

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



CAMBRIA COMMUNITY SERVICES DISTRICT

I, Tom Gray, Chairman of the Cambria Community Services District Finance Committee, hereby call a Special Meeting of the Finance Committee pursuant to California Government Code Section 54956. The Special Meeting will be held: **Tuesday, December 14, 2021, 10:00 AM**. The purpose of the Special Meeting is to discuss or transact the following business:

AGENDA

SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT FINANCE COMMITTEE

Tuesday, December 14, 2021, 10:00 AM

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 Board Secretary, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Committee Chairperson will answer any questions regarding the agenda.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/92285592948?pwd=SXlvUXUzUUE0M3hoOTZscllJazkydz09>

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International numbers available: <https://us06web.zoom.us/j/92285592948>

1. **OPENING**

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

D. COMMITTEE MEMBER COMMUNICATIONS

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

E. PUBLIC COMMENT ON AGENDA ITEMS

Members of the public may now address the Committee on any item on its agenda today.

2. CONSENT AGENDA

- A.** Consideration to Approve October 26, 2021 Regular Meeting Minutes

3. REGULAR BUSINESS

- A.** Discussion and Consideration of Report on Strategic Planning Task to Identify Underfunded, Under-Resourced and Under-Staffed Services
- B.** Update from Ad Hoc Subcommittee on Structural Changes to Address Underfunded, Under-staffed and Under-Resourced Services, with Appointment of Third Subcommittee Member
- C.** Discussion and Consideration of 2022 Finance Committee Meeting Dates
- D.** Receive Update on Tyler Incode
- E.** Receive Update on FY 2020/21 Audit

4. FUTURE AGENDA ITEMS**5. ADJOURN**

FINANCE COMMITTEE
REGULAR MEETING
Tuesday, October 26, 2021 - 10:00 AM
MINUTES

A. CALL TO ORDER

Chairman Gray called the meeting to order at 10:00 a.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee members present via Zoom: Tom Gray, Ted Siegler, Mary Maher, Marvin Corne, and Cheryl McDowell (arriving later in meeting).

Staff present via Zoom: John Weigold, General Manager, Pamela Duffield, Finance Manager.

C. CHAIRMAN'S REPORT

Chairman Gray reported that the Board officially announced the Finance Committee opening. No one has applied to date. Chairman Gray encouraged members to get the word out that we are looking for a new Finance Committee member.

D. AD HOC SUBCOMMITTEE REPORTS

The Ad Hoc on unfunded/ underfunded/ understaffed completed their report to include comments from last month's meeting. It will be taken to the board at the first meeting in November.

E. COMMITTEE MEMBER COMMUNICATIONS

None

1. PUBLIC COMMENT

None

2. CONSENT AGENDA

A. Consideration to Approve September 28, 2021 Regular Meeting Minutes

Committee Member Siegler moved to approve the meeting minutes.

Committee Member Maher seconded the motion.

The motion was approved 3-Ayes (Corne, Maher, Siegler), 0-Nays, 0-Absent (McDowell)

3. REGULAR BUSINESS

A. Review of the First Quarter Budget Report and Staff Recommendation

Ms. Duffield reviewed the first quarter budget report and budget adjustments. The new report is the first from the Tyler Incode system. Ms. Duffield explained the new format and columns from the system generated report that most closely resembles the past reports created in excel.

Ms. Duffield reported that using the new system report was much more efficient. The prior reporting method took 2 days, and this method only took half a day.

Committee Member Maher moved to approve the staff recommendation of the budget adjustments and budget report and send to the board for their review.

Committee Member Corne seconded the motion.

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

B. Appointment of New Ad Hoc Subcommittee for the CCSD Strategic Plan Objective: Identify Potential Structural Changes to Address Underfunded, Under-Resourced and Understaffed Services/Support Needs

Committee member Siegler and Chairman Gray were appointed to this subcommittee. A third member could be added once we get a fifth member to join our committee.

C. Review and Update of Ad Hoc Subcommittee Roster

The committee reviewed the list of finance ad hoc subcommittees. There was some discussion about the reserve policy subcommittee being reopened but it was decided not to do so at this time.

The list will be updated with the ad hoc subcommittee to identify unfunded/underfunded/understaffed services and support needs. This subcommittee will be closed once the report is reviewed at the November board meeting. The list will also be updated to show closure of the subcommittees for the Bartle Wells Associated rate study and the Water and Wastewater rate increases.

In addition, the list will be updated to include the new subcommittee discussed earlier in the agenda -- Identify Potential Structural Changes to Address Underfunded, Under-Resourced and Understaffed Services/ Support Needs.

Public comment: None

D. FY 20/21 Audit

Ms. Duffield reported no change to last month's status. The audit is scheduled to start November 8.

Public comment: None

E. Receive Update on Tyler Incode

Ms. Duffield reported that the majority of modules are in place. The fixed asset module and work order module are still in work. Project team meetings will not happen as frequently. Tyler will continue to assist as needed as new processes are implemented for the first time, such as year-end and fiscal end reporting.

Public comment: None

4. FUTURE AGENDA ITEMS

Chairman Gray asked for any future agenda items. No items were identified.

