



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, December 14, 2017 - 12:30 PM

1000 Main Street, Cambria, CA 93428

AGENDA

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

1. OPENING

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

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

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

3. SPECIAL REPORTS (Estimated time 5 Minutes per item)

- A.** FHFRP Member Jo Ellen Butler to provide an update on recent FHFRP activities
- B.** PROS Commissioner Teri Lord to provide an update on recent PROS activities

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

- A. Sheriff's Department Report
- B. Cambria Community Services District Fire Department Report

5. Manager's Report

- A. Manager's Report
- B. Ad Hoc Committees Reporting:

Liaison Reports:
NCAC
PROS
FFRP
Forest Committee

6. CONSENT AGENDA (Estimated time: 15 Minutes)

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

- A. CONSIDERATION TO ADOPT THE NOVEMBER 2017 EXPENDITURE REPORT
- B. CONSIDERATION TO ADOPT THE NOVEMBER 7, 2017 AND NOVEMBER 22, 2017 SPECIAL MEETING MINUTES AND NOVEMBER 16, 2017 REGULAR MEETING MINUTES
- C. CONSIDERATION OF ADOPTION OF RESOLUTION 45-2017 UPDATING THE ASSIGNMENT OF BANKING POWERS FOR THE CAMBRIA COMMUNITY SERVICES DISTRICT
- D. CONSIDERATION OF APPROVAL OF AMENDMENT NO. 2 TO THE MARCH 1, 2017 AGREEMENT FOR CONSULTANT SERVICES WITH TERRAIN GROUP, INC.

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

- A. DISCUSSION AND CONSIDERATION OF ADOPTION OF 2018 CCSD REGULAR BOARD MEETING SCHEDULE
- B. DISCUSSION AND CONSIDERATION OF FISCAL YEAR 2017/2018 QUARTERLY BUDGET REVIEW
- C. REVIEW AND DISCUSSION OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BUILDOUT REDUCTION PROGRAM REPORT PREPARED BY THE BUILDOUT REDUCTION PROGRAM CITIZENS' COMMITTEE
- D. DISCUSSION REGARDING MAINTAINING CURRENT STAFFING LEVELS AT THE CAMBRIA CSD FIRE DEPARTMENT
- E. DISCUSSION AND CONSIDERATION OF FUNDING ISSUES AND PRIORITIES, INCLUDING OPTIONS FOR SPECIAL TAX ELECTIONS

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

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

9. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 1.D.

FROM: Jerry Gruber, General Manager
Monique Madrid, District Clerk

Meeting Date: December 14, 2017 Subject: ELECTION OF BOARD OF DIRECTOR OFFICERS

RECOMMENDATIONS:

1. The Vice President opens nominations for the office of President
2. Accept nominations from the Board members
3. Close nominations
4. Take a vote of those nominated
5. The President opens nominations for the office Vice President
6. Accept nominations from the Board members
7. Close nominations
8. Take a vote of those nominated

FISCAL IMPACT: None

DISCUSSION:

The first order of business of the new Board is the election of Board Officers, President and Vice President.

Section 1.4 of the Board of Director Bylaws provides the procedure for the election of the President and Vice President annually.

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.

The procedures are outlined above for your consideration under recommendations.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___ BAHRINGER ___ WHARTON ___

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: December 14, 2017

Subject: MANAGER'S REPORT

GENERAL MANAGER:

I will be providing the CCSD Board of Directors an update on the following items:

As you recall the CCSD Board of Directors through Resolution 01-2016 adopted Water and Wastewater Rates through the Proposition 218 process. I would recommend the Board of Directors provide direction to staff to bring this matter back for consideration during the January 2018 meeting. The adopted Resolution allows for an annual increase of 4% annually through January of 2020. The intended purpose of gradual rate increases is to restore balanced budgets, help to fund critical improvements to an aging infrastructure, and address ongoing costs as it relates to inflation.

Our new Finance Manager, Rudy Hernandez, will be working with Patrick for approximately one month prior to Patrick's departure. I will be working closely with the new Finance Manager and will be providing the CCSD Board of Directors with a detailed Financial Summary each month to present to the Board starting in January 2018. The Finance Manager's Report will continue to be included as part of the General Manager's Report; however, a monthly presentation will be extremely helpful with letting the Board and public know where the District stands relating to revenues and expenditures for each Department.

The District's water supply continues to be strong. Both the San Simeon and Santa Rosa aquifers are at good levels as we approach the winter months. The WBE monitoring well is at a good level in addition to the Wastewater Gradient levels. Production continues to be at a manageable level and we do not anticipate at this point in time needing to operate the Sustainable Water Facility over the next several months. So far we have started out with a dry winter. Staff will continue to monitor our aquifers closely.

I would like to talk briefly on the results of the RWQCB decision on December 7, 2017 relating to the issuance of the approval of the Cambria Community Service's Blending of the Surface Impoundment Wastewater and Treated Municipal Effluent per Resolution No. R3-2014-0041, General Waiver for Specific Types of Discharge. I would also like to discuss the significant progress being made relating to the Wet Weather Preparedness for the Impoundment Basin.

The East Ranch Phase One Park Project is completed. We will be closing the old dog park within the next two weeks. We have noticed a great deal of activity at the new dog park and the East Ranch Phase One Park. Many people are using the area to walk and ride bikes.

The PROS Commission has started working on their Goals for 2018.

I have been working closely with William Bellis on the Stuart Street Project. William has finished the bid documents and has circulated them to numerous contractors. Superior Tank Company was the lowest Bidder at \$24,986.00. Since this project was budgeted for as part of the Fiscal Year 2017/2018 Budget and the amount is below the General Manager's authority of \$25,000.00 – I have authorized the work to begin once all the necessary paperwork is completed. Once the contract is fully executed, Superior will have the work completed within a sixty day period of time. If you recall, William Bellis' contract for bid documentation and project management was \$16,015.00. The total amount budgeted for the repairs to the Stuart Street Tank as part of this year's budget was \$64,000.00. Both the William Bellis contract combined with Superior Tan comes to \$41,001.00, which is \$22,999.00 under budget. The completion of the Stuart Street Tank Project will yield an additional five years of services from the existing Reservoir. The total price is well below the projected replacement price.

The District continues to make ongoing improvements to both the Water and Wastewater Infrastructure. Staff met with members of the Infrastructure Ad Hoc Committee to discuss the District's collection system to include lift station upgrades, intrusion and infiltration, and manhole repairs that have been accomplished to date. Both the CIP list for Water and Wastewater are finalized with the exception of reprioritizing a few items.

I would like to thank the County of San Luis Obispo Public Works for all the work they have done for the community of Cambria the last several months. The County, in preparation for the upcoming rains, has reinforced the entire hill with plastic by lift station B1 - adjacent to Tin City. If you recall last year, the hill behind the lift station experienced a mud slide that threatened the station. The County has secured the area with plastic and sandbags to protect the structure from future rains and flooding. The County has also done a superior job in cleaning out the drainage ditches of vegetation and sediment along San Simeon Creek Road and has replaced a collapsed culvert in preparation for the upcoming rainy season. Staff is also working with State Parks on removing debris from another creek channel that could inhibit the natural flow of water within the creek during heavy rains. This multifaceted, multi-jurisdictional approach, in addition to the wet weather preparedness work that has already been done or is soon to be underway, will significantly reduce the impacts to the Impoundment Basin. I will continue to work with the County regarding additional long term improvements to the drainage culvert and adjacent roadway areas along the San Simeon Creek Road. These efforts could take one additional year to complete.

Staff continues to work closely with the County of San Luis Obispo Planning Department on the District's Regular Coastal Development Permit for the Sustainable Water Facility. District staff conducted a conference call with staff from both the California Coastal Commission and County Planning Department regarding the Regular Coastal Development Permit for the Sustainable Water Facility.

Staff also continues to work closely with the State Water Resources Control Board regarding the Licensing of the District's Water rights for both the San Simeon and Santa Rosa Aquifers. Staff anticipates the matter being resolved within the next few months.

And staff continues to work closely with the San Luis Obispo Sheriff's Department regarding the homeless issue within Cambria, specifically within the boundaries of the CCSD property. All of the encampments have been cleaned up.

Department Reports:

ADMINISTRATION:

Human Resources:

We are currently recruiting for the following positions: Wastewater Operator-In-Training (OIT), Grade I, or Grade II, Reserve Firefighters, and the Chief Plant Operator (CPO) for the Sustainable Water Facility (SWF).

Information Technology:

The new servers have been ordered and the installation work will begin soon.

Commissions and Committees:

Haley supported the BRPCC and attended each meeting, creating, distributing and posting their agendas, transcribing their minutes and maintaining their documents since she started working for the District. The BRPCC report has been finalized and is before the Board of Directors for discussion today. Haley also handles the creation, distribution and posting of the PROs Commission meeting agendas and minutes. The meetings agendas can be found on the CCSD website. Steve Kniffen is recommending that the PROS Commissioners elect a new Chairperson in January 2018. According to the bylaws, the terms of office for the Chairperson, Vice-Chairperson and Secretary shall be two years,

with elections occurring at the first regular meeting of every odd year. This was overlooked in 2017, but staff will make sure it's done starting in 2019 and every odd year after that.

FACILITIES AND RESOURCES:

1. Fiscalini Ranch Preserve:

- a. Trail Work:
 - i. FFRP Volunteers have been clearing back vegetation from the Marine Terrace Trail.
 - ii. Preparation for winter storms is ongoing. A number of trails are being cleared and drainage/water bars are being installed to shed water out of the trails and prevent erosion.
- b. Ramsey Trail:
 - i. A dead tree was dropped and cleaned up. Part of the tree snapped off from the top and landed on the neighbor's back yard. Debris was cleaned up from neighbor's side.

2. Community Park:

- a. Community Park:
 - i. Dog Park: wood chips
 - 1. 300 yards of wood chips were ordered and spread out by CCSD staff
 - ii. Parking Lot:
 - 1. Drainage:
 - a. 45 cubic yards of cobble stone was laid on middle drainage area.
 - b. Work was done by CCSD staff and FFRP volunteers
 - iii. A shelter/bench was built by CCSD staff for the new dog park. Bench is made out of cypress slab and redwood.
 - iv. Phase 1 of the community park is now complete.

3. Vets Hall:

- a. Windows:
 - i. CCSD staff has repaired all non-functioning windows in the main hall.
- b. Parking Lot:
 - i. Over the last few years a number of trees have died in the parking lot and have been removed.
 - ii. 7 trees have been purchased and will be planted in the next couple of weeks. Planting of the trees is being coordinated with Farmers Market manager.
- c. Floors:
 - i. Refinishing of wood floors is being scheduled for January
- d. 25 events were held since last monthly Board Meeting.
 - i. Events included: Veterans Day Ceremony and Community Thanksgiving Meal

4. Homeless:

- a. CCSD Staff removed 25 yards of trash from 7 abandoned homeless camps on Fiscalini Ranch
- b. 4 camps were located on west part of Ranch by Santa Rosa Creek trail and 3 were located on East Ranch.
- c. CCSD staff is now patrolling known areas where camps have been seen before to try and discourage additional camps from being established.

5. Street Lights:

- a. CCSD Staff inspected all CCSD owned street lights on Main St.
 - i. 10 lights were identified as not working.
 - ii. Work to repair these lights is being coordinated.

6. Public Restrooms:

- a. CCSD staff is coordinating our annual full cleanup of both CCSD owned public restrooms.

- b. Work will include pressure washing all interior and exterior walls and floors, re-sealing of floors, re-painting of interiors walls, repairing partitions and dispensers.
- c. Work will occur in December and each restroom will be closed for approximately a week.
- d. Portable restrooms will be placed on site for public use while work is being done.

ENGINEER:

Key activities since the November 16, 2017 Board meeting report (report prepared on November 6, 2017) to the date of this report's preparation (December 1, 2017) have included:

- Sustainable Water Facility (SWF):
 - The Advanced Water Treatment Facility (AWTP) has remained off line.
 - The monthly Title 22 self-monitoring report for October 2017 was submitted on time to the Water Board on November 15, 2017.
 - A storm water pollution prevention plan (SWPPP) was completed for the wet weather preparedness activities at the surface water impoundment basin (swale work).
 - A minor use permit application was submitted to the County for the wet weather preparedness activities. (This was done as a follow up to the earlier emergency permit that had been issued by the County for this work.)
 - A notice to proceed was issued on November 17, 2017 to G F Garcia & Sons for completion of the drainage swale at the surface water impoundment. As of December 1, 2017, their contract work was completed, which consisted of grading the swale and installing a bio-net lining. The photos below show the work completed by G F Garcia.



12/1/2017 Lined Swale along East Side of Impoundment Basin



12/1/2017 Lined Swale along North Side of Impoundment

Remaining work to be completed in this area will be for hydro seeding of exposed soil surfaces for erosion control and additional sandbagging. Hydro seeding is scheduled to be completed on December 8, 2017 by Dorman Hydro Seeding at an estimated cost of \$3,255. We have also used West Coast Tree in setting sand bags.

- In anticipation of the Regional Water Board ultimately approving the impoundment basin closure plan and an associated low threat discharge permit, Water Department staff completed a 2-inch connection onto the treated wastewater effluent pipeline near the percolation basins (See Water Department discussion for further details.).
 - Staff met with a California Department of Finance Auditor on November 27, 2017, to review the earlier Proposition 84 Grant funding.
 - Staff continues to coordinate with County Planning staff on the Regular Coastal Development Permitting process.
- Permit Counter:

So far this year, 6 Transfers of Position, 18 Assignments, 34 Voluntary Lot Mergers, and 52 Remodel Applications have been reviewed and processed.
 - CIP Planning and Updating/Coordination

The CIP list continues to be refined and updated as needs are identified.
 - Miscellaneous Water and Wastewater Plant Projects and Repairs:
 - Coordination with FEMA/Cal OES. Staff last spoke with CalOES on November 30, 2017 to answer questions they had on an earlier reimbursement request associated with the flooding and storm damage that occurred earlier this year.
 - Influent Screen. Staff work remains on developing modified drawings to support further reduced installation costs for the new screen. Once completed, new bids will be requested.
 - See water portion of report for a discussion on water system repairs. Staff are currently working on a proposed contract to support design of a permanent high-pressure water main repair to replace the temporary bypass pipeline that was placed along the pedestrian bridge behind the Bluebird Inn and Black Cat Restaurant.

- Staff coordinated with TekTegrity on troubleshooting and improving upon the transmittal of Underground Service Alerts (USA) email notices to key staff.
- Staff worked with TekTegrity on the replacement of the District Engineer's computer

Well Level reports from December 3, 2017 readings are attached, and are also being made available for review on the District's website at www.cambriacsd.org

FIRE:

November 2017

Prevention and Education

- 2 Residential rough/hydro inspections were completed
- 3 Fire final inspections
- 1 Residential site visits for building questions
- 4 Fire plan reviews
 - 440 Cambridge
 - 1750 Arliss
- 6 Engine company commercial fire and life safety inspections were conducted
- 2 Public education events
- 10 Residential smoke/carbon monoxide detectors were installed and or the batteries changed
- 10 Contacts with people regarding fire prevention questions
- 2 Fire Engine and Station tours

Hydrants Maintenance & Testing Date	Water Used	Hydrants Completed	Hours
June	3,768	32	52
July	0	0	0
August	1,650	21	16
September	0	30	18
October	0	15	12
November	0	0	0
Total	5,418	98	98

Meetings and Affiliations

- SLO County Chief's meeting November 1st, 0900 Hearst Castle
- Manager's training November 1st, 1330 SLO
- CISM training November 4th – 8th, 0830-1700 SLO
- Staff meeting November 9th, 0830 Cambria
- EMS Advisory meeting November 9th, 1530 Cuesta College
- Manager's meeting November 15th, 0900 Cambria
- CCHD Board meeting November 15th, 1300 Cambria Grammar School
- CCFPA November 15th, 0900 SLO
- CCSD Board meeting November 15th, 1230 Cambria

Operations and News

- Training hours: 263.65 hours, Training for the month of November was primarily focused on the following topics:
 - ALS medication administration
 - New engine orientation
 - Air bag usage

- SLICE/RS fire tactical training
- Season of Hope and Toys for Tots
- Completed ISO review (see attachment on General Manager's report)

Fire Statistics are attached for your review.

WASTEWATER:

Wastewater Treatment Plant Operations

- Toni and Tim have been working hard to finish the break room and it almost done. The final touches of paint have been put on and it looks very professional.
- The new 6-inch diameter portable pump was received and this month Haley has been getting it registered with the DMV.
- Jason found the water leak on the service line to the sludge press, which was downstream from our water meter. This leak was at the sludge press, and is now repaired.
- We have replaced the motor on effluent pump 2. The old motor was sent out for inspection and rewinding.
- We have been working on a new pressure relief valve for the plant water (3W) system and should have it replaced this month.
- We have emptied all three effluent ponds and cleaned them out in preparation for the winter rains.

Collection Systems & Lift Stations

- We have received training from Seth Sutherland and received a new tablet with GIS information on it.
- Tim and Toni have been updating the GIS manhole locations as they check the newly replaced lids.
- We are continuing our ongoing campaign to locate the source of groundwater and storm water (I.e., infiltration and inflow, or I & I) that is getting into the collection system. When feasible, corrections are being made, such as repairing and replacing leaky manhole covers.
- Now that we have the tablet to use, it has helped facilitate our tracking of manholes that need attention.
- The Vactor truck has been in the field cleaning lines and logging the information onto the GIS.
- We now have all of the drive belts changed out in the lift stations.
- Lift station B-2 required a new rotating assembly on pump 2.

Laboratory:

- Abalone Coast continued to provide the services of a certified laboratory analyst for those analyses that are reported to the state. Currently, Abalone's Amanda Smith is calibrating the online pH meter on a monthly basis.
- Gold Coast Environmental replaced the pH probe and calibrated both the turbidity meter and the pH probe.

Administrative:

- Monique and Haley have finished the Grade II operator job specification, which has been posted. We are now accepting applications.

WATER:

1. The Sustainable Water Facility (SWF) continues to be offline due to well levels remaining high for this time of year. Larry Moore continues to oversee the daily SWF operations, which typically consists of preventative maintenance, groundwater well sampling, and impoundment basin liner integrity testing.

This past month, about 53 hours of Water Department staff time was spent at the SWF and its impoundment basin. Larry Moore repaired a leak in the system relating to the circulation of Preservol, which is used to maintain the RO elements and micro-filter membranes. Approximately eight hours went towards groundwater sampling and analysis. Larry also spent time flushing out monitoring well MIW1 so a more representative groundwater sample could be obtained from that particular well. To facilitate groundwater sampling, a new sampling pump was acquired with a higher pumping capacity.

Besides routine tasks, approximately twelve hours of staff time was spent emptying and disposing of the deteriorated white sandbags at the impoundment basin. These older sandbags were placed last January in response to the flooding emergency. Jason and Larry also spent a few hours potholing a PVC pipeline, which was used to support the geo-hydrological study of the impoundment basin area. Water operators also located the treated wastewater plant effluent pipeline near the percolation ponds in anticipation of its future use as part of the planned efforts to empty the impoundment basin. This later effort included the installation of a saddle, corporation stop, a short reach of 2-inch diameter water line, as well as a curb-stop with a meter box.

Besides the 53 hours of staff time spent on maintenance and sampling associated with the SWF, daily inspections of the impoundment basin were performed. Operators logged the number of birds and animals present, the weather, inspected the fence and liner for rips or tears. Once a week, operators performed liner integrity testing by pumping any water that is found within two monitoring wells that extend under the southern berm of the impoundment basin. If water is present in either liner integrity monitoring well, the amount of water removed is logged, certain field tests are made, and samples are sent to an outside lab for analysis. This past month, no water was found in either liner integrity monitoring well.

2. Water operators discovered a wet area near a fire hydrant at the corner of London Lane and Green Street. This was found to be caused by a leak directly below the hydrant, which was due to the bottom connector of the hydrant having slipped off its 6-inch diameter supply pipeline. In response, the Water Department isolated the hydrant and completed repairs within three days. Work included installing a new pipe coupling and new section of PVC pipe. Mega-lug fittings and a concrete thrust block were used to ensure this hydrant connection will not leak in the future. During this effort, our Fire Department was kept advised of the hydrant's repair status and availability.
3. During November, water operators inspected all water facilities looking for leaks or malfunctioning equipment. When operators observe that a piece of equipment is malfunctioning, the equipment is repaired or replaced. Operators make sure that all facilities are kept clean and in good working order.
4. During mid-October, the production meter at the SS3 well started to slowly malfunction. Essentially, the well was pumping more water into the system than the meter was reading. This likely occurred due to an error made during the meter's calibration, which preceded this occurrence. Jason Buhl tracked this in detail and took SS3 well offline, which addressed the error in our total production metering. The meter at SS3 is to be recalibrated again on December 4, 2017. If the SS3 production meter is not able to be calibrated, we will have it replaced.

5. Tough Automation assisted the Water Department with various computer and supervisory control and data acquisition (SCADA) malfunctions, and continues to provide a vital service to the Water Department. Our SCADA and control systems require regular maintenance and periodic repairs, which are completed by Tough Automation in a timely and efficient manner.
6. Production for November 2017:
San Simeon:-19.19 Acre Feet
Santa Rosa:--19.96 Acre Feet
Total of ----- 39.15 Acre Feet

Last year production for November was: 39.85 Acre Feet
Production from November 2013 was: -- 52.11 Acre Feet

Well levels in continue to drop slowly. In November, the Water Department consistently pumped two wells from the San Simeon aquifer. Only the SR4 well was being pumped in the Santa Rosa aquifer. Please see the attached plots and tables for well level data.

7. During November, Water Department staff read/located 25 meters manually for customers or Administration staff, and manually re-read over 100 meters for billing and water conservation purposes.

Operators assisted 67 customers with high usage or leaks on the customer's side of meter

Five meters were locked or un-locked

18 meters were shut off at customer's request

Three leaks in the distribution system were repaired

Five after hour alarms were handled.

Seven retro-fit inspections were performed

Eleven Underground Service Alert (USA) locations were completed

Two faulty curb/angle stops were replaced.

8. During November, staff continued to complete operational tasks to support the overall water treatment and distribution system. These tasks include daily inspections of all wells, well pumps, booster pumps, and sodium hypochlorite metering pumps. Daily records are maintained on water production, and daily sampling is conducted at each active well. Weekly routines typically include sampling the distribution system, and inspecting all water facilities, which includes our tank sites and underground pressure reducing vaults. We also complete all monthly and quarterly sampling, which is required by the State of California.

Attachments: 01 Finance Manager's Report
02 Fire Statistics
03 Production and Well graphs
04 Balance Public Relations December 2017 Report
05 General Manager's PowerPoint Presentation
06 Public Records Requests and Responses
07 ISO Letter Dated November 20, 2017 to Jerry Gruber

BOARD OF DIRECTORS' MEETING – DECEMBER 14, 2017
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT

ADMINISTRATION

BUDGET FY 2017/2018

- The Budget for Fiscal Year 2017/2018 was adopted by the Board on June 22, 2017.

EXPENDITURES OVER \$100,000

There were no expenditures exceeding \$100,000 during November 2017.

WATER/WASTEWATER USAGE AND BILLING

The chart on the next page reflects usage and billing through September/October 2017. The CCF billed for September/October were 17% higher than the amounts billed the previous year and 72% of the amount billed in 2012/2013. The revenue realized from Water sales was \$38,694 more than billed the previous year due to the increased usage and the rate increase in March 2017. In the prior year, \$34,571 was billed for SWF operations. If those sales are not considered since there was no operational billing this year, the increase in water billed for the current year is \$73,265.

CCSD WATER SALES HISTORY							
11/8/2017							
FY 12/13	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	102,586	102,672	102,722	102,809	102,906	102,915	616,610
USAGE	278,488	210,933	146,434	151,971	173,955	229,755	1,191,536
ADJUSTMNTS	877	97	1,527	673	809	946	4,929
TOTAL CASH	381,951	313,702	250,683	255,453	277,670	333,616	1,813,075
CCF	61,407	51,098	40,051	40,943	44,201	54,173	291,873
USAGE \$/CCF	4.54	4.13	3.66	3.71	3.94	4.24	
FY 13/14	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	102,895	102,793	102,784	102,907	102,885	102,755	617,019
USAGE	288,512	192,906	137,197	129,137	97,979	99,313	945,044
SWF BASE							
SWF USAGE							
ADJUSTMNTS	2,215	2,404	2,222	553	(157)	(17,035)	(9,798)
PENALTIES/SURCHARGES					70,706	46,779	117,485
TOTAL CASH	393,622	298,103	242,203	232,597	271,413	231,812	1,669,750
CCF	63,113	47,345	38,827	36,576	24,917	25,500	236,278
USAGE \$/CCF	4.57	4.07	3.53	3.53	3.93	3.89	
FY 15/16	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	102,935	102,730	102,828	102,864	115,313	115,127	641,797
USAGE	124,569	116,096	101,617	92,773	211,292	249,393	895,740
SWF BASE	61,874	61,792	62,098	61,882	61,161	61,244	370,051
SWF USAGE	83,654	79,869	71,071	66,124	74,753	88,395	463,866
SWF OPS		36,864	49,964				86,828
ADJUSTMNTS	(3,964)	(49,726)	(23,276)	(34,172)	(31,637)	(12,410)	(155,185)
PENALTIES/SU	127,290	82,583	50,674	66,613	-	-	327,160
TOTAL CASH	496,358	430,208	414,976	356,084	430,882	501,749	2,630,257
CCF	33,441	32,633	27,147	24,968	27,603	34,043	179,835
% OF FY 12-13	54%	64%	68%	61%	62%	63%	
USAGE \$/CCF	3.73	3.56	3.74	3.72	7.65	7.33	
EWS \$/CCF	2.50	2.45	2.62	2.65	2.71	2.60	
FY 16/17	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	115,161	115,251	115,479	115,359	119,875	119,721	700,846
USAGE	271,877	226,322	217,595	203,642	210,247	272,132	1,401,815
SWF BASE	61,236	61,269	61,559	61,320	61,276	61,186	367,846
SWF USAGE	97,713	80,307	76,385	71,449	70,676	93,693	490,223
SWF OPS		34,571	80,163	-	-	-	114,734
ADJUSTMNTS	(5,760)	(552)	(913)	(3,871)	(1,208)	(998)	(13,302)
PENALTIES/SU	-	-					-
TOTAL CASH	540,227	517,168	550,268	447,899	460,866	545,734	3,062,162
CCF	37,484	31,242	28,230	26,611	26,292	33,723	183,582
% OF FY 12-13	61%	61%	70%	65%	59%	62%	
USAGE \$/CCF	7.25	7.24	7.71	7.65	8.00	8.07	
EWS \$/CCF	2.61	2.57	2.71	2.68	2.69	2.78	
FY 17/18	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	119,750	119,758					239,508
USAGE	319,637	282,878					602,515
SWF BASE	61,559	61,559					123,118
SWF USAGE	112,097	97,166					209,263
SWF OPS	-						-
ADJUSTMNTS	(3,374)	(5,499)					(8,873)
PENALTIES/SU	-						-
TOTAL CASH	609,669	555,862	-	-	-	-	1,165,531
CCF	40,464	36,639					77,103
% OF FY 12-13	66%	72%	0%	0%	0%	0%	
USAGE \$/CCF	7.90	7.72					
EWS \$/CCF	2.77	2.65					

The chart below shows how actual CCFs billed in fiscal years 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 compared to what was billed in fiscal year 2012/13. Fiscal year 2012/13 usage is the base year used by the State of California to measure District progress in complying with water reduction guidelines.

WATER USAGE BILLED IN CCF COMPARED TO FISCAL YEAR 2012/2013							
	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>TOTAL</u>
FY 2012/2013	61,407	51,098	40,051	40,943	44,201	54,173	291,873
FY 2013/2014	63,113	47,345	38,827	36,576	24,917	25,500	236,278
Note 1	103%	93%	97%	89%	56%	47%	81.0%
FY 2014/2015	31,592	28,764	23,723	23,967	28,899	28,229	165,174
Note 1	51%	56%	59%	59%	65%	52%	56.6%
FY 2015/2016	33,441	32,633	27,147	24,968	27,603	34,043	179,835
Note 1	54%	64%	68%	61%	62%	63%	61.6%
FY 2016/2017	37,484	31,242	28,230	26,611	26,292	33,723	183,582
Note 1	61%	61%	70%	65%	59%	62%	62.9%
FY 2017/2018	40,464	36,639					77,103
Note 1	66%	72%					

Note 1: Each billing cycle compared to same billing cycle in FY 2012/2013

The chart below shows how actual CCFs billed in fiscal years 2014/15, 2015/16, 2016/17 and 2017/18 compared to what was billed in fiscal year 2013/14. Rate increases effective March 1, 2016 were based on the assumption that water consumption would be 70% of water consumption in fiscal year 2013/14. Water consumed in fiscal year 2016/17 was actually 78% of water consumed in fiscal year 2013/14.

WATER USAGE BILLED IN CCF COMPARED TO FISCAL YEAR 2013/2014							
	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>TOTAL</u>
FY 2013/2014	63,113	47,345	38,827	36,576	24,917	25,500	236,278
FY 2014/2015	31,592	28,764	23,723	23,967	28,899	28,229	165,174
Note 1	50%	61%	61%	66%	116%	111%	70%
FY 2015/2016	33,441	32,633	27,147	24,968	27,603	34,043	179,835
Note 1	53%	69%	70%	68%	111%	134%	76%
FY 2016/2017	37,484	31,242	28,230	26,611	26,292	33,723	183,582
Note 1	59%	66%	73%	73%	106%	132%	78%
FY 2017/2018	40,464	36,639					77,103
Note 1	64%	77%					33%

Note 1: Each billing cycle compared to same billing cycle in FY 2013/2014

WASTEWATER REVENUE

The chart below shows actual Wastewater revenue for fiscal years 2013, 2014, 2016, 2017 and 2018.

CCSD WASTEWATER REVENUE HISTORY							
11/8/2017							
FY 12/13	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	353,040	333,530	314,016	316,887	322,690	339,547	1,979,710
BASE	248,975	248,931	248,991	249,061	248,917	248,880	1,493,755
USAGE	104,065	84,599	65,025	67,826	73,773	90,667	485,955
<i>PERCENT REVENUES COMPARED TO JUL/AUG 2013:</i>							
	100%	81%	62%	65%	71%	87%	
FY 13/14	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	356,678	327,765	312,334	309,020	288,655	288,937	1,883,389
BASE	249,916	249,111	249,098	249,489	249,415	249,153	1,496,182
USAGE	106,762	78,654	63,236	59,531	39,240	39,784	387,207
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	101%	98%	99%	98%	89%	85%	
USAGE %	103%	93%	97%	88%	53%	44%	
FY 15/16	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	297,892	296,385	292,464	289,964	305,052	318,932	1,800,689
BASE	250,403	249,841	250,429	250,500	214,599	214,989	1,430,761
USAGE	47,489	46,544	42,035	39,464	90,453	103,943	369,928
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	84%	89%	93%	92%	95%	94%	
USAGE %	46%	55%	65%	58%	123%	115%	
FY 16/17	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	328,858	311,453	308,180	302,595	313,662	337,543	1,902,291
BASE	215,451	215,464	215,866	215,540	224,050	223,681	1,310,052
USAGE	113,407	95,989	92,314	87,055	89,612	113,862	592,239
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	93%	93%	98%	95%	97%	99%	
USAGE %	109%	113%	142%	128%	121%	126%	
FY 17/18	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	356,886	340,518					697,404
BASE	224,099	223,968					448,067
USAGE	132,787	116,550					249,337
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	101%	102%					
USAGE %	109%	113%					

EXPENDITURES FOR THE SUSTAINABLE WATER FACILITY

The District has undertaken the development of a Sustainable Water Facility system in response to the worst drought in California history which resulted in a declared Stage 3 Drought Emergency. \$13,202,057 in expenditures for the EWS project have been authorized by the CCSD Board of Directors. Those expenditures include the following:

CDM SMITH: ENGINEERING, PRECONSTRUCTION, PERMITTING & ENVIRONMENTAL SERVICES	2,795,799
CDM CONSTRUCTORS: DESIGN/BUILD	7,366,742
GENERAL COSTS	421,867
OTHER PROFESSIONAL SERVICES	793,107
TOTAL PLANT DESIGN/BUILD EXPENDITURES	11,377,515
REGULAR COASTAL DEVELOPMENT PERMIT	1,407,218
PLANT START-UP EXPENDITURES	417,324
TOTAL AUTHORIZATIONS	13,202,057

Total commitments made to-date, in the form of issued purchase orders, equal \$10,420,160. These relate to Task Orders in the following way:

\$ 174,495	Task Order 1: Hydroeological Modeling
299,601	Task Order 2: Preconstruction Engineering (Phase 1)
920,084	Task Order 3: Preconstruction Services (Phase 2)
499,941	Task Order 4: Engineering, Permitting, Purchase Assistance
584,607	Task Order 5: Permitting and Environmental
308,090	Task Order 6: Permitting and Environmental
161,600	Task Order 7: Completion of an Updated Tracer Study
105,000	Task Order 8: EIR Support
<u>\$ 3,053,418</u>	Total CDM Smith
6,647,919	Design/Build Contract
511,602	Change Order 1
123,953	Change Order 2
83,268	Change Order 3
<u>\$ 7,366,742</u>	Total CDM Constructors
\$ 10,420,160	Total CDM Smith and CDM Constructors

Invoices paid through November 2017 to CDM Smith, the Sustainable Water Facility Project’s primary design/build contractor, equal \$2,977,221.

Invoices paid through November 2017 to CDM Contractors Inc., the Sustainable Water Facility Project’s primary builder, equal \$7,366,742.

Total expenditures to all vendors through November 2017 equal \$12,183,671.

CASH BALANCES

CCSD maintains one account with the State of California Local Agency Investment Fund (LAIF) and the following five accounts at Heritage Oaks Bank:

- a payroll account;
- an account for operation of the Veteran’s Hall;
- an account for medical benefits for employees;
- a main checking account; and
- a money market account.

CCSD pools all of its cash for all of its funds so, other than restricted funds, no cash asset is held for any specific fund. It should be noted that when the pooling method is used, a fund may overdraw its account in the pool. These overdrafts are reported as liabilities with a corresponding receivable (due to/from other funds) on the balance sheet.

The first three accounts shown above are restricted funds which are not available for use in other areas. However, the last two accounts are unrestricted and are available, along with LAIF, as part of the “pooled” cash of CCSD.

Revenues and expenditures fluctuate significantly from month to month and therefore the most appropriate comparison of available cash balances is at the end of the fiscal year on June 30th. Final balance amounts in the Water and Wastewater funds are determined after all other fiscal year activity is recorded, reconciled and audited. Audited cash balances on June 30, 2016 were as shown below. It should be noted that the 2014 and 2015 loans to the Water Fund were to support expenditures for the Sustainable Water Facility construction and those loans were repaid when the Prop 84 grant was received in December 2015.

CCSD FINANCIAL AUDIT JUNE 30, 2016			
<u>FUND</u>	<u>CASH BALANCE</u>	<u>INTERFUND LOAN</u>	<u>CASH POSITION</u>
GENERAL FUND	4,234,000	(466,777)	3,767,223
WATER FUND	1,091,011	-	1,091,011
WASTEWATER FUND	(466,777)	466,777	-
TOTAL	4,858,234	0	4,858,234

CCSD CURRENT CASH POSITION AND PROJECTION

Cash balances on November 30, 2017 were \$1,972,870 as shown below. However, there were \$130,761 in checks issued but still outstanding at the end of the month which leaves only \$1,842,109 in cash actually available.

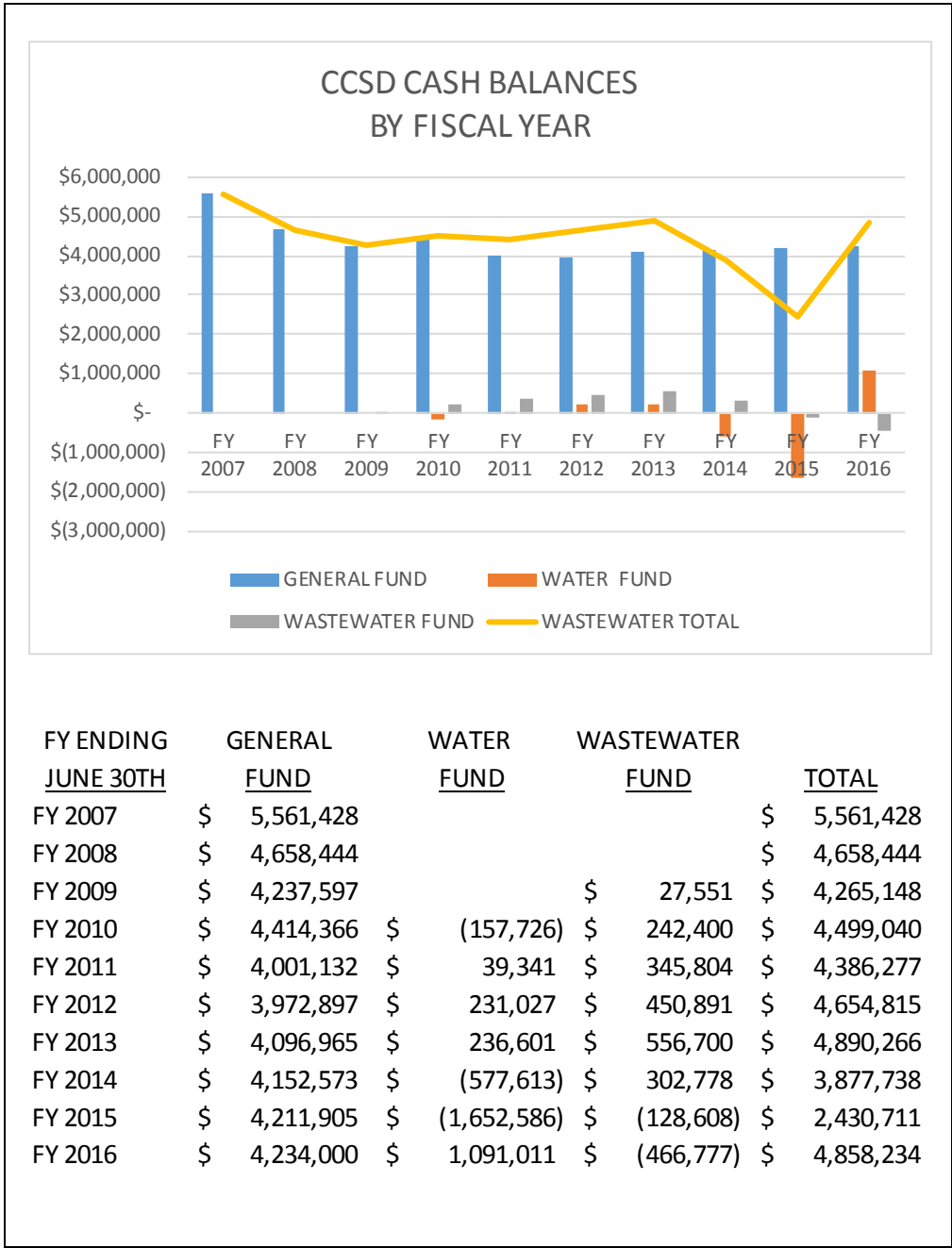
CCSD CASH POSITION	
NOVEMBER 30, 2017	
PACIFIC PREMIER CHECKING BALANCE	\$773,447
PACIFIC PREMIER MONEY MARKET BALANCE	\$507,964
LAIF BALANCE	<u>\$691,459</u>
TOTAL CASH	\$1,972,870
OUTSTANDING CHECKS	<u>(130,761)</u>
AVAILABLE CASH	<u><u>\$1,842,109</u></u>

The cash flow projection for Cambria Community Services District for the Fiscal Year 2017-2018 is shown on the next page.

CCSD CASH FLOW PROJECTION 12/1/17 THROUGH 6/30/18

	<u>SWF CASH</u>	<u>OTHER CASH</u>	<u>TOTAL CASH</u>
CASH BALANCE 12/1/17	1,046,345	795,764	1,842,109
 <u>CASH IN</u>			
PROPERTY TAX		1,782,734	1,782,734
FSBA (FIRE)		338,651	338,651
GRANT PPE (FIRE)		75,000	75,000
GRANT SAFER (FIRE)		78,160	78,160
GARBAGE FRANCHISE FEE		59,730	59,730
OTHER (GENERAL FUND)		88,949	88,949
WASTEWATER SALES		993,414	993,414
STANDBY/AVAIL FEES		107,250	107,250
WATER SALES		1,153,499	1,153,499
SWF SALES		448,223	448,223
STANDBY/AVAIL FEES		161,500	161,500
WAIT LIST FEES		1,233	1,233
OTHER (WATER FUND)		83,410	83,410
TOTAL CASH IN	-	5,371,752	5,371,752
 <u>CASH OUT</u>			
PERSONNEL		2,806,107	2,806,107
UTILITIES		289,529	289,529
OPERATIONS		1,206,528	1,206,528
<u>CAPITAL PROJECTS:</u>			
- FIRE PERSONAL PROTECTIVE EQUIP		-	-
- EAST RANCH IMPROVEMENTS		-	-
- PURCHASE ADMIN OFFICE BUILDING		-	-
- PURCHASE FINANCE SOFTWARE		175,000	175,000
- REPLACE ADMIN SERVERS		35,000	35,000
- INFLUENT SCREEN		85,000	85,000
- STUART ST TANK REPAIR		-	-
- SWF PROJECT	175,000		175,000
<u>DEBT PAYMENTS</u>			
- FIRE TRUCK PURCHASE		-	-
- VEHICLE PAYMENTS		-	-
- LOAN PAYMENTS		409,461	409,461
TOTAL CASH OUT	175,000	5,006,625	5,181,625
NET CASH IMPACT	(175,000)	365,127	190,127
PROJECTED CASH BALANCE 6/30/18	871,345	1,160,891	2,032,236

The following chart and table show audited cash balances in the three funds on June 30th of each fiscal year for the last ten years.



