLAW REVIEW POLICY
Subject to 3.1 the Board Bylaw Policy shall be reviewed annually at the first regular meeting in January and amendments to the Bylaws shall be considered for adoption by the Board at the first Regular meeting in February. The review shall be provided by District Counsel and implemented by Board action.
16. RESTRICTIONS ON RULES
The rules contained herein are guidelines only and shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

RESOLUTION NO. 03-2013

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT APPROVING THE 2013 CAMBRIA
COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS'
BYLAWS**

BE IT RESOLVED that the Board of Directors of the Cambria Community Services District does hereby approve the CCSD Board of Directors' Bylaws for 2013, attached hereto as Exhibit "A" and incorporated herein by this reference.

PASSED AND ADOPTED this 17th day of January 2013.

Michael Thompson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.G.**

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

Meeting Date: January 17, 2013 Subject: Consideration to Approve CCSD's
Comments to the Administrative Review
Draft of San Luis Obispo County
Biennial Resource Management
System Report

RECOMMENDATIONS:

Authorize staff to forward the attached review comments on the draft biennial Resource Management System (RMS) report to County Planning.

FISCAL IMPACT:

Although there are no direct costs to report on this item, the RMS reporting and the associated growth rates adopted by the County Board of Supervisors plays a significant role in Cambria's economy. Before the new water connections moratorium was enacted by the CCSD, the county-wide growth rate was at 2.3 % per year. During the year prior to the moratorium, the 2.3 % rate was lowered to 1.0% for Cambria. With the moratorium in place, and except for certain outstanding commitments, the growth rate is essentially zero.

DISCUSSION:

The County of San Luis Obispo is in the process of completing its biennial Resource Management System (RMS) report, which is tentatively planned for adoption by the Board of Supervisors during its March 12, 2013 meeting. The RMS reporting is used by the County in making recommendations for countywide and community-specific growth rates after reviewing resource summaries and their associated status for water, wastewater, roads, and schools. The draft RMS summary pages for Cambria's potable water and wastewater systems are attached; including redlines being suggested by the CCSD water ad-hoc committee and staff.

Review comments have been requested from County planning staff during past Water Resource Advisory Committee (WRAC) meetings, which CCSD staff attends. Draft comments to the RMS report were part of your Board's December 20, 2012 consent calendar, which was pulled for further discussion. This staff report and the updated comments is the result of that earlier discussion. In addition to the December 20, 2012 Board discussion, preliminary results on the water conservation plan update by Maddaus Water Management (MWM) have been subsequently received. These results indicated that approximately 75 acre feet per year in conservation savings could be realized by the year 2020, which results in a water savings of about 10%. This is an improvement of approximately an additional 5 % when compared to the year 2020 goal adopted by the Board as part of the 2010 Urban Water Management Plan.

The attached RMS comments include reference to the recent work by MWM, which includes in part certain plumbing code updates that were adopted by CCSD Ordinance 06-2012 during your November 15, 2012 Board meeting. In certain cases, the recently adopted CCSD criteria exceeded the plumbing code standards, including adoption of 1.5 gallon per minute showerheads, high efficiency clothes washers, and high efficiency dishwashers. In addition to water efficiency criteria within the CCSD Municipal Code updates, on August 28, 2012, the County Board of Supervisors approved updates to Title 19 of the San Luis Obispo County Municipal Code, which included certain mandatory recommendations made within 2010 California Green Building Standards Code (Cal Green). Therefore, adoption of the plumbing code standards referenced within the MWM recommendation has occurred to date and is currently being enforced. However, there will be other conservation measures within the programs being outlined by MWM, which will seek your direction and approval. Today's agenda includes a separate staff report on the work by MWM.

Other comments added to the attached draft RMS pages include reference to the Cambria communitywide condition 4.B of the San Luis Obispo County Local Coastal Program (LCP, a.k.a. the North Coast Area Plan). This condition requires all new water connections to offset their future demand by water conservation, absent of the CCSD obtaining a coastal development permit for a new water supply project. Staff currently uses the water conservation points-bank system and related conditions within the CCSD Municipal Code to abide by LCP condition 4.B. Compliance with LCP condition 4.B may further serve to regulate growth within Cambria based on how successful demand-offsetting conservation measures are implemented. Although a 1% growth rate was analyzed by MWM from 2012 to 2020, and is further suggested within the RMS comments, future growth could actually be less subject to the success of water conservation efforts. A related consideration to LCP compliance and the use of conservation for new water connections is the March 23, 2012 comment letter received from the Coastal Commission on the CCSD's long-term water supply project notice of preparation. This letter includes reference to water conservation as a means to create an additional water supply, which provides further insight into how the Coastal Commission may view what is being suggested within the draft RMS comments. Therefore, staff is of the opinion that comments on the RMS should be in compliance with the LCP.

