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CAMBRIA COMMUNITY SERVICES DISTRICT

REGULAR MEETING

Thursday, June 27, 2013– 12:30 PM

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

AGENDA

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

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

1. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. Report from Closed Session – No report

2. SPECIAL REPORTS

- A. SHERIFF'S DEPARTMENT REPORT
- B. FIRE DEPARTMENT REPORT
(Estimated Time: 20 minutes)

3. ACKNOWLEDGMENTS/PRESENTATIONS

- A. Cambria Tourism Board Presentation, Linda Finley
(Estimated Time: 15 minutes)

4. PUBLIC COMMENT

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

(Estimated Time: 20 minutes)

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

(Estimated Time: 5 minutes)

6. MANAGER'S AND BOARD REPORTS

- A. MANAGER'S REPORT
- B. MEMBER AND COMMITTEE REPORTS

(Estimated Time: 10 minutes)

7. CONSENT AGENDA

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

- A. Consideration to Approve Expenditures May 2013
- B. Consideration to Approve Minutes of Board of Directors Regular Meeting, May 23, 2013
- C. Consideration to Adopt Resolution 20-2013 Approving Award of Fire Hazard Fuel Reduction Contract
- D. Consideration to Approve Easement Agreement between CCSD and SLO County for Dedication of Easement from CCSD to SLO County for Property Located on Main Street Cambria APN 013-151-045 Main Street Bridge Project
- E. Consideration to Adopt Resolution 25-2013 Approving Revised Senior Water Operator Salary Rate
- F. Consideration to Adopt Resolution 26-2013 Approving Revised Facilities and Resources Supervisor Salary Rate
- G. Consideration to Approve Resolution 27-2013 of the Board of Directors of the Cambria Community Services District in Support of the Preservation of Tax-Exempt Financing
- H. Consideration of Report Regarding Personnel Matters and General Manager Authority
- I. Consideration of Resolution 29-2013 Adopting a Revised Board of Directors Expense Reimbursement Policy

(Estimated Time: 15 minutes)

8. HEARINGS AND APPEALS

- A. Discussion and Consideration to Adopt Resolution 21-2013 Approving the CCSD Budget for Fiscal Year 2013/2014
- B. Discussion and Consideration to Adopt Resolution 22-2013 Approving a 1.3% CPI Adjustment in the Fire Suppression Benefit Assessment
- C. Discussion and Consideration to Introduce Ordinance 04-2013 Adding Chapter 1.06 to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (Section 22000 et seq. of the

California Public Contract Code) and Adopt Resolution 24-2013 in the Matter of Uniform Public Construction Cost Accounting Procedures

- D. Discussion and Consideration to Confirm Itemized Report and Consider Adoption of Resolution 23-2013 to Collect Delinquent Solid Waste Collection and Disposal Charges on the County Tax Roll

(Estimated Time: 60 minutes)

9. **REGULAR BUSINESS**

- A. Discussion and Consideration of Numerical or Percentage Limit Related to Amendment of San Luis Obispo County Growth Management Ordinance
- B. Discussion and Consideration to Approve Paramedic Service Provider Agreement between County of San Luis Obispo Emergency Medical Services Agency and Cambria Community Services District
- C. Discussion and Consideration to Cast Ballot for California Special Districts Association (CSDA) Board of Directors Election 2013, Region Four
- D. Discussion and Consideration to Adopt Resolution 28-2013 for the Election of Directors to the Special District Risk Management Authority Board of Directors

(Estimated Time: 60 minutes)

10. **FUTURE AGENDA ITEM(S)**

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

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

- A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to periodic performance evaluation as required by employment contract.**
Title: District Counsel
- B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to periodic performance evaluation as required by employment contract.**
Title: General Manager

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: June 27, 2013

Subject: MANAGER'S REPORT

Administration

Listed below are my General Manager's Report for June 27, 2013 and other associated activities that I am working on with the assistance and support of CCSD Ad hoc Committees, staff, and district counsel.

- Staff has completed the Final Budget for Fiscal Year the 2013/2014. Highlights of the Budget are included on pages 1-4 and provide the CCSD Board of Directors with a detailed explanation of both revenues and expenditures. One additional page has been added to show changes from the Draft Budget that was presented as part of the May Board of Directors meeting. I have provided the Board with an Executive Summary as part of the adoption of the Fiscal Year 2013/2014 Budget.
- I continue to meet weekly with department managers and staff and conduct weekly telephone conference calls with our district counsel.
- Staff continues to evaluate and resolve compliance related matters relating to both the water and wastewater departments.
The SR4 Wells as previously mentioned numerous times over the last several months is running smoothly. Two additional tasks remain to be completed. The ability for the SR4 well to turn itself off and on automatically based of the level in our reservoirs. This is the proper way for a water treatment facility to operate. Another key component regarding the SR4 well is to install a gravity sewer line from the reclaim tank and connect it to the collection system at the Leffingwell School. This will further our automation capability and eliminate environmental and operational concerns relating to the reclaim tank overflowing. The CCSD is currently having the property that the sewer line will cross appraised for easement purposes. I will continue to keep the community and the Board appraised of ongoing improvements to the SR4 well.
- The Water Department has relocated to the Wastewater Treatment Plant. The Facilities and Resources Department has moved into the old Water Department Facilities. Both offices within the old Water Department Facility have been completely painted, newly textured ceilings have been installed and new flooring. All of the work was done by the Facilities and Resources Department for a total cost of \$ 500.00. Additional water relating supplies and equipment will be moved to the wastewater treatment facility within the week. Plans are in the works to dismantle the old blue filtronics tanks that currently sit in the old water yard. The County's public works yard fence has been removed and the overall view corridor for the East Ranch improvements is starting to evolve. I will be presenting a power point presentation today relating to improvements the Facilities and Resources Department have made District wide. The power point will include several of the items I have listed above. Combining utilities operations the District has improved interdepartmental efficiency, communications and customer service. The benefits of the move were seen recently when both departments worked collaboratively on a water break on Main Street. The Facilities and Resources Department will now be able to

mobilize in a more efficient manner specifically relating to the upkeep and ongoing maintenance required for the East and West Ranch. Facilities and Resources equipment that has sat outside for several years will now be housed inside in addition to the CCSD now has a centralized facility for carpentry, electrical, plumbing and painting...

- The list of Capital Improvement Projects has been completed and provided to Alex Handler of Bartle Wells. This list will enable staff and our consultant to complete the connection fees study. The revised CIP list was instrumental in assisting staff with identifying and incorporating infrastructure improvements as part of the 2013/2014 Fiscal Year Budget. Some additional work is being done relating to a previously designated Assessment Districts that were in existence prior to the formation of the CCSD. Staff anticipates bringing the revisions for connection fees to the Board of Directors in July for consideration.
- I have authorized upgrading our GIS ArcView software to the most recent version. Recently the District has experienced several large water main breaks within the distribution system that required the isolation of valves. Staff experienced difficulty locating some of the valves. This resulting in larger area's without water, thus impacting a larger than necessary customer base. Several independent contractors have compiled district information relating to the location of our valves and manholes. Staff is working with those contractors to export the information they gathered into a more manageable GIS format that will result in updated mapping for CCSD employees working in the field. The CCSD does have an operational GIS system; however the data within the system focuses on planning and environmental relating maps instead of infrastructure related resources.
- The Fire Department working collaboratively with the Administrative Department conducted a recent recruitment for Reservist. The recruitment process is temporarily on hold until we can further evaluate the overall number of reservist the Department will need to operate in an efficient manner.
- Staff has completed the draft of the documents to amend provisions of the CCSD Municipal Code and approve administrative procedures and other actions to implement the interim Issuance of Intent to Serve Letters and revise and Implement the CCSD'S Water Conservation Program. A Special Meeting was held on June 21, 2013 by the Cambria Community Services District Board of Directors. Direction regarding the final documents were given to staff and District Counsel and a final version will be presented to the Board of Directors as part of their July, 2013 Board Meeting.

I attended the following meetings and or community events on behalf of the CCSD since CCSD's last Board of Directors' Meeting on May 23, 2013.

- Met with the Budget Ad-hoc Committee to discuss and review the final budget for Fiscal Year 2013/2014.
- Attended Parks, Recreation and Open Space Meeting.
- I met with the Executive Director of FFRP.
- I met with the Administrative Procedures Committee.
- Attended American Legion Installation Dinner.
- Attended Allied Arts Sunday performance
- Attended Camp Ocean Pines Board of Directors Meeting

- Attended Special Meeting of the Cambria Community Services District.
- Attended FFRP Gathering in the Garden.
- Attended CCHD Board of Trustee Meeting.
- Conducted monthly Management team meeting to discuss and review both May and June agendas. Relating to CCSD Board Meetings.

**BOARD OF DIRECTORS' MEETING-JUNE 27, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT**

AUDIT-The CCSD's audited financial statements for the fiscal year ended June 30, 2012 have been posted to the CCSD's website.

BUDGET-The Fiscal Year 2012/2013 Operating Budget has been posted to the CCSD website. The Third Quarter Revenue and Expenditure report for the nine months ended March 31, 2013 has been posted to the CCSD website. A draft of the Fiscal year 2013/2014 Budget will be presented at today's meeting.

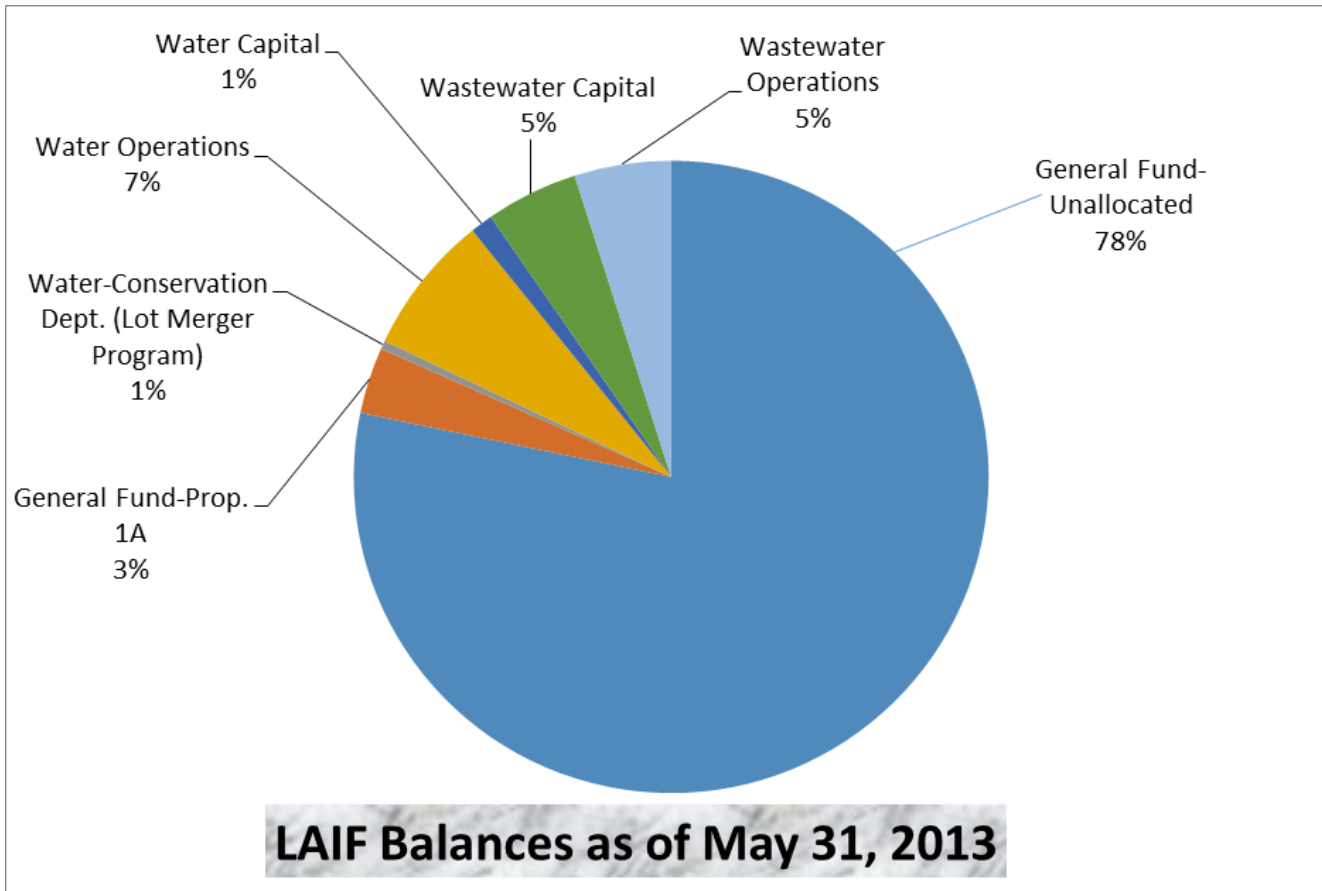
EXPENDITURES-There was one disbursement in excess of \$100,000 during May, 2013-a loan payment to State Water Resources Control in the amount of \$174,057.

RESERVES-LAIF BALANCE-The balance in the Local Agency Investment Fund (LAIF) as of May 31, 2013 was \$4,690,833. The attached Schedule of Cash and Investments Balance indicates how the Cash and Investments balance compares to the prior month's balance as well as for the same month in each of the prior 4 years. Too much emphasis should not be placed on one month's activity; rather the information should be looked at on a trend basis.

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

<u>FUND</u>	<u>AMOUNT</u>
General	\$ 3,670,598
General (Proposition 1A)	\$ 159,286
Water (Conservation Dept.-Lot Merger Program)	\$ 19,982
Water (Operations)	\$ 335,403
Water (Capital)	\$ 53,985
Wastewater (Capital)	\$ 220,770
Wastewater (Operations)	\$ 230,859

With the exception of the restricted funds to offset a potential future Proposition 1A take-away, final reserve amounts are determined after all other fiscal year activity is recorded, reconciled and audited, although the balances are monitored during the fiscal year to ensure that funds set-aside for specific programs, such as the Lot Merger Program, are not overspent. The above amounts have been updated based on the audit for the fiscal year ended June 30, 2012 with the exception of the Resource Conservation Department's balance (for the Lot Merger Program), which has been updated as of March 31, 2013. The amounts have also been updated for the interest revenue received through March 31, 2013.



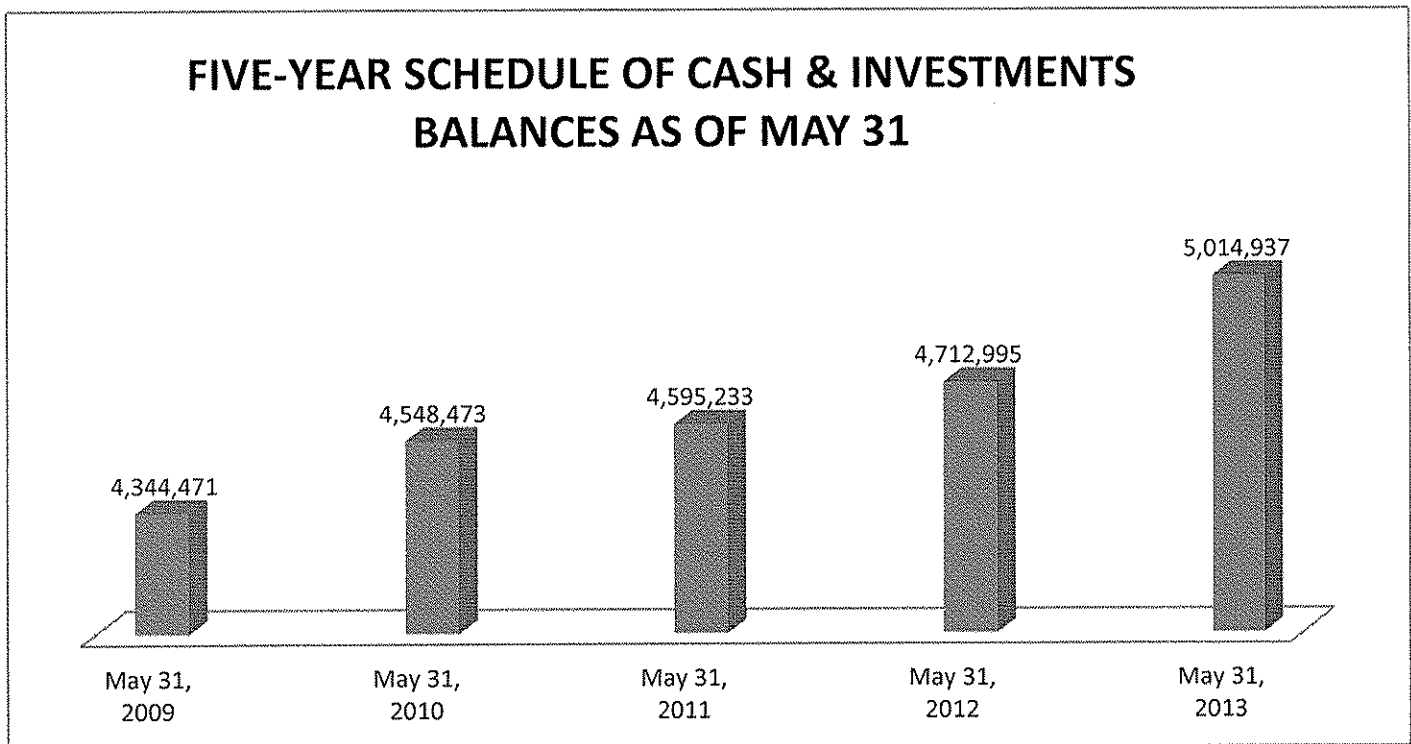
INTERNAL LOANS-As of May 31, 2013, the CCSD Board of Directors approved several internal loans to be made out of the General Fund to the Water and Wastewater Funds. To date, all of the costs that were to be paid from the loan proceeds were actually able to be fully paid for out of the Water or Wastewater Funds respectively with the exception of the \$166,000 loan for ACE match requirements. As such, this is the only loan currently outstanding and no additional loans are expected to be required for activity through April 30, 2013.

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

EXTERNAL LOANS-As of May 31, 2013 the CCSD external debt is as shown per the attachment, including interest rates and prepayment penalty provisions.

**BOARD OF DIRECTORS' MEETING-JUNE 26, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT ATTACHMENT
SCHEDULE OF CASH & INVESTMENTS BALANCE**

PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR YEAR	INCREASE/ (DECREASE FROM BASE PERIOD (May 31, 2009)
May 31, 2009	4,344,471	N/A	N/A
May 31, 2010	4,548,473	204,002	204,002
May 31, 2011	4,595,233	46,760	250,762
May 31, 2012	4,712,995	117,762	368,524
May 31, 2013	5,014,937	301,942	670,466



PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR MONTH
April 30, 2013	4,712,995	N/A
May 31, 2013	5,014,937	301,942

NOTES:

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

All amounts are based on CCSD records.

**BOARD OF DIRECTORS' MEETING--JUNE 27, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGERS REPORT ATTACHMENT
SCHEDULE OF LONG-TERM DEBT**

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

*All FY 2012/2013 payments have been disbursed.

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

**BOARD OF DIRECTORS' MEETING JUNE 27, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
FIRE CHIEF'S REPORT**

Response information is attached and represents activities for the month of May 2013. Progress updates and highlights regarding the different programs and services our department provides are identified below:

Prevention and Education (May 2013)

- **06** residential new and remodel fire plan reviews were completed.
- **07** residential and commercial technical fire inspections were conducted.
- **00** hydrant system flow test.
- **12** engine company commercial fire and life safety inspections were conducted.
- **04** public education event
- **13** residential smoke detectors were installed and or the batteries changed.

Meetings and Affiliations (May 2013)

- | | | |
|----------------------------------|--------|--------------------------|
| • SLO County Chiefs Assn Meeting | May 01 | 0900-1300, Arroyo Grande |
| • EMS Ad Hoc Committee | May 14 | 1530-1730, Cambria |
| • County Communications ECC | May 15 | 1000-1200, Morro Bay |
| • Coastal Incident Response | May 16 | 1300-1630, Morro Bay |
| • EMS Ad Hoc Committee | May 21 | 1530-1730, Cambria |
| • County EOC Communications | May 28 | 1400-1600, SLO |
| • CCSD Admin Team Meeting | May 28 | 0900-1100, Cambria |

Operations

The Fire Department responded to the **Branch Fire** to assist as part of the San Luis Obispo County mutual aid system on Sunday June 2nd. The CCSD Fire Department sent Water Tender 57 and two personnel to assist with the effort for a period of approximately 24 hours. All expenses incurred for this response are reimbursable through the Forest Service. The CCSD Fire Department participates in the San Luis Obispo county Mutual Aid System for immediate and planned need responses within the County.

The North Coast Ocean Rescue (NCOR) Team participated in training drills recently that employed the use of the California Highway Patrol H-70 rescue helicopter. The NCOR team practiced a skill known as "helocasting" which requires rescue swimmers to drop from the helicopter into the ocean to secure and rescue a victim to be lifted back into the aircraft via rescue cable.

Captain Steve Bitto and a cadre of assistant instructors presented their 5th annual Rescue Boat Operations Course in Marin County last month. Participating in the training were departments from around the San Francisco Bay Area and Marin County. This course is considered to be among the most comprehensive in Ocean Rescue Boat Operations available.

The CCSD Fire Department and Human Resources recently completed a comprehensive recruitment for Reserve Firefighters. Out of the many applications received, 18 candidates were invited to the testing process which consisted of a written and physical agility test and an oral interview panel. Seven new personnel were selected to attend the 2013 CCSD Fire Department Training Academy which will begin June 24.

The CCSD Fire Department has received a tentative go ahead (if approved today by the CCSD Board of Directors) for Paramedic Provider Agency status. The application for this advancement was submitted over 3 years ago in efforts to allow Cambria CSD Fire Department Paramedic personnel the ability to utilize paramedic advanced life support (ALS) skills as a normal part of their duties. This effort was supported by the Cambria Community Healthcare District as a continuation and advancement of the excellent Emergency Medical Services provided to citizens and visitors to the community.

Prevention

The annual Fire Hazard Fuel Reduction Program is underway. Approximately 1,800 vacant parcels have been identified and noticed to abate weeds and other flammable debris to provide defensible space and fire safety in the community. The deadline for owners to clear their parcels is **July 12, 2013**

Fire Department staff are currently working to develop a disaster preparedness brochure and checklist to be distributed throughout the community. The document will contain information about what to do in the event of a disaster and how to be prepared in advance. Also provided will be a personal survival kit checklist. This is a comprehensive list of items that should be obtained and kept in the household in case of emergency. Information for this resource was obtained from the Federal Emergency Management Agency (FEMA), United States Fire Administration (USFA), National Fire Academy (NFA), National Fire Protection Association (NFPA), Office of Emergency Services (OES) and other emergency service agencies in California and across the Country.

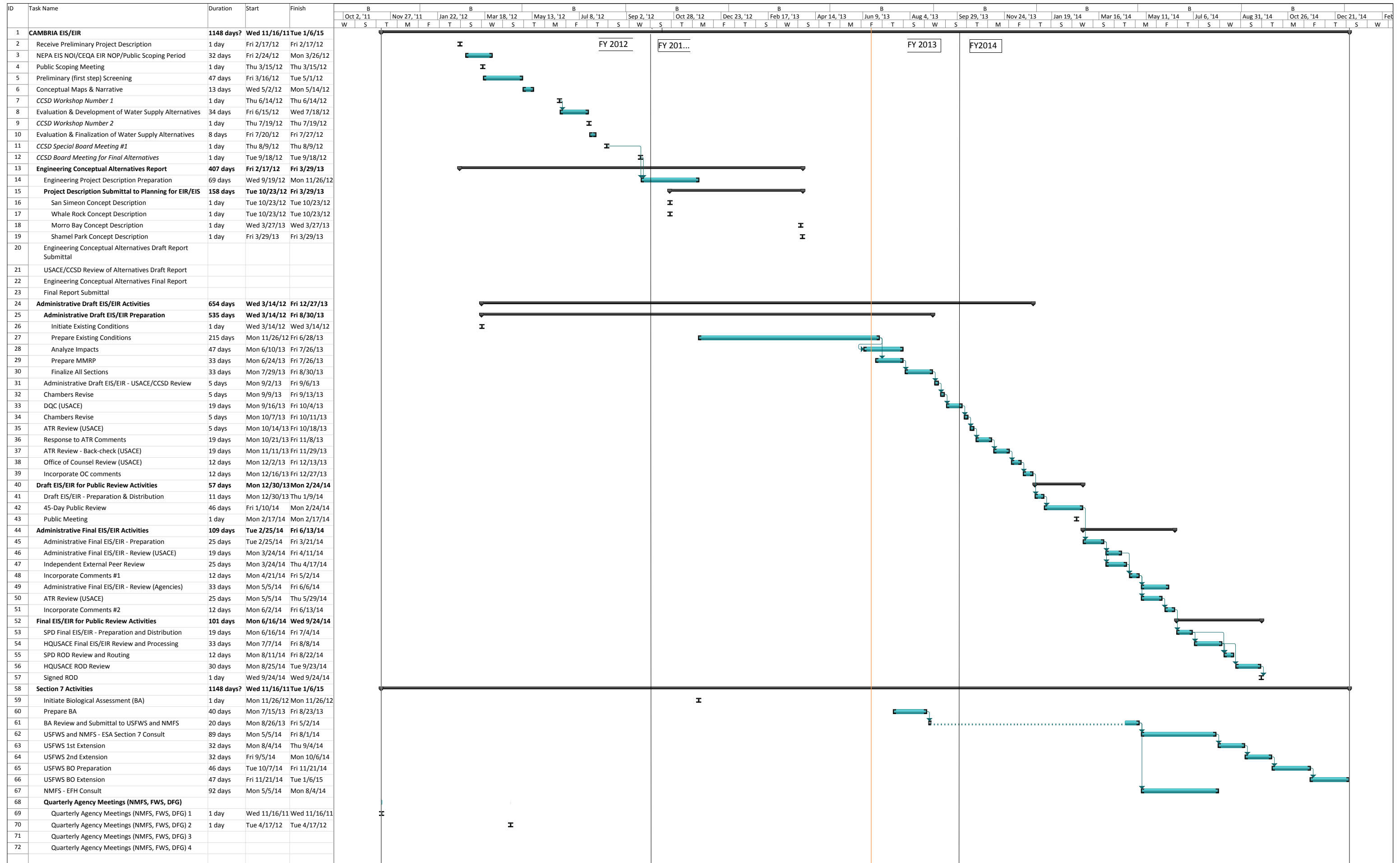
CMB Fire Monthly Stats: Incidents

Categories	13-Jan	13-Feb	13-Mar	13-Apr	13-May	13-Jun	13-Jul	13-Aug	13-Sep	13-Oct	13-Nov	Dec-13	Totals
Fire	0	1	0	0	0								1
Hazardous Mat.	0	0	0	0	0								0
Medical*	30	41	33	33	30								167
Vehicle TC	0	3	0	1	1								5
Hazardous Situations	4	1	1	7	4								17
Public Service Assist	10	9	7	13	15								54
False Alarms	10	3	7	9	11								40
Agency Assist	0	0	1	0	0								1
Mutual Aid	2	0	0	0	1								3
Auto Aid	2	0	0	0	2								4
Rescue	0	0	0	0	0								0
Fire Investigations	0	0	0	0	0								0
Monthly Response Totals	58	58	49	63	64								292
Cumulative Totals		116	165	228	292								292

**BOARD OF DIRECTORS' MEETING – JUNE 27, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
DISTRICT ENGINEER'S REPORT**

The following table summarizes last month's activities from May 23, 2013 to June 19, 2013. Please also note that your District Engineer will be on vacation beginning June 20th, 2013 and will be returning to the office on July 8th, 2013.

Item No.	Description	Activities/Project Status
1	Capital Improvement Program & Connection/impact fee update.	Continued to coordinate future water and wastewater project needs with connection fee rate consultant (Bartle Wells).
2	Assistance to water & wastewater operations.	Assistance was also provided in arranging for an inspector on the sanitary sewer collection system cleaning and closed circuit TV inspection, which will start towards the end of this month. Attended project kickoff meeting with the Contractor (Pro Pipe) for this work on May 30, 2013. A report was also provided to the SWRCB on the sanitary sewer overflow events that occurred during 2011. Information on mapping that could be used to expand and update the CCSD's GIS system was also gathered for purposes of developing a request for quotation.
3	Water Conservation program	Coordinated with Maddaus Water Management on their review of the District Municipal Code and development of their letter report to further assess and develop recommendations for discussion as part of the June 21, 2013 workshop.
4	Sanitary sewer extension to well SR-4 treatment facility.	Completed arrangements with an appraiser for the easement that will be required. Once preliminary layouts are complete, a meeting will be held with school district representatives. Goal is to complete the drain line this summer.
5	Rodeo Grounds Pump Station Replacement and Stuart Street Tank 3.	Received updated preliminary design report from RBF on May 16, 2013. Next steps to include development of coastal development permit application. Updated layout drawings are expected to arrive within the next two weeks.
6	Long-term water supply project	The Army Corps environmental consultant was in the field on 5/22 and 5/23. The ACE Project Manager was on vacation as this staff report was being finalized, so follow up information may occur as green sheet addenda pages.
7	Development and remodel projects	Assisted admin staff with the review of proposed remodels and new development. Three remodel reviews and one demand offset letter were completed this past month.



BOARD OF DIRECTORS' MEETING JUNE 27, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
UTILITIES MANAGER REPORT

Water Department: (Includes May 2013 projects)

- ❖ The Water Department continues to move equipment and tools over to the WWTP. Re-location project is taking longer than expected; however, progress is being made.
- ❖ Installed new Chlorine metering pump and upgraded chlorine injection system at SR4. The new Chlorine dosing system has been on-line for over 6 weeks without any interruptions.
- ❖ In order to eliminate any operational interruptions resulting from SR4 reclaim tank level and the reclaim process, we developed a schedule for draining the tank 2-3 times a week. Since implementing this SR4 has been running and operating 12 hours a day without any interruptions.
- ❖ Staff continues to work with Alpha Electric upgrading SR4 process logic controller.
- ❖ Working with Water Department staff reviewing treatment operations, daily process control strategies, and maintenance programs.
- ❖ Dechance Construction finished repairing Charing Booster station; blow off located on Hwy 1, and Moonstone Beach valve replacement.
- ❖ Due to on-going leaks staff upgraded and replaced 2 inch steel service line with a 2 inch poly service line on Schoolhouse Lane. This will prevent any future service interruptions for that area.
- ❖ Dechance Construction finished repairing fire hydrant and water main located at the end of Main Street.
- ❖ Started developing a maintenance schedule for the Water Department using our KeepTraK preventive maintenance program.
- ❖ Working with AllMax Software Company developing a better data management system by utilizing the operator 10 data program. This will greatly improve tracking, monitoring, and accessing all Water Department information including laboratory data, well production, well level data, and operation information.
- ❖ CorPro inspecting all cathodic protection equipment throughout the Water Department.

WasteWater Department:

- ❖ Staff continues working on preventive maintenance program.
- ❖ Staff pulled and rebuilt #1 Grinder motor.
- ❖ Replaced #1 emergency hydraulic pump manifold.
- ❖ Pulled #2 Return Activated Sludge pump and delivered to Lars Electric. Pump needs re-winding.
- ❖ Miller drilling pulled and rebuilt #2 effluent Wastewater Treatment Plant pump.
- ❖ Called, "The Pump Man Company" and scheduled appointment to have all lift station pumps inspected.
- ❖ Working with CorPro to inspect and repair all cathodic protection equipment located throughout the WWTP and Collection System.

Administrative:

- ❖ Attending weekly meetings with both Water and Wastewater supervisors.
- ❖ Working closely with General Manager, Finance Manager, and District Engineer regarding CIP and major maintenance projects.
- ❖ Working with senior water operator reviewing Rodeo Grounds and Stuart Street tank booster pump station plans and submittals.
- ❖ Attended meeting with ProPipe Inc. to discuss Hydro Cleaning and CCTV project. The anticipated start date for the project is June 24, 2013.

Mike Finnigan
Utilities Manager

6/15/13

CAMBRIA COMMUNITY SERVICES DISTRICT
WELL WATER LEVELS FOR 6/15/13

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		83.42		Not Read
SR4		82.00		Not Read
SR3	20.27	54.30	34.03	
SR1	29.73	46.40	16.67	
RP#1	21.37	46.25	24.88	
RP#2		33.11		Not Read
21R3	9.13	12.88	3.75	
WBE	12.85	16.87	4.02	
WBW		17.02		Not Read
AVERAGE LEVEL OF DISTRICT'S SANTA ROSA WELLS =				16.90 FEET

SAN SIMEON CREEK WELLS				
16D1	7.85	11.81	3.96	
9M1		65.63		Not Read
9P2	11.21	19.11	7.90	
9P7		19.59		Not Read
9L1		27.33		Not Read
SS4	16.65	25.92	9.27	Gradient = 1.37
9K2	18.35	30.23	11.88	
SS3	20.98	33.25	12.27	
SS2	20.06	34.01	13.95	
SS1	19.50	34.07	14.57	
11B1		105.43		Not Read
11C1	20.43	98.20	77.77	
PFNW		93.22		Not Read
10A1		78.18		Not Read
10G2		62.95		Not Read
10G1		59.55		Not Read
10F2		66.92		Not Read
10M2		55.21		Not Read
9J3		43.45		Not Read
13.60 FEET				

Red Font are the CCSD's Production Wells

6/15/13

BOARD OF DIRECTORS' MEETING – June 27, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT FACILITIES AND RESOURCES
MANAGER'S REPORT

- Fiscalini Ranch:
 - Trail Maps and Mutt Mitts:
 - Staff continues to refill trail pamphlets on all entrances to the Ranch and provide mutt mitts to FFRP volunteers.
 - Invasive Control:
 - Staff continues to work on controlling invasive plants on the ranch. All three hills along the bluff trail were mowed.
 - Fire Break:
 - Staff has been working on mowing fire breaks on the boundaries of the ranch. The following areas have been done:
 - 100 feet behind Huntington
 - 100 feet behind Windsor Blvd
 - 100 feet behind Victoria Way and Warren
 - 100 feet behind Wedgewood
 - 100 feet behind Catholic Church and Rabobank
- CCSD Lots:
 - Bids have been received to weed abate 44 district lots on the abatement list.
 - This year staff made an extra effort to solicit more contractors to bid on the lots.
 - Two dead and dangerous trees were removed on a CCSD owned lot in the corner of Burton and Ardath, by North Coast Tree Service.
- Parks:
 - Skate Park:
 - Staff continues to provide weekly maintenance to the park.
- Vet's Hall:
 - 48 events were held at Veterans Memorial Building since last Board meeting. Among those events were: Monterey Bay Marine Sanctuary Lectures, Weekly Farmers Market and American Legion Memorial Day Celebration.
 - Landscape Project:
 - Staff has been assisting the county and contractor in the installation of side walk.
- Water Yard:
 - Work has begun on relocating facilities and resources office at the Water Yard.
- Staff has been working on 2013/14 Budget.