DISTRICT DEBT SUMMARY

LONG TERM DEBT

<u>FUND</u>	<u>DEBT HOLDER</u>	<u>PURPOSE</u>	<u>ORIGINAL PRINCIPAL</u>	<u>ISSUE DATE</u>	<u>AMOUNT DUE 6/30/17</u>	<u>FINAL PAYMENT DATE</u>	<u>INT RATE</u>	<u>ANNUAL PAYMENT</u>
Water	Note 1	Note 1	\$ 8,939,000	8/11/14	\$ 8,171,712	8/1/34	4.11%	\$ 659,426
Wtr/WW	Note 2	Note 2	\$ 1,585,000	3/23/11	\$ 971,000	9/23/23	4.55%	\$ 161,985

SHORT TERM DEBT

<u>FUND</u>	<u>DEBT HOLDER</u>	<u>PURPOSE</u>	<u>ORIGINAL PRINCIPAL</u>	<u>ISSUE DATE</u>	<u>AMOUNT DUE 6/30/17</u>	<u>FINAL PAYMENT DATE</u>	<u>INT RATE</u>	<u>ANNUAL PAYMENT</u>
Various	Note 3	Note 3	\$ 53,611	10/30/13	\$ 14,596	11/20/17	3.50%	\$ 14,596
General	Note 4	Note 4	\$ 31,350	7/31/13	\$ 6,793	7/30/18	0.00%	\$ 6,270
General	Note 5	Note 5	\$ 32,612	2/26/16	\$ 24,920	1/26/21	3.50%	\$ 7,645

INTERNAL LOAN

In Fiscal Year 2009-2010, the Water Fund borrowed \$166,000 from the General Fund to pay a required match on a grant from the Army Corps of Engineers. \$157,726 of that loan has been outstanding since June 30, 2010.

NOTES

- Note 1. Borrowed from Western Alliance Bank to finance development of the Sustainable Water Facility.
- Note 2. Borrowed from City National Bank to refund 1999 Water and Wastewater bonds.
- Note 3. Borrowed from Morton Revocable Trust for two trucks.
- Note 4. Borrowed from John Deere Financial for a tractor.
- Note 5. Borrowed from Ford Motor Credit for a truck.

CMB Fire Monthly Stats: Incidents

Categories	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Totals
Fire	0	2	0	2	0	0	2	0	1	1	1		9
Hazardous Mat.	0	0	0	0	0	0	0	0	0	0	0		0
Medical	64	48	47	54	49	45	41	35	42	49	49		523
(Ocean Rescue)	0	0	0	1	1	3	0	0	1	0	0		6
(Cliffside Rescue)	0	0	0	0	0	0	0	0	0	0	0		0
Vehicle TC	1	2	4	2	1	2	2	3	3	0	1		21
Hazardous Situations	13	27	5	3	7	3	0	2	2	3	3		68
Public Service Assist	17	13	17	16	11	15	18	13	21	15	20		176
False Alarms	10	16	8	9	12	11	20	16	13	23	11		149
Agency Assist	0	0	0	0	0	0	0	0	0	0	0		0
Mutual Aid	0	0	0	0	3	2	2	0	0	0	0		7
(Structure Fire)	0	0	0	0	2	0	0	0	0	0	0		2
(Vegetation Fire - In County)	0	0	0	0	1	2	2	0	0	0	0		5
(Vegetation Fire - Out of County)	0	0	0	0	0	0	0	0	0	0	0		0
Auto Aid	0	0	0	0	2	1	6	1	3	0	0		13
(Structure Fire)	0	0	0	0	0	0	0	0	0	0	0		0
(Vegetation Fire)	0	0	0	0	0	1	6	0	3	0	0		10
(Vehicle Accident)	0	0	0	0	2	0	0	1	0	0	0		3
Fire Investigations	0	0	0	0	0	0	0	0	1	1	0		2
Monthly Response Totals	105	108	81	87	91	79	91	70	86	92	85	0	975

2017
CAMBRIA COMMUNITY SERVICES DISTRICT
GROSS WATER PRODUCTION, BY SOURCE
REPORTED IN ACRE-FEET

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR	
2005	S.S.	50.05	46.16	51.09	55.01	65.70	68.81	80.52	61.60	48.71	47.08	40.83	36.70	652.26	2005	
	S.R.	0.00	0.62	0.93	0.76	0.76	0.73	1.64	17.32	20.25	21.69	16.92	7.36	88.98		2005
	SS & SR TOTAL	50.05	46.78	52.02	55.77	66.46	69.54	82.16	78.92	68.96	68.77	57.75	44.06	741.24		
2004	S.S.	55.83	51.40	58.56	64.33	67.98	52.62	47.04	39.68	41.06	34.80	49.30	49.92	612.52	2004	
	S.R.	0.00	0.61	1.17	4.84	8.68	22.08	30.80	36.30	27.32	24.95	1.73	1.63	160.11		2004
	SS & SR TOTAL	55.83	52.01	59.73	69.17	76.66	74.70	77.84	75.98	68.38	59.75	51.03	51.55	772.63		
2003	S.S.	52.73	49.97	57.35	58.32	62.82	68.22	65.05	63.34	58.91	67.08	56.20	48.84	708.83	2003	
	S.R.	0.70	1.11	0.48	0.94	1.84	5.63	19.77	22.04	16.00	6.58	3.12	5.84	84.05		2003
	SS & SR TOTAL	53.43	51.08	57.83	59.26	64.66	73.85	84.82	85.38	74.91	73.66	59.32	54.68	792.88		
2002	S.S.	54.43	52.23	60.70	65.43	60.75	55.13	66.79	73.35	66.59	62.03	56.36	53.98	727.77	2002	
	S.R.	1.28	1.27	1.10	1.11	14.82	22.79	19.54	9.67	3.52	4.02	2.04	0.55	81.71		2002
	SS & SR TOTAL	55.71	53.50	61.80	66.54	75.57	77.92	86.33	83.02	70.11	66.05	58.40	54.53	809.48		
2001	S.S.	56.16	48.05	55.92	60.69	73.30	77.51	85.01	78.50	53.45	56.21	48.16	52.29	745.25	2001	
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.78	21.08	16.87	8.06	0.89	52.68		2001
	SS & SR TOTAL	56.16	48.05	55.92	60.69	73.30	77.51	85.01	84.28	74.53	73.08	56.22	53.18	797.93		
2000	S.S.	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	2000	
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		2000
	SS & SR TOTAL	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82		
1999	S.S.	56.40	45.26	52.16	57.40	70.43	71.35	85.41	82.68	69.45	68.04	57.78	57.69	774.05	1999	
	S.R.	0.01	0.01	0.01	0.04	0.02	0.07	0.01	0.02	0.32	0.02	0.00	0.00	0.53		1999
	SS & SR TOTAL	56.41	45.27	52.17	57.44	70.45	71.42	85.42	82.70	69.77	68.06	57.78	57.69	774.58		
1998	S.S.	44.39	46.36	47.00	50.53	56.43	63.43	77.75	80.30	68.35	66.58	54.06	52.13	707.31	1998	
	S.R.	0.01	0.01	0.01	0.01	0.00	0.01	0.01	0.09	0.01	0.00	0.00	0.00	0.16		1998
	SS & SR TOTAL	44.40	46.37	47.01	50.54	56.43	63.44	77.76	80.39	68.36	66.58	54.06	52.13	707.47		
1997	S.S.	50.61	49.20	65.66	68.65	76.18	79.14	82.31	57.02	37.32	27.50	38.96	45.96	678.51	1997	
	S.R.	0.02	0.08	0.02	0.02	0.02	0.02	0.38	25.92	31.54	36.85	12.41	0.01	107.29		1997
	SS & SR TOTAL	50.63	49.28	65.68	68.67	76.20	79.16	82.69	82.94	68.86	64.35	51.37	45.97	785.80		
1996	S.S.	46.66	43.40	47.39	56.95	66.18	70.83	75.70	77.27	68.23	65.58	50.37	49.43	717.99	1996	
	S.R.	0.01	0.03	0.03	0.03	0.03	0.01	0.03	0.02	0.01	0.02	0.02	0.02	0.26		1996
	SS & SR TOTAL	46.67	43.43	47.42	56.98	66.21	70.84	75.73	77.29	68.24	65.60	50.39	49.45	718.25		
1995	S.S.	41.30	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	675.94	1995	
	S.R.	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.90		1995
	SS & SR TOTAL	43.20	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	677.84		
1994	S.S.	47.00	38.60	48.60	52.00	54.60	63.40	69.30	47.80	31.70	30.80	28.20	26.00	538.00	1994	
	S.R.	0.00	0.00	0.00	0.00	0.10	0.00	0.00	25.00	30.20	27.70	21.20	19.90	124.10		1994
	SS & SR TOTAL	47.00	38.60	48.60	52.00	54.70	63.40	69.30	72.80	61.90	58.50	49.40	45.90	662.10		
1993	S.S.	50.10	45.70	52.60	56.30	68.30	68.80	68.10	69.80	59.80	56.10	51.40	43.50	690.50	1993	
	S.R.	0.50	0.30	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90		1993
	SS & SR TOTAL	50.60	46.00	52.60	56.30	68.40	68.80	68.10	69.80	59.80	56.10	51.40	43.50	691.40		
1992	S.S.	45.30	42.20	45.90	55.20	64.00	58.10	44.90	41.80	35.00	32.80	34.00	43.10	542.30	1992	
	S.R.	0.80	0.30	0.10	0.40	0.50	6.10	22.70	28.10	26.30	25.10	19.50	5.50	135.40		1992
	SS & SR TOTAL	46.10	42.50	46.00	55.60	64.50	64.20	67.60	69.90	61.30	57.90	53.50	48.60	677.70		

2017
CAMBRIA COMMUNITY SERVICES DISTRICT
GROSS WATER PRODUCTION, BY SOURCE
REPORTED IN ACRE-FEET

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
1991	S.S.	26.90	23.10	32.70	39.60	48.60	44.10	40.10	34.80	30.50	28.00	26.40	30.10	404.90	1991
	S.R.	15.30	13.10	0.50	0.10	0.10	5.50	15.00	21.60	20.20	21.00	19.70	18.70	150.80	
	SS & SR TOTAL	42.20	36.20	33.20	39.70	48.70	49.60	55.10	56.40	50.70	49.00	46.10	48.80	555.70	
1990	S.S.	45.70	47.00	55.28	44.75	31.46	32.34	40.00	38.00	31.91	31.40	29.40	29.90	457.14	1990
	S.R.	8.70	0.80	0.50	18.03	32.30	26.79	22.30	22.20	20.64	20.20	19.30	14.90	206.66	
	SS & SR TOTAL	54.40	47.80	55.78	62.78	63.76	59.13	62.30	60.20	52.55	51.60	48.70	44.80	663.80	
1989	S.S.	51.00	47.90	53.90	61.90	57.20	62.20	69.20	60.90	36.30	38.70	42.60	40.60	622.40	1989
	S.R.	0.00	0.00	0.00	1.00	13.80	13.50	17.90	28.00	42.00	22.60	17.60	18.20	174.60	
	SS & SR TOTAL	51.00	47.90	53.90	62.90	71.00	75.70	87.10	88.90	78.30	61.30	60.20	58.80	797.00	
1988	S.S.	51.20	57.90	63.20	47.30	57.40	44.20	50.00	51.70	41.90	37.40	27.40	36.00	565.60	1988
	S.R.	0.00	0.00	0.00	16.30	15.70	30.70	31.20	34.90	36.00	34.90	35.20	19.00	253.90	
	SS & SR TOTAL	51.20	57.90	63.20	63.60	73.10	74.90	81.20	86.60	77.90	72.30	62.60	55.00	819.50	

12/4/17

CAMBRIA COMMUNITY SERVICES DISTRICT
WELL WATER LEVELS FOR 12/4/17

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	31.95	83.42	51.47	
SR4	29.25	82.00	52.75	
SR3	19.99	54.30	34.31	
SR1	17.85	46.40	28.55	
RP#1		46.25		
RP#2		33.11		Not Read
21R3	7.39	12.88	5.49	40283
WBE	11.55	16.87	5.32	
WBW	11.81	17.02	5.21	
AVERAGE LEVEL OF CCSD SANTA ROSA WELLS SR1 & SR3 =				31.43 FEET
CCSD SANTA ROSA WELL SR4 =				52.75 FEET

SAN SIMEON CREEK WELLS				
16D1	7.64	11.36	3.72	
MW4	12.04	15.95	3.91	
MW1	16.89	42.11	25.22	
MW2	16.50	38.10	21.60	
MW3	21.97	49.56	27.59	
9M1	27.54	65.63	38.09	
9P2	10.85	19.11	8.26	
9P7	11.39	20.69	9.30	
9L1	16.13	27.33	11.20	
RIW	15.74	25.41	9.67	
SS4	16.20	25.92	9.72	SS4 to 9P2 Gradient = + 1.46
MIW	17.19	29.89	12.70	
SS3	20.32	33.73	13.41	
SS2	19.60	33.16	13.56	
SS1	19.21	32.37	13.16	
11B1	31.41	105.43	74.02	
11C1	25.30	98.20	72.90	
PFNW	22.24	93.22	70.98	
10A1	31.60	78.18	46.58	
10G2	23.77	62.95	39.18	
10G1	22.09	59.55	37.46	
10F2	30.47	66.92	36.45	
10M2	28.62	55.21	26.59	
9J3	22.10	43.45	21.35	
lagoon	19.85			mitigation erosion none
AVERAGE LEVEL OF CCSD SAN SIMEON WELLS SS1,SS2 & SS				13.38 FEET

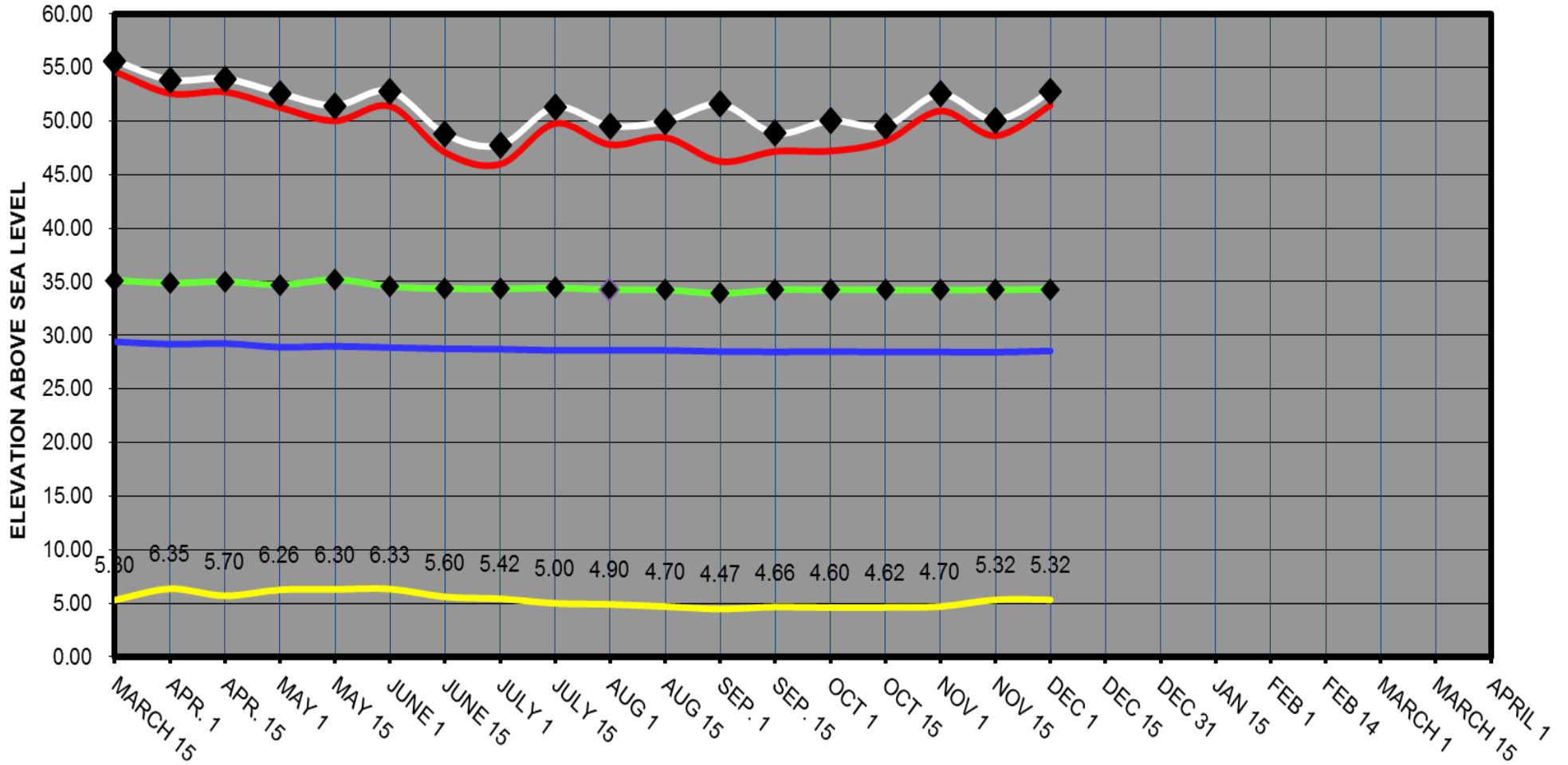
revised 6/6/16

Red Font are the CCSD's Production Wells, as measured on 12/4/17

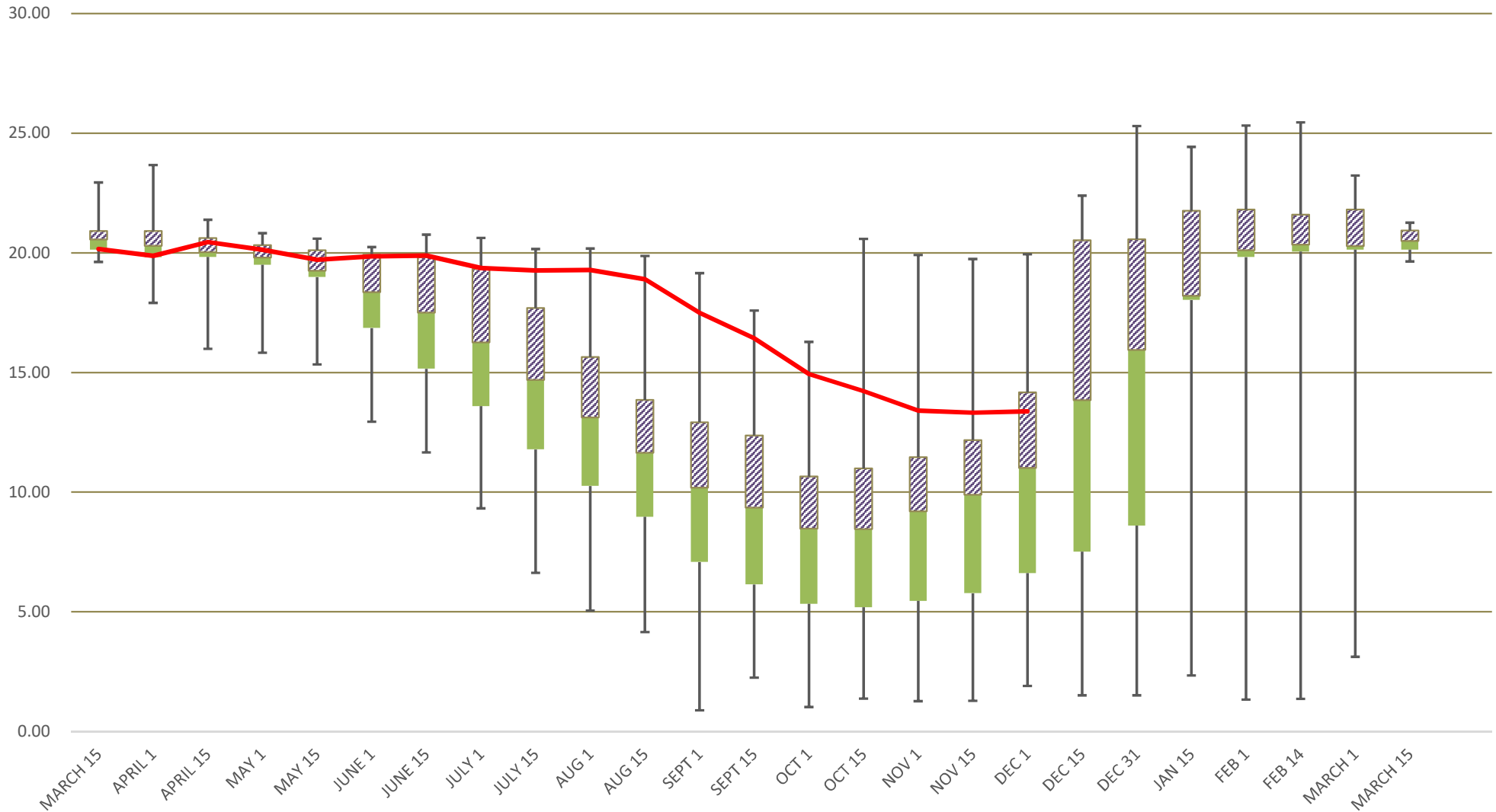
reference point on 16d1,miw1,miw2,miw3,9p7,riw,miw1,ss1,ss2 and ss3 updated 2/17/2015

SANTA ROSA CREEK WELL LEVELS

March 15th, 2017 - Current

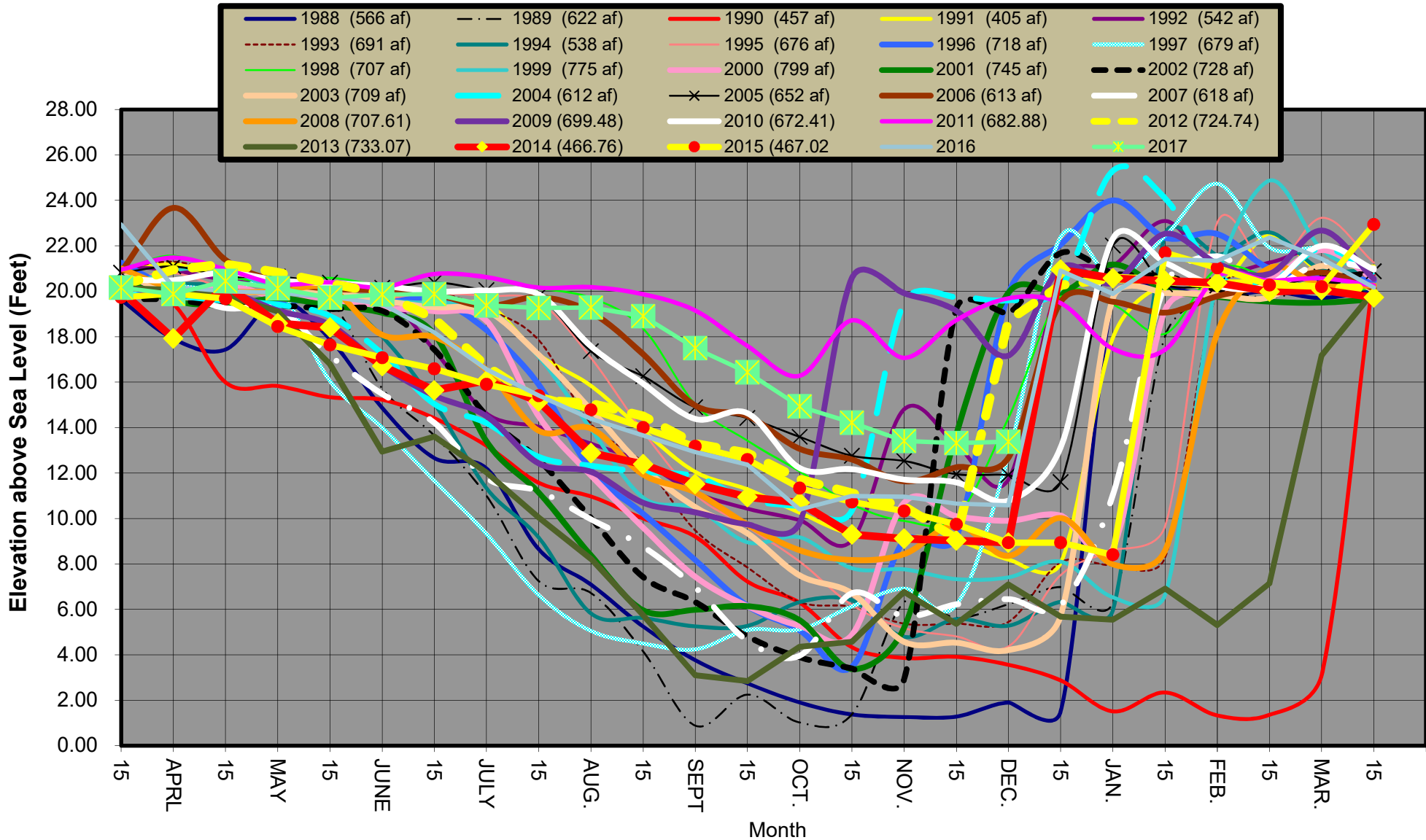


1988 to September 2017 Statistical San Simeon Well Level Summary by Month
 showing Minimums, Maximums, 25 % Percentile, 75% Percentile
 Average Level is the line between the Purple (hatched) and Green (solid) bars

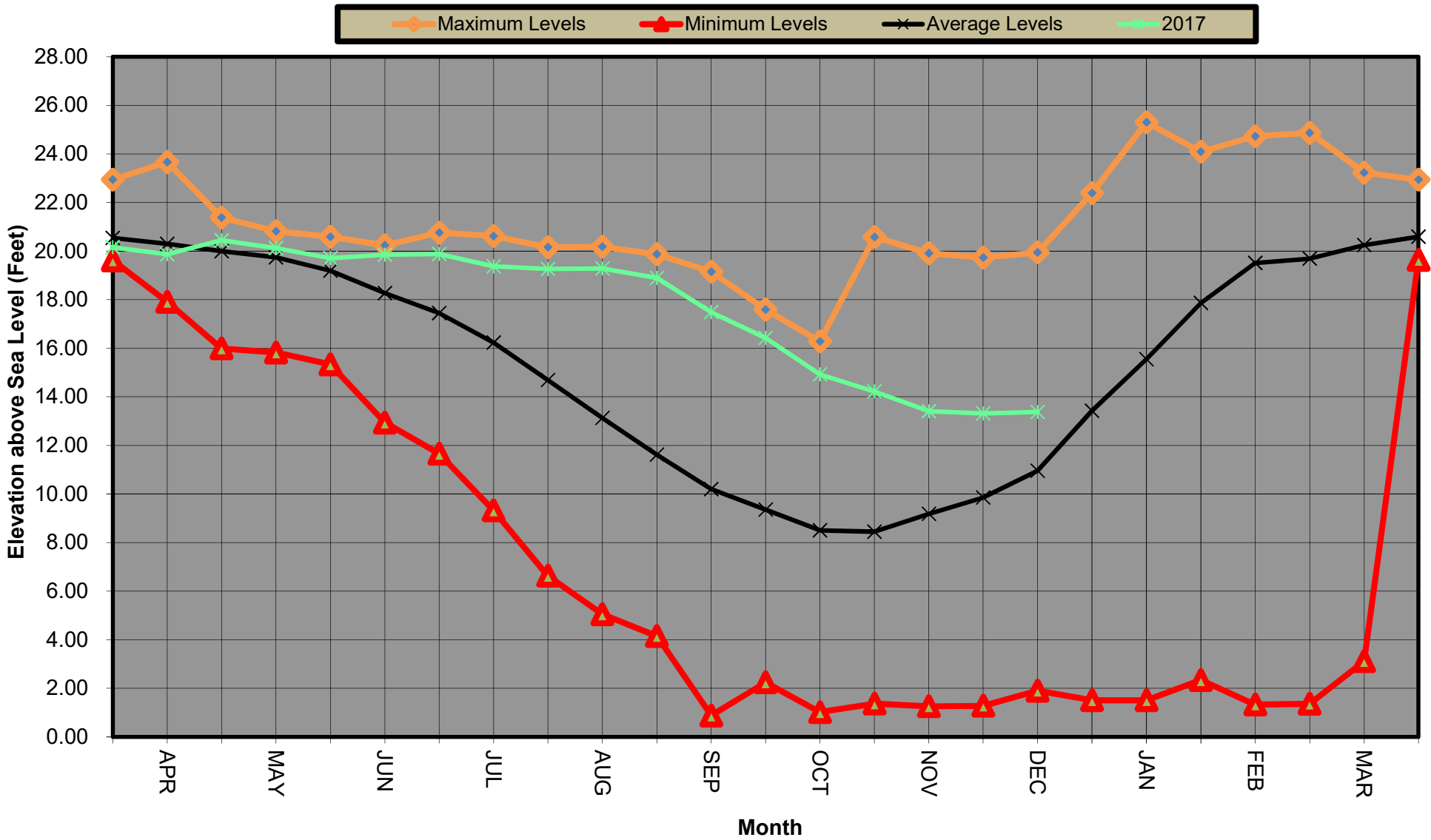


25th Percentile   75th Percentile  2017 reads

San Simeon Creek Well Levels 1988 - Current



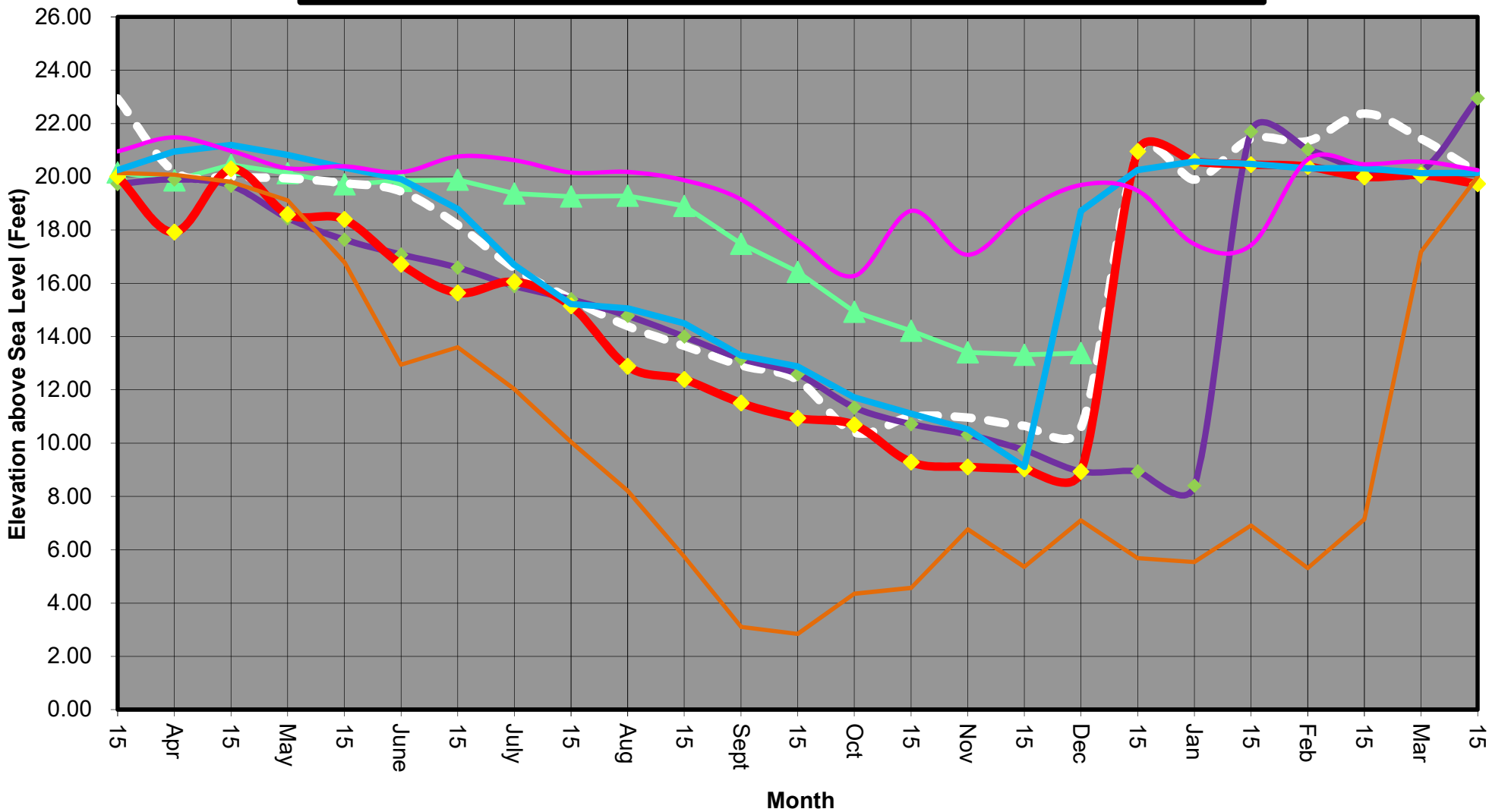
San Simeon Creek Well Levels Mid-March 2017/2018 levels to date and 1988 to Current Min, Max, & Average



San Simeon Creek Well Levels

Last 7 years

March, 2011 - Current





ACTIVITIES REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
December 7, 2017	Cambria Community Services District	Dean Florez, Lobbyist Consultant

STATUS SUMMARY

Board Members:

Please find below the new activity report requested and refined at the Nov. 16 Board Meeting. The new report accomplishes the following:

1. Hours Worked and Expended
2. Explicit Description on meeting/gathering/workshop attended.
3. Explicit dates of meetings and purpose.
4. Summary Narrative of the month activities

SPECIFIC WORK FLOW

TASK	HOURS	DATE	PURPOSE	NOTES
Legislative Work	8	Nov. 29th	Association of California Water Agencies (ACWA) Conference	“Finding a Path Forward for Renewed Health of California Headwaters”
Legislative Work	8	Nov. 30th	Association of California Water Agencies (ACWA) Conference	“What’s the Potential for Increased Groundwater Replenishment?”
Legislative Work	8	Dec 1st	Association of California Water Agencies (ACWA) Conference	Deputy Assistant Austin Ewell: Water Fix, implementing the WIIN Act, streamlining the federal permitting process,

BALANCE PUBLIC RELATIONS: CAMBRIA COMMUNITY SERVICE DISTRICT—
Monthly Report Page 2

Regulatory Work	7	Nov. 8th	Public Workshop: Prop 1 Groundwater Grant Program Funding Guidelines (Los Angeles)	State Water Resources Control Board (State Water Board) will receive public comments on the Draft Amended Proposition 1 Groundwater Grant Program (GWGP) Funding Guidelines
Regulatory Work	7	Nov. 21th	Public Workshop: Water Conservation/Prohibited Water Uses	Regulatory meeting discussing water conservation and prevent the waste and unreasonable use of water, the proposed regulation would prohibit several activities and practices
Regulatory Work	5	Nov 27th	Public Hearing: Permanent Point-of-Use/Point-of-Entry Regulations	Meeting to discuss the adoption regulations governing the use of point-of-use (POU) treatment and point-of-entry (POE) treatment by public water systems
Regulatory Work	8	Nov 21st	STATE WATER RESOURCES CONTROL BOARD MEETING	Consideration of a proposed Resolution authorizing the Executive Director or designee to apply for, accept, and/or amend a federal Safe Drinking Water Act section 1443(a) grant.
Regulatory Work	6	Dec 5th	STATE WATER RESOURCES CONTROL BOARD MEETING	Clean Water State Revolving Fund Policy and Prioritization Improvements.
Regulatory Work	6	Dec 13th	STATE COASTAL COMMISSION MEETING- Ocean Institute 24200 Dana Point Harbor Drive Dana Point, CA 92629	2018 Schedule of Meeting Dates and Locations; Appeal by Khosro Khaloghli of San Luis Obispo County decision granting permit with conditions to Centrally Grown Holdings, LLC for new restroom, new play

structure, conversion of residence to vacation rental, and structural modifications to existing buildings, at 7432 Exotic Garden Dr. in Cambria, San Luis Obispo County.

SPECIFIC WORK FLOW

TASK	HOURS	DATE	PURPOSE	NOTES
Administrative	1	Dec 6th	Weekly Update with GM Gruber	CCSD Ongoing Items
Administrative	1	Nov 27th	Weekly Update with GM Gruber	CCSD Ongoing Items
Administrative	1	Dec 11th	Scheduled Weekly Update with GM Gruber	CCSD Ongoing Items
Administrative	1	Nov 14th	Weekly Update with GM Gruber	Special discussion on State Parks access issue.
Legislative Meetings	7	Nov 17th	Meeting with Senate Legislative Staff. Meeting with State Parks. Meeting with Assembly staff.	Implementation of SB 5, SB-5 California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018. Section 80070.-- Enhancement of access to state park facilities and units, including protection and improvement of lands adjacent to state park facilities to improve access or management efficiency.
Legislative Meetings	1	Dec 7th	Meeting with Legislative Leadership.	Implementation of SB 5, SB-5 California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018.

BALANCE PUBLIC RELATIONS: CAMBRIA COMMUNITY SERVICE DISTRICT —
Monthly Report Page 4

Legislative Meetings	3	Dec 12th	Scheduled meeting with Senate Appropriations Staff	Language definition of SB 5 in terms of Section 80110, two hundred million dollars (\$200,000,000) shall be available to the Natural Resources Agency for implementation of voluntary agreements that provide multi benefit water quality, water supply, and watershed protection and restoration for the watersheds
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SUMMARY HOURS UTILIZED

CATAGORY	HOURS
Administrative	4
Regulatory Work	39
Legislative	35
Travel	12
TOTAL MONTHLY HOURS EXPENDED	90

WORK NARRATIVE

Administrative:

GM Gruber and I continue to work on outstanding issues in the State-Local nexus including: Working with Scott McFarland at State Water Rights. Note The issuance of these licenses will not be a hindrance to the issuance of any Coastal Development Permit. The water rights are still in effect and there are no outstanding petitions. Ongoing discussions on regarding Coastal Commission Staff and the County of San Luis Obispo Staff relating to Cambria Regular Coastal Development Permit for the Sustainable Water Facility. We also discussed the Districts efforts relating to Wet Weather Preparedness, The Closure Plan and the Cease and Desist Order.

Regulatory & Legislative Work:

Attended the ACWA legislative and policy summit held in Anaheim over the course of 3 days. The issues that pertain to Cambria Community Service District are numerous and worthy of a board discussion. The most important items include:

- a. Forest Management: Experts on Panel stressed the urgent need to accelerate the pace and scale of forest management activities. We have discussed this many times at the Board level under the guise of forest management. Discussion centered the development of biomass energy facilities, (a Cambria topic few months ago), future funding for on-the-ground projects and watershed-based partnerships,

- b. Groundwater Replenishment: Discussion centered on artificial recharge (process of spreading or impounding water on the land to increase the infiltration through the soil and percolation to the aquifer or of injecting water by wells directly into the aquifer)—of importance to Cambria moving forward is a key policy question of surface infiltration systems that can be used to recharge unconfined aquifers only.
- c. Federal Permitting and Water Issues: Austin Ewell was appointed by the Trump Administration to the post of Deputy Assistant Secretary for Water and Science at the US Department of Interior Department and Reclamation. Department of Interior does not expect to participate in construction and funding of the Water Fix; however, Reclamation does continue to support a proposal by which the Central Valley Project contractors independently determine whether to participate in the California Water Fix project by contracting directly with DWR or other appropriate agency. This will impact Cambria in that DWR attention to other matters at this point is already strained. Mr. Ewell also noted that storage remains a significant priority. Drought, water conservation with emphasis on smaller community service districts important as Reclamation was appropriated \$67 million in fiscal year 2017 funding for WIIN storage activities and a similar amount proposed for fiscal year 2018. They have conducted a thorough analysis of all potential and ongoing water storage projects and will propose an allocation of the WIIN funds in the coming weeks.

DWR Actions & Impact

PROPOSITION 1 GROUNDWATER GRANT PROGRAM FUNDING GUIDELINES

Attended Los Angeles meeting outlining and detailing comments on the Draft Amended Proposition 1 Groundwater Grant Program (GWGP) Funding Guidelines. Key deadlines for Cambria to monitor are Grant Agreements for Spring 2018 (Round 1); Round 2 - Concept Proposal Available and January 2018 (anticipated) with Round 2 - Concept Proposal closing Spring 2018. In anticipation of the second round of funding (Round 2) to occur in 2018, in Los Angeles staff have proposed amendments to the Guidelines to provide clarification on funding eligibility, general program requirements and expectations, and to make changes to the maximum funding amounts.

Water Conservation/Prohibited Water Uses

To promote water conservation and prevent the waste and unreasonable use of water, the proposed regulation would prohibit several activities and practices—Statewide. Good example of conversation and comments centered on everyday functions including Turf water (mediums) and the proposed regulation including a prohibition against “the serving of drinking water other than upon request in eating or drinking establishments...” and a requirement that “hotels and motels...provide guests with the option of having towels and linens laundered.” Discussion at Cambria Board needed on where to weigh in on these items.