5. ADJOURN

Chairman Gray adjourned the meeting at 11:33 a.m.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Finance Committee

AGENDA NO. **3.A.**FROM: John F. Weigold IV, General Manager
Pam Duffield, Finance Manager

Meeting Date: December 14, 2021Subject: Discussion and Consideration of
Report on Strategic Planning Task to
Identify Underfunded, Under-
Resourced and Under-Staffed Services

RECOMMENDATION:

Staff recommends the Finance Committee discuss and consider the report on strategic planning task to identify underfunded, under-resources and under-staffed services and forward to Board of Directors.

DISCUSSION:

The Finance Ad-hoc report on the Strategic Planning Task to Identify Underfunded, Under-Resourced and Under-Staffed Services was presented to the Board of Directors on November 10, 2021. The Board raised concerns that the report was edited after the Finance Committee reviewed and voted to forward to the Board. In light of this, the Board requested the report be returned to the Finance Committee for another review, before resubmitting to the Board.

Staff recommend the Finance Committee review the report on the Strategic Planning Task to Identify Underfunded, Under-Resourced and Under-Staffed Services and provide approval to forward the report to the Board of Directors.

Attachments: 01 – Finance Ad-Hoc Report
02 – Underfunded/Resources/Staffed List
03 – CIP Listing

CCSD Finance Committee Ad Hoc Subcommittee Report on Potential Funding Resources for Unfunded/Underfunded/Understaffed activities.

On February 11, 2021, the CCSD Board of Directors adopted a strategic plan goal to “achieve and sustain adequate financial resources to sustain the mission.” The Finance Committee has been directed to address two objectives related to that goal. The following is the first of two reports related to that strategic plan goal.

The first of these objectives is to “identify potential funding resources to address underfunded, under-resourced and understaffed services/support needs and present to the Board of Directors for discussion and possible consideration.” To carry out this task, the Committee named an ad hoc subcommittee made up of Committee members Marvin Corne, Dewayne Lee and Mary Maher. The following report was prepared by the ad hoc subcommittee and was approved by the full Committee on Sept. 28, 2021, for referral to the CCSD Board.

The second objective assigned to the Committee is to “identify structural changes to address underfunded, under-resourced and understaffed services/support needs and present to the Board of Directors for discussion and possible consideration.” The Committee will be appointing a new ad hoc subcommittee for that task.

Summary of Recommendations:

- Hold a roundtable with community leaders to discuss district financial situation to get their input on alternate ways to achieve results.
- Identify and apply for grants in each area of responsibility. Report out to the CCSD general manager and/or the finance committee.
- Consider merging the fire department with another such as SLO County Fire or CalFire.
- Share existing training facilities with other fire departments in the area.
- Finance top priority expenditures instead of buying outright.
- Share resources across departments or hire temporary workers instead of hiring additional full-time employees.
- Discourage establishment of homeless encampments. Seek state/county reimbursement for homeless encampment expenses.
- Seek state/county reimbursement for storm damage expenses.
- With the assistance and cooperation of other civic and community groups, establish an independent 501(c)(3) entity to conduct fund-raising for the Vets Hall repairs and assume the management and maintenance of the facility.
- Review all fees relative to the use of the Veterans Hall for opportunities to increase revenue.

- Meet with the senior management of Friends of the Fiscalini Ranch Preserve to reach agreement on an ongoing maintenance and funding plan.
- Pursue reimbursement for services provided on property owned by SLO county.
- Work with the county to ensure that CCSD receives a portion of the SLO County Transient Occupancy Tax (TOT).
- Identify savings through efficiency and elimination of waste in each department and consider outsourcing appropriate tasks.

Report Preparation and General Recommendations:

Each CCSD Department Manager submitted a list of his/her department's needs that fell into the category of unfunded, under-funded, or understaffed. These needs were then prioritized as

1. Needed now or within next 6 months
2. Needed within 6-12 months
3. Beyond 12 months

The items were further identified as "one-time only" or "ongoing" (See attached list).

Once the funding gaps were identified, the committee was to seek possible solutions which might include cost savings, new sources of revenue or the development of new or enhanced public-private partnerships. An ad hoc subcommittee of the Finance committee was formed to work with the CCSD Finance Manager in the pursuit of this goal.

The decision was made that this group should narrow its focus to concentrate on the General Fund areas -- specifically Fire Dept., Facilities & Resources and Parks, Recreation & Open Spaces.

As the group began its analysis of the issues, it became apparent that there is insufficient revenue for the District to provide the same or expanded services at the level desired by the CCSD department managers.

The first recommendation is that a roundtable meeting be held with a group of the most influential members of the community (i.e., leaders of the major civic organizations, FFRP, Chamber of Commerce, Lions Club, Greenspace, American Legion, etc.). The participants should be made aware of CCSD's financial challenges, and their assistance sought to identify possible courses of action.

Obviously, every possible grant opportunity for each of the various areas should be explored.

Recommendations for Departmental Priorities:

Fire Department

Priority 1

A grant for the additional 3 firefighters has been approved, providing a short-term solution for three years. Grants for some of the other needs may also be available. However, for the long-term, the Board of Directors must decide to what level they wish to staff and equip the fire department. The only viable and sustainable source of additional revenue is an increase to property taxes.

Priority 2

Many, if not most of the priority 2 items can be funded in the normal budgeting process with exception of the addition of clerical staff. Perhaps the need for a clerical staff addition can be met by sharing resources with other departments.

The department should investigate the sharing of an existing training facility with other fire departments in the area rather than invest in creating its own.