In view of the more aggressive water conservation being pursued by the CCSD, the reduction in pumping that has occurred during the past five years, and ongoing compliance with LCP condition 4.B, the attached RMS comments recommend reducing the Level of Severity (LOS) for Cambria's water supply. Although staff had suggested lowering the LOS rating from level III to II, this was changed to Level I based on discussions and direction received during the January 11, 2012 water ad-hoc committee meeting. For convenient reference, the definitions of the County's three levels of severity are attached.

The relative water supply risks were previously summarized within an April 26, 2012 Board meeting presentation on contingency factors being applied towards sizing of the future long-term water supply project. As a result of that earlier discussion, direction was received to proceed on a future facility sized at 250 acre-feet dry season capacity. Slide 5 from the April 26, 2012 presentation is attached for convenient reference when considering the change in the LOS. Allowing a limited number of new connections to occur through demand offsets provides a means to allow limited new development to occur while completing the long-term water supply project.

Attachments (3):

- CCSD Comments to Administrative Review Draft of SLO County Biennial Resource Management System Report
- County Level of Severity definitions
- Slide 5 from April 26, 2012 Board presentation summarizing supply reliabilities

BOARD ACTION: Date _____ Approved: _____ Denied: _____
UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE ___

CAMBRIA

Water Supply

Cambria is completely dependent on a limited groundwater supply from the San Simeon and Santa Rosa Groundwater Basins associated with its two well fields. Water is supplied by the Cambria CSD (CCSD).

~~Sole reliance on groundwater in small coastal basins could leave the community vulnerable to drought and saltwater intrusion into the area's aquifers. To maximize its utilization of local supplies while furthering future long-term reliability, the CCSD's water planning Master Water Plan calls for water conservation, use of recycled water for non-potable irrigation, a long-term water supply project seawater desalination, and water demand management. to address these concerns and augment its potable water supply.~~

~~The CCSD's water conservation efforts included adoption of its 2010 Urban Water Management Plan with a year 2020 target goal of 105 gallons per capita per day, which calculated to a 5 % reduction. The CCSD is also finalizing a subsequent conservation study with Maddaus Water Management to further expand upon its currently adopted conservation program. From this latest study, it is estimated that approximately 75 acre-feet per year (AFY) of conservation could be realized by year 2020 from adopting additional conservation measures, which would equate to approximately 10 % in water savings. The CCSD Board will be taking formal action to adopt recommendations from the MWM report as part of its February 28, 2013 meeting.~~

~~For its long-term water supply, the CCSD is currently working with the Army Corps of Engineers who are in the process of completing an Environmental Impact Report/Environmental Impact Statement (EIR/EIS). Alternatives being analyzed include desalination of brackish water¹, use of the Whale Rock Reservoir for seasonal storage, and new surface water storage on ranch land located north of San Simeon Creek Road. for a long-term water supply project. Completion of a public review draft of the project's EIR/EIS is estimated to occur during the spring of 2013. In the meantime, the CCSD is continuing to enhance its water conservation program, which has been used to improve water use efficiencies while offsetting demands from new development.~~

Cambria Water Supply		
Source	Supply (AFY)	Limitation
San Simeon Valley Groundwater Basin	1230 AFY	Dry season pumping is limited to no more than 370 acre-feet from the period when flow ceases at Palmer Flats until October 31 st .

¹ Alternatives being analyzed include desalinating seawater that has migrated inland via a subterranean saltwater wedge, which has mixed with freshwater (i.e., brackish water).

Santa Rosa Valley Groundwater Basin	518 AFY	Dry season pumping is limited to no more than 260 acre-feet from May 1 through October 31 st
Total	1743 AFY	CDP 428-10 limits total annual diversion from both aquifers to no more than 1230 AFY. An annual water budget created by the USGS ¹ and subsequently updated within the CCSD's 2010 UWMP estimated the basins would be in balance with approximately 610 AFY municipal (CCSD) pumping from the San Simeon aquifer and 200 AFY municipal (CCSD) pumping from the Santa Rosa aquifer ² .

Notes:

- 1) 1998 USGS Report 98-4061, p.46
- 2) Cambria CSD 2010 Urban Water Management Plan Update, Final Report dated February 23, 2012, pp.4-2 through 4-3 and Table 4-2.

Water Demand

Cambria Water Demand			
Water Provider	Source	AFY	
		2011	2012
Cambria CSD	Groundwater	679	707

Source: Water Provider

Water Use

Over the past 10 years, water use in Cambria has ranged from a low of 629 AFY in 2011-12 to a high of 821 AFY in 2003-04, as shown in the following table. With the exception of fiscal year 2003-2004, the District has not exceeded the estimated 810 AFY value, which would keep the San Simeon and Santa Rosa basins in balance. During the past 5 years, the demand has averaged approximately 85 % of the 810 AFY.