Point of Treatment Regulations

The State Water Board proposes to adopt regulations governing the use of point-of-use (POU) treatment and point-of-entry (POE) treatment by public water systems, in lieu of centralized treatment. The State Water Board evaluated emergency and now regular proposals to ascertain whether the proposed regulations are inconsistent or incompatible with existing California state regulations. Cambria should be aware that these regulations provide a more economically feasible option for PWS, and therefore do not represent an actual cost. The State Water Board recognizes that costs for the treatment and monitoring would likely be passed on to a water system’s customers, which may include individuals and businesses

The 2018 Nonpoint Source Grant Program includes funds from the Clean Water Act section 319(h) (CWA §319) grant and the Timber Regulation and Forest Restoration Fund (TRFRF). The amount that California receives from U.S. EPA each year varies, but in the most recent years has been around \$4,000,000. The State Water Resources Control Board (State Water Board) is authorized by U.S. EPA to administer the CWA §319 grant. State Water Board staff proposes to solicit projects for the 2018 Nonpoint Source Grant Program according to the 2018 Nonpoint

Source Grant Program Guidelines (guidelines). Action taken was to allow the Executive Director, or designee, to award and execute finance agreements for the 2018 Nonpoint Source Grant Program. Important for Cambria given a portion of these funds may be used for grants to implement total maximum daily loads (TMDLs) and watershed-based plans to restore water bodies impaired by NPS pollution.

Improvements to State Revolving Loan Fund

The State Water Resources Control Board (State Water Board) administers California's Clean Water State Revolving Fund (CWSRF) Program (Program). In the last several years, the Program has received a significant number of applications in comparison to previous years. As of September 18, 2017, the Program had 165 applications in-house, totaling \$7.6B in funds requested; over 60 of those applications were complete. On average, the Program finances between 30 and 40 applications per year. Discussion centered on numerous improvements in the program that would benefit Cambria in the following next rounds and on the refinancing front.

Legislative Outreach Advocacy

Given the Legislature is out on break, BPR spent most of its time focusing with Legislative Leadership and staff on the important part of the upcoming bond election (given legislative passage) with a focus on upcoming grant and eligibility requirements. At least 4 meetings centered on this topic. BPR understands the Board is still discussing the amount of disclosure of individuals met with etc. Key elements of the upcoming June vote on the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 are of importance on many funding levels for Cambria.

Cambria Community Services District



Board of Directors Regular Meeting

December 14, 2017

Facilities & Resources Department



The staff has been working on the park to get it ready for the grand opening. Pictures include delineation of the parking lot, cobble stone placement on middle drainage area, delivery and spreading of wood chips and installation of boulders.

We were supposed to get a delivery of cobbles to finish off the middle drainage, but unfortunately the delivery truck broke down and could not deliver them. They should be here next week. This is the final item to be completed.









Wastewater Department



The department emptied and cleaned all three ponds in preparation of the winter rains.



This manhole is one of the manhole we have identified as having problems. The manhole is leaking water even during the dry season. The cost to repair the leak is \$6,000 and we have several just like this one. The leak is coming from the connection 4 feet up from the bottom. This is not something that replacing the lid can fix.



This pressure relief valve will be used on the non-potable water system.



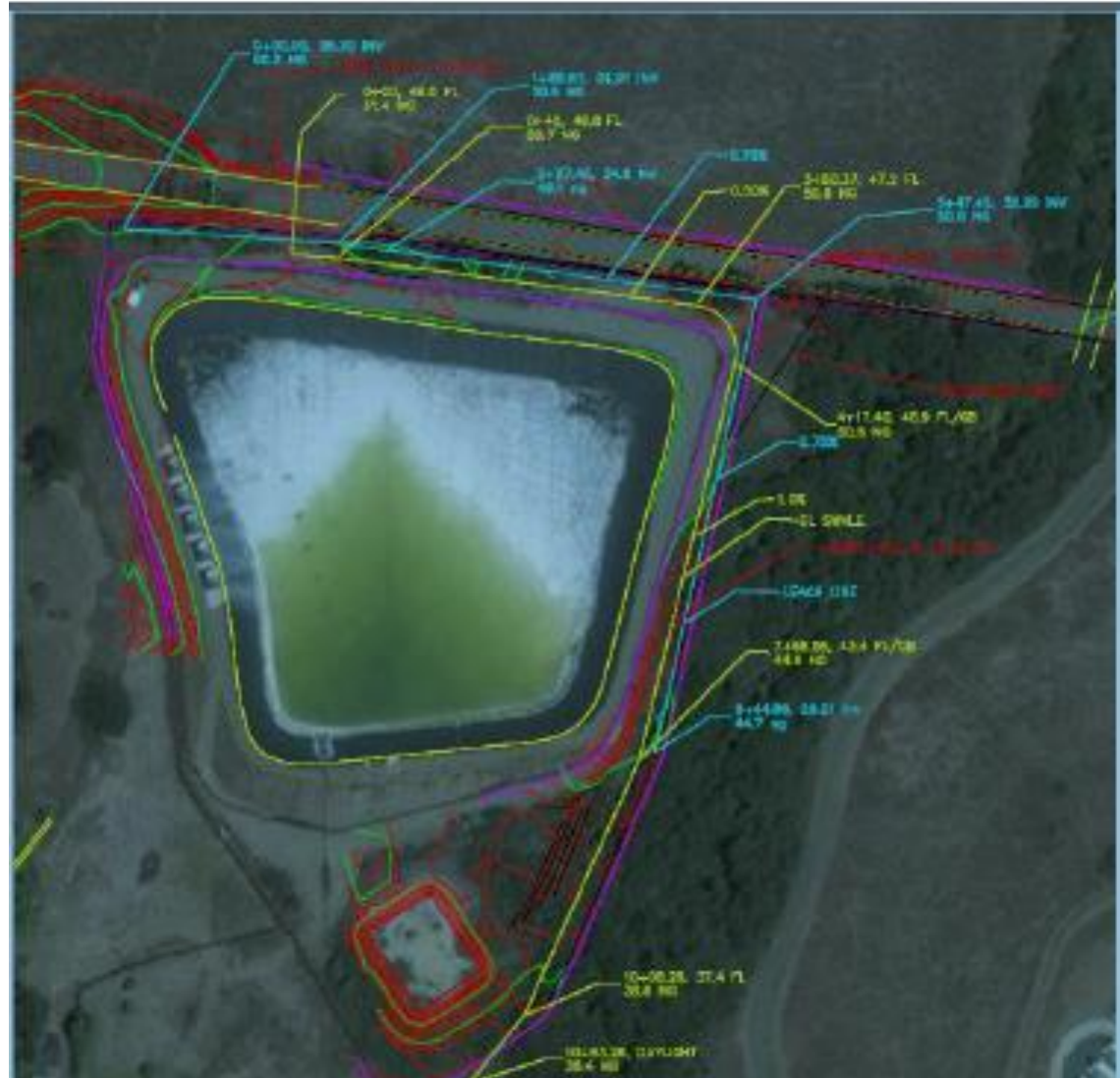
This is a snapshot of the GIS map for the collection system. This program has been one of the most helpful things added to the collection system. The department can step onto a manhole and find out what needs to be done and what has been done over the last year.

Engineering Department



Liner work is complete along the north side of the basin. Liner work is continuing on swale to the east of the impoundment basin.





Yellow line work depicts swale alignment and grade. Blue line work is not in the contract. Swale to have 8 foot wide bottom with 2:1 sloped sides or flatter. Swale shall be lined with North American Green BioNet SC150BN.

Public Records Requests and Responses

There were 2 Public Record Requests received since November 16, 2017 by the following citizens. The listing below is representative of the request and does not necessarily reflect the extensive nature of each request.

11/20/2017: Elizabeth Bettenhausen 1) Please forward to me tomorrow the Utility Billing Summary for Sept.-Oct. 2017. It is my understanding that it becomes available on the 21st. If it is already posted on the CCSD web site under Finance today or tomorrow, there is no need to forward it to me. I do not find it there now.

On November 21, 2017, the CCSD responded to Elizabeth Bettenhausen's 11/20/2017 request with the following:

Enclosed is the September and October 2017 Grand Totals Page. It is also available on the CCSD webpage at this link:

<http://inbrowserediting.adobe.com/edit/cambriacsd.org/page/finance.html>

11/23/2017: Elizabeth Bettenhausen 1) I request a copy of the water Daily Production report for October 2017.

On November 27, 2017, the CCSD responded to Elizabeth Bettenhausen's 11/23/2017 request with the following:

Enclosed is the October 2017 daily production report. It is also available on the CCSD webpage at this link: <http://www.cambriacsd.org/well-level-reports.html>

12/5/2017: Leslie Richards 1) All correspondence between Mladen Bandov, SW Public Works to Jerry Gruber, CCSD General Manager of CCSD; concerning the status of the Prop 84 grant fund for the EWS from September 2017; as it pertains to the pending IRWM audit Division of Finance State Water Resources. 2) All emails to Director Bahringer or Director Wharton that were to support the Nomination of either Dewayne Lee or Tom Gray for the replacement of the seat by Greg Sanders at the Special meeting on December 4, 2017.



1000 Bishops Gate Blvd. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

November 20, 2017

Mr. Jerry Gruber, Manager
Cambria FD
P.O. Box 65
Cambria, California, 93428

RE: Cambria Fpsa, San Luis Obispo County, California (S)
Public Protection Classification: 04/4X
Effective Date: March 01, 2018

Dear Mr. Jerry Gruber,

We wish to thank you and Chief William Hollingsworth for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

Please note that as part of our analysis it was determined that the following fire station(s) did not meet the minimum requirements for recognition: Cambria FS 2 Fire Station is not recognized.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X

- classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."
 - Communities graded with single "9" or "8B" classifications will remain intact.
 - Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Chief Tom McEwan, Central Dispatch Director, Cal Fire San Luis Obispo ECC
Ms. Kerri Rosenblum, Central Dispatch Director, San Luis Obispo Police Department
Mr. Robert Gresens, Water Supervisor, Cambria CSD
Chief William Hollingsworth, Chief, Cambria Fire Department

RECEIVED

NOV 20 2017

CAMBRIA CSD

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF NOVEMBER, 2017**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>	<u>Exp Acct</u>
AARON APPEL	66075	11/7/17	1	375.00	F&R/3 CYPRESS WOOD SLABS & 1 REDWOOD SLAB	01 6170 16
AARON WHARTON	66167	11/14/17	1	9.35	ADM/REIMBURSE FOR DINNER COSTS DURING CLOSED SESSN	01 6115 09
ABALONE COAST ANALYTICAL, INC.	66073	11/7/17	1	95.00	WW/TOTAL SUSPENDED SOLIDS AND METALS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66073	11/7/17	1	75.00	WW/TOTAL SUSPENDED SOLIDS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66073	11/7/17	1	119.00	SWF/QUANTI TRAY HETEROTROPHIC PLATE COUNT CHLORINE	40 6091H 11
ABALONE COAST ANALYTICAL, INC.	66130	11/14/17	1	120.00	WW/TOTAL SUSPENDED SOLIDS AND METALS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66130	11/14/17	1	95.00	WW/TOTAL SUSPENDED SOLIDS & METALS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66179	11/28/17	1	166.25	WW/LAB DIRECTOR HOURS, NOVEMBER (1.75 HRS)	12 6080 12
ABALONE COAST ANALYTICAL, INC.	66179	11/28/17	1	150.00	WW/TOTAL SUSPENDED SOLIDS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66179	11/28/17	1	100.00	WW/TOTAL SUSPENDED SOLIDS	12 6091 12
				920.25		
ACCURATE MAILING SERVICE	66129	11/14/17	1	830.18	WD/POSTAGE EXPENSE SEPTEMBER-OCTOBER BILLING	11 6051 11
ACCURATE MAILING SERVICE	66129	11/14/17	2	830.19	WW/POSTAGE EXPENSE SEPTEMBER-OCTOBER BILLING	12 6051 12
ACCURATE MAILING SERVICE	66129	11/14/17	3	153.78	WD/MAILING SERVICES SEPTEMBER-OCTOBER BILLING	11 6080M 11
ACCURATE MAILING SERVICE	66129	11/14/17	4	153.78	WW/MAILING SERVICES SEPTEMBER-OCTOBER BILLING	12 6080M 12
				1,967.93		
AGP VIDEO	66131	11/14/17	1	585.00	ADM/OCT 3, 2017 SPECIAL MEETING	01 6086 09
AGP VIDEO	66131	11/14/17	2	190.00	ADM/OCT 3, 2017 STREAMING	01 6086 09
AGP VIDEO	66131	11/14/17	3	585.00	ADM/OCT 26, 2017 REGULAR MEETING	01 6086 09
AGP VIDEO	66131	11/14/17	4	156.25	ADM/OCT 26, 2017 OVERTIME	01 6086 09
AGP VIDEO	66131	11/14/17	5	190.00	ADM/OCT 26, 2017 STREAMING	01 6086 09
				1,706.25		
ALPHA ELECTRICAL SERVICE	66074	11/7/17	1	690.00	WW/TEST THE SUN STATE GENERATOR 10/30/17	12 6032L 12
ALPHA ELECTRICAL SERVICE	66181	11/28/17	1	690.00	WW/EMER SVC CALL 11/10/17 EFFLUENT PUMP FAILURE	12 6032D 12
ALPHA ELECTRICAL SERVICE	66181	11/28/17	1	303.75	WW/SVC CALL 11/13/17 REPLACE HOA SWITCH LFT STN B2	12 6032L 12
ALPHA ELECTRICAL SERVICE	66181	11/28/17	1	172.50	WW/SVC CALL 11/13/17 SCREW PRESS ISSUE	12 6032S 12
				1,856.25		
AMERICAN LEGION POST 432	66132	11/14/17	1	999.00	F&R/REFUND FOR VH USAGE FY 17/18 PER 9.28.17 AGRMT	01 4500 02

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ANDREW THOMSON	66094	11/7/17	1	750.00	WW/EMER CALL ALARMS ON INFLUENT STN 10/29 & 11/1	12 6032T 12
ANDREW THOMSON	66224	11/28/17	1	150.00	WD/REMOTE RESTART SR4 ON 11/17/17	11 6031R 11
ANDREW THOMSON	66224	11/28/17	1	675.00	WD/RODEO FISCALINI ALARM 11/13/1 11/21 SSWF W3	11 6031Y 11
ANDREW THOMSON	66224	11/28/17	1	1,487.94	WW/INFLUENT HEADWORKS 11/21/17	12 6032T 12
				3,062.94		
AT&T	66076	11/7/17	1	144.02	WW/ALARM LIFT STN B4 PHONE SVC 10/25/17-11/24/17	12 6060P 12
AT&T	66182	11/28/17	1	296.51	WD/ALARM AT VAN GORDON WELL FIELD NOV 7 - DEC 6 17	11 6060P 11
				440.53		
AT&T/CALNET3	66183	11/28/17	1	33.77	FD/805-927-6242 2284 CENTER ST SVC THRU 11/09/17	01 6060P 01
AT&T/CALNET3	66183	11/28/17	1	81.03	F&R/PHONE LINE 927-6220 SVC THRU 11/09/17	01 6060P 02
AT&T/CALNET3	66183	11/28/17	1	78.12	F&R/VETS HALL ALARM 927-0493 SVC THRU 11/09/17	01 6060P 02
AT&T/CALNET3	66183	11/28/17	1	22.41	ADM/FAX LINE 927-5584 SVC THRU 11/09/17	01 6060P 09
AT&T/CALNET3	66183	11/28/17	1	22.59	WD/TELEMETRY SYSTEM 927-0398 SVC THRU 11/09/17	11 6060P 11
AT&T/CALNET3	66183	11/28/17	1	21.87	WD/LEIMERT PUMP STN 927-1972 SVC THRU 11/09/17	11 6060P 11
AT&T/CALNET3	66183	11/28/17	1	75.65	WD/PHONE AND FAX LINE 927-6226 SVC THRU 11/09/17	11 6060P 11
AT&T/CALNET3	66183	11/28/17	1	20.68	WW/ALARM AT LIFT STN 8 924-1548 SVC THRU 11/09/17	12 6060P 12
AT&T/CALNET3	66183	11/28/17	1	20.61	WW/ALARM AT LIFT STN B3 924-1550 SVC THRU 11/09/17	12 6060P 12
AT&T/CALNET3	66183	11/28/17	1	20.75	WW/ALARM AT LIFT STN B1 SVC THRU 11/09/17	12 6060P 12
AT&T/CALNET3	66183	11/28/17	1	21.17	WW/ALARM AT LIFT STN B2 924-1068 SVC THRU 11/09/17	12 6060P 12
AT&T/CALNET3	66183	11/28/17	1	20.59	WW/ALARM AT LIFT STN B 924-1492 SVC THRU 11/09/17	12 6060P 12
AT&T/CALNET3	66183	11/28/17	1	20.95	WW/ALARM AT LIFT STN A 924-1538 SVC THRU 11/09/17	12 6060P 12
AT&T/CALNET3	66183	11/28/17	1	20.65	WW/ALARM AT LIFT STN A1 924-1078 SVC THRU 11/09/17	12 6060P 12
AT&T/CALNET3	66183	11/28/17	1	21.87	WW/FAX LINE 927-1078 SVC THRU 11/09/17	12 6060P 12
AT&T/CALNET3	66183	11/28/17	1	20.67	WW/ALARM AT LIFT STN 4 927-1518 SVC THRU 11/09/17	12 6060P 12
AT&T/CALNET3	66183	11/28/17	1	20.65	WW/ALARM AT LIFT STN 8 927-1591 SVC THRU 11/09/17	12 6060P 12
				544.03		
BADGER METER INC.	66185	11/28/17	1	30.00	WD/ORION CELLULAR 1XRRT SERV UNIT	11 6054 11
BALANCE PUBLIC RELATIONS	66057	11/1/17	1	2,333.34	SWF/CONSULTING SERVICES: GRANT FUNDING 11/2017	39 1829K 11
BALANCE PUBLIC RELATIONS	66057	11/1/17	2	2,333.33	WD/CONSULTING SERVICES: GRANT FUNDING 11/2017	11 6080M 11

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BALANCE PUBLIC RELATIONS	66057	11/1/17	3	2,333.33	WW/CONSULTING SERVICES: GRANT FUNDING 11/2017	12 6086 12
				7,000.00		
BRENNTAG PACIFIC, INC.	66134	11/14/17	1	180.05	WD/CHEMICALS	11 6031T 11
BRENNTAG PACIFIC, INC.	66186	11/28/17	1	285.02	WD/CHEMICALS	11 6031T 11
				465.07		
BRUCE WAGNER	66175	11/16/17	1	39.49	MQ CUSTOMER REFUND	11 2005
BUHL, JASON	66058	11/1/17	1	45.00	WD/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	11 6060C 11
BURKEY, MICHAEL A	66187	11/28/17	1	365.86	FD/TRENCH RESCUE/RIVER & FLOOD COMMAND M. BURKEY	01 6120E 01
BUSINESSPLANS, INC.	66188	11/28/17	1	308.00	ADM/MONTHLY HRA PLAN NOVEMBER 2017	01 6086 09
CAL SPECIAL DIST ASSOC (CSDA)	66189	11/28/17	1	6,842.00	ADM/2018 MEMBERSHIP DUES	01 6054 09
CAL WATER ENVIRNMT ASSOC (CWEA)	66190	11/28/17	1	180.00	WW/CWEA ASSOCIATION MEMBERSHIP EXPIRES 01/31/2018	12 6054 12
CAMBRIA AUTO SUPPLY LP	66077	11/7/17	1	34.28	FD/1 GAL RTU ANTIFREEZE	01 6041L 01
CAMBRIA AUTO SUPPLY LP	66077	11/7/17	1	14.38	F&R/GREASE FITTING	01 6041L 02
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	60.04	FD/FUEL FILTER	01 6041L 01
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	14.04	FD/BAR CHAIN OIL QT	01 6041L 01
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	35.37	FD/WIPER BLADE - TRICO FORCE - FRONT	01 6041L 01
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	30.82	F&R/ZIP WAX LIQUID ARMORALL MULTI PURP AND PROT	01 6041L 02
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	14.38	F&R/GREASE FITTING	01 6041N 02
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	4.79	F&R/GREASE FITTING	01 6041N 02
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	16.81	WD/JUMBO AMRCAN FLG SHD	11 6041L 11
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	12.86	WW/FAST FIT GLV BLK LG	12 6032T 12
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	90.92	WW/6 12V 4A BAT MAINTNER	12 6032T 12
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	53.20	WW/HIGH-FREQ CHARGER 6 12V 4A BAT MAINTNER	12 6032T 12
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	12.36	WW/SANDPAPER ROLL 220	12 6032T 12
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	176.27	WW/HOSE END HYDRAULIC HOSE LUBE PROTECTANT CLEANER	12 6041V 12
CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	138.66	WW/HOSE END HYDRAULIC HOSE	12 6041V 12

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CAMBRIA AUTO SUPPLY LP	66133	11/14/17	1	13.19	WW/BUSHING 10 PC SCREWDRIVER SET	12 6093 12
CAMBRIA AUTO SUPPLY LP	66184	11/28/17	1	168.59	FD/BULB AND MULTI-BANK CHARGER	01 6041L 01
				890.96		
CAMBRIA HARDWARE CENTER	66084	11/7/17	1	14.67	FD/HARDWARE SUPPLIES	01 6033B 01
CAMBRIA HARDWARE CENTER	66084	11/7/17	1	26.78	ADM/HARDWARE SUPPLIES	01 6033B 09
CAMBRIA HARDWARE CENTER	66084	11/7/17	2	65.94	FD/HARDWARE SUPPLIES	01 6031F 01
CAMBRIA HARDWARE CENTER	66084	11/7/17	3	33.38	FD/HARDWARE SUPPLIES	01 6041L 01
CAMBRIA HARDWARE CENTER	66147	11/14/17	1	2.13	F&R/HARDWARE SUPPLIES	01 6090 02
CAMBRIA HARDWARE CENTER	66147	11/14/17	1	114.71	WD/HARDWARE SUPPLIES	11 6041L 11
CAMBRIA HARDWARE CENTER	66147	11/14/17	1	268.59	WW/HARDWARE SUPPLIES	12 6032L 12
CAMBRIA HARDWARE CENTER	66147	11/14/17	2	42.88	F&R/HARDWARE SUPPLIES	01 6033G 02
CAMBRIA HARDWARE CENTER	66147	11/14/17	2	189.16	WD/HARDWARE SUPPLIES	11 6031D 11
CAMBRIA HARDWARE CENTER	66147	11/14/17	2	200.09	WW/HARDWARE SUPPLIES	40 6031Z 11
CAMBRIA HARDWARE CENTER	66147	11/14/17	3	15.81	F&R/HARDWARE SUPPLIES	01 6090 02
CAMBRIA HARDWARE CENTER	66147	11/14/17	3	38.57	WD/HARDWARE SUPPLIES	11 6093 11
CAMBRIA HARDWARE CENTER	66147	11/14/17	3	92.54	WW/HARDWARE SUPPLIES	12 6032T 12
CAMBRIA HARDWARE CENTER	66147	11/14/17	4	9.63	F&R/HARDWARE SUPPLIES	01 6033V 02
CAMBRIA HARDWARE CENTER	66147	11/14/17	4	91.64	WD/HARDWARE SUPPLIES	11 6031S 11
CAMBRIA HARDWARE CENTER	66147	11/14/17	5	171.80	F&R/HARDWARE SUPPLIES	01 6033B 02
CAMBRIA HARDWARE CENTER	66147	11/14/17	6	17.66	F&R/HARDWARE SUPPLIES	01 6041L 02
CAMBRIA HARDWARE CENTER	66147	11/14/17	7	338.37	F&R/HARDWARE SUPPLIES	01 6033R 02
				1,734.35		
CAMBRIA ROCK	66159	11/14/17	1	552.00	WD/4 YD LOADS SPOILS HAUL OFF + DUMP FEE	11 6031D 11
CAMBRIA ROCK	66159	11/14/17	1	625.20	WD/3 1/2 HRS DUMP TIME + DIRT + 9.69 TONS ASPHALT	11 6031D 11
CAMBRIA ROCK	66214	11/28/17	1	268.13	SWF/10 YDS FILL SAND AT DESAL PLANT	40 6031Z 11
				1,445.33		
CAMBRIA VILLAGE SQUARE	66070	11/1/17	1	3,431.45	ADM/MONTHLY OFFICE LEASE PMT 1316 TAMSEN 11/2017	01 6075 09
CAMBRIA VILLAGE SQUARE	66228	11/28/17	1	592.26	ADM/MONTHLY COMMON AREA MT/INS SEPT/OCT 2017	01 6033G 09
				4,023.71		
CARMEL & NACCASHA LLP	66059	11/1/17	1	11,100.00	ADM/MONTHLY RETAINER 11/2017	01 6080K 09

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CARMEL & NACCASHA LLP	66232	11/29/17	1	12,283.96	ADM/OCTOBER 2017 DISTRICT COUNSEL SERVICES	01 6080K 09
CARMEL & NACCASHA LLP	66232	11/29/17	2	619.16	WD/OCTOBER 2017 DISTRICT COUNSEL SERVICES	11 6080K 11
CARMEL & NACCASHA LLP	66232	11/29/17	3	3,182.19	SWF/OCTOBER 2017 DISTRICT COUNSEL SERVICES	39 6080K 11
CARMEL & NACCASHA LLP	66232	11/29/17	4	361.19	SWF/OCTOBER 2017 DISTRICT COUNSEL SERVICES	12 6080K 12
CARMEL & NACCASHA LLP	66232	11/29/17	5	(11,000.00)	ADM/REVERSE AMOUNT OF RETAINER	01 6080K 09
CARMEL & NACCASHA LLP	66232	11/29/17	6	1,270.00	WD/LANDWATCH - COUNSEL SERVICES OCTOBER 2017	11 6080L 11
CARMEL & NACCASHA LLP	66232	11/29/17	7	160.00	SWF/LANDWATCH - COUNSEL SERVICES OCTOBER 2017	39 6080L 11
				17,976.50		
CAROLYN WINFREY	66071	11/1/17	1	22.50	WD/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	11 6060C 11
CAROLYN WINFREY	66071	11/1/17	2	22.50	WW/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	12 6060C 12
CAROLYN WINFREY	66168	11/14/17	1	19.26	SWF/VENDOR COORDINATION FOR EVAP POND SAMPLING	39 6120E 11
				64.26		
CASTELLANOS, MICHAEL	66191	11/28/17	1	242.66	FD/FRESNO SYMPOSIUM TRAINING M. CASTELLANOS	01 6120E 01
CDM SMITH INC.	66135	11/14/17	1	2,967.60	SWF/TASK #1 PROJECT MANAGEMENT	40 1829H 11
CDM SMITH INC.	66135	11/14/17	1	1,321.35	SWF/TASK #1 PROJECT MANAGEMENT	40 1829H 11
CDM SMITH INC.	66135	11/14/17	2	2,739.32	SWF/TASK #1 PROJECT MANAGEMENT	39 1829H 11
CDM SMITH INC.	66135	11/14/17	2	1,219.70	SWF/TASK #1 PROJECT MANAGEMENT	39 1829H 11
CDM SMITH INC.	66135	11/14/17	3	573.80	SWF/TASK #2 REPORTS	40 1829D 11
CDM SMITH INC.	66135	11/14/17	3	547.31	SWF/TASK #2 REPORTS (CLOSURE PLAN)	40 1829D 11
CDM SMITH INC.	66135	11/14/17	4	529.67	SWF/TASK #2 REPORTS	39 1829D 11
CDM SMITH INC.	66135	11/14/17	4	505.21	SWF/TASK #2 REPORTS (CLOSURE PLAN)	39 1829D 11
CDM SMITH INC.	66135	11/14/17	5	4,582.06	SWF/TASK #3 EIR SUPPORT	40 1829C 11
CDM SMITH INC.	66135	11/14/17	5	5,101.21	SWF/TASK #3 EIR SUPPORT	40 1829C 11
CDM SMITH INC.	66135	11/14/17	6	4,229.60	SWF/TASK #3 EIR SUPPORT	39 1829C 11
CDM SMITH INC.	66135	11/14/17	6	4,708.80	SWF/TASK #3 EIR SUPPORT	39 1829C 11
CDM SMITH INC.	66192	11/28/17	1	1,237.88	SWF/TASK ORDER #1 PROJECT MANAGEMENT SEPT 2017	40 1829H 11
CDM SMITH INC.	66192	11/28/17	2	1,142.65	SWF/TASK ORDER #1 PROJECT MANAGEMENT SEPT 2017	39 1829H 11
CDM SMITH INC.	66192	11/28/17	3	13,083.37	SWF/TASK ORDER #2 REPORTS (CLOSURE PLAN) SEPT 2017	40 1829D 11
CDM SMITH INC.	66192	11/28/17	4	12,076.96	SWF/TASK ORDER #2 REPORTS (CLOSURE PLAN) SEPT 2017	39 1829D 11
CDM SMITH INC.	66192	11/28/17	5	183.29	SWF/TASK ORDER #3 EIR SUPPORT SEPT 2017	40 1829C 11
CDM SMITH INC.	66192	11/28/17	6	169.19	SWF/TASK ORDER #3 EIR SUPPORT SEPT 2017	39 1829C 11

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				56,918.97		
CENTRAL COAST COFFEE ROASTING	66136	11/14/17	1	25.92	ADM/COFFEE SUPPLIES	01 6050 09
CENTRAL COAST COFFEE ROASTING	66193	11/28/17	1	51.84	F&R/COFFEE ORDER	01 6090 02
				77.76		
CHAFFEE ENTERPRISES, INC.	66180	11/28/17	1	2,280.00	ADM/ANNUAL PRE-PMT ANSWERING SVC DEC 2017-DEC 2018	01 6060P 09
CHARTER COMMUNICATIONS	66194	11/28/17	1	87.50	FD/MONTHLY FIBER INTERNET 11/15/17-12/14/17	01 6060I 01
CHARTER COMMUNICATIONS	66194	11/28/17	1	128.99	F&R/PHONE & FAX LINE 927-6220 11/10/17-12/09/17	01 6060I 02
CHARTER COMMUNICATIONS	66194	11/28/17	1	139.88	WW/COAX INTERNET SERVICE 11/18/17-12/17/17	12 6060I 12
CHARTER COMMUNICATIONS	66194	11/28/17	2	87.50	ADM/MONTHLY FIBER INTERNET 11/15/17-12/14/17	01 6060I 09
CHARTER COMMUNICATIONS	66194	11/28/17	3	87.50	WD/MONTHLY FIBER INTERNET 11/15/17-12/14/17	11 6060I 11
CHARTER COMMUNICATIONS	66194	11/28/17	4	87.50	WW/MONTHLY FIBER INTERNET 11/15/17-12/14/17	12 6060I 12
CHARTER COMMUNICATIONS	66194	11/28/17	5	447.53	ADM/MONTHLY FIBER INTERNET 11/15/17-12/14/17	01 6060I 09
				1,066.40		
CIT BANK, N.A.	66195	11/28/17	1	333.42	FD/MONTHLY PHONE CHARGES DECEMBER 2017	01 6060P 01
CIT BANK, N.A.	66195	11/28/17	2	206.40	ADM/MONTHLY PHONE CHARGES DECEMBER 2017	01 6060P 09
CIT BANK, N.A.	66195	11/28/17	3	113.97	WD/MONTHLY PHONE CHARGES DECEMBER 2017	11 6060P 11
CIT BANK, N.A.	66195	11/28/17	4	113.97	WW/MONTHLY PHONE CHARGES DECEMBER 2017	12 6060P 12
CIT BANK, N.A.	66195	11/28/17	5	35.79	ADM/MONTHLY PHONE CHARGES DECEMBER 2017LATE FEE	01 6060P 09
				803.55		
CIVIL DESIGN STUDIO INC.	66078	11/7/17	1	990.00	F&R/PROJ MGMT COORDINATE WITH USRCD WEST RANCH ER	01 6033R 02
CIVIL DESIGN STUDIO INC.	66078	11/7/17	1	1,000.00	F&R/FISCALINI QSP SITE INSPECTION OCTOBER 2017	01 6170 16
				1,990.00		
CLEATH-HARRIS GEOLOGISTS, INC.	66137	11/14/17	1	14,155.96	SWF/EXPLORATION & TESTING ON EVAP POND PROJ OCT 17	39 6080M 11
COASTAL COPY, INC.	66196	11/28/17	1	609.19	ADM/CONTRACT OVERAGE 10/14/17-11/13/17 PERIOD	01 6044 09
CORBIN WILLITS SYSTEMS	66060	11/1/17	1	1,224.12	ADM/MONTHLY SUPPORT AGRMENT - MOM SOFTWARE 11/2	01 6044 09

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CRYSTAL SPRINGS WATER CO.	66138	11/14/17	1	86.63	WW/FUEL SURCHARGE SM PKG CASE 24 CRV	12 6033B 12
CRYSTAL SPRINGS WATER CO.	66138	11/14/17	1	56.29	WW/FUEL SURCHARGE SM PKG CASE 24	12 6033B 12
CRYSTAL SPRINGS WATER CO.	66138	11/14/17	1	5.00	WW/LATE FEE	12 6033B 12
				147.92		
CULLIGAN-KITZMAN WATER	66140	11/14/17	1	83.64	FD/WATER SOFTENER AND RO SERVICE OCTOBER 2017	01 6033B 01
DAVID CRYE, INC	66139	11/14/17	1	214.50	F&R/HAND PICKED ROCKS - B COMMUNITY PARK	01 6170 16
DAVID CRYE, INC	66197	11/28/17	1	224.50	P&R/CLASS II BASE FOR PARKING LOT ON NEW PARK	01 6170 16
				439.00		
DIANA'S CLEANING SERVICES	66079	11/7/17	1	300.00	WW/OCTOBER 2017 OFFICE CLEANING	12 6033B 12
DUANE BEAVER	66169	11/16/17	1	41.11	MQ CUSTOMER REFUND	11 2005
ELLMAN, JAMES	66072	11/1/17	1	4.06	WD/JAMES ELLMAN MQ REFUND - CLOSED ACCT	11 2005
ERNEST PACKAGING SOLUTIONS	66199	11/28/17	1	548.84	FD/STATION SUPPLIES DETERGENT CLEANSER DEGREASER	01 6090 01
ERNEST PACKAGING SOLUTIONS	66199	11/28/17	1	39.67	FD/STATION SUPPLIES FEBREZE AIR AERO HVY STY CRISP	01 6090 01
ERNEST PACKAGING SOLUTIONS	66199	11/28/17	1	238.24	FD/CAN LINER 30X37 10 MIC HD NAT 20-30 GAL 500	01 6090 01
				826.75		
FENCE FACTORY, THE	66080	11/7/17	1	12,042.00	SWF/REPLACE DAMAGED FABRIC BARB WIRE, INSTALL MESH	40 6031Z 11
FERGUSON ENTERPRISES, INC #135	66143	11/14/17	1	585.13	WD/4 GALV T&C A53A S40 PIPE	11 6031D 11
FGL ENVIRONMENTAL	66081	11/7/17	1	95.00	WD/BACTI ANALYSIS AND SUPPORT ANALYSIS 10/10/17	11 6091 11
FGL ENVIRONMENTAL	66081	11/7/17	1	95.00	WD/BACTI ANALYSIS AND SUPPORT ANALYSIS 10/17/17	11 6091 11
FGL ENVIRONMENTAL	66081	11/7/17	1	20.00	WD/BACTI ANALYSIS 10/17/17	11 6091 11
FGL ENVIRONMENTAL	66144	11/14/17	1	95.00	WD/BACTI ANALYSIS AND SUPPORT ANALYSIS 10/24/17	11 6091 11
FGL ENVIRONMENTAL	66200	11/28/17	1	115.00	WD/BACTI AND SUPPORT ANALYSIS 11/07/17	11 6091 11
FGL ENVIRONMENTAL	66200	11/28/17	1	95.00	WD/BACTI AND SUPPORT ANALYSIS 10/31/17	11 6094 11
FGL ENVIRONMENTAL	66200	11/28/17	1	75.00	WD/BACTI ANALYSIS 11/07/17	11 6094 11
				590.00		

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FIRST BANKCARD	66176	11/16/17	1	-	ADM/R GRESENS VISA CHARGES OCTOBER 2017	01 6060I 09
FIRST BANKCARD	66176	11/16/17	1	-	FD/E TORLANO VISA CHARGES OCTOBER 2017	01 6090 01
FIRST BANKCARD	66176	11/16/17	1	-	FD/J GIBSON VISA CHARGES OCTOBER 2017	01 6090 01
FIRST BANKCARD	66176	11/16/17	1	-	F&R/C MENDOZA VISA CHARGES OCTOBER 2017	01 6093 02
FIRST BANKCARD	66176	11/16/17	1	-	ADM/A RICE VISA CHARGES OCTOBER 2017	01 6115 09
FIRST BANKCARD	66176	11/16/17	1	-	ADM/M MADRID VISA CHARGES OCTOBER 2017	01 6115 09
FIRST BANKCARD	66176	11/16/17	1	-	FD/W HOLLINGSWORTH VISA CHARGES OCTOBER 2017	01 6120E 01
FIRST BANKCARD	66176	11/16/17	2	14.99	ADM/ADOBE ACROPRO SUBSCRIPTION MONTHLY GRESENS	01 6060I 09
FIRST BANKCARD	66176	11/16/17	2	12.99	FD/FRENCH ROAST COFFEE FOR FIRE HOUSE	01 6090 01
FIRST BANKCARD	66176	11/16/17	2	82.96	FD/COFFEE FOR FIRE HOUSE	01 6090 01
FIRST BANKCARD	66176	11/16/17	2	1,399.00	F&R/DRUM SANDER	01 6093 02
FIRST BANKCARD	66176	11/16/17	2	24.41	ADM/MEETING WITH DIRECTOR WHARTON	01 6115 09
FIRST BANKCARD	66176	11/16/17	2	54.26	ADM/MONIQUE AND HALEY AGENDA REVIEW	01 6115 09
FIRST BANKCARD	66176	11/16/17	2	32.80	FD/FUEL FOR FIRE VEHICLE - DRIVE TO TRAINING	01 6120E 01
FIRST BANKCARD	66176	11/16/17	3	6.80	ADM/CERTIFIED MAIL RETURN RECEIPT	01 6051 09
FIRST BANKCARD	66176	11/16/17	3	14.99	ADM/ADOBE ACROPRO SUBSCRIPTION MONTHLY WINFREY	01 6060I 09
FIRST BANKCARD	66176	11/16/17	3	148.98	F&R/SUPERMAX ABRASIVE	01 6093 02
FIRST BANKCARD	66176	11/16/17	3	74.78	FD/FUEL FOR FIRE VEHICLE - DRIVE TO TRAINING	01 6120E 01
FIRST BANKCARD	66176	11/16/17	3	1,444.41	FD/CHILDREN PROMOTIONAL ITEMS FOR FIRE HOUSE	01 6220A 01
FIRST BANKCARD	66176	11/16/17	3	535.51	FD/BAUER COMPRESSOR FIT TESTER ADAPTER	01 6220B 01
FIRST BANKCARD	66176	11/16/17	4	18.00	FD/FULLCRUM APP MONTHLY INSTALLMENT	01 6045 01
FIRST BANKCARD	66176	11/16/17	4	7.50	FD/PLUMBING SUPPLIES	01 6090 01
FIRST BANKCARD	66176	11/16/17	4	246.58	F&R/TABLESAW CROSSCUT SLED AND ACCESSORIES	01 6090 02
FIRST BANKCARD	66176	11/16/17	4	30.00	ADM/CLOSED SESSION CHIPS AND COOKIES	01 6115 09
FIRST BANKCARD	66176	11/16/17	4	42.30	WD/AWWA C654-13 STANDARDS FOR WELL DISINFECTION	11 6120E 11
FIRST BANKCARD	66176	11/16/17	5	53.86	FD/LOGITECH WAVE WIRELESS KEYBOARD	01 6045 01
FIRST BANKCARD	66176	11/16/17	5	11.85	FD/GENERATOR OIL CAP	01 6090 01
FIRST BANKCARD	66176	11/16/17	5	150.13	F&R/DUST RIGHT TOOL PORTS, BAR CLAMP, GLUE BRUSH	01 6090 02
FIRST BANKCARD	66176	11/16/17	5	6.58	ADM/CLOSED SESSION CHIPS AND COOKIES	01 6115 09
FIRST BANKCARD	66176	11/16/17	5	135.00	WD/AWWA WATER USE EFFICIENCY CERTIFICATION APPL	11 6120E 11
FIRST BANKCARD	66176	11/16/17	6	125.11	ADM/CLOSED SESSION LUNCH	01 6115 09
FIRST BANKCARD	66176	11/16/17	6	196.00	FD/TUITION FOR COURSE AT FRESNO FIRE SYMPOSIUM	01 6120E 01
FIRST BANKCARD	66176	11/16/17	6	250.00	P&R/AUGER RENTAL	01 6170 16