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

**BOARD OF DIRECTORS' MEETING June 27, 2013
ADDENDUM TO GENERAL MANAGER'S REPORT
ADMINISTRATIVE OFFICE REPORT**

Administration:

On Wednesday, June 12 the Administration Department received the new Ford Fusion that the Board recently authorized for acquisition. . We will have the logo installed as soon as possible.

Retrofit Point Bank:

The Administration Department has recently taken over the retrofit upon resale inspections. You may see Cortney Upthegrove Murguia out in the field.

As of 6/18/2013 we have handed out 687 showerheads and 731 aerators. Commercial customers have received 204 aerators and 328 showerheads. Residential customers have received 527 aerators, and 359 showerheads.

We are currently working on the retrofit upon resale retrofit point total and will report the update of the point value resulting from these inspections at the June board meeting.

The Retrofit point bank total at this time is 7155.

Rebates:	5836
Retrofit upon resale:	<u>1319</u>
Total remaining points:	7155

Conservation:

We are continuing to network with other Central Coast public agencies during quarterly conservation meetings.

We continue to reach out to the public and provide them with updates to changes within CCSD, and attend Farmer's Market to distribute low flow fixtures.

Cortney Upthegrove Murguia continues to receive training in this area and is scheduled to attend a Best Management Practices workshop on June 24 hosted by the California Urban Water Conservation Council.

Submitted by,
Monique Madrid
Administrative Services Officer

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF MAY, 2013**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
ABILITY ANSWERING SERVICE	55988	5/14/2013	1	225.00	ADM/MONTHLY ANSWERING SERVICE MAY '13
ACCURATE MAILING SERVICE	55910	5/2/2013	1	700.00	WD/POSTAGE DEPOSIT FOR MAILING UTIL BILLS MAY 2013
ACCURATE MAILING SERVICE	55910	5/2/2013	2	700.00	WW/POSTAGE DEPOSIT FOR MAILING UTIL BILLS MAY 2013
ACCURATE MAILING SERVICE	55910	5/2/2013	3	100.00	WD/DEPOSIT FOR PROF MAILING SERVICE MAY 2013
ACCURATE MAILING SERVICE	55910	5/2/2013	4	100.00	WW/DEPOSIT FOR PROF MAILING SERVICE MAY 2013
ACCURATE MAILING SERVICE	55941	5/3/2013	1	500.00	WD/POSTAGE DEPOSIT FOR WATER/WW AVAIL NOTICES
ACCURATE MAILING SERVICE	55941	5/3/2013	2	500.00	WW/POSTAGE DEPOSIT FOR WATER/WW AVAIL NOTICES
ACCURATE MAILING SERVICE	55998	5/14/2013	1	44.06	WD/REMAINDER POSTAGE DUE - MAR/APR UTIL BILLS
ACCURATE MAILING SERVICE	55998	5/14/2013	2	44.05	WW/REMAINDER POSTAGE DUE - MAR/APR UTIL BILLS
ACCURATE MAILING SERVICE	55998	5/14/2013	3	128.77	WD/PROF MAILING SERVICES - MAR/APR UTIL BILLS
ACCURATE MAILING SERVICE	55998	5/14/2013	4	128.76	WW/PROF MAILING SERVICES - MAR/APR UTIL BILLS
ACCURATE MAILING SERVICE	56006	5/14/2013	1	680.00	FD/POSTAGE DEPOSIT FOR MAILING FHFRP NOTICES
ACCURATE MAILING SERVICE	56010	5/16/2013	1	(23.18)	WD/POSTAGE DUE - MAILED WTR/WW AVAIL NOTICES 5/13
ACCURATE MAILING SERVICE	56010	5/16/2013	2	(23.18)	WW/POSTAGE DUE - MAILED WTR/WW AVAIL NOTICES 5/13
ACCURATE MAILING SERVICE	56010	5/16/2013	3	108.35	WD/PROF SVCS - MAILED WTR/WW AVAIL NOTICES 5/13
ACCURATE MAILING SERVICE	56010	5/16/2013	4	108.35	WW/PROF SVCS - MAILED WTR/WW AVAIL NOTICES 5/13
ACCURATE MAILING SERVICE	56061	5/20/2013	1	525.00	RC/POSTAGE DEPOSIT FOR ANUUAL WAITLIST INVOICES
				<u>4,320.98</u>	
AGP VIDEO	55964	5/9/2013	1	900.00	ADM/VIDEO PROD'N & STREAMING BOD MTG 4/25/13
AGP VIDEO	56062	5/20/2013	1	100.00	ADM/SKYPE FACILITATION FOR WEBINAR OF 4/25/13 MTG
				<u>1,000.00</u>	
AIR POLLUTION CNTRL DIST	56011	5/16/2013	1	1,048.00	WW/ANNUAL RENEWAL WWTP OPERATING PERMIT #1025-1
AIR POLLUTION CNTRL DIST	56011	5/16/2013	2	-	CONT. APP #3784 A/R #32168 THROUGH APRIL 2014
				<u>1,048.00</u>	
AIRGAS USA, LLC	55965	5/9/2013	1	181.39	FD/OXYGEN AND ACETYLENE CYLINDERS 4/22/13
ALEXANDER, EDNA	56053	5/16/2013	1	200.00	RC/REBATE PROGRAM - WATER EFFICIENT CLOTHES WASHER
ALLSTAR FIRE EQUIPMENT	55927	5/2/2013	1	889.46	FD/CLASS "A" FOAM (Invoice 1 of 2) 3/27/13
ALLSTAR FIRE EQUIPMENT	55927	5/2/2013	1	889.46	FD/CLASS "A" FOAM (Invoice 2 of 2) 3/28/13
ALLSTAR FIRE EQUIPMENT	55927	5/2/2013	1	57.61	FD/COUPLED HOSE FOR FIRE VEHICLE 4/16/13
				<u>1,836.53</u>	
ALPHA ELECTRICAL SERVICE	55928	5/2/2013	1	477.42	WW/REPAIRS TO LS-8 - REPLACE HEATERS/THERMOSWITCH
ALPHA ELECTRICAL SERVICE	55928	5/2/2013	1	834.36	WW/REPAIRS TO LS-A1 & B4 - REPLACE MEMORY CARDS
ALPHA ELECTRICAL SERVICE	55928	5/2/2013	1	157.50	WW/MAINT & REPAIR TO EFFLUENT FLOW METER 4/9/13
ALPHA ELECTRICAL SERVICE	55928	5/2/2013	1	105.00	WW/REPAIRS TO PAPER CHART RECORDER
ALPHA ELECTRICAL SERVICE	55961	5/9/2013	1	420.00	WD/REPAIR DEFECTIVE RELAYS AT SR-4 PUMP 4/11/13
ALPHA ELECTRICAL SERVICE	55989	5/14/2013	1	1,136.43	WW/INSTALLED FLOAT ALARM IN GRINDER PIT 4/24/13
ALPHA ELECTRICAL SERVICE	56063	5/20/2013	1	2,139.00	WW/INSTALL PLC FLOW CONTROLLER @ WWTP EFFLUENT MTR
ALPHA ELECTRICAL SERVICE	56063	5/20/2013	1	175.35	WD/BACKUP ABB RELAYS FOR SR4 PLC CONTROLLER
				<u>5,445.06</u>	
ANGUS, NANCY	55921	5/2/2013	1	100.00	RD/REBATE PROGRAM - 2 LOW FLOW TOILETS 1.28 GPF
APT WATER SERVICES, LLC	55966	5/9/2013	1	6,935.00	WW/F.O.G. INSPECTION PRGM INSTALL #2 OF 3
AT&T	56007	5/14/2013	1	285.44	WD/ALARM VAN GORDON WELL FIELD MAY 2013
AT&T	56007	5/14/2013	1	49.29	WW/ALARM LIFT STATION B4 MAY 2013
				<u>334.73</u>	
AT&T/CALNET2	56074	5/22/2013	1	58.93	WD/PHONE AND FAX LINES 927-6226 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	142.20	FD/PHONE SVC 927-6240 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	120.74	WW/PHONE SVC 927-6250 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	16.48	WW/ALARM AT LIFT STN A1 924-1708 APR 2013

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CAMBRIA COMMUNITY SERVICES DISTRICT
 EXPENDITURE REPORT
 FOR THE MONTH OF MAY, 2013

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
Continued From Previous Page					
AT&T/CALNET2	56074	5/22/2013	1	15.94	WW/ALARM AT LIFT STN B1 924-1038 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	15.92	WW/ALARM AT LIFT STN B2 924-1068 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	15.91	WW/ALARM AT LIFT STN A 924-1538 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	15.92	WW/ALARM AT LIFT STN 8 924-1548 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	15.92	WW/ALARM AT LIFT STN B3 924-1550 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	15.96	WW/ALARM AT LIFT STN B 924-1492 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	16.30	WW/FAX LINE 927-0178 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	15.91	WD/TELEMETRY SYSTEM 927-0398 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	30.54	F&R/VETERAN'S HALL ALARM 927-0493 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	467.68	WW/CIRCUIT ALARM SYSTEM 238-841-1465 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	15.92	WW/ALARM AT LIFT STN 4 927-1518 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	15.99	WW/ALARM AT LIFT STN 8 927-1591 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	15.92	WD/BLDG PUMP STN LEIMERT TANK 927-1972 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	17.01	ADM/FAX LINE 927-5584 APR 2013
AT&T/CALNET2	56074	5/22/2013	1	288.17	ADM/PHONE SVC 927-6223 APR 2013
				<u>1,317.36</u>	
ATENCIO, SUSAN/ADOLPH	56047	5/16/2013	1	50.00	RC/INCREASED WASHING MACH. REBATE FROM 150 TO 200
AZEVEDO, KIRK/LYNN	56054	5/16/2013	1	50.00	RC/REBATE PROGRAM - REPLACE 1.6 GPF W/1.28 TOILET
BENSON, KATHRYN	56055	5/16/2013	1	150.00	RC/REBATE PRGM - REPLACE (3) 1.6 GPF W/1.28 TOILET
BOYETT, DEBORAH K.	55922	5/2/2013	1	150.00	RC/REBATE PROGRAM - 2 LOW FLOW TOILETS 1.28 GPF
BRENNTAG PACIFIC, INC.	55991	5/14/2013	1	721.26	WW/CHEMICALS 5/1/13
BRENNTAG PACIFIC, INC.	55991	5/14/2013	1	219.20	WD/CHEMICALS 5/1/13
				<u>940.46</u>	
BURTON'S FIRE, INC.	55967	5/9/2013	1	161.96	FD/VEHICLE MAINT & REPAIR CONVERSION KIT 4/26/13
BUSHWHACKER 1	56012	5/16/2013	1	4,303.75	WW/MOW SPRAYFIELD, CLEAR BRUSH ALONG FENCE/DRIVEWAY
BUSHWHACKER 1	56064	5/20/2013	1	550.00	F&R/MOWING ON RANCH AND CREEKSIDE WEED ABATEMENT
BUSHWHACKER 1	56064	5/20/2013	1	3,667.50	WD/WEED ABATEMENT AND CUT FIRELINE AROUND WELL FLD
				<u>8,521.25</u>	
BUSINESSPLANS, INC.	56084	5/23/2013	1	266.00	ADM/MONTHLY HRA PLAN ADMINISTRATION APR 2013
BUSINESSPLANS, INC.	56084	5/23/2013	1	266.00	ADM/MONTHLY HRA PLAN ADMINISTRATION MAY 2013
				<u>532.00</u>	
CAL-COAST MACHINERY INC.	55992	5/14/2013	1	444.85	F&R/NEW STARTER MOTOR FOR J.D. TRACTOR 4/4/13
CAL-COAST MACHINERY INC.	55992	5/14/2013	1	393.88	F&R/REPLACEMENT DRAFT LINK FOR TRACTOR 4/15/13
CAL-COAST MACHINERY INC.	55992	5/14/2013	1	343.25	F&R/SPRAYER FOR RANCH 4/23/13
CAL-COAST MACHINERY INC.	55992	5/14/2013	1	39.85	F&R/PARTS FOR NEW SPRAYER 4/24/13
				<u>1,221.83</u>	
CALACT-CAL ASSC COORDINATED TR	56075	5/22/2013	1	10,740.00	WD/REIMB FOR CHECK SENT TO CCSD IN ERROR 5/21/13
CAMBRIA HARDWARE CENTER	56079	5/22/2013	1	3.52	F&R/OPERATING SUPPLIES APR 2013
CAMBRIA HARDWARE CENTER	56079	5/22/2013	2	55.36	F&R/MAINT & REPAIR BUILDINGS APR 2013
CAMBRIA HARDWARE CENTER	56079	5/22/2013	3	139.84	F&R/MAINT & REPAIR RANCH GROUNDS APR 2013
CAMBRIA HARDWARE CENTER	56079	5/22/2013	4	53.50	F&R/MAINT & REPAIR VETERANS' HALL APR 2013
CAMBRIA HARDWARE CENTER	56079	5/22/2013	1	131.65	FD/MAINT & REPAIR BUILDINGS APR 2013
CAMBRIA HARDWARE CENTER	56079	5/22/2013	2	14.17	FD/MAINT & REPAIR FIRE OVERHEAD DOOR APR 2013
CAMBRIA HARDWARE CENTER	56079	5/22/2013	3	11.55	FD/MAINT & REPAIR VEHICLES APR 2013
CAMBRIA HARDWARE CENTER	56079	5/22/2013	4	20.41	FD/STATION OPERATING SUPPLIES APR 2013
CAMBRIA HARDWARE CENTER	56079	5/22/2013	5	37.57	FD/9-VOLT BATTERIES APR 2013
CAMBRIA HARDWARE CENTER	56079	5/22/2013	6	5.76	FD/SURF RESCUE SUPPLIES APR 2013
				<u>473.33</u>	

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF MAY, 2013**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
CAMBRIA ROCK	55946	5/3/2013	1	2,140.55	WD/20 YARDS FILL SAND, 12.21 TONS COLD MIX
CAMBRIA ROCK	56016	5/16/2013	1	205.20	WD/2 YDS 3/4" FLOAT ROCK -CHARING BOOSTER STATION
CAMBRIA ROCK	56016	5/16/2013	1	199.80	WD/5 YDS FILL SAND - CHARING BOOSTER STATION PROJ
CAMBRIA ROCK	56016	5/16/2013	1	373.18	WD/1 YD READY MIX & POLARSET - CHARING BOOSTER STN
				<u>2,918.73</u>	
CAMBRIA VILLAGE SQUARE	55920	5/2/2013	1	3,182.13	ADM/MONTHLY OFFICE LEASE PYMT 1316 TAMSEN MAY 2013
CARMEL & NACCASHA LLP	55911	5/2/2013	1	8,000.00	ADM/MONTHLY RETAINER LEGAL SERVICES MAY 2013
CARMEL & NACCASHA LLP	56085	5/23/2013	1	37.00	WD/LITIGATION SERVICES APRIL 2013 - BERGE
CARMEL & NACCASHA LLP	56085	5/23/2013	2	37.00	WW/LITIGATION SERVICES APRIL 2013 - BERGE
CARMEL & NACCASHA LLP	56085	5/23/2013	3	555.00	WW/LITIGATION SERVICES APRIL 2013 - GILRAY
CARMEL & NACCASHA LLP	56085	5/23/2013	4	1,110.00	WD/LITIGATION SERVICES APRIL 2013 - LINDSEY
CARMEL & NACCASHA LLP	56085	5/23/2013	1	822.00	FD/GENERAL COUNSEL APRIL 2013
CARMEL & NACCASHA LLP	56085	5/23/2013	2	158.40	F&R/GENERAL COUNSEL APRIL 2013
CARMEL & NACCASHA LLP	56085	5/23/2013	3	4,919.30	ADM/GENERAL COUNSEL APRIL 2013
CARMEL & NACCASHA LLP	56085	5/23/2013	4	330.00	RC/GENERAL COUNSEL APRIL 2013
CARMEL & NACCASHA LLP	56085	5/23/2013	5	3,837.20	WD/GENERAL COUNSEL APRIL 2013
CARMEL & NACCASHA LLP	56085	5/23/2013	6	1,479.00	WW/GENERAL COUNSEL APRIL 2013
CARMEL & NACCASHA LLP	56085	5/23/2013	7	(8,000.00)	ADM/LESS RETAINER APRIL 2013
				<u>13,284.90</u>	
CHAMBER OF COMMERCE	56065	5/20/2013	1	60.00	RC/RESERVE 8' TABLE AT BUSINESS SHOWCASE 6/12/13
CHARTER COMMUNICATIONS	55929	5/2/2013	1	87.99	F&R/MONTHLY INTERNET SVC APRIL 2013
CHARTER COMMUNICATIONS	55929	5/2/2013	2	175.99	WD/MONTHLY INTERNET SVC APRIL 2013
CHARTER COMMUNICATIONS	55929	5/2/2013	3	279.99	ADM/MONTHLY INTERNET SVC APRIL 2013
CHARTER COMMUNICATIONS	55929	5/2/2013	4	290.99	WW/MONTHLY INTERNET SVC APRIL 2013
CHARTER COMMUNICATIONS	55929	5/2/2013	5	175.99	FD/MONTHLY INTERNET SVC APRIL 2013
CHARTER COMMUNICATIONS	56076	5/22/2013	1	87.99	F&R/MONTHLY INTERNET SERVICE MAY 2013
CHARTER COMMUNICATIONS	56076	5/22/2013	2	175.99	WD/MONTHLY INTERNET SERVICE MAY 2013
CHARTER COMMUNICATIONS	56076	5/22/2013	3	279.99	ADM/MONTHLY INTERNET SERVICE MAY 2013
CHARTER COMMUNICATIONS	56076	5/22/2013	4	175.99	WW/MONTHLY INTERNET SERVICE MAY 2013
CHARTER COMMUNICATIONS	56076	5/22/2013	5	175.99	FD/MONTHLY INTERNET SERVICE MAY 2013
				<u>1,906.90</u>	
COAST MARINE & INDSTRL SUPPLY,	55968	5/9/2013	1	254.78	FD/(3) FLOAT COATS FOR SURF RESCUE 4/30/13
CONAWAY, PATRICIA	55950	5/8/2013	1	34.21	WD/CUSTOMER REFUND
CORBIN WILLITS SYSTEMS	55912	5/2/2013	1	1,199.12	ADM/MONTHLY SUPPORT AGREEMT-MOM SOFTWARE MAY 2013
COURIER SYSTEMS	56013	5/16/2013	1	11.55	FD/DLVR FIRE PROF SVCS AGRMT TO CARMEL & NACCASHA
CRYSTAL SPRING WATER CO.	55969	5/9/2013	1	29.86	WW/DISTILLED AND DRINKING WATER & EQUIP RENTAL
CULLIGAN-KITZMAN WATER	55970	5/9/2013	1	53.00	FD/WATER SOFTENER SERVICE APR 2013
DE CLERCQ, DENIS	56048	5/16/2013	1	50.00	RC/INCREASED WASHING MACH. REBATE FROM 150 TO 200
EDIS, ART	55923	5/2/2013	1	200.00	RC/REBATE PROGRAM-LOW FLOW CLOTHES WASHING MACHINE
EMPLOYMENT DEVELOPMENT DEPT U	55972	5/9/2013	1	1,290.00	FD/UNEMPLOYMENT DIRECT COSTS 1/1 - 3/31/13
ERNEST PACKAGING	55973	5/9/2013	1	571.66	FD/STATION JANITORIAL & OPERATING SUPPLIES 4/2/13
FARM SUPPLY COMPANY	55942	5/3/2013	1	202.06	F&R/HERBICIDE FOR RANCH MAINTENANCE 4/22/13
FARM SUPPLY COMPANY	55942	5/3/2013	1	293.44	F&R/ADD'L HERBICIDE FOR RANCH 4/24/13
FARM SUPPLY COMPANY	56086	5/23/2013	1	147.25	F&R/HERBICIDE FOR RANCH 5/8/13
FARM SUPPLY COMPANY	56086	5/23/2013	1	128.99	F&R/HERBICIDE FOR RANCH 5/17/13
				<u>771.74</u>	

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FEDEX	56077	5/22/2013	1	52.42	WW/EXPRESS SHIPPING TO PRO-PIPE 5/17/13
FERGUSON ENTERPRISES, INC #135	55993	5/14/2013	1	1,206.80	WD/NEW CL2 VACUUM DOSE SYSTEM FOR SR4 WELL
FERGUSON ENTERPRISES, INC #135	55993	5/14/2013	1	149.03	WD/ GRINDER SLIDE LOCK FOR METER BOXES 4/19/13
				<u>1,355.83</u>	
FGL ENVIRONMENTAL	55994	5/14/2013	1	110.00	WD/BACTI & SUPPORT ANALYSIS 4/2/13
FGL ENVIRONMENTAL	55994	5/14/2013	1	1,024.00	WW/IINORGANIC, ORGANIC & SUPPORT ANALYSIS 4/9/13
FGL ENVIRONMENTAL	55994	5/14/2013	1	90.00	WD/BACTI & SUPPORT ANALYSIS 4/19/13
FGL ENVIRONMENTAL	55994	5/14/2013	1	90.00	WD/BACTI & SUPPORT ANALYSIS 4/16/13
FGL ENVIRONMENTAL	55994	5/14/2013	1	90.00	WD/BACTI & SUPPORT ANALYSIS 4/23/13
FGL ENVIRONMENTAL	56087	5/23/2013	1	90.00	WD/BACTI & SUPPORT ANALYSIS 4/30/13
				<u>1,494.00</u>	
FINNIGAN, MICHAEL	55913	5/2/2013	1	22.50	WD/MONTHLY CELLULAR PHONE SERVICE REIMB MAY 2013
FINNIGAN, MICHAEL	55913	5/2/2013	2	22.50	WW/MONTHLY CELLULAR PHONE SERVICE REIMB MAY 2013
				<u>45.00</u>	
FIRST BANKCARD	55960	5/9/2013	1	-	ADM/ J. GRUBER VISA CHARGES APRIL 2013
FIRST BANKCARD	55960	5/9/2013	2	13.77	ADM/MEETING EXPENSE 4/14/13
FIRST BANKCARD	55960	5/9/2013	3	15.36	ADM/MEETING EXPENSE 4/19/13 WITH PROS COMMISSIONER
FIRST BANKCARD	55960	5/9/2013	1	-	FD/ M. MILLER VISA CHARGES APRIL 2013
FIRST BANKCARD	55960	5/9/2013	2	125.20	FD/MEAL EXPENSE DURING FEMA TRAINING 4/7 - 4/12/13
FIRST BANKCARD	55960	5/9/2013	1	-	ADM/ M. MADRID VISA CHARGES APRIL 2013
FIRST BANKCARD	55960	5/9/2013	2	29.22	ADM/TRAINING EXPENSE 4/3/13 M.MADRID AND J.HARRIS
FIRST BANKCARD	55960	5/9/2013	3	14.61	WW/TRAINING EXPENSE 4/3/13 M. FINNIGAN
FIRST BANKCARD	55960	5/9/2013	4	229.00	RC/AWWA WATER EFFICIENCY TRAINING 4/4/13 C.UPTHGRV
FIRST BANKCARD	55960	5/9/2013	5	449.79	ADM/DELL EXTERNAL DRIVE AND PORT SWITCH 4/12/13
FIRST BANKCARD	55960	5/9/2013	1	-	ADM/ B. GRESENS VISA CHARGES APRIL 2013
FIRST BANKCARD	55960	5/9/2013	2	50.00	RC/SLO CO. FEE RE: WATER DEMAND OFFSET LETTERS
FIRST BANKCARD	55960	5/9/2013	3	49.00	ADM/MONTHLY WEBEX HOSTING SERVICE
FIRST BANKCARD	55960	5/9/2013	4	125.20	ADM/MEAL EXPENSE DURING FEMA TRAINING 4/7- 4/12/13
FIRST BANKCARD	55960	5/9/2013	1	-	ADM/ K. CHOATE VISA CHARGES APRIL 2013
FIRST BANKCARD	55960	5/9/2013	2	49.00	ADM/CSDA WEBINAR - AGENDA PREPARATION 4/3/13
FIRST BANKCARD	55960	5/9/2013	3	96.74	F&R/OFFICE CHAIR
FIRST BANKCARD	55960	5/9/2013	4	290.24	ADM/OFFICE CHAIR
				<u>1,537.13</u>	
GERBER'S AUTO SERVICE	56066	5/20/2013	1	974.80	WD/INSTALL 4 TIRES 2005 F150 LIC# 1192810 3/22
GERBER'S AUTO SERVICE	56066	5/20/2013	1	30.00	WD/TIRE ROTATION ON-2003 F350 LIC# 1148463 4/15
				<u>1,004.80</u>	
GIBSON, JOHNATHAN	55982	5/14/2013	1	92.00	FD/REG'N PAID TO MONTEREY PENINSULA COLLEGE FOR
GIBSON, JOHNATHAN	55982	5/14/2013	2	-	CONT. FIRE COMMAND 2D TRAINING 3/31 - 4/5/13
				<u>92.00</u>	
GIBSON, JOSEPH	55980	5/14/2013	1	92.00	FD/REG'N PAID TO MONTEREY PENINSULA COLLEGE FOR
GIBSON, JOSEPH	55980	5/14/2013	2	-	CONT. FIRE COMMAND 2D TRAINING 3/31 - 4/5/13
				<u>92.00</u>	
GIBSON, JOSHUA	55981	5/14/2013	1	111.00	FD/REG'N AND HEALTH FEE TO MONTEREY PENINSULA COLL
GIBSON, JOSHUA	55981	5/14/2013	2	164.98	FD/MILEAGE REIMB FOR FIRE COMMAND 2D TRAINING
				<u>275.98</u>	
GRACEY, WAYNE/MADIE	55983	5/14/2013	1	41.04	WD/REIMB FOR 2 TOYON BUSHES FOR PINE KNOLLS TANKS
GRAINGER	55930	5/2/2013	1	961.59	WW/ 2 HP MOTOR FOR MUFFIN MONSTER 4/15/13
GRAINGER	56067	5/20/2013	1	93.58	WW/FAST CURE ACTIVATOR FOR RUSTOLEUM PAINT 5/1/13
				<u>1,055.17</u>	

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GRESENS, ROBERT C.	55914	5/2/2013	1	45.00	WD/MONTHLY CELLULAR PHONE SERVICE REIMB MAY 2013
GRESENS, ROBERT C.	55974	5/9/2013	1	275.24	ADM/TRAVEL EXP-FEMA TRAINING-MARYLAND 4/7- 4/12/13
				<u>320.24</u>	
GRIFFIN, BRIAN	56049	5/16/2013	1	50.00	RC/INCREASED WASHING MACH. REBATE FROM 150 TO 200
GROSSKREUTZ, BENJAMIN M.	56050	5/16/2013	1	50.00	RC/INCREASED WASHING MACH. REBATE FROM 150 TO 200
GRUBER, JEROME	55915	5/2/2013	1	45.00	ADM/MONTHLY CELLULAR PHONE SERVICE REIMB MAY 2013
HAAKER EQUIPMENT COMPANY	56078	5/22/2013	1	4,416.76	WW/FAN FOR VACTOR BLOWER 5/9/13
HATTIE DALY TRUST,	55951	5/8/2013	1	88.85	WD/CUSTOMER REFUND
HAUGEN, KENNETH	56056	5/16/2013	1	200.00	RC/REBATE PROGRAM - WATER EFFICIENT CLOTHES WASHER
HAY PRINTING	55931	5/2/2013	1	354.75	FD/BUSINESS CARDS FOR FULL-TIME FIRE STAFF
HOLLINGSWORTH, BILL	55984	5/14/2013	1	92.00	FD/REG'N PAID TO MONTEREY PENINSULA COLLEGE FOR
HOLLINGSWORTH, BILL	55984	5/14/2013	2	-	CONT. FIRE COMMAND 2D TRAINING 3/31 - 4/05/13
				<u>92.00</u>	
INNOVATIVE CONCEPTS	55916	5/2/2013	1	25.00	ADM/CIS HOSTING MAY 2013
INNOVATIVE CONCEPTS	55916	5/2/2013	2	25.00	FD/FIRE WEBSITE HOSTING MAY 2013
INNOVATIVE CONCEPTS	55975	5/9/2013	1	540.00	RC/PROGRAMMING SUPPORT FOR CIS WAITLIST 4/24/13
				<u>590.00</u>	
J B DEWAR	55932	5/2/2013	1	974.96	FD/DIESEL FUEL 4/10/13
J B DEWAR	55932	5/2/2013	1	1,238.05	WW/DIESEL FUEL 04/10/13
J B DEWAR	55932	5/2/2013	1	836.90	FD/DIESEL FUEL 04/24/13
J B DEWAR	55932	5/2/2013	1	2,074.07	WW/DIESEL FUEL 4/24/13
J B DEWAR	55943	5/3/2013	1	885.81	WD/GASOLINE 4/10/13
J B DEWAR	55943	5/3/2013	1	676.70	WD/GASOLINE 4/24/13
J B DEWAR	56068	5/20/2013	1	304.70	FD/33% OF REPAIRS TO GAS PUMP & METER AT WTR YARD
J B DEWAR	56068	5/20/2013	2	304.70	WD/33% OF REPAIRS TO GAS PUMP & METER AT WTR YARD
J B DEWAR	56068	5/20/2013	3	304.70	WW/33% OF REPAIRS TO GAS PUMP & METER AT WTR YARD
J B DEWAR	56088	5/23/2013	1	1,023.12	WW/DIESEL FUEL 5/8/13
J B DEWAR	56088	5/23/2013	1	851.64	WD/GASOLINE 5/8/13
				<u>9,475.35</u>	
KENDRICK, LAURA	55953	5/8/2013	1	50.97	WD/CUSTOMER REFUND
LAHR ELECTRIC MOTORS	56080	5/22/2013	1	3,493.52	WW/REPAIRS TO THE B-4 BLOWER MOTOR AT WWTP 5/13/13
LIGHTHOUSE LITHO	56014	5/16/2013	1	31.44	F&R/ 2' X 3' FISCALINI MAP WITH LAMINATION 5/9/13
LINC DELIVERY	56015	5/16/2013	1	19.50	WW/DELIVERY SERVICE TO RWQCB 4/26/13
LOCKE, JEFFREY	55954	5/8/2013	1	56.24	WD/CUSTOMER REFUND
LOPEZ, RAMON	56081	5/22/2013	1	50.00	WW/REIMB FOR OPERATION OF WWTP VOL 1, ED 7 5/12/13
MACHADO, MARILYN	55924	5/2/2013	1	200.00	RC/REBATE PROGRAM-LOW FLOW CLOTHES WASHING MACHINE
MADRID, MONIQUE	55985	5/14/2013	1	49.16	ADM/MILEAGE REIMB TO PISMO BEACH - LCW MTG 4/17/13
MADRID, MONIQUE	55985	5/14/2013	1	29.38	ADM/MILEAGE FOR SITE VISIT TO TEMPLETON CSD 5/1/13
				<u>78.54</u>	
MATHESON TRI-GAS, INC	55976	5/9/2013	1	58.70	WW/ACETYLENE AND GAS EQUIPMENT APR 2013

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MCMaster-CARR SUPPLY CO	55944	5/3/2013	1	21.28	WD/SUCTION STRAINER FOR SR-4 WELL
MCMaster-CARR SUPPLY CO	55944	5/3/2013	1	219.39	WD/FITTINGS AND PIPING FOR SR-4 WELL
MCMaster-CARR SUPPLY CO	55944	5/3/2013	1	54.29	WD/COPPER TUBE FITTINGS FOR SR-4 WELL
MCMaster-CARR SUPPLY CO	55944	5/3/2013	1	82.75	WD/BRASS BALL VALVE FOR SR-4 WELL
MCMaster-CARR SUPPLY CO	56089	5/23/2013	1	22.40	WD/TUBE FITTINGS FOR SR-4 WELL 5/10/13
MCMaster-CARR SUPPLY CO	56089	5/23/2013	1	202.96	WD/CPVC ADAPTERS AND FITTINGS FOR SR-4 WELL 5/10
				<u>603.07</u>	
MENDOZA, CARLOS	55917	5/2/2013	1	22.50	F&R/MONTHLY CELLULAR PHONE SERVICE REIMB MAY 2013
MENDOZA, CARLOS	55917	5/2/2013	2	22.50	ADM/MONTHLY CELLULAR PHONE SERVICE REIMB MAY 2013
				<u>45.00</u>	
MILLER DRILLING COMPANY	55962	5/9/2013	1	2,697.50	WD/REPAIR PUMP AT RODEO GROUNDS WATER YARD 4/3/13
MILLER, MARK	55918	5/2/2013	1	45.00	FD/MONTHLY CELLULAR PHONE SERVICE REIMB MAY 2013
MILLER, MARK	55933	5/2/2013	1	224.00	FD/REIMB FOR DOOR CLOSER MECHANISM AT STATION
				<u>269.00</u>	
MINER'S ACE HARDWARE	55934	5/2/2013	1	51.80	F&R/HANDICAP AND JANITORIAL SUPPLIES FOR V/H 4/2
MINER'S ACE HARDWARE	55934	5/2/2013	1	31.94	F&R/PLUMBING PARTS TO REPAIR V/H RESTROOMS 4/26
				<u>83.74</u>	
MISSION LINEN SUPPLY	55945	5/3/2013	1	226.44	WD/ EMBROIDERY ON NEW UNIFORM SHIRTS
MISSION LINEN SUPPLY	55945	5/3/2013	2	226.44	WW/ EMBROIDERY ON NEW UNIFORM SHIRTS
MISSION LINEN SUPPLY	55945	5/3/2013	3	176.12	F&R/ EMBROIDERY ON NEW UNIFORM SHIRTS
MISSION LINEN SUPPLY	56069	5/20/2013	1	95.35	F&R/LINEN SERVICE AND UNIFORM CLEANING APR 2013
MISSION LINEN SUPPLY	56069	5/20/2013	2	277.35	WD/LINEN SERVICE AND UNIFORM CLEANING APR 2013
				<u>1,001.70</u>	
MUNICIPAL CODE CORP	56082	5/22/2013	1	650.00	ADM/ANNUAL FEE TO MAINTAIN MUNI-CODE ON INTERNET
McKARNEY, NANCY	55999	5/14/2013	1	135.00	F&R/DESIGN VETERANS' HALL FLYER
NAPA AUTO PARTS	55959	5/9/2013	1	144.94	WD/VEHICLE MAINT & REPAIR SUPPLIES APRIL 2013
NAPA AUTO PARTS	55959	5/9/2013	2	1.98	WD/VEHICLE MAINT & REPAIR SUPPLIES APRIL 2013
NAPA AUTO PARTS	55959	5/9/2013	1	651.06	FD/VEHICLE MAINT & REPAIR SUPPLIES APRIL 2013
NAPA AUTO PARTS	55959	5/9/2013	1	128.36	F&R/TRACTOR MAINT & REPAIR SUPPLIES APRIL 2013
NAPA AUTO PARTS	55959	5/9/2013	2	17.27	F&R/BUILDING MAINT & REPAIR SUPPLIES APRIL 2013
NAPA AUTO PARTS	55959	5/9/2013	3	2.68	F&R/VEHICLE MAINT & REPAIR SUPPLIES APRIL 2013
NAPA AUTO PARTS	55959	5/9/2013	1	22.71	WW/BATTERY CABLES FOR HYDRAULIC PUMP
				<u>969.00</u>	
NATIONAL METER & AUTOMATION	56000	5/14/2013	1	6,557.50	WD/ORION LAPTOP UPGRADE FOR METER READING 3/7/13
NATIONAL METER & AUTOMATION	56070	5/20/2013	1	9,422.79	WD/COMPOUND METER UPGRADE/REPLACEMENT PROJECT 4/15
				<u>15,980.29</u>	
NFPA	55995	5/14/2013	1	165.00	FD/ANNUAL MBRSHR RENEWAL 5/31/13 - 5/31/14
NIELDS, RUSSELL C.	55925	5/2/2013	1	200.00	RC/REBATE PROGRAM-LOW FLOW CLOTHES WASHING MACHINE
NOBLE SAW, INC.	56071	5/20/2013	1	1,578.64	WD/MOWER AND BLOWER FOR WELL FIELD WEED ABATEMENT
NOBLE SAW, INC.	56071	5/20/2013	1	142.08	WW/REPAIRS TO WEEDWACKER 5/7/13
				<u>1,720.72</u>	
NORTH COAST TREE SERVICE	56001	5/14/2013	1	1,200.00	WD/REMOVE DEAD PINE TREE AT LEIMERT BOOSTER STN