Cambria Total Water Use AFY (fiscal year)									
2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
779	821	725	730	785	710	707	674	679	707

Source: Water Providers

Notes: * No data received

Because of the CCSD's reduced water production and its recent completion of updates to its water conservation program, it is recommended that the Level of Severity be reduced from LOS III to LOS I. Such a move would still require the CCSD to comply with the Local Coastal Program Cambria communitywide condition 4.B, which requires offsetting the demand from any new connections with water conservation. The CCSD has suggested that a 1% growth rate be approved by the Board of Supervisors while using conservation as a means to allow a limited number of new connections to occur.

Level of Severity: Water Supply

- LOS III due to limited supply

(Note: change the above to “LOS I” from “LOS III” due to reduced pumping by the CCSD and more aggressive water conservation being implemented by the CCSD that will offset future connection demands.)

Water Rates

The average single-family residential water usage and rates are shown in the table below. For consistency in reporting, water use calculations are reflected as gallons per day. Dollar figures for water bills reflect monthly amounts and are not necessarily representative of billing cycles.

Cambria Water Rate Data (Average Single-Family Residence)						
Water Provider	Rate Structure	Population Served	Water Use (gallons/day)		Water Bill (\$/month)	
			2011	2012	2011	2012
Cambria CSD	tiered	6,032	100	105	\$60.12	\$60.12

Source: Water Providers

Water Distribution and Storage System

No water system issues affecting levels of severity have been reported for Cambria.

Wastewater Treatment

Facilities

Wastewater service is provided by the CCSD. The average dry weather flow, which is monitored from May through October, is 60% of permanent plant capacity as of 2012. Treated wastewater effluent is used for a seawater barrier between Cambria's percolation ponds along the lower reach of San Simeon Creek and a potable well field, which is located further upstream. The CCSD also provides non-potable groundwater, which is typically trucked by end users for irrigation and dust control purposes. Long-term planning calls for a recycled water distribution system to serve non-potable irrigation customers such as recreational areas.

Operational Issues

None reported.

Capacity

The CCSD wastewater treatment plant was designed and upgraded during 1991 with a 1.0 million gallon per day (mgd) average dry weather flow capacity.

Level of Severity: Wastewater

- There is no level of severity.

Each type of resource has unique characteristics that require a different approach to establishing levels of severity for it. This section describes the regional policy issues for resources and the criteria to be used to identify when each level of severity is reached. Table F provides a brief summary of the criteria. Each resource topic also includes recommended subjects for resource capacity studies that will be prepared through the RMS advisory process.

TABLE F			
RESOURCE DEFICIENCY CRITERIA FOR LEVELS OF SEVERITY			
Resource	Level I	Level II	Level III
1. Water Supply			
a. Water Resource	Projected consumption estimated to exceed dependable supply within 9 years.	7 year lead time to develop supplementary water for delivery to users	Resource is being used at or beyond its estimated dependable supply or will deplete dependable supply before new supplies can be developed.
b. Water System	System projected to be operating at design capacity within 7 years	5 year lead time to complete major improvements	System operating at or beyond design capacity or will be at capacity before improvements are constructed
2. Sewage Disposal			
a. Treatment Plant	Projected average daily flow = plant capacity within 6 years	5 year projected average daily flow = plant capacity	Average daily flow = plant capacity or the plant will be at capacity before improvements can be made
b. Sewage Collection Lines and Lift Stations	Projected flow will equal 90% of system capacity within 2 years	System at 90% capacity; or 5 year projected flow equals capacity; or LUE Absorption capacity effluent would exceed system capacity	System operating at 100% capacity or will be at capacity before improvements can be made
c. Individual Septic Tank Systems	System failures reach 5% by area; RWQCB, Health or Engineering Departments to identify potential health problems	System failure rate reaches 15% by area or community	System failures at 25%; threat to public health and safety exists. 5 years needed to build public sewer system
3. Schools	7 year projected enrollment will be at or above maximum students/classroom ratio established by school district	5 year projected enrollment will be at or above maximum student/classroom ratio	Enrollment at or above maximum student/classroom ratio
4. Roads/ Circulation	Projected traffic volume will reach Level of Service (LOS) D within 5 years	Route will be operating at LOS-D in 2 years or less	Route is operating at LOS-D, (as defined in the 1985 Highway Capacity manual)
5. Air Quality	Infrequent violations of the federal ozone standard, or emissions reach 75% of the standard, or offsets are reduced to less than 50% of baseline levels	Periodic violations of the federal and state ozone standard, or emissions reach 90% of the designated threshold, or offsets are reduced to 25% of baseline levels	Federal ozone standard is exceeded one or more days within three consecutive years, or emissions regularly exceed the standard, or offsets have been depleted