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FIRST BANKCARD	66176	11/16/17	7	205.95	F&R/KREG BANDSAW FENCE, BLADES	01 6090 02
FIRST BANKCARD	66176	11/16/17	7	57.00	ADM/SPECIAL MEETING COOKIES	01 6115 09
FIRST BANKCARD	66176	11/16/17	7	196.00	FD/TUITION FOR COURSE AT FRESNO FIRE SYMPOSIUM	01 6120E 01
FIRST BANKCARD	66176	11/16/17	8	86.86	ADM/GENERAL MANAGER INK CARTRIDGE	01 6050 09
FIRST BANKCARD	66176	11/16/17	8	316.98	ADM/TIMER FOR BOARD MEETINGS	01 6115 09
FIRST BANKCARD	66176	11/16/17	9	60.60	ADM/COMMUNITY MEETING	01 6115 02
FIRST BANKCARD	66176	11/16/17	9	285.00	ADM/CWEA WASTE WATER OP III ADVERTISEMENT	12 6125 12
FIRST BANKCARD	66176	11/16/17	10	26.52	ADM/REVIEW PAPERWORK TO FILL BOD VACANCY	01 6115 09
FIRST BANKCARD	66176	11/16/17	10	783.36	P&R/COMMUNITY TREES	01 6170 16
FIRST BANKCARD	66176	11/16/17	11	49.38	ADM/FUEL FOR DISTRICT VEHICLE	01 6041L 09
FIRST BANKCARD	66176	11/16/17	11	(316.98)	ADM/CREDIT - RETURN OF TIMER	01 6115 09
FIRST BANKCARD	66176	11/16/17	12	45.03	ADM/BREAKFAST MEETING DISCUSS CCSD MATTERS	01 6115 09
FIRST BANKCARD	66176	11/16/17	13	14.99	ADM/ADOBE ACROPRO SUBSCRIPTION SALVI	01 6060I 09
FIRST BANKCARD	66176	11/16/17	14	250.00	ADM/BOXWOOD WASTE WATER OP III ADVERTISEMENT	12 6125 12
				7,180.48		
FORD MOTOR CREDIT COMPANY LLC	66145	11/14/17	1	637.09	F&R/2016 FORD F-250 WITH UTILITY BODY	01 2516 02
GARDENSOFT	66201	11/28/17	1	210.72	WD/ANNUAL LICENSE 12/10/17-12/10/18	11 6080M 10
GERBER'S AUTO SERVICE	66083	11/7/17	1	405.49	WW/FORD F150 REPLACE THERMOSTAT & COOLANT SCAN	12 6041L 12
GERBER'S AUTO SERVICE	66203	11/28/17	1	53.08	WW/FORD F250 OIL AND FILTER CHANGE	12 6041L 12
GERBER'S AUTO SERVICE	66203	11/28/17	1	47.05	WW/FORD F150 OIL AND FILTER CHANGE	12 6041L 12
GERBER'S AUTO SERVICE	66203	11/28/17	1	51.12	WW/FORD F150 2005 OIL AND FILTER CHANGE	12 6041L 12
				556.74		
GOLD COAST ENVIRONMENTAL	66146	11/14/17	1	1,875.00	WD/CALIBRATION OF TURBIDIMETER AT SAN SIMEON	11 6031W 11
GOLD COAST ENVIRONMENTAL	66146	11/14/17	1	825.00	WW/CALIBRATION OF HACH TSS PROBE & HACH SC200 W/pH	12 6092 12
GOLD COAST ENVIRONMENTAL	66146	11/14/17	2	750.00	WD/CALIBRATION OF TURBIDIMETER AT SR4	11 6031R 11
GOLD COAST ENVIRONMENTAL	66146	11/14/17	3	1,125.00	WD/CALIBRATION OF TURBIDIMETER AT SR3	11 6031Q 11
GOLD COAST ENVIRONMENTAL	66146	11/14/17	4	116.00	WD/STABICAL TURBIDITY FLUID 500ML	11 6031W 11
GOLD COAST ENVIRONMENTAL	66146	11/14/17	5	640.00	WD/STABICAL TURBIDITY FLUID 1000ML	11 6031Q 11
GOLD COAST ENVIRONMENTAL	66146	11/14/17	6	54.81	WD/TAX	11 6031R 11
				5,385.81		

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GREG ZIOL / M.J. ST JOHN	66178	11/22/17	1	1,900.65	MQ CUSTOMER REFUND FOR STJ0001	11 2005
GRESENS, ROBERT C.	66062	11/1/17	1	100.00	WD/MONTHLY CELL PHONE REIMBURSMENT 11/2017	11 6060C 11
GRUBER, JEROME	66063	11/1/17	1	100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	01 6060C 09
HALEY DODSON	66061	11/1/17	1	45.00	ADM/MONTHLY CELL PHONE REIMBURSMENT 11/2017	01 6060C 09
HALEY DODSON	66198	11/28/17	1	3.42	ADM/ALBERTSONS, MORRO BAY PICK UP CLOSED SESS FOOD	01 6115 09
				48.42		
HD SUPPLY FACILITIES MAINTENAN	66164	11/14/17	1	367.87	WW/5767-010-90 AMT IMPELLER KIT	12 6032T 12
HD SUPPLY FACILITIES MAINTENAN	66164	11/14/17	1	199.99	WW/FRIO-TEMP LAB THERMOMETER	12 6092 12
HD SUPPLY FACILITIES MAINTENAN	66225	11/28/17	1	1,778.73	WW/ELBOW HOUSINGS BALL VALVE FILTER HOUSING	12 6032S 12
				2,346.59		
HERNANDEZ, RUDY	66234	11/30/17	1	100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	01 6060C 09
HOLLINGSWORTH, WILLIAM	66064	11/1/17	1	100.00	FD/MONTHLY CELL PHONE REIMBURSMENT 11/2017	01 6060C 01
HOLT, TRAVIS	66204	11/28/17	1	403.98	WD/T3 TESTING T. HOLT	11 6120E 11
HOME DEPOT CREDIT SERVICE	66148	11/14/17	1	136.51	F&R/TIDE LIQ LAUNDRY PINE PLYWOOD LABOR FEES	01 6033B 02
HUNT, AARON	66205	11/28/17	1	165.00	FD/FRESNO SYMPOSIUM TRAINING A. HUNT 11/12-18/2017	01 6120E 01
IAN VAN WEERDEN POELMAN	66226	11/28/17	1	112.12	FD/FRESNO TRAINING SYMPOSIUM I.VAN WEERDEN POELMA	01 6120E 01
INNOVATIVE CONCEPTS	66065	11/1/17	1	25.00	ADM/CIS HOSTING 11/2017	01 6044 09
INNOVATIVE CONCEPTS	66065	11/1/17	2	25.00	FD/FIRE WEBSITE HOSTING 11/2017	01 6044 01
INNOVATIVE CONCEPTS	66206	11/28/17	1	67.50	ADM/IN HOUSE LABOR #36724	01 6050 09
				117.50		
J B DEWAR	66149	11/14/17	1	1,624.36	FD/170 GAL GASOLINE & 310 GAL DIESEL DEL 11/01/17	01 6096 01

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J B DEWAR	66149	11/14/17	1	268.17	FD/REPLACED FAULTY DIESEL NOZZLE 10/17/17	01 6096 01
J B DEWAR	66149	11/14/17	1	847.01	F&R/276 GALLONS GASOLINE DELIVERED 11/01/17	01 6096 02
J B DEWAR	66149	11/14/17	1	1,665.06	F&R/236.7 GALLONS GAS & 251.3 DIESEL DEL:11/08/17	01 6096 02
J B DEWAR	66207	11/28/17	1	472.36	FD/130 GALLONS DIESEL DELIVERED 11/08/17	01 6096 01
				4,876.96		
JOHN ALLCHIN	66056	11/1/17	1	45.00	WW/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	12 6060C 12
JOHN DEERE FINANCIAL	66066	11/1/17	1	522.49	F&R/MONTHLY PMT COMPACT UTILITY TRACTOR 11/2017	01 2513 02
KEVIN SMITH	66174	11/16/17	1	195.05	MQ CUSTOMER REFUND	11 2005
L.N. CURTIS & SONS	66209	11/28/17	1	53.57	FD/YELLOW CASCADE WHITEWATER HELMET	01 6220S 01
LIBERTY COMPOSTING, INC.	66150	11/14/17	1	5,762.46	WW/TIPPING FEES BIOSOLIDS OCT 2017 + TRAILER FEE	12 6032S 12
LIFE-ASSIST, INC.	66151	11/14/17	1	65.70	FD/ADCUFF CUFF & BLADDER 1 TUBE, ADULT IV EXT SET	01 6089 01
LIFE-ASSIST, INC.	66208	11/28/17	1	11.30	FD/EPINEPHRINE LIFESHIELD SYRINGE	01 6089 01
LIFE-ASSIST, INC.	66208	11/28/17	1	383.89	FD/ALCOHOL PREP PADS ELECTRODES PUPIL GAUGES	01 6089 01
				460.89		
MADRID, MONIQUE	66067	11/1/17	1	100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	01 6060C 09
MARCY MALLETTE	66170	11/16/17	1	27.86	MQ CUSTOMER REFUND	11 2005
MCMASTER-CARR SUPPLY CO	66152	11/14/17	1	172.39	WW/LOW PROFILE BAND CLAMPS	12 6032T 12
MED-STOPS MEDICAL CLINIC, INC	66210	11/28/17	1	950.00	FD/EMPLOYEE EMQS	01 6125 01
MED-STOPS MEDICAL CLINIC, INC	66210	11/28/17	1	150.00	WW/DMV PHYSICAL	12 6125 12
				1,100.00		
MENDOZA, CARLOS	66068	11/1/17	1	22.50	ADM/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	01 6060C 09
MENDOZA, CARLOS	66068	11/1/17	2	22.50	F&R/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	01 6060C 02
				45.00		

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MICHAEL EVANS	66142	11/14/17	1	6,706.25	F&R/FINAL PYMNT FOR LOT DELINEATION COMMUNITY PARK 01	6170 16
MINER'S ACE HARDWARE	66085	11/7/17	1	173.96	F&R/4X8 RWD STD PRIV	01 6033R 02
MISSION LINEN SUPPLY	66153	11/14/17	1	63.67	WD/TOWELS AND RUGS	11 6094 11
MISSION LINEN SUPPLY	66153	11/14/17	1	12.95	WW/TOWELS AND RUGS	12 6033B 12
MISSION LINEN SUPPLY	66153	11/14/17	1	12.95	WW/TOWELS AND RUGS	12 6033B 12
MISSION LINEN SUPPLY	66211	11/28/17	1	62.35	WD/TOWELS AND RUGS	11 6041L 11
MISSION LINEN SUPPLY	66211	11/28/17	1	1,291.87	WD/SHIRTS	11 6094 11
MISSION LINEN SUPPLY	66211	11/28/17	1	62.35	WD/TOWELS AND RUGS	11 6094 11
MISSION LINEN SUPPLY	66211	11/28/17	1	12.95	WW/TOWELS AND RUGS	12 6033B 12
				1,519.09		
MORRO BAY RV & MARINE	66086	11/7/17	1	40.00	FD/2 STROKE SYNTHETIC ENGINE OIL SPARK PLUG SEPERT	01 6220S 01
MUNICIPAL CODE CORP	66087	11/7/17	1	162.69	ADM/BINDER FOR A. WHARTON	01 6054 09
MUNICIPAL CODE CORP	66087	11/7/17	2	162.69	ADM/BINDER FOR VACANCY	01 6054 09
MUNICIPAL CODE CORP	66087	11/7/17	3	41.99	ADM/FREIGHT AND TAX	01 6054 09
				367.37		
NOBLE SAW, INC.	66154	11/14/17	1	257.68	WD/V-BELT PULLEY-IDLER OIL AIR FILTER LABOR RECYC	11 6080M 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	1	23.34	WD/ELEC SVC 9110 CHARING LANE OCTOBER 2017	11 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	1	1,276.04	WD/ELEC SVC 2820 SANTA ROSA CRK RD PUMP OCT 2017	11 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	1	1,498.39	SWF/ELEC SVC 990 SAN SIMEON CRK TRMT PLANT OCT2017	39 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	1	196.02	SWF/ELEC SVC SAN SIMEON CRK RD EVAP POND OCT 2017	39 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	2	2,140.86	WD/ELEC SVC 1320 SAN SIMEON CRK ROAD OCT 2017	11 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	3	305.08	WD/ELEC SVC 1330 SAN SIMEON CRK ROAD OCT 2017	11 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	4	2,142.36	WD/ELEC SVC 1340 SAN SIMEON CRK ROAD OCT 2017	11 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	5	567.99	WD/ELEC SVC 6425 CAMBRIA PINES ROAD OCT 2017	11 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	6	29.06	WD/ELEC SVC 988 MANOR WAY OCT 2017	11 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	7	2,848.83	WD/ELEC SVC 2031 RODEO GROUND RD OCT 2017	11 6060E 11
PACIFIC GAS & ELECTRIC	66088	11/7/17	8	142.93	WD/ELEC SVC 2499 VILLAGE LANE OCT 2017	11 6060E 11

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PACIFIC GAS & ELECTRIC	66088	11/7/17	9	609.92	WD/ELEC SVC 1975 STUART ST TANK OCT 2017	11 6060E 11
PACIFIC GAS & ELECTRIC	66156	11/14/17	1	36.03	F&R/ELEC SVC WEST VILLAGE RESTROOM OCTOBER 2017	01 6060E 02
PACIFIC GAS & ELECTRIC	66156	11/14/17	1	259.48	WW/ELEC SVC LIFT STATION A OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	2	30.72	F&R/ELEC SVC EAST VILLAGE RESTROOM OCTOBER 2017	01 6060E 02
PACIFIC GAS & ELECTRIC	66156	11/14/17	2	182.33	WW/ELEC SVC LIFT STATION 9 OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	3	1,213.91	F&R/ELEC SVC STREET LIGHTING OCTOBER 2017	01 6060E 02
PACIFIC GAS & ELECTRIC	66156	11/14/17	3	82.51	WW/ELEC SVC LIFT STATION B2 OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	4	505.77	F&R/ELEC SVC VETERANS HALL OCTOBER 2017	01 6060E 02
PACIFIC GAS & ELECTRIC	66156	11/14/17	4	197.33	WW/ELEC SVC LIFT STATION A1 OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	5	606.15	FD/ELEC SVC 2850 BURTON DR OCTOBER 2017	01 6060E 01
PACIFIC GAS & ELECTRIC	66156	11/14/17	5	423.25	WW/ELEC SVC LIFT STATION B OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	6	478.44	ADM/ELEC SVC 1316 TAMSON DR OCTOBER 2017	01 6060E 09
PACIFIC GAS & ELECTRIC	66156	11/14/17	6	145.99	WW/ELEC SVC LIFT STATION B3 OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	7	116.65	ADM/ELEC SVC RADIO SHACK OCTOBER 2017	01 6060E 09
PACIFIC GAS & ELECTRIC	66156	11/14/17	7	295.72	WW/ELEC SVC LIFT STATION B4 OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	8	20.54	SWF/ELEC SVC LIFT STATION WELL PUMP 9P7 OCT 2017	39 6060E 11
PACIFIC GAS & ELECTRIC	66156	11/14/17	9	20.78	WW/ELEC SVC LIFT STATION 8 OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	10	16,431.74	WW/ELEC SVC TREATMENT PLANT OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	11	16.44	WW/ELEC SVC LIFT STATION 4 OCTOBER 2017	12 6060E 12
PACIFIC GAS & ELECTRIC	66156	11/14/17	12	147.07	WW/ELEC SVC LIFT STATION B1 OCTOBER 2017	12 6060E 12
				32,991.67		
PASO PRINTERS	66155	11/14/17	1	90.00	WD/RTRIC INSP FORMS	11 6080M 11
PASO PRINTERS	66155	11/14/17	2	205.00	ADM/PURCHASE ORDER FORMS - TRIPLICATE	01 6053 09
PASO PRINTERS	66155	11/14/17	3	11.43	WD/SALES TAX SPLIT	11 6080M 11
PASO PRINTERS	66155	11/14/17	4	11.43	ADM/SALES TAX SPLIT	01 6053 09
				317.86		
PAT ROBINETT	66173	11/16/17	1	17.74	MQ CUSTOMER REFUND	11 2005
PATRICK OREILLY	66069	11/1/17	1	100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 11/2017	01 6060C 09
PATRICK OREILLY	66233	11/29/17	1	143.09	ADM/REIMBURSE CALPERS CONTRIBUTIONS OVERPAID	01 5109 09
				243.09		

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PLACER TITLE COMPANY	66089	11/7/17	1	679.00	WD/VLM FEES PREPAID FOR TUNE APN# 022.231.005	11 6080V 10
PLACER TITLE COMPANY	66157	11/14/17	1	679.00	WD/VLM FEES PREPAID FOR BOWLES APN# 024.252.036	11 6080V 10
PLACER TITLE COMPANY	66212	11/28/17	1	679.00	WD/VLM FEES PREPAID FOR BERRY 024.371.034/020/006	11 6080V 10
				2,037.00		
QUILL CORP	66090	11/7/17	1	123.73	ADM/WATER PAPER FILE FOLDERS LLD LINER 24X32 250CT	01 6050 09
QUILL CORP	66090	11/7/17	1	15.69	ADM/POST ITS	01 6050 09
QUILL CORP	66158	11/14/17	1	46.08	ADM/3X3 POP UP NOTES 2018 CALENDAR FOR STEPHANIE	01 6050 09
QUILL CORP	66158	11/14/17	1	63.37	WW/BIC SOFT FEEL RT BP 36 CT AST PERFECT PAK 12OZ	12 6032T 12
QUILL CORP	66213	11/28/17	1	44.48	ADM/COFFEE MATE AND WATER	01 6050 09
QUILL CORP	66213	11/28/17	1	13.40	ADM/16 PK AAA ALKALINE BATTERIES	01 6050 09
QUILL CORP	66213	11/28/17	1	286.47	ADM/BATTERIES INK PENS TONER BLACK AND YELLOW	01 6050 09
QUILL CORP	66213	11/28/17	1	9.11	ADM/CARABINEERS CLIPS FOR CHRIS	01 6050 09
QUILL CORP	66213	11/28/17	1	100.74	ADM/PAPER DISINFECTANT WIPES	01 6050 09
QUILL CORP	66213	11/28/17	1	156.85	ADM/PAPER WATER	01 6050 09
				859.92		
RETIREE00	66098	11/8/17	1	423.16	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	11 5121 11
RETIREE01	66099	11/8/17	1	423.16	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	12 5121 12
RETIREE02	66100	11/8/17	1	533.68	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 02
RETIREE04	66101	11/8/17	1	147.58	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09
RETIREE05	66102	11/8/17	1	423.16	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	12 5121 12
RETIREE06	66103	11/8/17	1	147.58	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	11 5121 11
RETIREE07	66104	11/8/17	1	147.58	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	11 5121 11
RETIREE08	66105	11/8/17	1	423.16	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	11 5121 11
RETIREE09	66106	11/8/17	1	147.58	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09
RETIREE10	66107	11/8/17	1	147.58	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09
RETIREE11	66108	11/8/17	1	147.58	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09
RETIREE12	66109	11/8/17	1	1,195.37	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	12 5121 12
RETIREE13	66110	11/8/17	1	147.58	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 01
RETIREE14	66111	11/8/17	1	147.58	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 02
RETIREE15	66112	11/8/17	1	147.58	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 01
RETIREE16	66113	11/8/17	1	423.16	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	11 5121 11
RETIREE17	66114	11/8/17	1	423.16	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09

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RETIREE19	66115	11/8/17	1	1,195.37	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 01
RETIREE20	66116	11/8/17	1	147.58	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	12 5121 12
RETIREE21	66117	11/8/17	1	147.58	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	12 5121 12
RETIREE22	66118	11/8/17	1	423.16	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	12 5121 12
RETIREE23	66119	11/8/17	1	423.16	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09
RETIREE24	66120	11/8/17	1	147.58	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 02
RETIREE26	66121	11/8/17	1	817.74	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09
RETIREE26	66121	11/8/17	2	(136.84)	ADM/MONTHLY INS PREM OVERPAYMENT REIMBURSEMENT	01 5121 09
RETIREE27	66122	11/8/17	1	1,195.37	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 01
RETIREE28	66123	11/8/17	1	423.16	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 02
RETIREE30	66124	11/8/17	1	533.68	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	11 5121 11
RETIREE31	66125	11/8/17	1	533.68	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09
RETIREE32	66126	11/8/17	1	1,195.37	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09
RETIREE33	66127	11/8/17	1	533.68	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 09
RETIREE34	66128	11/8/17	1	1,195.37	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR DEC '17	01 5121 01
				<u>14,371.87</u>		
SETH SUTHERLAND	66162	11/14/17	1	3,690.00	WW/AUG & SEPT MANHOLE INSPECTIONS MEETINGS & DATA	12 6080M 12
SETH SUTHERLAND	66221	11/28/17	1	1,350.00	WD/LARGE FORMAT MAP PRODUCTION PRINT AND HANDLIN	11 6080G 11
				<u>5,040.00</u>		
SHANK, BENJAMIN	66216	11/28/17	1	224.47	FD/FRESNO SYMPOSIUM TRAINING B.SHANK 11/15-17/2017	01 6120E 01
SHERYL MYERS	66172	11/16/17	1	125.50	MQ CUSTOMER REFUND	11 2005
SLO COUNTY	66218	11/28/17	1	359.00	F&R/HAZMAT DISCLOSURE RENEWAL 1/1/18-12/31/18	01 6033B 02
SLO COUNTY	66218	11/28/17	1	359.00	FD/HAZMAT DISCLOSURE FEES 1/1/18-12/31/18	01 6055 01
SLO COUNTY	66218	11/28/17	1	359.00	WD/HAZMAT DISCLOSURE HAZARDOUS MATERIALS SR4	11 6055 11
SLO COUNTY	66218	11/28/17	1	359.00	WD/HAZMAT DISCLOSURE MATERIALS 12/01/17	11 6055 11
SLO COUNTY	66218	11/28/17	1	386.50	WW/HAZMAT DISCLOSURE MATERIALS FOR WWTP	12 6055 12
SLO COUNTY	66218	11/28/17	1	359.00	SWF/HAZMAT DISCLOSURE ANNUAL DUES 1/1/18-12/31/18	39 6055 11
				<u>2,181.50</u>		
SLO COUNTY PLANNING DEPT.	66217	11/28/17	1	2,420.00	WD/DEPOSIT ON ACCT FOR VLM FEES "OCCSDEPOSIT"	11 1309 10

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SLO COUNTY TAX COLLECTOR	66092	11/7/17	1	34.53	ADM/PROP TAX FY 17/18 ADJ FOR APN# 013.051.016 #1	01 6055 09
SLO COUNTY TAX COLLECTOR	66092	11/7/17	2	34.53	ADM/PROP TAX FY 17/18 ADJ FOR APN# 013.051.016 #2	01 6055 09
				69.06		
SOUTH COAST EMERGENCY VEHICLE	66160	11/14/17	1	2,599.42	FD/REPLACED OLD GOVERNOR AND RAN NEW POWER FOR C/01	6041L 01
STATE OF CALIFORNIA	66219	11/28/17	1	64.00	ADM/FINGERPRINTS APPS	01 6125 09
STATE OF CALIFORNIA	66219	11/28/17	2	34.00	ADM/FINGERPRINTS FBI	01 6125 09
				98.00		
STATE WATER RES CNTRL BD	66177	11/20/17	1	442.00	SWF/APPL SURFACE WTR IMPOUND/WET WEATHER PREPARE	39 6055 11
STATE WATER RES.CTRL.BRD.	66093	11/7/17	1	230.00	WW/D BLACKBURN GRADE II RENEWAL FEES	12 6055 12
STATE WATER RESOURCE CONTROL B	66220	11/28/17	1	1,576.00	P&R/STORM WATER CONST. PERMIT - FISCALINI PARK PRJ	01 6170 16
STATE WATER RESOURCE CONTROL B	66220	11/28/17	1	1,400.00	WW/ANNUAL PERMIT FEE 07/01/17-06/30/18	12 6055 12
				3,648.00		
STEPHANIE SALVI	66091	11/7/17	1	181.61	ADM/NOV 3RD COLLECTION LAW 2018 PRYOR SEM - FRESNO	01 6120E 09
STEPHANIE SALVI	66215	11/28/17	1	28.62	ADM/PLASTIC BINS FOR BILLING	01 6120E 09
				210.23		
STEVE SCHMIDT TOPSOIL, INC	66161	11/14/17	1	3,196.05	F&R/20 CU YARDS 3-8" COBBLE	01 6170 16
STEVEN A MCGRATH	66171	11/16/17	1	85.40	MQ CUSTOMER REFUND	11 2005
TEKTEGRITY INC	66222	11/28/17	1	2,198.00	ADM/MONTHLY BILLING FOR DECEMBER 2017	01 6044 09
TEKTEGRITY INC	66222	11/28/17	1	2,819.70	ADM/DEPOSIT FOR ADMIN COMPUTERS	01 6045 09
TEKTEGRITY INC	66222	11/28/17	1	6,295.56	ADM/HARDWARE DEPOSIT	01 6170 09
TEKTEGRITY INC	66222	11/28/17	1	589.99	WD/WW/MICROSOFT PROJECT 2016	11 6045 11
TEKTEGRITY INC	66222	11/28/17	2	4,676.10	ADM/SOFTWARE DEPOSIT	01 6170 09
TEKTEGRITY INC	66222	11/28/17	2	130.00	WW/BOB GRESENS LAPTOP	12 6045 12
				16,709.35		
TERRAIN GROUP	66223	11/28/17	1	4,999.00	SWF/SURVEY SERVICES & DRAINAGE @ IMPOUNDMENT BASIN	39 1829E 11

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THE DOCUTEAM	66097	11/8/17	1	381.99	ADM/STORAGE THRU 9/30/17	01 6080M 09
THE DOCUTEAM	66097	11/8/17	2	76.50	ADM/DELIVERY PICK UP AND SHELVING OF CARTONS	01 6080M 09
THE DOCUTEAM	66141	11/14/17	1	395.20	ADM/OCTOBER STORAGE 2017	01 6080M 09
THE DOCUTEAM	66141	11/14/17	2	127.75	ADM/OCTOBER SERVICES 2017	01 6080M 09
				981.44		
THE GAS COMPANY	66082	11/7/17	1	100.88	FD/GAS SVC 2850 BURTON DRIVE OCTOBER 2017	01 6060G 01
THE GAS COMPANY	66202	11/28/17	1	103.12	F&R/GAS SVC VETS HALL NOVEMBER 2017	01 6060G 02
THE GAS COMPANY	66202	11/28/17	1	8.99	ADM/GAS SVC 1316 TAMSON STE 201 NOVEMBER 2017	01 6060G 09
				212.99		
THE TRIBUNE	66163	11/14/17	1	176.34	WD/ORDINANCE 03-2017 SUMMARY	11 6011I 11
THE TRIBUNE	66163	11/14/17	2	150.00	WW/WASTEWATER OPERATOR AD	12 6125 12
				326.34		
UNITED RENTALS (NA) INC.	66095	11/7/17	1	257.40	WW/DELIVERY OF HAULER TO ETON LIFT STATION	12 6070 12
VERIZON WIRELESS	66227	11/28/17	1	34.78	FD/MONTHLY CELL PHONE SERVICE OCT 2017 WATER TNRD	01 6060C 01
VERIZON WIRELESS	66227	11/28/17	1	36.64	F&R/MONTHLY ON CALL CELL PHONE SERVICE OCT 2017	01 6060C 02
VERIZON WIRELESS	66227	11/28/17	2	102.98	FD/MONTHLY CELL PHONE SERVICE OCT 2017 ENGINE 5791	01 6060C 01
VERIZON WIRELESS	66227	11/28/17	2	68.06	WD/MONTHLY ON CALL CELL PHONE SERVICE OCT 2017	11 6060C 11
VERIZON WIRELESS	66227	11/28/17	3	69.37	WW/MONTHLY ON CALL CELL PHONE SERVICE OCT 2017	12 6060C 12
VERIZON WIRELESS	66227	11/28/17	4	36.64	ADM/MONTHLY ON CALL CELL PHONE SERVICE OCT 2017	01 6060C 09
				348.47		
WAYNE'S TIRE, INC.	66165	11/14/17	1	387.89	WW/JOHN DEERE TIRE REPLACEMENTS	12 6041L 12
WEST COAST TREE SERVICE	66229	11/28/17	1	2,000.00	WW/REMOVED DEAD TREE CHIPPED AND REMOVED ALL WOC	12 6032T 12
WEST COAST TREE SERVICE	66229	11/28/17	1	4,500.00	SWF/REMOVAL OF TWO PINE TREES	40 6031Z 11
WEST COAST TREE SERVICE	66229	11/28/17	1	2,520.00	SWF/PROJECT SANDBAGS - FROG FENCE	40 6031Z 11
				9,020.00		
WESTAMERICA BANK	66166	11/14/17	1	14,624.39	FD/ANNUAL PAYMENT ON FIRE ENGINE INTEREST	01 6180H 01

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WESTAMERICA BANK	66166	11/14/17	2	118,749.23	FD/ANNUAL PAYMENT ON FIRE ENGINE PRINCIPAL	01 2517 01
				<u>133,373.62</u>		
WIERENGA, DAVID	66230	11/28/17	1	766.40	FD/CERT REIMBURSEMENT OCT AND NOV 2017	01 6220D 01
WINEMA GROUP CORPORATION	66096	11/7/17	1	1,107.25	WW/CPR/AED/FIRST AID TRAINING CLASS	12 6048 12
WINSOR CONSTRUCTION, INC.	66231	11/28/17	1	3,315.50	P&R/WOOD CHIPS FOR NEW DOG PARK	01 6170 16
	66097	11/8/17	9000	(381.99)	Ck# 066097 Reversed	01 6080M 09
	66097	11/8/17	9002	(76.50)	Ck# 066097 Reversed	01 6080M 09
	65044	11/21/17	9000	(69.17)	Ck# 065044 Reversed	11 2005
				<u>431,762.68</u>	Accounts Payable Ver	
AFLAC (AMER FAM LIFE INS)	5402	11/3/17	1	148.05	VOLUNTARY INS-PRETAX	01 2162
AFLAC (AMER FAM LIFE INS)	5402	11/3/17	1	25.92	VOLUNTARY INS-PRETAX	01 2162
AFLAC (AMER FAM LIFE INS)	5416	11/17/17	1	148.05	VOLUNTARY INS-PRETAX	01 2162
AFLAC (AMER FAM LIFE INS)	5416	11/17/17	1	25.92	VOLUNTARY INS-PRETAX	01 2162
				<u>347.94</u>		
AMERITAS	5425	11/30/17	1	3,759.44	DENTAL INSURANCE-YER	01 2150
AMERITAS	5425	11/30/17	2	(0.02)	DENTAL INSURANCE-YER	01 5120 09
AMERITAS	5425	11/30/17	1	462.42	DENTAL INSURANCE-YER	01 2150
				<u>4,221.84</u>		
CAMBRIA COMMUNITY SERVICES DIS	5403	11/3/17	1	1,350.00	MEDICAL REIMBURSEMNT	01 2171
CAMBRIA COMMUNITY SERVICES DIS	5403	11/3/17	2	250.00	MEDICAL REIMBURSEMNT	01 5122 01
CAMBRIA COMMUNITY SERVICES DIS	5403	11/3/17	3	50.00	MEDICAL REIMBURSEMNT	01 5122 02
CAMBRIA COMMUNITY SERVICES DIS	5403	11/3/17	4	200.00	MEDICAL REIMBURSEMNT	01 5122 09
CAMBRIA COMMUNITY SERVICES DIS	5403	11/3/17	5	150.00	MEDICAL REIMBURSEMNT	11 5122 11
CAMBRIA COMMUNITY SERVICES DIS	5403	11/3/17	6	200.00	MEDICAL REIMBURSEMNT	12 5122 12
CAMBRIA COMMUNITY SERVICES DIS	5417	11/17/17	1	1,350.00	MEDICAL REIMBURSEMNT	01 2171
CAMBRIA COMMUNITY SERVICES DIS	5417	11/17/17	2	250.00	MEDICAL REIMBURSEMNT	01 5122 01

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CAMBRIA COMMUNITY SERVICES DIS	5417	11/17/17	3	50.00	MEDICAL REIMBURSEMNT	01 5122 02
CAMBRIA COMMUNITY SERVICES DIS	5417	11/17/17	4	200.00	MEDICAL REIMBURSEMNT	01 5122 09
CAMBRIA COMMUNITY SERVICES DIS	5417	11/17/17	5	150.00	MEDICAL REIMBURSEMNT	11 5122 11
CAMBRIA COMMUNITY SERVICES DIS	5417	11/17/17	6	200.00	MEDICAL REIMBURSEMNT	12 5122 12
				4,400.00		
CAMBRIA FIRE FIGHTERS LOCAL 46	5406	11/3/17	1	360.00	DUES-FIRE IAFF	01 2160
CAMBRIA FIRE FIGHTERS LOCAL 46	5419	11/17/17	1	360.00	DUES-FIRE IAFF	01 2160
				720.00		
CAMBRIA FIREFIGHTERS ASSN	5405	11/3/17	1	140.00	RESERVE FIREFTR DUES	01 2160
EMPLOYMENT DEVELOPMENT DP	5404	11/3/17	1	5,100.99	STATE INCOME TAX	01 2110
EMPLOYMENT DEVELOPMENT DP	5404	11/3/17	1	815.33	STATE INCOME TAX	01 2130
EMPLOYMENT DEVELOPMENT DP	5418	11/17/17	1	4,121.94	STATE INCOME TAX	01 2110
EMPLOYMENT DEVELOPMENT DP	5418	11/17/17	1	671.55	STATE INCOME TAX	01 2130
				10,709.81		
H.O.B.-DIRECT DEPOSIT	5407	11/3/17	1	4,137.91	Direct Deposit Flat	01 2152
H.O.B.-DIRECT DEPOSIT	5407	11/3/17	1	65,257.33	Direct Deposit Flat	01 2152
H.O.B.-DIRECT DEPOSIT	5420	11/17/17	1	4,137.91	Direct Deposit Flat	01 2152
H.O.B.-DIRECT DEPOSIT	5420	11/17/17	1	58,080.29	Direct Deposit Flat	01 2152
				131,613.44		
ICMA-VNTGPT TRSFR AGT 457	5409	11/3/17	1	1,806.22	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	5409	11/3/17	1	927.81	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	5422	11/17/17	1	1,828.55	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	5422	11/17/17	1	927.81	457 DEFERRED COMP IN	01 2141
				5,490.39		
IRS/FEDERAL PARYOLL TAXES	5408	11/3/17	1	16,078.17	FEDERAL INCOME TAX	01 2100
IRS/FEDERAL PARYOLL TAXES	5408	11/3/17	1	13,163.08	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PARYOLL TAXES	5408	11/3/17	1	3,489.06	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PARYOLL TAXES	5421	11/17/17	1	13,242.96	FEDERAL INCOME TAX	01 2100

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IRS/FEDERAL PARYOLL TAXES	5421	11/17/17	1	10,748.12	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PARYOLL TAXES	5421	11/17/17	1	3,038.96	FEDERAL INCOME TAX	01 2120
				59,760.35		
LINCOLN FINANCIAL GROUP	5426	11/30/17	1	241.68	LIFE INSURANCE	01 2164
PERS HEALTH BENEFIT SERV	5428	11/30/17	1	37,848.19	MEDICAL INSURANC-YER	01 2151
PERS HEALTH BENEFIT SERV	5428	11/30/17	2	0.03	MEDICAL INSURANC-YER	01 5103 09
PERS HEALTH BENEFIT SERV	5428	11/30/17	3	141.74	MEDICAL INSURANC-YER	01 5103 09
PERS HEALTH BENEFIT SERV	5428	11/30/17	4	640.00	MEDICAL INSURANC-YER	01 5121 01
PERS HEALTH BENEFIT SERV	5428	11/30/17	5	512.00	MEDICAL INSURANC-YER	01 5121 02
PERS HEALTH BENEFIT SERV	5428	11/30/17	6	1,408.00	MEDICAL INSURANC-YER	01 5121 09
PERS HEALTH BENEFIT SERV	5428	11/30/17	7	768.00	MEDICAL INSURANC-YER	11 5121 11
PERS HEALTH BENEFIT SERV	5428	11/30/17	8	768.00	MEDICAL INSURANC-YER	12 5121 12
PERS HEALTH BENEFIT SERV	5428	11/30/17	9	512.00	MEDICAL INSURANC-YER	01 5121 09
PERS HEALTH BENEFIT SERV	5428	11/30/17	10	78.70	MEDICAL INSURANC-YER	01 5121 09
PERS HEALTH BENEFIT SERV	5428	11/30/17	1	5,104.24	MEDICAL INSURANC-YER	01 2151
				47,780.90		
PERS RETIREMENT SYSTEM	5410	11/3/17	1	-	PERS PAYROLL REMITTANCE	01 5111 09
PERS RETIREMENT SYSTEM	5410	11/3/17	2	21,086.44	PERS PAYROLL REMITTANCE	01 2140
PERS RETIREMENT SYSTEM	5410	11/3/17	3	(215.84)	PERS PAYROLL REMITTANCE	01 5109 09
PERS RETIREMENT SYSTEM	5410	11/3/17	4	472.09	PERS PAYROLL REMITTANCE	01 5109 01
PERS RETIREMENT SYSTEM	5410	11/3/17	5	(0.15)	PERS PAYROLL REMITTANCE	01 5109 01
PERS RETIREMENT SYSTEM	5423	11/17/17	1	0.01	PERS PAYROLL REMITTANCE	01 5111 09
PERS RETIREMENT SYSTEM	5423	11/17/17	2	19,625.01	PERS PAYROLL REMITTANCE	01 2140
PERS RETIREMENT SYSTEM	5423	11/17/17	3	3,105.86	PERS PAYROLL REMITTANCE	01 5109 01
PERS RETIREMENT SYSTEM	5427	11/30/17	1	6,345.74	UNFUNDED ACCRUED LIABILTY	01 5109 09
PERS RETIREMENT SYSTEM	5427	11/30/17	2	1,683.16	UNFUNDED ACCRUED LIABILTY	01 5109 02
PERS RETIREMENT SYSTEM	5427	11/30/17	3	3,795.65	UNFUNDED ACCRUED LIABILTY	11 5109 11
PERS RETIREMENT SYSTEM	5427	11/30/17	4	3,747.33	UNFUNDED ACCRUED LIABILTY	12 5109 12
PERS RETIREMENT SYSTEM	5427	11/30/17	5	4,384.45	UNFUNDED ACCRUED LIABILTY	01 5109 01
				64,029.75		

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF NOVEMBER, 2017**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>	<u>Exp Acct</u>
SEIU LOCAL 620	5411	11/3/17	1	490.60	SEIU UNION DUES	01 2160
SEIU LOCAL 620	5424	11/17/17	1	490.60	SEIU UNION DUES	01 2160
				<u>981.20</u>		
				<u>Payroll Payable Vendor</u>	<u>330,437.10</u>	
				<u>TOTAL DISBURSEMENT FOR</u>	<u>762,199.98</u>	

<u>EXPENDITURE SUMMARY</u>	
93,535.88	TOTAL GENERAL FUND
37,120.98	TOTAL WATER OPERATIONS
39,682.58	TOTAL SWF OPERATIONS
64,251.31	TOTAL SWF PROJECT
133,373.62	FIRE ENGINE ANNUAL PAYMENT
49,283.35	TOTAL WASTEWATER OPERATIONS
-	TOTAL WASTEWATER CAPITAL EXPENDITURES
270,195.66	TOTAL PERSONNEL RELATED
687,443.38	TOTAL CCSD RELATED EXPENDITURES
74,756.60	TOTAL EXPENDITURES FOR EMPLOYEES (Note 1)
<u>762,199.98</u>	<u>TOTAL DISBURSEMENT FOR AUGUST, 2017</u>
Note 1	
Includes federal and state income taxes withheld and paid to state or federal government, union dues withheld and paid to the unions, and voluntary contributions by individuals for insurance or deferred compensation.	

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
 Tuesday, November 7, 2017 4:00 PM

1. OPENING

A. Call to Order

President Rice called the meeting to order at 4:02 p.m.

B. Pledge of Allegiance

President Rice led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors present: President Rice, Vice President Farmer, Director Bahringer, and Director Wharton.

Staff present: General Manager Jerry Gruber, District Counsel Timothy Carmel, Administrative Services Officer/District Clerk Monique Madrid, and District Engineer Bob Gresens.

2. PUBLIC COMMENT ON AGENDA ITEMS

None.

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

A. DISCUSSION AND CONSIDERATION OF APPROVAL OF CONSULTANT SERVICES AGREEMENTS WITH CLEATH-HARRIS GEOLOGISTS AND CANNON TO SUPPORT WET WEATHER PREPAREDNESS ACTIVITIES FOR THE SUSTAINABLE WATER FACILITY, SURFACE WATER IMPOUNDMENT BASIN

General Manager Jerry Gruber introduced the item and turned it over to District Engineer Bob Gresens, who provided a summary explanation of the item.

Director Bahringer moved to approve the consultant services agreements with Cleath-Harris Geologists and Cannon to support wet weather preparedness activities for the Sustainable Water Facility, Surface Impoundment Basin and to extend the Terrain contract to June 30, 2018.

President Rice seconded the motion.

Roll Call Vote:

Director Bahringer-Aye

President Rice-Aye

Director Wharton-Aye

Vice President Farmer-Nay

Motion Passed: 3-Ayes (Bahringer, Rice, Wharton), 1-Nay (Farmer), 0-Absent

B. DISCUSSION AND CONSIDERATION OF APPROVAL OF PUBLIC WORKS CONTRACT WITH G.F. GARCIA & SONS, INC FOR DRAINAGE SWALE AT SUSTAINABLE WATER FACILITY, SURFACE WATER IMPOUNDMENT BASIN

Director Bahringer moved to approve the Public Works Contract with G.F. Garcia & Sons, Inc. for the drainage swale at the Sustainable Water Facility, Surface Water Impoundment Basin with the consideration that any documents missing in the contract will be provided to the Board when they become available to staff.

Director Wharton seconded the motion.

Roll Call Vote:

Director Bahringer-Aye

Director Wharton-Aye

Vice President Farmer-Nay

President Rice-Aye

Motion Passed: 3-Ayes (Bahringer, Rice, Wharton), 1-Nay (Farmer), 0-Absent

4. ADJOURN TO CLOSED SESSION

President Rice adjourned the meeting to closed session at 5:25 p.m.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**, pursuant to Government Code Section 54957
Title: General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
Wednesday, November 22, 2017 9:00 AM

1. OPENING

A. Call to Order

President Rice called the meeting to order at 9:05 a.m.

B. Pledge of Allegiance

President Rice led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors present: President Rice, Vice President Farmer, Director Bahringer, and Director Wharton.

Staff present: District Counsel Timothy Carmel, Administrative Services Officer/District Clerk Monique Madrid.

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

A. DISCUSSION AND CONSIDERATION TO APPOINT AD HOC COMMITTEE FOR THE RATE AND FEE STUDY FOR WATER AND SEWER RATES AND CAPACITY FEES

District Counsel introduced the item and provided the Board with a brief summary.

Public Comment:
Christine Heinrich
Elizabeth Bettenhausen

The Board President is interested in serving on the Committee.