The new fire engine, if needed, may be financed.

Priority 3

The further addition of staff falls into the same scenario as in Priority 1, requiring fire benefit assessment increases.

Financing of the generator might be obtained.

The water tender is far enough in the future that a dedicated reserve may be created to prepare for the purchase.

As for the expansion of the fire station, without a windfall grant of some kind it is unlikely that funds will be available for this project in the foreseeable future.

As a strategic alternative, the board should consider merging the fire department with another such as SLO County Fire or CalFire.

Facilities and Resources

Priority 1

Consider adding the additional maintenance worker at a lower job grade to reduce the initial expense or utilize part-time or temporary help.

Seek grants to assist with the weed abatement and tree removal

Continue to pursue county, state and federal assistance with the storm damage expenses

Vets Hall: The combined priority 1,2 and 3 Vets Hall repair projects total \$375,000. This is a result of deferring needed maintenance over a long period of time. CCSD should consider enlisting the help of other civic organizations or citizens groups to form an independent 501(c)3 foundation to “save the hall.” The foundation could then launch a community fund-raising effort to make the necessary repairs and assume the management and maintenance responsibility going forward. An alternative short-term solution might be to attempt to secure a loan on the building to fund the repairs. In the meantime, CCSD staff should review all fees relative to the use of the Veterans Hall for opportunities to increase revenue.

Homeless Encampment: Every effort should be made to discourage these encampments. Seek grants or other financial assistance from the county and state to defray the expense associated with these encampments.

Fiscalini Ranch Preserve: It is recognized that Fiscalini Ranch Preserve is a treasure for Cambrians and visitors alike and every effort must be made to maintain and preserve it. The combined Priority 1 and 2 needs on the list total \$1.5 million. CCSD alone does not have the ability to acquire this amount. It must rely on grants or financial assistance from other entities. Senior Management of CCSD should meet with the Senior Management of Friends of Fiscalini Ranch Preserve to review and, if necessary, update the Ranch Management Plan that was implemented in 2003. The objective of the meeting would be to reach agreement on a realistic maintenance and funding plan.

Vacant lots owned by CCSD: Attempt to divest as many of these lots as possible. Seek volunteer labor in the maintenance of these properties (i.e., an “adopt a lot” program). No additional real estate should be accepted by CCSD without guaranteed funding for its maintenance.

Other: CCSD personnel perform a considerable amount of maintenance and service on property owned by SLO County or other agencies. Efforts should be made to ensure that the District is reimbursed for those services or stop performing them and deploy resources elsewhere.

PROS

Parks, recreation, and open-space projects on the list are all very desirable but, without major grant opportunities, funds to execute these projects are unlikely to become available in the foreseeable future.

One possible revenue source, albeit a small one, might be to seek a share of the SLO County Transient Occupancy Tax (TOT). The county collects a 12.5% lodging tax of which 1.5% is used to promote tourism. The PROS resources and activities support tourism; therefore CCSD should be entitled to a portion of the tax revenue. SLO County says the remainder of the TOT goes for other public services. Again, CCSD performs some of those services and should be compensated accordingly.

Administration

Most of the Administration needs can be funded through the normal budgeting process except for an Administration Office Building. A specific reserve should be established to begin accumulating funds for this purpose.

Conclusion

As an unincorporated community services district, CCSD is limited in its ability to raise revenue. As in the private sector, the first step toward achieving and maintaining financial stability is to look for savings through efficiency and eliminating waste. Since Cambria is a no-growth community and, in fact, has lost population in the last decade, there should be an opportunity to reduce rather than increase personnel.

The implementation of new technologies should enable additional efficiencies.

Wherever practical, outsourcing should be considered as a means to reduce headcount. An additional benefit from outsourcing is the elimination of the need to purchase and maintain equipment.

District staff is encouraged to examine every activity for possible cost savings. Cross-training of employees and sharing of vehicles and equipment between departments is a good starting point.

Cambridria Community Services District
Strategic Plan - Achieve and Sustain Adequate Financial Resources to Fulfill the Mission
Task #1 - Identify Underfunded, Under-resourced and Under-staffed Services
Due Date - April 1, 2021, Updated July 27, 2021