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PACIFIC GAS & ELECTRIC	56005	5/14/2013	1	11,037.94	WW/ELEC SVC WASTEWATER METERS A/C# 1258 APR 2013
PACIFIC GAS & ELECTRIC	56009	5/14/2013	1	81.56	WW/ELEC SVC 990 SS CRK RD A/C# 4084 APR 2013
PACIFIC GAS & ELECTRIC	56009	5/14/2013	1	21.03	ADM/ELEC SVC 1316 TAMSEN #203 A/C# 6140 APR 2013
PACIFIC GAS & ELECTRIC	56009	5/14/2013	1	10.51	F&R/ELEC SVC 7806 VG CRK RD A/C# 6551 APR 2013
PACIFIC GAS & ELECTRIC	56009	5/14/2013	1	1,199.53	F&R/ELEC SVC F&R METERS APR 2013
PACIFIC GAS & ELECTRIC	56009	5/14/2013	2	283.93	F&R/ELEC SVC VETERAN'S HALL APR 2013
PACIFIC GAS & ELECTRIC	56009	5/14/2013	3	570.76	FD/ELEC SVC 2850 BURTON DRIVE APR 2013
PACIFIC GAS & ELECTRIC	56009	5/14/2013	4	477.70	ADM/ELEC SVC 1316 TAMSEN #201 & RICHARD ST APR '13
PACIFIC GAS & ELECTRIC	56009	5/14/2013	1	7,221.70	WD/ELEC SVC SEVERAL METERS A/C# 7832 APR 2013
PACIFIC GAS & ELECTRIC	56009	5/14/2013	1	857.04	WD/ELEC SVC 2820 SR CRK RD A/C# 8058 APR 2013
				<u>21,761.70</u>	
PERRYMAN, JENNIFER	55955	5/8/2013	1	54.06	WD/CUSTOMER REFUND
PICTURE IT FRAMED	56090	5/23/2013	1	55.28	ADM/FRAMING SUPPLIES FOR PROCLAMATN FOR K. PLUMMER
PINION, JEANETTE	55926	5/2/2013	1	100.00	RC/REBATE PROGRAM - 2 LOW FLOW TOILETS 1.28 GPF
PITNEY BOWES, INC.	56091	5/23/2013	1	58.57	ADM/POSTAGE METER CLEANING KIT
PUMP REPAIR SERVICE CO.	56002	5/14/2013	1	13,284.10	WW/NEW BARNES PUMP FOR LSA, EVAL OLD PUMP 4/30/13
QUILL CORP	55935	5/2/2013	1	335.87	ADM/OFFICE SUPPLIES 3/28 - 4/29/13
QUILL CORP	55935	5/2/2013	2	70.93	FD/OFFICE SUPPLIES 3/28 - 4/29/13
QUILL CORP	55935	5/2/2013	3	444.05	FD/COMPUTER SUPPLIES 3/28 - 4/29/13
QUILL CORP	55935	5/2/2013	4	96.90	WW/OFFICE SUPPLIES 3/28 - 4/29/13
QUILL CORP	55935	5/2/2013	5	115.05	F&R/OFFICE SUPPLIES 3/28 - 4/29/13
QUILL CORP	56072	5/20/2013	1	288.35	ADM/OFFICE SUPPLIES 5/1 - 5/12/13
QUILL CORP	56072	5/20/2013	2	325.89	FD/OFFICE SUPPLIES 5/1 - 5/12/13
QUILL CORP	56072	5/20/2013	3	301.61	WD/OFFICE SUPPLIES 4/25 - 5/12/13
				<u>1,978.65</u>	
RANSON, DAVID	55956	5/8/2013	1	162.47	WD/CUSTOMER REFUND
RETIREEES-FIRE				2,630.35	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JUN '13
RETIREEES-FACILITIES AND RESOURCES				1,210.98	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JUN '13
RETIREEES-ADMINISTRATION				4,593.16	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JUN '13
RETIREEES-WATER				1,801.55	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JUN '13
RETIREEES-WASTEWATER				5,064.83	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JUN '13
				<u>15,300.87</u>	
RICE, MIKE	55986	5/14/2013	1	108.00	WD/LANDSCAPING SVCS TO PLANT 2 TOYONS AT PK TANKS
RITTERBUSH REPAIR SERVICE	55977	5/9/2013	1	1,750.00	FD/FLEET MAINT & REPAIR SERVICES APR 2013
ROBINETTE, GAIL	55987	5/14/2013	1	691.17	ADM/TRAVEL/CSDA TRAINING ON BOARD RESPONSIBILITIES
ROBINETTE, GAIL	55987	5/14/2013	2	-	CONT. IN MONTEREY, CA 1/13 - 1/15/2013
ROBINETTE, GAIL	55987	5/14/2013	1	42.38	ADM/MILEAGE REIMB TO SLO CO BD OF SUPE MTG 3/12/13
				<u>733.55</u>	
SAN LUIS POWERHOUSE	55936	5/2/2013	1	204.89	FD/HEATER BLOCK FOR GENERATOR FOR STN 57
SAN LUIS SECURITY SYSTEMS	55996	5/14/2013	1	126.00	ADM/SECURITY SYSTEM MONITORING JUNE - AUG 2013
SCHLOPP, STEVEN R.	56057	5/16/2013	1	50.00	RC/REBATE PROGRAM - REPLACE 1.6 GPF W/1.28 TOILET
SCHLOPP, STEVEN R.	56057	5/16/2013	1	200.00	RC/REBATE PROGRAM - WATER EFFICIENT CLOTHES WASHER
				<u>250.00</u>	
SCOTT, HUGH/CHRISTINE	56051	5/16/2013	1	50.00	RC/INCREASED WASHING MACH. REBATE FROM 150 TO 200

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SEAWIDE MARINE DISTRIBUTION	55937	5/2/2013	1	9.70	FD/SHIPPING CHARGES - TRIAL USAGE THERMAL IMAGER
SELECT BUSINESS SYSTEMS	55938	5/2/2013	1	97.94	FD/MONTHLY MAINT AGRMT SHARP PRINTER 3/25 - 4/25
SILVERS, JAMES	56052	5/16/2013	1	50.00	RC/INCREASED WASHING MACH. REBATE FROM 150 TO 200
SLO COUNTY	56073	5/20/2013	1	1,599.82	WD/CROSS CONNECTION INSPECTIONS 9/1/12 - 2/28/13
SLO COUNTY CLERK-RECORDER	56092	5/23/2013	1	24.00	WD/LIEN RELEASE 1897 DORKING AVE 5/23/13
SLO COUNTY NEWSPAPERS	56003	5/14/2013	1	100.00	FD/RECRUITMENT AD FOR FIREFIGHTER RESERVISTS 4/11
SLO COUNTY NEWSPAPERS	56003	5/14/2013	1	100.00	FD/RECRUITMENT AD FOR FIREFIGHTER RESERVISTS 4/18
SLO COUNTY NEWSPAPERS	56003	5/14/2013	1	100.00	FD/RECRUITMENT AD FOR FIREFIGHTER RESERVISTS 4/25
SLO COUNTY NEWSPAPERS	56003	5/14/2013	1	130.43	WD/PUBLIC HEARING ON 4/25 RE: WTR/WW AVAIL CHARGES
SLO COUNTY NEWSPAPERS	56003	5/14/2013	2	130.43	WW/PUBLIC HEARING ON 4/25 RE: WTR/WW AVAIL CHARGES
				<u>560.86</u>	
SMITH, LEE D.	56058	5/16/2013	1	75.00	RC/REBATE PROGRAM - REPLACE 3.0 GPF W/ 1.28 TOILET
STATE OF CAL-DPT HLT SVCS	55947	5/3/2013	1	60.00	WD/WATER DISTRIB OP CERT RENEWAL GRADE 2 J. BUHL
STATE OF CAL/DPT PUB HLTH	55948	5/3/2013	1	3,427.20	WD/WATER SYSTEM FEES- SYS #4010014 7/1/12-12/31/12
STATE WATER RESRC CTRL BD	55979	5/14/2013	1	154,650.97	WW/STATE REVOLVING FUND (CWSRF) ANNUAL PRIN PYMT
STATE WATER RESRC CTRL BD	55979	5/14/2013	2	19,405.83	WW/STATE REVOLVING FUND (CWSRF) ANNUAL INT PYMT
				<u>174,056.80</u>	
STERN, COLLEEN	56059	5/16/2013	1	100.00	RC/REBATE PRGRM-REPLACE (2) 1.6 GPF W/ 1.28 TOILET
STONE, VINCE MANOCCHIA & MALLO	55957	5/8/2013	1	28.74	WD/CUSTOMER REFUND
SULLIVAN, BARBARA	56060	5/16/2013	1	200.00	RC/REBATE PROGRAM - WATER EFFICIENT CLOTHES WASHER
SUN PACIFIC	55963	5/9/2013	1	6,672.57	WD/INSTALL ELETRICAL WIRING AT SR-4 WELL FOR
SUN PACIFIC	55963	5/9/2013	2	-	CONT. ALARMS, MODEMS, RADIOS, ETC. MARCH 2013
SUN PACIFIC	55963	5/9/2013	1	1,147.00	WD/ELEC & START UP SUPPORT TO PURE-FLOW AT SR-4
SUN PACIFIC	56004	5/14/2013	1	8,243.15	WD/REPLACE 5 VALVE MOTOR OPERATORS AT SR4 WELL
				<u>16,062.72</u>	
TECHXPRESS, INC.	55919	5/2/2013	1	2,810.00	ADM/MONTHLY NETGUARD IT SERVICE - MAY 2013
THE BLUEPRINTER	55990	5/14/2013	1	172.80	RC/TRI-FOLD BROCHURE RE: HIGH EFFICIENCY TOILETS
THE DOCUTEAM	55971	5/9/2013	1	307.89	ADM/DOCUMENT STORAGE AND RETRIEVAL APR 2013
THE GAS COMPANY	56008	5/14/2013	1	102.12	F&R/GAS SVC VETERAN'S HALL 13851540008 APR 2013
THE GAS COMPANY	56008	5/14/2013	1	6.33	ADM/GAS SVC 1316 TAMSEN #201 18891540108 APR 2013
THE GAS COMPANY	56008	5/14/2013	1	138.42	FD/GAS SVC 2850 BURTON DR 17842700134 APR 2013
THE GAS COMPANY	56008	5/14/2013	1	21.05	ADM/GAS SVC 1316 TAMSEN #203 19311540926 APR 2013
THE GAS COMPANY	56008	5/14/2013	1	46.36	WW/GAS SVC 5500 HEATH LN #B 09241491001 APR 2013
THE GAS COMPANY	56008	5/14/2013	1	7.68	FD/GAS SVC 5490 HEATH LN 08821491001 APR 2013
THE GAS COMPANY	56008	5/14/2013	1	62.37	WW/GAS SVC 5500 HEATH LN 09031491005 APR 2013
THE GAS COMPANY	56008	5/14/2013	1	-	F&R/GAS SVC 3195 BURTON DR 07551537454 APR 2013
				<u>384.33</u>	
TITAN INDUSTRIAL SUPPLY	55949	5/3/2013	1	266.90	WD/MEDICAL SUPPLIES 3/28/13
UPTHEGROVE, CORTNEY	56093	5/23/2013	1	36.16	RC/CONSERVATION MTG IN SLO W/LOCAL AGENCIES 5/23

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF MAY, 2013**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
USA BLUE BOOK	55997	5/14/2013	1	387.77	WD/PIPE FITTING AND PARTS TO REPAIR SR4 WELL 4/16
USA BLUE BOOK	55997	5/14/2013	1	202.95	WD/MALE CONNECTOR FOR SR4 REPAIRS 4/24/13
USA BLUE BOOK	55997	5/14/2013	1	119.27	WD/HONEYWELL CHART RECORDER PAPER FOR SR4 FLOWS
USA BLUE BOOK	55997	5/14/2013	1	549.22	WD/ BF PREVENTER AND Y STRAINER FOR SR4 WELL 4/26
USA BLUE BOOK	55997	5/14/2013	1	1,284.30	WW/SEWAGE AIR RELEASE VALVE AND SLUDGE JUDGE 4/26
USA BLUE BOOK	56094	5/23/2013	1	1,072.48	WD/CHEMICAL TUBING & FITTINGS FOR SR-4 WELL 5/9/13
USA BLUE BOOK	56094	5/23/2013	1	60.09	WW/BUFFER SOLUTIONS 7.0 pH & 4.0 pH 5/9/13
				<u>3,676.08</u>	
VARGAS, MARTHA	55958	5/8/2013	1	6.52	WD/CUSTOMER REFUND
VERIZON WIRELESS	56083	5/22/2013	1	82.48	FD/MONTHLY CELL PHONE CHARGES APR 2013
VERIZON WIRELESS	56083	5/22/2013	1	25.93	F&R/MONTHLY CELL PHONE SERVICE APR 2013
VERIZON WIRELESS	56083	5/22/2013	2	25.93	WD/MONTHLY CELL PHONE SERVICE APR 2013
VERIZON WIRELESS	56083	5/22/2013	3	33.33	WW/MONTHLY CELL PHONE SERVICE APR 2013
				<u>167.67</u>	
WILSON BOHANNAN PADLOCK CO	55939	5/2/2013	1	395.89	WW/BRASS PADLOCKS 4/15/13
WINE COUNTRY BALANCE	55978	5/9/2013	1	395.00	WW/ANNUAL WWTP LAB SCALE-CLEAN AND BALANCE 5/1/13
WINSOR CONSTRUCTION, INC.	55940	5/2/2013	1	198.88	WD/ROAD BASE 4/8/13
WINSOR CONSTRUCTION, INC.	55940	5/2/2013	1	40.00	F&R/GREEN WASTE DISPOSAL 4/22/13
WINSOR CONSTRUCTION, INC.	56095	5/23/2013	1	122.01	WD/ROAD BASE FOR CHARING BOOSTER STN REPAIR PROJ
WINSOR CONSTRUCTION, INC.	56095	5/23/2013	1	52.55	F&R/ROAD BASE FOR DOG PARK
				<u>413.44</u>	
ZAFERES, CHRISTOPHER	55952	5/8/2013	1	88.85	WD/CUSTOMER REFUND
Accounts Payable Vendor Subtotal				<u>385,693.16</u>	
AFLAC (AMER FAM LIFE INS)	3190	5/10/2013	1	676.42	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3190	5/10/2013	1	87.62	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3207	5/24/2013	1	676.42	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3207	5/24/2013	1	87.62	VOLUNTARY INS-PRETAX
				<u>1,528.08</u>	
AMERITAS	3218	5/31/2013	1	2,554.40	DENTAL INSURANCE-YER
AMERITAS	3218	5/31/2013	2	(326.48)	DENTAL INSURANCE-YER
AMERITAS	3218	5/31/2013	3	(1.22)	DENTAL INSURANCE-YER
AMERITAS	3218	5/31/2013	4	15.60	DENTAL INSURANCE-YER
AMERITAS	3218	5/31/2013	1	316.54	DENTAL INSURANCE-YER
				<u>2,558.84</u>	
CAMBRIA COMMUNITY SERVICES DIS	3191	5/10/2013	1	1,100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3191	5/10/2013	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3191	5/10/2013	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3191	5/10/2013	4	200.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3191	5/10/2013	5	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3191	5/10/2013	6	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3208	5/24/2013	1	1,100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3208	5/24/2013	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3208	5/24/2013	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3208	5/24/2013	4	200.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3208	5/24/2013	5	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3208	5/24/2013	6	250.00	MEDICAL REIMBURSEMNT
				<u>3,900.00</u>	

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF MAY, 2013**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
CAMBRIA FIRE FIGHTERS LOCAL 46	3193	5/10/2013	1	240.00	DUES-FIRE IAFF
CAMBRIA FIRE FIGHTERS LOCAL 46	3211	5/24/2013	1	240.00	DUES-FIRE IAFF
				<u>480.00</u>	
CAMBRIA FIREFIGHTERS ASSN	3210	5/24/2013	1	164.05	RESERVE FIREFTR DUES
EMPLOYMENT DEVELOPMENT DP	3192	5/10/2013	1	2,953.45	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3192	5/10/2013	1	735.27	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3209	5/24/2013	1	3,875.71	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3209	5/24/2013	1	892.30	STATE INCOME TAX
				<u>8,456.73</u>	
H.O.B.-DIRECT DEPOSIT	3194	5/10/2013	1	3,974.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3194	5/10/2013	1	44,699.11	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3212	5/24/2013	1	3,974.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3212	5/24/2013	1	52,093.27	Direct Deposit Flat
				<u>104,740.38</u>	
H.O.B./FEDERAL TAXES	3195	5/10/2013	1	8,728.77	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3195	5/10/2013	1	9,266.18	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3195	5/10/2013	1	2,167.12	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3213	5/24/2013	1	11,280.85	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3213	5/24/2013	1	11,167.00	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3213	5/24/2013	1	2,611.60	FEDERAL INCOME TAX
				<u>45,221.52</u>	
ICMA-VNTGPT TRSFR AGT 457	3196	5/10/2013	1	2,275.00	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	3196	5/10/2013	1	988.47	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	3214	5/24/2013	1	2,275.00	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	3214	5/24/2013	1	988.47	457 DEF COMP-INDIV
				<u>6,526.94</u>	
LINCOLN FINANCIAL GROUP	3219	5/31/2013	1	190.24	LIFE INSURANCE
LINCOLN FINANCIAL GROUP	3219	5/31/2013	2	(7.57)	LIFE INSURANCE
				<u>182.67</u>	
PERS HEALTH BENEFIT SERV	3220	5/31/2013	1	22,969.24	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	2	1,222.60	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	3	110.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	4	71.25	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	5	575.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	6	460.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	7	1,150.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	8	575.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	9	690.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	10	1,784.32	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	11	65.99	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3220	5/31/2013	1	4,157.06	MEDICAL INSURANC-YER
				<u>33,830.46</u>	
PERS RETIREMENT SYSTEM	3197	5/10/2013	1	(0.01)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	3197	5/10/2013	2	24,270.16	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	3215	5/24/2013	1	-	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	3215	5/24/2013	2	25,832.67	PERS PAYROLL REMITTANCE
				<u>50,102.82</u>	
SEIU LOCAL 620	3198	5/10/2013	1	256.75	SEIU UNION DUES
SEIU LOCAL 620	3216	5/24/2013	1	256.75	SEIU UNION DUES
				<u>513.50</u>	

CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF MAY, 2013

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
THE VARIABLE ANNUITY LIFE	3199	5/10/2013	1	50.00	DEFERRED COMP -VALIC
THE VARIABLE ANNUITY LIFE	3217	5/24/2013	1	50.00	DEFERRED COMP -VALIC
				<u>100.00</u>	
				<u>258,305.99</u>	<i>Payroll Payable Vendor Subtotal</i>
				<u>643,999.15</u>	TOTAL DISBURSEMENTS FOR MAY, 2013



ADDENDA TO MONTHLY EXPENDITURE REPORT

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

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
THURSDAY, MAY 23, 2013, 12:30 PM

AGENDA ITEM	DISCUSSION OR ACTION										
1A. CALL TO ORDER	President Thompson called the regular meeting to order at 12:35 PM.										
1B. PLEDGE OF ALLEGIANCE	President Thompson led the pledge of allegiance.										
1C. ESTABLISHMENT OF QUORUM	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">President Thompson</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Vice President Bahringer</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Director Clift</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Director Rice</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Director Robinette</td> <td style="text-align: right;">Present</td> </tr> </table> <p>Staff Present: General Manager Jerry Gruber, District Counsel Tim Carmel, Finance Manager Alleyne LaBossiere, and District Clerk Kathy Choate.</p>	President Thompson	Present	Vice President Bahringer	Present	Director Clift	Present	Director Rice	Present	Director Robinette	Present
President Thompson	Present										
Vice President Bahringer	Present										
Director Clift	Present										
Director Rice	Present										
Director Robinette	Present										
1D. REPORT FROM CLOSED SESSION	Counsel reported no closed session to report.										
2. SPECIAL REPORTS											
A. Sheriff's Department Report	Deputy Sheriff Stuart MacDonald reported 284 calls for service, of those 44 were EMS calls.										
B. Fire Department Report	Chief Miller reported on uptick of vegetation fires. Cambria Fire and CCHD are continuing discussion regarding shared services. Recruitment is underway for Fire Reservists. Emergency drill with Sheriff's Department was held at Santa Lucia Middle School.										
3. ACKNOWLEDGEMENTS/PRESENTATIONS	<p>Kyle Plummer presented his award winning "Korea Remembered" video, capturing the experiences of local American Korean War veterans and Korean War veterans present were recognized.</p> <p>Linda Finley, Cambria Tourism Board Presentation to be continued to June regular meeting.</p>										
4. PUBLIC COMMENT	<p><u>Jo Ellen Butler</u>, Cambria. Thanked Board on behalf Vets Hall fee waiver for FFRP Wildflower Show and donated \$300 of event fees received for Vets Hall use. Commented on Ranch trail improvements.</p> <p><u>Jeff Hellman</u>, Cambria. Requested clarification on Intent to Serve letters for Kingston Bay project.</p> <p><u>Elizabeth Bettenhausen</u>, Cambria. Thanked CCSD, CCHD, and CalFire for their services. Commented on committees.</p> <p>President Thompson announced Coast Union fundraiser for Oklahoma tornado relief.</p>										
5. AGENDA REVIEW	Consent items 7C, D, and F pulled. Item 7E was revised and supplemental report provided continuing the item to a date uncertain pending										

	further review of the subject easement.
6. MANAGER'S AND BOARD REPORTS	
A. GENERAL MANAGER'S REPORT	<p>General Manager Gruber presented the manager's report and provided Facilities and Resources 2012 Projects Power Point and SR4 well improvement photos.</p> <p>Public Comment: <u>Elizabeth Bettenhausen</u>, Cambria. Commented on page 17 usage vs. production for 2013, SR4 well, current recruitments, and Army Corps of Engineers. <u>Mary Webb</u>, Cambria. Thanked General Manager for infrastructure projects being done and conservation efforts. Commented on existing commitment list. General Manager Gruber responded to questions. Board discussion followed.</p>
B. MEMBER AND COMMITTEE REPORTS	<p>Director Clift reported on CSDA Legislative Days attended in Sacramento. Attended SLO County Board of Supervisors meeting regarding Growth Management Ordinance. Director Rice also attended.</p> <p>Director Robinette reported on Ad Hoc Conservation Committee meeting; consider conservation officer and public outreach.</p> <p>Director Bahringer reported on Ad Hoc Infrastructure and Facilities Report.</p> <p>Director Rice attended NCAC; new chair is Claudia Harman, Vice Chair Bruce Fosdyke.</p>
7. CONSENT AGENDA	
<p>A. Approve expenditures for month of April 2013</p> <p>B. Approve Minutes of Board of Directors regular meeting April 25, 2013</p> <p>C. Approve extension of Intent to Serve Letter for Kingston Bay Cambria LLP, Applicant, APN 024.191.052</p> <p>D. Approve extension of Intent to Serve Letter for San Luis Obispo County, Applicant, APN 022.123.003</p> <p>E. Continue PG&E Easement Agreement over CCSD for property located on Main Street Cambria APN 013.151.045, Main Street Bridge Project</p> <p>F. Adopt Resolution 18-2013 to Approve the Water Treatment Operator III Position Description and Salary Range</p>	<p>Director Clift moved to approve the consent agenda Items 7A, B, revised E, and F. Director Rice seconded. Motion carried unanimously. Ayes – 4, No – 0, Absent – 0, Abstain – 1 (Bahringer)</p> <p>Public Comment: <u>Elizabeth Bettenhausen</u>, Cambria. Commented on Resolution 12-2013 and page 74 of agenda packet. <u>Cori Marsalek</u>, County of SLO Public Works Department, Main Street Bridge, Project Manager. Requested clarification on the delay of the agenda item.</p> <p>President Thompson introduced Item 7C. General Manager Gruber presented the report.</p> <p><u>Vari MacNeil</u>, Cambria. Commented on issuance of</p>

	<p>EDUs to new developments and opposes allowing large new user.</p> <p><u>Claudia Harman Worthen</u>, Cambria. Commented on Kingston Bay Project and EDU allocation.</p> <p><u>Jeff King</u>, Owner of Green, Ardath, and Londonderry property. Commented on additional conditions on project and confident facility can operate on imposed water requirements.</p> <p><u>Mary Webb</u>, Cambria. Commented on APNs associated with this project and existing commitment list. Where did EDUs for APN 024.191.052 come from?</p> <p><u>Jeff Hellman</u>, Cambria. What allowed Board to move Peoples Self Help and Senior Living Facility projects moved forward ahead of wait list positions.</p> <p><u>Tina Dickason</u>, Cambria. Commented on March and April meeting General Manager's report. Opposes issuance of Intent to Serves during a moratorium.</p> <p>Board discussion followed.</p> <p>Director Rice moved to approve a one (1) year extension of Intent to Serve letter for Senior Care Facility, Kingston Bay Cambria LLP, Applicant, APN 024.191.052 Ardath Drive and Green Street property. Director Clift seconded. Roll call vote: Ayes – Director Rice, Clift Noes – Directors Bahringer, Robinette, Thompson Motion failed 3 -2</p> <p>Director Bahringer moved to approve a two (2) year extension of Intent to Serve letter for Senior Care Facility, Kingston Bay Cambria LLP, Applicant, APN 024.191.052. Director Robinette seconded. Roll Call Vote: Ayes – Directors Bahringer, Robinette, Clift, and President Thompson Noes – Director Rice Absent – None Motion carried 4 – 1</p> <p>President Thompson introduced Item 7D. General Manager Gruber presented the item.</p> <p>Public Comment: <u>Mary Webb</u>, Cambria. Commented on parcel 022.123.003, not on existing commitment list.</p>
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	<p>Board discussion followed.</p> <p>Director Bahringer moved to extend the Intent to Serve letter for San Luis Obispo County, Applicant, APN 022.123.003, Cornwall property for a period of six months. Director Clift seconded.</p> <p>Board discussion followed.</p> <p>Public Comment: <u>Jeri Ferrell</u>, Friends of Library. Purchased in conjunction with County in 2005 for \$518,000 with half of funding from Friends of the Library (FOL). If no extension, FOL would have to repay SLO County Library approximately \$275,000. <u>Brian Reynolds</u>, County Library Director. Commented on the collaborative effort with Friends of Library for about 10 years on the new library.</p> <p>Director Bahringer moved to withdraw his motion. Director Clift moved to withdraw second.</p> <p>Director Clift moved to approve extension of Intent to Serve letter for San Luis Obispo County, Applicant, APN 022.123.003 for one year with the specific finding that the unique basis for granting this extension is to protect the citizens of this community and Friends of the Library's commitment to the development of a library and it shall not be considered precedent for any future extension of any Intent To Serve letter. Director Bahringer seconded. Ayes – 5, No – 0, Absent – 0 Motion carried unanimously.</p> <p>President Thompson introduced Item 7F. General Manager Gruber presented the staff report.</p> <p>Public Comment: Tina Dickason, Cambria. Commented on T3 licensure.</p> <p>Director Rice moved to approve Resolution 18-2013 approving a new position of Water Systems Operator, and a position description and recommended salary range. Director Robinette seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent - 0</p>
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<p>8. HEARINGS AND APPEALS</p> <p>A. Confirm Water and Wastewater Standby or Availability charges as provided in Government Code §61124(b) and adopt Resolution 15-2013 confirming Water and Wastewater Standby or Availability charges for FY 2013/2014</p>	<p>President Thompson introduced the item. General Manager Gruber presented the staff report. President Thompson opened the public hearing. No public comment: None President Thompson closed the public hearing. Director Robinette moved to adopt resolution 15-2013 confirming water and wastewater standby or availability charges to be assessed against each parcel for Fiscal Year 2013/2014. Director Bahringer seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent - 0</p>
<p>B. Adopt Resolution 16-2013 declaring a public nuisance for the annual Fire Hazard Fuel Reduction Program</p>	<p>President Thompson introduced the item. General Manager Gruber presented the staff report. President Thompson opened public hearing. Public Comment: None President Thompson closed the public hearing. Board discussion followed. Director Rice moved adoption of Resolution 16-2013 declaring a public nuisance within the CCSD and direct staff to proceed with mailing notices to abate and remove hazardous wildland fuels, in order to maintain community defensible space. Director Clift seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent - 0</p>
<p>C. Adopt Resolution 17-2013 confirming 2012 Fire Hazard Fuel Reduction itemized report of the Cambria Community Services District</p>	<p>President Thompson introduced the item. General Manager Gruber presented the item, correcting the number of parcels with zero balance to 18 of the 54. District Counsel summarized the item. President Thompson opened the public hearing. Public Comment: None Director Robinette moved to adopt Resolution 17-2013 confirming 2012 Fire Hazard Fuel Reduction cost report of the Cambria Community Services District and direct staff to submit all required documentation to the Tax Collector of SLO County. Director Rice seconded. Motion carried unanimously. Ayes – 4, No – 0, Absent – 1 (Clift) (Director Clift stepped out of meeting).</p>
<p>D. Consideration of DRAFT Fiscal Year 2013/2014 Operating Budget</p>	<p>President Thompson introduced the item. General Manager Gruber presented the staff report. Finance Manager Alleyne LaBossiere Public Comment: Elizabeth Bettenhausen, Cambria.</p>

	<p>Commented on conservation variability. <u>Tina Dickason</u>, Cambria. Commented on revenues increasing and conservation. Update website’s organizational chart. <u>Mary Webb</u>, Cambria. Supports reserves for capital outlay. Issues with Fire Department budget and reservists training and leaving the area; supports NCOR. Board discussion followed. The budget will be brought back to the Board for approval consideration at the June regular meeting.</p>
9. REGULAR BUSINESS	
A. Consideration Approving possible relocation and or termination of agreement with the County of San Luis Obispo regarding the Public Works Yard located at the East Ranch Rodeo Grounds	<p>President Thompson introduced the item. General Manager Gruber presented the staff report. Board discussion followed. Director Clift moved to direct the General Manager to notify the County of San Luis Obispo Public Works of CCSD’s need of Public Works leased yard located at East Ranch Rodeo Grounds, give 30-day notice and reiterate the fact that we do have other spaces they could consider. Director Rice seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent - 0</p>
B. Consideration of Bi-Monthly or Quarterly Evening Study Sessions	<p>President Thompson introduced the item. Board discussion followed. Full board discussion followed regarding setting an agenda for second or third week in June for an evening study session.</p>
10. FUTURE AGENDA ITEM(S)	<p>Director Rice commented on revised bylaws and is available to work on the draft revisions.</p>
11. ADJOURN	<p>President Thompson adjourned the meeting at 6:00 PM</p>

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 7.C.

FROM: Mark Miller, Fire Chief
Steve Bitto, Fire Captain
Bill Hollingsworth, Fire Captain

Meeting Date: June 27, 2013 Subject: Discussion and Consideration of
Resolution 20-2013 Approving Award of
Fire Hazard Fuel Reduction Contract

RECOMMENDATIONS:

Adopt Resolution 21-2012 approving:

1. The award of the Fire Hazard Fuel Reduction (FHFR) Contract to Bushwacker 1; and
2. Authorizing the General Manager to sign the contract for the 2013 Fire Hazard Fuel Reduction Program.

FISCAL IMPACT:

All costs for clearing the parcels are billed directly to the property owner by the CCSD. Any unpaid billing will be collected via the San Luis Obispo County Tax Roll for calendar year 2014 in accordance with the provisions of Health and Safety Code Sections 14875 et seq. CCSD administrative fees are also included in the charges.

DISCUSSION:

In accordance with the procedures in Health and Safety Code Sections 14875 et seq., as part of its annual Fire Hazard Fuel Reduction Program (FHFR) the CCSD contracts to provide for the removal of dangerous fuels and vegetation that have not been timely abated by property owners. Accordingly, the CCSD issued a Request for Proposals ("RFP") the week of June 3rd for a contractor to abate and remove the fuels and vegetation. Proposals were due on June 14th at 4:00 PM. The RFP is attached for information.

One contractor proposal was received by the deadline and evaluated by the CCSD based upon the selection criteria outlined in the FHFR RFP and contract documents. The contractor that has been selected, Bushwacker 1, submitted a responsive proposal, which is attached for reference. The 2013 FHFR Program Contract is also attached.

Attachments:

- Contract Requirements
- Resolution 20-2013 with Exhibit A

BOARD ACTION: Date _____ Approved: _____ Denied: _____

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

Fire Hazard Fuel Reduction Program

Request for Proposals (RFP)

May 28, 2013

CONTRACT REQUIREMENTS FOR FIRE HAZARD FUEL REDUCTION PROPOSALS/BIDS

The Cambria Community Services District (CCSD) is seeking proposals by Contractors for the Fire Hazard Fuel Reduction Program for 2013.

CCSD typically, has notified approximately two-thousand (2000+) parcel owners to abate their property of dried weeds, down trees or slash. Those parcels that do not comply with the requirements are placed on the CCSD's Contract list. Typically between fifty and one hundred (50-100) parcels are placed on the CCSD's contract list.