Director Wharton offered to serve on the Committee.

Director Bahringer is interested in serving on the Committee with a desire to have the study be expeditious and cost saving.

Vice President Farmer moved to appoint an Ad Hoc Committee for the Fee Study for Water, Sewer Rates and Capacity Fees, with members President Rice and Director Bahringer.

Director Wharton seconded the motion.

Roll Call Vote:
Vice President Farmer-Aye
Director Wharton-Aye
Director Bahringer-Aye
President Rice-Aye

Motion Passed Unanimously: 4-Ayes, 0-Nays, 0-Absent

B. DISCUSSION AND CONSIDERATION TO FILL THE VACANCIES ON AD HOC COMMITTEES AND LIASON POSITIONS CREATED BY THE RESIGNATION OF GREG SANDERS

District Counsel introduced the item and provided the Board with a brief summary.

Public Comment:
Elizabeth Bettenhausen

Director Bahringer recommended the item be moved to the December meeting.

Consensus was reached to table the item.

Director Bahringer moved to table item 2B with the understanding that the President and Vice President comprise the Finance Ad Hoc Committee.

President Rice seconded the motion.

Roll Call Vote:
Director Bahringer-Aye
President Rice-Aye
Director Wharton-Aye
Vice President Farmer-Aye

Motion Passed Unanimously: 4-Ayes, 0 -Nays, 0-Absent

C. DISCUSSION AND CONSIDERATION OF RECOMMENDATIONS OF AD HOC COMMITTEE ON PROCEDURE TO FILL THE VACANCY ON THE CCSD BOARD OF DIRECTORS CREATED BY THE RESIGNATION OF GREG SANDERS, APPROVE A PROCEDURE AND SCHEDULE A SPECIAL MEETING TO INTERVIEW CANDIDATES AND MAKE AN APPOINTMENT

District Counsel introduced the item and provided the Board with a brief summary.

Director Wharton provided a 4 page handout for the Board members of his recommendations to the Board. The announcement was posted on November 17, 2017, and the application period closes on December 1, 2017. Submitted applications will be reviewed by Board members following the closing of the application period. Solicit additional questions from the community. President Rice and Director Bahringer narrow down the questions to be asked of the applicants.

He provided a scenario for the meeting as follows:

President calls the meeting to order and provides the outline of the procedure for the meeting. Clerk will randomly provide the order to the applicants, and record the number and provide to the President.

Candidates will be sequestered.

The community is invited to submit public comment slips.

During this time the Directors will define their wants and needs in a new Director.

Questions asked of the candidates

Applicants will remain sequestered following their interview and during public comment.

Public comment will be allowed following each interview

Public comment is addressed to the President

If fewer than 8 applicants, we will skip this next section, but if we have more the applicants will remain sequestered:

Board names up to 8 applicants for further discussion

Random order will be given to the applicants by the Clerk

Directors 1-4 gets to choose 1 applicant to move forward
Directors 4-1 then choose 1 applicant, until we have a pool of selected applicants
All applicants are moved back to the room.
Applicants will be brought in by random order and the non-selected will be thanked for their participation.
Applicants sequestered and brought out individually to answer questions
Questions will be asked by the President following the nomination and second, the applicant will come out to observe the process. If no one is selected then a second meeting held. If second meeting is unsuccessful, then the process will be forwarded to the Board of Supervisors

Director Farmer provided his suggestions. All Directors be involved in asking questions of applicants and be involved in finding the next Board member. Still believes his rank process suggested at the last meeting is his preference. Wants the process to be more transparent to the community as to how the next Board member is selected.

Director Bahringer documented what he thought the Board discussed at the last meeting. Has one major change in that when applicant is asked to speak directly following the interview to allow the public to comment based on the questions and answers provided. Generally agrees with the process as suggested by Director Wharton and is a good start.

President Rice spoke of her disappointment in the Committee's lack of ability to work as a committee and lack of compromise to present a process to the Board.
She asked the Directors to identify the qualities they are looking for in a Board Member. She stated she wants a team player, the importance of working together and coming to a consensus. It is important to have someone to answer questions who can overcome personality and has a financial background. Experience on a board. Many issues face the Board. Evaluate the knowledge, experience and skills of the candidate.
The process as described by Director Wharton is confusing. She suggested using Christine Heinrich's suggestion to follow a Fire District's process. She suggests having a discussion about qualities for the Director and come up with questions that can be distributed to applicants.

Director Bahringer suggested they do hold a discussion to identify what they are looking for in a new Board member and two Board members are selected to identify 3 questions to ask the candidates.

Public Comment:
Elizabeth Bettenhausen
Christine Heinrich
Steve Kniffen

The Board set a date for a Special meeting: December 4, 2017, 10:00 a.m.

Discussion of qualities of candidates:

Director Farmer:
Limiting the number of questions to 3 is not beneficial. He encourages the public to provide their choice of questions to the Board or the CCSD office. It's an important process. He's made more of an effort to inform community of how money is being spent. Using common sense, open minded, cordial and respectful. Willing to work with the Board members and eliminating the narrowness of the focus. Collaborative. Wants to see someone who loves the community and respects mother nature and building a sense of community, not more houses.

Director Wharton:
Common sense, open minded, cordial and respectful. Institutional knowledge, local control over processes, need to have local control on the SWF and operations,

Institutional knowledge: someone who is deeply knowledgeable on the financial items and knowledge other than what they hear secondhand, has done the research, how much more of a financial burden are they willing to put on the rate payers. Financial acumen, open minded, collaborative, focused on local control (SWF).

President Rice:

Public safety background, budget and audit experience, open minded, collaborative, cordial, respectful, willingness to reach out and an ability for the community to show their support of that person. Team player.

Director Bahringer:

Focus on policy decisions, cordial, community support, open minded, truly believes in the good of the community, community involvement, someone who has blood drive annually, concerned the process will eliminate some vital candidates. Asked for another Director to support appointment of Steve Kniffen. He suggests we schedule another meeting, if another supports Steve Kniffen today. Consensus was reached on the following process to fill the vacancy at the December 4 Board meeting.

1. Applicants will be sequestered
2. Applicants come to meeting, pick a random number, applicants sequestered, come in one at a time to introduce themselves 3-5 minute speech, return to being sequestered, Board takes public comment following all the candidates introduction, (each Director can reach out to each candidate separately after receiving their applications), Board will have discussion, process: each Director chooses up to 3 applicants, all applicants who are picked by a Director will move forward in the process. Of the narrowed pool, Board will ask questions to each candidate, the interviews will be in the same random order as initially selected, Clerk's office will provide one question to each of the candidates prior to the interview date. Applications will be provided to the Directors as they are received.

Director Farmer asked the Clerk to contact all applicants from the prior process, by sending an email to advise the process is restarted and invite to apply again.

Supplemental question:

One additional question to all applicants: what is their vision for Cambria in the next 5-10 years?

Director Bahringer suggested we have a written process with a meeting on 11/29 to approve it and decide the questions from the public.

Director Bahringer moved to make an opportunity for a candidate who is present, has submitted their application, but elects not to be grilled, to be eligible for nomination. The motion failed for a lack of a second.

Public Comment:

Laura Swartz

3. ADJOURN TO CLOSED SESSION Closed Session shall be held at the Veterans Hall Fireside Room located at 1000 Main Street, Cambria, CA (Estimated time 60 Minutes)

President Rice adjourned the meeting to closed session at 10:50 a.m.

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** Pursuant to Government Code Section 54956.9 (d)(2)
One potential case.
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** Pursuant to Government Code Section 54957
Title: General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, November 16, 2017 12:30 PM

1. OPENING

A. Call to Order

President Rice called the meeting to order at 12:35 p.m.

B. Pledge of Allegiance

President Rice led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors present: President Rice, Vice President Farmer, Director Bahringer, and Director Wharton.

Staff present: General Manager Jerry Gruber, District Counsel Timothy Carmel, Administrative Services Officer/District Clerk Monique Madrid, and Finance Manager Patrick O'Reilly.

D. Report from Closed Session

District Counsel reported that the Board discussed the General Manager's performance.

E. Agenda Review: Additions/Deletions

President Rice asked for any additions or deletions. None were made.

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

Public Comment:

Mark Herrier

Jeff Hellman

Don Archer read a written comment into the record and provided a copy to the Clerk.

Elizabeth Bettenhausen

Christine Heinrich

3. SPECIAL REPORTS (Estimated time 5 Minutes per item)

A. Balance Public Relations Report (Oral report)

Senator Dean Florez, Ret., provided an oral report to the Board of Directors requesting they identify the preferred format of his report.

Public Comment:

Elizabeth Bettenhausen

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

A. Sheriff's Department Report

On behalf of Commander Voге, Deputy Coyes provided a summary of recent activities in Cambria for the Sheriff's Department.

B. Cambria Community Services District Fire Department Report

Fire Chief William Hollingsworth provided a brief report of recent activities in Cambria.

Public Comment:
Tina Dickason

5. MANAGER AND BOARD REPORTS (Estimated time 5 Minutes per item)

A. Manager's Report

General Manager Jerry Gruber provided a brief summary of the General Manager's report.

Carolyn Winfrey provided a 2016 calendar year water loss audit presentation.

Public Comment:
Elizabeth Bettenhausen
Tina Dickason

B. Ad Hoc Committee Reports and Other Related Board Member Reports (Committee Meetings and Board authorized meetings attended)

- i. Ad Hoc Committees Reporting: *Fill Board Vacancy Ad Hoc Committee* - Task: to develop the procedure to fill the vacancy on the CCSD Board of Directors created by the resignation of Greg Sanders
- ii. Liaison Reports:
NCAC PROS FFRP
Forest Committee

President Rice stated the Ad Hoc Committee that met was the committee to fill the Board vacancy.

Director Bahringer attended the PROS Committee and the NCAC meetings.

President Rice stated she spoke to Chairman Siegler regarding the BRPCC report and he said the committee is ready to bring the report to the Board for approval, and asked that staff be available to attend the meeting when the BRPCC calls one for the final report.

Vice President Farmer reported on the Infrastructure Ad Hoc Committee. He reported about the FFRP and the forest. There will be a butterfly walk on Saturday, November 18, 2017 from 8:00 a.m. to noon at the Fiscalini Ranch. The Songs of the Season event on will take place on Saturday, December 9, 2017. There is more information on the FFRP's webpage. The Forest Committee is still moving forward with the grant application for the invasive weed guide.

Board by consensus directed staff to delay the information related to providing the list of CCSD owned properties until the New Year.

- Receive Recommendation from Ad Hoc Committee for Creating the Process to Appoint Director to Fill Vacancy Created by Greg Sander's Resignation

Vice President Farmer provided his recommendations to fill the vacancy. He reported that the Committee met, but has some minor and major disagreements. They will present their ideas separately.

Vice President Farmer stated his recommendation is to create a process during the 15 day period between when applicants can fill out application and have the public involved. The public can provide questions for the Board to ask applicants. The Directors will select about 10 questions to ask the candidates a maximum of 3 questions per candidate. His recommendations are:

Nomination process:

1. Helpful to have the 4 current Directors discuss and describe the qualities they are looking for in the next Director.
2. Shouldn't allow the public to advise their choice on the next Director. There shouldn't be any advocacy for any candidate allowed. It created a certain problematic at the last election process, so I feel like the public comments should be about the attributes that they would like the director to have and not to exceed two minutes.
2. In a side room have all applicants wait to keep them from hearing other applicant's answers and have them draw a number for their place in the interview process. They would give an introduction presentation, then answer the Board and public's questions. Answers should be limited to 1-2 minutes.
3. Choosing an applicant process by election: use rank choice voting. After hearing from all applicants, all board members can write down choices 1-5. Best to next best and so on. Points used based on rank. First choice would be 5 points, second choice 4 points, and so forth. If no director selected, then eliminate number 5 and continue reducing the list until one is chosen.

Director Wharton provided his recommendations to fill the vacancy. They agreed on some things and disagreed on others. One point of complete disagreement was the lack of parameters for the selection process. His recommendations are:

1. Application period that opens for 15 days.
2. Remove essay questions 2-4, but keep the first question or a similar question.
3. Applicants who only apply in writing are eligible. No walk-in candidates.
4. No late arrivals to the Special meeting.
5. Interactive PDF application.
6. How many applicants to be interviewed. Select from the initial applicants, narrow the field if the application pool is large enough.
7. Each Director selects 2 applicants, random draw to select the nomination process. First director selects 1st and last and then reverse order for rest of selections. This allows us to put more emphasis on quality selection. Allowing for public input.
8. Isolate the candidates during the interview process.
9. Random draw for candidates. Allow 5 minutes for introduction. Isolate candidates following their introduction.
10. Take public comment. (30 minutes max, this may need to be adjusted based on number of comment requests submitted)
11. Allow public to speak of advocacy, not just criticism.
12. Public comment addresses the President.
13. Random draw for nominations from Directors. Directors can only select 2 candidates to move forward in the process in order to reduce the number of candidates to a smaller pool.
14. Talk to each candidate who remains in isolation, in order.
15. Discussion: Bring out candidate to participate in additional discussion with the Board.

16. Roll call vote, aye or nay for each candidate
17. Directors can have 2 nominations each.
18. Meeting can be extended by unanimous vote or continued to a date certain. If no candidate is selected by the second Special meeting, the decision should go to the Board of Supervisors.

The Board reached consensus on the process:

- a. Post Interactive Board Application
- b. Post Notice of Vacancy.
- c. One question asking in 300 words or less please state, why do you want to serve on the CCSD Board of Directors?
- d. Allow handwritten applications.
- e. No late application arrivals.
- f. Allow questions from the public.
- g. Reduce questions from public to 3. Directors provide 2 questions each and ask candidates five questions.
- h. Allow candidates 5 minutes for the introduction. Ask the same questions for each candidate.
- i. Reverse drawing for random choices of nominations from Directors to reduce the pool. Hopefully, 8 candidates.
- j. Then nomination second discussion public comments discussion and vote until we have a candidate who receives 3 votes.

Public Comment:

Jerry McKinnon
Don Howell
Christine Heinrich
Elizabeth Bettenhausen

The Board directed staff to post vacancy on November 17, 2017, and the application deadline will be December 1, 2017. The CCSD office is closed on December 1, 2017, but the office will need to be open.

6. CONSENT AGENDA (Estimated time: 15 Minutes)

- A. CONSIDERATION TO ADOPT THE OCTOBER 2017 EXPENDITURE REPORT**
- B. CONSIDERATION TO ADOPT THE SEPTEMBER 28, 2017 AND OCTOBER 3, 2017 SPECIAL MEETING MINUTES AND SEPTEMBER 28, 2017 AND OCTOBER 26, 2017 REGULAR MEETING MINUTES**
- C. CONSIDERATION OF ADOPTION OF RESOLUTION 43-2017 APPROVING AN EMPLOYMENT AGREEMENT WITH RUDY HERNANDEZ FOR THE POSITION OF FINANCE MANAGER**

President Rice pulled item 6C and has some questions on the minutes.

President Rice states on page 92 of this agenda, the October 26 regular meeting minutes, under item 7.G. a correction please, it needs to state with concurrence of the rest of the Board.

Vice President Farmer states on page 93 of this agenda, the October 26, regular meeting minutes, it needs to state that Director Bahringer voted nay.

Director Bahringer moved to adopt the consent agenda and amended minutes as suggested.

Vice President Farmer seconded the motion.

Roll Call Vote:

Director Bahringer-Aye

Vice President Farmer-Aye

Director Wharton-Aye

President Rice-Aye

Motion Passed Unanimously: 4-Ayes, 0-Nays, 0-Absent

Item 6C was considered separately.

General Manager Jerry Gruber presented the item.

President Rice stated she had questions on the severance section of the agreement and the probationary period. She is concerned about these sections.

Director Bahringer moved to approve the Employment Agreement with Rudy Hernandez for the position of Finance Manager.

President Rice seconded the motion.

Roll Call Vote:

Director Bahringer-Aye

President Rice-Aye

Director Wharton-Aye

Vice President Farmer-Aye

Motion Passed Unanimously: 4-Ayes, 0-Nays, 0-Absent

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

Director Bahringer moved to continue the meeting to 4:45 p.m.

Director Wharton seconded the motion.

Roll Call Vote:

Director Bahringer-Aye

Director Wharton-Aye

Vice President Farmer-Aye

President Rice-Aye

Motion Passed Unanimously: 4-Ayes, 0-Nays, 0-Absent

A. DISCUSSION AND CONSIDERATION TO PROVIDE FEE RELIEF TO JOHN FEASTER

General Manager Jerry Gruber introduced the item and Patrick O'Reilly provided the Board with a brief summary of Staff Reports 7A and 7B.

Director Bahringer moved to approve staff's recommendations for items 7A and 7B.

Director Wharton seconded the motion.

Roll Call Vote:

Director Bahringer-Aye
Director Wharton-Aye
Vice President Farmer-Aye
President Rice-Aye

Motion Passed Unanimously: 4-Ayes, 0-Nays, 0-Absent

- B.** DISCUSSION AND CONSIDERATION TO PROVIDE FEE RELIEF TO THE CAMBRIA HISTORICAL SOCIETY

- C.** DISCUSSION AND CONSIDERATION TO APPOINT AD HOC COMMITTEE FOR THE RATE AND FEE STUDY FOR WATER AND SEWER RATES AND CAPACITY FEES

- D.** DISCUSSION AND CONSIDERATION TO FILL THE VACANCIES ON AD HOC COMMITTEES AND LIAISON POSITIONS CREATED BY THE RESIGNATION OF GREG SANDERS

The Board reached consensus to postpone items 7C and 7D to next week's Special Meeting on November 22, 2017.

- E.** DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 44-2017 AUTHORIZING A POST RETIREMENT EMPLOYMENT AGREEMENT WITH PATRICK O'REILLY

General Manager Jerry Gruber introduced the item and turned it over to the Administrative Services Officer Monique Madrid, who provided the Board with a brief summary.

Director Bahringer moved to adopt Resolution 44-2017 authorizing a post retirement Employment Agreement with Patrick O'Reilly.

Vice President Farmer seconded the motion.

Roll Call Vote:

Director Bahringer-Aye
Vice President Farmer- Aye
Director Wharton- Aye
President Rice- Aye

Motion Passed Unanimously: 4-Ayes, 0-Nays, 0-Absent

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

None.

9. ADJOURN TO CLOSED SESSION

- A.** PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Government Code Section 54957
Title: General Manager

Due to the lateness of the hour, Closed Session was not held.

President Rice adjourned the meeting at 4:49 p.m.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: Jerry Gruber, General Manager
Rudy Hernandez, Finance Manager
Patrick O'Reilly, Finance Manager

Meeting Date: December 14, 2017

Subject: CONSIDERATION OF
ADOPTION OF RESOLUTION
45-2017 UPDATING THE
ASSIGNMENT OF BANKING
POWERS FOR THE CAMBRIA
COMMUNITY SERVICES
DISTRICT

RECOMMENDATIONS:

Staff recommends that the Board adopt Resolution 45-2017 updating the banking powers authority as listed in the attached Exhibit A, Authorized Banking Powers, to reflect changes in the CCSD's Board of Directors and Finance Department staff.

FISCAL IMPACT:

None.

DISCUSSION:

Heritage Oaks Bank and the Local Agency Investment Fund require an approved Resolution specifying who has been assigned banking powers. Adoption of the attached Resolution will serve to update the assigned banking powers in accordance with established policy and will provide the appropriate authority for the Board of Directors and the new staff in the Finance Department.

Attachments: Resolution 45-2017
Exhibit A to Resolution 45-2017 Authorized Banking Powers

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___ BAHRINGER ___ WHARTON ___

**RESOLUTION NO. 45-2017
December 14, 2017**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
UPDATING THE ASSIGNMENT OF BANKING POWERS FOR THE
CAMBRIA COMMUNITY SERVICES DISTRICT**

WHEREAS, the Cambria Community Services District (“CCSD”) has bank accounts at Heritage Oaks Bank (“HOB”), as well as an investment account with the State of California Local Agency Investment Fund (“LAIF”); and

WHEREAS, HOB and LAIF require an approved resolution specifying which banking powers are assigned to CCSD officials and staff; and

WHEREAS, based upon changes in the CCSD’s Board of Directors and Finance Department staff, it is necessary to update the assignment of banking powers for the CCSD’s bank and investment accounts.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cambria Community Services District that banking powers are hereby granted to the individuals listed within the attached Exhibit “A,” which is incorporated herein by this reference. This Resolution supersedes all previously adopted Resolutions relating to banking powers.

PASSED AND ADOPTED this 14th day of December, 2017.

President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid
District Clerk

Timothy J. Carmel
District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXHIBIT "A" TO RESOLUTION 45-2017
DECEMBER 14, 2017
AUTHORIZED BANKING POWERS**

AGENT'S NAME AND TITLE OR POSITION

A Amanda Rice, President
 B Jim Bahringer, Director
 C **VACANT**, Director
 D Aaron Wharton, Director
 E Harry Farmer, Vice President
 F Jerry Gruber, General Manager
 G Rudy Hernandez, Finance Manager
 H Robert Gresens, District Engineer
 I Mary Cox, Administrative Technician III
 J Monique Madrid, Administrative Services Officer
 K Tracy McConnell, Administrative Technician II
 L Stephanie Salvi, Administrative Technician III
 M Haley Dodson, Confidential Administrative Assistant

Holder of Power	Description of Power	No. of Signatures Required
None	All Powers Listed.	N/A
F,J	Open any deposit or share account(s) in the name of the CCSD.	2
A,B,C,D,E,F,H,J	Endorse Checks and orders for the payment of money or to otherwise withdraw or transfer funds on deposit.	2
F,J	Upon receiving Board of Directors' approval, borrow money on behalf and in the name of the CCSD, sign, execute and deliver promissory notes or other evidence of indebtedness.	2
F,J	Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a safe deposit box.	2
A,B,C,D,E,F	Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now or hereafter owned or acquired by the CCSD as security for sums borrowed, and to discount the same, unconditionally guarantee the payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	2

Holder of Power	Description of Power	No. of Signatures Required
F,G,J	Transfer LAIF funds into/out of CCSD bank accounts.	N/A
G,I,J	Issue stop-payment of checks and order for payment of money and like activities.	N/A
F,G,H,I,J,K,L,M	Make account inquires and deposits.	N/A
G,I,J,K,L,M	Pick up bank statements.	1
G,I,J	Recurring electronic payment of federal and California payroll taxes.	N/A
G,I,J	Recurring electronic payroll direct deposits.	N/A
G,I,J,K,L	Recurring electronic deposits into CCSD accounts.	N/A
G,I,J	Recurring electronic transfers between CCSD accounts.	N/A
G,I,J	Recurring manual transfers between CCSD accounts.	1

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D.**

FROM: Bob Gresens, District Engineer

Meeting Date: December 14, 2017

Subject: CONSIDERATION OF APPROVAL OF AMENDMENT NO. 2 TO THE MARCH 1, 2017 AGREEMENT FOR CONSULTANT SERVICES WITH TERRAIN GROUP, INC.

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider and approve Amendment No. 2 to the March 1, 2017 Agreement for Consultant Services with Terrain Group, Inc. ("Terrain") and authorize the General Manager to execute it.

FISCAL IMPACT:

Terrain has requested authorization for additional work under their March 1, 2017 Consultant Services Agreement due to several out-of-scope work items that became necessary during the completion of a drainage swale at the surface water impoundment basin, and in the process of providing supporting technical information related to the Regional Water Quality Control Board's ("RWQCB") July 2017 Cease and Desist Order ("CDO"). The cost related to this request is beyond the General Manager's authorization limit of \$25,000, and the new aggregate total fee authorization for Terrain is estimated not to exceed \$30,000.

DISCUSSION:

A Consultant Services Agreement was entered into with Terrain on March 1, 2017 for purposes of assisting staff with follow up surveying and construction administration on drainage improvements at the surface water impoundment basin ("Pond") following last January's flooding and emergency trenching. This project went through several iterations, as supporting information and input was obtained on permitting and other constraints, and was also the result of the need to complete wet weather improvements before the arrival of seasonal rains. The following table summarizes the out-of-scope services that were necessary to support staff in required reporting to regulatory agencies, and for the recent successful completion of a drainage swale prior to the arrival of this year's rainy season.

Out-of-Scope Work Item	Reason for Additional Work	Status
Obtain corrected "88" datum elevations for wells MW-1, MW-2, MW-3, and 9N2	Support staff reports to the RWQCB, as well as the CDO's geo-hydrological investigation	Completed, except for well 9N2, which was a more recent addition
Provide field and office survey services to determine Pond sludge sample locations	Support staff reporting to the RWQCB	Completed
Provide topographic survey data for expanded area cleared along south easterly side of Pond	Revised approach to drainage swale layout due to permitting and timing constraints. Data also supported geohydrologist's work	Completed
Attendance at meetings and related discussions with Cannon and Cleath-Harris	Support of studies associated with the District's response to the CDO conditions	Some minor follow up discussion remains with Cannon
Prepared four versions of exhibits showing combinations of conceptual surface swale,	Support of studies associated with the District's response to the CDO conditions, and	Completed

French drain and K-rail locations for review by consultants and RWQCB staff	coordination of drainage swale location	
Attended meeting at RWQCB with consultants and District staff	Support of studies associated with the District's response to the CDO conditions, and coordination of drainage swale location	Completed
Prepare staking exhibits for County swale located on north side of San Simeon Creek Road.	Assisted staff with County communications on possible means to improve roadway drainage	Completed
Attend field meeting with District staff to review creek conditions near 48" culvert and along Van Gordon Creek	Support staff with communications on possible means to improve upstream, off-site drainage	Completed

Based on the need for the foregoing out-of-scope work items, staff is recommending that the Board approve Amendment No. 2 to the Agreement for Consultant Services with Terrain and authorize the General Manager to execute it.

Attachments:

- Amendment No. 2 to March 1, 2017 Agreement for Consultant Services with Terrain Group, Inc.

 BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___ BAHRINGER ___ WHARTON ___

**AGREEMENT FOR CONSULTANT SERVICES
AMENDMENT NO. 2**

This Second Amendment ("Second Amendment") to Agreement for Consultant Services ("Agreement") by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT** ("CCSD") and **TERRAIN GROUP, INC.**, a California corporation ("Consultant") is made and entered into this 14th day of December, 2017.

WHEREAS, the parties entered into an Agreement dated March 1, 2017 whereby Consultant provided consulting services to the CCSD; and

WHEREAS, on November 20, 2017, the parties amended the Agreement to extend the term through March 1, 2018, and increased the fee authorization limit to an amount not to exceed \$25,000; and

WHEREAS, by this Second Amendment, the parties desire to further increase the fee authorization as set forth herein.

NOW THEREFORE, for valuable consideration the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. The first sentence of Exhibit B of the Agreement ("FEE ESTIMATE"), shall be amended in its entirety to read as follows:

Cost will be on a time and material expense with a total cost not to exceed \$30,000 without further written authorization.

2. Except as modified herein, all other terms and conditions set forth in the Agreement, shall remain unchanged.

[Signatures on following page.]

IN WITNESS WHEREOF, DISTRICT and CONSULTANT have executed this Amendment No. 2 on the day and year first above written.

CAMBRIA COMMUNITY SERVICES DISTRICT

CONSULTANT

Jerry Gruber, General Manager

Paul Reichardt, President

Attest:

Monique Madrid, District Clerk

Approved As to Form:

Timothy J. Carmel, District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**

FROM: Monique Madrid, District Clerk

Meeting Date: December 14, 2017 Subject: DISCUSSION AND CONSIDERATION
OF ADOPTION OF 2018 CCSD
REGULAR BOARD MEETING
SCHEDULE

RECOMMENDATIONS:

Staff recommends that the Board adopt the attached 2018 CCSD Regular Board Meeting schedule.

FISCAL IMPACT:

None.

DISCUSSION:

It is proposed that the Board adopt the attached regular meeting schedule for 2018 in order to confirm the regular meeting dates. This schedule, when adopted, will be used by staff, the media, local community groups, and interested individuals to prepare for Board meetings. The Board has the authority to amend this schedule as the year progresses or the need arises. If the Board decides to consider a month without a meeting, it should be in a month other than July, due to the need to hold the Fire Hazard Fuel Reduction Contract Award public hearing in the month of July.

In conformance with current policy, all proposed 2018 meeting dates are on the fourth Thursday of each month, except as follows:

- January 18th (3rd Thursday): Avoids conflict with the Art & Wine Festival.
- April 19th (3rd Thursday): Avoids conflict with the Wildflower Festival.
- November 15th (3rd Thursday): Avoids conflict with Thanksgiving holiday. (The standard CCSD holidays have been established for 2018 with Thanksgiving on Thursday, November 22nd.)
- December 13th (2nd Thursday): Avoids conflict with Christmas holiday.

Attachment: Resolution 46-2017
Exhibit A to Resolution 46-2017 2018 Draft Regular Meeting Schedule

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___BAHRINGER ___ WHARTON

RESOLUTION NO. 46-2017
DECEMBER 14, 2017

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
ADOPTING THE 2018 CCSD REGULAR BOARD MEETING SCHEDULE

BE IT RESOLVED that the Board of Directors of the Cambria Community Services District does hereby adopt the 2018 Regular Board Meeting Schedule, attached hereto as Exhibit A. In conformance with current policy, all proposed 2018 meeting dates are on the fourth Thursday of each month, except as follows:

- January 18th (3rd Thursday): Avoids conflict with the Art & Wine Festival.
- April 19th (3rd Thursday): Avoids conflict with the Wildflower Festival.
- November 15th (3rd Thursday): Avoids conflict with Thanksgiving holiday. (The standard CCSD holidays have been established for 2018 with Thanksgiving on Thursday, November 22nd.)
- December 13th (2nd Thursday): Avoids conflict with Christmas holiday.

PASSED AND ADOPTED THIS 14th day of December, 2017.

President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid, District Clerk

Timothy J. Carmel, District Counsel



Great People, Doing Great Things, for a Great Community

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
2018 DRAFT REGULAR MEETING SCHEDULE

January 18th - 3rd Thursday

February 22nd

March 22nd

April 19th

May 24th

June 28th

July 26th

August 23rd

September 27th

October 25th

November 15th - 3rd Thursday

December 13th - 2nd Thursday

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.B.**

FROM: Jerry Gruber, General Manager
Rudy Hernandez, Finance Manager

Meeting Date: December 14, 2017 Subject: DISCUSSION AND CONSIDERATION
OF FISCAL YEAR 2017/2018 QUARTERLY
BUDGET REVIEW

RECOMMENDATIONS:

None – provided for information only.

FISCAL IMPACT:

None. Staff will provide recommended changes to the adopted budget during the mid-year budget review in February 2018.

DISCUSSION:

This analysis is for the period July 1, 2017 through October 31, 2017, which is 33% of the fiscal year.

GENERAL FUND

Total revenues in the General Fund of \$1,097,230 have been offset by total expenditures of \$1,803,759, resulting in an operating deficit of \$706,527. Specifics for each department are provided below.

Fire Department

Revenues are relatively low because the major sources of revenue (property taxes and fire benefit assessments) are, for the most part, not received until December and April each year. So far this fiscal year, no fire inspection fees have yet been received. The new Finance Manager will work with the Fire Chief to identify what must be done to start collecting and/or reporting these fees.

Expenditures are at 30% of budget after 33% of the fiscal year has elapsed. Total personnel expenditures are at 29% of budget, even though overtime is already at 46% of budget. Government Fees and Licenses is at 87% of budget, but already includes the one major expense in this category, which is dispatch costs of \$41,377 paid to San Luis Obispo County. The annual contract for the Fire Hazard Fuel Reduction Program (shown under general ledger 01 6220F 01) in the amount of \$15,350 exceeded the budgeted amount by \$3,000. Capital outlay for the new Fire Chief Command pickup truck (\$39,132) reflects the entire cost of that vehicle, which was inadvertently paid in full instead of financing the purchase as approved in the budget. This budget item will need to be increased during the mid-year budget review.

Facility and Resources Department

Revenues are relatively low because the major source of revenue (property taxes) is, for the most part, not received until December and April each year.

Expenditures are 33% of budget after 33% of the fiscal year has elapsed. The expense under Professional Services Miscellaneous (general ledger 01 6080M 02) in the amount of \$4,613 is an error. It is actually a charge for work on the Fiscalini Ranch Park Improvement and will be corrected before the next financial report.

Parks and Recreation Department

Revenues are relatively high because the Proposition 1A funds allocated to the Fiscalini Ranch Park Improvement have already been recognized, due to the near-completion of the project. Property taxes are low, as most of these taxes are not received until December and April each year.

Expenditures are at 93% of budget because the large capital outlay for the Fiscalini Ranch Park Improvement is almost complete. Those costs have slightly exceeded budget.

Administration Department

Revenues are 33% of budget after 33% of the fiscal year has elapsed.

Expenditures are 29% of budget; however, no capital expenditures have yet been made. JPA/Gov't Fees (general ledger 01 6055 09) already exceed the annual budget by approximately \$3,000 - mostly due to the fact that almost \$6,000 in property taxes has been paid on District-owned property while only \$3,000 was budgeted. Office rent (general ledger 01 6075 09) also stands at 67% of the annual budget, because it was anticipated that only six months of rent would be required before the District staff moved into new office spaces. Adjustments will have to be made for both of these factors during the mid-year budget review. It should be noted that the budget includes \$70,730 for the purchase of an administration building that will no longer be required. That will also be adjusted during the mid-year budget review.

WASTEWATER FUND

Revenues of \$710,240 have offset expenditures of \$694,628, resulting in a surplus of \$15,612.

Revenues are 32% of budget after 33% of the fiscal year has elapsed.

Expenditures are 32% of budget after 33% of the fiscal year has elapsed. This results in revenues exceeding expenditures by \$15,612 after the first four months of the fiscal year. However, this is deceptive for the following reasons: \$90,000 has been budgeted for government fees and only \$555 has been spent so far this fiscal year. Collection system repairs have exceeded the budget for the year by \$6,693 and wastewater treatment plant repairs have exceeded budget by \$7,652. Capital outlay exceeds budget by \$4,503, but includes \$53,204 for a 6-inch diesel pump that was included in the budget for last fiscal year, but not received until just recently. All of these over-expenditures will be addressed during the mid-year budget review.

WATER FUND

Water Fund Operations have a surplus of \$86,500, while SWF Capital Cost Recovery has a deficit of \$68,443, resulting in a net surplus in the Water Fund of \$18,057.

Water Department Operations

Revenues are 33% of budget after 33% of the fiscal year has elapsed.

Expenditures are 32% of budget after 33% of the fiscal year has elapsed, resulting in \$86,500 more in revenues than expenditures so far this fiscal year. Expenditures of \$72,509 in M&R Water Distribution (general ledger 11 6031D 11) include the repair of the major water line break behind the Bluebird Motel in August. Those expenditures can be offset by the \$100,000 budgeted for unplanned maintenance in general ledger account 11 6036 11.

Water Department: SWF Capital Cost Recovery

Revenues are 37% of budget after 33% of the fiscal year has elapsed.

Expenditures are 42% of budget and do not yet reflect any wages and benefits. Maintenance costs include about \$12,000 for biological monitoring which will be moved to the "Remote System Monitoring" expense item and \$14,875 for dead tree removal and fence maintenance. Lab testing costs have already exceeded the \$21,120 budget by \$32,000. Legal costs have substantially exceeded budget due to efforts to obtain a regular Coastal Development Permit and expenses associated with the surface impoundment basin cease and desist order and mitigation. The \$23,147 in Professional Services Other is for analysis associated with surface impoundment basin mitigation.

Attachments: Cambria CSD Financial Analysis July 1, 2017 through October 31, 2017

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___ BAHRINGER ___ WHARTON ___

**CAMBRIA COMMUNITY SERVICES DISTRICT
 FY 2017 - 2018 July 1 through October 31, 2017
 SUMMARY OF ALL FUNDS**

GENERAL FUND

	<i>REVENUES</i>	<i>EXPENDITURES</i>	<i>CHANGE TO FUND BALANCE</i>
<u>OPERATIONS</u>			
GENERAL FUND: FIRE	258,905	722,784	(463,879)
GENERAL FUND: FACILITIES & RESOURCES	49,470	212,353	(162,883)
GENERAL FUND: PARK & RECREATION	172,593	337,022	(164,429)
GENERAL FUND: ADMINISTRATION	616,262	531,600	84,662
TOTAL GF	1,097,230	1,803,759	(706,527)

WASTEWATER FUND

	<i>REVENUES</i>	<i>EXPENDITURES</i>	<i>CHANGE TO FUND BALANCE</i>
WASTEWATER FUND	710,240	694,628	15,612

WATER FUND

	<i>REVENUES</i>	<i>EXPENDITURES</i>	<i>CHANGE TO FUND BALANCE</i>
<u>DEPARTMENTS:</u>			
WATER FUND: OPERATIONS	898,948	812,448	86,500
WATER FUND: SWF CAP COST REC	332,404	400,847	(68,443)
WATER FUND: SWF OPERATIONS	-	-	0
TOTAL WATER FUND	1,231,352	1,213,295	18,057

TOTAL OPERATIONS	3,038,822	3,711,682	(672,858)
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NOTE: ONLY MINIMUM PROPERTY TAXES RECEIVED THROUGH 10/31/17

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
FIRE DEPARTMENT**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 BUDGET FY 17 - 18</u>	<u>ACTUAL THRU 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
REVENUES				
01 4310 01	PROPERTY TAXES	1,620,193	107,287	7%
01 4335 01	FIRE BENEFIT ASSESSMENT	451,534	36,599	8%
01 4370 01	WEED ABATE/FUEL REDUCTION	10,000	5,442	54%
01 4200 01	INTEREST INCOME	100	0	0%
01 4127 01	Mutual Aid Reimbursements	0	0	
01 4373 01	Inspection Fees	14,500	0	0%
01 4610 01	Grant Revenue: PPE (Personal Protecti	75,800	0	0%
01 4610 01	Grant Revenue: SAFER	117,240	81,577	70%
	GRANTS & DONATIONS REVENUE	193,040	81,577	42%
	FROM GENERAL FUND RESERVE	84,000	28,000	33%
01 4390 01	Miscellaneous	0	10,113	
TOTAL REVENUES		2,373,367	258,905	11%
EXPENDITURES				
01 5000 01	GROSS REGULAR WAGES	757,610	216,367	29%
01 5010 01	Overtime	108,947	50,393	46%
01 5031 01	Reservist Pay	105,120	32,460	31%
01 5020 01	Out of Class Pay	5,000	2,880	58%
	SUB-TOTAL SALARY & WAGES	976,677	302,100	31%
	SUB-TOTAL BENEFITS	556,904	137,189	25%
	TOTAL PERSONNEL COSTS	1,533,581	439,289	29%
01 6010 01	Ads-Legal/Other	0	292	
01 6011 01	Public Info General	0	0	
	INSURANCE & OTHER SERVICES	0	292	
01 6031F 01	M&R Fire Hydrants	3,000	66	2%
01 6033B 01	M&R Building	4,500	3,662	81%
01 6033G 01	M&R Grounds	2,500	0	0%
01 6040 01	M&R Equipment	900	65	7%
01 6041L 01	M&R Vehicles-Licensed	15,000	11,212	75%
01 6044 01	M&R Computer Services	1,815	1,780	98%
01 6063 01	Communication Equipment	15,000	0	0%
	EQUIP & BLDG MAINTENANCE	42,715	16,786	39%
01 6045 01	Computer Supplies & Upgrades	0	279	
01 6048 01	Security and Safety	1,200	150	13%
01 6050 01	Office Supplies	2,000	635	32%

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
FIRE DEPARTMENT**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 BUDGET FY 17 - 18</u>	<u>ACTUAL THRU 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
01 6051 01	Postage & Shipping	0	34	
01 6053 01	Printing/Forms	3,000	424	14%
	OFFICE SUPPLIES & EQUIPMENT	6,200	1,522	25%
01 6054 01	Publications-Dues & Books	5,500	6,110	111%
01 6055 01	Government Fees & Licenses	48,584	42,372	87%
	DUES AND FEES	54,084	48,481	90%
01 6060C 01	Utilities-Wireless	2,565	966	38%
01 6060E 01	Utilities-Electricity	8,998	2,697	30%
01 6060G 01	Utilities-Gas	2,423	436	18%
01 6060I 01	Utilities-Internet	2,577	208	8%
01 6060P 01	Utilities-Phone	4,503	1,705	38%
01 6060S 01	Utilities-Sewer	1,296	392	30%
01 6060W 01	Utilities-Water	1,947	636	33%
	UTILITIES	24,309	7,041	29%
01 6080K 01	District Counsel	9,000	1,169	13%
01 6080L 01	Legal Services	9,000	0	0%
01 6080M 01	Other	15,375	39	0%
01 6220H 01	Physicals	0	0	
	PROFESSIONAL SERVICES	33,375	1,208	4%
01 6089 01	Emergency Medical Supplies	6,500	2,462	38%
01 6090 01	Operating Supplies	10,500	6,416	61%
01 6093 01	Small Tools & Equipment	2,500	0	0%
01 6094 01	Clothing & Uniforms	8,750	1,234	14%
01 6096 01	Fuel	10,000	8,149	81%
01 6220B 01	Breathing-SCBA	3,000	0	0%
01 6220D 01	Disaster Preparedness/CERT	7,000	512	7%
01 6220E 01	EOC Upgrade	0	0	
01 6220R 01	Fire Haz	12,352	15,405	125%
01 6220P 01	Personal Protective Equipment	93,800	0	0%
	OPERATING SUPP/EQUIP	154,402	34,178	22%
01 6220S 01	SURF RESCUE/NCOR	5,000	913	18%
01 6115 01	Meeting Expense	0	0	
01 6120A 01	Employee ALS Cert/Recirt Training	4,215	0	0%
01 6120E 01	Employee Travel/Reg/Fees	32,500	10,483	32%
01 6124 01	Employee Recognition	300	0	0%
01 6125 01	Employee Recruitment	0	0	
	TRAINING & TRAVEL	37,015	10,483	28%