Fund	Department	Source	Priority	Budget Item Request Description	Line Item Request Amount	FY 2021/2022		Ongoing Expense (Y/N)
						FY 2021/22 Funded Amount	FY 2021/22 Unfunded Amount	
General	Fire	Budget Funded	1	Radio System Upgrade (Grant Failed with County OES)	30,000	30,000	-	N
General	Fire	Budget Unfunded	1	Addition of 3 Firefighters (Step E Salary & Benefits) 3 Staff - Replaces the reserve firefighter program and provides 3 staff on engine at one time. (current is 2 FTE and 1 reserve firefighters)	361,200	-	361,200	Y
General	Fire	Budget Unfunded	1	Zoll X Series EKG (Grant Offset)	40,000	40,000	-	N
General	Fire	Budget Unfunded	1	Station Security Upgrade - Phase I of III	80,000	20,000	60,000	Y
Priority 1 Sub-Total					511,200	90,000	421,200	
General	Fire	Budget Unfunded	2	Fuel Station Computer Replacement (Delayed in FY 19/20)	14,000	14,000	-	N
General	Fire	Budget Unfunded	2	Addition of Clerical Assistant	74,799	-	74,799	Y
General	Fire	Under Funded	2	2021 Storm Damage	42,975	12,000	30,975	N
General	Fire	Under Funded	2	Hose Replacement - Per NFPA Guidelines (current 30+ yrs)	30,000	-	30,000	N
General	Fire	Under Funded	2	2nd Set of Turnout Uniforms for FF - Per NFPA (13 sets)	26,000	-	26,000	N
General	Fire	Under Funded	2	Training Facility for Firefighters	50,000	-	50,000	N
General	Fire	Under Funded	2	Unimproved Property for Training Facility	50,000	-	50,000	N
General	Fire	Under Funded	2	Fire Station Painting Exterior & Garages	20,000	-	20,000	N
General	Fire	Under Funded	2	Fire Engine Type 3 (FY 2022/2023)	400,000	-	400,000	N
General	Fire	Under Funded	2	Truck - Utility with Buildout (Loan Offset)	50,000	50,000	-	N
Priority 2 Sub-Total					757,774	76,000	681,774	
General	Fire	Budget Unfunded	3	CERT (New GL Acct Fmly 6220A)	5,500	3,605	1,895	Y
General	Fire	Under Funded	3	Fire Prevention Officer (Paramedic/Captain)	168,000	-	168,000	Y
General	Fire	Under Funded	3	Additional Storage Shed & Foundation	8,000	8,000	-	N
General	Fire	Under Funded	3	Fire Station Addition for Residential Wing/Admin Office	3,000,000	-	3,000,000	Y
General	Fire	Under Funded	3	Water Tender (FY 2031/2032)	250,000	-	250,000	N
General	Fire	Under Funded	3	Vehicle Equipment Reserve - Annual	50,000	-	50,000	Y
General	Fire	Under Funded	3	Emergency Generator Replacement	100,000	-	100,000	N
General	Fire	Under Staffed	3	Addition of 3 Firefighters (Step E Salary & Benefits) 4 Staff - Replaces the reserve firefighter program and provides 4 staff on engine at one time. (current is 2 FTE and 1 reserve firefighters)	361,200	-	361,200	Y
Priority 3 Sub-Total					3,942,700	11,605	3,931,095	
Fire Department - Sub-Total					5,211,674	177,605	5,034,069	
General	Fac & Res	Budget Unfunded	1	Addition of Maintenance Worker (Step E & Benefits)	92,603	-	92,603	Y

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						FY 2021/22 Funded Amount	FY 2021/22 Unfunded Amount	
General	Fac & Res	Budget Unfunded	1	Buildings & Grounds Increase for weed abatement & tree removal	120,000	-	120,000	Y
General	Fac & Res	Budgeted	1	Temporary Services (6 mos)	24,000	8,000	16,000	Y
General	Fac & Res	Under Funded	1	2021 Storm Damage	269,750	48,500	221,250	N
General	Fac & Res	Under Funded	1	Vets Hall - Priority 1 Projects	116,500	15,000	101,500	Y
General	Fac & Res	Under Funded	1	Rodeo Grounds Shop Building - Annual CIP Budget	30,000	-	30,000	Y
General	Fac & Res	Under Fund/Res/Staff	1	Homeless Encampment	150,000	60,000	90,000	Y
General	Fac & Res	Under Fund/Res/Staff	1	Vacant Lot Maintenance (450 +/- Lots)	80,973	80,973	-	Y
Priority 1 Sub-Total					883,826	212,473	671,353	
General	Fac & Res	Under Funded	2	Vets Hall - Priority 2 Projects	112,500	-	112,500	Y
General	Fac & Res	Under Funded	2	Community Park/Dog Park Maintenance	14,100	14,100	-	Y
General	Fac & Res	Under Fund/Res/Staff	2	Ranch Staffing/Maintenance	500,000	-	500,000	Y
General	Fac & Res	Under Fund/Res/Staff	2	Public Restrooms (Monthly cleaning, supplies, repairs, staffing)	36,336	36,336	-	Y
Priority 2 Sub-Total					662,936	50,436	612,500	
General	Fac & Res	Under Funded	3	Street Lighting - Annual Electricity, Maintenance	16,200	16,200	-	Y
General	Fac & Res	Under Funded	3	Vets Hall - Priority 3 Projects	145,500	-	145,500	Y
General	Fac & Res	Under Funded	3	Public Restroom & Parking Lot - Annual CIP Budget	5,000	-	5,000	Y
General	Fac & Res	Under Funded	3	Cross Town Trail, Santa Rosa Creek Trail Systems	6,375	6,375	-	Y
General	Fac & Res	Under Funded	3	Cross Town Trail, Santa Rosa Creek Trail Systems- Asphalt Maint	50,000	-	50,000	Y
General	Fac & Res	Under Funded	3	Pocket Parks Maintenance - Moonstone Beach & Bridge/Center	1,000	1,000	-	Y
General	Fac & Res	Under Funded	3	Banner Program for Non-Profits	1,000	-	1,000	Y
General	Fac & Res	Under Funded	3	Trash Enclosures - Decorative Planters Annual Replacement	35,000	-	35,000	Y
General	Fac & Res	Under Fund/Res/Staff	3	Ranch Mgmt Plan Projects, Forest Mgmt & Restoration	1,000,000	-	1,000,000	N
Priority 3 Sub-Total					1,260,075	23,575	1,236,500	
Facilities & Resources Department Sub-Total					2,806,837	286,484	2,520,353	
General	PROS	Budget Unfunded	3	Community Park Phase II - Design	10,000	-	10,000	N
General	PROS	Under Funded	3	Skatepark - CIP for Construction	350,000	7,215	342,785	N
General	PROS	Under Funded	3	Fiscalini Ranch Restroom - CIP for Construction	220,000	14,925	205,075	N
General	PROS	Under Funded	3	Community Park Plan- CIP for Construction	3,000,000	-	3,000,000	N
General	PROS	Under Funded	3	Community Park Plan- CIP for Construction (Land Only)	1,000,000	-	1,000,000	N