Required Scope and Schedule of Work

The contractor selected will be required to provide weed abatement services as specified in Exhibit C, titled "***Fire Department Fire Hazard Fuel Reduction Policy 2013 – Scope of Services***", according to a schedule described in Exhibit B "***2013 Fire Hazard Fuel Reduction Schedule.***"

Required Cost of Proposal, Qualifications, and Agreement

Those submitting proposals must complete and submit the attached form identified as Exhibit E titled "***Cambria Community Services District Fire Hazard Fuel Reduction Program – 2013, Cost Proposal Form.***" The required information is contained on the form and includes the following:

1. Types of equipment to be used and the cost of each to the property owner including operator costs.
2. Move on Fee, as described in Exhibit "E".
3. Charges, per yard, for hauling away of the debris.
4. All equipment must be inspected by the Fire Department for required fire safety items and spark arrestors.
5. Pictures shall be taken by the Contractor before and after each lot is abated (as directed by the Cambria CSD Fire Department), logged with the lot abatement record and submitted to the Fire Department.

Other Requirements

A dated cover letter, signed by a person fully authorized to act on behalf of the **CONTRACTOR**, must be submitted with the proposal. The letter must indicate that the **CONTRACTOR** agrees to be bound by the proposal without modifications, unless mutually agreed by the **CONTRACTOR** and CCSD.

A statement of qualifications and a list of five (5) references must be provided, along with documentation demonstrating the **CONTRACTOR's** ability to maintain accurate records.

The selected **CONTRACTOR** will be required to sign an agreement (see Fire Hazard Fuel Reduction Agreement) with the CCSD, and must provide proof of insurance coverage as indicated in **Exhibit A – Legal Relations and Responsibilities to the Public**, prior to commencing ***any*** work for the CCSD. The Cambria Community Services District, its officers, Board Members, managers and employees must be named as co-insured or additional insured.

A Faithful Performance Bond will also be required. A cash deposit of \$5000.00 or Assignment of a Financial Instrument acceptable to the **CCSD** may be substituted in lieu of a **Faithful Performance Bond (see Exhibit D)**. All equipment must be inspected by the Fire Department to assure that all fire safety standards are met, including operational spark arrestors where required.

Proposal Evaluation

Proposals will be evaluated on the basis of the following criteria:

1. Stated costs to the property owner- 60%
2. Various types of equipment to be used by contractor- 10%
3. Prior demonstrated ability to maintain accurate records- 10%
4. Ability to complete the contract by August 19, 2013 and prior record of timely clearance completion 20%

Proposal Deadline

All proposals must be delivered to the Cambria CSD Administration Office, 1316 Tamsen Street, Suite 201, Cambria CA. 93428; by 4:00 PM, Thursday, June 13, 2013.

An evaluation of proposals and selection of contractors who meet the requirements as stated will occur after 4:00 P.M. June 13, 2013. The selection is subject to CCSD Board of Directors approval at their next scheduled meeting on Thursday June 27th 2013.

Proposals not meeting all the required standards and requirements will not be considered!

Bid proposals must contain the following four documents or they will not be considered:

1. Copy of a Fire Wise Defensible Space Field Training certificate for field supervisor(s);
2. Completed copy of the Bid Proposal Form (Exhibit E);
3. Signed cover letter as defined and stipulated in the: 'Other Requirements' first paragraph of the RFP;
4. A signed statement of qualifications, and list of 5 references, as stipulated in the: 'Other Requirements' second paragraph of the RFP.

If you have any questions, contact the Cambria Fire Department at (805) 927-6240.

**CAMBRIA COMMUNITY SERVICES DISTRICT
FIRE DEPARTMENT**

***Mark Miller
Fire Chief***

2013 FIRE HAZARD FUEL REDUCTION AGREEMENT

This Fire Hazard Fuel Reduction Agreement ("Agreement") is made upon the date of execution, as set forth below, by and between, **CONTRACTOR** and the Cambria Community Services District, "**CCSD**". The parties hereto, in consideration of the mutual covenants contained herein, hereby agree to the following terms and conditions:

It is understood and agreed to:

SCHEDULE OF CHARGES

The **CCSD** will pay the following schedule of charges to the **CONTRACTOR** per the attached bid schedule, included as Exhibit E.

DOCUMENTS INCORPORATED BY REFERENCE

Exhibits A, B, C, D and E attached hereto are hereby incorporated herein by reference and made a part of this Agreement as if fully set forth at this point.

OBLIGATIONS OF CONTRACTOR

- A. The **CONTRACTOR** shall furnish and maintain throughout the term of this Agreement all proper insurance coverage as specified in "**Legal Relations and Responsibilities to the Public**" (Exhibit A).
- B. All work shall be completed as depicted in the Fire Hazard Fuel Reduction Schedule (Exhibit B). At all times the **CONTRACTOR's** work shall be subject to the approval of the Fire Chief or his designee.
- C. The **CONTRACTOR** shall become familiar, and shall fully comply with **CCSD** Fire Hazard Fuel Reduction Policy (Exhibit "C").
- D. The **CONTRACTOR** upon award of contract shall furnish a performance bond (Exhibit "D").
- E. The **CONTRACTOR** agrees to timely and fully perform or provide the services specified in this Agreement.
- F. The **CONTRACTOR** must submit packaged bills for lots cleared with a cover page that lists the number of lots cleared and the total cost of the packaged bills.
- G. All parcel clearing charges must be submitted to the **CCSD** by August 19, 2013. Failure to deliver the parcel clearance charges to the **CCSD** by this date will result in a 10% withholding of all charges that are delivered late to the **CCSD** as liquidated damages, assessed against the **CONTRACTOR**.

MINIMUM AMOUNT OF SERVICE BY CONTRACTOR

CONTRACTOR agrees to devote the hours necessary to perform the services set forth in this Agreement in an efficient and effective manner. **CONTRACTOR** may represent, perform services for and be employed by additional individuals or entities, at **CONTRACTOR's** sole discretion, as long as the performance of these extra-contractual

services does not interfere with or present a conflict with **CCSD** business.

GENERAL PROVISIONS

TERM: This Agreement will become effective on the date of execution set forth below, and will continue in effect until terminated as provided herein.

SERVICES TO BE PERFORMED: **CONTRACTOR** agrees to perform or provide the services specified in this Agreement.

CONTRACTOR shall determine the method, details and means of performing the above-referenced services.

CONTRACTOR may, at **CONTRACTOR's** own expense, employ such assistants as **CONTRACTOR** deems necessary to perform the services required of **CONTRACTOR** by this Agreement. **CCSD** may not control, direct or supervise **CONTRACTOR's** assistants or employees in the performance of those services.

TOOLS AND INSTRUMENTALITIES: **CONTRACTOR** shall provide all tools, equipment and instruments to perform the services under this Agreement.

TERMINATION OF AGREEMENT

TERMINATION ON NOTICE: Notwithstanding any other provision of this Agreement, any party hereto may terminate this Agreement, at any time, without cause by giving at least **(30) thirty-days** prior written notice to the other parties to this Agreement.

TERMINATION OF OCCURRENCE OF STATED EVENTS: This Agreement shall terminate automatically on the occurrence of any of the following events:

- (1) Bankruptcy or insolvency of any party;
- (2) Sale of the business of any party;
- (3) The end of the **(30) thirty-days** as set forth above;
- (4) End of the contract to which **CONTRACTOR'S** services were necessary; or
- (5) Assignment of this Agreement by **CONTRACTOR** without the prior written consent of the **CCSD**.

TERMINATION BY ANY PARTY FOR DEFAULT OF CONTRACTOR: Should any party default in the performance of this Agreement or materially breach any of its provisions, a non-breaching party, at their option, may terminate this Agreement, immediately, by giving written notice of termination to the breaching party.

TERMINATION: This agreement may be terminated at the end of **August 2013**, **OR** if **CONTRACTOR** has completed all work and obligations set forth in this Agreement satisfactorily, at the discretion of the **CCSD**, it may be extended through **August 2014**. In that event, for the 2014 year, all parcel clearing charges must be submitted to the **CCSD** by date specified in Exhibit "B" 2014 schedule. Failure to deliver the parcel clearance charges to the **CCSD** by this date will result in a 10% withholding of all charges that are delivered late to the **CCSD** as liquidated damages, assessed against the **CONTRACTOR**.

MISCELLANEOUS:

REMEDIES: The remedies set forth in this Agreement shall not be exclusive but shall be cumulative with, and in addition to, all remedies now or hereafter allowed by law or equity.

NO WAIVER: The waiver of any breach by any party of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of this Agreement.

ASSIGNMENT: This Agreement is specifically not assignable by **CONTRACTOR** to any person or entity. Any assignment or attempt to assign by **CONTRACTOR**, whether it be voluntary or involuntary, by operation of law or otherwise, is void and is a material breach of this Agreement giving rise to a right to terminate as set forth in this Agreement.

ATTORNEY FEES: In the event of any controversy, claim or dispute between the parties hereto, arising out of or related to this Agreement, or the breach thereof, the prevailing party shall be entitled, in addition to other such relief as may be granted, to a reasonable sum as and for attorney fees.

NOTICES: Except as otherwise expressly provided by law, any and all notices or other communication required or permitted by this Agreement or by law to be served on or given to any party to this agreement shall be in writing and shall be deemed duly served and given when personally delivered or in lieu of such personal service when deposited in the United States mail, first-class postage prepaid to the following address for each respective party:

‘CCSD’

General Manager
Cambria Community Services District
PO Box 65
Cambria CA 93428

“CONTRACTOR”

GOVERNING LAW: This Agreement and all matters relating to this Agreement shall be governed by the laws of the State of California in force at the time any need for the interpretation of this Agreement or any decision or holding concerning this Agreement arises. Any action arising out of or related to this Agreement shall be filed in the state court in the State of California with jurisdiction over San Luis Obispo County.

BINDING EFFECT: This Agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto, but nothing in this section shall be construed as consent by **CCSD** to any assignment of this Agreement or an interest in this Agreement.

SEVERABILITY: Should any provision of this Agreement be held by a court of competent jurisdiction or by a legislative or rulemaking act to be either invalid, void or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect, unimpaired by the holding, legislation or rule.

SOLE AND ENTIRE AGREEMENT: This Agreement constitutes the sole and entire Agreement between the parties with respect to the subject matter hereof. This Agreement correctly set forth the obligations of the parties hereto to each other as of the date of this Agreement. All Agreements or representations respecting the subject matter of this Agreement not expressly set forth or referred to in this Agreement are null and void.

TIME: Time is expressly declared to be of the essence in this Agreement.

DUE AUTHORITY: The parties hereby represent that the individuals executing this Agreement are expressly authorized to do so on and in behalf of the parties.

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

AMENDMENTS: Amendments to this Agreement shall be made only with the mutual written consent of all of the parties to this Agreement.

Executed on this _____ day of _____ 2013 at Cambria, California.

Attest: CAMBRIA COMMUNITY SERVICES DISTRICT:

Michael Thompson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

EXHIBIT "A"

LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

Contractor's Insurance: The **CONTRACTOR** shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by the **CCSD** as to form, amount and carrier. Nor shall the **CONTRACTOR** allow any subcontractor to commence work on his subcontract until similar insurance required of the subcontractor has been so obtained and approved.

(a) Workers Compensation Insurance: The **CONTRACTOR** shall establish and maintain, during the life of this contract, workers compensation insurance in a minimum amount of **one million dollars (\$1,000,000)** for all employees working under this Agreement, and in case any work is sublet, **CONTRACTOR** shall require subcontractor similarly to provide workers compensation insurance. **CONTRACTOR** shall indemnify the **CCSD** for any damage resulting to it from failure of either **CONTRACTOR** or the subcontractor to take out or maintain such insurance.

(b) Commercial General Liability Insurance: The **CONTRACTOR** shall take out and maintain during the life of this contract, such public liability and property damage insurance as shall protect the **CCSD**, its elected and appointed boards, officers, agents and employees, **CONTRACTOR** and any subcontractor performing work covered by this Contract from claims for damage for bodily injury including death, as well as claims for property damage which may arise from **CONTRACTOR's** or subcontractor's operations under this contract, whether such operations be by the **CONTRACTOR**, or by any subcontractor, or by anyone directly or indirectly employed by either **CONTRACTOR** or subcontractor, and in the minimum amount of **one million dollars (\$1,000,000)**.

(c) Auto Liability: **CONTRACTOR** shall possess and maintain auto liability insurance (Business Auto Coverage Form) for all vehicles used in the provision of services under this Agreement. The minimum amount of auto liability insurance shall be in the amount of **one million dollars per accident (\$1,000,000)**.

(d) Proof of Coverage of Insurance: **CONTRACTOR** shall furnish the **CCSD** upon award of bid a Certificate of Insurance and endorsement, which shall contain the following:

"Name as Additional Insured Parties: The Cambria Community Services District, its elected and appointed boards, officers, agents and any subcontractor in the performance of work for the **CCSD**."

(30) Thirty-days prior notice shall be given to the **CCSD** of any reduction in insurance coverage or of insurance cancellation.

(e) Hold Harmless Agreement: **CONTRACTOR** shall indemnify, defend at its cost and with counsel selected by the **CCSD** and hold harmless the **CCSD** and its officers, officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recoverable against it or them by reason of any act, error or omission of the **CONTRACTOR**, his agents or employees, in the performance of the work.

EXHIBIT "B"

2013 FIRE HAZARD FUEL REDUCTION PROGRAM SCHEDULE

5/23/2013	Declaration of Public Nuisance
5/24/2013	Notices sent to lot owners Lot cutting starts
5/28/2013	Advertise FHFRP Contract
6/13/2013	RFP Deadline To Be Submitted by 4PM to CCSD Admin Office Lot Inspections Start
6/27/2013	Award Contract
7/12/2013	Abatement Deadline Final Inspections
7/19/2013	CCSD Contract List for Abatement Completed Submit Contract List to Clerk for Board Packet
7/25/2013	CCSD Public Hearing/Contract List for Abatement Considered by Board for Approval
7/26/2013	CCSD Contractor Starts Lot Clearing
8/19/2013	CCSD Contractor Deadline Final Inspections

EXHIBIT "C"

FIRE DEPARTMENT FIRE HAZARD FUEL REDUCTION PROGRAM POLICY 2013

SCOPE OF SERVICES

All parcels that are placed on the Cambria Community Services District annual "Fire Hazard Fuel Reduction Program" shall adhere to the following criteria:

All clearance work must be completed by July 12, 2013. If the parcel does not conform to the requirements as stated in the notice sent to the property owner, **the parcel will go to the CCSD's contract list July 25, 2013.** The CCSD's Contractor will then be directed to abate those parcels on the contract list to the following standards;

- ▶ Limit leaves, needles, twigs, bark, cones, pods, and chips to 3" in depth.
- ▶ Weeds and annual grasses should not exceed 4" in height. Avoid exposing bare soil or creating a situation that would encourage erosion.
- ▶ Remove Scotch/Irish or other broom type plants, Pampas Grass, Jubata Grass and Crocosmia, also known as Fire Weed. Isolated specimens may be left with greater than ten (10) feet separation and all dead materials are removed.
- ▶ All down and dead trees, tree rounds or limbs within thirty (30) of any structure must be removed. Tree stumps fallen over shall be cut and retain no more than 6 feet of the log within this 30 foot zone.
- ▶ All down trees beyond 30 feet from any structure twelve (12) inches in diameter or greater may remain on the parcel. However, the entire trunk must be completely on the ground. Materials less than 12 inches in diameter shall be cut and removed from the property.
- ▶ Remove ladder vegetation (dead wood) from under trees and shrubs, maintaining six (6) feet of vertical clearance for trees greater than twenty (20) feet in height.
- ▶ Remove combustible construction debris, trash and rubbish from property.
- ▶ Protect seedling pines, oaks and native shrubs by flagging them prior to cutting weeds.

Other Conditions

- ▶ The contractor shall photograph each parcel with a digital camera (as directed by the CCSD Fire Department) before and after abatement. Before and after pictures shall be taken from the same spot incorporating the same view. The before and after pictures shall include all flagged vegetation. Pictures shall include the date and the Assessor's Parcel Number (APN) on the picture. The contractor shall provide a digital photo file in a format compatible with CCSD software (CD, thumb drive, etc.) as well as hard copies of all pictures.
- ▶ All internal combustion powered equipment shall have approved and functional spark arresters on the exhaust.

- ▶ A fire extinguisher (ABC type) of at least 5-pound capacity shall be immediately available at the work site. A minimum of 2½ gallons of water must be available for vegetation fire extinguishment at all times by portable means. Examples are a pressurized water extinguisher, Hudson type pump sprayer or back-pump.
- ▶ All abatement work assigned to Cambria CSD Contractor shall begin no later than July 26, 2013 and must be completed August 19, 2013.
- ▶ All parcels shall be completely abated as prescribed to the property line, street and adjoining easements.
- ▶ ALL MATERIAL FROM ALL PARCELS SHALL BE HAULED AWAY OR APPROVAL WILL BE DENIED, however tree limbs/rounds should not be removed from the Cambria area due to Pine Pitch Canker control requirements.

DEBRIS SHALL NOT BE DUMPED ON ADJOINING OR UNCLEARED PORTIONS OF LOTS.

ANY EVIDENCE OF ILLEGAL DUMPING WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

EXHIBIT "D"

2013 ANNUAL FIRE HAZARD FUEL REDUCTION PROGRAM

FAITHFUL PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS:

That _____, as **CONTRACTOR**, and _____, as Surety, are held and firmly bound hereinafter called Owner, in the sum of **Five Thousand Dollars (\$5,000)**, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said **CONTRACTOR** has been awarded and is about to enter into annexed agreement with said Owner to perform all work required under the Bidding Schedule titled;

2013 ANNUAL FIRE HAZARD FUEL REDUCTION PROGRAM

NOW, THEREFORE, if said **CONTRACTOR** performs all the requirements of said agreement as required on his/her part, at the times and in the manner specified therein, then this contract shall remain in full force and effect; if the **CONTRACTOR** fails to fulfill this contract, this obligation shall be null and void.

PROVIDED, that any alterations in the work to be done or the materials to be furnished, which may be made pursuant to the terms of said agreement, shall not in any way release said **CONTRACTOR** or said Surety hereunder, nor shall any extensions of time granted under the provisions of said agreement release either said **CONTRACTOR** or said Surety, and notice of such alterations of extensions of the agreement is hereby waived by said Surety.

SIGNED AND SEALED, this _____ day of _____, 2013.

Contractor (SEAL) Surety (SEAL)

BY: _____ BY: _____
Signature Signature

(Seal and Notary Acknowledgment of Surety)

Note: A cash deposit of \$5,000.00 or Assignment of a Financial Instrument acceptable to the CCSD may be substituted in lieu of a Faithful Performance Bond.

The Faithful Performance Bond may be released upon satisfactory completion of the contract at the sole discretion of the Fire Chief.

EXHIBIT "E"
CAMBRIA COMMUNITY SERVICES DISTRICT
FIRE HAZARD FUEL REDUCTION PROGRAM - 2013
BID PROPOSAL FORM

SCHEDULE OF PROPOSED CHARGES:

The bidder shall set forth for each item of work, in clearly legible figures, a unit price for the item in the respective spaces provided for this purpose.

A. Maximum charge for moving equipment onto a lot: \$_____

B. Type of equipment and cost per hour, including operator:

1. Tractor with mower \$_____

2. High wheel mower \$_____

3. Weed-eater \$_____

4. Chainsaw \$_____

5. Other equipment; (list with charges): _____

6. Dump and haul fee (charge by cubic yard) \$_____

C. Laborer charge (per person/per hour) \$_____

D. Pictures – before and after \$_____

I the undersigned, declare that I am authorized to submit a proposal in behalf of the stated business, have carefully examined Exhibits "A", "B", and "C" and hereby proposes to do all the work necessary to complete the project in accordance with said provisions, policies and regulations stated in the attached Fire Hazard Fuel Reduction Agreement:

NAME OF PROPOSER: _____

ADDRESS: _____

SIGNATURE OF PROPOSER: _____

TITLE: _____

DATE: _____

RESOLUTION 20-2013

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT APPROVING AWARD OF THE 2013
FIRE HAZARD FUEL REDUCTION PROGRAM CONTRACT

WHEREAS, as part of its annual program to abate dangerous weeds and vegetation, the Cambria Community Services District conducts an annual Fire Hazard Fuel Reduction Program (FHFRP) in accordance with the provisions of Health and Safety Code Sections 14875 et seq.; and

WHEREAS, under the FHFRP, lots on which the nuisance fire hazard vegetation has not been removed by the owners are to be cleared and abated by the Cambria Community Services District Fire Hazard Fuel Reduction Program contractor; and

WHEREAS, in order to select a contractor for the 2012 FHFRP a Request for Proposals (RFP) was advertised and the proposals that were submitted were evaluated in accordance with the criteria set forth in the RFP and contract documents; and

WHEREAS, based upon that evaluation the contractor, Bushwacker 1, has been selected as the lowest most responsive proposal;

NOW, THEREFORE, the Board of Directors of the Cambria Community Services District Does Hereby Resolve as follows:

1. Authorizes and approves a contract for the 2013 Fire Hazard Fuel Reduction Program with Bushwacker 1, which contract is attached hereto as Exhibit A and incorporated herein by this reference.
2. The General Manager is authorized to execute the contract with Bushwacker 1 on behalf of the Cambria Community Services District.
3. The General Manager is authorized to make minor revisions to the contract as necessary that do not impact the price and term.

Ayes:
Noes:
Absent:

PASSED AND ADOPTED THIS 27th day of June 2013.

Michael Thompson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

EXHIBIT "E"
CAMBRIA COMMUNITY SERVICES DISTRICT
FIRE HAZARD FUEL REDUCTION PROGRAM - 2013
BID PROPOSAL FORM

SCHEDULE OF PROPOSED CHARGES:

The bidder shall set forth for each item of work, in clearly legible figures, a unit price for the item in the respective spaces provided for this purpose.

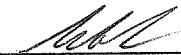
- A. Maximum charge for moving equipment onto a lot: \$ 30-
- B. Type of equipment and cost per hour, including operator:
1. Tractor with mower \$ 50-
 2. High wheel mower \$ N/C
 3. Weed-eater \$ 20-
 4. Chainsaw \$ 20-
 5. Other equipment; (list with charges): _____

6. Dump and haul fee (charge by cubic yard) \$ 12-
- C. Laborer charge (per person/per hour) \$ 20-
- D. Pictures -- before and after \$ N/C

I the undersigned, declare that I am authorized to submit a proposal in behalf of the stated business, have carefully examined Exhibits "A", "B", and "C" and hereby proposes to do all the work necessary to complete the project in accordance with said provisions, policies and regulations stated in the attached Fire Hazard Fuel Reduction Agreement:

NAME OF PROPOSER: BUSHWHACKER 1 / MICHAEL (BUDDY) CAMPO

ADDRESS: 2075 MAIN ST. CAMBRIA CA. 93428

SIGNATURE OF PROPOSER: 

TITLE: OWNER

DATE: 6-13-2013

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: Bob Gresens, District Engineer

Meeting Date: June 27, 2013 Subject: Consideration to Approve an Easement Deed to Pacific Gas and Electric Company on APN Number 013-151-045 associated with completion of the Main Street Bridge Replacement Project

RECOMMENDATIONS:

It is recommended that the Board of Directors approve and authorize execution of the attached Easement Deed to Pacific Gas and Electric Company (PG&E) on APN number 013-151-045,

FISCAL IMPACT:

No costs will be incurred by the CCSD as a result of the Easement Deed.

DISCUSSION:

As part of the County’s project to replace the Main Street Bridge over Santa Rosa Creek (the “Project”), PG&E is required to reconfigure an existing power distribution pole and its supporting guy wires. As a result, PG&E needs to acquire an easement of approximately 250 square feet in area from the CCSD on parcel APN 013-151-045, which is at the intersection of Main Street and Santa Creek Road. The proposed Easement Deed and its Exhibit A, legal description, is attached, as well as Exhibit B, which is PG&E’s grant of easement disclosure statement.

The County is lead agency on the Main Street Bridge Replacement project and its construction. This bridge project replaces a dilapidated bridge, while providing vital access to Cambria, including the community’s schools and businesses. Given the importance of the Main Street Bridge Project to the community, staff is recommending approval of the Easement Deed to PG&E in order to facilitate the Project.

Attachments: Exhibit A - Easement Deed to PG&E, including Attachment A, legal description
Exhibit B – Grant of Easement Disclosure Statement.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

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

RECORDING REQUESTED BY AND RETURN TO:

PACIFIC GAS AND ELECTRIC COMPANY
Land Services Office
4325 South Higuera Street
San Luis Obispo, CA 93401

Location: City/Uninc _____

Recording Fee \$ _____

Document Transfer Tax \$ _____

- This is a conveyance where the consideration and value is less than \$100.00 (R&T 11911)
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale.

Signature of declarant or agent determining tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

LD# 2227-08-

EASEMENT DEED

CAMBRIA COMMUNITY SERVICES DISTRICT, a public agency,

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to construct, reconstruct, install, inspect, maintain, replace, remove, and use facilities of the type hereinafter specified, together with a right of way therefor, within the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situate in the County of San Luis Obispo, State of California, described as follows:

APN 013-151-045

Those portions of Lot 1 and the Northwest Quarter of the Northeast Quarter of Section 26, and Lot 4 and Lot 5 of Section 23, all in Township 27 South, Range 8 East, MDM described as PARCEL 1 in the Certificate of Compliance recorded as Document Number 1998-087216, San Luis Obispo County Records.

Said facilities and easement area are described as follows:

Such anchors, guy wires and cables, guy stubs, and fixtures as Grantee deems necessary located within the strip of land described as follows:

See Exhibit "A" attached hereto and made a part hereof.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor shall not erect or construct any building or other structure or drill or operate any well within said easement area.

Grantor further grants to Grantee the right to assign to another public utility as defined in Section 216 of the California Public Utilities Code the right to install, inspect, maintain, replace, remove and use communications facilities within said easement area (including ingress thereto and egress therefrom).

Grantor acknowledges that they have read the "Grant of Easement Disclosure Statement", Exhibit "B", attached hereto and made a part hereof.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto.

Dated _____, 20____.

04/25/13
Los Padres Division
San Luis Obispo Land Services Office
Electric Distribution
MDM, T27S, R8E
Sec. 23, SW¼ of SE¼
FERC: N/A
PG&E Dwg. #: Exhibit
Plat #: GG-23-01
Affected LD: N/A
Cross Ref LD: N/A
Interest: 03, 06, 43
SBE: N/A
PM: 30968692
JCN: N/A
County: San Luis Obispo
Utility Notice #: N/A
851 Approval Application # _____
851 Approval Decision # _____
trp/cjm
L# 51836.doc

Cambria Community Services District, a
public agency

By:

By:

State of California
County of _____)

On _____, before me, _____, Notary Public,
Here insert name and title of the officer

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public (Seal)

CAPACITY CLAIMED BY SIGNER


- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other _____

LEGAL DESCRIPTION

That portion of the property in the unincorporated area of San Luis Obispo County, State of California as described in Document Number 1998-087216 of Official Records, on file in the Office of the County Recorder of said county and state, more particularly described as follows:

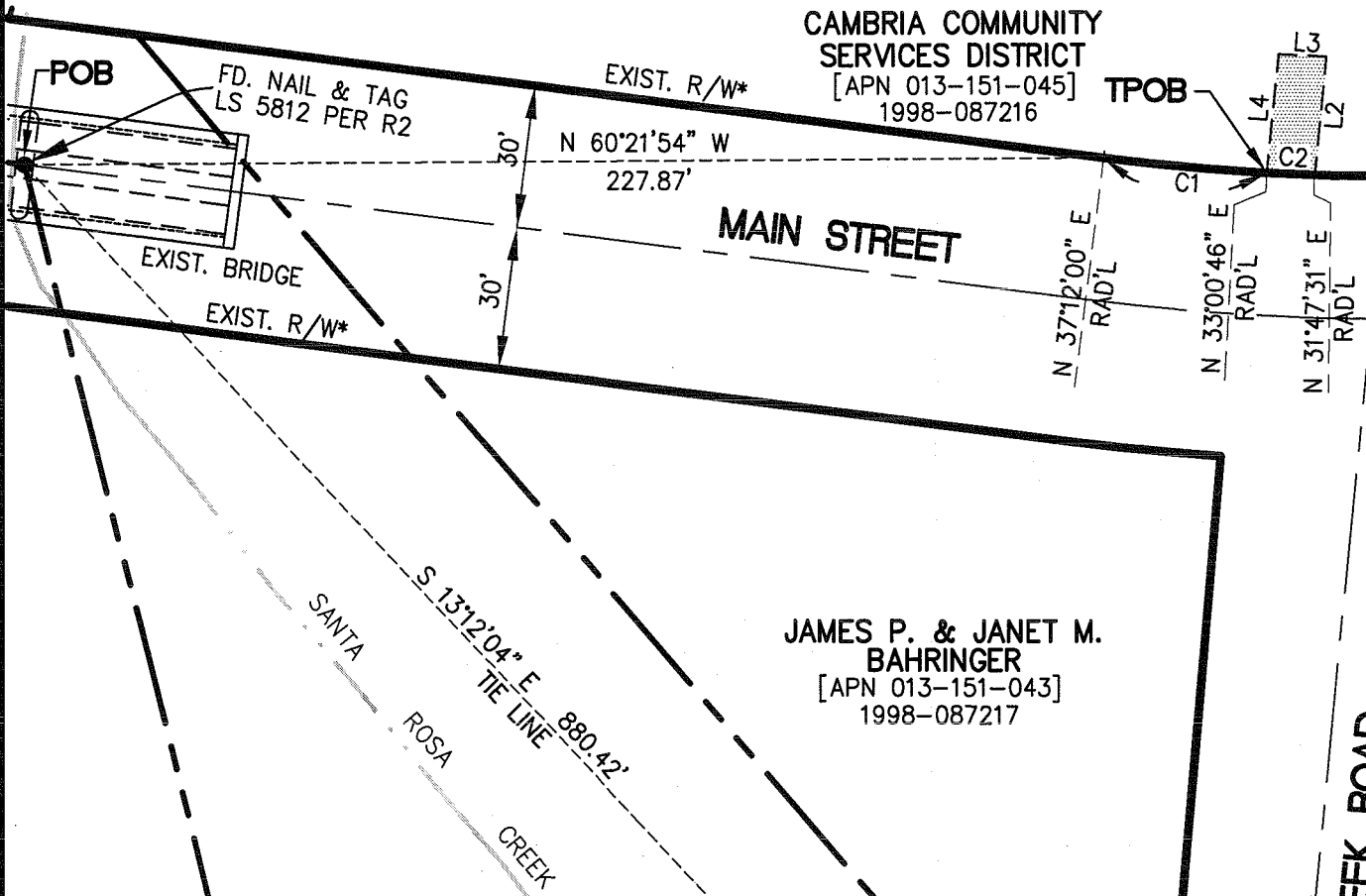
Beginning at a found nail with tag marked LS 5812 located at the center of the bridge on Main Street, over Santa Rosa Creek as depicted on the map recorded in Book 69 of Records of Survey, at Page 28, records of said county said nail being distant South 13°12'04" East, 880.42 feet from a found 1 inch iron pipe with plastic cap marked LS 5751 located near the northeasterly corner of the parcel of land described in Document Number 1998-087217, as said pipe is depicted on the map recorded in Book 95 of Records of Survey, at Page 44 on file in the Office of the County Recorder of said county and state; thence North 60°21'54" West, a distance of 227.87 feet to the beginning of a curve on the southwesterly right of way of Main Street, as said right of way was established from existing pavement by a survey conducted by Westland Engineering, Inc. in September, 2003, a radial of said curve through said point bears North 37°12'00" East; thence northwesterly along said right of way and curve, said curve being concave southwesterly and having a radius of 470.00 feet, through a central angle of 4°11'14", an arc distance of 34.35 feet to the True Point of Beginning (TPOB) through which a radial of said curve bears North 33°00'46" East; thence continuing northwesterly along said right of way of Main Street through a central angle of 01°13'15", an arc distance of 10.01 feet to a point on said right of way, through which a radial of said curve bears North 31°47'31" East; thence departing from said right of way, South 35°25'05" West, a distance of 25.00 feet; thence South 57°35'51" East, a distance of 10.01 feet; thence North 35°25'05" East, a distance of 25.00 feet to the True Point of Beginning.

Consisting of 250 square feet, more or less.


Terence K. Orton, PE 21,807



CAMBRIA COMMUNITY SERVICES DISTRICT
 [APN 013-151-045]
 1998-087216



LINE TABLE

LINE	BEARING	DISTANCE
L1	N78°52'16"E	2.59'
L2	S35°25'05"W	25.00'
L3	S57°35'51"E	10.01'
L4	N35°25'05"E	25.00'

CURVE TABLE

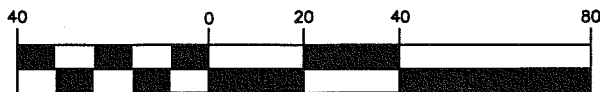
CURVE	DELTA	RAD.	DIST.
C1	04°11'14"	470.00'	34.35'
C2	01°13'15"	470.00'	10.01'

LEGEND

- EASEMENT

R1..... 95 LS 44
 R2..... 69 LS 28
 AREA OF EASEMENT:
 250 S.F. MORE OR LESS

*EXIST. RIGHT OF WAY OF MAIN ST. ESTABLISHED FROM LOC. OF EXIST. PAVEMENT.
 EXIST. RIGHT OF WAY OF SANTA ROSA CREEK ROAD ESTABLISHED FROM EXIST. FENCING.



1 inch = 40 ft.



PLAT

OF A PORTION OF THE PROPERTY DESCRIBED IN DOC. No. 1998-087216 OF OFFICIAL RECORDS IN THE COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA
 PREPARED AT THE REQUEST OF
COUNTY OF SAN LUIS OBISPO
 BY

ORTON ENGINEERING, INC.

1686 RAMONA AVE., STE. F
 GROVER BEACH, CA 93433
 TELEPHONE: (805) 474-1700
 AUGUST 6, 2012 JOB NO. 12.025



EXHIBIT “B”

GRANT OF EASEMENT DISCLOSURE STATEMENT

This Disclosure Statement will assist you in evaluating the request for granting an easement to Pacific Gas and Electric Company (PG&E) to accommodate a utility service extension to PG&E’s applicant. **Please read this disclosure carefully before signing the Grant of Easement.**

- You are under no obligation or threat of condemnation by PG&E to grant this easement.
- The granting of this easement is an accommodation to PG&E’s applicant requesting the extension of PG&E utility facilities to the applicant’s property or project. Because this easement is an accommodation for a service extension to a single customer or group of customers, PG&E is not authorized to purchase any such easement.
- By granting this easement to PG&E, the easement area may be used to serve additional customers in the area. Installation of any proposed facilities outside of this easement area will require an additional easement.
- Removal and/or pruning of trees or other vegetation on your property may be necessary for the installation of PG&E facilities. You have the option of having PG&E’s contractors perform this work on your property, if available, or granting permission to PG&E’s applicant or the applicant’s contractor to perform this work. Additionally, in order to comply with California fire laws and safety orders, PG&E or its contractors will periodically perform vegetation maintenance activities on your property as provided for in this grant of easement in order to maintain proper clearances from energized electric lines or other facilities.
- The description of the easement location where PG&E utility facilities are to be installed across your property must be satisfactory to you.
- The California Public Utilities Commission has authorized PG&E’s applicant to perform the installation of certain utility facilities for utility service. In addition to granting this easement to PG&E, your consent may be requested by the applicant, or applicant’s contractor, to work on your property. Upon completion of the applicant’s installation, the utility facilities will be inspected by PG&E. When the facility installation is determined to be acceptable the facilities will be conveyed to PG&E by its applicant.