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
FIRE DEPARTMENT**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 BUDGET FY 17 - 18</u>	<u>ACTUAL THRU 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
01 6220A 01	OUTREACH/EDUCATION	6,000	182	3%
01 6180H 01	Pickup Truck-Interest	324	638	197%
01 2514 01	Pickup Truck-Principal	9,267	0	0%
	Fire Truck (5 Year Lease)	134,340	0	0%
	DEBT SERVICE	143,931	638	0%
01 6170 01	CAPITAL OUTLAY			
	Chief/Command Pickup Truck (5 Year L	11,050	39,132	
	CAPITAL OUTLAY	11,050	39,132	
SUBTOTAL OPERATING EXPENDITURES		2,051,662	615,550	30%
01 6200 01	ADMIN DPT ALLOCATION	321,704	107,235	33%
TOTAL EXPENDITURES		2,373,366	722,784	30%
TOTAL REVENUE LESS EXPENDITURES		0	(463,880)	

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
FACILITIES & RESOURCES DEPARTMENT**

4 MONTHS = 33%

ACCT #	ACCT DESCRIPTION	APPROVED BUDGET FY 17 - 18	ACTUAL THROUGH 10/31/2017	PERCENT THRU 10/31/2017
REVENUES				
01 4310 02	Property Tax	604,442	40,025	7%
01 4500 02	Vet's Hall Rent	28,734	9,395	33%
01 4525 02	VH Rents-Private	200	50	25%
01 4590 02	VH Cleaning Fee	0	0	
	Total Vet's Hall	28,934	9,445	33%
01 4560 02	Rent - Banners	750	0	0%
01 4362 02	Insurance Reimbursement	1,000	0	0%
01 4610 02	Land Conservancy	3,000	0	0%
	Total Other	4,750	0	0%
TOTAL REVENUES		638,126	49,470	8%
EXPENDITURES				
01 5000 02	Regular Wages	198,897	62,880	32%
01 5010 02	Overtime	3,000	2,995	100%
	SUB-TOTAL SALARY & WAGES	201,897	65,875	33%
	SUB-TOTAL BENEFITS	140,521	50,320	36%
	TOTAL PERSONNEL COSTS	342,418	116,195	34%
01 6033V 02	M&R Vet's Hall	12,000	1,857	15%
01 6033B 02	M&R Buildings	12,000	2,716	23%
01 6033G 02	M&R Grounds	21,500	9,170	43%
01 6033L 02	M&R Street Light	1,000	(950)	-95%
01 6040 02	M&R Equipment	700	280	40%
01 6041L 02	M&R Vehicles Licensed	3,500	1,772	51%
01 6041N 02	M&R Vehicles Not Licensed	2,000	611	31%
01 6045 02	Comp etc Goods	500	0	0%
01 6033R 02	M&R Ranch	50,000	23,522	47%
	Total Maintenance & Repair	103,200	38,978	38%
01 6060C 02	Utilities Cell	788	199	25%
01 6060E 02	Utilities Elec	23,796	6,809	29%
01 6060G 02	Utilities Gas	1,577	341	22%
01 6060I 02	Utilities Internet	6,692	1,229	18%
01 6060P 02	Utilities Phone	504	475	94%
01 6060S 02	Utilities Sewer	3,052	894	29%
01 6060W 02	Utilities Water	4,880	1,494	31%
	Total Utilities	41,289	11,441	28%

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
FACILITIES & RESOURCES DEPARTMENT**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>APPROVED BUDGET FY 17 - 18</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
01 6080K 02	Pro Svc- Counsel	4,000	855	21%
01 6080M 02	Pro Svc- Misc	3,000	4,613	154%
	Total Professional Services	7,000	5,467	78%
01 6055 02	Govt Fees & Lic	300	0	0%
01 6048 02	Security & Safety	0	0	
01 6050 02	Office Supplies	500	0	0%
01 6070 02	Equip Rental	1,000	0	0%
01 6090 02	Dept Op Supply	14,000	3,699	26%
01 6093 02	Small Tools/Eqpt	6,000	1,172	20%
01 6094 02	Cloth/Uniform	1,200	0	0%
01 6096 02	Fuel	5,000	1,250	25%
	Total Other	28,000	6,120	22%
01 6115 02	Meeting Expense	0	52	
01 6120E 02	Tvl,Trn,Sem-Emp	0	0	
	Total Training	0	52	
01 2513 02	Principal-J. Deere	6,276	0	0%
01 2515 02	Principal-Ford PU City Nat'l Bank	0	0	
01 6180G 02	Interest-Ford PU	1,293	0	0%
01 2515 02	Ford PU Principal & Interest	6,352	0	0%
	Total Debt Service	13,921	0	0%
SUBTOTAL OPERATING EXPENDITURES		535,830	178,254	33%
01 6200 02	ADMIN DPT ALLOCATION	102,298	34,099	33%
TOTAL EXPENDITURES		638,128	212,353	33%
TOTAL REVENUE LESS EXPENDITURES		(1)	(162,884)	

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
PARK & RECREATION DEPARTMENT**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>APPROVED BUDGET FY 17 - 18</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>	<u>NOTES</u>
REVENUES					
01 4310 16	PROPERTY TAX	152,344	10,088	7%	
01 4001 09	FRANCHISE FEES	79,640	31,019	39%	
01 4390 16	OTHER	0	-		
	PROPOSITION 1A RESERVE	131,486	131,486	100%	
TOTAL REVENUES		363,470	172,593	47%	
EXPENDITURES					
01 6053 16	Printed Forms	1,000	0	0%	
01 6080K 16	District Counsel				
01 6033R 16	M&R Ranch	10,157	10,000	98%	
01 6170 16	CAPITAL OUTLAY	302,800	318,770	105%	
SUBTOTAL OPERATING EXPENDITURES		313,957	328,770	105%	
01 6200 16	ADMIN DPT ALLOCATION	49,513	8,252	17%	
TOTAL OPERATING EXPENDITURES		363,470	337,022	93%	
TOTAL OPERATING REVENUE LESS EXPENI		0	(164,429)		

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
ADMINISTRATION DEPARTMENT**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>APPROVED BUDGET FY 17 - 18</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
REVENUES				
01 4001 09	Franchise Fees	0	0	
01 4013 09	Vac Rental Fees	600	351	59%
01 6200 09	Admin Dept Allocation	1,843,961	614,653.67	33%
01 4200 09	Interest Income	4,000	50	1%
01 4310 09	Property Taxes	0	0	
01 4385 09	Radio Vault Rents	2,400	600	25%
01 4389 09	Public Records Request	1,200	-	0%
01 4390 09	Miscellaneous	2,000	607	30%
	Other	5,600	1,207	22%
TOTAL REVENUES		1,854,161	616,262	33%

EXPENDITURES

	Gross Regular Wages	751,175	225,476	30%
01 5010 09	Overtime	16,970	1,374	8%
01 5030 09	Part Time-Directors' Fees	30,000	9,200	31%
	Total Salaries & Wages	798,145	236,050	30%
	Benefits	437,047	132,665	30%
	Total Personnel Costs	1,235,192	368,715	30%
01 6010 09	Ads-Legal/Other	-	133	
01 6011I 09	Public Info	4,000	24	1%
01 6011N 09	Newsletter	-		
01 6011W 09	Website	4,935	0	0%
	Outreach/Education	8,935	157	2%
01 6030 09	Insurance	86,942	0	0%
01 6033B 09	M&R-Building	0	755	
01 6033G 09	M&R-Grounds	0	1,095	
01 6040 09	M&R-Equipment	0		
01 6041L 09	M&R-Licensed Vehicles	0	347	
01 6044 09	M&R-Computer Services	71,400	26,178	37%
	Maintenance	71,400	28,375	40%
01 6045 09	Computer Supplies & Upgrades	5,000	-	0%
01 6048 09	Security & Safety	0	126	

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
ADMINISTRATION DEPARTMENT**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>APPROVED BUDGET FY 17 - 18</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
01 6050 09	Office Supplies	20,100	3,618	18%
01 6051 09	Postage & Shipping	4,764	1,427	30%
01 6052 09	Bank Charges	2,200	354	16%
01 6053 09	Printing/Forms	1,300	525	40%
01 6070 09	Equipment Rental	500	-	0%
01 6090 09	Department Operating Supplies	1,785	809	45%
01 6094 09	Uniforms	0		
	Office Supplies & Equipment	35,649	6,859	19%
01 6054 09	Publications-Dues & Books	16,000	5,068	32%
01 6055 09	JPA/Gov't Fees	33,255	35,326	106%
	Dues and Fees	49,255	40,394	82%
01 6060C 09	Utilities-Wireless	2,427	1,588	65%
01 6060E 09	Utilities-Electricity	7,045	2,717	39%
01 6060G 09	Utilities-Gas	376	33	9%
01 6060I 09	Utilities-Internet	5,618	3,609	64%
01 6060P 09	Utilities-Telephone	15,275	1,548	10%
01 6060S 09	Utilities-Sewer	260	116	45%
01 6060W 09	Utilities-Water	118	53	45%
	Utilities	31,119	9,664	31%
01 6075 09	Office Rent	20,586	13,726	67%
01 6080A 09	Auditor	9,250	-	0%
01 6080K 09	District Counsel	88,000	45,158	51%
01 6080L 09	Legal	22,000	1,257	6%
01 6080M 09	Other	11,100	5,440	49%
01 6080T 09	Temporary Help	10,000	0	0%
01 6086 09	Outside Services	18,000	6,200	34%
01 6088 09	Claims	0		
	Professional Services	158,350	58,055	37%
01 6115 09	Meeting Expense	2,903	2,245	77%
01 6120D 09	Directors' Travel	5,000	353	7%
01 6120E 09	Training-LCW	4,500		0%
01 6120E 09	Employee Travel/Training	14,100	984	7%
01 6120E 09	Education	4,000		0%
01 6125 09	Employee Recruitment	3,000	1,740	58%
	Training and Travel	33,503	5,323	16%

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
ADMINISTRATION DEPARTMENT**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>APPROVED BUDGET FY 17 - 18</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
01 6180H 09	Interest-Fusion	0	333	
01 2514 09	Principal-Fusion	0		
01 6180G 09	Interest-Copier	0	-	
01 2513 09	Principal-Copier	0	-	
	Debt Service	-	333	
01 6170 09	Replace Servers	35,000		0%
01 6170 09	Upgrade Web Site	0		
01 6170 09	Purchase Administrative Office	70,730		0%
01 6170 09	Replace Administrative Software	17,500		0%
	Capital Outlay	123,230	-	0%
SUBTOTAL OPERATING EXPENDITURES		618,969	162,885	26%
TOTAL EXPENDITURES		1,854,161	531,600	29%
TOTAL REVENUE LESS EXPENDITURES		0	84,663	

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
WASTEWATER FUND**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>APPROVED BUDGET FY 17 - 18</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
REVENUES				
12 4000	Service Fees	1,986,828	698,707	35%
12 4360 12	Standby Availability	119,000	11,092	9%
12 4390 12	Miscellaneous	100	442	442%
	Loan From General Fund	85,000	0	0%
TOTAL REVENUES		2,190,928	710,240	32%
EXPENDITURES				
12 5000 12	Regular Wages	420,692	127,394	30%
12 5010 12	Overtime	25,000	9,921	40%
12 5020 12	Standby Pay	18,250	5,350	29%
SUB-TOTAL SALARY & WAGES		463,942	142,665	31%
SUB-TOTAL BENEFITS		266,068	93,136	35%
TOTAL PERSONNEL COSTS		730,010	235,801	32%
12 6010 12	Ads-Legal	0	174	#DIV/0!
	OUTREACH/EDUCATION	0	174	#DIV/0!
12 6032C 12	M&R Collection System	5,000	5,268	105%
12 6032D 12	M&R Disposal Effluent	3,000	3,251	108%
12 6032G 12	M&R Generators	4,000	0	0%
12 6032L 12	M&R Lift Station	4,000	25,459	636%
12 6032P 12	M&R Pumps	2,500	0	0%
12 6032M 12	M&R Manholes	20,000	22,915	115%
12 6063 12	M&R Communications Equipmen	5,000		0%
12 6035T 12	CCTV and Hydro Cleaning	12,500	5,800	46%
	COLLECTION SYSTEM REPAIR	56,000	62,693	112%
12 6032S 12	Sludge Disposal	88,500	31,390	35%
12 6032T 12	Treatment Plant Repairs	50,000	67,652	135%
12 6033B 12	M&R Buildings	5,000	4,772	95%
12 6033G 12	M&R Grounds & Easements	14,400	300	2%
	M&R GROUNDS	19,400	5,072	26%
12 6035 12	Manhole Raising	2,000		0%
12 6037 12	SCADA		0	
12 6036T 12	Unplanned Maintenance	69,233	0	0%

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
WASTEWATER FUND**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>APPROVED BUDGET FY 17 - 18</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
	MAJOR MAINTENANCE	71,233	0	0%
12 6040 12	M&R Equipment	6,000	0	0%
12 6041L 12	M&R Vehicles-Licensed	6,250	820	13%
12 6041N 12	M&R Vehicles-Non-Licensed	1,900	451	24%
12 6041V 12	M&R Vehicles-Vactor	1,000	2,308	231%
12 6063 12	Communication Equipment	1,000		0%
	VEHICLE & EQUIPMENT REPAIR	16,150	3,579	22%
12 6044 12	Computer Services	0	0	
12 6045 12	Computer Supplies & Upgrades	1,000	1,470	147%
12 6048 12	Security & Safety	2,000	1,543	77%
12 6050 12	Office Supplies	3,600	2,083	58%
12 6051 12	Postage	8,021	1,763	22%
12 6053 12	Printing/Forms	2,100	566	27%
	OFFICE SUPPLIES/EQUIPMENT	16,721	7,424	44%
12 6054 12	Publications/Dues	600	184	31%
12 6055 12	Government Fees/Licenses	90,000	555	1%
	DUES & FEES	90,600	739	1%
12 6060C 12	Utilities-Wireless	1,409	546	39%
12 6060E 12	Utilities-Electricity	200,000	72,244	36%
12 6060G 12	Utilities-Gas	1,327	194	15%
12 6060I 12	Utilities-Internet	4,903	1,381	28%
12 6060P 12	Utilities-Telephone	6,273	2,576	41%
12 6060W 12	Utilities-Water	11,000	3,362	31%
	UTILITIES	224,912	80,303	36%
12 6080K 12	District Counsel	3,000	3,381	113%
12 6080L 12	Legal	3,000	0	0%
12 6080M 12	Professional Services Misc	38,000	2,322	6%
12 6086 12	Outside Services	30,600	9,833	32%
	PROFESSIONAL SERVICES	74,600	15,536	21%
12 6070 12	Equipment Rental	2,500	257	10%
12 6089 12	Emergency Medical Supplies	960		0%
12 6090 12	Operating Supplies	400	0	0%
12 6091 12	Lab Tests	23,500	6,541	28%
12 6092 12	Lab Supplies	3,000	620	21%
12 6093 12	Small Tools/Equipment	2,000	450	23%

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
WASTEWATER FUND**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>APPROVED BUDGET FY 17 - 18</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
12 6094 12	Clothing/Uniforms	2,400	40	2%
12 6095 12	Office Furniture/Equipment	0	0	
12 6096 12	Fuel	7,000	184	3%
	OPERATING SUPPLIES/EQUIP.	41,760	8,093	19%
12 6115 12	Meeting Exp.	500	0	0%
12 6120E 12	Employee Travel/Training	4,000	381	10%
12 6124 12	Employee Recognition	200	0	0%
12 6125 12	Recruitment	750	0	0%
	TRAINING & TRAVEL	5,450	381	7%
12 6180C 12	Interest-City Nat'l Bank	41,494	22,090	53%
12 2602 12	Principal-City Nat'l Bank	118,000		0%
	DEBT SERVICE	159,494	22,090	14%
12 6170 12	Influent Screen:			
12 6170 12	Construction/Installation	85,000		0%
12 6170 12	Other		89,503	
	CAPITAL OUTLAY	85,000	0	0%
SUBTOTAL OPERATING EXPENDITURES		1,729,830	540,929	31%
12 6200 12	ADMIN DPT ALLOCATION	461,098	153,699	33%
TOTAL EXPENDITURES		2,190,928	694,628	32%
NET OPERATING INCOME/(LOSS)		0	15,612	

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
WATER FUND: OPERATIONS DEPARTMENT**

4 MONTHS = 33%

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 10/31/2017	PERCENT THRU 10/31/2017
REVENUES				
11 4000	SALES	2,251,997	841,249	37%
11 4007 11	Returned Check Fee	400	370	93%
11 4008 11	Account Setup/Close Fees	6,000	2,915	49%
11 4373 11	Inspection Fees	8,450	2,587	31%
	ACCOUNT SERVICE FEES	14,850	5,872	40%
11 4124 11	ADMINISTRATIVE FEES	3,300		0%
11 4010 11	Penalties	55,000	14,356	26%
11 4011 11	Service Disconnect/Reconnect	50	79	158%
	LATE FEES	55,050	14,434	26%
11 4360 11	STANDBY AVAILABILITY	178,000	16,503	9%
11 4101 10	WAIT LIST FEES	61,630	20,359	33%
11 4100 11	Connect Rev - SFR	20,000	79	
11 4390 11	Other	4,500	450	10%
	OTHER	24,500	529	2%
RESOURCE CONSERVATION				
11 4050 10	ADMIN FEES	1,939	-	0%
10 4150 10	TRANSFER EDUs	-	0	#DIV/0!
11 4110 10	REMODEL FEES	75,000	0	0%
11 4122 10	RETRO FIT IN-LIEU FEES	2,500		0%
11 4124 10	ASSIGNMENT FEES	4,150	0	0%
11 1020 10	VOLUNTARY LOT MERGER	20,000		0%
	RESOURCE CONSERVATION	103,589	-	0%
TOTAL REVENUES		2,692,917	898,948	33%
EXPENDITURES				
11 5000 11	Salary & Wages	460,083	105,747	23%
11 5010 11	Overtime	25,000	15,027	60%
11 5020 11	Standby Pay	18,250	5,600	31%
	SUB-TOTAL SALARY & WAGES	503,333	126,373	25%
	SUB-TOTAL BENEFITS	335,760	103,739	31%
	TOTAL PERSONNEL COSTS	839,093	230,112	27%
11 6031D 11	M&R-Water Distribution	25,000	72,509	290%
11 6031F 11	M&R-Fire Hydrants	6,000	825	14%

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
WATER FUND: OPERATIONS DEPARTMENT**

4 MONTHS = 33%

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
11 6031G 11	M&R-Generators	1,000	-	0%
11 6031L 11	M&R-Water Leimert	2,000	544	27%
11 6031M 11	M&R-Meters	5,000	-	0%
11 6031P 11	M&R-Pumps	-	-	#DIV/0!
11 6031Q 11	M&R-SR 3 Well	2,000	825	41%
11 6031R 11	M&R-SR 4	10,000	4,293	43%
11 6031S 11	M&R-Storage	13,500	6,037	45%
11 6031T 11	M&R-Treatment	20,000	9,565	48%
11 6031V 11	M&R-Valves	6,000	518	9%
11 6031W 11	M&R-Wells	7,500	7,982	106%
11 6031Y 11	M&R-Yard	5,100	1,497	29%
	DELIVERY SYSTEM REPAIRS	103,100	104,595	101%
11 6033B 11	M&R-Buildings	2,500	-	0%
11 6033G 11	M&R-Grounds	15,000	7,500	50%
	PLANT REPAIRS	17,500	7,500	43%
11 6035 11	Cathodic Protection	-		#DIV/0!
11 6037 11	SCADA Maintenance	15,000		
11 6036 11	Unplanned Maintenance	100,000		
	MAJOR MAINTENANCE	115,000	-	0%
11 6040 11	M&R-Equipment	1,000		0%
11 6041L 11	M&R-Vehicles-Licensed	5,000	7,194	144%
11 6041N 11	M&R-Vehicles-Non Licensed	2,000	-	0%
11 6063 11	Communication Equipment	5,000		0%
	VEHICLE & EQUIP REPAIRS	13,000	7,194	55%
11 6044 11	Computer Services	1,500	-	0%
11 6045 11	Computer Supplies & Upgrades	1,000	1,470	147%
11 6050 11	Office Supplies	3,000	-	0%
11 6051 11	Postage	11,054	3,243	29%
11 6053 11	Printing/Forms	3,000	566	19%
	OFFICE SUPPLIES & EQUIP	19,554	5,279	27%
11 6054 11	Dues & Publications	15,000	14,244	95%
11 6055 11	Gov't Fees & Licenses	42,700	1,106	3%
	GOVERNMENT FEES & DUES	57,700	15,350	27%
11 6059 11	BAD DEBT & CLAIMS	1,000	115	11%
11 6060C 11	Utilities-Wireless	1,980	941	48%
11 6060E 11	Utilities-Electricity	146,947	64,803	44%

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
WATER FUND: OPERATIONS DEPARTMENT**

4 MONTHS = 33%

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 10/31/2017	PERCENT THRU 10/31/2017
11 6060G 11	Utilities-Gas	1,236		0%
11 6060I 11	Utilities-Internet	4,005	899	22%
11 6060P 11	Utilities-Telephone	5,784	2,109	36%
11 6060S 11	Utilities-Sewer	779	349	45%
11 6060W 11	Utilities-Water	1,978	-	0%
	UTILITIES	162,709	69,101	42%
11 6078 11	LEASE-WELL SITE	36,200	-	0%
12 6080G 11	Prof Svcs GIS	7,500	270	4%
11 6080K 11	District Counsel	20,000	7,175	36%
11 6080L 11	Legal	12,500	5,817	47%
11 6080M 11	Professional Services Misc	47,600	23,174	49%
	PROFESSIONAL SERVICES	87,600	36,435	42%
11 6048 11	Security & Safety	2,000	-	0%
11 6090 11	Operating Supplies	10,000	775	
11 6090B 11	Sensor Cleaning	-	-	#DIV/0!
11 6091 11	Lab Tests	28,000	4,991	18%
12 6091G 11	Calibration	2,625	2,497	95%
11 6092 11	Lab Supplies	1,500		0%
11 6093 11	Small Tools/Equip	4,000	3,189	80%
11 6094 11	Clothing/Uniforms	8,000	1,122	14%
11 6096 11	Fuel	12,000	184	2%
	OP SUPPLIES/EQUIPMENT	68,125	12,757	19%
11 6115 11	Meeting Expense	1,000		0%
11 6120E 11	Employee Travel/Training	5,000	1,792	36%
11 6125 11	Recruitment	750	-	0%
	TRAINING & TRAVEL	6,750	1,792	27%
11 6170 11	Fiscalini Tank Project	-	-	#DIV/0!
11 6170 11	Stuart Street Tank Repair	64,000	-	
11 6170 11	SCADA for San Simeon Well Fiel	-	-	#DIV/0!
11 6170 11	GIS	-	-	#DIV/0!
	CAPITAL PROJECTS	64,000	-	0%
11 6180G 11	Interest-Truck	3,000	2,725	91%
11 2515 11	Principal-Truck	6,886	6,886	100%
	DEBT SERVICE	9,886	9,611	97%

RESOURCE CONSERVATION

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
WATER FUND: OPERATIONS DEPARTMENT**

4 MONTHS = 33%

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 10/31/2017	PERCENT THRU 10/31/2017
11 60111 10	Public Information	4,000	0	
11 6080V 10	Voluntary Lot Merger Program	20,000	9,491	47%
11 6090 10	Operating Supplies	7,500	0	
11 6611 10	Rebate Program	7,500	0	
	RESOURCE CONSERVATION	39,000	9,491	24%
SUBTOTAL OPERATING EXPENDITURES		1,640,217	509,332	31%
11 6200 11	ADMIN DPT ALLOCATION	909,348	303,116	33%
TOTAL EXPENDITURES		2,549,565	812,448	32%
NET OPERATING INCOME/(LOSS)		143,352	86,500	60%

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2017 - 2018 BUDGET
WATER FUND: SUSTAINABLE WATER FACILITY
CAPITAL COST RECOVERY DEPARTMENT**

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>PROPOSED BUDGET FY 17 - 18</u>	<u>ACTUAL THROUGH 10/31/2017</u>	<u>PERCENT THRU 10/31/2017</u>
REVENUES				
39 4041 11	Bi-monthly Base Charge	391,691	123,157	31%
39 4051 11	Bi-monthly Usage Charge	504,756	209,247	41%
TOTAL REVENUES		896,447	332,404	37%
EXPENDITURES				
39 5000 11	Wages & Benefits	130,176		0%
39 6031Z 11	Maintenance	12,000	55,341	461%
39 6055 11	Govt Fees & Licenses	40,000		0%
39 6060E11	Utilities (Electric)	12,000	8,569	71%
39 6091B11	Operating Supplies	3,000		0%
39 6091F 11	Remote System Monitorin	6,480	500	8%
39 6091H11	Lab Testing	21,120	53,079	251%
39 6080K11	Prof Svcs: Counsel	6,000	20,634	344%
39 6080L11	Prof Svcs: Legal	-	-	#DIV/0!
39 6080M11	Prof Svcs: Other		23,147	#DIV/0!
	PROFESSIONAL SERVICES	230,776	161,269	70%
39 6180I 11	Interest-Bank Loan	332,533	167,929	50%
11 2513 11	Principal-Bank Loan	326,893	-	0%
39 6829D 11	Performance Bond	71,650	71,649	100%
	DEBT SERVICE	731,076	239,578	33%
TOTAL EXPENDITURES		961,852	400,847	42%
NET OPERATING INCOME/(LOSS)		(65,405)	(68,443)	105%

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C.**

FROM: Monique Madrid, District Clerk

Meeting Date: December 14, 2017 Subject: REVIEW AND DISCUSSION OF THE
CAMBRIA COMMUNITY SERVICES
DISTRICT BUILDOUT REDUCTION
PROGRAM REPORT PREPARED BY
THE BUILDOUT REDUCTION
PROGRAM CITIZENS' COMMITTEE

RECOMMENDATIONS:

It is recommended that the Board review and discuss the attached Cambria Community Services District Buildout Reduction Program Report prepared by the Buildout Reduction Program Citizens' Committee, and provide direction to staff.

FISCAL IMPACT:

The Cambria Community Services District Buildout Reduction Program Report (the "Report") includes a number of recommendations for funding the Buildout Reduction Program. These recommendations include: creation of a Mello-Roos Community Facilities District consisting of properties on the water wait list; a special parcel tax on commercial and residential developed parcels in the District; and an increase in the Tourism Business Improvement District assessment of an additional one-half of one percent (.5%) on lodging operators per occupied room per night. The recommendations are discussed in detail in the Report.

DISCUSSION:

In December 2005, a Citizens Finance Committee was formed to study the feasibility of buildout reduction in Cambria. This Committee met on a weekly basis from January through March 2006. On April 27, 2006, the Committee presented its detailed findings to the CCSD Board of Directors, and a Townhall Meeting was held on May 16, 2006 to obtain community input. Under the Buildout Reduction Program, the District's goal is to not exceed a total 4,650 existing and outstanding residential connections. This goal is also included in San Luis Obispo County's community plan for Cambria, as part of the North Coast Area Plan. The Buildout Reduction Program was included as a mitigation measure in the CCSD's 2008 Water Master Plan to mitigate potential growth-inducing impacts. As part of the CCSD's currently pending application for a regular Coastal Development Permit for the Sustainable Water Facility ("SWF"), a Subsequent Environmental Impact Report has been prepared and certified that includes the Buildout Reduction Program as an element of mitigating growth-inducing impacts of the SWF.

As part of the process of reviewing and updating the Buildout Reduction Program, the CCSD Board of Directors created a Buildout Reduction Program Citizens' Committee in 2016. The Committee is made up of the following ten members: Committee Chairman Ted Siegler and

Committee Members Mark Rochefort, Allison Groves, Mel McColloch, Crosby Swartz, Greg Hunter, Cindy Steidel, Laura Swartz, Bob Sfarzo, and Jerry McKinnon.

The Buildout Reduction Program Citizens' Committee has prepared a detailed and comprehensive Report that is now being presented to the Board of Directors for its review. It is recommended that the Board review and discuss the attached Cambria Community Services District Buildout Reduction Program Report, and provide direction to staff.

Attachment: Cambria Community Services District Buildout Reduction Program Report

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___ BAHRINGER ___ WHARTON ___

**CAMBRIA COMMUNITY SERVICES DISTRICT
BUILDOUT REDUCTION PROGRAM
REPORT**

DECEMBER 14, 2017

Buildout Reduction Program Committee:

**Allison Groves
Greg Hunter
Mel McColloch
Jerry McKinnon
Sue Robinson*
Mark Rochefort
Bob Sfarzo
Ted Siegler
Cindy Steidel
Crosby Swartz
Laura Swartz**

***Replaced by Jerry McKinnon on October 17, 2016**

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EXECUTIVE SUMMARY

Cambria is a scenic community of approximately 6,000 residents situated on the Central Coast of California. While enjoying an abundance of natural beauty and charm the town's resources are limited, specifically water and other infrastructure. These limitations led the Cambria Community Services District (CCSD) to adopt the goal of limiting residential water connections to 4,650 which was one of the alternatives described in the 2008 Water Master Plan. There are currently 1,377 undeveloped parcels within the CCSD's service area that are in excess of this target.

As early as 2006, the CCSD undertook to deal with the problem by appointing a citizens' committee to investigate and recommend means to eliminate or substantially reduce in a fair and reasonable manner the number of undeveloped parcels above 4,650. The 2006 citizens committee produced an initial Buildout Reduction Program (BRP) which was incorporated into the Environmental Impact Report for the 2008 Water Master Plan. The CCSD partially implemented the BRP and, over the past decade, a substantial number of undeveloped parcels have been retired primarily through voluntary parcel mergers.

In 2014, the CCSD initiated an application for a regular coastal development permit for the Sustainable Water Facility (SWF) pursuant to which it has certified as final a Subsequent Environmental Impact Report (SEIR). The SEIR provides, among other elements, that the BRP shall be the means to mitigate any growth inducing impacts of the SWF. Additionally, the CCSD re-established a new Buildout Reduction Program Citizens' Committee to review and update the initial BRP, including determining as accurately as possible the number of undeveloped parcels in excess of the targeted 4,650 residential connections. The new Committee was also charged with developing recommendations for realistic revenue sources to provide robust funding to complete the BRP process.

In approaching its task to determine viable new sources of revenue, the Committee adopted the overarching principle that a program which maintains Cambria's natural beauty and charm, allows modest growth while reducing or eliminating development of all undeveloped parcels exceeding 4,650 residential connections benefits several stakeholder groups. Therefore, those stakeholders who benefit from the program should likewise share fairly in the program's cost.

The Committee identified three distinct stakeholder groups that benefit from, and should share the cost of, the BRP. They are: property owners holding CCSD water wait list positions; current and future owners of developed residential and business parcels within the CCSD service area; and, tourists who obtain lodging from the town's hotels, motels and vacation rentals. The program requires financial contributions by a large number of people spread throughout these three stakeholder groups. However, the proposed BRP described in this report distributes the burden so that no group or individual is asked to pay unreasonably or disproportionately to the benefit received.

The Committee recommends three core revenue streams tailored to the stakeholders identified above. With respect to property owners on the CCSD water wait list, we recommend the creation of a Mello-Roos Community Facilities District (CFD) that would contribute to the BRP by imposition of a special tax on the water wait listed property owners within the CFD either in

connection with issuing a bond or without a bond. Current and future owners of developed residential and business parcels would be assessed a modest \$100 per year special real property tax that would be specifically dedicated to the BRP. The Committee recommends an additional County Business Improvement District (CBID) assessment of 0.5% on lodging owners which can be passed through to their tourist guests.

Each revenue source must be approved by the stakeholder group to which it applies. The Committee recommends that all three revenue streams sunset after twenty-five-years. The revenues produced by the CFD and the special real property tax on current residents and businesses would each generate \$10 million over the twenty-five-year term. The CBID assessments would generate \$5 million over a similar term. These funds should be adequate to eliminate or substantially reduce the number of undeveloped parcels exceeding the 4,650-target and to maintain transferred parcels through the end of the term.

The Committee considered but rejected several other proposed core revenue sources. The principal revenue sources rejected by the Committee are discussed in Appendix I. In addition, this report discusses and recommends several secondary methods to acquire or otherwise retire parcels that do not involve spending substantial core source revenues.

This report lays out an aggressive but feasible buildout reduction program that eliminates or substantially reduces the number of undeveloped parcels above and beyond the 4,650-target on residential water connections. Adopting the program, gaining public approval and following through will require discipline and some economic sacrifice. However, implementing the BRP will assure that the goal of limiting residential water connections to 4,650 will be maintained and Cambria's beauty and charm preserved forever.

INTRODUCTION

Cambria is an unincorporated community located on the North Coast of San Luis Obispo County, California with a population of approximately 6,000. The population grew rapidly from 2,100 in 1970 to over 5,900 in 1990. Since that time, the population reached a peak of 6,400 in 2000 but has declined slightly since then. The primary determinant over the last two decades of population stability is the town's limited resources – most notably potable water. The Cambria Community Services District (CCSD)¹ provides Cambria with water, wastewater treatment and fire protection. As a result of chronic water shortages, the CCSD has imposed a moratorium on most new water meter connections since 2001.

California's coastline is a uniquely valuable resource that, by the Coastal Act, is to be protected for and accessible by the citizens of the state. For this reason, coastal development is a particularly sensitive issue. Achieving a balance between growth and no growth is a community value that has dominated Cambria's local politics for decades. Furthermore, reasonable coastal population growth management is an indirect goal of the Coastal Act which seeks to balance protection of natural and scenic resources including natural habitats while recognizing private property rights, coastal employment and planned and orderly development.

In recognition of the community's limited resources, the CCSD implemented a target of 4,650 residential water connections pursuant to Scenario 4, Task 4 of the 2008 Water Master Plan (WMP). While that goal limits population growth in this small community on California's coastline, it fails to address an important issue. The limit leaves approximately 1,377 undeveloped parcels above and beyond the 4,650-connection target. The CCSD's initial Buildout Reduction Program (BRP) report, developed in 2006, addressed the goal of limiting growth by proposing means to acquire undeveloped residential parcels beyond the 4,650-target and retire them permanently from future development.

The BRP also provides opportunity to stakeholders in Cambria's present and future to maintain the community's small-town culture and preserve open space. Among other things, preserving these 1,377 undeveloped parcels will protect rare pine forest, provide open space between developed properties, and maintain important view-sheds. In addition, by providing an opportunity for property owners to sell undeveloped parcels the BRP substantially reduces the risk of litigation by such property owners related to the issue of water connections and building permits in the future.

The following report is the result of the efforts of a Buildout Reduction Program Citizens' Committee that the CCSD formed in April 2016. The Committee's task was to review and revise the initial 2006 BRP. Pursuant to its task, the Committee reviewed and updated the baseline data underlying the assumptions in the report, estimated the cost of the BRP, and investigated various means to fund the program. The report is based on current economic and monetary values and does not consider future inflation or deflation. Further, the report contains information of possible tax consequences relating to some transactions generally. This tax information is not intended as tax advice for specific transactions or activities. Individuals or

¹ For convenience, Appendices III and IV contain, respectively, a list of acronyms and definition of terms used in this report.

entities wishing to determine the tax consequences of any specific transactions or activities should consult a tax professional.

We believe the report outlines a practical and achievable means to accomplish the community's goals. However, the program is not free, and it will depend on the community accepting a reasonable financial burden to maintain the small-town, coastal character of Cambria. Assuming full implementation, the Committee believes Cambria will remain the community of Pines by the Sea far into the future.

HISTORY OF THE BUILDOUT REDUCTION PROGRAM

Lot Retirement: A Cambria Tradition

Before summarizing the key features of the 2006 BRP program, it is important to note that Cambrians have long embraced the concept of buildout reduction as one way to maintain the character and resources of our town.

Even before the advent of the BRP, local and regional agencies, organizations, businesses and residents used buildout reduction to control unreasonable population growth and protect the local character of the community. For example, the Land Conservancy of San Luis Obispo County (LCSLO) was formed in 1984 to preserve open space and natural habitats by acquiring land and applying conservation easements. Since 1984, by collaborating with the CCSD² and as administrator of the County's Transfer Development Credit (TDC) program,³ the LCSLO and the California Coastal Conservancy have through parcel retirement sponsored projects in Cambria such as the Fern Canyon Preserve. The LCSLO has also retired parcels in order to protect view-sheds, creek sides, forest and meadowlands along Highway 1 and Leffingwell Creek. Similarly, since 1988 Greenspace the Cambria Land Trust has purchased land to preserve open space and create pocket parks throughout our town.

The most significant single buildout reduction project to date, however, occurred in 2000 when a coalition including the American Land Conservancy, the California Coastal Conservancy, San Luis Obispo County Parks, the CCSD, Cal Trans and local and regional businesses and residents purchased the Fiscalini Ranch creating a 430 acre preserve in perpetuity to benefit local residents and the public at large.

The Original 2006 BRP

The BRP can trace its origin to 2001 when the CCSD declared a Water Code Section 350 water shortage emergency followed by a moratorium on all new water connections. Since that time, development and growth have been essentially on hold.

² The LCSLO acts as the holder of conservation easements on 140 parcels acquired by the CCSD from the LCSLO.

³ In 1985 the LCSLO was selected as the implementing nonprofit agency required to operate the TDC program which retires parcels in environmentally sensitive areas and sells development credits to builders in less sensitive areas to construct larger homes than otherwise permitted.

At the time of the moratorium, the CCSD planned to remedy the water shortage by building a desalination plant. Plans to build such a plant have been resurrected many times since. However, the community was unable to muster the political will, development permits and other resources necessary to accomplish the planned project. The Water Master Plan and associated Program-Level Environmental Impact Report (PEIR), adopted in 2008, assumed construction of a desalination facility. The original BRP was incorporated in the PEIR as mitigation for growth inducing impacts of an enhanced water supply.

The 2006 BRP laid out a program to retire or merge enough potential building sites so that the number of residential connections would not exceed the target of 4,650 established in connection with Scenario 4, Task 4 of the CCSD's Water Master Plan. Relying on existing growth restriction ordinances and other assumptions, the original BRP report forecasted that the foregoing match would be achieved within approximately twenty-two (22) years once the program was fully implemented.

The original BRP report provided two methods for retiring building sites in Cambria: voluntary merger of adjacent parcels and purchase of undeveloped parcels. The voluntary merger program was implemented by the CCSD and it provides a relatively modest budget (up to \$800 per transaction) to assist property owners to merge adjacent parcels which should reduce the number of building sites from two or more to one. The voluntary merger program has proven to be quite successful; between 2007 and June 2016 there were 298 merger transactions reported, resulting in 327 fewer parcels for development.

The funding for purchase of undeveloped parcels for retirement under the original BRP was to come from four proposed revenue streams:

- (1) increased fees for new water meter connections;
- (2) water rate increases for existing CCSD commercial and residential customers;
- (3) fees for remodels; and,
- (4) the sale of sixty-five (65) unallocated water connections at "market prices" at the rate of three sales per year for the anticipated twenty-two-year term of the program.

Unfortunately, these proposed revenue streams proved to be either impractical or inconsistent with state public financing law.

The BRP: An Essential Part of Cambria's Water Planning

The BRP has become an integral part of Cambria's long-term population growth and water planning process. It is an important element to achieve the CCSD's goal of 4,650 residential water connections and to mitigate potential for growth-inducing impacts proposed in the PEIR that supports the CCSD's 2008 Water Master Plan (i.e. the increased water supply and availability contemplated by the WMP).

The limit of 4,650 on residential water connections and the BRP are also referenced in the August 24, 2008 Revised San Luis Obispo County North Coast Area Plan and, most recently, in the 2016 Cambria Community Services District Urban Water Management Plan. As noted above, the Cambria Sustainable Water Facility Project Final Subsequent Environmental Impact Report includes the original BRP (as it may be revised by the CCSD pursuant to the Committee's recommendations) as the principal mitigation measure to address potential growth-inducing impacts of the Sustainable Water Facility.

The BRP Going Forward

As of late 2013, no supplemental water plant had been built. Due to extreme drought, the CCSD authorized construction of an Emergency Water Supply project (EWS) that converts a combination of highly treated wastewater, under-stream flows of fresh water and salt water to drinking water. Currently, as of late 2017, the CCSD is seeking a regular coastal development permit and to re-characterize the EWS to a Sustainable Water Facility (SWF). By reducing dependence on the community's two natural aquifers⁴ for water during dry periods, the SWF would allow the CCSD to issue intent-to-serve letters for new water connections, eventually allowing the community to grow to its target of 4,650 residential connections, resulting in a population of between 7,700 and 10,500.⁵

One of the requirements for applying for a regular coastal development permit for the SWF was the preparation of a Subsequent Environmental Impact Report (SEIR). Because Cambria is in the Coastal Zone, any development that may promote growth is subject to intense scrutiny. Accordingly, and concurrent with drafting and finalizing the SEIR, the CCSD convened a new citizens' committee to review and revise the BRP, as mitigation of any growth-inducing impacts from the SWF. The objective is to assure that the BRP is legal and practical and that the steps for implementation are clearly identified. An effective plan and implementation will comply with the maze of regulations dealing with population growth in a coastal community.

To be clear, the BRP will use public funds to acquire and maintain undeveloped parcels. To fully achieve the BRP goals, parcels purchased through the program must carry a permanent deed restriction against future water and sewer connections and residential development. See Appendix II for more detail.

⁴ San Simeon and Santa Rosa Creeks.

⁵ The degree of population growth depends on the assumed number of residents per household. According to the 2010 United States Census, the average household size in Cambria was 2.18 persons.