Supply Reliability Considerations

Aquifer Recharge Scenario (From 1988 USGS Report 98-4061 by Yates & Van Konyenburg)	Recurrence Interval (years)	Recurrence Intervals Expressed as Percent Probability of Occurrence			
		Percent Probability of Occurrence, over 1 year	Percent Probability of Occurrence, over 10 years	Percent Probability of Occurrence, over 20 years	Percent Probability of Occurrence, over 40 years
A year with less than minimum to completely recharge the Santa Rosa Basin	18	5.6%	43.5%	68.1%	89.8%
A year with less than minimum to completely recharge the San Simeon Basin	25	4.0%	33.5%	55.8%	80.5%
Two successive years of incomplete recharge in the Santa Rosa Basin	360	n.a.	2.5%	5.1%	10.3%
Two successive years of incomplete recharge in the San Simeon Basin	730	n.a.	1.2%	2.6%	5.2%
For discussion purposes	100	1.0%	9.6%	18.2%	33.1%

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.H.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 17, 2013 Subject: Annual Review of CCSD
Affordable Housing Program

RECOMMENDATIONS:

It is recommended that the Board of Directors conduct its annual review of the CCSD's Affordable Housing Program, as set forth in CCSD Municipal Code Section 8.04.110., and provide direction regarding its implementation and possible changes to the Municipal Code.

FISCAL IMPACT:

There are no immediate fiscal impacts from the Board's review and direction regarding the Affordable Housing Program. The CCSD will receive connection fees from future affordable housing projects as they are developed in accordance with the CCSD's Affordable Housing Program (AHP"), subject to the incentive of a fifty (50) percent reduction for each unit constructed, as provided in CCSD Municipal Code Section 8.04.110(C).

DISCUSSION:

At its December 20, 2012 meeting the Board of Directors was presented with a staff report regarding the CCSD's Affordable Housing Program. That report reviewed provisions in the CCSD Municipal Code related to Affordable Housing and its implementation in light of the moratorium created as a result of the Water Shortage Emergency Declaration. At that time staff indicated that it intended to bring the AHP to the Board for review on an annual basis. Accordingly, this item is being presented as the first annual review, which will be scheduled each January in future years.

As was noted in the December 20, 2012 report, staff believes that the Board's intent has been to continue the Affordable Housing Program. There is, however, the issue of how many allocations have been carried over since the Water Shortage Emergency Declaration, especially given how few affordable housing projects have actually been processed since 2001.

CCSD Municipal Code Section 8.04.110(B), provides for the allocation of 6 residential housing units per calendar year under the AHP. The Municipal Code further provides that unused AHP units are to be carried forward to the next year. The Municipal Code also states that the Board can modify or eliminate the allocation based upon a change in availability of resources, or by a change in ordinances, resolutions, rules or regulation adopted by the Board for the protection of the public health, safety and welfare. Based upon the carryover provision, in the years since the Water Shortage Emergency Declaration there would have been as many as 72 units available for the AHP. Other than the recent requests from Peoples Self-Help Housing, however, there have only been two other requests for affordable housing allocations, both by Habitat for Humanity. In 2002 Habitat for Humanity requested and received an allocation for one affordable housing unit.

In 2004 they also received approval for two additional units, however, those units were never built and were subsequently relinquished and approved for reallocation to Peoples Self Help Housing at the Board of Directors December, 2012 meeting.

In addition, the County has advised that the Growth Management Ordinance has an exception for affordable housing (reference Section 26.01.034(b) of the County Code). Staff's understanding is that there are a limited number of sites in Cambria that would accommodate a large affordable housing project. Of course, the CCSD does not have land use or planning authority, and any projects would have to be approved by San Luis Obispo County. In this regard, it should be noted that on a statewide basis the State Department of Housing and Community Development has a process for establishing Regional Housing Needs Assessments (RHNA) as part of the requirements for city and county general plan housing elements. Under the RHNA process numerical targets are created for all cities and counties for housing needs in various categories, including low and very low income housing. The County planning staff has advised that the RHNA number for all of the unincorporated areas of San Luis Obispo County are 1295 units, which includes 303 units of Very Low Income housing, 211 units of Low Income housing, 241 units of Moderate Income housing, and 540 units of Above Moderate housing. Also, the County has advised that the number of buildable multi-family residential lots in Cambria could potentially hold 62 units of housing. Of course, not all of those lots will be developed for affordable housing, since as a practical matter developing such housing is financially difficult.