By signing the Grant of Easement, you are acknowledging that you have read this disclosure and understand that you are voluntarily granting the easement to PG&E. Please return the signed and notarized Grant of Easement with this Disclosure Statement attached to PG&E. The duplicate copy of the Grant of Easement and this Disclosure Statement is for your records.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.E.**

FROM: Jerry Gruber, General Manager
Monique Madrid, Admin Services Officer

Meeting Date: June 27, 2013 Subject: Consider Adoption of Resolution
25-2013 Approving Senior Water
Systems Operator Revised
Salary Range

RECOMMENDATIONS:

Adopt Resolution 25-2013 approving the Senior Water Systems Operator revised salary range of \$4,911 - \$5969 and authorizing the General Manager to grant the Senior Water Systems Operator an additional three vacation days annually..

FISCAL IMPACT:

The fiscal impact for the fiscal year 2013/2014 is estimated at \$8340 for the salary increase and associated payroll taxes and benefits. The three vacation days are a value of \$808.

DISCUSSION:

With the implementation of the Utility Department reorganization, which was adopted by the Board of Directors in May of 2010, and fully implemented in April 2013, we identified a need for redundancy of the Treatment 3 licensure within the Water Department. As a result, at the May 2013 meeting we asked the board to approve the Water Systems Operator (T3/D2) position and salary range. At that time we also indicated that we anticipated bringing an item to the Board to revise the Senior Water System Operator’s salary range. Accordingly, we are now asking the Board of Directors to approve a revised salary range for that position, which will result in a slight increase for the Senior Water Systems Operator.

The Senior Water Systems Operator position will serve as the Chief Plant Operator, directing Water Department operations, including scheduling and operators in both the distribution and treatment areas. Section 3.2 of the SEIU and Management and Confidential Employees Payment and Compensation Plan provides that employees in certain positions, including managerial, supervisory or professional positions, may be entitled to additional days of vacations as provided by specific Board action. Given the responsibilities of the Senior Water Systems Operator position, we are also asking the Board of provide that the General Manager is authorized to grant this position an additional three vacation days annually.

Attachments: Resolution 25-2013
Exhibit “A” SEIU MOU Appendix “K” Revised Salary chart (includes the 1.65% COLA)

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON___ BHRINGER ___ CLIFT___ RICE ___ ROBINETTE___

RESOLUTION 25-2013
JUNE 27, 2013
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING AMENDED SENIOR WATER OPERATOR
SYSTEMS OPERATOR SALARY RANGE

WHEREAS, the Board of Directors (“Board”) of the Cambria Community Services District (“District”) has the authority set salary scales/ ranges; and

WHEREAS, the District Board desires to amend the Senior Water Operator Systems Operator and amend Appendix “K” of the Memorandum of Understanding (“MOU”) with the Service Employees International Union (“SEIU”) Local 620 to establish an amended salary range for the position.

NOW THEREFORE, the Board of Directors of the Cambria Community Services District does hereby resolve as follows:

1. That the above recitals are true and correct and are incorporated herein by this reference.
2. That Appendix K of the MOU for SEIU Local 620 is hereby amended to establish a salary change for the Senior Water Systems Operator position, as more particularly set forth in Exhibit “A”, which Exhibit is attached hereto and incorporated herein by reference.
3. In accordance with Section 3.2 of the Payment and Compensation Plan for SEIU and Management and Confidential Employees the General Manager is authorized to provide up to three (3) additional vacation days annually to the Senior Water Systems Operator.

PASSED AND ADOPTED THIS 27th day of June 2013.

Michael Thompson President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

APPENDIX K

CAMBRIA COMMUNITY SERVICES DISTRICT

SEIU REPRESENTED UNIT

EFFECTIVE *first full pay period* JULY, 2013

COLA: 1.65%

POSITION TITLE	A	B	C	D	E
Wastewater Department					
SR. WASTEWATER OPERATOR	4811	5052	5304	5569	5848
COLLECTION SYS SUPERVISOR	4753	4991	5241	5503	5778
WASTEWATER OPERATOR II	4236	4448	4670	4903	5149
LABORATORY TECHNICIAN	4156	4364	4582	4811	5052
WASTEWATER OPERATOR I	3767	3956	4153	4361	4579
COLLECTION SYSTEM WORKER	3409	3580	3759	3946	4144

Water Department

SR. DESAL PLANT OPERATOR	4451	4674	4907	5153	5410
SR. WATER TREATMENT OPERATOR	4911	5156	5414	5685	5969
WATER SYSTEMS OPERATOR T3/D2	4346	4564	4792	5031	5283
WATER TREATMENT OPERATOR II	3842	4035	4236	4448	4670
WATER TREATMENT OPERATOR I	3393	3562	3741	3928	4124
WATER OPERATOR IN TRAINING	3232	3393	3563	3741	3928

Administrative Tiers

ADMINISTRATIVE TECHNICIAN IV	4661	4894	5139	5396	5665
ADMINISTRATIVE TECHNICIAN III	4438	4660	4893	5138	5395
ADMINISTRATIVE TECHNICIAN II	3651	3833	4025	4226	4437
ADMINISTRATIVE TECHNICIAN I	3062	3215	3376	3544	3722

Engineering Div - Reclassified/Consolidated

RESOURCE CONSERVTN OFFICER	<i>(Permits and Conservation Specialist)</i>				4603
UTILITIES COORDINATOR	"				4603

Administrative Division - Reclassified

ACCOUNTING TECHNICIAN	3659	3842	4034	4235	4447
BOOKKEEPER	3477	3651	3833	4025	4226
ACCOUNT CLERK-BILLING	3311	3477	3650	3833	4025
SR. CLERICAL ASSISTANT	3234	3395	3565	3743	3931
CLERICAL ASSISTANT	2932	3078	3232	3394	3564

Facilities & Resources Dept

SR. MAINT GROUNDSKEEPER	3309	3474	3648	3830	4022
MAINTENANCE GROUNDSKEEPER	2998	3148	3306	3471	3645
MAINTENANCE TECHNICIAN	3263	3426	3597	3777	3966

INACTIVE TITLES are in tan print

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.F.**

FROM: Jerry Gruber, General Manager
Monique Madrid, Admin Services Officer

Meeting Date: June 27, 2013 Subject: Consider Adoption of Resolution
26-2013 Approving Revised Facilities
and Resources Supervisor Salary
Range

RECOMMENDATIONS:

Adopt Resolution 26-2013 approving revised Facilities and Resources Supervisor Salary Range of \$ 5,484 - \$6,666

FISCAL IMPACT:

The fiscal impact for fiscal year 2013/2014 is estimated at \$13,823.

DISCUSSION:

The Facilities and Resources Supervisor is responsible for the supervision and management of all District real property, buildings, grounds, open space and recreations facilities, as well as the habitat and environmental protection. This salary increase is recommended in order to move the salary range closer to other management employee salaries as well as recognition of outstanding performance.

Therefore, we are recommending adoption of a revised salary range for the Facilities and Resources Supervisor.

Attachments: Resolution 26-2013
Exhibit "A" Management and Confidential Employee Salary chart FY 2013/2014.
(including a 1.65% COLA)

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON___ BAHRINGER ___ CLIFT___ RICE ___ ROBINETTE___

RESOLUTION 26-2013
JUNE 27, 2013
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING REVISED FACILITIES AND RESOURCES
SUPERVISOR SALARY RANGE

WHEREAS, the Board of Directors (“Board”) of the Cambria Community Services District (“District”) has the authority to set salary scales/ ranges; and

WHEREAS, the District Board desires to amend the Payment and Compensation Plan for the Management and Confidential Exempt Employee Salary Chart for the Facilities and Resources Supervisor Salary Range (attached as Exhibit “A”, which Exhibit is incorporated herein by reference).

NOW THEREFORE, the Board of Directors of the Cambria Community Services District does hereby resolve as follows:

1. That the above recitals are true and correct and are incorporated herein by this reference.

2. Approves the Salary Range for the Facilities and Resources Supervisor attached as Exhibit “A”, which Exhibit is incorporated herein by reference

PASSED AND ADOPTED THIS 27th day of June 2013.

Michael Thompson President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT
MANAGEMENT AND CONFIDENTIAL EMPLOYEES (EXEMPT)
EFFECTIVE *first full pay period* **JULY, 2013**
COLA 1.65%

POSITION TITLE	ENTRY				TOP
GENERAL MANAGER	10453	10976	11525	12101	12706
DISTRICT ENGINEER	8768	9206	9666	10150	10657
FIRE CHIEF	8768	9206	9666	10150	10657
FINANCE MANAGER	7736	8123	8529	8956	9404
UTILITIES MANAGER	6341	6659	6991	7341	7708
DISTRICT CLERK	6189	6499	6824	7165	7523
ADMINISTRATIVE SERVICES OFFICER	6189	6499	6824	7165	7523
FACILITIES AND RESOURCES SUPERVISOR	5484	5758	6046	6349	6666
CONFIDENTIAL ADMINISTRATIVE TECHNICIAN III	4442	4664	4898	5143	5400
CONFIDENTIAL ADMINISTRATIVE ASSISTANT	3650	3833	4025	4226	4437

Gray Shaded Positions currently vacant:

ASSISTANT GENERAL MANAGER	8768	9206	9666	10150	10657
WASTEWATER SYS SUPERVISOR	7014	7365	7733	8120	8526
WATER SYSTEM SUPERVISOR	7014	7365	7733	8120	8526
ASSISTANT FIRE CHIEF	7453	7825	8217	8627	9059
PARK & RECREATION MANAGER	7736	8123	8529	8956	9403
ASSISTANT FINANCE MANAGER	6189	6498	6823	7165	7523

6/27/2013 Reso 26-2013: Restructure Fac & Res Mgr pay scale. Top step now based on 80k/yr.

4/19/2013 Reso 12-2013: Revise Utilities Mgr scale. Gray shade Wtr Supervisor scale.

12/20/2012 Reso 80-2012: Add new position to chart. Title: Confidential Administrative Assistant

9/22/2011 Reso 55-2011: Revise Facilities and Resources Supervisor Sal Range to equal Sr. WW Operator Range.

9/22/2011 Reso 54-2011: Create Adm Svcs Ofcr position; Salary Range = Dist Clerk; Appoint AT3-C yee to position.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.G.**

FROM: Alleyne LaBossiere, Finance Manager

Meeting Date: June 27, 2013 Subject: Consideration of Adopting Resolution 27-2013 in Support of Preservation of Tax-Exempt Financing

RECOMMENDATIONS:

It is recommended that the Board of Directors adopt Resolution 27-2013 to support the preservation of the Federal tax-exempt municipal financing authorizing the Board President to send letters of support on this position to Senators Diane Feinstein and Barbara Boxer as well as to Congresswoman Lois Capps.

FISCAL IMPACT:

There is no fiscal impact in adopting Resolution 27-2013.

DISCUSSION:

The United States Congress, specifically, the Senate Finance Committee is discussing repealing or capping the Municipal Tax Exemption currently available to investors on municipal bond interest. The Government Finance Officers' Association estimates that if the exemption had been in effect in the last ten years, it would have cost state and local governments \$495 billion in additional interest costs for the \$1.65 trillion in bonds used to improve state and local infrastructure improvements. If the municipal bond interest exemption had been capped at 28 percent, as being discussed by Congress, the additional cost to state and local governments would have been \$173 billion in additional interest paid.

It is worthwhile to note that, according to the Internal Revenue Service, 57% of the applicable tax-exempt interest is earned by investors over the age of 65 and 52% was paid to individuals with income under \$250,000.

Attachments: Letter to Senator Diane Feinstein
Letter to Senator Barbara Boxer
Letter to Congresswoman Lois Capps
Resolution 26-2013

BOARD ACTION: Date _____ Approved: _____ Denied: _____

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

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

MICHAEL THOMPSON, President
JIM BAHRINGER, Vice President
MURIL N. CLIFT
AMANDA RICE
GAIL ROBINETTE



OFFICERS:

JEROME D. GRUBER, General Manager
KATHY A. CHOATE, District Clerk
TIMOTHY J. CARMEL, District Counsel

1316 Tamsen Street, Suite 201 • P.O. Box 65 • Cambria CA 93428
Telephone (805) 927-6223 • Facsimile (805) 927-5584

June 27, 2013

The Honorable Senator Feinstein
United States Senate
331 Hart Senate Office Building
Washington, DC 20510
FAX: 202-228-3954

RE: Preservation of the Municipal Tax Exemption

Dear Senator Feinstein:

As Congress moves forward with continued efforts to reduce the federal budget deficit and advance federal tax reform legislation, I am writing on behalf of the Cambria Community Services District to urge your support for maintaining the federal tax exemption on municipal bond interest. The tax exemption has been a cornerstone of state and local infrastructure development for over 100 years, and is responsible for financing a majority of the nation's infrastructure.

In Cambria, the tax exemption on municipal bonds has contributed to the advancement and completion of a great number of critical infrastructure projects, the most recent being a \$2,245,000 upgrade to the CCSD's Wastewater Treatment System and a \$3,795,000 upgrade to the CCSD's Water and Wastewater Treatment System. These systems are critical for providing clean water to the citizens of Cambria.

The federal tax exemption on municipal bonds was included when the country's income tax code was promulgated in 1913. Through the tax-exemption, the federal government continues to provide critical support for the federal, state and local partnership that develops and maintains essential infrastructure, which it cannot practically replicate by other means. On average, state and local governments issue nearly 10,000 bonds a year totaling \$300 billion. This has allowed state and local governments to finance more than \$1.65 trillion in infrastructure investment over the last decade through the tax exempt market.

Our citizens, communities and public, private and non-profit sectors benefit in many ways from the issuance of these bonds, as they are used to build and maintain schools to support an educated workforce, and to build our roads, public transportation systems and airports, all of which are essential for supporting commerce. They also help to address the country's water infrastructure, public utilities, health care and affordable housing needs, as well as provide public safety infrastructure that ensures local and national security. These financings are approved by elected bodies at the state and local levels or by the voters themselves for specific long-term projects, not to support general government functions, such as maintaining employees or keeping the lights on.

As the federal government continues to develop policies to reduce the deficit, several proposals have been offered that would replace, limit, or eliminate the tax exempt status of municipal bond interest. To support these proposals it has been suggested that those who truly benefit from the municipal tax exemption are wealthy investors. These claims mischaracterize municipal investors and the true beneficiaries of municipal bonds, who are –

- state and local governments who need the support of investors to finance critical infrastructure;
- taxpayers across the country who depend on this infrastructure for reliable transportation systems, schools, public health facilities, energy, clean water and affordable housing;
- the federal government, who is able to provide a small tax benefit for a return of billions of dollars of infrastructure; and
- investors who buy bonds for many reasons, including the safe nature of these financial products.

It is worth noting that 72.4 percent of the total outstanding muni debt is held by individual investors, either directly or through mutual funds and money market funds (Source - 2010 Thomson Reuters). 2010 IRS data indicates that 57 percent of tax exempt income is reported by earners over the age of 65. These are individuals who are largely on fixed incomes, expecting the secure return on investment that municipal bonds provide. Municipal bonds are the second safest investment, aside from U.S. Treasuries, with state and local governments having nearly a zero default rate. 2010 IRS data also indicates that 52 percent of all bond interest paid to individuals went to those with incomes of less than \$250,000. Investors in municipal bonds are those who want to support the long-term infrastructure needs of their communities through a direct investment that cannot be replaced by any direct funding source or entity, including the federal, state or local governments.

Proposals to reduce or repeal the tax exemption would have severely detrimental impacts on national infrastructure development and the municipal bond market, raising costs for state and local borrowers and creating uncertainty for investors. For example, it is estimated that if the proposal to cap the exemption on municipal bonds at 28 percent had been in place over the last 10 years it would have cost state and local governments an additional \$173 billion in interest costs. Total repeal of the exemption over that time would have cost state and local governments over \$495 billion in additional interest costs. Given the severe budget constraints that state and local governments have faced since the national financial crisis of 2008, it is very likely that many of the infrastructure projects funded through tax exempt bonds would not have been possible.

Speaking specifically to the impacts on Cambria Community Services District, these proposals would significantly increase the costs of future projects potentially causing delays in the improvements and upgrades to the CCSD's water and wastewater systems. The cost increase would impact the CCSD's ratepayers, many of whom are elderly and are on fixed incomes.

Proposals to cap or repeal the exemption would also introduce uncertainty into the municipal market, causing investors to fear additional federal intervention in the market where none has existed for the past 100 years. Ultimately these investor concerns translate into demands for higher yields from and increased costs to state and local governments. If these entities are unable to satisfy investor yield demands, then either needed infrastructure projects will not move forward or the costs of these projects will be passed on directly to state and local tax and rate payers.

The municipal tax exemption has a long history of success, having been maintained through two world wars and the Great Depression, as well as the recent Great Recession, and it continues to finance the majority of our nation's infrastructure needs for state and local governments of all sizes when no other source exists to do so. We cannot afford to abandon the great success of this important financing instrument, especially as state and local governments continue to recover from the economic downturn.

Thank you for your consideration of this important request. I look forward to working with you to preserve this irreplaceable infrastructure financing resource.

Sincerely,

Michael Thompson, President
Board of Directors

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

MICHAEL THOMPSON, President
JIM BAHRINGER, Vice President
MURIL N. CLIFT
AMANDA RICE
GAIL ROBINETTE



OFFICERS:

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June 27, 2013

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United States Senate
112 Hart Senate Office Building
Washington, DC 20510

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In Cambria, the tax exemption on municipal bonds has contributed to the advancement and completion of a great number of critical infrastructure projects, the most recent being a \$2,245,000 upgrade to the CCSD's Wastewater Treatment System and a \$3,795,000 upgrade to the CCSD's Water and Wastewater Treatment System. These systems are critical for providing clean water to the citizens of Cambria.

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Our citizens, communities and public, private and non-profit sectors benefit in many ways from the issuance of these bonds, as they are used to build and maintain schools to support an educated workforce, and to build our roads, public transportation systems and airports, all of which are essential for supporting commerce. They also help to address the country's water infrastructure, public utilities, health care and affordable housing needs, as well as provide public safety infrastructure that ensures local and national security. These financings are approved by elected bodies at the state and local levels or by the voters themselves for specific long-term projects, not to support general government functions, such as maintaining employees or keeping the lights on.

As the federal government continues to develop policies to reduce the deficit, several proposals have been offered that would replace, limit, or eliminate the tax exempt status of municipal bond interest. To support these proposals it has been suggested that those who truly benefit from the municipal tax exemption are wealthy investors. These claims mischaracterize municipal investors and the true beneficiaries of municipal bonds, who are –

- state and local governments who need the support of investors to finance critical infrastructure;
- taxpayers across the country who depend on this infrastructure for reliable transportation systems, schools, public health facilities, energy, clean water and affordable housing;
- the federal government, who is able to provide a small tax benefit for a return of billions of dollars of infrastructure; and
- investors who buy bonds for many reasons, including the safe nature of these financial products.

It is worth noting that 72.4 percent of the total outstanding muni debt is held by individual investors, either directly or through mutual funds and money market funds (Source - 2010 Thomson Reuters). 2010 IRS data indicates that 57 percent of tax exempt income is reported by earners over the age of 65. These are individuals who are largely on fixed incomes, expecting the secure return on investment that municipal bonds provide. Municipal bonds are the second safest investment, aside from U.S. Treasuries, with state and local governments having nearly a zero default rate. 2010 IRS data also indicates that 52 percent of all bond interest paid to individuals went to those with incomes of less than \$250,000. Investors in municipal bonds are those who want to support the long-term infrastructure needs of their communities through a direct investment that cannot be replaced by any direct funding source or entity, including the federal, state or local governments.

Proposals to reduce or repeal the tax exemption would have severely detrimental impacts on national infrastructure development and the municipal bond market, raising costs for state and local borrowers and creating uncertainty for investors. For example, it is estimated that if the proposal to cap the exemption on municipal bonds at 28 percent had been in place over the last 10 years it would have cost state and local governments an additional \$173 billion in interest costs. Total repeal of the exemption over that time would have cost state and local governments over \$495 billion in additional interest costs. Given the severe budget constraints that state and local governments have faced since the national financial crisis of 2008, it is very likely that many of the infrastructure projects funded through tax exempt bonds would not have been possible.

Speaking specifically to the impacts on Cambria Community Services District, these proposals would significantly increase the costs of future projects potentially causing delays in the improvements and upgrades to the CCSD's water and wastewater systems. The cost increase would impact the CCSD's ratepayers, many of whom are elderly and are on fixed incomes.

Proposals to cap or repeal the exemption would also introduce uncertainty into the municipal market, causing investors to fear additional federal intervention in the market where none has existed for the past 100 years. Ultimately these investor concerns translate into demands for higher yields from and increased costs to state and local governments. If these entities are unable to satisfy investor yield demands, then either needed infrastructure projects will not move forward or the costs of these projects will be passed on directly to state and local tax and rate payers.

The municipal tax exemption has a long history of success, having been maintained through two world wars and the Great Depression, as well as the recent Great Recession, and it continues to finance the majority of our nation's infrastructure needs for state and local governments of all sizes when no other source exists to do so. We cannot afford to abandon the great success of this important financing instrument, especially as state and local governments continue to recover from the economic downturn.

Thank you for your consideration of this important request. I look forward to working with you to preserve this irreplaceable infrastructure financing resource.

Sincerely,

Michael Thompson, President
Board of Directors

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

MICHAEL THOMPSON, President
JIM BAHRINGER, Vice President
MURIL N. CLIFT
AMANDA RICE
GAIL ROBINETTE



OFFICERS:

JEROME D. GRUBER, General Manager
KATHY A. CHOATE, District Clerk
TIMOTHY J. CARMEL, District Counsel

1316 Tamsen Street, Suite 201 • P.O. Box 65 • Cambria CA 93428
Telephone (805) 927-6223 • Facsimile (805) 927-5584

June 27, 2013

The Honorable Congresswoman Capps
U.S. House of Representatives
2231 Rayburn House Office Building
Washington, DC 20515
FAX: 202-225-5632

RE: Preservation of the Municipal Tax Exemption

Dear Congresswoman Capps:

As Congress moves forward with continued efforts to reduce the federal budget deficit and advance federal tax reform legislation, I am writing on behalf of the Cambria Community Services District (CCSD) to urge your support for maintaining the federal tax exemption on municipal bond interest. The tax exemption has been a cornerstone of state and local infrastructure development for over 100 years, and is responsible for financing a majority of the nation's infrastructure.

In Cambria, the tax exemption on municipal bonds has contributed to the advancement and completion of a great number of critical infrastructure projects, the most recent being a \$2,245,000 upgrade to the CCSD's Wastewater Treatment System and a \$3,795,000 upgrade to the CCSD's Water and Wastewater Treatment System. These systems are critical for providing clean water to the citizens of Cambria.

The federal tax exemption on municipal bonds was included when the country's income tax code was promulgated in 1913. Through the tax-exemption, the federal government continues to provide critical support for the federal, state and local partnership that develops and maintains essential infrastructure, which it cannot practically replicate by other means. On average, state and local governments issue nearly 10,000 bonds a year totaling \$300 billion. This has allowed state and local governments to finance more than \$1.65 trillion in infrastructure investment over the last decade through the tax exempt market.

Our citizens, communities and public, private and non-profit sectors benefit in many ways from the issuance of these bonds, as they are used to build and maintain schools to support an educated workforce, and to build our roads, public transportation systems and airports, all of which are essential for supporting commerce. They also help to address the country's water infrastructure, public utilities, health care and affordable housing needs, as well as provide public safety infrastructure that ensures local and national security. These financings are approved by elected bodies at the state and local levels or by the voters themselves for specific long-term projects, not to support general government functions, such as maintaining employees or keeping the lights on.

As the federal government continues to develop policies to reduce the deficit, several proposals have been offered that would replace, limit, or eliminate the tax exempt status of municipal bond interest. To support these proposals it has been suggested that those who truly benefit from the municipal tax exemption are wealthy investors. These claims mischaracterize municipal investors and the true beneficiaries of municipal bonds, who are –

- state and local governments who need the support of investors to finance critical infrastructure;
- taxpayers across the country who depend on this infrastructure for reliable transportation systems, schools, public health facilities, energy, clean water and affordable housing;
- the federal government, who is able to provide a small tax benefit for a return of billions of dollars of infrastructure; and
- investors who buy bonds for many reasons, including the safe nature of these financial products.

It is worth noting that 72.4 percent of the total outstanding muni debt is held by individual investors, either directly or through mutual funds and money market funds (Source - 2010 Thomson Reuters). 2010 IRS data indicates that 57 percent of tax exempt income is reported by earners over the age of 65. These are individuals who are largely on fixed incomes, expecting the secure return on investment that municipal bonds provide. Municipal bonds are the second safest investment, aside from U.S. Treasuries, with state and local governments having nearly a zero default rate. 2010 IRS data also indicates that 52 percent of all bond interest paid to individuals went to those with incomes of less than \$250,000. Investors in municipal bonds are those who want to support the long-term infrastructure needs of their communities through a direct investment that cannot be replaced by any direct funding source or entity, including the federal, state or local governments.

Proposals to reduce or repeal the tax exemption would have severely detrimental impacts on national infrastructure development and the municipal bond market, raising costs for state and local borrowers and creating uncertainty for investors. For example, it is estimated that if the proposal to cap the exemption on municipal bonds at 28 percent had been in place over the last 10 years it would have cost state and local governments an additional \$173 billion in interest costs. Total repeal of the exemption over that time would have cost state and local governments over \$495 billion in additional interest costs. Given the severe budget constraints that state and local governments have faced since the national financial crisis of 2008, it is very likely that many of the infrastructure projects funded through tax exempt bonds would not have been possible.

Speaking specifically to the impacts on Cambria Community Services District, these proposals would significantly increase the costs of future projects potentially causing delays in the improvements and upgrades to the CCSD's water and wastewater systems. The cost increase would impact the CCSD's ratepayers, many of whom are elderly and are on fixed incomes.

Proposals to cap or repeal the exemption would also introduce uncertainty into the municipal market, causing investors to fear additional federal intervention in the market where none has existed for the past 100 years. Ultimately these investor concerns translate into demands for higher yields from and increased costs to state and local governments. If these entities are unable to satisfy investor yield demands, then either needed infrastructure projects will not move forward or the costs of these projects will be passed on directly to state and local tax and rate payers.

The municipal tax exemption has a long history of success, having been maintained through two world wars and the Great Depression, as well as the recent Great Recession, and it continues to finance the majority of our nation's infrastructure needs for state and local governments of all sizes when no other source exists to do so. We cannot afford to abandon the great success of this important financing instrument, especially as state and local governments continue to recover from the economic downturn.

Thank you for your consideration of this important request. I look forward to working with you to preserve this irreplaceable infrastructure financing resource.

Sincerely,

Michael Thompson, President
Board of Directors

**RESOLUTION 27-2013
JUNE 27, 2013**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT IN SUPPORT OF THE PRESERVATION OF TAX-EXEMPT FINANCING

WHEREAS, tax-exempt municipal bonds are the primary means by which state and local governments finance three quarters of the critical infrastructure of our nation, including roads, bridges, hospitals, schools, and utility systems; and

WHEREAS, through the tax exemption, the federal government continues to provide critical support for the federal, state and local partnership that develops and maintains essential infrastructure, which it cannot practically replicate by other means; and

WHEREAS, the municipal tax exemption has enabled state and local governments to finance more than \$1.65 trillion in infrastructure investment over the last decade; and

WHEREAS, this tax exemption is part of a more than century-long system of reciprocal immunity under which owners of federal bonds are, in turn, not required to pay state and local income tax on the interest they receive from federal bonds; and

WHEREAS, municipalities benefit from this tax exemption through substantial savings on the interest cost of borrowed money; and

WHEREAS, tax exempt bonds benefit state and local governments who need the support of investors to finance critical infrastructure, taxpayers across the country who depend on this infrastructure for reliable transportation systems, schools, public health facilities, energy, clean water and affordable housing, the federal government, who gets quite a bargain on their partnership with state and local government to provide the nation's infrastructure through the exemption; and investors who buy bonds for many reasons, including the safe nature of these financial products; and

WHEREAS, municipal bonds are the second safest investment, aside from U.S. Treasuries, with state and local governments having nearly a zero default rate; and

WHEREAS, 72.4 percent of the total outstanding muni debt is held by individual investors, either directly or through mutual funds and money market funds (Source - 2010 Thomson Reuters); and

WHEREAS, Congress and the President have proposed legislation to reduce or repeal the tax exemption on municipal bonds; and

WHEREAS, these proposals to reduce or repeal the tax exemption would have severely detrimental impacts on national infrastructure development and the municipal market,

raising costs for state and local borrowers and creating uncertainty for investors; and

WHEREAS, if the proposal to cap the exemption on municipal bonds at 28 percent had been in place over the last 10 years it would have cost state and local governments an additional \$173 billion in interest costs; and

WHEREAS, total repeal of the exemption over the last decade would have cost state and local governments over \$495 billion in additional interest costs; and

WHEREAS, the municipal tax exemption has a long history of success, having been maintained through two world wars and the Great Depression, as well as the recent Great Recession, and it continues to finance the majority of our nation's infrastructure needs for state and local governments of all sizes when no other source exists to do so;

NOW, THEREFORE, BE IT RESOLVED that the Cambria Community Services District opposes any efforts by Congress and the White House to reduce or repeal the federal tax exemption on interest earned from municipal bonds; and

BE IT FURTHER RESOLVED that we oppose any action that would reduce or repeal the exemption on tax-exempt bond interest, and affirm that there should be no legislative action to apply any changes retroactively to current outstanding bonds; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to our Congressional Representatives and key members of the Administration.

PASSED AND ADOPTED THIS 27th day of June 2013.

Michael Thompson, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Kathy A. Choate
District Clerk

TO: Board of Directors

AGENDA NO. **7.H.**

FROM: Jerry Gruber, General Manager

Meeting Date: June 27, 2013 Subject: Consideration of Report Regarding
Personnel Matters and General
Manager Authority

RECOMMENDATIONS:

It is recommended that the Board of Directors consider this report outlining the General Manager’s authority with regard to certain personnel matters.

FISCAL IMPACT:

There is no fiscal impact related to this item, since all positions and placement of employees in salary ranges will be consistent with the budget, as approved by the Board of Directors

DISCUSSION:

During consideration of recent personnel related matters related to position descriptions and salaries, Board Members raised the question as to why such matters were going to the Board for approval. As a result, staff has reviewed the CCSD Personnel Procedures, Policies and Rules (the “Personnel Procedures”), to clarify the process and authority of making various personnel related decisions. As discussed herein, the conclusion is that although there has been an administrative practice of bringing a wide range of personnel matters to the Board of Directors for review and approval, the Personnel Procedures provide authority for the General Manager to make decisions on many routine matters. Structuring the authority in this manner is consistent with State law governing community services districts (Government Code Section 61040). Based upon this analysis, this report has been prepared for consideration by the Board of Directors, in order to clarify the General Manager’s decision making authority.

In considering this matter, it should be emphasized that any personnel related determinations made by the General Manager must necessarily be consistent with the CCSD’s budget, as approved by the Board of Directors, as well as the CCSD’s organizational structure as set forth in the District’s Organization Chart. Also, staff is mindful of the need to have an open and transparent process. Accordingly, in implementing this authority the General Manager’s monthly report to the Board of Directors will include a listing of any and all such personnel related determinations.

In accordance with CCSD Municipal Code Section 2.08.050, the Board of Directors has approved Personnel Procedures Policies and Rules, which includes provisions relating to the preparation, installation, revision and maintenance of a position classification plan for the District. The CCSD’s personnel system is to be administered by the General Manager pursuant to CCSD Municipal Code Section 2.08.030. This is consistent with Government Code Section 61040(a), which provides that a community services district board of directors is to “...establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies with is the responsibility of the district’s general manager.” It also is consistent with Government Code Section 61051(a) and (b), which set forth the

authority of general managers with regard to implementation of Board policy, as well as personnel matters.

Article 3 of the Personnel Procedures addresses the CCSD's classification plan. Section 3.1 provides that the General Manager is to prepare the plan, which includes detailed position description for positions in the competitive service. Section 3.2 provides that "The classification plan shall be adopted by the Manager and may be amended by the Manager from time to time." Section 3.3 then provides for the allocation of positions in the competitive service to positions established by the plan. Section 3.4 addresses the issue of new positions, and provides that new positions are not to be created and filled until the classification plan has been amended to provide for the new position. As noted, the classification plan is within the General Manager's authority to adopt and amend. Section 3.5 also provides that if the Board of Directors changes the District "organization methods, procedures, etc. resulting in a need to reclassify position, the Manager shall allocate such positions to more appropriate position descriptions" Read together, these provision in the CCSD's Personnel Procedures provide the General Manager with broad authority to create positions, and allocate them within the CCSD organization.

Based upon the foregoing, in order to reduce the need for the Board of Directors to unnessarily have to address routine personnel matters such as the approval of positions, position descriptions or allocation of postions, the General Manager will instead exercise the authority granted by the CCSD's duly adopted Personnel Procedures. Any needed salary range approvals or adjustments will be presented to the Board of Directors pursuant to Personnel Procedures Section 1.31. That Section provides for the establishment of a detailed Payment and Compensation Plan which is to be adopted by the Board and which sets forth pay ranges and steps and other specifics of compensation.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

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

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 7.1.

FROM: Jerry Gruber, General Manager
Tim Carmel, District Counsel

Meeting Date: June 27, 2013 Subject: Consideration of Resolution 29-2013
Adopting a Revised Board of Directors
Expense Reimbursement Policy

RECOMMENDATIONS:

It is recommended that the Board of Directors adopt Resolution 29-2013, adopting a revised Board of Directors Expense Reimbursement Policy.

FISCAL IMPACT:

None, however, adoption of this revised Policy will assure conformance with State law and CCSD practices regarding reimbursement of expenses incurred by Board Members.

DISCUSSION:

Section 8.4 of the Cambria Community Services District Board of Directors Bylaws provides that Board Members are entitled to reimbursement for their travel, meals and lodging, and other actual and necessary expenses incurred in the performance of their duties required or authorized by the Board. This provision in the Bylaws is consistent with the requirements of Government Code Section 53232.2, which was added to State law as part of AB 1234, and sets forth certain regulations with respect to reimbursement of expenses for appointed and elected officials and for local agency designated employees. Under State law, reimbursement of Board Members expenses that are incurred in the performance of their duties is to be pursuant to a written policy, adopted in a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses.