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						FY 2021/22 Funded Amount	FY 2021/22 Unfunded Amount	
Priority 3 Sub-Total					4,580,000	22,140	4,557,860	
PROS Department Sub-Total					4,580,000	22,140	4,557,860	
General	Admin	Under Funded	1	Consultant Services for Redistricting	3,600	3,600	-	N
Priority 1 Sub-Total					3,600	3,600	-	
General	Admin		2		-	-	-	N
Priority 2 Sub-Total					-	-	-	
General	Admin	Budget Unfunded	3	Clerical Assistant Part-Time to Full Time (Step E & Benefits)	44,879	-	44,879	Y
General	Admin	Under Funded	3	Replace District Car (FY 2022 or 2023)	30,000	-	30,000	N
General	Admin	Under Funded	3	Administrative Office Building	400,000	-	400,000	N
General	Admin	Under Funded	3	Administrative Office - Leased Space Carpet	25,000	-	25,000	N
Priority 3 Sub-Total					499,879	-	499,879	
Administrative Department Sub-Total					503,479	3,600	499,879	
Total General Fund					13,101,991	489,829	12,612,161	
Water	Water	Under Funded	1	CIP Priority 1 Projects	1,570,527	579,649	990,878	Y
Priority 1 Sub-Total					1,570,527	579,649	990,878	
Water	Water	Under Funded	2	CIP Priority 2 Projects	633,000	-	633,000	Y
Water	Water	Under Funded	2	Cover for Sheltering of Equipment at Plant (50%)	15,000	15,000	-	N
Water	Water	Under Funded	2	AWIA (American Water Infrastructure Act) Vulnerability Assessment	5,000	5,000	-	N
Water	Water	Under Funded	2	TCP (Trichloropropane) Monitoring	5,000	5,000	-	Y
Water	Water	Under Funded	2	Modular Office Building @ Plant	10,000	10,000	-	N
Water	Water	Under Funded	2	2021 Storm Damage	47,000	-	47,000	N
Water	Water	Under Resourced	2	Lease w/CUHS for Well Site (annual cost w/annual CPI incr)	42,000	42,000	-	Y
Priority 2 Sub-Total					757,000	77,000	680,000	
Water	Water	Under Funded	3	CIP Priority 3 Projects	1,181,000	-	1,181,000	Y
Water	Water	Under Funded	3	Van Gordon Site - Modular Office Building	100,000	-	100,000	N
Water	Water	Under Funded	4	CIP Priority 4 Projects	100,000	-	100,000	Y

Cambria Community Services District
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						FY 2021/22 Funded Amount	FY 2021/22 Unfunded Amount	
Priority 3 & 4 Sub-Total					1,381,000	-	1,381,000	
Water Department Sub-Total					3,708,527	656,649	3,051,878	
Water	WRF-Ops/Cap	Under Funded	1	CIP Priority 1 Projects	200,000	200,000	-	Y
Priority 1 Sub-Total					200,000	200,000	-	
Water	WRF-Ops/Cap	Under Funded	2	CIP Priority 2 Projects	260,000		260,000	Y
Water	WRF-Ops/Cap	Under Funded	2	2021 Storm Damage	51,000	-	51,000	N
Priority 2 Sub-Total					311,000	-	311,000	
Water	WRF-Ops/Cap	Under Funded	3	CIP Priority 3 Projects	410,000		410,000	Y
Priority 3 Sub-Total					410,000	-	410,000	
WRF Department Sub-Total					921,000	200,000	721,000	
Wastewater	Wastewater	Budget Unfunded	1	Replace John Deere Tractor	70,000	70,000	-	N
Wastewater	Wastewater	Budget Unfunded	1	Replace Van - Transport of Video Camera System	55,000	55,000	-	N
Wastewater	Wastewater	Under Funded	1	CIP Priority 1 Projects	1,520,000	135,125	1,384,875	Y
Wastewater	Wastewater	Under Funded	1	CIP Priority SST Projects	10,416,852	489,894	9,926,958	Y
Priority 1 Sub-Total					12,061,852	750,019	11,311,833	
Wastewater	Wastewater	Under Funded	2	CIP Priority 2 Projects	80,000	-	80,000	Y
Wastewater	Wastewater	Under Funded	2	2021 Storm Damage	2,269	2,269	-	N
Wastewater	Wastewater	Under Funded	2	PFAS (Per-and polyfluoroalkyl substance) Monitoring	5,000	2,000	3,000	Y
Wastewater	Wastewater	Under Funded	2	PFAS (Per-and polyfluoroalkyl substance) Treatment	100,000	10,000	90,000	Y
Wastewater	Wastewater	Under Funded	2	Cover for Sheltering of Equipment at Plant (50%)	15,000	-	15,000	N
Priority 2 Sub-Total					202,269	14,269	188,000	
Wastewater	Wastewater	Under Funded	3	CIP Priority 3 Projects	695,000	-	695,000	Y
Priority 3 Sub-Total					695,000	-	695,000	
Wastewater Department Sub-Total					12,959,121	764,288	12,194,833	
Total Enterprise Funds					17,588,648	1,620,937	15,967,711	