Staff believes a more realistic approach as far as the number of affordable housing units, should be developed that would include a more limited number and regular Board review, as opposed to simply taking the approach that as many as 72 units have carried over under Section 8.04.110(B), and that every year 6 units are added to the accumulated amount. As was noted in prior staff reports, there are provisions in State law relating to water and sewer service providers and affordable housing projects that reflect the statewide policy of encouraging the development of affordable housing. Staff believes that this policy can continue to be advanced, while also taking a more practical approach. Such an approach would reflect the fact that there been very few such projects in Cambria over the years, zoning and planning considerations, as well as practical limits on how many units are needed in the CCSD's AHP based upon the reality that most available sites would not necessarily be developed for affordable housing projects. Accordingly, staff is recommending that it come back with proposed amendments to CCSD Municipal Code Section 8.04.110(B) to implement a strategy that will continue to allow approval of affordable housing projects, without necessarily setting aside an unnecessarily large numbers of residential housing units.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.1.**

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

Meeting Date: January 17, 2013 Subject: Discussion and Consideration to Approve Request for Intent to Serve Letter for Sixteen (16) Affordable Housing Equivalent Dwelling Units for People's Self-Help Housing Schoolhouse Lane Site II and a Payment Plan for the Connection Fees

RECOMMENDED ACTION:

Consider and approve the request for issuance of sixteen (16) additional Intent to Serve Letters from the Affordable Housing Program Wait List to People's Self-Help Housing's Schoolhouse Lane Site II Project (APN 0113.151.034) and Authorize the General Manager to enter into a payment plan with People's Self Help Housing for the connection fees related to the entire project in the amount of \$217,000 in conjunction with Board direction.

FISCAL IMPACT:

Water Connection Fees for 16 units:	\$ 52,080.00
Sewer Connection Fees for 16 units:	<u>\$ 34,720.00</u>
Total Fees for 16 units:	\$ 86,800.00

Retrofit Fees: May be received in the amount of \$80,000.

In accordance with the requirements of Chapter 4.20 of the CCSD Municipal Code, the applicant will need to either pay retrofit in-lieu fees or complete the actual water conservation retrofitting in order to obtain all of the points needed for this project.

A payment plan for the connection fee has been requested by People's Self Help Housing. The impact would be a delay in the receipt of the funds however the entire amount of the connection fee will be required in the amount of \$217,000 for all 40 units.

BACKGROUND/DISCUSSION:

There are two parts to this item. First, is the request by People's Self-Help Housing for the Board to issue sixteen (16) additional Intent To Serve letters from the Affordable Housing Program Waitlist for the project located at Schoolhouse Lane Site II. On August 23, 2012 the Board of Directors approved issuance of an Intent to Serve Letter for 22 affordable housing units for this project, and on December 20, 2012 an additional 2 Intent to Serve letters were approved for the same project, reaching a total of 24. Assuming the Board

grants this request for 16 additional Intent to Serve letters, the total number of units for the entire project would equal 40.

The second part of this item is a request for approval of a payment plan for the water and sewer connection fees of \$217,000 for all 40 units. CCSD Code Section 8.04.11 (C) provides an incentive of a reduction in connection fees by 50% to encourage the development of affordable housing units meeting the District's lower income eligibility requirement. Such reduction shall be in the form of a refund once the housing units are completed.

People's Self Help Housing used Federal HOME funds to purchase the property, and has a commitment of funds from the Housing Trust of San Luis Obispo to help fund this project. This funding would potentially allow for the phase II project to have a total of 40 affordable housing units.

Staff recommends that the Board of Directors approve the issuance of sixteen (16) Intent to Serve letters and authorize the General Manager to enter into a payment plan with People's Self-Help Housing for the associated connection fees in the amount of \$217,000 In conjunction with board direction.

ATTACHMENTS:

- Correspondence dated January 8, 2013 from People's Self-Help Housing
- Parcel Map showing APN 013.151.034
- District Municipal Code Section 8.04.110
- Waitlist Application

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE _____



January 8, 2012

Jerry Gruber
General Manager
Cambria Community Services District
1316 Tamsen Street, Suite 201
Cambria, CA 93428

RE: Proposed Multifamily Affordable Housing
Site Address: 2845 Schoolhouse Lane (Schoolhouse Lane II Site)
APN: 013-151-034

Dear Mr. Gruber:

Peoples' Self-Help Housing respectfully requests that the Cambria Community Services District (CCSD) Board issue an Intent to Serve Letter for additional sixteen (16) affordable housing equivalent dwelling units (EDUs) for water and sewer on our Schoolhouse Lane II site. On August 23, 2012 the Board approved an Intent to Serve for 22 EDUs for water and sewer for this project, and on December 20, 2012 the Board approved an two additional units of water and sewer that were previously returned by another property owner, back to the Affordable Housing Program. Furthermore in their discussions during their December 20, 2012 meeting, the Board received the staff report presentation regarding the allocation of 6 water and sewer units per year added to the Affordable Housing Program since the water moratorium went in place. Based on that report, we understand that at least 16 additional units of water and sewer are currently available under the Affordable Housing Program. With this request, we would like to request an additional 16 units of water and sewer to complete our total project needs and consolidate the three requests for water and sewer into one Intent to Serve Letter for 40 affordable housing EDUs.