Having a goal of limiting growth will impact some property owners. While the Committee is not qualified to speculate on legal issues related to such impacts the Committee does recognize that some property owners may believe they have legal recourse against the CCSD. This is a risk to our community. One reason to develop a BRP is to provide property owners a market for their properties and, upon acquisition, the CCSD will be able to retire properties from future development. This may not be a perfect solution to a complex problem. However, for a government entity like the CCSD without land-use authority, it is a practical approach.

From the perspective of Cambria's residents, the BRP has the salutary effect of limiting growth and protecting open space throughout the community. The program provides an opportunity to preserve forest, maintain view-shed and provide separation between developed properties. These benefits of open space are inherent to the current character of Cambria and values that most residents want to preserve. They promote the values of the Coastal Act and the County's plans and make our community desirable as both a place to visit and a place to live.

The Committee's Work

On April 8, 2016 the CCSD Board reconstituted the Buildout Reduction Program Citizens' Committee, the general purpose of which was to review and update the original BRP, determine practical funding sources for retiring and maintaining undeveloped parcels and report the Committee's recommendations to the CCSD Board of Directors for consideration.

The Committee conducted business in regularly noticed public meetings, generally on a bi-weekly basis. Occasionally, representatives of the San Luis Obispo County Planning Department, LCSLO and members of the public participated in the meetings. Ad hoc subcommittees were formed to gather and present data for review and discussion at the Committee's meetings. Written agenda and minutes of each meeting are available on the CCSD's website.

DESCRIPTION OF POTENTIAL BUILDOUT

As discussed above, the CCSD Water Master Plan has the goal of limiting the number of residential water connections within Cambria's urban boundaries to 4,650. Currently the CCSD serves 3,766 residential connections. As a result, the WMP allows for 884 additional residential connections. Table 1 summarizes existing connections and commitments.

Table 1

Summary of Existing Connections and Commitments

	Active	Outstanding Intent to Serve	Water Wait List	Total	Comments
RESIDENTIAL					
Single Family Residences	3,631	4	665	4,300	
Multi-Family Residences	135	3	11	149	
Grandfathered			36	36	
Affordable Housing Commits			56	56	§8.04.110 ⁶
Subtotal Residential	3,766	7	768	4,541	
COMMERCIAL					
Lodging	47	1		48	
Other Commercial	184	2	10	196	
Subtotal Commercial	231	3	10	244	
Approx. Commercial EDUs				1,448	Exceeds 20% of total
CCSD INTERNAL ACCOUNTS	22			22	

Residential connections include all single-family homes, whether occupied by permanent residents or weekenders, vacation rentals, and multi-family residences. Multi-family housing and low-income housing require one water meter per dwelling unit.

All told, the CCSD has committed to 768 new residential water connections. The largest category of unserved commitments is the CCSD water wait list, comprising 665 properties. In addition to the CCSD commitments itemized above, the County maintains a waiting list for potential building permits in Cambria. The purpose of the County list is unclear, since it does not have authority to provide water and sewer connections and cannot issue a building permit to any property owner who does not have an intent to serve letter from the CCSD. Therefore, in pursuing its charge to update the BRP based on the WMP target on residential water connections, the Committee has not addressed the County waiting list for potential building permits.

⁶ CCSD Municipal Code.

At present, the County has assigned a growth rate of 0% to Cambria in recognition of the community's persistent water emergency. The Committee anticipates that once the water emergency is resolved, the County could increase the growth rate to 1%.⁷ At that rate, development of existing commitments could occur at a rate of 38 new homes per year perhaps rising to 45 new homes per year over a period of approximately twenty years. At full buildout, the number of residential water connections would be 4,650.

Potentially, there are 116 service connections not committed under the 4,650-target. At present, the CCSD does not have a plan for how those connections would be allocated, if at all. However, some of these additional service connections may be used for multi-family and low-income housing. But whatever the purpose, the Committee recommends the CCSD develop a policy addressing unallocated and uncommitted water positions within the 4,650-target, including, when appropriate, adopting a fair revenue source from these unallocated water positions to be contributed to the BRP.

To complete the picture of potential water uses within Cambria's urban boundaries, commercial connections must also be considered. Consistent with the mandates of the Coastal Act, the North Coast Area Plan requires that visitor-serving purposes be given priority over residential purposes. As a result, the CCSD has committed at least 20% of its water service to commercial accounts, the majority of which comprise visitor-serving businesses, such as lodging and restaurants.

IDENTIFICATION OF UNDEVELOPED PARCELS SUBJECT TO RETIREMENT

A file of all undeveloped Assessor's Parcel Numbers (APNs) within Cambria was prepared by the San Luis Obispo County Building and Planning Department, compiled from the County Assessor's records. The file was prepared as of July 13, 2016 and served as the primary database for the Committee's work in identifying undeveloped parcels subject to retirement. The gross number of undeveloped parcels within the CCSD urban boundary identified on the County Assessor's database is 2,271.

It is noteworthy that the original 2006 BRP Report applied to parcels with a minimum of 50' of street frontage. It was assumed that properties with less frontage did not qualify under CCSD regulations to receive water and sewer connections. The Committee elected to expand its consideration and include all undeveloped properties in the BRP regardless of minimum street frontage for two reasons. First, County policy provides that building permits will generally be issued on lots with less than 50' of frontage; and, second, ordinances against any building on small properties could be challenged on the basis of being a regulatory taking if such ordinances were to deny all viable economic use of a parcel.

To determine the net number of undeveloped parcels subject to retirement under the BRP, the Committee began with the County Assessor's gross list of 2,271 undeveloped parcels. From that list, the Committee deducted APNs that are not subject to the BRP (such as parcels on the water

⁷ The assumed 1% growth rate is a maximum rate based on current SLO County policy applicable to Cambria. It should be determined whether that growth rate can be supported without straining community resources. There are many factors that will impact the actual growth rate, including the rate of issuing intent to serve letters, pace of development, state mandates, environmental factors, the economy, etc.

wait list, grandfathered parcels, etc.) and parcels that are owned by public or private organizations that may not be developed. Table 2 below summarizes adjustments made to the base report to estimate the net number of APNs subject to the Buildout Reduction Program. It should be noted that the net retirement list includes those APNs within Special Project Areas 1 and 2 which were excluded from the 2006 BRP Report. Therefore, the BRP applies to 1,377 undeveloped residential APNs.

Some of the 1,377 undeveloped APNs may be subject to deed restrictions or easements. Verifying the status of any restrictions will be necessary prior to considering the purchase of parcels pursuant to the BRP. The Committee is also aware that some of the parcels owned by the CCSD, the County, and conservancies may not be subject to any sort of development limit. The Committee recommends that whoever administers the BRP encourage these entities to formally retire their parcels with suitable recorded restrictions or easements.

Table 2

Summary of Undeveloped APNs

Total Vacant Parcels	2,271
Less parcels not subject to BRP:	
Greenspace	24
CCSD	139
County of San Luis Obispo	9
Kingston Bay	7
Presbyterian Church	5
Water Wait List	665
Grandfathered Meters	36
Letters of Intent	3
HOA and Common Areas	6
Subtotal	894
Total Parcels subject to BRP	1,377

Therefore, if the CCSD adopts and implements the updated BRP, 1,377 undeveloped parcels would need to be retired to achieve the goal of 4,650 residential connections.

ECONOMIC FEASIBILITY

To determine economic feasibility of the BRP, the Committee estimated the costs of both the acquisition and maintenance phases of the program. An essential element of the BRP both in estimating costs and assuring the program’s ultimate success is that revenues generated for the program be used solely for the purposes of the BRP and for no other purpose.

The Acquisition Phase

Before discussing the Committee’s methodologies for valuing undeveloped parcels it is important to recognize that the valuation information discussed below is not intended as an exact forecast of program cost. It is virtually impossible to precisely estimate the cost of the program for, at least, two reasons. First, projecting real estate values over the course of twenty or more years into the future is uncertain, at best. Second, valuing all undeveloped APNs subject to the program assumes that all such parcels will be retired through purchase. The Committee expects that substantial parcel retirements will be achieved, at little or no expense to the CCSD, through continued lot mergers, water meter transfers, donations, the TDC program, retirement of parcels as a result of transfers in accordance with the CCSD Municipal Code, and encouraging owners to place conservation or other restrictive easements on properties not intended for development.

Two valuation methodologies were selected to determine the economic feasibility of the acquisition phase of the BRP. The first method was to use the County Assessor’s property tax valuation to value each APN. The valuations are based on the original purchase price, subject to annual adjustments and to valuation reductions recognized by sales of like properties within the area. Table 3 below reflects the Assessor’s valuations for the 1,377 residential lots subject to retirement under the BRP. According to the assessed valuation method the current value of undeveloped APNs is approximately \$30M.

Table 3

Summary of SLO County Assessor’s Vacant Parcel Evaluations

Valuation Range	Number of APNs within Range		Assessed Valuation (\$000)		Average APN Value	Total Acres	
\$0-\$5,000	311	23%	\$1,268	4%	\$4,077	23	14%
\$5,001-\$10,000	408	30%	\$3,153	11%	\$7,728	38	24%
\$10,001-\$15,000	165	12%	\$2,012	7%	\$12,191	22	13%
\$15,001-\$25,000	200	15%	\$3,883	13%	\$19,416	28	17%
\$25,001-\$50,000	175	13%	\$5,981	20%	\$34,180	22	13%
\$50,001-\$100,000	79	6%	\$5,571	19%	\$70,521	10	6%
\$100,001-\$737,000	39	3%	\$7,855	26%	\$201,413	22	13%
	1,377	100%	\$29,723	100%	\$349,526	165	100%

The second valuation method was to obtain input from local realtors and historical Multi-Listing Service sales data. The Committee considered sales of undeveloped parcels in Cambria within the last three years, adjusting to cull sales of large value APNs that likely enjoyed a water wait list position or other factors placing the parcel beyond the reach of the BRP. Using this market based method yielded a valuation of approximately \$34M which is slightly higher than, but in line with, the assessed valuation method discussed above.

Based on the foregoing assessed and market based valuations, the Committee is satisfied that acquisition phase of the BRP is economically feasible.

The Maintenance Phase

To estimate the costs necessary to maintain undeveloped parcels acquired by the CCSD under the BRP the Committee reviewed and assessed current CCSD budget information. The 2016/17 CCSD Budget includes \$22,000 for outside contractors for weed abatement and removal of dead and dying trees on vacant parcels owned by the CCSD that are within the Fire Department's FHFR Program. In addition, the CCSD estimates that the Facilities and Resources Department spends about 10% of staff time managing all parcels owned by the CCSD including performing additional weed abatement and tree removal (from parcels not included in the FHFR Program), illegal dumping and clearing homeless encampments. The fully loaded cost for this additional staff time is \$34,100. Therefore, the total cost to physically maintain vacant parcels owned by the CCSD is approximately \$56,100.

The CCSD pays real property taxes on a small number of vacant parcels not used for public purposes. The amount of these taxes is minimal, approximately \$600. It is unlikely that parcels acquired under the BRP will be taxable to the CCSD but for the sake of erring on the high side, the Committee makes proportionate allowance for property taxes as an additional maintenance cost for undeveloped parcels.

In summary, the total estimated maintenance cost including physical maintenance and possible property taxes for the 142 undeveloped parcels owned and maintained by the CCSD is \$56,700 or about \$400 per year per parcel. Assuming the mix as to size and topography of the parcels to be acquired under the BRP is representative of the mix of parcels currently owned by the CCSD and without considering any efficiencies of scale that may be achieved by adding a substantial number of additional undeveloped parcels under the BRP, a conservative estimate of the annual maintenance expense for 1,377 vacant parcels in 2017 dollars would reach approximately \$550,000. The costs of maintenance would initially be \$0 and would increase as parcels are acquired under the BRP, eventually reaching \$550,000 once the program is fully implemented.

Based on the foregoing information and analysis, the Committee is satisfied that it is economically feasible for the CCSD to acquire and maintain the undeveloped parcels under the BRP. In managing BRP revenues to maintain properties acquired under the program, the Committee recommends that such revenues be allocated only to pay for the activities identified above relating to such properties: weed abatement, removal of dead or dying trees, illegal dumping, clearing homeless encampments and paying real property taxes, if any. BRP revenues should not be used for any other maintenance activity or to maintain property not acquired under the BRP.

PRICING AND ADMINISTRATION OF REAL PROPERTY PURCHASES

The original 2006 BRP Report recommended that purchases of undeveloped parcels under the program be priced based on individual negotiations between each seller and the CCSD. This "negotiated price" approach necessarily requires that the CCSD either establish a real estate unit to administer the program or outsource that function for a fee. In addition, the original report calculated the total estimated cost of the program based on valuation assumptions relating to vacant parcels projected twenty or more years into the future. The Committee recommends a different approach to pricing which we believe is simpler, less expensive to administer and more

accurately projects the cost of the program by tying such cost to proposed core funding streams described in the next section below.

The Committee recommends that the CCSD establish a standard per square footage amount for all undeveloped parcels to be purchased under the program which would then become the standard and uniform purchase price offered to interested sellers. The square footage amount would be based on the estimated revenue generated from the three proposed core funding streams (making allowance for parcel maintenance) divided by the total square footage of vacant lots subject to the program, adjusted for parcels that the District estimates will be acquired or restricted by means other than purchase. The advantage of this approach is that it assures the cost of the program would not exceed revenues from the three proposed core funding streams and, since this approach eliminates individual price negotiations, appraisals, etc., the administrative expense of the program should be reduced.

Some may criticize this approach on the basis that it does not assure retirement of all vacant parcels subject to the program. Necessarily, however, the District must implement any buildout reduction program through voluntary means; thus, no program can guarantee full performance. Further, even if the BRP ultimately is unable to acquire all undeveloped parcels subject to the program, committing to establish the three core funding streams dedicated to retiring and maintaining undeveloped parcels will greatly reduce risks associated with the status quo while assuring that Cambria retains its unique beauty and culture.

We recognize that the implementation of any buildout reduction program that contemplates setting prices for the purchase of real property involves complex legal issues. Accordingly, legal counsel should be involved in providing guidance on the manner and means of implementing the program.

FUNDING THE BUILDOUT REDUCTION PROGRAM

Spreading Costs Among Cambria's Primary Stakeholders and Beneficiaries of the BRP.

Cambria is a unique community that has a desirable combination of stunning land and ocean vistas, plentiful habitat and a citizenry that is mindful of conserving these attributes. Although not always easy, the community strives to protect and maintain these elements while recognizing the consequence for its residents and business community. There is a strong common interest in addressing the issues which often surface when considering population growth, even in modest proportions, as well as buildout reduction.

Sustaining a buildout reduction program for Cambria requires the commitment from a wide range of stakeholders with varying needs. Acceptance of any community-wide program requires identification of shared values among those affected. Building community engagement and seeking diverse stakeholder commitment requires identification of economic, social, environmental and safety concerns.

The Committee has identified three primary stakeholder groups that benefit from the Buildout Reduction Program:

- (1) **Water Wait List Position Holders:** The BRP is an integral part of the Water Master Plan which contemplates modest population growth to be targeted at 4,650 residential water connections. In recognition of the WMP and implementation of the BRP, property owners on the water wait list will be permitted over time to develop their properties because of the community's commitment to modest but limited population growth.
- (2) **Existing Residents and Businesses:** Retirement of undeveloped parcels benefits homeowners, renters and retail space owners/operators by protecting existing open space, enhancing fire prevention and ensuring habitat preservation. Retention of substantial open space ensures the retention of Cambria's rural beauty and charm and enhances property values. At the same time, permitting modest population growth over time will enhance the CCSD revenue base to help meet operational and capital demands.
- (3) **Tourism:** The BRP promotes open space, natural beauty and rural charm which are features that attract tourists to Cambria and fuel the town's tourist trade. Local lodging owners through a County Tourist Business Improvement District (CBID) already collect a fee from tourists who rent transient lodging in Cambria. As discussed below, the Committee proposes a modest increase of the CBID fee to help fund the BRP.

The purchase, retirement and maintenance of properties requires the community of stakeholders and beneficiaries to share equitably in the cost. There is no silver bullet to address the financial need. Everyone benefits from the BRP in some form and no single stakeholder group should or will bear the economic cost entirely. Rather, the Committee has attempted to shape the BRP so that the cost is shared, as much as reasonably practicable, by everyone who enjoys or will enjoy Cambria's open space, natural beauty, small-town character and quality of life.

Funding Mechanisms from the Three Primary Stakeholder Groups

As discussed above, the Committee identified three groups of stakeholders that will derive the primary benefits of the BRP – owners of properties on the water wait list, Cambria residents and businesses, and tourists. In developing the plan for funding, the Committee considered methods to derive revenues from each of these groups. The revenues thus generated form the core of the BRP's resources.⁸ The three core revenue streams are intended to be complementary and all three should be adopted to maximize the effectiveness of the BRP. To assure success of the BRP, the Committee recommends that well in advance of any election or other decision-making process engaged by the stakeholder groups, the CCSD, and to the extent it is involved. The County, reach out to each of the three stakeholder groups to explain how the program will operate, how it benefits each group and the contributions being asked from each group. This outreach program should be tailored to all current Cambria residents and businesses, owners of

⁸ Numerous possible revenue streams were investigated. Most were rejected because of the complexities of raising taxes and public fees in California or, because they were less efficient than the methods adopted by the Committee. The more significant rejected approaches are identified in Appendix I.

all undeveloped parcels on the water wait list and all local lodging operators, the Cambria Tourism Board and the Cambria Chamber of Commerce.

Property Owners on the Water Wait List

The first recommended fundraising approach is to form a Mello-Roos Community Facilities District (CFD) consisting of the properties on the water wait list. Based upon our initial investigation, formation of such a district is permitted under the Community Facilities Act of 1982. In fact, a number of years ago members of a group consisting of water wait list members, explored formation of a Mello-Roos CFD and concluded it was legally permissible.

Implementation will require approval by two-thirds of the property owners comprising the CFD, since funding is through a special property tax under the provisions of the State Constitution and Proposition 218. While this is a substantial hurdle, the Committee believes CFD formation would be in the best interest of those on the CCSD water wait list, given the critical role the BRP will play as part of the process of obtaining a regular coastal development permit for Cambria's SWF that would allow Cambria to resume modest residential development under the WMP to include all water wait list property owners.

The CFD would be required to produce \$10 million in revenue over a twenty-five-year term toward funding the BRP. The funding may be accomplished through the issuance of a bond to be repaid from the special property tax on water wait list properties within the CFD. Alternatively, other mechanisms should be explored, such as having water wait list property owners become contractually obligated to make payments at the time each owner receives an intent to serve letter from the CCSD. In any event, the essential goal would be that the CFD produce \$10 million of net revenues sources toward the BRP over a twenty-five-year term. The CFD may also wish to permit those within the CFD to satisfy their share of the financial obligation to fund the BRP through the retirement of other properties within the urban boundary of equivalent value to their underlying obligation share. The Committee understands that formation of a Mello-Roos CFD typically requires involvement of specialized legal counsel to form the CFD and comply with the many complexities involved.

The CCSD may act as the CFD administrator but should not, in any way, underwrite or guaranty any bond. For those wishing to investigate further the organizational structure of Mello-Roos Community Facilities Districts please see California Government Code, Chapter 2.5, §§53311-53368.3. For a comprehensive review of Community Facilities Districts in California see also, *An Introduction to California Mello-Roos Community Facilities Districts* at the website of Orrick, Herrington & Sutcliffe, LLP, orrick.com.

The CCSD may also want to explore the possibility of asking the County to implement Mitigation Fees (see Appendix I) as an alternative to establishing a Mello Roos District, although, in the judgement of the Committee such an approach is unlikely to yield sufficient funds and may involve substantial legal impediments based on the statutory requirements for such fees (reference Government Code Sections 66000 et. Seq.) and practical complexities.

Current Residents and Businesses

The second recommended core revenue mechanism is to assess over a 25-year term an annual special parcel tax of \$100 per developed parcel, both residential and commercial, within the CCSD urban boundary. Such a special parcel tax would require approval by two-thirds of the votes cast by registered voters in compliance with the California Constitution and Proposition 218. The income generated by such a special tax would be approximately \$400,000 per year, or \$10 million over a 25-year period. As with other revenues generated to fund the BRP, the funds generated by this special parcel tax would be used only to acquire and maintain undeveloped parcels and to provide financial incentives to property owners to place conservation and other restrictive easements on their land consistent with the BRP.

Tourists and the Tourist Trade

The third recommended core revenue stream to fund the BRP taps into the substantial number of tourists who enjoy, among other local attractions, Cambria's natural beauty, open space and quaint small-town charm. The recommended means to establish this tourist-based revenue stream is to urge local lodging owners to consent to an increase of the CBID fee on each proprietor of a lodging business, existing and future, located within CCSD's urban boundary. The recommended increase is one half of one percent (.5%) of the paid rent charged by the lodging operator per occupied room per night for all transient occupations. Based on normal tourist trade in Cambria, this assessment should yield approximately \$200,000 per year. There are two alternative legislative means to create the assessment (see generally Streets and Highways Code Sections 36500 et. seq.). Both require consent by local lodging owners and action by the San Luis Obispo County Board of Supervisors. The first would be to amend the current CBID Ordinance of San Luis Obispo County to create a separate benefit zone for Cambria and then levy an additional .5% assessment on lodging operators within the zone. The state legislation authorizing CBIDs expressly provides for such separate local benefit zones.

The second alternative means to create the assessment is for the County Board of Supervisors to leave the existing ordinance in place but enact a separate ordinance creating a new CBID limited to lodging operators within CCSD's urban boundary and levy the .5% assessment on all such local operators.

Under either legislative approach, Cambria's lodging operators can, as they do now under the existing CBID ordinance, pass through the assessment to their transient renters as part of their lodging bill. Thus, the town's tourists would pay a fair share of the cost to preserve Cambria's environmental beauty and cultural charm through the Buildout Reduction Program.

Under the state enabling statute and the existing local ordinance, the funds generated by the CBID fee must be used for the purposes designated in the legislation to fund the BRP and for no other purpose.

SECONDARY MEANS TO RETIRE UNDEVELOPED PARCELS

In addition to purchasing undeveloped parcels with funds generated from the three core revenue streams, the Committee recommends that the CCSD support a robust program to retire parcels through the secondary means discussed below. Support of these secondary means of funding

will accelerate retirement of parcels pursuant to the BRP while reducing the overall cost of the program.

Voluntary Parcel Merger

Voluntary merger of parcels is a way to legally join contiguous parcels together into one parcel. Mergers can be an effective way to construct a home over a lot line, adjust setback requirements, or create a desirable buffer zone or view-shed.

The original 2006 BRP recommended voluntary parcel mergers which the CCSD implemented as its voluntary Lot Merger Program. This program reimburses property owners who wish to merge adjacent parcels up to \$800 of expenses related to the merger transaction. The program benefits the CCSD by retiring parcels at relatively low cost and with no ongoing maintenance expense. So far, the voluntary merger program has been very successful; as noted earlier, through June 2016 the CCSD has sponsored 298 merger transactions resulting in approximately 320 fewer parcels for development. The Committee recommends that the CCSD continue the voluntary Lot Merger Program and consider budgeting BRP funds to market and promote the program to owners of adjacent properties.

During the Committee's work on the Assessor's Vacant Lot List as of July 2016, we noted there are several hundred vacant parcels (APNs) that are adjacent to each other or adjacent to existing residences owned by the same owner. The Committee recommends that the CCSD make a concerted effort to directly approach these owners to voluntarily and permanently merge the adjacent parcels.

The Committee also recommends that as a condition of receiving public funds, owners who merge their parcels under the merger program be required to place restrictive easements or other means of restriction on the resulting parcel(s) so they may not subsequently be subdivided to permit construction of additional residential units. Placing such restrictions on their undeveloped merged parcels would not interfere with the owner's intended use of the property and may reduce their overall property taxes.⁹ To maintain the effectiveness of the voluntary Lot Merger Program, the County should maintain a policy of discouraging future subdivision of previously merged parcels and require that parcels subdivided from previously merged parcels be restricted from commercial or residential development.

Retain Ownership with a Conservation Easement

A conservation easement is a voluntary legal agreement between a landowner and a land trust or government agency that permanently limits uses of the land in order to protect its conservation value. Property owners who do not wish to, or cannot, build on their land may for tax or other reasons wish to place a conservation easement on their property.

⁹ Nothing contained in this report or in any action by the CCSD pursuant to this report should be considered as a tax opinion or tax advice. Property owners should consult their own tax professionals to determine the tax consequences of actions taken.

Following are excerpts from "Guide to Conservation Easements," from The Land Conservancy of San Luis Obispo County:

- **Estate Taxes:** Conservation easements may help reduce estate taxes by excluding the easement value from the taxable value of the estate. This can help a family pass land to the next generation without having to sell, subdivide or develop their family's land to pay for the estate taxes. The Federal Taxpayers Relief Act of 1997 allows beneficiaries to exclude from the taxable estate up to 40% of the value of land for qualifying conservation easements subject to limits.
- **Income Taxes:** The landowner may be able to take an income tax deduction if the easement is permanent and donated as a bona fide charitable contribution.
- **Property Taxes:** The property taxes could be significantly lowered once the easement is placed on the property, however if the landowner's basis in the property is lower than the easement value, there may be no property tax reduction realized.
- **Capital Gains Tax:** Selling an easement is considered as a sale of a capital asset and is treated as capital gain to the extent that the proceeds exceed the basis in the property. The sale of an easement may qualify for a 1031 "in-kind" exchange to defer capital gains taxes while allowing the property owner to acquire additional property.

The Committee recommends that the CCSD consider budgeting BRP funds to promote and market the availability of conservation easements to owners of undeveloped parcels.

[Sale or Gift to LCSLO for the TDC Program](#)

Selling or donating a parcel to LCSLO achieves parcel retirement in a special way. Since 1984, LCSLO has been a vital and successful part of Cambria's habitat conservation through, among other activities, its participation in the County's Transfer of Development Credit Program (TDC).

Every property acquired by LCSLO accumulates a development rights credit that is stored in a virtual bank. Money is generated through the sale of these credits to owners of smaller residential properties in exchange for the right to increase the existing gross structural area or footprint of the proposed residence typically by an additional 100 to 400 sq. ft. depending on parcel size. The Committee recommends that the CCSD continue to participate fully in the TDC program including accepting title to properties with conservation easements tendered by the LCSLO.

[Water Meter Transfers](#)

CCSD Municipal Code Section 8.04.100 requires that when a water meter or water wait list position is transferred from one parcel to another, the sender or alternate parcel must be retired by recording a restrictive covenant that permanently restricts water service on the sender or alternate parcel, and all lots contained in the receiver parcel be permanently merged. It is

recommended that this requirement be continued. To encourage preservation of important forest and habitat resources, an additional incentive is recommended if the retired parcel has been designated "high conservation value" by the LCSLO Vacant Parcel Assessment Report.

Public and Private Grants

The Committee recommends that the CCSD establish a disciplined program to supplement funding for the BRP through pursuing public and private grants. While grant funding is not predictable and thus cannot be a steady or reliable core funding mechanism for the BRP, there are public and private grants which periodically could become available to assume some of the economic burden of the BRP.¹⁰

Several grant programs currently exist to preserve and protect forestlands, open space and wildlife habitats and potentially may be available to supplement funding of acquisition and/or maintenance costs of the BRP. These grants are administered by federal and state agencies as well as private corporations, foundations and other Non-Governmental Organizations. Most of the grant programs, especially those that are funded by public agencies, provide grants on a nonrecurring basis. In addition, the availability of grants is dynamic in the sense that each year existing grant programs terminate or expire while new programs are created. Nearly all governmental grant programs require some manner of baseline report to accompany the grant application and, after the grant is issued, continuing compliance monitoring and reporting. Therefore, to take full advantage of grant funding on an ongoing basis, the CCSD must establish a permanent grant function, with expertise in grant writing and compliance.

Grant funding may be available to supplement revenue to accomplish several aspects of the BRP including: the outright purchase of vacant land; acquisition costs, including direct payments to lot owners and processing fees and expenses, incentive payments to place conservation and other restrictive easements on privately held land; and, routine maintenance such as weed abatement as well as extraordinary expense such as tree removal and other forest management activities.

OTHER ECONOMIC CONSIDERATIONS

The Committee also considered potential adverse impacts of the BRP, specifically what would be the fiscal impact of removing \$30 million of property from the tax base? On the assumption that water wait list properties will be developed as other undeveloped properties are retired, the Committee expects the tax base will remain stable if not increase. Dividing the approximate \$30 million reduction by 665 (the number of water wait list positions), the average increase in property value of new development would only need to exceed \$45,000 per parcel to achieve break even. Therefore, as development of these water wait list parcels proceeds, the increased taxes should offset fiscal impact of removing undeveloped parcels from the tax base.

ORGANIZATIONAL AND ADMINISTRATIVE RECOMMENDATIONS

¹⁰ The 2006 BRP Report determined that there were no grant programs available to fund buildout reduction. While that conclusion was accurate there are several grant programs that provide funds to support ultimate objectives of the BRP such as forest, open space and habitat preservation, etc.

- The CCSD is the lead agency for the 2008 Water Master Plan and the current Sustainable Water Facility project. In accordance with Mitigation Measure PHG-1 and PHG-2 for the Water Master Plan the CCSD has the ultimate responsibility to ensure funding and administration to retire and maintain undeveloped parcels as required by the Buildout Reduction Program. The Committee recommends the CCSD activate its power to acquire and maintain property as mitigation for a district project in accordance with Government Code Section 61100(ae).
- While, as noted above, the CCSD has ultimate responsibility for the BRP, it can delegate specified BRP administrative tasks to other appropriate agencies or organizations. The processing of property purchases could be contracted to a land conservation organization. These organizations have experience in contacting potential sellers, negotiation of the terms of sale, recording title and deed restrictions to retire and conserve the parcels and monitoring compliance with deed restrictions and conservation easements. The Committee recommends that the CCSD consider the costs and benefits of outsourcing the administration of the BRP to an existing land conservation organization versus administering the program in-house. In this connection, the Committee considered whether to recommend the creation of an open space district to assume some or all BRP responsibilities to be delegated from the CCSD. District legal counsel has advised that the statutes relating to open space districts (Public Resources Code Sections 5500-5595) do not appear to allow for formation of such a district in the Cambria area without an amendment through special legislation. The Committee also concluded that at this time, even if permissible, creating such an open space district, which is a complex and time-consuming process requiring, among other things, approval of the Local Agency Formation Commission, is not feasible.
- The Committee recommends that the CCSD produce an annual report on the progress of the BRP including a financial report, the number of intent to serve letters issued, the number of undeveloped parcels retired under the program, the number of undeveloped parcels subject to the program that have yet to be retired, the number of undeveloped parcels on which deed restrictions or restrictive easements have been placed and an annual inspection documenting compliance with all deed restrictions.
- The Committee recommends that a maintenance advisory board be established to provide forest management expertise and oversight. The CCSD Parks, Recreation and Open Space Commission could be tasked with this function or, alternatively, the CCSD could request the Friends of the Fiscalini Ranch Preserve Board to assume this function.

FUTURE ROLE FOR A MODIFIED BUILDOUT REDUCTION PROGRAM CITIZENS' COMMITTEE

To help assure that the BRP is used to aggressively retire undeveloped parcels in Cambria while remaining fiscally viable, it is recommended that the BRP Citizens Committee, as modified, remain in place in an oversight function as a standing committee. For institutional knowledge, we recommend that the standing committee initially include one or two members of the current Citizens' Committee. In addition, the standing committee should also include representatives of the three stakeholder groups and other members of the general public whom the Board determines would best represent the interests of the community. The new standing committee should be appointed by the CCSD Board in a size and for terms as the Board deems appropriate and reasonable. The standing committee would review and report annually to the public on the progress of the BRP. In addition, the standing committee would recommend, as appropriate, modifications to the BRP in response to changing conditions and new demands.

CONCLUSION

The Buildout Reduction Program Citizens' Committee recommends that the Board adopt the aggressive BRP outlined in this report, gain public approval and implement the program as soon as reasonably practicable. The program will raise \$25 million over 25 years from the primary stakeholder groups that benefit from the program. These funds will be put to use only to remove from development and maintain all undeveloped parcels in excess of the goal of 4,650 residential water connections that is integral to Cambria's Water Master Plan. To help assure that the BRP is implemented in the thorough and disciplined manner intended, the Committee also recommends the creation of a standing oversight committee to review the activities of the BRP on an annual basis. Through the CCSD and BRP, Cambrians can come together to solve the long-standing imbalance between the town's number of undeveloped parcels and its limited water resources. In so doing, the BRP will help to assure that Cambria retains its natural beauty and small-town charm.

APPENDIX I: REVENUE STREAMS CONSIDERED BUT NOT ADOPTED

The Committee considered but did not adopt a wide variety of potential revenue streams to fund, in whole or in part, the BRP. These revenue streams were not selected for several reasons: some were invalid under current law while others were impractical. In some instances, the Committee concluded that the rejected revenue stream duplicated core funding mechanisms which better tapped the specific stakeholder group. Discussed below are the more significant examples of revenue streams that the Committee considered but did not adopt.

(1) Increased Water Connection and Service Fees for Newly Constructed Homes.

An obvious potential revenue stream would be to increase fees for newly constructed homes. The Committee considered several such fees from increased water service rates for new homes to increased connection fees to increased fees for the issuance of intent to serve letters. Each of these methods shared a common flaw; such funding is unlawful under state law if revenue exceeds that reasonably necessary to provide the service or facility that is the subject of the fee. Therefore, while the CCSD may increase water rates or connection fees, it may not do so to fund the purchase or maintenance of vacant parcels under the BRP. The Committee's recommendation not to impose increased water rates or connection fees to fund the BRP should not be interpreted as discouraging increased rates or fees for other lawful purposes, as may be necessary or appropriate.

(2) Mitigation Fees.

The Committee considered mitigation fees, sometimes referred to as development impact fees, under California Government Code sections 66000-66025 for both new home development and substantial home remodels. Mitigation fees are fees imposed on developers to defray all or a portion of the cost of public facilities related to a development project. We do not recommend adopting mitigation fees as a means to fund the BRP because implementation is not within the control of the CCSD and because of other complexities. First, the agency imposing the fee must have land use authority and the CCSD, by statute, does not and cannot have land use authority. Secondly, even if the District did possess land use authority, a mitigation fee must be connected to a legitimate government interest and proportional to the impact on that interest created by the development. Because of these narrow criteria, the Committee felt the imposition of a mitigation fee may spawn unnecessary and costly litigation for the District. Finally, the Committee believes that the creation of a Mello-Roos District encompassing property owners on the CCSD water wait list who will be permitted to build new residences on their property is a better and more efficient way to have the new builder group of stakeholders participate in funding the BRP.

The Committee also considered special mitigation fees under California's Quimby Act. We rejected this funding mechanism because the Quimby Act provides for the dedication of property or payment of fees by a developer of a subdivision for park or recreational purposes only. Therefore, Quimby Act fees are too narrowly focused to be used to fund the BRP.

- (3) Expansion of TDC Program Fees.** The Committee considered proposing an expansion of the current TDC Program such that TDC fees would apply from the first square foot of construction and not just to the marginal square footage purchased with TDC credits. While this proposal would generate significant revenues, such funding would likely be determined to be a mitigation fee subject to the same limitations described in item (2) above.
- (4) Parcel Retirement as Condition for New Water Connection.** The Committee discussed adding a requirement that water wait list position holders eligible to receive a water connection donate a parcel to LCSLO. The donated parcel would be within the urban line and of a size equal to or greater than the parcel receiving the water connection. The Committee rejected this proposal as it may also be deemed an unenforceable indirect mitigation fee.
- (5) Local Sales and Bed Tax Increases.** The Committee considered increasing the local sales tax and bed tax¹¹ as additional revenue streams to fund the BRP. The County imposes these two taxes and they may not be imposed by the CCSD or any other special district. Additionally, these taxes must be imposed only on a county-wide basis. The Committee rejected the local sales tax and bed tax to fund the BRP because it is impractical that residents of San Luis Obispo County would vote to increase such taxes to benefit primarily Cambria.
- (6) Public Private Partnerships.** Many municipalities throughout the United States have formed public private partnerships to develop public facilities with private funding. An example would be the construction of a new public school with a connected retail and/or residential component that operates independently of the school and for profit. The developer of the commercial component would also fund all or part of the cost to construct the connected school as *quid pro quo* for receiving permits and perhaps tax incentives for the entire project. The Committee rejected funding through public private partnerships because, as a practical matter, Cambria does not have a commercial base sufficient to attract business enterprises with either the motivation or capitalization to participate in a public private partnership sufficient to fund the BRP.
- (7) Sale of Water Meter Connections to New Home Builders not on the Water Wait List.** The Committee revisited the original BRP proposal to sell water meter connections at “market rates” to new home builders not on the water wait list and recommends against including this revenue stream as a mechanism to fund the BRP. The Committee’s recommendation is based on the likelihood that selling such connections to non-wait list purchasers essentially allows these purchasers to leap frog the water wait list exposing the CCSD to potential litigation and possible liability to water wait listed property owners who have paid fees and property taxes for years to secure their place in line to build on their property.

¹¹ The bed tax, which is a tax the County imposes on transient occupancy for the general fund, must be distinguished from the CBID fee, which is a fee imposed by the tourism business improvement district on hotels, motels, etc., for special purposes related to the lodging industry. As discussed above, the Committee recommends increasing the CBID fee as a core funding stream for the BRP.

(8) CCSD to Purchase Small Parcels and Combine them for Resale. The Committee considered a suggestion by one member of the public that the CCSD form a non-profit public benefit special purpose entity which would purchase smaller contiguous parcels, combine them into larger parcels and sell the larger parcels for a profit for development. Under this proposal, the combination of smaller parcels into one large parcel would reduce the number of parcels for development. Further, the profits from resale could then be used to purchase additional parcels for retirement. The proposal contemplates that the purchaser of the larger parcels would receive expedited treatment with respect to entitlements and permitting. The Committee rejected this suggestion for several reasons. First, it is legally questionable whether the CCSD can engage in a proprietary function of purchasing and selling real property for profit. Second, management of the BRP will be complex enough without requiring the CCSD to take on the added role of real estate trader. Third, the viability of the proposal depends on the CCSD realizing net profits from the transactions sufficient to generate income to fund other aspects of the program which is speculative.

APPENDIX II: RECOMMENDATIONS FOR DEED RESTRICTIONS

The Committee recommends that deed restrictions for retired parcels contain the following terms and conditions.

1. The BRP requires that undeveloped parcels acquired through the BRP be retired through the imposition of deed restrictions on development.
2. The BRP administrator be required to record a restrictive covenant on the title of each parcel acquired through the BRP stating that the parcel will be permanently restricted from water service and any type of residential construction.
3. The restrictive covenant specify that all requirements will carry with the land and will be binding on future owners.
4. The best approach to preventing development of retired parcels by future owners is for the restrictive covenant to specify that if the retired parcel changes ownership, the deed restriction must be recorded to permanently document prohibited and permitted uses.

APPENDIX III: BRP ACRONYM LIST

APN	Assessor's Parcel Number
BRP	Buildout Reduction Program
BRPCC	Buildout Reduction Program Citizens' Committee
CBID	County [Tourism] Business Improvement District
CCC	California Coastal Commission
CCSD	Cambria Community Services District
CFD	Community Facilities District (also known as Mello-Roos District)
CEQA	California Environmental Quality Act
EDU	Equivalent Dwelling Unit
EIR	Environmental Impact Report
EWS	Emergency Water Supply project
FHFR	Fire Hazard Fuel Reduction [Program]
GMO	Growth Management Ordinance
GSA	Gross Structural Area
LAFCO	Local Agency Formation Commission
LCSLO	Land Conservancy of San Luis Obispo County
MFR	Multi-Family Residence
NCAP	North Coast Area Plan
NGO	Non-Governmental Organization
PEIR	Program-Level Environmental Impact Report
PROS	Parks, Recreation and Open Space Commission (CCSD)
RWQCB	Regional Water Quality Control Board
SEIR	Subsequent Environmental Impact Report
SFR	Single Family Residence
SLO	San Luis Obispo
SPA 1 & 2	Special Project Areas 1 & 2
SWF	Sustainable Water Facility
TDC	Transfer Development Credit
UWMP	Urban Water Management Plan
WMP	Water Master Plan

APPENDIX IV: DEFINITION OF TERMS

Account (CCSD)	Established CCSD customer identification and billing mechanism.
American Land Conservancy	The non-profit land conservancy that assisted in the purchase of the Fiscalini Ranch Preserve.
Assessor's Parcel Number (APN)	An eight-digit number assigned by San Luis Obispo County Assessor's Office as the legal parcel description used for recording and tax purposes.
Brown Act	Enacted in 1953, the act guarantees the public's right to receive notice, attend and participate in meetings of local legislative bodies. Permissible closed meetings are defined in the Act.
Buildable Lot	An APN (parcel) which falls within the size, slope and development parameters established by SLO County Planning and Building. Possible additional parameters may apply as defined by the CCSD.
California Coastal Act	A 1976 environmental law which seeks to balance development rights with strong policies to protect resources of the Coastal Zone. It is comprised of standards applied by the Coastal Commission to review coastal development permits and Local Coastal Programs. Seven articles govern all development along the coast and mandate protection of public access, recreational opportunities, and marine and land resources.
California Coastal Commission	The CCC is a state agency which plans and regulates the use of land and water in the coastal zone. Established in 1972, it was made permanent by the Legislature through the Coastal Act in 1976. The policies of the California Coastal Act constitute the statutory standards applied to planning and regulatory decisions of the Coastal Commission.
California Coastal Conservancy	California state agency established in 1976 to enhance coastal resources and access.
California Environmental Quality Act	A California law enacted in 1969 that requires public agencies in the state to evaluate environmental impacts of proposed projects. The Act includes a public review period allowing the public and interested parties time to comment on the project and potential impacts.
Cambria Land Trust (Greenspace)	A non-profit organization established in 1988 to educate, advocate and protect the ecological system, cultural resources and marine habitats of the North Coast of SLO County.