	B	C	D	E	F	G
1	General Fund CIP (Revised 5/6/2021)					
2	General Fund Projects	Ranking	FY Project Cost	10-Yr Cost	Notes	
3	Administration Department Projects					
4	Tyler Incode	1	\$ -	\$ 76,050		
5	Replace District Car	3	\$ -	\$ 30,000		
6						
7		Subtotal	\$ -	\$ 106,050		
8	Facilities & Resources/PROS Projects					
9	F350 Truck - Replace 1999 F150 Truck	1	\$ -	\$ 40,000		
10	Electric Vehicle Charging Station (Vets Hall)	1	\$ -	\$ 22,272		
11	Electric Vehicle Charging Station (East Village Parking Lot)	1	\$ -	\$ 17,000		
12	Skate Park Improvements	1	\$ -	\$ -		
13	Restroom Facilities @ Fiscalini Ranch Preserve	1	\$ -	\$ 20,000		
14	Vets Hall Sewer Line	1	\$ -	\$ 40,000		
15	Vets Hall Electrical Emergency (Generator & Equipment)	1	\$ -	\$ 80,000		
16	Re-Roof Entire Vets Hall Building & American Legion Kitchen Area	1	\$ -	\$ 55,000		
17	Vets Hall Water Line	2	\$ -	\$ 10,000		
18	Vets Hall Kitchen Improvements (Replace cabinets, countertops, sinks)	3	\$ -	\$ 20,000		
19	Vets Hall Restroom Improvements (Replace particians, countertops, sinks & flooring)	3	\$ -	\$ 17,500		
20		Subtotal	\$ -	\$ 321,772		
21	Fire Department Projects					
22	Radio System Upgrade Phase 2	1	\$ -	\$ 40,729		
23	Fire Department Station Security	2	\$ -	\$ 80,000		
24	Zoll X Series EKG	2	\$ -	\$ 40,000		
25	Extrication Tool	2	\$ -	\$ 60,000		
26	Utility Truck	2	\$ -	\$ 50,000		
27	Fuel Station Computer Replacement	3	\$ -	\$ 14,000	50% cost paid by CCHD	
28	Replace Fire Truck - Engine Type 1	3	\$ -	\$ 700,000	FY 2027	
29	Purchase New Fire Truck - Engine Type 3	3	\$ -	\$ 400,000	FY 2022	
30	Replace Water Tender	3	\$ -	\$ 250,000	FY 2024	
31	Facility Training Center (Sea Train Container)	3	\$ -	\$ 100,000		
32	Fire Station Expansion	3	\$ -	\$ 3,000,000	Includes Admin Office	
33		Subtotal	\$ -	\$ 4,734,729		
34			GRAND TOTAL	\$ 5,162,551		
35			Priority 1 Total	\$ 391,051		
36			Priority 2 Total	\$ 240,000		
37			Priority 3 Total	\$ 4,531,500		
38			Priority 4 Total	\$ -		
39				\$ -		