There is a great need for affordable housing in Cambria, and this will allow us to proceed with our full project plan our site for 40 permanently affordable units of new housing, along with common building and recreational areas on 3 acres, plus open space of approximately 4 additional acres governed by open space agreement with the CCSD. We look forward to continuing our tradition of service to the Cambria community through this project.

Respectfully,

Ken Trigueiro
Director of Real Estate Finance

3533 Empleo Street
San Luis Obispo, California 93401
TEL: (805) 781-3088
FAX: (805) 544-1901
E-mail: admin@pshhc.org
www.pshhc.org



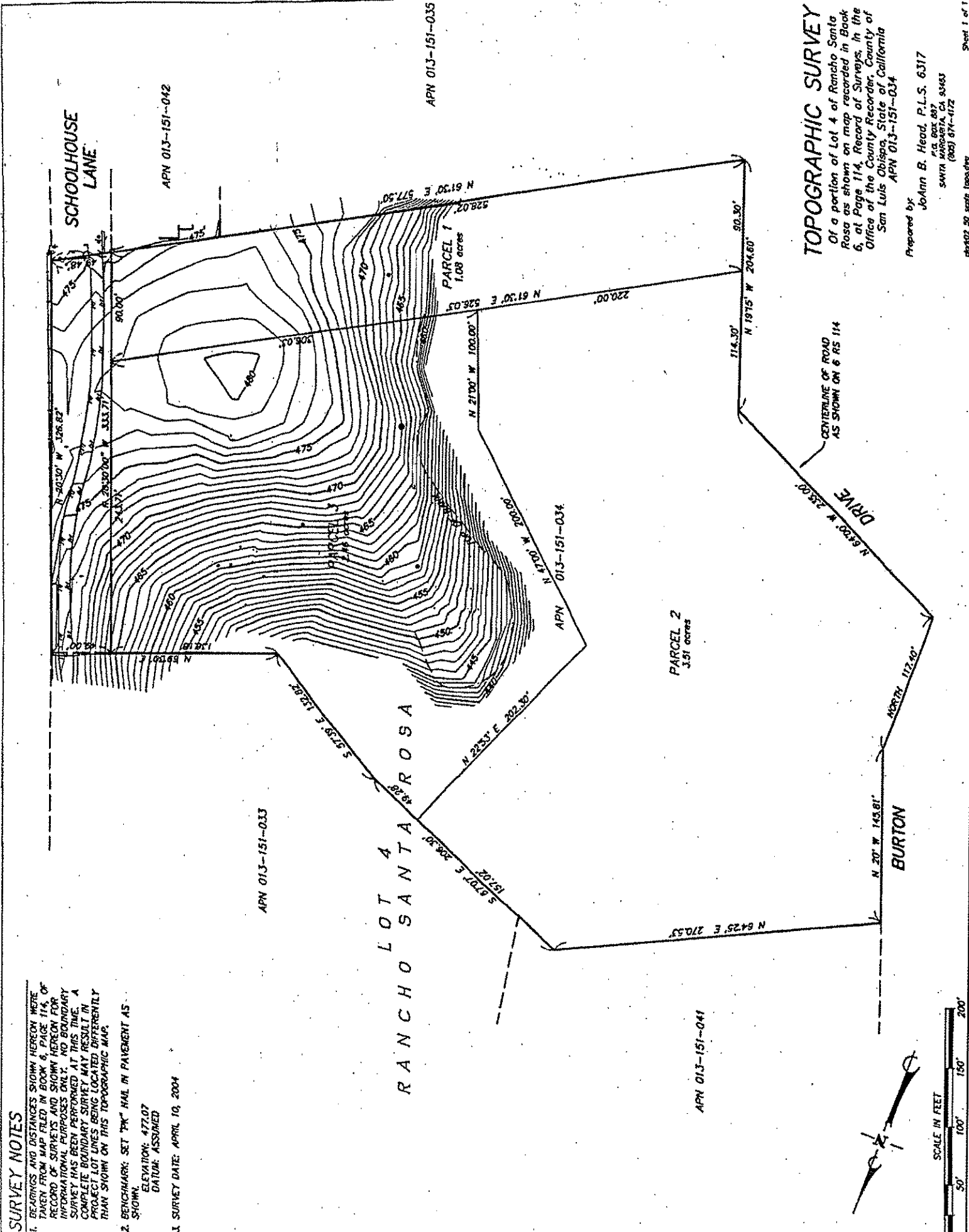
26 E. Victoria Street
Santa Barbara, California 93101
TEL: (805) 962-5152
FAX: (805) 962-8152
Email: sboffice@pshhc.org