District Counsel has recently reviewed the CCSD’s Travel Policy and has recommended that the Board adopt a revised Expense Reimbursement Policy. The revised Expense Reimbursement Policy (“Policy”) has been largely modeled on a sample policy for local agencies developed by the Institute for Local Government. This Policy will clarify the types of occurrences that qualify Board Members to receive reimbursement of expenses, and places limits on the amounts of expenses that may be reimbursed without prior Board approval.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

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

RESOLUTION NO. 29-2013
June 27, 2013

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
ADOPTING A REVISED BOARD OF DIRECTORS EXPENSE
REIMBURSEMENT POLICY

Whereas, Section 8.4 of the Cambria Community Services District Board of Directors Bylaws provides that Board Members are entitled to reimbursement for their travel, meals and lodging, and other actual and necessary expenses incurred in the performance of their duties required or authorized by the Board, pursuant to Government Code Section 53232.2; and

Whereas, the Board of Directors takes its stewardship over the use of its limited public resources seriously; and

Whereas, public resources should only be used when there is a substantial benefit to the CCSD; and

Whereas, such benefits include:

1. The opportunity to discuss the community's concerns with state and federal officials;
2. Participating in regional, state and national organizations whose activities affect the District;
3. Attending educational seminars designed to improve officials' skill and informational levels; and
4. Promoting public service and morale by recognizing such service.

Whereas, 1) legislative and other regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and interrupted communication about the District's policy concerns; and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law; and

Whereas, this policy provides guidance to elected officials on the use and expenditure of the CCSD's resources, as well as standards against which those expenditures will be measured;

Whereas, pursuant to Government Code Section 53232.2(c), the Board's reimbursement policy may specify the applicable reimbursement rates, and if the policy does not so specify, the reimbursement rate will default to the Internal Revenue Service rates; and

Whereas, this policy is intended to satisfy the requirements of Government Code Section 53232.2 and 53232.3; and

Whereas, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible use of public resources; and

Whereas, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws; and

Whereas, this policy also applies to any charges made to a District credit card, case advances or other lines of credit.

NOW, THEREFORE, The Board of Directors of the Cambria Community Services District Does Hereby Resolve as Follows:

1. Pursuant to California Government Code Sections 53232.2 and 53232.3 the attached Cambria Community Services District Board of Directors Expense Reimbursement Policy, attached here to as Exhibit "A", and incorporated herein by reference, is hereby adopted.

PASSED AND ADOPTED THIS 27rd day of June, 2013.

Michael Thompson, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Kathy A. Choate
District Clerk

Exhibit "A"

**CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS EXPENSE
REIMBURSEMENT POLICY**

Section 1. Applicability. This Expense Reimbursement Policy applies to the Board of Directors of the Cambria Community Services District.

Section 2. Authorized Expenses. District funds, equipment, supplies (including letterhead), titles and staff time must only be used for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy, and other District policies, are met:

1. Communicating with representatives fo regional, state and national government and other affected stakeholders on proposed or adopted District policy positions;
2. Attending educational seminars designed to improve officials skills and information levels;
3. Participating in regional, state and national organizations whose activities affect the District's interests;
4. Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Attending District events;

All other expenditures require prior approval of the Board of Directors.

Examples of personal expenses that the District will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including spouses or partners expenses when accompanying the official on District related business, as well as children or pet related expenses.
4. Entertainment expenses, including theatre, movies (either in-room or at the theatre) sporting event (including gym, massage and/or golf related expenses), or other cultural events;

5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
6. Personal losses incurred while on District business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Board of Directors before the expense is incurred.

Section 3. Cost Control. To conserve District resources and keep expenditures within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

Transportation. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one District official is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

Airfare. Air travel shall be reimbursed at the lowest reasonable coach rate available. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel), the California State Association of Counties (<http://www.csac.counties.org/default.asp?id=635>) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this Policy.

Automobile. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

Car Rental. Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

Taxis/Shuttles. Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

Lodging. Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

1. Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.
2. Other Lodging. Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelSMART.com/lodguideframes.htm>. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In addition, either of the following standards may be used in determining whether a rate is reasonable and if the rate meets any of the following standards, the rate will be presumed reasonable.
 - a. *Median Hotel Cost*. In the event the government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.priceline.com or an equivalent service shall be considered reasonable and hence reimbursable.
 - b. *IRS Rates*. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the IRS per diem rates for a given area are presumed reasonable and hence reimbursable.

Meals. As permitted in Government Code Section 53232.2(c), meal reimbursement shall either at: (1) the following individual meal rates; or (2) the most recent IRS rates, as established in IRS Publication 463.

1. Breakfast—Ten and no/100 dollars (\$10.00);
2. Lunch—Fifteen and no/100dollars (\$15.00);
3. Dinner—Twenty-five and no/100 dollars)25.00); or
4. Daily Rate—Fifty and no/100 dollars (\$50).

The above rates apply to 24-hour periods. For less than 24-hour periods, breakfast will be reimbursed if travel began no later than 7:00 a.m.; lunch will be reimbursed if the travel began no later than 12:00 p.m.; and dinner will be reimbursed if the travel began no later than 6:00 p.m.

As provided in IRS Publication 463, the U.S. Government Per Diem Schedule establishes rates for specific geographic areas, as stated on the U.S. General Services Administration web site (www.gsa.gov), which shall include tax and a 15% to 20% gratuity, as appropriate.

To determine the maximum reimbursement amount for daily meals using the U.S. Government Per Diem Schedule, access www.gsa.gov and take the following steps:

- a. Access the per diem rates table
- b. Identify the M&IE rate for the area where the travel will take place.

- c. Access the Meals and Incidental Expense table and apply the M&IE rate to determine the daily limit for meals by adding the amounts for all meals identified.

If meals are provided by the event or hotel and consumed by the official, the amount identified in the applicable meal rate for that meal shall be deducted from the allowable reimbursement amount. Board members are encouraged take advantage of meals provided unless infeasible due to times or business necessity.

The District will not pay for alcohol/personal bar expenses.

For group meal events organized by others (for example, conferences and other types of activities that fall within the list of “authorized expenditures” above), the District recognizes that the per person cost may exceed these maximums.

Telephone/Fax/Cellular. Board members will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the Board member has a particular number of minutes included in the Board member’s plan, the Board member can identify the percentage of calls made on public business.

Internet. Board members will be reimbursed for internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if internet access is necessary for District related business.

Airport Parking. Long-term parking must be used for travel exceeding 24-hours.

Cash Advance Policy. From time to time, it may be necessary for a Board member to request a cash advance to cover anticipated expenses while traveling or doing business on the District’s behalf. Such request for an advance should be submitted to the District Clerk at least 10 days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of the District;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the District treasury within two business days of the Board member’s return, along with an expense report and receipts documenting how the advance was used in compliance with this expense Policy.

Other. Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed.

Expenses for which District Board members receive reimbursement from another agency are not reimbursable.

In the event there is any uncertainty as to whether a request complies with this policy, a request for clarification shall be sought from the District Board of Directors.

Section 4. Credit Card Use Policy. The District does not issue credit cards to individual office holders but does have a District credit card for selected District expenses. The District office holders may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the District credit card and compliance with this policy must be submitted within five business days of use.

The District credit cards may not be used for personal expenses, even if the Board Member subsequently reimburses the District.

Section 5. Expense Report Content and Submission Deadline. All credit card expenses and expense reimbursement requests must be submitted on an expense report from provided by the District. This form shall include the following advisory:

All expenses reported on this form must comply with the District's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the District's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the Board member should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities.

Board members must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

Section 6. Audits of Expense Reports. All expenses are subject to verification that they comply with this policy.

Section 7. Reports to Governing Board. At the following District Board meeting, each official shall briefly report on any Brown Act meeting attended at District expense as well as any conferences, educational seminars or meetings with legislators or other governmental officials.

If multiple officials attended, a joint report may be made. The report may be made orally or in writing.

Section 8. Compliance with Laws. District Board members should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other laws.

Section 9. Violation of This Policy. Under State law, use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

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

Meeting Date: June 27, 2013 Subject: Public Hearing to Discuss and Consider
 Resolution 21-2013 Approving the
 CCSD Budget for Fiscal Year
 2013/2014

RECOMMENDATIONS:

1. Receive staff presentation on the proposed final CCSD Budget for Fiscal Year (FY) 2013/2014.
2. Open the public hearing.
3. Receive public input.
4. Close public hearing.
5. Adopt Resolution 21-2013 approving the CCSD Budget for FY 2013/2014.

FISCAL IMPACT:

The FY 2013/2014 CCSD Budget establishes the CCSD's plan for total anticipated revenue and expenditures as follows and a net transfer of \$516,399 from reserves is projected to balance the budget:

<i>FUND</i>	<i>TOTAL REVENUE & TRANSFERS FROM RESTRICTED RESERVES*</i>	<i>TOTAL EXPENDITURES</i>	<i>TOTAL TRANSFERS (TO)/FROM UNRESTRICTED RESERVES</i>
Water Enterprise Fund	\$2,162,800	\$2,453,862	\$291,162
Wastewater Enterprise Fund	\$2,117,200	\$2,350,378	\$233,178
General Fund	\$3,643,135	\$3,635,194	(\$ 7,941)

*Total Transfers from Restricted Reserves consists of \$5,000 for Voluntary Lot Merger Program.

DISCUSSION:

Attached is the DRAFT FY 2013/2014 Budget for review. Key assumptions and highlights are included in the Draft Budget. The most significant assumptions are:

- An increase in Water Sales of \$31,000 and an increase in Wastewater Sales of \$21,000 from FY 2012/2013.
- A \$36,343 increase in Property Tax Revenue from FY 2012/2013. While this 2% increase mirrors San Luis Obispo County's budgeted increase, the projected increase for the CCSD was arrived at independently.

- Personnel costs, which consist of Salaries and Wages plus Payroll Taxes and Benefits, are based on the terms of existing Memorandums of Understanding and actual rates for Cost of Living Adjustment, retirement, workers' compensation insurance and payroll taxes while a projected increase of four (4) percent for healthcare benefits is budgeted. (On June 20, 2013, CalPERS reported that there will be a 3.8% increase in HMO costs and a 5.8% increase in Medicare HMO costs. These increases materially match the budgeted increases). An increase of \$231,858 is projected for personnel costs. Additional details regarding personnel costs are on Page 1 (of 4) in the Highlights section of the Budget.
- Total Budgeted Maintenance & Repair/Major Maintenance/Capital Outlay/Capital Expenditures will increase by \$153,020 from the total budgeted for FY 2012/2013. Additional details regarding Major Maintenance, Capital Outlay and Capital expenditures are provided for each department/fund.
- Rebate and Retrofit Program Expenditures will increase by \$68,838 from the total projected for FY 2012/2013.

Attachments: Executive Summary
 Organization Chart
 CHANGES FROM DRAFT BUDGET PRESENTED MAY 23, 2013
 DRAFT FY 2013/2014 CCSD Budget
 SUPPLEMENTAL INFORMATION
 Resolution 21-2013

 BOARD ACTION: Date _____ Approved: _____ Denied: _____

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

Cambria Community Services District
Proposed Fiscal Year 2013/2014 Budget
Executive Summary
June 27, 2013
General Manager Gruber

It is with great pleasure that I present the Fiscal Year 2013/2014 Budget to the CCSD Board of Directors for approval. During the last three months I have worked closely with the Department Managers on formulating a comprehensive Budget for next fiscal year. I would like to thank the Budget Ad-hoc Committee for their hours of hard work on reviewing the budget and working with staff in preparation of the Budget for today's meeting.

The proposed Budget for Fiscal Year 2013/2014 represents a projected 1.2 % percent increase in revenues for all Departments compared to Fiscal Year 2012/2013. FY budget revenues for 2012/2013 were \$7,776,021. FY budget revenues for 2013/2014 are projected to be \$7,868,135 a \$92,114 increase from last year. FY 2013/2014 proposed Budget does not assume revenues from retrofit in lieu fees for People's Self-Help, water and wastewater connection fees from the Kingston Bay project and water and wastewater connections fees for future issuance on intent to serve letters for individuals current on the wait list.

The proposed Budget for Fiscal Year 2013/2014 represents a projected 3.1% increase in expenditures for all Departments compared to Fiscal Year 2012/2013 Fiscal Year. Fiscal Year Budget expenditures for 2012/2013 are \$7,953,698. Fiscal Year 2013/2014 expenditures are \$8,196,000 a \$242,902 increase.

Attached on pages 1-4 of the Fiscal Year 2013/2014 Proposed Budget are the Highlights and detailed summaries provided to the CCSD Board of Directors outlining in detail key revenue and expenditures relating to the proposed Budget. These highlights provide a better understanding and explanations regarding the Budget, specifically key areas that may require additional explanation. A one page summary is also attached outlining changes from the Draft Budget presented to you as part of your May Board Meeting.

The Proposed Budget as presented will require that funds be taken out of both of the Water and Wastewater Enterprise Fund Reserves. In recent years the budgets for both the Water and Wastewater Departments have identified projects that were deemed priorities relating to infrastructure improvements. In many instances these projects were not completed as identified in previous Budgets, therefore at the end of the Fiscal Year the remaining funds that were not spent were rolled over into what we call Water and Wastewater Reserves. As part of today's presentation of the Budget I will briefly touch on funds that were specifically allocated, however were not spent.

The Proposed Budget for Fiscal Year 2013/2014 continues to put significant emphasis on infrastructure repair and major maintenance. Due to the amount of work that needs to be accomplished and what has historically been deferred in the past there is a need to take funds from both the Water and Wastewater Reserves. The proposed budget before you today is progressive in addressing and identifying current deficiencies that exist within our systems.

Additional employees will also be added as identified within the detailed highlight sheets. These positions will be instrumental in improving system reliability, addressing infrastructure deficiencies, reducing the probability of system failure, environmental protection, customer service and conservation. The additional positions that will be added are one Wastewater Treatment Plant Operator, one additional Water Treatment Plant Operator and one 28 hour per week Administrative Technician I position that will back fill for the current Billing Clerk who will become the District's Conservation Specialist. A detailed organizational chart is included as part of your budget.

The CCSD Board of Directors are committed to people who have patiently endured many years of being on the wait list and has funded the Conservation Department accordingly as part of the Budget process. The Conservation Budget will enable the implementation of the Demand Measurement Measures in part as identified with the Maddaus Water Efficiency Program. The implementation of future Demand Management Measures will offset future water demand, thus enabling the District to issue intent to serve letters.

The Proposed Fiscal Year Budget for 2013/2014 has a Capital Improvement Component. The Capital Improvement Budget is being proposed for the first time in several years. The District is specifically identifying critical infrastructure deficiencies that need to be addressed and resolved.

The Proposed Fiscal Year Budget for 2013/2014 recognizes the need, due to our remoteness to support and fund a fully functioning and well trained Fire Department as well as continued to support NCOR, CERT and the ongoing maintenance of the Fire Department facilities and associated equipment.

The proposed Fiscal Year Budget for 2013/2014 recognizes the importance of our Facilities and Resources Department specifically the Veterans Hall, public restrooms and administrative facilities and have funded these areas in a manner that continues to improve each of these facilities. The Parks, Recreation and Open Space Budget for Fiscal Year 2013/2014 continues to improve and maintain the Fiscalini Ranch Preserve, Trails, Pocket Parks, Skate Park and improvements to the East Ranch. A collaborative close working relationship with the FFRP furthers the community's efforts in safeguarding and improving our beautiful natural resources while maximizing our limited funds.

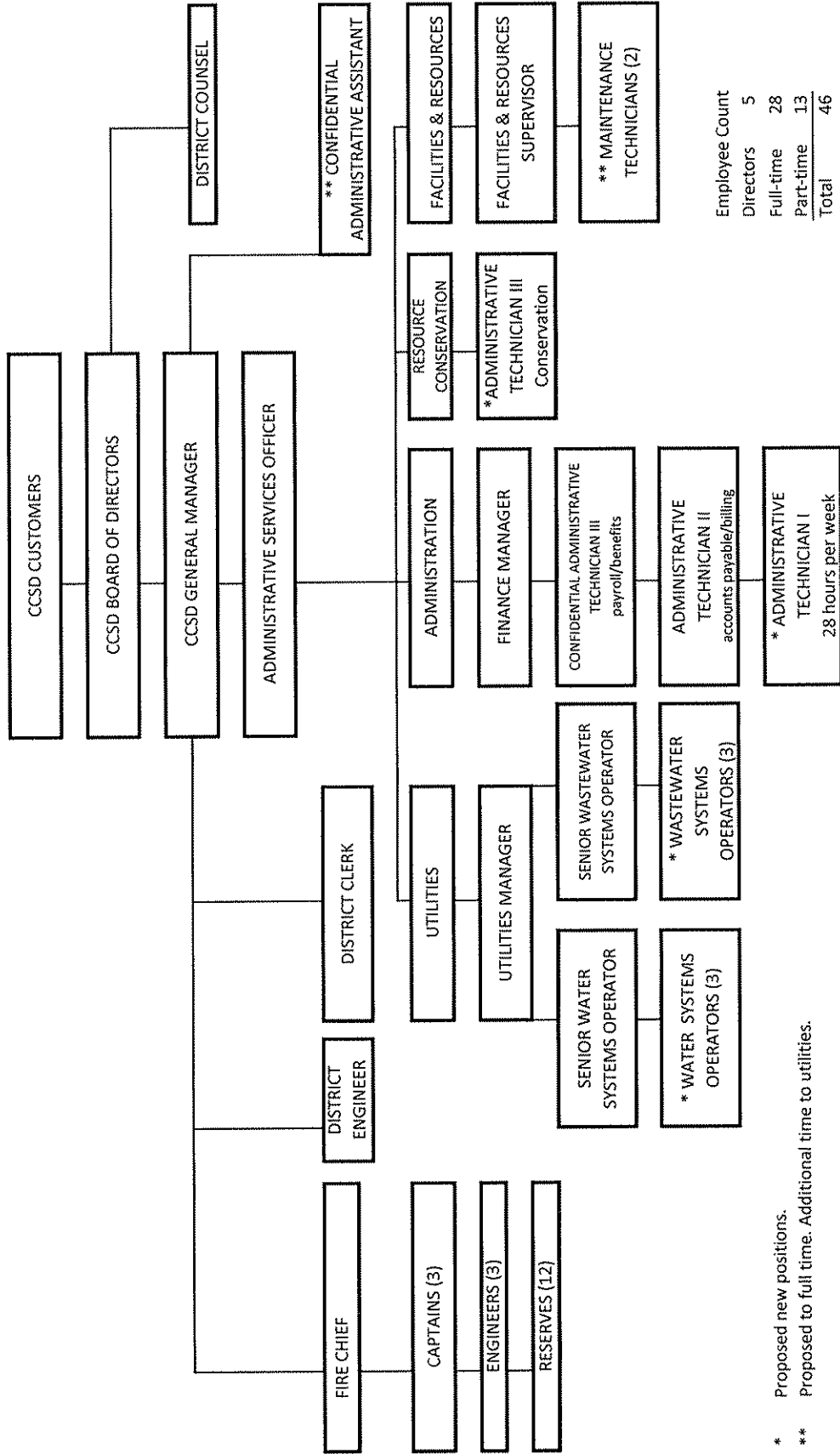
In closing the proposed Budget for Fiscal Year 2013/2014 represents a forward thinking vision for the Community and for the CCSD. I would like to thank the CCSD Board of

Directors for their leadership and countless hours they spend making Cambria a better place for everyone to work, live and play.

Sincerely,

Jerry Gruber
General Manager
Cambria Community Services District.

CCSD BUDGETED ORGANIZATIONAL CHART FISCAL YEAR 2013/2014



* Proposed new positions.

** Proposed to full time. Additional time to utilities.

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
CHANGES FROM DRAFT BUDGET PRESENTED MAY 23, 2013**

FUND	DEPT.	DESCRIPTION	AMOUNT per DRAFT PRESENTED:		INCREASE/(DECREASE) FROM MAY 23 to JUNE 27 DRAFT BUDGETS	
			MAY 23, 2013	JUNE 27, 2013	AMOUNT	%
WATER	WATER	SALARIES & WAGES	344,676	359,147	14,471	4.2%
WATER	WATER	PAYROLL TAXES AND BENEFITS	222,640	233,040	10,400	4.7%
WATER	WATER	PROFESSIONAL SERVICES-WMP Update	135,200	105,200	(30,000)	-22.2%
WATER	WATER	LONG TERM ALTERNATE WATER SUPPLY	10,455	13,612	3,157	30.2%
WATER	WATER	RODEO GROUNDS PUMPING STATION DESIGN	111,455	114,612	3,157	2.8%
WATER	WATER	STUART STREET TANK DESIGN	111,455	114,612	3,157	2.8%
WATER	WATER	TOTALS	<u>935,881</u>	<u>940,224</u>	<u>4,343</u>	0.5%
WW*	WW*	SALARIES & WAGES	342,493	357,969	15,476	4.5%
WW*	WW*	PAYROLL TAXES AND BENEFITS	268,692	280,042	11,350	4.2%
WW*	WW*	MAJOR MAINTENANCE-Manhole Raising	15,000	10,000	(5,000)	-33.3%
WW*	WW*	MAJOR MAINTENANCE-Lift Stations	20,000	10,000	(10,000)	-50.0%
WW*	WW*	MAJOR MAINTENANCE-Collection System Pipeline Repairs	25,000	12,500	(12,500)	-50.0%
WW*	WW*	CAPITAL OUTLAY-Sanitary Sewer Service	40,000	30,000	(10,000)	-25.0%
WW*	WW*	CAPITAL OUTLAY-Fueling System	0	5,000	5,000	N/A
WW*	WW*	PROFESSIONAL SERVICES-Wastewater Treatment Plant Master Plan	0	40,000	40,000	N/A
WW*	WW*	PROFESSIONAL SERVICES-CCTV Assessments	30,000	10,000	(20,000)	-66.7%
WW*	WW*	TOTALS	<u>741,185</u>	<u>755,511</u>	<u>14,326</u>	1.9%

WW*-Wastewater

NOTE-The changes shown represent an overall increase of 0.2% in the Water Fund, 0.6% in the Wastewater Fund and 0.2% for the entire CCSD.

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
HIGHLIGHTS
DRAFT**

Page 1 of 4

BUDGET BASIS-The Proposed Fiscal Year 2013/2014 Budget for the Cambria Community Services District (CCSD) has been prepared on the modified cash basis. Under this method, activity is shown based on if the cash related to a transaction is expected to be received or paid out during the Budget Year except for situations where the cash is expected to be received within 30-45 days after the fiscal year end and the underlying transaction occurred during the current Budget Year. This is to include payment for goods and services received during the Budget Year even if the actual payment is made after June 30 as well as to include receipts received after June 30 for goods and services provided by the CCSD in the current Budget Year. This differs from the basis on which the CCSD's Comprehensive Annual Financial Report (CAFR), or "audit" is prepared, which is the modified accrual basis. This is a common situation, especially for agencies the size of the CCSD and, for the most part, the outcomes between the two methods will be materially the same. The most significant difference is that depreciation and amortization is shown as expenses of the CCSD's Enterprise Funds on its CAFR, but they are not budgeted as they are non-cash items it terms of the current fiscal year.

COLUMN DESCRIPTIONS:

FISCAL YEAR 2012/2013 BUDGETED-Represents the budgeted amounts approved by the amounts approved by the CCSD Board of Directors on March 21, 2013 (as the Mid-Year Budget Adjustment) plus any subsequent approved Budget Adjustments. To date, approved Budget Adjustments are as follows:

Fire Department/General Fund-\$35,229 to purchase pick-up truck.
Administration Department/General Fund-\$16,879 to purchase vehicle.

FISCAL YEAR 2013/2014 PROPOSED-If approved, represents the CCSD Budget for the fiscal year (FY) ended June 30, 2014.

INCREASE/(DECREASE)-AMOUNT-Represents the difference between the amount budgeted for FY 2012/2013 and the amount proposed to be budgeted for Fiscal Year 2013/2014.

INCREASE/(DECREASE) -%-Represents the percentage of the proposed increase or (decrease) for a given line item as it relates to the amount budgeted for FY 2012/2013.

SIGNIFICANT ASSUMPTIONS-Following are the significant assumptions made while compiling this budget:

An increase in Water sales of \$31,000 and an increase in Wastewater sales of \$21,000 is projected.

A \$37,756 increase in Property Tax Revenue based on SLO County's projected county-wide revenue adjusted for Cambria.

The increase in Fire Benefit Assessment Revenue is based on a 1.2% increase in the consumer price index and that the CCSD Board of Directors approve the increase.

No Grant revenue or expenditures are budgeted.

No Connection/Impact/Capacity Fee revenue is budgeted.

Salaries & Wages and Payroll Taxes & Benefits are based on current staffing with the exceptions of the Conservation Specialist position being made full-time, creating a vacancy (of the Billing Clerk) in the Administration Department, which is expected to be filled by the hiring of a part-time employee in Administration; the hiring of a Water Operator III in the Water Department and a Wastewater Operator II in the Wastewater Department; the increase in time worked from 32 hours a week to 40 hours a week for a Maintenance Technician (whose increase in hours worked would be split between the Water and Wastewater Departments) and the increase in time worked from 32 hours a week to 40 hours a week for a Administrative Assistant (whose increase in hours worked would be split between the Water and Wastewater Departments). In addition, the allocation of the District Engineer's costs would be 40% to Water Operations (from 55%), 30% to Wastewater Operations (from 5%), 20% to Capital (from 40%) and 10% to Resource Conservation). As per Memorandums of Understanding with employee groups, a 1.65% Cost of Living Increase is included for SEIU and Management Confidential (MCE) Employees. Retirement, workers' compensation insurance and payroll tax rates are based on rates issued by CalPERS, Special District Risk Management Authority (the CCSD's workers' insurance carrier) and the Internal Revenue Service (with Tier I SEIU and MCE employees retirement contributions increasing from 3% to 6%). A 4% increase in healthcare insurance premiums is projected (with SEIU and MCE employees paying 50% of the increase).

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
HIGHLIGHTS
DRAFT**

Page 2 of 4

REVENUE-The following information is provided for the Revenue Accounts:

SERVICE FEES (SALES)-This is the main source of revenue for the Water and Wastewater Funds. Amounts budgeted are based on the projected amounts for FY 2012/2013 including an upwards trend.

PROPERTY TAXES-This is the main source of revenue for the Fire, Facilities & Resources and Parks & Recreation departments and a significant revenue source for the Administration Department. Each year, San Luis Obispo County issues a county-wide estimate for the subsequent year with additional, localized data. The budgeted amount is based on this data. After decreasing in the previous four fiscal years, it's expected that property tax revenue will increase in fiscal year 2012/2013 and that the increase will accelerate in fiscal year 2013/2014.

ADMINISTRATIVE SERVICES CHARGES-These are charges allocated to other departments based on the percentage of time spent by Administration Staff processing other departments' revenue, expenditures and other activities.

FIRE BENEFIT ASSESSMENT-This is a separate property tax assessment that provides additional revenue to the Fire Department. A 1.2% increase (based on CPI increase) is budgeted.

STANDBY AVAILABILITY-These are Water and Wastewater assessments to generate revenue for the maintenance and improvement of the respective funds' infrastructure.

REMODEL/IN-LIEU FEES-These are Resource Conservation fees and are highly variable and do not flow in any pattern. The budgeted amount is considered a conservative projection based on FY 2012-2013 activity.

WEED ABATEMENT/FUEL REDUCTION-This revenue source is the reimbursement to the CCSD of its costs to clear lots under the CCSD's Fuel Hazard Reduction Program, included fees to administer the program.

INTEREST INCOME-Most Interest Income is from the CCSD's account with the Local Agency Investment Fund (LAIF). A projected average interest rate of 0.35% was used.

ASSIGN/EXTENSION/ACCT SERVICE FEES-These are fees received by the Water and Resource Conservation Funds for such activities as maintaining or transferring Wait List positions as well as fees associated with late payments by customers.

SERVICE FEES-This is revenue received by Administration related to vacation rentals and for other services provided and revenue received by the Water Department for special projects.

FRANCHISE FEES-These are the fees paid to the CCSD by Mission Country Disposal for the rights to provide sanitation services in Cambria.

FACILITY RENTS-These are the rental fees received for the use of the Veteran's Hall as well as rental fees received from SLO County for the use of CCSD property.

MUTUAL AID REIMBURSEMENTS/INSPECTION FEES-Mutual Aid is revenue resulting from the CCSD Fire Department assisting with out-of-district fires is highly variable and none is budgeted. Inspection Fee Revenue are payments for such items as review of fire plans.

GRANTS-Grant Revenue is recorded when the granting agency is billed and has approved payment. No active grants are in place.

OTHER-Revenue that does not fit under any other category is reported as Other Revenue such as the funds received to reimburse the CCSD for its Medicare Part D costs associated with retirees, the amount of medical reimbursement benefit not used by employees and other miscellaneous payments.

FROM RESTRICTED RESERVES-The Voluntary Lot Merger Program is funded by Resource Conservation reserves that are the result of prior years payments received for EDU transfers.

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
HIGHLIGHTS
DRAFT**

Page 3 of 4

EXPENDITURES-The following information is provided for the Expenditures Accounts:

SALARIES & WAGES-Salaries, wages and other forms of employee compensation are recorded here. Please see **SIGNIFICANT ASSUMPTIONS** for additional information.

PAYROLL TAXES & BENEFITS-All employee benefits are recorded here. Please see **SIGNIFICANT ASSUMPTIONS** for additional information.

INSURANCE/CLAIMS/BAD DEBT-Liability and property insurance premiums are recorded here as are claims paid. Bad Debt are amounts due to the CCSD but have been deemed uncollectable.

MAINTENANCE & REPAIRS-These costs vary significantly from year to year. Activity increased in FY 2012/2013 in the Water and Wastewater Departments and the increased activity level is expected to continue in FY 2013/2014 as a concerted effort to improve the CCSD's infrastructure has been undertaken.

MAJOR MAINTENANCE-Details of Major Maintenance projects budgeted for FY 2012/2013 are listed as attachments to the Water and Wastewater Fund budgets.

SLUDGE HAULING-These are the expenditures to haul and dispose of the CCSD's bio-solids. Ancillary costs for polymers related to this activity are also recorded here.

OFFICE SUPPLIES-In addition to office supplies and such costs as postage, forms printing being recorded here, computer purchases and related services are recorded here. The decrease of approximately \$31,000 is due to new computers having been purchased in FY 2012-2013.

GOVERNMENT FEES AND DUES-The largest of the projected expenditures are \$50,000 for the annual wastewater discharge fee, \$35,000 for the annual 911 Dispatch fee and \$27,000 for the annual Local Agency Formation Commission (LAFCO) fee.

UTILITIES-This includes electricity, telephone, sewer, water, internet, gas and telephone charges. The most significant costs by far are electrical costs for the Water and Wastewater Departments, projected to be \$135,000 and \$155,000 respectively. It is felt that this is an area where improvements can be made to reduce costs, but said cost decreases are not budgeted as the improvements are on-going.

PROFESSIONAL SERVICES-These costs include the District Counsel (including litigation costs), auditing, outside engineering, taping of Board of Director's meetings, labor negotiator, document storage and other payments to contracted service providers. Additional details related to budgeted costs are detailed for each department.

FUEL HAZARD CONTRACT-Amounts paid to clear non-CCSD owned lots under the Fuel Hazard Reduction Program are recorded here. The costs are charged to the lot owners, with program administration fees-please see **WEED ABATEMENT/FUEL REDUCTION** revenue.

DISTRICT OFFICE RENT-The lease payment for the District Offices are recorded here.

LEASE-WELL SITE-This is the annual land rent paid for the SR-4 well site.

OPERATING SUPPLIES AND EQUIPMENT-These costs include fuel costs, supplies (other than office supplies) that include everything from lab supplies to toilet paper, lab tests and various other items.

SURF RESCUE/NCOR-North Coast Ocean Rescue costs are recorded here.

GRANT EXPENDITURES-No active grants are in place, so there are no costs budgeted.

TRAINING/TRAVEL & RECRUITMENT-In addition to employee and Director Training/Travel costs and the costs related to employee hiring (Recruitment) being recorded here, Meeting costs are also recorded. The budgeted amount has been increased due to licensing requirements and to keep staff current with changing regulations as well as for increased Director training.

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
HIGHLIGHTS
DRAFT**

Page 4 of 4

EXPENDITURES-Continued

PUBLIC OUTREACH/EDUCATION/EVENTS-Costs include fire safety materials, the maintenance of the CCSD website, water conservation supplies, public events and legal advertisements.

DEBT SERVICE-All debt service is related to bonds and notes of the Water and Wastewater funds. The proceeds from the underlying obligations were used for the CCSD's infrastructure. A schedule of the CCSD's debt service can be found monthly as an attachment to the Finance Manager's Report.

REBATE AND RETROFIT PROGRAMS-These are programs funded by the CCSD to encourage water conservation. After being scaled back in recent years, these programs were expanded in fiscal year 2012/2013 to include in addition to low-flow toilets and high efficiency washing machines, recirculating pumps, low-flow shower heads, low-flow aerators and valves. In addition, a Commercial, Industrial and Institutional (CII) Program was implemented.

VOLUNTARY LOT MERGER PROGRAMS-Under this program, the CCSD provides up to \$800.00 in assistance for two parcels to be merged, thus reducing the number of potential buildable lots. Funding for the program comes from fees paid for Equivalent Dwelling Unit (EDU) transfers.

CAPITAL OUTLAY-Details of Capital Outlay projects budgeted for FY 2013/2014 are listed as attachments to the respective departments' budgets.

ALLOCATED OVERHEAD PERSONNEL COSTS/OPERATING COSTS-See description of ADMINISTRATIVE SERVICE CHARGES under OPERATING REVENUES on the previous page.

MAJOR MAINTENANCE, CAPITAL OUTLAY AND CAPITAL IMPROVEMENT PROGRAM ACTIVITY-The distinction between these accounts is mainly an accounting matter. Major Maintenance projects are proactive and are to bring equipment and/or infrastructure back to its original functionality. Capital Outlay Projects are either new or improved equipment and/or infrastructure and are depreciated if the cost is over \$5,000. Capital projects are multi-year projects, which requires separate tracking, and are to improve equipment and/or infrastructure or are major additions or replacements and are depreciated. \$31,366 of the District Engineer's personnel costs are allocated to Capital projects for fiscal year 2013-2014.