	A	C	D	E	F	G
1	Water CIP (Revised 5/6/2021)					
2		Ranking	FY Project Cost	10-Yr Cost		Notes
3	Water Distribution System Projects					
4	Pressure Zone 2 to Zone 7 transmission main replacement @ SR Creek pedestrian bridge	1	\$ -	\$ 215,527		
5	Water Meter Replacements & Upgrades (phased)	1	\$ -	\$ 1,050,000		
6	Piney Way erosion control inspection report and follow-up protection efforts for existing pipeline	1	\$ -	\$ 10,000		
7	SS2 Electrical Panel Upgrade	1	\$ -	\$ 15,000		
8	Subzone metering of distribution system	2	\$ -	\$ 150,000		
9	Cover for Sheltering of Equipment @ Plant (50%)	2	\$ -	\$ 15,000		
10	Modular Office Building @ Plant	2	\$ -	\$ 10,000		
11	Replacement of problematic service lines within Leimert	3	\$ -	\$ 130,000		
12	Water Master Plan Amendment (revised fire flow modeling/tank sizing check)	3	\$ -	\$ 35,000		
13	Inspection & spot repair to water transmission main under S. Parks wetlands area; or lining of transmission main plus study & pre-design	4	\$ -	\$ 80,000		
14	Pine Knolls - Iva Court zone 1 pipeline expansion	4	\$ -	\$ 165,000		
15		Subtotal	\$ -	\$ 1,875,527		
16	Tank & Booster Pump Station Projects					
17	SCADA System - Phased Upgrades (Adding historian, reporting, etc)	1	\$ -	\$ 250,000		
18	Stuart Street Tank Rehabilitation	1	\$ -	\$ 458,000		
19	Electrical transfer switch and conduit to well SS-3	2	\$ -	\$ 25,000		
20	Rodeo Grounds Pump Station Replacement (aka Zone 2 Booster pump station)	3	\$ -	\$ 1,016,000		
21		Subtotal	\$ -	\$ 1,749,000		
22	Vehicles and Trailer-Mounted Equipment					
23	Replacement 2005 F-150 Truck with F-250 (for towing Ditch Witch)	1	\$ -	\$ 35,000		
24		Subtotal	\$ -	\$ 35,000		
25	Water conservation					
26	Database for water conservation program/tracking with parcel links & APN file conversion	1	\$ -	\$ 10,000		
27		Subtotal	\$ -	\$ 10,000		
29			GRAND TOTAL	\$ 3,669,527		
31			Priority 1 Total	\$ 2,043,527		
32			Priority 2 Total	\$ 200,000		
33			Priority 3 Total	\$ 1,181,000		
34			Priority 4 Total	\$ 245,000		
36	Completed Projects					
37	Vehicles and Trailer-Mounted Equipment					
38	Replacement Dump Truck	1	\$ -	\$ 74,871	\$ 74,871	
39	Trailer-Mounted Air Compressor	2	\$ -	\$ 22,557	\$ 22,557	
40	Trailer-Mounted Vacuum Extractor	2	\$ -	\$ 46,169	\$ 46,169	
41	Tank & Booster Pump Station Projects					
42	San Simeon well field generator replacement	2	\$ -	\$ 50,449	\$ 50,449	
44				194,046	194,046	
47	WRF CIP (Revised 5/6/2021)					
48		Ranking	FY Project Cost	10 yr Cost		Notes
49	Permitting & Planning					
50	Urban Water Management Plan - CDP Portion	1	\$ -	\$ 20,463		
51	Groundwater modeling/piezometer installation/monitoring	1	\$ -	\$ 75,758		
52	EIR consulting (follow up agency discussions to support the WRF's Regular CDP)	1	\$ -	\$ 28,609		
53	Section 7 ESA consulting, annual AMP report, & AMP update	1	\$ -	\$ 100,000		
54		Subtotal	\$ -	\$ 128,609		
55	Interim, short-term SWF Modifications					
56	Brine Tank Secondary Containment, Grading, Rock	1	\$ -	\$ 20,000		
57		Subtotal	\$ -	\$ 20,000		
58	Advanced Water Treatment Plant					
59	Miscellaneous instrumentation / monitoring upgrades	2	\$ -	\$ 10,000		
60		Subtotal	\$ -	\$ 10,000		
61	Long-Term Improvement Modifications					
62	Consulting assistance for coordination with Army Corps on WRDA grant (meetings, redefine work plan, & update scope of work)	1	\$ -	\$ 40,000		
63	Future permanent mods at WRF for trailer fill station [transfer tanks, piping, & spill containment/loading pad] (1,2)	2	\$ -	\$ 200,000		
64	AWTP pull-barn style covers for outdoor equipment & control panels (1,2)	2	\$ -	\$ 50,000		
65	Sems, Hach WIMS, or custom programmer for logging/reporting software and tablets	3	\$ -	\$ 25,000		
66	Installation of remote sensing instrumentation at SS creek (needs ROE agreement with State Parks)	3	\$ -	\$ 10,000		
67	Solar Array System (1,2)	3	\$ -	\$ 375,000		
68		Subtotal	\$ -	\$ 700,000		
70			GRAND TOTAL	\$ 858,609		
72			Priority 1 Total	\$ 188,609		
73			Priority 2 Total	\$ 260,000		
74			Priority 3 Total	\$ 410,000		
75			Priority 4 Total	-		
77	Completed Projects					
78	Advanced Water Treatment Plant					
79	Filters / membrane replacements and build reserves for future	2	\$ -	\$ 59,639	\$ 59,639	
80	Interim, short-term SWF Modifications					
81	Short-term flood damage mitigation	1	\$ -	\$ 12,566	\$ 12,566	
82	Hauling of last 18" of water and cleaning impoundment	1	\$ -	\$ 94,515	\$ 94,515	
84				166,720	166,720	