SURVEY NOTES

1. BEARINGS AND DISTANCES SHOWN HEREON WERE TAKEN FROM MAP FILED IN BOOK 6, PAGE 114, OF RECORD OF SURVEYS AND SHOWN HEREON FOR INFORMATIONAL PURPOSES ONLY. NO BOUNDARY SURVEY HAS BEEN PERFORMED AT THIS TIME. A COMPLETE BOUNDARY SURVEY MAY RESULT IN PROJECT LOT LINES BEING LOCATED DIFFERENTLY THAN SHOWN ON THIS TOPOGRAPHIC MAP.

2. BENCHMARK: SET "PK" NAIL IN PAVEMENT AS SHOWN.
ELEVATION: 477.07
DATUM: ASSUMED

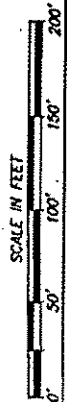
3. SURVEY DATE: APRIL 10, 2004



TOPOGRAPHIC SURVEY
Of a portion of Lot 4 of Rancho Santa Rosa as shown on map recorded in Book 6, at Page 114, Record of Surveys, in the Office of the County Recorder, County of San Luis Obispo, State of California
APN 013-151-034

Prepared by:
JoAnn B. Head, P.L.S. 6317
P.O. BOX 887
SANTA BARBARA, CA 93103
(805) 871-4172

Sheet 1 of 1



the sender parcel also has residential service it must retain a functional portion of its commercial service. The general manager will determine, in accordance with district's laws, rules and policies, the appropriate amount of EDUs that will remain on the sending site to serve existing and future uses on the site. For each EDU, or portion thereof, transferred the board by resolution will set a fee to be paid to the district or in lieu of all or part of this fee, for each transfer to a receiving parcel of two or less EDUs a lot retirement that meets the criteria of subsection (B)(1) of this section. The in lieu fees received by the district will be used to fund the lot retirement program. (Ord. 1-2006; Ord. 4-2005 § 1; amended during 2004 codification; Ord. 8-2003 § 2.5-10) (Ord. No. 02-2007, § 1, 8-23-2006)

Editor's note—Graphic of "Special Projects Area 2" as mentioned in § 8.04.100 is not set out herein but can be found on file with the district. Section 4 of Ordinance Number 02-2007 states "This ordinance will not apply to CCSO water position transfers that are in escrow with a title company by the end of CCSO business on Tuesday, January 2, 2008."

8.04.110 Affordable housing program.

A. Eligibility. Projects, or affordable housing units within a larger project, meeting each of the following requirements shall be eligible to participate in the affordable housing program:

1. a. The property identified for the project is within both the district boundary and the county urban services line, is designated under county zoning as multiple family, or, if not, is at least one-half acre in size; and at least four housing units will be constructed on the property all of which will serve "lower income households" as defined in Section 50079.5 of the California Health and Safety Code; or

b. The property identified for the project is within both the district boundary and the county urban services line, is zoned for single-family, and the project is for a single-

family owner-occupied house built for a non-profit corporation organized for the purposes of building "lower income" housing as defined in Section 50079.5 of the California Health and Safety Code.

2. The entire multifamily project site shall consist of eligible affordable housing units, except that one manager's unit may be constructed on the property, not meeting lower income requirements. The manager's unit shall use one affordable housing allocation.

3. The project is certified by the San Luis Obispo County planning and building department as meeting their eligibility requirements as a lower-income housing project;

4. The project owners agree to contract with a third party housing corporation or housing authority within the county to determine eligibility for occupancy of the lower-income units; and

5. The property owners comply with the application and administrative procedures as established by the district for this program, including, but not limited to, payment of any required fees and the execution of a covenant restricting the use and affordability of the property.

B. Allocation. The board of directors allocates six residential units per calendar year under the affordable housing program. Such units shall be subject to all other district regulations including the requirements of this water and sewer allocation chapter, except as specifically modified by this section. The affordable housing program allocation not used during a calendar year shall be carried over to the next year. Nothing in this section shall preclude the board of directors from modifying, or eliminating the allocation based on conditions imposed upon the district by a court or governmental agency of higher authority, or by a change in availability of resources, or by a change

in ordinances, resolutions, rules or regulations adopted by the board of directors for the protection of the health, safety and welfare of the district.