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
ALL FUNDS/DEPARTMENTS
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
WATER-WATER FUND	1,974,078	1,990,900	16,822	0.9%
RESOURCE CONSERVATION-WATER FUND	145,150	116,900	(28,250)	-19.5%
WASTEWATER FUND	2,096,880	2,117,200	20,320	1.0%
FIRE DEPARTMENT-GENERAL FUND	1,589,528	1,600,020	10,492	0.7%
ADMINISTRATION-GENERAL FUND	1,465,215	1,499,825	34,610	2.4%
FACILITIES AND RESOURCES-GENERAL FUND	482,313	506,057	23,744	4.9%
PARKS AND RECREATION-GENERAL FUND	22,857	37,232	14,375	62.9%
TOTAL OPERATING REVENUE	7,776,021	7,868,135	92,114	1.2%
FROM RESTRICTED RESERVES-RESOURCE CONSERVATION	4,600	5,000	400	8.7%
DEBT PROCEEDS-WATER DEPARTMENT	33,614	0	(33,614)	-100.0%
DEBT PROCEEDS-WASTEWATER DEPARTMENT	33,403	0	(33,403)	-100.0%
DEBT PROCEEDS-FIRE	35,229	0	(35,229)	-100.0%
DEBT PROCEEDS-ADMINISTRATION	35,262	0	(35,262)	-100.0%
DEBT PROCEEDS-FACILITIES & RESOURCES	18,104	0	(18,104)	-100.0%
TOTAL DEBT PROCEEDS	155,612	0	(155,612)	-100.0%
TOTAL OPERATING REVENUE, TRANSFERS IN & DEBT PROCEEDS	7,936,233	7,873,135	(63,098)	-0.8%
OPERATING EXPENDITURES				
WATER-WATER FUND	1,941,763	1,849,104	(92,659)	-4.8%
RESOURCE CONSERVATION-WATER FUND	234,553	361,921	127,368	54.3%
WASTEWATER FUND	2,129,353	2,350,378	221,025	10.4%
FIRE DEPARTMENT-GENERAL FUND	1,626,224	1,600,020	(26,204)	-1.6%
ADMINISTRATION-GENERAL FUND	1,499,042	1,491,886	(7,156)	-0.5%
FACILITIES AND RESOURCES-GENERAL FUND	497,677	506,057	8,380	1.7%
PARKS AND RECREATION-GENERAL FUND	25,084	37,232	12,148	48.4%
TOTAL OPERATING EXPENDITURES	7,953,698	8,196,600	242,902	3.1%
TOTAL OPERATING REVENUE & TRANSFERS IN LESS TOTAL OPERATING EXPENDITURES	(17,465)	(323,465)	(306,000)	
NET TRANSFERS	17,465	323,465	306,000	
NET RESULTS OF OPERATIONS	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
 PROPOSED FISCAL YEAR 2013/2014 BUDGET
 ALL FUNDS/DEPARTMENTS
 DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
CAPITAL REVENUE				
WATER-WATER FUND	N/A	50,000	N/A	N/A
RESOURCE CONSERVATION-WATER FUND	N/A	0	N/A	N/A
WASTEWATER FUND	N/A	0	N/A	N/A
FIRE DEPARTMENT-GENERAL FUND	N/A	0	N/A	N/A
ADMINISTRATION-GENERAL FUND	N/A	0	N/A	N/A
FACILITIES AND RESOURCES-GENERAL FUND	N/A	0	N/A	N/A
PARKS AND RECREATION-GENERAL FUND	N/A	0	N/A	N/A
TOTAL CAPITAL REVENUE		<u>50,000</u>		
CAPITAL EXPENDITURES				
WATER-WATER FUND	N/A	242,837	N/A	N/A
RESOURCE CONSERVATION-WATER FUND	N/A	0	N/A	N/A
WASTEWATER FUND	N/A	0	N/A	N/A
FIRE DEPARTMENT-GENERAL FUND	N/A	0	N/A	N/A
ADMINISTRATION-GENERAL FUND	N/A	0	N/A	N/A
FACILITIES AND RESOURCES-GENERAL FUND	N/A	0	N/A	N/A
PARKS AND RECREATION-GENERAL FUND	N/A	0	N/A	N/A
TOTAL CAPITAL EXPENDITURES		<u>242,837</u>		
TOTAL CAPITAL REVENUE LESS TOTAL CAPITAL EXPENDITURES		(192,837)		
TRANSFER FROM RESERVES		<u>192,837</u>		
NET CAPITAL ACTIVITY		<u><u>0</u></u>		

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
ALL FUNDS/DEPARTMENTS
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
SERVICE FEES	3,748,000	3,800,000	52,000	1.4%
PROPERTY TAX	1,817,174	1,853,517	36,343	2.0%
ADMINISTRATIVE SERVICES CHARGES	1,154,623	1,192,379	37,756	3.3%
FIRE BENEFIT ASSESSMENT	411,983	417,133	5,150	1.2%
STANDBY AVAILABILITY	252,500	240,000	(12,500)	-5.0%
REMODEL/IN LIEU FEES	81,810	53,250	(28,560)	-34.9%
WEED ABATEMENT/FUEL REDUCTION	10,147	10,000	(147)	-1.4%
INTEREST INCOME	14,430	14,140	(290)	-2.0%
ASSIGN/EXTENSION/ACCT SERVICE FEES	120,514	123,000	2,486	2.1%
SERVICE FEES	3,450	3,250	(200)	-5.8%
FRANCHISE FEES	71,726	73,161	1,435	2.0%
FACILITY RENTS	23,740	32,600	8,860	37.3%
MUTUAL AID REIMBURSEMENT/INSPECTION FEES	12,000	15,000	3,000	25.0%
GRANTS/DONATIONS	3,933	0	(3,933)	-100.0%
OTHER	49,991	40,705	(9,286)	-18.6%
TOTAL OPERATING REVENUE	7,776,021	7,868,135	92,114	1.2%
FROM RESTRICTED RESERVES-VLM PROGRAM	4,600	5,000	400	8.7%
DEBT PROCEEDS	155,612	0	(155,612)	-100.0%
TOTAL OPERATING REVENUE, TRANSFERS IN & LOAN PROCEEDS	7,936,233	7,873,135	(63,098)	-0.8%
OPERATING EXPENDITURES				
SALARIES & WAGES	2,234,362	2,362,141	127,779	5.7%
PAYROLL TAXES & BENEFITS	1,476,360	1,580,439	104,079	7.0%
INSURANCE/CLAIMS/BAD DEBT	83,480	79,850	(3,630)	-4.3%
MAINTENANCE & REPAIRS	407,759	415,810	8,051	2.0%
MAJOR MAINTENANCE	253,720	244,500	(9,220)	-3.6%
SLUDGE HAULING	31,028	31,000	(28)	-0.1%
OFFICE SUPPLIES & EQUIPMENT	83,551	52,600	(30,951)	-37.0%
GOVERNMENT FEES, DUES, PUBLICATIONS	166,270	175,800	9,530	5.7%
UTILITIES	382,728	379,405	(3,323)	-0.9%
PROFESSIONAL SERVICES	351,296	330,000	(21,296)	-6.1%
FUEL HAZARD CONTRACT	6,058	6,000	(58)	-1.0%
DISTRICT OFFICE RENT	38,186	38,186	0	0.0%
LEASE-WELL SITE & EQUIPMENT	38,292	38,984	692	1.8%
OPERATING SUPPLIES & EQUIPMENT	155,607	141,150	(14,457)	-9.3%
SURF RESCUE/NCOR	10,000	5,000	(5,000)	-50.0%
GRANT EXPENDITURES	787	0	(787)	-100.0%
TRAINING/TRAVEL & RECRUITMENT	36,559	50,778	14,219	38.9%
PUBLIC OUTREACH/EDUCATION/EVENTS	7,161	11,650	4,489	62.7%
DEBT SERVICE	617,460	661,926	44,466	7.2%
REBATE AND RETROFIT PROGRAMS	75,162	144,000	68,838	91.6%
VOLUNTARY LOT MERGER PROGRAM	4,600	5,000	400	8.7%
CAPITAL OUTLAY	338,648	250,000	(88,648)	-26.2%
ALLOCATED OVERHEAD-PERSONNEL COSTS	817,641	858,970	41,329	5.1%
ALLOCATED OVERHEAD-OPERATING COSTS	336,982	333,409	(3,573)	-1.1%
TOTAL OPERATING EXPENDITURES	7,953,698	8,196,600	242,902	3.1%
OPERATING REVENUE LESS EXPENDITURES	(17,465)	(323,465)	(306,000)	
NET TRANSFERS	17,465	323,465	306,000	
NET RESULTS OF OPERATIONS	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
 PROPOSED FISCAL YEAR 2013/2014 BUDGET
 ALL FUNDS/DEPARTMENTS
 DRAFT**

	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT %	
CAPITAL REVENUE				
STANDBY AVAILABILITY	N/A	50,000	N/A	N/A
CONNECTION FEES	N/A	<u>0</u>	N/A	N/A
TOTAL CAPITAL REVENUE	N/A	<u>50,000</u>	N/A	N/A
CAPITAL EXPENDITURES				
LONG TERM ALTERNATE WATER SUPPLY	N/A	13,612	N/A	N/A
RODEO GROUNDS PUMPING STATION DESIGN	N/A	114,612	N/A	N/A
STUART STREET TANK DESIGN	N/A	<u>114,612</u>	N/A	N/A
TOTAL CAPITAL EXPENDITURES		<u>242,837</u>		
TOTAL CAPITAL REVENUE LESS TOTAL CAPITAL EXPENDITURES		(192,837)		
TRANSFER FROM RESERVES		<u>192,837</u>		
NET CAPITAL ACTIVITY		<u><u>0</u></u>		

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
WATER FUND
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
WATER DEPARTMENT	1,974,078	1,990,900	16,822	0.9%
RESOURCE CONSERVATION DEPARTMENT	145,150	116,900	(28,250)	-19.5%
TOTAL OPERATING REVENUE	2,119,228	2,107,800	(11,428)	-0.5%
TRANSFER IN OF RESTRICTED RESERVES				
WATER DEPARTMENT	0	0	0	N/A
RESOURCE CONSERVATION DEPARTMENT	4,600	5,000	400	8.7%
TOTAL RESTRICTED RESERVES TRANSFERS IN	4,600	5,000	400	8.7%
PROCEEDS FROM DEBT ISSUANCE				
WATER DEPARTMENT	33,614	0	(33,614)	-100.0%
RESOURCE CONSERVATION DEPARTMENT	0	0	0	N/A
TOTAL PROCEEDS FROM DEBT ISSUANCE	33,614	0	(33,614)	-100.0%
TOTAL OPERATING REVENUE, RESTRICTED RESERVES AND DEBT ISSUANCE	2,157,442	2,112,800	(44,642)	-2.1%
OPERATING EXPENDITURES				
WATER DEPARTMENT	1,941,763	1,849,104	(92,659)	-4.8%
RESOURCE CONSERVATION DEPARTMENT	234,553	361,921	127,368	54.3%
TOTAL OPERATING EXPENDITURES	2,176,316	2,211,025	34,709	1.6%
TOTAL OPERATING REVENUE & TRANSFERS IN LESS TOTAL OPERATING EXPENDITURES	(18,874)	(98,225)	(79,351)	
NET TRANSFERS (TO)/FROM RESERVES	18,874	98,225	79,351	
NET RESULTS OF OPERATIONS	0	0	0	
CAPITAL REVENUE				
WATER DEPARTMENT	N/A	50,000	N/A	N/A
RESOURCE CONSERVATION DEPARTMENT	N/A	0	N/A	N/A
TOTAL CAPITAL REVENUE	N/A	50,000	N/A	N/A
CAPITAL EXPENDITURES				
WATER DEPARTMENT	N/A	242,837	N/A	N/A
RESOURCE CONSERVATION DEPARTMENT	N/A	0	N/A	N/A
TOTAL CAPITAL EXPENDITURES	N/A	242,837	N/A	N/A
TOTAL CAPITAL REVENUE LESS TOTAL CAPITAL EXPENDITURES	N/A	(192,837)	N/A	N/A
TRANSFER FROM RESERVES	N/A	192,837	N/A	N/A
NET CAPITAL ACTIVITY	N/A	0	N/A	N/A

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
WATER FUND-WATER DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
SERVICE FEES	1,769,000	1,800,000	31,000	1.8%
STANDBY AVAILABILITY	137,500	125,000	(12,500)	-9.1%
ACCOUNT SERVICE FEES	22,542	22,500	(42)	-0.2%
LATE FEES	38,384	36,900	(1,484)	-3.9%
SERVICE FEES	700	700	0	0.0%
INTEREST INCOME	1,352	1,300	(52)	-3.8%
OTHER	4,600	4,500	(100)	-2.2%
TOTAL OPERATING REVENUE	1,974,078	1,990,900	16,822	0.9%
DEBT PROCEEDS	33,614	0	(33,614)	-100.0%
TOTAL OPERATING REVENUE & DEBT PROCEEDS	2,007,692	1,990,900	(16,792)	-0.8%
OPERATING EXPENDITURES				
SALARIES & WAGES	378,810	359,147	(19,663)	-5.2%
PAYROLL TAXES & BENEFITS	237,632	233,040	(4,592)	-1.9%
MAINTENANCE & REPAIR-DELIVERY SYSTEM	77,669	109,500	31,831	41.0%
MAINTENANCE & REPAIR-PLANT	6,310	5,000	(1,310)	-20.8%
MAINTENANCE & REPAIR-VEHICLES & EQUIP	8,943	4,700	(4,243)	-47.4%
MAJOR MAINTENANCE	132,125	114,000	(18,125)	-13.7%
OFFICE SUPPLIES & EQUIPMENT	17,038	10,250	(6,788)	-39.8%
GOVERNMENT FEES, DUES, PUBLICATIONS	22,345	30,400	8,055	36.0%
UTILITIES	141,744	143,500	1,756	1.2%
BAD DEBT & CLAIMS	1,703	1,600	(103)	-6.0%
PROFESSIONAL SERVICES	144,939	105,200	(39,739)	-27.4%
LEASE-WELL SITE	34,592	35,284	692	2.0%
OPERATING SUPPLIES & EQUIPMENT	39,890	40,100	210	0.5%
TRAINING/TRAVEL & RECRUITMENT	2,014	8,500	6,486	322.0%
PUBLIC OUTREACH & EDUCATION	1,000	1,000	0	0.0%
DEBT SERVICE	184,228	192,951	8,723	4.7%
CAPITAL OUTLAY	95,174	30,000	(65,174)	-68.5%
ALLOCATED OVERHEAD-PERSONNEL COSTS	293,722	306,114	12,392	4.2%
ALLOCATED OVERHEAD-OPERATING COSTS	121,885	118,818	(3,067)	-2.5%
TOTAL OPERATING EXPENDITURES	1,941,763	1,849,104	(92,659)	-4.8%
OPERATING REVENUE & DEBT PROCEEDS LESS EXPENDITURES	65,929	141,796	75,867	
TRANSFER TO CONSERVATION	(65,929)	(141,796)	(75,867)	
NET RESULTS OF OPERATIONS	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
 PROPOSED FISCAL YEAR 2013/2014 BUDGET
 WATER FUND-WATER DEPARTMENT
 DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
CAPITAL REVENUE				
CONNECTION FEES	N/A	0	N/A	N/A
STANDBY AVAILABILITY	N/A	<u>50,000</u>	N/A	N/A
TOTAL CAPITAL REVENUE	N/A	<u>50,000</u>	N/A	N/A
CAPITAL EXPENDITURES				
LONG TERM ALTERNATE WATER SUPPLY	N/A	13,612	N/A	N/A
RODEO GROUNDS PUMPING STATION DESIGN	N/A	114,612	N/A	N/A
STUART STREET TANK DESIGN	N/A	<u>114,612</u>	N/A	N/A
TOTAL CAPITAL EXPENDITURES	N/A	<u>242,837</u>	N/A	N/A
TOTAL CAPITAL REVENUE LESS TOTAL CAPITAL EXPENDITURES	N/A	<u>(192,837)</u>	N/A	N/A
TRANSFER FROM RESERVES	N/A	<u>192,837</u>	N/A	N/A
NET CAPITAL ACTIVITY	N/A	<u><u>0</u></u>	N/A	N/A

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
MAJOR MAINTENANCE/CAPITAL OUTLAY/PROFESSIONAL SERVICES DETAIL
WATER FUND-WATER DEPARTMENT
DRAFT**

	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
MAJOR MAINTENANCE				
Rehab Fiscalini Tank	0	26,000	26,000	N/A
Compound Meter Upgrades	28,102	45,000	16,898	60.1%
Cathodic Protection/Inspection	8,000	10,000	2,000	25.0%
Piney Way Erosion Control	0	5,000	5,000	N/A
Telemetry Communication (Auto Dialers)	0	18,000	18,000	N/A
Relocation Racking, Etc.	0	10,000	10,000	N/A
Seal Coat Manor Way	16,176	0	(16,176)	-100.0%
New Media-SR4	79,847	0	(79,847)	-100.0%
TOTAL MAJOR MAINTENANCE	132,125	114,000	(18,125)	-13.7%
CAPITAL OUTLAY				
Trailer Mounted Air-Compressor	0	10,000	10,000	N/A
Trailer Mounted Vactor*	0	10,000	10,000	N/A
Generator Line & Transfer Switch-SS3	0	10,000	10,000	N/A
2 Trucks	43,374	0	(43,374)	-100.0%
SR 4 Improvements	51,800	0	(51,800)	-100.0%
TOTAL CAPITAL OUTLAY	95,174	30,000	(65,174)	-68.5%
*Cost still being researched, cost may decrease.				
PROFESSIONAL SERVICES				
Pine Knolls Engineering	4,064	0	(4,064)	-100.0%
Demand/Supply Analysis	84,317	0	(84,317)	-100.0%
Impact Fee Study	14,929	0	(14,929)	-100.0%
Hard Rock Drilling	957	0	(957)	-100.0%
District Counsel	28,300	30,000	1,700	6.0%
Litigation	10,349	20,000	9,651	93.3%
Rate Fee Study	0	30,000	30,000	N/A
WMP Update	0	0	0	N/A
Advocate (6 Months)	0	18,000	18,000	N/A
Equipment & Report Database	0	5,000	5,000	N/A
Other	2,023	2,200	177	8.7%
TOTAL PROFESSIONAL SERVICES	144,939	105,200	(39,739)	-27.4%

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
WATER FUND-RESOURCE CONSERVATION DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
ADMINISTRATIVE FEES	11,606	12,000	394	3.4%
REMODEL FEES	30,454	30,000	(454)	-1.5%
RETROFIT IN-LIEU FEES	39,750	11,250	(28,500)	-71.7%
WAIT LIST FEES	56,000	60,000	4,000	7.1%
ASSIGNMENT FEES	3,588	3,600	12	0.3%
INTEREST INCOME	60	50	(10)	-16.7%
OTHER	3,692	0	(3,692)	-100.0%
TOTAL OPERATING REVENUE	145,150	116,900	(28,250)	-19.5%
FROM RESTRICTED RESERVES-VLM PROGRAM	4,600	5,000	400	8.7%
TOTAL OPERATING REVENUE & TRANSFERS IN OF RESTRICTED RESERVES	149,750	121,900	(27,850)	-18.6%
OPERATING EXPENDITURES				
SALARIES & WAGES	37,411	70,923	33,512	89.6%
PAYROLL TAXES & BENEFITS	24,919	47,164	22,245	89.3%
REBATE & RETROFIT PROGRAMS	75,162	144,000	68,838	91.6%
OUTREACH/EDUCATION	0	1,800	1,800	N/A
PROFESSIONAL SERVICES	6,700	7,200	500	7.5%
VOLUNTARY LOT MERGER PROGRAM	4,600	5,000	400	8.7%
OFFICE SUPPLIES & EQUIPMENT	1,732	5,500	3,768	217.6%
CLAIMS	5,200	0	(5,200)	-100.0%
TRAINING/TRAVEL & RECRUITMENT	536	1,000	464	86.6%
ALLOCATED OVERHEAD-PERSONNEL COSTS	56,104	57,151	1,047	1.9%
ALLOCATED OVERHEAD-OPERATING COSTS	22,189	22,183	(6)	0.0%
TOTAL OPERATING EXPENDITURES	234,553	361,921	127,368	54.3%
TOTAL OPERATING REVENUE & TRANSFERS IN LESS EXPENDITURES	(84,803)	(240,021)	(155,218)	
TRANSFER FROM WATER OPERATIONS	65,929	141,796	75,867	
TRANSFER FROM WATER RESERVES	18,874	98,225	79,351	
NET TRANSFERS	84,803	240,021	155,218	
NET RESULTS OF OPERATIONS	0	0	0	

CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
REBATE & RETROFIT PROGRAMS/PROFESSIONAL SERVICES DETAIL
WATER FUND-RESOURCE CONSERVATION DEPARTMENT
DRAFT

	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
PROFESSIONAL SERVICES				
Professional Services-District Counsel	6,500	7,000	500	7.7%
Professional Services-Other	200	200	0	0.0%
TOTAL PROFESSIONAL SERVICES	6,700	7,200	500	7.5%

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
WASTEWATER FUND/DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
SERVICE FEES	1,979,000	2,000,000	21,000	1.1%
STANDBY AVAILABILITY	115,000	115,000	0	0.0%
INTEREST INCOME	1,474	1,400	(74)	-5.0%
OTHER	1,406	800	(606)	-43.1%
TOTAL OPERATING REVENUE	2,096,880	2,117,200	20,320	1.0%
DEBT PROCEEDS	33,403	0	(33,403)	-100.0%
TOTAL OPERATING REVENUE & DEBT PROCEEDS	2,130,283	2,117,200	(13,083)	-0.6%
OPERATING EXPENDITURES				
SALARIES & WAGES	298,866	357,969	59,103	19.8%
PAYROLL TAXES & BENEFITS	232,855	280,042	47,187	20.3%
MAINTENANCE & REPAIR-COLLECTION SYSTEM	87,661	83,000	(4,661)	-5.3%
MAINTENANCE & REPAIR-PLANT	41,810	42,000	190	0.5%
MAINTENANCE & REPAIR-GROUNDS	7,556	7,000	(556)	-7.4%
MAINTENANCE & REPAIR-VEHICLES & EQUIP	6,100	5,350	(750)	-12.3%
MAJOR MAINTENANCE	121,595	130,500	8,905	7.3%
SLUDGE DISPOSAL	31,028	31,000	(28)	-0.1%
OFFICE SUPPLIES & EQUIPMENT	20,915	11,600	(9,315)	-44.5%
GOVERNMENT FEES, DUES, PUBLICATIONS	62,500	65,100	2,600	4.2%
UTILITIES	174,119	169,500	(4,619)	-2.7%
PROFESSIONAL SERVICES	63,703	93,000	29,297	46.0%
OPERATING SUPPLIES & EQUIPMENT	42,914	40,600	(2,314)	-5.4%
TRAINING/TRAVEL & RECRUITMENT	1,100	3,600	2,500	227.3%
PUBLIC OUTREACH & EDUCATION	603	600	(3)	-0.5%
DEBT SERVICE	433,232	444,352	11,120	2.6%
CAPITAL OUTLAY	144,158	204,000	59,842	41.5%
ALLOCATED OVERHEAD-PERSONNEL COSTS	253,945	274,585	20,640	8.1%
ALLOCATED OVERHEAD-OPERATING COSTS	104,693	106,580	1,887	1.8%
TOTAL OPERATING EXPENDITURES	2,129,353	2,350,378	221,025	10.4%
OPERATING REVENUE & DEBT PROCEEDS LESS EXPENDITURES	930	(233,178)	(234,108)	
TRANSFER FROM RESERVES	0	233,178	233,178	
TRANSFER TO RESERVES	(930)	0	930	
NET TRANSFERS	(930)	233,178	234,108	
NET RESULTS OF OPERATIONS	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
 PROPOSED FISCAL YEAR 2013/2014 BUDGET
 WASTEWATER FUND/DEPARTMENT
 DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
CAPITAL REVENUE				
CONNECTION FEES	N/A	<u>0</u>	N/A	N/A
TOTAL CAPITAL REVENUE	N/A	<u>0</u>	N/A	N/A
TOTAL CAPITAL EXPENDITURES	N/A	<u>0</u>	N/A	N/A
TOTAL CAPITAL REVENUE LESS TOTAL CAPITAL EXPENDITURES	N/A	<u><u>0</u></u>	N/A	N/A

**CAMBRIA COMMUNITY SERVICES DISTRICT
 PROPOSED FISCAL YEAR 2013/2014 BUDGET
 MAJOR MAINTENANCE/CAPITAL OUTLAY/PROFESSIONAL SERVICES DETAIL
 WASTEWATER FUND/DEPARTMENT
 DRAFT**

	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
MAJOR MAINTENANCE				
Collection System Evaluation	8,384	0	(8,384)	-100.0%
Collection System-Manhole Raising	0	10,000	10,000	N/A
Lift Stations	0	10,000	10,000	N/A
Replace Emerg. Bypass Valves	0	13,000	13,000	N/A
Replace HACH Meter	5,764	0	(5,764)	-100.0%
Hand Rails Repair	1,412	0	(1,412)	-100.0%
Hydro Clean Collection System-CCTV 20%	75,004	85,000	9,996	13.3%
Collection System Pipeline Repairs	0	12,500	12,500	N/A
Replace Check & Plug Valves	31,031	0	(31,031)	-100.0%
TOTAL MAJOR MAINTENANCE	121,595	130,500	8,905	7.3%
CAPITAL OUTLAY				
Install & Move Pump Panels LS A&B	70,000	0	(70,000)	-100.0%
System Audit	22,800	0	(22,800)	-100.0%
Radio Comm Alarm System	10,000	0	(10,000)	-100.0%
HMI PLC Controller for WWTP	0	34,000	34,000	N/A
LS 9 Generator Replacement	0	35,000	35,000	N/A
LS B-1 & B-2 Panels	0	60,000	60,000	N/A
LS #4 & #8-Pumps & Panels	0	20,000	20,000	N/A
LS B Pumps	0	20,000	20,000	N/A
Sanitary Sewer Service-SR4	0	30,000	30,000	N/A
Fueling System (50%)	0	5,000	5,000	N/A
LS Backflow Devices	7,435	0	(7,435)	-100.0%
Truck	33,923	0	(33,923)	-100.0%
TOTAL CAPITAL OUTLAY	144,158	204,000	59,842	41.5%
PROFESSIONAL SERVICES				
Collection System Audit	3,065	0	(3,065)	-100.0%
Preventative Maintenance Program	4,800	0	(4,800)	-100.0%
Fats, Oils, Grease Program	20,000	0	(20,000)	-100.0%
Impact Fee Study	9,886	0	(9,886)	-100.0%
District Counsel	11,026	11,000	(26)	-0.2%
Legal	13,025	5,000	(8,025)	-61.6%
WW Treatment Plant Master Plan	0	40,000	40,000	N/A
Engineering-CCTV Assessments	0	10,000	10,000	N/A
CCTV Oversight	0	10,000	10,000	N/A
Rate Fee Study	0	15,000	15,000	N/A
Other	1,901	2,000	99	5.2%
TOTAL PROFESSIONAL SERVICES	63,703	93,000	29,297	46.0%

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
GENERAL FUND
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
FIRE DEPARTMENT	1,589,528	1,600,020	10,492	0.7%
ADMINISTRATION	1,465,215	1,499,825	34,610	2.4%
FACILITIES AND RESOURCES	482,313	506,057	23,744	4.9%
PARKS AND RECREATION	22,857	37,232	14,375	62.9%
TOTAL OPERATING REVENUE	3,559,913	3,643,135	83,222	2.3%
DEBT PROCEEDS				
DEBT PROCEEDS-FIRE	35,229	0	(35,229)	-100.0%
DEBT PROCEEDS-ADMINISTRATION	35,262	0	(35,262)	-100.0%
DEBT PROCEEDS-FACILITIES & RESOURCES	18,104	0	(18,104)	-100.0%
TOTAL DEBT PROCEEDS	88,595	0	(88,595)	-100.0%
TOTAL OPERATING REVENUE & DEBT PROCEEDS	3,648,508	3,643,135	(5,373)	-0.1%
OPERATING EXPENDITURES				
FIRE DEPARTMENT	1,626,224	1,600,020	(26,204)	-1.6%
ADMINISTRATION	1,499,042	1,491,886	(7,156)	-0.5%
FACILITIES AND RESOURCES	497,677	506,057	8,380	1.7%
PARKS AND RECREATION	25,084	37,232	12,148	48.4%
TOTAL OPERATING EXPENDITURES	3,648,027	3,635,194	(12,833)	-0.4%
OPERATING REVENUE LESS EXPENDITURES	481	7,941	7,460	
NET TRANSFERS FROM RESERVES	0	0	0	
NET TRANSFERS TO RESERVES	(481)	(7,941)	(7,460)	
NET TRANSFERS (TO)/FROM RESERVES	(481)	(7,941)	(7,460)	
NET RESULTS OF OPERATIONS	0	0	0	
CAPITAL REVENUE				
FIRE DEPARTMENT	N/A	0	N/A	N/A
ADMINISTRATION	N/A	0	N/A	N/A
FACILITIES AND RESOURCES	N/A	0	N/A	N/A
PARKS AND RECREATION	N/A	0	N/A	N/A
TOTAL CAPITAL REVENUE		0		
CAPITAL EXPENDITURES				
FIRE DEPARTMENT	N/A	0	N/A	N/A
ADMINISTRATION	N/A	0	N/A	N/A
FACILITIES AND RESOURCES	N/A	0	N/A	N/A
PARKS AND RECREATION	N/A	0	N/A	N/A
TOTAL CAPITAL EXPENDITURES	N/A	0	N/A	N/A
TOTAL CAPITAL REVENUE LESS TOTAL CAPITAL EXPENDITURES	N/A	0	N/A	N/A

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
GENERAL FUND-FIRE DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
PROPERTY TAX	1,139,921	1,154,847	14,926	1.3%
FIRE BENEFIT ASSESSMENT	411,983	417,133	5,150	1.2%
WEED ABATEMENT/FUEL REDUCTION	10,147	10,000	(147)	-1.4%
MUTUAL AID/INSPECTION FEES	12,000	15,000	3,000	25.0%
INTEREST INCOME	44	40	(4)	-9.1%
GRANT/DONATION REVENUE	3,933	0	(3,933)	-100.0%
OTHER	11,500	3,000	(8,500)	-73.9%
TOTAL OPERATING REVENUE	1,589,528	1,600,020	10,492	0.7%
BUDGET AMENDMENT-DEBT PROCEEDS	35,229	0	(35,229)	-100.0%
TOTAL OPERATING REVENUE & DEBT PROCEEDS	1,624,757	1,600,020	(24,737)	-1.5%
OPERATING EXPENDITURES				
SALARIES & WAGES	744,867	743,843	(1,024)	-0.1%
PAYROLL TAXES & BENEFITS	452,831	473,471	20,640	4.6%
INSURANCE & OTHER SERVICES	250	250	0	0.0%
MAINTENANCE & REPAIR	41,481	33,800	(7,681)	-18.5%
OFFICE SUPPLIES & EQUIPMENT	8,301	5,600	(2,701)	-32.5%
GOVERNMENT FEES, DUES, PUBLICATIONS	39,048	40,100	1,052	2.7%
UTILITIES	18,964	17,950	(1,014)	-5.3%
PROFESSIONAL SERVICES	12,902	14,300	1,398	10.8%
FUEL HAZARD CONTRACT	6,058	6,000	(58)	-1.0%
OPERATING SUPPLIES & EQUIPMENT	42,331	36,650	(5,681)	-13.4%
SURF RESCUE/NCOR	10,000	5,000	(5,000)	-50.0%
GRANT EXPENDITURES	787	0	(787)	-100.0%
TRAINING/TRAVEL & RECRUITMENT	16,952	15,250	(1,702)	-10.0%
PUBLIC OUTREACH & EDUCATION	1,700	1,700	0	0.0%
EQUIPMENT LEASE	3,700	3,700	0	0.0%
DEBT SERVICE	0	9,629	9,629	N/A
CAPITAL OUTLAY	3,000	0	(3,000)	-100.0%
BUDGET AMENDMENT-CAPITAL OUTLAY	35,229	0	(35,229)	-100.0%
ALLOCATED OVERHEAD-PERSONNEL COSTS	132,974	138,873	5,899	4.4%
ALLOCATED OVERHEAD-OPERATING COSTS	54,849	53,904	(945)	-1.7%
TOTAL OPERATING EXPENDITURES	1,626,224	1,600,020	(26,204)	-1.6%
OPERATING REVENUE LESS EXPENDITURES	(1,467)	0	1,467	
TRANSFER (TO)/FROM RESERVES	1,467	0	(1,467)	
NET RESULTS OF OPERATIONS	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
GENERAL FUND-ADMINISTRATION DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
ADMINISTRATIVE OVERHEAD CHARGES-PS	817,641	858,970	41,329	5.1%
ADMINISTRATIVE OVERHEAD CHARGES-OE	336,982	333,409	(3,573)	-1.1%
PROPERTY TAX	197,690	193,836	(3,854)	-1.9%
INTEREST INCOME	11,138	11,000	(138)	-1.2%
SERVICE FEES	2,750	2,550	(200)	-7.3%
FRANCHISE FEES	71,726	73,161	1,435	2.0%
OTHER	27,288	26,900	(388)	-1.4%
TOTAL OPERATING REVENUE	1,465,215	1,499,825	34,610	2.4%
DEBT PROCEEDS	16,879	0	(16,879)	-100.0%
BUDGET AMENDMENT-DEBT PROCEEDS	18,383	0	(18,383)	-100.0%
TOTAL OPERATING REVENUE & DEBT PROCEEDS	35,262	0	(35,262)	-100.0%
TOTAL OPERATING REVENUE & DEBT PROCEEDS	1,500,477	1,499,825	(652)	0.0%
OPERATING EXPENDITURES				
SALARIES & WAGES	633,263	667,068	33,805	5.3%
PAYROLL TAXES & BENEFITS	425,831	428,579	2,748	0.6%
INSURANCE & CLAIMS	76,327	78,000	1,673	2.2%
MAINTENANCE & REPAIRS	61,911	64,360	2,449	4.0%
OFFICE SUPPLIES & EQUIPMENT	35,565	19,650	(15,915)	-44.7%
GOVERNMENT FEES, DUES, PUBLICATIONS	42,377	40,200	(2,177)	-5.1%
UTILITIES	16,866	17,080	214	1.3%
DISTRICT OFFICE RENT	38,186	38,186	0	0.0%
PROFESSIONAL SERVICES	115,939	104,900	(11,039)	-9.5%
TRAINING/TRAVEL & RECRUITMENT	15,011	19,428	4,417	29.4%
PUBLIC OUTREACH & EDUCATION	2,504	4,600	2,096	83.7%
DEBT SERVICE	0	9,835	9,835	N/A
CAPITAL OUTLAY	16,879	0	(16,879)	-100.0%
BUDGET AMENDMENT-CAPITAL OUTLAY	18,383	0	(18,383)	-100.0%
TOTAL OPERATING EXPENDITURES	1,499,042	1,491,886	(7,156)	-0.5%
OPERATING REVENUE LESS EXPENDITURES	1,435	7,939	6,504	
TRANSFER (TO)/FROM RESERVES	(1,435)	(7,939)	(6,504)	
NET RESULTS OF OPERATIONS	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
GENERAL FUND-FACILITIES AND RESOURCES DEPARTMENT
DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
PROPERTY TAX	457,211	468,107	10,896	2.4%
VETERAN'S HALL RENT	22,040	31,300	9,260	42.0%
OTHER RENTS	1,700	1,300	(400)	-23.5%
INTEREST INCOME	362	350	(12)	-3.3%
OTHER/DONATION	1,000	5,000	4,000	400.0%
TOTAL OPERATING REVENUE	482,313	506,057	23,744	4.9%
DEBT PROCEEDS	18,104	0	(18,104)	-100.0%
TOTAL OPERATING REVENUE & DEBT PROCEEDS	500,417	506,057	5,640	1.1%
OPERATING EXPENDITURES				
SALARIES & WAGES	141,145	163,191	22,046	15.6%
PAYROLL TAXES & BENEFITS	102,292	118,143	15,851	15.5%
MAINTENANCE & REPAIRS-VETERAN'S HALL	11,171	14,000	2,829	25.3%
MAINTENANCE & REPAIRS-EQUIPMENT & OTHER	31,612	23,600	(8,012)	-25.3%
FISCALINI RANCH MAINTENANCE	25,535	19,500	(6,035)	-23.6%
LOT MAINTENANCE	0	4,000	4,000	N/A
UTILITIES-VETERAN'S HALL	8,946	9,000	54	0.6%
UTILITIES-OTHER	22,089	22,375	286	1.3%
PROFESSIONAL SERVICES	6,913	5,100	(1,813)	-26.2%
OPERATING SUPPLIES & EQUIPMENT	30,472	23,800	(6,672)	-21.9%
TRAINING/TRAVEL & RECRUITMENT	287	3,000	2,713	945.3%
DEBT SERVICE	0	5,160	5,160	N/A
CAPITAL OUTLAY	25,825	4,000	(21,825)	-84.5%
ALLOCATED OVERHEAD-PERSONNEL COSTS	64,665	65,691	1,026	1.6%
ALLOCATED OVERHEAD-OPERATING COSTS	26,726	25,498	(1,228)	-4.6%
TOTAL OPERATING EXPENDITURES	497,677	506,057	8,380	1.7%
OPERATING REVENUE LESS EXPENDITURES	2,740	0	(2,740)	
TRANSFER (TO)/FROM RESERVES	(2,740)	0	2,740	
NET RESULTS OF OPERATIONS	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
 PROPOSED FISCAL YEAR 2013/2014 BUDGET
 GENERAL FUND-PARKS AND RECREATION DEPARTMENT
 DRAFT**