County Tourism Business Improvement District (CBID)	A district established by San Luis Obispo County assessing a lodging fee that is used by the County or local Tourism Boards to promote tourism.
Community Facilities District	See Mello-Roos District.
Connection Fee/Hook Up Fee	Fee payable to the CCSD to initiate water and sewer hookup for construction; prior satisfaction of Intent to Serve Letter requirements is needed.
Conservation Easement	A legal agreement between a landowner and a land trust or government agency that permanently limits uses of undeveloped land in order to protect its conservation values. The landowner may continue to own and use the land, sell it, donate it or pass it on to heirs subject to the restriction of the easement. A conservation easement runs with the land in perpetuity.
Consolidation Program (APNs)	Program to encourage owners of contiguous lots recorded under multiple APN's to consolidate those lots under a single APN designation through the Assessor's Office. See Voluntary Merger Program.
Core Funding	Funding streams identified by the BRPCC as viable options to support the financial requirements for program execution.
County Assessor's Office (SLO)	County office which maintains legal property description, the associated APN identification, and also assesses and collects property taxes.
Deed Restriction(s)	An agreement that restricts or limits the use or activities that may take place on property. Upon proper recordation with the County recorder, deed restrictions run with the land and bind subsequent owners.
Eminent Domain Authority	The right of government to take private property for public use.
Equivalent Dwelling Unit	The volume of water allocated by the CCSD to each class of water user (residential class, commercial class, etc.).
Final Subsequent Environmental Impact Report	The Final SEIR for the Cambria Sustainable Water Facility Project (SWF), prepared in accordance with the California Environmental Quality Act (CEQA), was certified July 2017. The SEIR tiers from the CCSD Water Master Plan PEIR which was certified as final in 2008.
Fire Hazard Fuel Reduction Program	A program which provides the Cambria Fire Department the authority to mandate that property owners clear their property of weeds and tree debris to reduce fire hazard to the community.

Grandfathered Meter	A water meter connection fee that was paid or a water meter that was physically installed prior to 2/28/86, but which is not currently in use. A minimum bi-monthly service fee is charged to maintain grandfathered status.
Greenspace	See Cambria Land Trust.
Impact Fee	A fee imposed by local government on new development to pay for all or a portion of the costs of providing public services.
Intent to Serve (Letter)	A letter stating the CCSD will provide water and sewer services to a particular residential or other project upon satisfactory completion of a number of steps, timely payment of fees and availability of water.
Land Conservancy of San Luis Obispo County (LCSLO)	The Land Conservancy of San Luis Obispo County is a non-profit organization that works to permanently protect and enhance lands having important scenic, agricultural, habitat and cultural values for the benefit of people and wildlife.
Land Use Authority	Regulation of growth and development by federal, state and local governments. Cambria is an unincorporated community; land use authority is held at the County level.
Local Agency Formation Commission	A state mandated agency that oversees the creation of logical service boundaries between cities and special districts and encourages the orderly formation and development of local governments.
Local Coastal Program	The program mandated under the Coastal Act by which SLO County manages the conservation and development of coastal resources within its jurisdiction.
Mello-Roos District	A Community Facilities District (CFD) is a special district established as a means to obtain additional public funding, through special taxes on property within the CFD. California Senator Henry Mello and Assemblyman Mike Roos were the authors of the legislation.
Mello-Roos Assessment	A special parcel tax which is not based on the assessed value of real property, but rather on the payment of a set amount to cover improvements.
Mitigation Fee Act	Enacted in 1987, Government Code 66000, defines the requirements for development impact fee programs, and establishes the criteria of proportionality in both nature and extent.
Mixed Use	A type of urban development that contains a mix of residential, commercial, cultural, institutional or industrial uses.

Non-buildable Lot	An APN parcel which falls outside the size, slope and development parameters established by SLO County Planning and Building. Possible additional parameters may apply as defined by the CCSD.
Non-Governmental Organization	Any non-profit organization or volunteer citizen's group organized on a local, national or international basis that is independent of any government or governmental agency.
North Coast Area Plan	A plan developed by the County of San Luis Obispo that provides information on population, land use, availability of resources, public services and environmental characteristics. The plan also describes County land use policies for the North Coast Planning Area, including regulations adopted as part of the Land Use Ordinances and the Local Coastal Plan.
Open Space District	A local public district that acquires and maintains land or interests in land to protect open space.
Outstanding Service Commitment	See Grandfathered Meter.
Parcel	Land with a legal description and associated Assessor's Parcel Number, recorded through the county assessor's office. A parcel may contain one or more lots.
Parcel Tax	A form of property tax assessed at a rate based on the characteristics of a parcel rather than the assessed value. It is considered a "qualified special tax" and requires a two-third voter approval.
Parks, Recreation and Open Space Commission	Established in 1994 by the CCSD to promote plans for new parks, a viable recreation program, protection of open space and development of a system of trails.
Planning Department	San Luis Obispo County Department of Planning and Building.
Property(ies)	See definition of Parcel.
Proposition 218	A state constitutional amendment approved by California voters in 1996. Prop 218 imposes the process and constraints for establishing and increasing taxes, certain proposed fees and assessments.
Regulatory Taking	Situation in which government regulation limits the use of private property to the extent of denying the property owner all viable economic use or value of property in violation of the Fifth Amendment of the United States Constitution.
Restrictive Covenant	A covenant imposing a restriction on the use of land so that the value and enjoyment of adjoining land will be preserved.
Restrictive Easement	The right to use the property of another for a specific purpose. The easement is itself a real property interest, but the title to the underlying land is retained by the

	owner on which the easement applies. A conservation easement that prohibits the construction of any improvement on land is one form of restrictive easement. Other forms of restrictive easements may restrict the construction of dwellings, but permit other improvements.
Retired Parcel (Lot)	A parcel which may not receive a water connection from the CCSD and therefore may not be developed as a residence.
Secondary Means to Retire Parcels	Funding streams and other means to retire undeveloped parcels recommended by the BRPCC in addition to core funding.
Special Districts	A form of local government that provides limited services based upon specific statutes. When residents or landowners want additional or higher levels of services, they can form a special district to pay for and administer them.
Special Projects Area 1 and 2	Areas of Cambria designated by SLO county and provided special resource protection. SPA 1 involves issues associated with the Monterey pine forest and forest habitat. SPA 2 involves issues related to the area's visibility from HWY 1.
Subsequent Environmental Impact Report	See Final Subsequent Environmental Impact Report.
Sustainable Water Facility (SWF)	The reverse osmosis water processing facility located near the San Simeon Creek Lagoon that converts salt water brine and processed wastewater effluent into a supplemental potable water source for Cambria.
Transfer Development Credits Program	A program of San Luis Obispo County under which the Land Conservancy of San Luis Obispo County acquires parcels, focusing on high conservation areas, through donation or purchase. Properties acquired by LCSLO accumulate a development credit that is stored in a virtual bank. Money for additional purchases is generated through the sale of these Transfer Development Credits (TDC's) to owners of smaller residential properties wanting to increase the size of their structures within defined parameters.
Unallocated Water Connections	Water service connections not currently committed by the CCSD which would be in addition to the water wait list positions but within the 4,650 residential water connection goal.

Urban Water Management Plan	The CCSD's local water management plan prepared in compliance with the Urban Water Management Planning Act. The Plan was last updated effective 2015.
Vacant Parcel	An undeveloped parcel without any structural improvement, essentially raw land.
Voluntary Merger Program	A CCSD sponsored program to encourage homeowners served by the CCSD to merge their adjacent undeveloped parcels into one APN, effectively retiring the parcels from future development.
Water Master Plan	The Water Master Plan mandated by state law defines the long-term water supply strategy for the unincorporated community of Cambria. It was adopted by the CCSD in 2008 and is available on the CCSD website.
Water Meter (CCSD)	The mechanism to connect water services to CCSD customers within the Cambria urban area.
Water Meter Transfer	A process of moving a water position from one parcel to another, where the sending parcel or an equivalent alternative parcel is retired from development and receiving parcels are merged. Water positions/meters are restricted in Special Areas 1 and 2.
Water Wait List (Position)	The CCSD maintained list of owners of undeveloped parcels, prioritized by date of application, who are waiting for the opportunity to build a home. Each wait list position is preserved by payment of an annual wait list fee. Such property owners also pay county property taxes on their undeveloped parcels.

Buildout Reduction Program ("BRP")

BRP

- What is the BRP?
- The Committee
- Why Adopt the BRP?
- Who are the Stakeholders of the BRP?
- What's the BRP Cost and Funding Streams?
- What's Required to Implement the BRP?

What is the BRP?

The BRP is a program to retire from future development all vacant residential parcels in excess of the 4,650 residential water connections targeted in the 2008 CCSD Water Master Plan.

The original BRP was prepared in 2006; the updated BRP is the result of intensive work by the 2016 BRP Citizens' Committee ("BRPCC").

The BRPCC identified **1,377 undeveloped residential parcels** subject to retirement in excess of the 4,650-target.

Buildout Reduction Program Citizens Committee

Allison Groves

Greg Hunter

Mel McColloch

Jerry McKinnon (replaced Sue Robinson)

Mark Rochefort

Bob Sfarzo

Ted Siegler

Cindy Steidel

Crosby Swartz

Laura Swartz

- Established in April 2016
- Conducted public meetings, generally every other week for 20 months
- Core Principles:
 - A viable program to limit legal liabilities AND provide open space and habitat protection for the community
 - Recommendations must be legal and implementable
 - Costs of implementation should be shared by those deriving benefit from the program

Why Adopt the BRP?

- The BRP is the only guaranteed way to assure that Cambria's population is permanently limited to 4,650 households.
- The BRP preserves Cambria's small town charm and natural beauty.
- The BRP is the growth inducing mitigation measure identified in the EIR for the Sustainable Water Facility.
- The BRP reduces considerable legal expenses and substantial potential liability from lawsuits claiming regulatory taking and/or other theories of recovery.
- The BRP should eliminate long-standing community acrimony over the uncertainty and scope of population growth in Cambria.

Who are the Stakeholders of the BRP?

- The BRPCC identified three primary stakeholder groups that benefit from the BRP:
 - Owners of vacant parcels on the CCSD Water Wait List.
 - Current and future owners of developed residential and commercial properties in Cambria.
 - Tourists and the tourist trade.

What's the BRP Cost and Funding Streams?

- The estimated cost to retire and maintain 1,377 vacant parcels over the next 25 years is \$25 million, present value.
- The allocated cost to each of the stakeholder group (primary core funding):
 - Water Wait List: \$400,000 per year charged through a Mello-Roos CFD.
 - Current owners of residential property: \$100 per year special parcel tax (\$400,000 per year).
 - Tourists and tourist trade: .5% increase of County Tourist Business Improvement Fee (\$200,000 per year).
- To reduce cost, the BRPCC also recommends vigorously pursuing alternative means of parcel retirement and secondary funding sources such as voluntary mergers, TDC credits, conservation easements, grants, etc.

What's Required to Implement the BRP

- Adoption of the BRP report by the CCSD Board.
- Approval by the prescribed number of members of each stakeholder group under the California Constitution and Proposition 218.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: William Hollingsworth, Fire Chief

Meeting Date: December 14, 2017 Subject: DISCUSSION REGARDING
MAINTAINING CURRENT STAFFING
LEVELS AT THE CAMBRIA CSD FIRE
DEPARTMENT

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider the presentation evaluating the benefits of a 4 person engine company versus 3 person engine company constant staffing model.

FISCAL IMPACT:

Monetary costs and potential funding sources will be discussed under agenda item 7.E.

DISCUSSION:

The fire service continues to evolve and progress, matching its equipment and personnel necessary to meet the demands of emergency service delivery to each community. Specific benchmarks and safety standards have been developed by governing agencies (such as NFPA, NIOSH and FEMA) to ensure the safety of emergency workers when responding to inherently dangerous situations. Numerous studies have concluded that a constant staffing level of a first-in, 4 person engine company is necessary to provide for the overall safety of the firefighters and community alike. Therefore, firefighter staffing levels directly affect the level of service delivery.

Factors affecting staffing:

- Department staffing history
- Increased training and safety requirements
- Staffing needs for a routine residential structure fire
- Decline of volunteerism
- Inconsistency with Cal Fire Station 10 staffing
- Interagency response agreement
- Automatic and Mutual Aid responses (us helping them, and them helping us)
- Third person medical attendant on EMS responses
- San Luis Obispo Grand Jury recommendation
- Increasing call volume
- Special projects
 - Hydrant maintenance
 - Home safety inspections
 - Community Risk Reduction
- SAFER grant and CCSD Board vote on June 22, 2017 approving budget

Safety Justification:

- "Two In/Two Out" – IDLH Atmosphere
 - OSHA Standard
 - NFPA 1710 – Standard for the Organization and Deployment of Fire Suppression Operations

- NFPA 1500 – Standard on Fire Department Occupational Safety and Health Program
- NFPA 1410 – Standard on Training for Emergency Scene Operations

Staffing Studies and Analysis

- Centaur/FEMA Study
- Columbus, OH Fire Department Study
- Seattle, WA Fire Department Study
- Dallas, TX Fire Department Study
- U.S. Fire Academy Fire Risk Analysis
- Austin, TX Fire Department Study
- Clark County, NV Fire Department Study
- Ontario Fire Marshal Study
- Metropolitan Fire Chiefs and Minimum Staffing Report
- Johns Hopkins University Study

Supporting Agencies and Affiliations

- NFPA – National Fire Protection Association
- NIOSH – National Institute for Occupational Safety
- FEMA – Federal Emergency Management Agency
- IAFF – International Association of Fire Fighters
- IAFC – International Association of Fire Chiefs
- OSHA – Occupational Safety and Health Administration
- ISO – Insurance Services Office
- Cal OES – California Office of Emergency Services
- AHA – American Heart Association
- ICMA – International City Management Association

Return to three (3) personnel engine staffing:


- Advantages
 - Cost savings for reducing the level of available emergency services
- Disadvantages
 - Increased life and safety risk to firefighters and public
 - Inability to meet OSHA mandate for “Two In/Two Out”
 - Higher levels of risk liability
 - Greater potential for injury and loss of life
 - Change in fundamental firefighting tactics
 - Loss of available reserve personnel
 - Decreased ability to provide Automatic and Mutual Aid response
 - Decreased ability to recover costs associated with Mutual Aid response
 - Decreased ability to provide third attendant on critical EMS response
 - Contrary to the San Luis County Grand Jury recommendation
 - Decreased ability to complete special projects – hydrant maintenance

It is generally accepted that a municipality has the right to determine the overall level of fire protection it wants. However, regardless of the level of fire protection chosen by the public, neither they nor their elected officials have the right to jeopardize the safety of the employees providing those services. The public pays for the protection of life and property through their tax dollars. They do not expect firefighters to take a defensive posture, to simply respond to a working fire, surround it and drown it; to do so would be to concede preventable losses of both life and property. The public expects that the fire department is staffed and prepared to provide aggressive interior fire attack when appropriate, to accomplish both victim rescue and property conservation, and to address all non-emergency related concerns. Additionally, they expect the continuance of special projects, maintenance of our infrastructure, and the ability to provide the best service available to the community of Cambria.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___RICE ___FARMER ___BAHRINGER ___WHARTON___





Safe Firefighter
Staffing Level
Cambria CSD
Fire Department

DISCUSSION

- 4 - person vs. 3 - person engine company constant staffing model

1 Captain

1 Engineer

2 Firefighters

1 Captain

1 Engineer

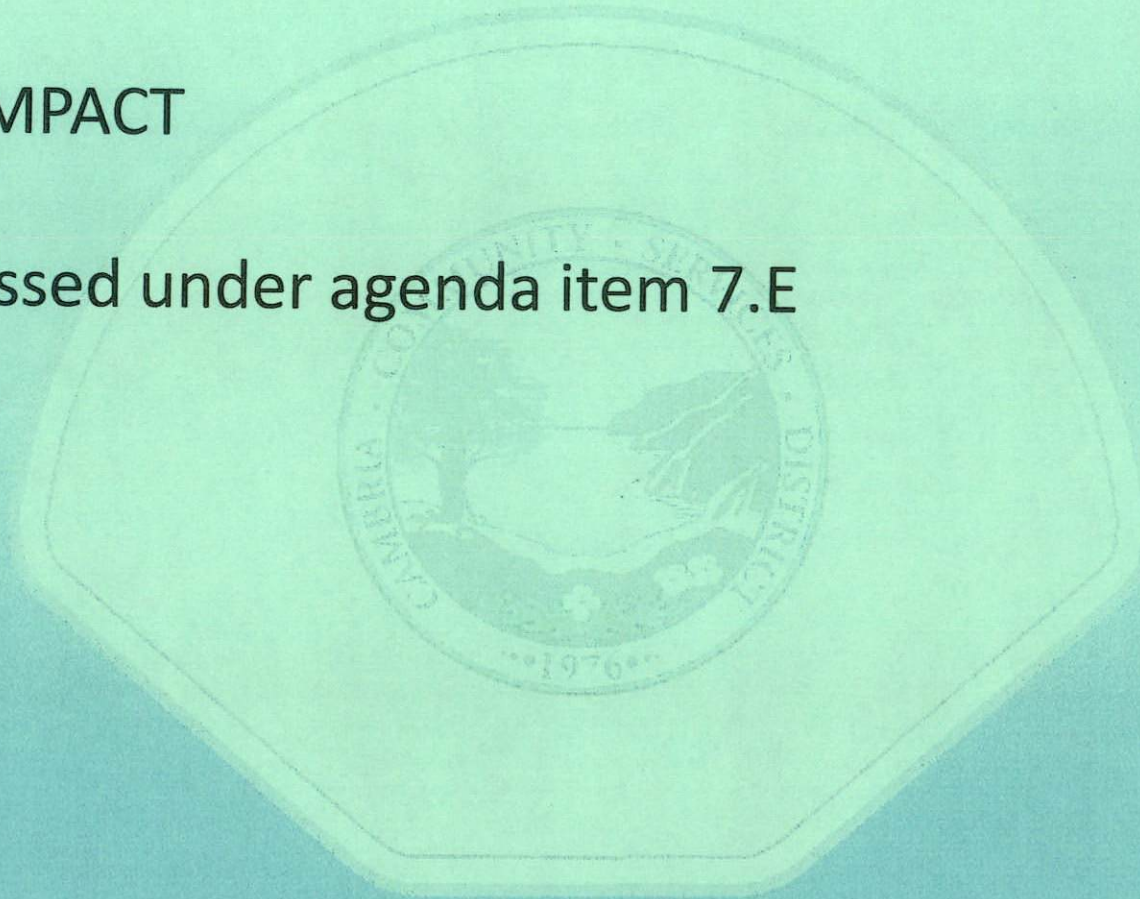
1 Firefighter

STAFF RECOMMENDATION

- 4 - person engine company provides a higher, more efficient level of emergency service:
 - Firefighter and community safety
 - San Luis Obispo County Grand Jury recommendation
 - Special project work

FISCAL IMPACT

- Discussed under agenda item 7.E



DEPARTMENT STAFFING HISTORY

- Formed in 1877 Hope Fire Company
- 1st career Firefighter in November 1983
- 1st career Chief in January of 1985
- 3 career Captains in July 1999
- 3 career Engineers in January 2005
- 3 SAFER Firefighters March 2016

DEPARTMENT STAFFING HISTORY

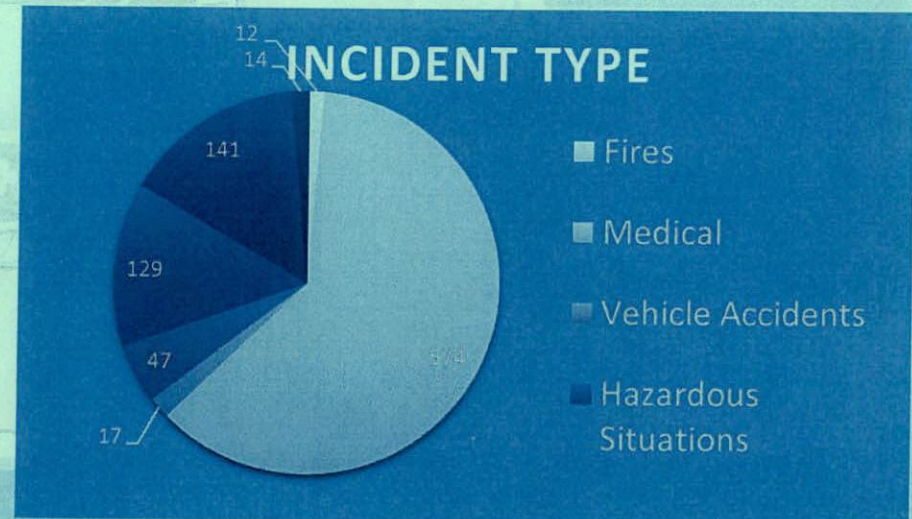
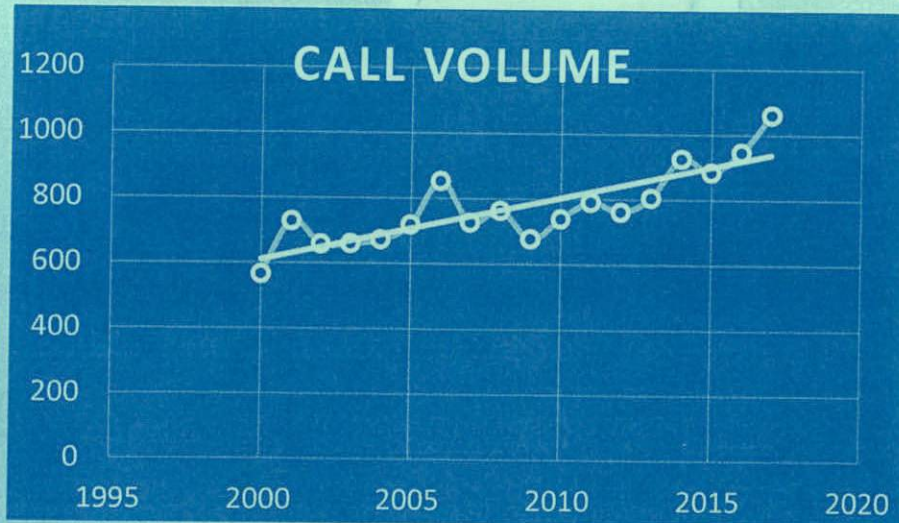
- Decline in volunteerism/paid call / reserves
 - 2000 – **17** in town reserves
 - 2017 – **2** in town reserves

EVOLVING SAFETY & TRAINING REQUIREMENTS

- 2000
 - Volunteer Firefighter Academy/First Aid/CPR/FRA
 - Total training hours: **92** (48/24/16/4)
 - Local training possible
- 2017
 - SFM Firefighter 1/EMT/CPR/FRO
 - Total training hours: **752** (600/120/16/16)
 - Mostly formal training

DEPARTMENT CALL VOLUME

- Increase of 87% since 2000



SAFETY STANDARD - STRUCTURAL FIREFIGHTING

- “Two In / Two Out”
 - OSHA — 29 CFR 1910.134
 - NFPA 1710 — Standard for the organization and deployment of Fire Suppression Operations
 - NFPA 1500 — Standard on Fire Department Occupational Safety and Health Program
 - NFPA 1420 — Standard on Training for Emergency Scene Operations

SAFETY STANDARD STRUCTURAL FIREFIGHTING

- Typical Residential Structure Fire Response
 - Hoselines
 - Search and Rescue
 - Ventilation
 - Support Functions
 - Command
 - Minimum Total Personnel Required = **15**

FACTORS AFFECTING STAFFING NEEDS

- Decline of volunteerism
- Increased call volume
- Increased safety and training mandates
- “Two In/Two Out” mandate

FACTORS AFFECTING STAFFING NEEDS (cont.)

- Automatic and Mutual Aid response
- Inconsistency of Station 10 staffing
- Third person medical attendant
- Grand Jury recommendation

STAFFING STUDIES & ANALYSIS

- FEMA Study
- Columbus, OH FD Study
- Seattle, WA FD Study
- Dallas, TX FD Study
- U.S. Fire Academy Risk Analysis
- Clark County, NV FD Study
- Ontario, Canada Fire Marshal Study
- Metropolitan Fire Chiefs and Minimum Staffing Report
- Johns Hopkins University Study

SUPPORTING AGENCIES & AFFILIATIONS

- **NFPA** (National Fire Protection Association)
- **NIOSH** (National Institute for Occupational Safety & Health)
- **FEMA** (Federal Emergency Management Agency)
- **IAFF** (International Association of Fire Fighters)
- **IAFC** (International Association of Fire Chiefs)
- **OSHA** (Occupational Safety & Health Administration)
- **ISO** (Insurance Services Office)
- **CAL OES** (California Officer of Emergency Services)
- **ICMA** (International City Management Association)

RETURN TO 3 – PERSON ENGINE COMPANY

- Advantage
- Cost savings for reducing the level of available emergency services

RETURN TO 3 – PERSON ENGINE COMPANY

- Disadvantages
 - Increase life and safety risk to firefighters and public
 - Inability to meet OSHA mandate
 - Higher levels of risk liability
 - Greater potential for injury and loss of life
 - Change in fundamental firefighting tactics
 - Loss of available reserve personnel

RETURN TO 3 – PERSON ENGINE COMPANY (cont.)

- Disadvantages
 - Potential change to ISO classification
 - Decreased ability to provide Automatic/Mutual Aid
 - Decrease ability to recover associated costs
 - Decreased ability to provide third attendant
 - Contrary to SLO Grand Jury recommendation
 - Decreased ability to continue with special projects

CONCLUSION

- Department recommends 4 – person engine company
- The CCSD Board of Directors and public have the right to determine the level of service
- Safety will not be compromised due to level of staffing
- Expectation to meet the needs for emergency response as we move forward



CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.E.**

FROM: Jerry Gruber General Manager
David Hirsch, Deputy District Counsel

Meeting Date: December 14, 2017 Subject: DISCUSSION AND CONSIDERATION
OF FUNDING ISSUES AND
PRIORITIES, INCLUDING OPTIONS
FOR SPECIAL TAX ELECTIONS

RECOMMENDATION:

Staff recommends that the CCSD Board of Directors discuss and provide direction regarding funding issues and priorities, including the possibility of a special tax to fund the retention of Firefighters hired under the SAFER Grant or to provide funding for maintenance of the Fiscaliini Ranch.

FISCAL IMPACT:

In May 2017, the Finance Director prepared an analysis of the costs related to SAFER Firefighters for the Ad Hoc Budget Committee (see attached analysis). While there were a number of variables, the analysis concluded that with current salary and benefits, the additional annual cost for three Firefighters is in the \$300,000 range. It also noted that by allocating money from the General Fund that comes from the Solid Waste Collection Franchise Fee, that over the next five years while the CCSD is paying \$135,000 per year toward the purchase of the new fire truck, there would still be a deficit. In addition, the BRPCC will be recommending a special tax as a component of funding the Buildout Reduction Program. With regards to the Facilities and Resources Department the fiscal year budget for 2017/2018 represents \$638,126 in projected revenues and \$638,217 in projected expenditures. Although significant improvements continue to be made on the Fiscaliini Ranch under the leadership of Carlos Mendoza and his two full-time staff members a great deal of work still needs to be done in addition to ongoing maintenance. With the addition of the East Ranch Phase One Park Project additional costs related to labor and ongoing maintenance should be a point of consideration from a fiscal standpoint. In order to appropriately address the Grand Jury report regarding the health of the forest there will need to be considerable efforts made to mitigate the dead and dying trees and the possible implementation of a Forest Management Plan.

DISCUSSION:

As discussed below, staff has been reviewing options related to the need to provide ongoing funding for the additional Firefighters that were initially hired through the 2015 SAFER (“Staffing for Adequate Fire Emergency Response”) Grant. In addition, there are other matters facing the community that involve the potential need for additional funding sources, or that will impact residents of the community who will be asked to pay increased costs for services. A rate study is currently being conducted related to water and wastewater fees and charges. Staff is also aware that the BRPCC will be recommending that the District seek approval of a special tax as part of its proposals to fund the costs of the Buildout Reduction Program. Also, the General Fund, which largely consists of the District’s allocation of property taxes, as well as money received from the Solid Waste Franchise Fee, is currently used in part to fund Facilities and Resources and the Fire Department. This includes the maintenance and operations of the Fiscaliini Ranch. There is also a need to find ways to fund a forest management plan. As a practical matter, there are limits on seeking approval from ratepayers and the electorate to pay

additional taxes and fees. Accordingly, it is necessary for the Board to consider priorities and alternatives

By way of background, on September 10, 2015 the Board of Directors adopted Resolution 32-2015, accepting the 2015 SAFER Grant Award. Under the Grant, the CCSD received funding for three firefighters for a two-year period, which allowed for the addition of one Firefighter on daily staffing and provide for a four-person engine company consisting of a Captain, Engineer, SAFER-funded Firefighter and a reserve Firefighter. Chief Hollingsworth will be providing a presentation as part of today's agenda regarding fire engine company staffing.

As was noted at the time the Grant was accepted, unless additional funding is available, at the end of the period of time covered by the Grant, the SAFER-funded firefighter positions would end and the staffing would have to go back to a three person staffed engine. In June, 2017, as part of the approval of the current fiscal year budget, the Board approved the transfer of \$84,000 from General Fund reserves to pay for Firefighter salaries. At that time it was noted that the budget anticipated that the three SAFER Firefighters would be hired as permanent full time Firefighters at a salary that is 83% of the current Fire Engineer Salary. Doing so would add an additional \$70,650 in salary costs for the four months in Fiscal Year 2017-18 after the SAFER Grant funding ends, and about \$306,000 per year after that. To cover the costs, the budget included a discussion of using funds from the General Fund from Solid Waste Franchise Fees, property taxes, and seeking funding from the SLO County Tourism Board to obtain financial support for the ALS services the Fire Department provided to tourists who visit Cambria. It was also noted that there would still be a deficit of about \$165,000 a year over the next four fiscal years while the District paid for the new fire truck.

Staff has reviewed funding alternatives and concluded that one way to generate revenue to fund the additional Firefighters would be to hold an election in accordance with the requirements of Proposition 218 and seek approval for a special tax. While the District currently has a Fire Suppression Benefit Assessment adopted under the provisions of Government Code Sections 50078 et seq., any new or increased assessments under these statutory provisions is problematic because of the requirement that such assessments be based upon "special benefit" and not general benefits that apply to the community as a whole. In the alternative, instead of a special tax for Firefighters, another possibility would be to instead seek approval of a special tax to fund the maintenance and operations of the Fiscalini Ranch, which would free up General Fund money to fund the additional Firefighters.

An election for a special tax is subject to two-thirds approval of the voters. Government Code Section 61121 provides that community services districts may levy special taxes, which are to be applied uniformly to all taxpayers or all real property within the district, except that unimproved property may be taxed at a lower rate than improved property.

With regard to special tax elections, a local government agency such as the CCSD may call an election to seek approval of a special tax on any date allowed in State law. State law designates four dates as "established election dates": (1) the second Tuesday in April in even-numbered years; (2) the first Tuesday after the first Monday in March in odd-numbered years; (3) the first Tuesday after the first Monday in June in each year; and (4) the first Tuesday after the first Monday in November in each year. Statewide elections generally are held in June and November in even-numbered years.

The requirement that elections for voter approval of taxes be held on an established election date does not apply to an all-mail ballot election. Mail ballot elections may be held on one of three dates: (1) the first Tuesday after the first Monday in May in each year; (2) the first Tuesday after the first Monday in March in even-numbered years; and (3) the last Tuesday in August in each year.

Staff is seeking direction from the Board of Directors regarding priorities for funding the above-referenced matters, including the possibility of moving forward with a special tax election. If the Board decides to proceed with a special tax election, either at an upcoming established election date, or in a mailed ballot election, staff will proceed to prepare an analysis of the dollar amounts to seek in such an election and the necessary resolutions to call for the election. It also should be noted that in order to call for such a special tax election Government Code Section 50077 requires holding a public hearing to consider the ordinance or resolution for the special tax. The ordinance or resolution must include the type of tax and rate of tax to be levied, the method of collection, and the date upon which an election is to be held to approve the levy of the tax.

Attachment: CCSD Cost Analysis of 3 Additional Fire Fighters

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___ BAHRINGER ___ WHARTON ___ VACANT ___

ANNUAL COST ESTIMATE FOR 3 FIRE FIGHERS

	HIGH ESTIMATE	LOW ESTIMATE	MOST LIKELY
	<u>FIREFIGHTER</u>	<u>FIREFIGHTER</u>	<u>FIREFIGHTER</u>
SALARY	60,751	49,980	55,103
ALS/PARAMEDIC PAY	4,800	-	3,200
PREMIUM PAY	1,640	1,349	1,488
BOOT/PANT ALLOW	250	250	250
OVERTIME	13,931	8,640	10,897
UPGRADE PAY	-	-	-
TOTAL SALARY PER FIRE ENGINEER	81,372	60,219	70,937
SOCIAL SECURITY	4,166	3,182	3,707
MEDICARE	974	744	867
PERS RETIREMENT	8,063	6,160	7,175
MEDICAL INSURANCE	20,000	5,000	13,333
DENTAL/LIFE INSURANCE	2,000	800	1,333
WORKERS COMP	3,897	2,977	3,468
MEDICAL REIMBURSEMENT	1,300	1,300	1,300
TOTAL BENEFITS PER FIRE ENGINEER	40,400	20,163	31,183
TOTAL COST PER FIRE ENGINEER	121,772	80,382	102,121
TOTAL COST FOR 3 FIRE ENGINEERS	365,316	241,147	306,362

CCSD Cost Analysis of 3 Additional Fire Fighters

(a)	(b)	(c)	(d)	(e)	(f)
	Current	Potential	FY 18/19	FY 18/19	
	FY 17/18	FY 17/18	thru	thru	Long Term
			FY 21/22	FY 21/22	
PROPERTY TAXES	1,616,000	1,616,000	1,688,000	1,688,000	1,688,000
FIRE BENEFIT ASSESSMENT	452,300	452,300	452,000	452,000	452,000
WEED ABATE/FUEL REDUCTION	10,000	10,000	10,000	10,000	10,000
Mutual Aid Reimbursements					0
Inspection Fees	14,500	14,500	14,500	14,500	14,500
Franchise Fees				79,000	79,000
Grants: SAFER	117,600	117,600			
Grants: PPE	75,800	75,800			
TOTAL REVENUES	2,286,200	2,286,200	2,164,500	2,243,500	2,243,500
Personnel (not including SAFER)	1,287,000	1,287,000	1,287,000	1,287,000	1,287,000
SAFER Staffing (7/1/17 - 2/28/18)	163,000	117,600			
3 Additional Firefighters (3/1/18 - 6/30/18)	-	102,000	306,000	306,000	306,000
Personnel Net	1,450,000	1,506,600	1,593,000	1,593,000	1,593,000
Maintenance	43,000	43,000	43,000	43,000	43,000
Office Supplies & Equipment	6,200	6,200	6,200	6,200	6,200
Dues & Fees	54,000	54,000	54,000	54,000	54,000
Utilities	22,000	22,000	22,000	22,000	22,000
Professional Services: Legal	18,000	18,000	18,000	18,000	18,000
Professional Services: Ballot	15,000	15,000			
Operating Supplies	61,000	61,000	61,000	61,000	61,000
Personal Protective Equipment	94,000	94,000	10,000	10,000	10,000
Surf Rescue/NCOR	5,000	5,000	5,000	5,000	5,000
Training/Travel	37,000	37,000	37,000	37,000	37,000
Outreach/Education	6,000	6,000	6,000	6,000	6,000
Debt Service (Other)	20,000	20,000	20,000	20,000	20,000
Fire Truck Lease	135,000	135,000	135,000	135,000	45,000
Admin Department Allocation	320,000	320,000	320,000	320,000	320,000
Total Expenditures	2,286,200	2,342,800	2,330,200	2,330,200	2,240,200
Annual Surplus/(Deficit)	-	(56,600)	(165,700)	(86,700)	3,300

Cambria Community Services District
SAFER Firefighter Analysis
Updated 5/24/17 by Patrick O'Reilly, Finance Manager

On May 15, 2017 I provided an analysis concerning the projected costs associated with converting our three SAFER firefighters to permanent firefighters. I am providing this update to the information provided in that analysis with a different emphasis. This issue must be analyzed from two distinct perspectives. First, it must be analyzed from a "long term" perspective that considers long term funding sources and expenditures. Second, it must be analyzed from a "short term" perspective that considers existing funding requirements and constraints. The financial requirements for both conditions must be met in order to proceed in a financially viable manner.

BASIC FACTS

SAFER firefighters are presently paid \$13.65 per hour plus benefits. The annual cost of our current SAFER employees is about \$163,000 but that can change based on how many are receiving ALS pay (currently only one) and how many are receiving married benefits (currently only one).

To assimilate the SAFER firefighters into our regular firefighter staffing, staff would propose considering the creation of a permanent "Fire Fighter" category added to the Fire Captain and Fire Engineer categories we now have. Fire Engineers are now paid 83% of what Fire Captains are paid and staff recommends establishing the Fire Fighter category at 83% of what Fire Engineers are paid. Assuming Fire Fighters are incorporated into normal every day operations at a pay rate that is approximately 83% of our Fire Engineers, the cost of three Fire Fighters to the District will be between \$241,000 and \$365,000 per year depending on various things. One variable is their salary which would start at \$49,980 for Step A and go up to \$60,750 at the top Step E. The other two major variables are whether they receive ALS pay and what their marital status is for medical benefits. ALS pay can be up to \$4,800 per year and medical benefits range from a low of about \$8,000 per year up to more than \$20,000 per year. The high, low and most likely estimates are shown on Attachment A.

With current salary and benefits, the most likely additional cost for three fire engineers would probably be in the neighborhood of \$300,000 but could be as high as **\$365,000**.

Property taxes are the major source of revenue for the Fire Department. In the proposed FY 17-18 budget, the Fire Department will receive 71.0% of property taxes (\$1,688,000) while the Facilities & Resources department will receive 27.5% (\$654,000) and the Parks & Recreation Department will receive 1.5% (\$36,000). In order to fully fund the East Ranch Park Improvements, \$76,201 in property taxes have been shifted from the Fire Department to the Parks & Recreation department in this year's budget.

BUDGET PROJECTIONS

As shown in column (b) of Attachment B, the budget currently being proposed for Fiscal Year 2017-18 is balanced and includes the following:

- \$ 117,600 in receipts from the SAFER grant,
- \$ 75,800 in receipts for the Personal Protective Equipment grant,
- \$ 163,000 for 3 firefighters paid at the SAFER rate of pay from 7/1/17 through 6/30/18,
- \$ 15,000 for a ballot for an additional parcel tax to support additional firefighters,
- \$ 94,000 for complete replacement of all Personal Protective Clothing, and
- \$ 135,000 for the annual payment on the new fire truck.

Column (c) of Attachment B shows the impact on the FY 17-18 budget of hiring the 3 SAFER firefighters as permanent firefighters effective March 1, 2018. This will result in a deficit for the year of about \$ 57,000.

Column (d) of Attachment B shows the projected budget for the Fire Department for the next four fiscal years during which time the remainder of the loan for the fire truck (\$135,000 payment each year) will be paid. This budget reflects a deficit of \$ 165,700 each year. This column also includes the following:

- \$ 306,000 for the cost of the additional three permanent firefighters,
- removal of the \$ 15,000 for the ballot initiative from FY 17-18, and
- reduction to \$ 10,000 for each year for replacement of PPE.

Column (e) of Attachment B shows the same information as column (d) except the deficit has been reduced to \$ 86,700 by allocating garbage franchise fees to the Fire Department to help reduce the deficit. Other potential sources of revenue to reduce the deficit would be:

- transfer the \$50,000 that is budgeted in the Facilities & Resources Department for tree removal on Fiscalini Ranch'
- eliminate the 10% of the Strategic Advisor that is allocated to the Admin Department which totals \$ 10,700 however only 20% of that (\$2,140) would reduce expenses in the Fire Department, and
- reallocate property tax so more is allocated to Fire and less to F&R and/or P&R. For FY 17-18 only, the one time transfer of \$76,201 from Fire to P&R could be reversed which would fully fund the Fire Department but which would leave the East Ranch Park Improvement under-funded by that same amount.

Column (f) of Attachment B shows the long term budget after the fire truck is paid off and reflects a surplus of about \$3,000 per year **IF FRANCHISE FEES ARE PERMANENTLY ASSIGNED TO THE FIRE DEPARTMENT**. A surplus exists because the \$135,000 payment being made to pay off the loan on the fire truck has been reduced to \$45,000 to apply to a sinking fund for the next fire truck that needs to be purchased.

CONCLUSION

For the next five years, the District will be paying \$135,000 per year to purchase a new fire truck. During those five years, if three additional firefighters are hired and if a new source of funding is not found for the Fire Department, a deficit of about \$720,000 will be generated. If franchise fees are allocated to the Fire Department during those five years, a deficit of about \$400,000 will be generated.

After the fire truck is paid off in five years, the cost of the three additional fire fighters should be possible within existing revenues **IF FRANCHISE FEES ARE PERMANENTLY ASSIGNED TO THE FIRE DEPARTMENT**.

PARCEL TAX

I am once again providing information concerning the existing parcel tax collected for the Fire Department (the Fire Service Benefit Assessment) which provides about \$450,000 in revenue each year. It increases at CPI each year with the following assessments for FY 16-17:

	FY 2016-2017
Vacant Lot	\$18.11
Single Family Residence ≤ 3600 square feet	\$90.56
Single Family Residence > 3600 square feet	\$135.84
Multi-Family Residence per Dwelling Unit	\$45.28
Commercial Range:	
Minimum of Commercial Range	\$271.67
Maximum of Commercial Range	\$2,309.23

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