C. Additional Provisions. In order to encourage the development of affordable housing units meeting the district's lower income eligibility requirements the board of directors shall provide the following incentive: the water and sewer connection fee shall be reduced by fifty (50) percent for each unit constructed. Such reduction shall be in the form of a refund once the housing units are completed.

D. Administrative Procedures. The general manager, or designated representative, is authorized to establish such procedures and forms as necessary to implement this affordable housing program and to process applications under this chapter. Eligibility shall be through a waiting list, established on a first come first served basis. (Ord. 8-2003 § 2.5-11)

8.04.120 Water and sewer allocation administration.

This water and sewer allocation chapter shall be administered by the general manager. Any final decision of the general manager may be appealed to the board of directors if such appeal is filed with the district in writing within thirty (30) days of the decision. Transfers of positions requiring recordation of a restrictive covenant will not be effective unless and until a fully executed restrictive covenant is recorded with the county recorder. The general manager, or designated representative, is authorized to establish such procedures and forms as necessary to implement this program. The applicant shall provide adequate evidence that all parties having recorded interests in the affected parcels, including lien holders, have executed the agreement. Restrictive covenants which deviate from the form pro-

vided or which by this chapter are allowed only with board of directors approval, shall be executed only by the board president after board approval of the form of the restrictive covenant. (Ord. 8-2003 § 2.5-12)

CAMBRIA COMMUNITY SERVICES DISTRICT
P.O. Box 65, Cambria, CA 93428 (805) 927-6225

**APPLICATION FOR PLACEMENT ON WAITING LIST
FOR ALLOCATION OF WATER & SEWER SERVICE**
(Pursuant to Provisions of Ordinances 08-2003)

"AFFORDABLE HOUSING PROGRAM"

DATE 11/8/13

OWNER'S NAME Cambria Pines Apts, OWNER'S MAILING ADDRESS 3533 Empleo Street
PHONE 805-540-2453 LP San Luis Obispo 93401

AGENT'S NAME/ADDRESS/PHONE Peoples Self-Help Housing
same address as above

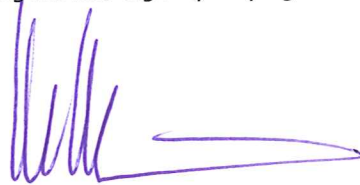
PROPOSED SERVICE LOCATION 2845 Schoolhouse Lane

LOT(S) _____ BLOCK _____ TRACT _____ ASSESSORS PARCEL NUMBER 013-151-034

TOTAL NUMBER OF UNITS TO BE BUILT 40

TOTAL NUMBER OF QUALIFIED "LOWER INCOME" UNITS TO BE BUILT 100%

(Please attach San Luis Obispo County Land Use Clearance indicating this lot's eligibility for program and maximum number of units allowed)



SIGNATURE OF APPLICANT OR AUTHORIZED AGENT

----- FOR DISTRICT USE ONLY -----

EXISTING EDU'S (if any) _____ BASED ON: _____

NUMBER OF NEW EQUIVALENT DWELLING UNITS (EDUs) NEEDED FOR THIS PROJECT _____

APPLICATION RECEIVED DATE _____ TIME _____ APPLICATION FEE PAID: \$35 _____

COUNTY CLEARANCE ATTACHED: YES _____ NO _____ AGENT AUTHORIZATION ATTACHED: _____

Letter of Intent to Perform
Eligibility Determination attached: YES _____ NO _____

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 9.J.

FROM: Monique Madrid, Administrative Service Officer
Cortney Upthegrove, Admin. Tech. III

Meeting Date: January 17, 2013 Subject: Discussion and Direction on the Annual
Review of the Existing Commitment List and
Exhibits "B" and "D"

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and provide direction regarding the review and consideration of the Existing Commitment List and Exhibits "B" and "D".

FISCAL IMPACT:

None.

DISCUSSION:

The Existing Commitment List (List) and Exhibits "B" and "D" were considered and a Resolution updating the same was adopted at the December 2012 Board meeting.

Staff has since met with Director Rice to review the parcels which held more than one position. One of the items which were of concern is the parcels which are unimproved or vacant and have more than one position such as both a grandfathered meter and a waitlist position. In the more recent years a close review of the code occurred whereby there was notice taken of the code holding no provision to disallow multiple positions being located on a single Assessor's Parcel Number (APN.) We have several of these types of parcels holding multiple positions. We found a couple of APN's which were listed incorrectly and have been corrected. Staff will continue to work to verify that all of the APN's identified in both Exhibit "B," and "D," are correct. Staff will be presenting the List to the Board annually.

It is requested that the Board provide direction regarding when it would like the annual review and consideration of the updated Existing Commitment List and Exhibits "B" and "D" to take place.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE ___ ROBINETTE ___