	B	C	D	E	F	G
1	Wastewater CIP (Revised 5/6/2021)					
2	Wastewater Projects		Ranking	FY Project Cost	10-Yr Cost	Notes
3	Treatment Plant Projects in SST (All SST Cost Estimates Current as of 6/2/2020)					
4	Investment Grade Audit (30% Design for all ECMs)	SST	\$ -	\$ 688,404		
5	Electrical Upgrades (ECM 7) - Conduits between PG&E transformer and service witchboard, switchboard, connections to existing switchboard, connections to generator)	SST	\$ -	\$ 337,963		
6	Secondary Water System (3W) Improvements (ECM 10) - Submersible pumps, hydrpneumatic tank, demo, electrical/I&C	SST	\$ -	\$ 218,985		
7	Sewer Lift Stations (ECM 12) - Lift Station B1, Lift Station B4, Lift Station 4: Electrical/I&C	SST	\$ -	\$ 2,739,235		
8	Influent Lift Station Modifications (ECM 2) - Bypassing; VFDs; Equipment & Material Demo; Pumps, guiderails, valves, and piping installation; upper concrete wet well deck & hatches (installation); electrical/I&C; new concrete and repair coatings	SST	\$ -	\$ 1,025,772		
9	Modified Ludzak-Ettinger Process Upgrade (ECM 3) - MLE conversion based on Carollo 2015 Study minus VFD costs; header repair	SST	\$ -	\$ 1,012,326		
10	Influent Flow Equalization (ECM 1) - New or refurbished EQ tanks based on Carollo 10% design	SST	\$ -	\$ 922,043		
11	Effluent Pump Station Improvements (ECM 11) - Demo; surge tank replacement; instrumentation; replace air release valves; pipeline cleaning and flushing; electrical/I&C	SST	\$ -	\$ 374,580		
12	RAS and WAS Pumping Improvements (ECM 5) - RAS pumping system; WAS pumping system; scum pumps replacement; skimming troughs replacement; electrical/I&C	SST	\$ -	\$ 733,792		
13	SCADA System (ECM 9) - New SCADA system based on Carolla 10% Design	SST	\$ -	\$ 455,259		
14	Backup Power (ECM 8) - 365 kW NG Generator; Demo; Propane backup	SST	\$ -	\$ 479,327		
15	Blower System Improvements (ECM 4) - Replace 2 blowers; duct replacement	SST	\$ -	\$ 457,179		
16	Sludge Thickening (ECM 6) - Rehabilitate rotary drum thickener and screw press; new transfer pumps; stabilization tanks; aeration system and control valve; demo of clarifiers; rolloff area with roof; electrical/I&C	SST	\$ -	\$ 971,987		
17		Subtotal	\$ -	\$ 10,416,852		
18	Treatment Plant Projects Not in SST					
19	Security Improvements	1	\$ -	\$ 15,000		
20	Replace Tractor	1	\$ -	\$ 40,000		
21	Replace Van - Transport of Sewer Video Camera System	1	\$ -	\$ 55,000		
22	Replace F150	1	\$ -	\$ 30,000		
23	Walkway Grating on Digester Tanks		\$ -	\$ 20,000		
24	Clarifier Improvements					
25	Eastern clarifier - Replace chain drive	1	\$ -	\$ 40,000		
26	Eastern clarifier - Replace drive unit's metallic hubs with non-corrosive hubs	1	\$ -	\$ 35,000		
27	Eastern clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2	\$ -	\$ 40,000		
28	Western clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2	\$ -	\$ 40,000		
29	Cover for Sheltering of Equipment @ Plant (50%)	2	\$ -	\$ 15,000		
30		Subtotal	\$ -	\$ 330,000		
31	Collection System Projects					
32	Lift Station A (Nottingham & Leighton/Park Hill)					
33	New Submersible Pumps, MCC, Bypass Piping, Control Panel at Grade Elevation	1	\$ -	\$ 490,000		
34	Lift Station A-1 (Sherwood & Harvey/Marine Terrace)					
35	New Submersible Pumps, Bypass Piping	1	\$ -	\$ 265,000		
36	Lift Station B - (SR Creek/Behind Park Hill)					
37	New Control Panel, Generator, Wet Well, Submersible Pumps, and Valve Vault	3	\$ -	\$ 435,000		
38	Lift Station B-2 (Wood Dr./E. Lodge Hill)					
39	New Control Panel at Grade Elevation	1	\$ -	\$ 425,000		
40	Lift Station B-3 (Green St./W. Lodge Hill)					
41	New Control Panel	1	\$ -	\$ 250,000		
42	New Submersible Pumps, MCC, Bypass Piping	3	\$ -	\$ 250,000		
43	Collection System Assessment software (E.g, t4 Spatial or other)	3	\$ -	\$ 10,000		
44		Subtotal	\$ -	\$ 2,125,000		
46		GRAND TOTAL		\$ 12,871,852		
48			Priority 1 Total	\$ 1,665,000		
49			Priority 2 Total	\$ 95,000		
50			Priority 3 Total	\$ 695,000		
51			Priority 4 Total	-		
52			SST Total	\$ 10,416,852	\$ -	
54	Completed Projects		Ranking	FY Project Cost	10-Yr Cost	Actual Cost
55	Vehicles and Trailer- Mounted Equipment					
56	Pearpoint or equal TV inspection camera (removed cost from mid year total to meet reduced funding balance, 11/20/2018.)	1	\$ -	\$ 75,000	\$ 75,000	
57	F-350 Service Truck with Crane Body	1	\$ -	\$ 57,040	\$ 56,540	
58	Vactor truck - replace with new \$430K truck that meets emssion requirements (7 yr loan @ 4.5%)	1		\$ 518,000	\$ 402,435	
59	Replacement Rack Truck (F-150)	-	\$ -	\$ 24,193	\$ 24,193	
60	Treatment Plant Projects Not in SST					
61	Influent screen, support platform design, & installation	1	\$ -	\$ 164,509	\$ 156,675	

	B	C	D	E	F	G
1	Wastewater CIP (Revised 5/6/2021)					
2	Wastewater Projects	Ranking	FY Project Cost	10-Yr Cost	Notes	
62	<i>Collection System Projects</i>					
63	Lift Station A-1 MCC, SCADA Improvements	1	\$ -	\$ 45,000	\$ 50,835	
65	GRAND TOTAL				\$ 765,678	
68						



CAMBRIA COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE
2022 REGULAR MEETING SCHEDULE

January ____, 2021 at ____

February ____, 2021 at ____

March ____, 2021 at ____

April ____, 2021 at ____

May ____, 2021 at ____

June ____, 2021 at ____

July ____, 2021 at ____

August ____, 2021 at ____

September ____, 2021 at ____

October ____, 2021 at ____

November ____, 2021 at ____

December ____, 2021 at ____

Regular meetings are held via Zoom until further notice.