DESCRIPTION	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT	%
OPERATING REVENUE				
PROPERTY TAX	22,352	36,727	14,375	64.3%
OTHER	505	505	0	0.0%
TOTAL OPERATING REVENUE	22,857	37,232	14,375	62.9%
OPERATING EXPENDITURES				
PUBLIC OUTREACH /EDUCATION	1,354	1,950	596	44.0%
PROFESSIONAL SERVICES	200	300	100	50.0%
TRAINING & TRAVEL	659	0	(659)	-100.0%
CAPITAL OUTLAY	0	12,000	12,000	N/A
ALLOCATED OVERHEAD-PERSONNEL COSTS	16,231	16,556	325	2.0%
ALLOCATED OVERHEAD-OPERATING COSTS	6,640	6,426	(214)	-3.2%
TOTAL OPERATING EXPENDITURES	25,084	37,232	12,148	48.4%
OPERATING REVENUE LESS EXPENDITURES	(2,227)	0	2,227	
TRANSFER (TO)/FROM RESERVES	2,227	0	(2,227)	
NET RESULTS OF OPERATIONS	0	0	0	

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
PROFESSIONAL SERVICES/CAPITAL OUTLAY DETAIL**

GENERAL FUND

DRAFT

	FISCAL YEAR 2012/2013 BUDGETED	FISCAL YEAR 2013/2014 PROPOSED	INCREASE/(DECREASE) AMOUNT %	
FIRE DEPARTMENT:				
PROFESSIONAL SERVICES				
Engineering	350	500	150	42.9%
District Counsel	6,969	7,000	31	0.4%
Grant Writer	0	3,000	3,000	N/A
Physicals	1,568	1,600	32	2.0%
Other	4,015	2,200	(1,815)	-45.2%
TOTAL PROFESSIONAL SERVICES	12,902	14,300	1,398	10.8%
CAPITAL OUTLAY				
Fuel Pump Card Reader (50%)	3,000	0	(3,000)	-100.0%
Pickup Truck	35,229	0	(35,229)	-100.0%
TOTAL CAPITAL OUTLAY	38,229	0	(38,229)	-100.0%
ADMINISTRATION DEPARTMENT:				
PROFESSIONAL SERVICES				
Auditor	14,500	15,000	500	3.4%
District Counsel	62,953	63,000	47	0.1%
Litigation	2,530	2,500	(30)	-1.2%
Labor Negotiator	15,913	0	(15,913)	-100.0%
Other	19,500	24,400	4,900	25.1%
TOTAL PROFESSIONAL SERVICES	115,396	104,900	(10,496)	-9.1%
CAPITAL OUTLAY				
Copier	16,879	0	(16,879)	-100.0%
TOTAL CAPITAL OUTLAY	16,879	0	(16,879)	-100.0%
FACILITIES & RESOURCES DEPARTMENT:				
PROFESSIONAL SERVICES				
District Counsel	3,500	3,600	100	2.9%
Grant Writer	0	1,000	1,000	N/A
Temporary Help	3,213	0	(3,213)	-100.0%
Other	200	500	300	150.0%
TOTAL PROFESSIONAL SERVICES	6,913	5,100	(1,813)	-26.2%
CAPITAL OUTLAY				
Capital Outlay-Truck	25,825	0	(25,825)	-100.0%
Capital Outlay-Tractor	0	4,000	4,000	N/A
TOTAL CAPITAL OUTLAY	25,825	4,000	(21,825)	-84.5%
PARKS & RECREATION DEPARTMENT:				
PROFESSIONAL SERVICES				
District Counsel	200	300	100	50.0%
TOTAL PROFESSIONAL SERVICES	200	300	100	50.0%
CAPITAL OUTLAY				
East Ranch Park Improvements	0	10,000	10,000	N/A
Fiscalini Ranch Wetlands Protection	0	2,000	2,000	N/A
TOTAL CAPITAL OUTLAY	0	12,000	12,000	N/A

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
RESERVES ANALYSIS
DRAFT**

	WATER FUND	WASTEWATER FUND	GENERAL FUND	TOTAL CCSD
LAIF Balances @ 6/30/12*	388,753	450,891	3,686,875	4,526,519
Cash in Bank Balances @ 6/30/12*	N/A	N/A	127,696	127,696
Cash on Hand Balances @ 6/30/12*	N/A	N/A	600	600
Reserves Balances @ 7/1/12	388,753	450,891	3,815,171	4,654,815
Reclass Conservation**	21,691	N/A	(21,691)	0
Adjusted Reserves Balances @ 7/1/12	410,444	450,891	3,793,480	4,654,815
Estimated FY 2012/2013 Activity-Operating	(20,000)	(11,000)	1,000	(30,000)
Estimated FY 2012/2013 Activity-Capital	8,000	47,000	(6,253)	48,747
Estimated Reserves Balances @ 6/30/13	398,444	486,891	3,788,227	4,673,562
Proposed FY 2013/2014 Activity-Operating	(98,225)	(233,178)	7,941	(323,462)
Proposed FY 2013/2014 Activity-Capital	(192,837)	0	0	(192,837)
Projected Reserves Balances @ 6/30/14	107,382	253,713	3,796,168	4,157,263

*Per Fiscal Year 2011/2012 Audit.

**As part of the FY 2011/2012 Mid-Year Budget Adjustment process, it was determined that Resource Conservation should be a Water Fund department. Previously, it had been a separate Governmental Fund.

**CAMBRIA COMMUNITY SERVICES DISTRICT
 PROPOSED FISCAL YEAR 2013/2014 BUDGET
 SUPPLEMENTARY INFORMATION
 WATER AND WASTEWATER RESERVES BALANCES
 (AUDITED)**

AS OF DATE	WATER FUND	WASTEWATER FUND
June 30, 2008	0	0
June 30, 2009	0	27,551
June 30, 2010	0	242,400
June 30, 2011	197,067	345,804
June 30, 2012	388,783	450,891

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
SUPPLEMENTARY INFORMATION
ANALYSIS OF RESERVE BALANCE INCREASES
WATER FUND**

	AMOUNT BUDGETED	AMOUNT EXPENDED	SURPLUS/ (DEFICIT)
BALANCE AS OF JUNE 30, 2008	0		
BALANCE AS OF JUNE 30, 2009	0		
CHANGE	0		
BALANCE AS OF JUNE 30, 2009	0		
BALANCE AS OF JUNE 30, 2010*	0		
CHANGE	0		
BALANCE AS OF JUNE 30, 2010	0		
BALANCE AS OF JUNE 30, 2011	197,067		
INCREASE-FISCAL YEAR 2010/2011**	197,067		

RECAP OF SPECIFIC PROJECT'S EFFECT ON RESERVES FOR FISCAL YEAR 2010/2011

MAJOR MAINTENANCE-PENBROOK REPAIR	15,000	3,340	11,660
MAJOR MAINTENANCE-REHABILITATE FISCALINI TANK	30,000	250	29,750
MAJOR MAINTENANCE-OTHER	32,000	0	32,000
CAPITAL OUTLAY-LAPTOP REPLACEMENT	6,000	0	6,000
CAPITAL OUTLAY-MOONSTONE BEACH HYDRANTS	18,800	28,243	(9,443)
CAPITAL OUTLAY-OTHER	8,200	0	8,200
TOTALS	110,000	31,833	78,167

BALANCE AS OF JUNE 30, 2011	197,067
BALANCE AS OF JUNE 30, 2012	388,753
INCREASE-FISCAL YEAR 2011/2012***	191,686

RECAP OF SPECIFIC PROJECT'S EFFECT ON RESERVES FOR FISCAL YEAR 2011/2012

MAJOR MAINTENANCE-REHABILITATE FISCALINI TANK	10,000	5,275	4,725
MAJOR MAINTENANCE-COMPOUND METERS	20,000	16,748	3,252
MAJOR MAINTENANCE-MAIN STREET SERVICE LINE	8,000	0	8,000
MAJOR MAINTENANCE-VALVE RAISING	15,000	11,050	3,950
MAJOR MAINTENANCE-CATHOLDIC PROTECTION	6,350	6,488	(138)
CAPITAL OUTLAY-RELOCATE METERS/ABANDON LINE	12,000	0	12,000
CAPITAL OUTLAY-RADIOS	3,000	5,514	(2,514)
TRANSFER TO CAPITAL TO FUND RBF	55,725	0	55,725
TOTALS	130,075	45,075	85,000

*\$107,428 Surplus from specified projects was mainly used to offset Revenue deficit of \$42,136 and to fund \$373,171 in Capital costs.

**40% of the Reserves increase is from specific projects either being done under budget or not being done in the budget year. The largest single factor for the fiscal year's surplus was a staff position that was vacant for most of the fiscal year. General Budget efficiencies account for the balance.

***44% of the Reserves increase is due to the activity listed below. The balance is mainly accounted for by a surplus in Revenue of \$40,672 and a \$53,722 surplus in Capital activity. General Budget efficiencies account for the balance.

**CAMBRIA COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL YEAR 2013/2014 BUDGET
SUPPLEMENTARY INFORMATION
ANALYSIS OF RESERVE BALANCE INCREASES
WASTEWATER FUND**

	AMOUNT BUDGETED	AMOUNT EXPENDED	SURPLUS/ (DEFICIT)
BALANCE AS OF JUNE 30, 2008	0		
BALANCE AS OF JUNE 30, 2009	<u>27,551</u>		
INCREASE-FISCAL YEAR 2008/2009	<u>27,551</u>		
BALANCE AS OF JUNE 30, 2009	27,551		
BALANCE AS OF JUNE 30, 2010	<u>242,400</u>		
INCREASE-FISCAL YEAR 2009/2010*	<u>214,849</u>		
RECAP OF SPECIFIC PROJECT'S EFFECT ON RESERVES FOR FISCAL YEAR 2009/2010			
MAJOR MAINTENANCE-MAIN STREET OVERLAY	4,000	0	4,000
MAJOR MAINTENANCE-MANHOLE REPAIRS/REHAB	15,000	0	15,000
MAJOR MAINTENANCE-CHLORINE DOORS	15,000	14,959	41
CAPITAL OUTLAY-LEFFINGWELL BRIDGE UTILITIES	100,000	25,541	74,459
CAPITAL OUTLAY-CAMERA	7,400	7,364	36
CAPITAL OUTLAY-SAFETY IMPROVEMENTS	<u>20,000</u>	<u>11,761</u>	<u>8,239</u>
TOTALS	<u>161,400</u>	<u>59,625</u>	<u>101,775</u>
BALANCE AS OF JUNE 30, 2010	242,400		
BALANCE AS OF JUNE 30, 2011	<u>345,804</u>		
INCREASE-FISCAL YEAR 2010/2011**	<u>103,404</u>		
RECAP OF SPECIFIC PROJECT'S EFFECT ON RESERVES FOR FISCAL YEAR 2010/2011			
MAJOR MAINTENANCE-REPLACE ELECTRICAL PANEL	80,000	85,996	(5,996)
CAPITAL OUTLAY-OTHER	<u>20,000</u>	<u>0</u>	<u>20,000</u>
TOTALS	<u>100,000</u>	<u>85,996</u>	<u>14,004</u>
BALANCE AS OF JUNE 30, 2011	345,804		
BALANCE AS OF JUNE 30, 2012	<u>450,891</u>		
INCREASE-FISCAL YEAR 2011/2012	<u>105,087</u>		
RECAP OF SPECIFIC PROJECT'S EFFECT ON RESERVES FOR FISCAL YEAR 2011/2012			
MAJOR MAINTENANCE-COLLECTION SYSTEM	10,000	11,069	(1,069)
MAJOR MAINTENANCE-DIGESTER	5,000	0	5,000
MAJOR MAINTENANCE-HAND RAILS	3,000	0	3,000
MAJOR MAINTENANCE-LIMIT TORQUE VALVES	3,000	0	3,000
MAJOR MAINT.-GENERATORS PREVENTATIVE MAINT.	<u>10,000</u>	<u>0</u>	<u>10,000</u>
TOTALS	<u>31,000</u>	<u>11,069</u>	<u>19,931</u>

*47% of the Reserves increase is from specific projects either being done under budget or not being done in the budget year. The largest single factor for the fiscal year's surplus was a \$100,841 surplus in Capital activity. General Budget efficiencies account for the balance.

**The largest single factor for the fiscal year's surplus was a \$119,568 surplus in Capital activity.

***The largest single factor for the fiscal year's surplus was a \$34,013 surplus in Revenue. The balance of the increase is due to general Budget efficiencies.

**CAMBRIA COMMUNITY SERVICES DISTRICT
 PROPOSED FISCAL YEAR 2013/2014 BUDGET
 SUPPLEMENTARY INFORMATION
 PROJECTED COSTS OF STAFFING INCREASES
 FISCAL YEAR 2013/2014**

DESCRIPTION	HOURS/ WEEK	DEPT.	FUND	BUDGETED COST		ANNUAL COST**
Water Operator III	40	Water	Water	72,357	*	85,558
Maintenance Technician	8	Water	Water	5,966		5,966
Conf. Administrative Assistant	8	Water	Water	6,367		6,367
Wastewater Operator II	40	Wastewater	Wastewater	72,564	*	85,803
Maintenance Technician	8	Wastewater	Wastewater	5,966		5,966
Conf. Administrative Assistant	8	Wastewater	Wastewater	6,367		6,367
Administrative Technician I	28	Administration	General	37,136	*	43,912

*A full year (52 weeks) was not budgeted for fiscal Year 2013/2014 due to the time required for the recruitment and hiring process. Amounts shown are fully burdened based on current labor agreements, payroll tax and Workers' Compensation requirements. As the maximum insurance coverage is budgeted, it is possible that actual costs will be less than budgeted.

**Shown for informational purposes.

NOTE: Vacant Water Supervisor position had a budgeted burdened cost of \$162,252 for fiscal year 2012/2013.

**CAMBRIA COMMUNITY SERVICES DISTRICT
 PROPOSED FISCAL YEAR 2013/2014 BUDGET
 SUPPLEMENTARY INFORMATION
 IMPACT OF RBF CONSULTING CONTRACT ON FISCAL YEAR 2013/2014 BUDGET**

	PROPOSED CAPITAL EXPENDITURES FOR FISCAL YEAR 2013/2014
RODEO GROUNDS	101,000
STUART STREET	<u>101,000</u>
 TOTAL	 <u><u>202,000</u></u>

The CCSD Board of Directors approved the use of the Water Reserves (with an estimated balance of \$191,615 as of that date) to partially fund the remaining contract balance of \$252,792 with RBF Consulting for engineering and design services for the Stuart Street Water tank and the Rodeo Grounds Pump Station on October 27, 2011. The work was delayed due to the CCSD review of fire flow requirements. After all matters were resolved, RBF Consulting restarted their work and it is projected that a total of \$202,000 in costs for RBF Consulting will be incurred in fiscal year 2013/2014.

**RESOLUTION 21-2013
JUNE 27, 2013**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING THE CCSD BUDGET
FOR FISCAL YEAR 2013/2014**

WHEREAS, the General Manager has submitted for consideration the Cambria Community Services District (CCSD) Fiscal Year (FY) 2013/2014 Budget; and

WHEREAS, the draft preliminary FY 2013/2014 CCSD Budget was introduced during a regular business item on May 23, 2013, and all persons were given an opportunity to be heard and their suggestions carefully considered; and

WHEREAS a public hearing on June 27, 2013, on the final FY 2013/2014 CCSD Budget was duly scheduled, advertised, and held, and all persons were given an opportunity to be heard and their suggestions carefully considered.

NOW, THEREFORE BE IT RESOLVED that the CCSD Board of Directors has reviewed the final FY 2013/2014 CCSD Budget for the period July 1, 2013 through June 30, 2014, and hereby finds that the Budget is a sound plan for financing and expenditure control of required CCSD operations and services, and said Budget is hereby approved.

BE IT FURTHER RESOLVED that the Board of Directors is aware of the potential that events beyond control of the CCSD that could substantially reduce CCSD revenues and/or increase expenditures. Therefore, the General Manager may temporarily suspend the expenditure of funds within the adopted Budget if in his judgment such temporary suspension is necessary to protect the CCSD's financial position and the impact of such a temporary suspension on CCSD operations will not be substantially detrimental to CCSD services. The General Manager is directed to administer the business operations of the CCSD as called for in the Operating Budget for FY 2013/2014 and as modified by any such temporary expenditure suspension. The General Manager is further directed to report back to the CCSD Board of Directors, as necessary, with recommendations for revision of the Budget when, and if, Budget impacts are known and specific CCSD program or service level adjustments can be formulated.

BE IT FURTHER RESOLVED that the CCSD Board of Directors hereby directs the General Manager to levy and collect special assessments and other fees as duly approved by the Board and to administer and expend the tax proceeds in accordance with the enabling legislative direction.

On the motion of Director _____, seconded by Director _____, and the following roll call vote, to wit:

AYES:
NOES:
ABSENT:

PASSED AND ADOPTED this 27th day of June 2013.

Michael Thompson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

RESOLUTION NO. 22 2013
June 27, 2013

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING THE FIRE SUPPRESSION BENEFIT ASSESSMENT
CONSUMER PRICE INDEX ADJUSTMENT
IN THE AMOUNT OF 1.3% FOR FY 2013/2014

The Board of Directors of the Cambria Community Services District does hereby resolve as follows:

1. Approves a Fire Suppression Benefit Assessment Consumer Price Index Adjustment in the amount of 1.3%, effective July 1, 2013, in compliance with Resolution 27-2003 and the related Engineer's Report.
2. Thus, approves the following assessments for FY 2013/2014:

	<u>FY 2013/2014</u>
Vacant Lot	\$17.69
Single Family Residence < 3600 sq. ft.	\$87.19
Single Family Residence > 3600 sq. ft.	\$132.08
Multi-Family Residence per Dwelling Unit	\$44.09
Commercial Range	\$264.07 – 2,245.34

AYES:

NOES:

ABSENT:

PASSED AND ADOPTED THIS 27th day of June 2013.

Michael Thompson, President
Board of Directors

APROVED AS TO FORM:

Timothy J. Carmel, District Counsel

ATTEST:

Kathy A. Choate, District Clerk

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.C.**

FROM: Jerry Gruber, General Manager
Tim Carmel, District Counsel

Meeting Date: June 27, 2013 Subject: Discussion and Consideration to Adopt Resolution 24-2013 and Introduce Ordinance 04-2013 Which Will Allow the District to Utilize Alternative Bidding Procedures in the Uniform Public Construction Cost Accounting Act

RECOMMENDATIONS:

It is recommended that the Board of Directors: 1) adopt Resolution 24-2013, which will allow the District to utilize alternative bidding procedures in the Uniform Public Construction Cost Accounting Act ("UPCCAA") and; 2) introduce by title only and waive further readings of Ordinance 04-2013.

FISCAL IMPACT:

Implementation of the new procedures will involve budgeted resources. Avoiding competitive bidding may result in savings on staff time and resources devoted to the bidding process, and will allow for flexibility in awarding certain types of public works contracts. However, adoption and implementation of new accounting procedures may require an initial investment of staff time and resources until the procedures become more familiar.

DISCUSSION:

Under the Sections 20680 et seq. of the Public Contracting Code ("PCC"), which is applicable to community service districts, all public works projects valued over \$25,000 must be competitively bid and the contract must be awarded to the lowest responsible bidder. The Uniform Public Construction Cost Accounting Act ("UPCCA") is a series of sections within the Public Contract Code (PCC Sections 22000-22045) that allow a participating local agency to avoid competitive bidding for projects valued up to \$175,000 if the agency adopts certain accounting procedures. The CCSD is not currently participating in the UPCCAA program.

Should the CCSD opt to become subject to the UPCCAA, the District may bid any public project as follows:

1. Public projects of \$45,000 or less may be performed by the CCSD's employees by force account, by negotiated contract, or by purchase order;
2. Public projects of \$175,000 or less may be let to contract by informal bidding procedures;
3. Public projects in excess of \$175,000 shall be let to contract by formal bidding procedures.

As the foregoing shows, by adopting the procedures in the UPCCA the CCSD will be able to use its own workforce on projects up to \$45,000 or by negotiated contract or purchase order, and utilize informal bidding procedures for projects costing \$175,000 or less.

Under PCC 22034, any public agency that adopts the Act must enact an informal bidding ordinance. In addition to the informal bidding procedures, PCC 22038 allows the public agency, in its discretion, to reject all bids presented. In order to do so, the public agency need only provide the apparent low bidder with notice of the agency's intention to reject the bid at least two days prior to announcing such rejection.

After all initial bids have been rejected, PCC 22038 provides the public agency with the following options:

1. It may abandon the project or re-advertise for bids; or
2. By adoption of a resolution by a four-fifths majority of its governing body declaring the project can be performed more economically by its own employees, the public agency may have the project done by force account without further complying with the Act.

Resolution 24-2013 has been prepared for consideration by the Board of Directors in order to elect to become subject to the UPCCAA. Ordinance 04-2013 has also been prepared for consideration by the Board of Directors to comply with the statutory requirement to provide the required informal bidding procedures.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE___ROBINETTE___

ORDINANCE NO. 04-2013

BOARD OF DIRECTORS
CAMBRIA COMMUNITY SERVICES DISTRICT
DATED: June 27, 2013

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT
ADDING CHAPTER 1.06 TO PROVIDE INFORMAL
BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT (Section
22000 et seq. of the California Public Contract Code)**

The Board of Directors of the Cambria Community Services District Does Ordain as follows:

SECTION 1.

Public projects, as defined by Section 22002 of the California Uniform Public Construction Cost Accounting Act (the "Act"; Public Contract Code Sections 22000, et seq.) may be let to contract by informal procedures as set forth in Public Contract Code Sections 22032, et seq.

SECTION 2.

A list of contractors shall be developed and maintained in accordance with the provisions of Public Contract Code Section 22034 and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission (the "Commission").

SECTION 3.

Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed to all of the contractors for the category of work to be bid, as shown on the list developed in accordance with Section 2 above, and to all construction trade journals as specified by the Commission in accordance with Public Contract Code Section 22036. Additional contractors and/or construction trade journals may be notified at the discretion of the District, provided however:

(1) If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.

(2) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

SECTION 4.

The District General Manager is authorized to award informal contracts pursuant to this Ordinance, and the procedures promulgated hereunder.

SECTION 5.

If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance or any part thereof is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The Board of Directors hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unconstitutional.

SECTION 6.

A summary of this Ordinance shall be published in a newspaper published and circulated in the Cambria Community Services District at least five (5) days prior to the Board of Directors meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the office of the District Clerk. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those Board Members voting for and against the Ordinance shall be published again, and the District Clerk shall post a certified copy of the full text of such adopted Ordinance.

SECTION 7.

This Ordinance shall take effect thirty (30) days after its adoption.

The foregoing Ordinance amendment was adopted at a regular meeting of the Board of Directors of the Cambria Community Services District held on the 27th day of June 2013.

AYES:

NOES:

ABSENT:

DRAFT

6/14/13

Michael Thompson
President, Board of Directors

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

RESOLUTION NO. 24-2013

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT,
STATE OF CALIFORNIA IN THE MATTER OF: UNIFORM
PUBLIC CONSTRUCTION COST ACCOUNTING
PROCEDURES**

WHEREAS, Public Contract Code Sections 22000 et seq., the Uniform Public Construction Cost Accounting Act (the "Act"), establishes such a uniform cost accounting standard; and

WHEREAS, the California Uniform Public Construction Cost Accounting Commission ("Commission") established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

WHEREAS, the Board of Directors of the Cambria Community Services District ("District") deems it appropriate and in the best interests of the District to adopt the Act.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cambria Community Services District hereby elects, under Public Contract Code Section 22030, to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each be amended from time to time, and directs that the Secretary to the Board of Directors notify the State Controller forthwith of this election.

This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED this ____ day of _____ 2013.

Michael Thompson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.D.**

FROM: Jerry Gruber, General Manager
Kathy Choate, District Clerk
Tim Carmel, District Counsel

Meeting Date: June 27, 2013 Subject: Discussion and Consideration to
Confirm Itemized Report and Consider
Adoption of Resolution 23-2013 to
Collect Delinquent Solid Waste
Collection and Disposal Charges on the
County Tax Roll

RECOMMENDATIONS:

1. Receive staff report and review the itemized report for delinquent solid waste collection and disposal charges.
2. Open Public Hearing.
3. Take Public Testimony.
4. Close Public Hearing.
5. Discussion.
6. Adopt Resolution 23-2013 adopting the itemized report (Exhibit "A" to the Resolution) describing each parcel and the amount of delinquent solid waste collection and disposal charges to be collected against each parcel.

FISCAL IMPACT:

The property owner of record is responsible for payment. Collecting delinquent amounts on the tax roll ensures the CCSD and Mission Country Disposal will receive payment for solid waste collection and disposal from owners who do not pay their bill.

DISCUSSION:

On October 1, 2009 the CCSD Board of Directors adopted Ordinance 02-2009 electing to have delinquent solid waste collection and disposal service charges collected on the County tax roll in accordance with the provisions of Health and Safety Code Section 5473 et seq.

The CCSD Board of Directors found that the timely and full payment of charges for solid waste collection and disposal services is critical for the successful operation of the CCSD's solid waste franchise and elected to, by resolution, have solid waste collection and disposal charges which are delinquent at the end of any fiscal year collected on the tax roll.

Mission Country Disposal has requested and filed an itemized report with the CCSD to collect delinquent solid waste collection and disposal charges on the 2013/2014 tax roll. Charges outstanding total approximately \$3,000.

The Board is required to hold a hearing at which it is to consider all objections and protests to the itemized report. Pursuant to Health and Safety Code Section 5473.3, at the conclusion of the hearing the Board may adopt, revise, change, reduce or modify any charge or overrule any or all objections. The attached Resolution has been prepared for Board consideration to approve and adopt the report. Thereafter it will be filed with the County Auditor and the amounts of the delinquent charges will be entered as charges against the parcels and collected on the annual bills for taxes levied against the respective lots and parcels.

Attachments: Resolution 23-2013

BOARD ACTION: Date _____ Approved: _____ Denied: _____

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

RESOLUTION NO. 23-2013
JUNE 27, 2013

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE
ITEMIZED REPORT AND AUTHORIZING DELINQUENT SOLID WASTE
COLLECTION AND DISPOSAL SERVICE CHARGES TO BE
COLLECTED ON TAX ROLL

WHEREAS, the Board of Directors ("Board") of the Cambria Community Services District ("District") makes the following findings of fact:

1. On August 20, 2009, the District Board duly adopted Ordinance No. 02-2009 pursuant to which the District elected to have delinquent solid waste collection and disposal service charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government and Health and Safety Codes; and

2. On June 1, 2013, in accordance with Health and Safety Code Section 5473.1, the District Clerk mailed letters to owners of real property notifying them of the District's intent to have such solid waste collection and disposal service charges delinquent as of May 15, 2013, placed on the 2013-2014 County tax roll for collection, pursuant to Health and Safety Code Sections 5473 and 5473a by filing a written report with the Auditor-Controller's office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent solid waste collection and disposal service charges and the owner thereof; and

3. Furthermore, such notice informed the property owner of the time and place of the public hearing to be held before the District Board scheduled for June 27, 2013 at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report or any portions thereof; and

4. On or before July 19, 2013 the final filing date established by the County Auditor-Controller's Office, the Finance Manager must submit all changes, additions and deletions to such list on a final filing basis; and

5. In accordance with San Luis Obispo County regulations, as of July 1, 2008 a fee of \$36.00 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of District error will be subsequently invoiced and collected by the District from the property owner of record.

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

Section 1. The above findings are true and correct, and are incorporated herein by this reference.

Section 2. The Board hereby approves and adopts the itemized report describing the delinquent solid waste collection and disposal service charges attached hereto as Exhibit "A" and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Health and Safety Code Sections 5473 *et seq.*

Ayes:
Noes:
Absent:

PASSED AND ADOPTED this 27th day of June 2013.

Michael Thompson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate, District Clerk

Timothy J. Carmel, District Counsel

2013 List of Delinquent Solid Waste Accounts

APN	Amount
013-124-005	\$274.12
022-031-016	\$105.48
022-041-001	\$55.24
022-233-014	\$173.97
022-261-036	\$268.12
023-025-021	\$330.72
023-081-002	\$316.68
023-112-031	\$274.12
023-162-022	\$290.72
023-205-013	\$168.97
023-383-045	\$274.12
023-401-006	\$274.12
023-461-015	\$90.43

Total Parcels: 13

\$2,896.81

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: June 27, 2013 Subject: Consideration of Numerical or Percentage Limit related to Amendment of San Luis Obispo County Growth Management Ordinance.

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss and consider the issue of including a numerical or percentage limit related to the CCSD's request to San Luis Obispo County to amend the Growth Management Ordinance, including the percentages and options presented in this report.

FISCAL IMPACT:

None.

DISCUSSION:

On March 21, 2013 the Board of Directors adopted Resolution 09-2013 to provide for the issuance of intent to serve letters while the District continues to pursue a long-term supplemental water supply project ("Interim Issuance of Intent to Serve Letters"). Section 2 of Resolution 09-2013 addressed the San Luis Obispo County Growth Management Ordinance (GMO), and directed CCSD staff to work with the County to amend the GMO to permit the recipients of Interim Issuance of Intent to Serve Letters to obtain building permits. Accordingly, correspondence has been sent to the Assistant Director of the San Luis Obispo Planning and Building Department, Kami Griffin, requesting assistance to initiate the process of preparing an agenda item for the Board of Supervisors to consider an appropriate amendment to the GMO.

Based on inquiries prior to sending the letter to Ms. Griffin, we were initially advised to include a proposed growth rate in our request. In response, in the letter to Ms. Griffin, CCSD staff noted that the current draft of the Administrative Policy that we intend to take to the Board of Directors as part of the implementation of the Interim Issuance of Intent to Serve Letters includes a procedure for the Board to determine how many Intent to Serve Letters are to be made available for issuance. That determination would be based upon an analysis presented by CCSD staff of the status of the CCSD's Points Bank and the amount of water conservation being achieved in the CCSD service area. In addition, the Board's determination would also take into account projections related to the amount of water savings that will be achieved by new projects, based upon installation of water savings plumbing fixtures and devices at the properties to be served by the new connections, and required demand offset calculations.

Ms. Griffin has now advised that the County would like a better understanding of what growth rate, or how many intent to serve letters the CCSD is considering issuing per year, as part of their process of developing a project description for the proposed GMO amendment. Ms. Griffin has also noted that recent testimony before the Board of Supervisors by two member of the CCSD Board of Directors indicated that the CCSD was considering a 1% growth rate. Accordingly, we are asking that the Board of Directors consider this issue and provide direction.

In considering this matter a couple of points should be kept in mind. First, the existing GMO for Cambria contains an annual allocation limit of not to exceed 2.3% of the total number of dwelling units within the District (the actual allocation, however, for the years July 1, 2012 through June 30, 2015 is set at 0%). The current annual GMO limit of 2.3% equates to approximately 87 units, based upon staff's estimate that there are 3779 existing dwelling units in Cambria. Additionally, in our letter to Ms. Griffin we pointed out that the CCSD's newly approved water management policy that provides for the Interim Issuance of Intent to Serve Letters will implement the existing Cambria Community Condition 4.B of the North Coast Area Plan and will result in significantly less than the number of dwelling units that could be allowed under the County's 2.3% GMO limit. The number of intent to serve letters that can be issued will be controlled by the amount of actual water conservation achieved within the District's service area.

As far as options, one approach would be to have staff come back with a detailed analysis of estimated supply and demand related to the number of anticipated demand offset retrofit points that would be needed, as well as the balance of points in the points bank and the expected number of points that are expected to be achieved through various conservation efforts. As a practical matter, however, the reality is that given the basis of the Interim Issuance of Intent to Serve Letters concept, the number that can actually be issued will be limited by the amount of actual water conservation achieved. Therefore, the Board may want to consider requesting a relatively small number or percentage. Indeed, even a request of only .5% would mean issuing up to 19 intent to serve letters, which should be more than adequate given the practical constraints of a program based upon offsetting all increased water use through retrofit of existing water fixtures.

Additionally, the following is provided to assist the Board's consideration of this matter with respect to how different percentage limitations equate to the number of dwelling units that would be permitted:

- .5% would equal approximately 19 connections;
- 1.0% would equal approximately 38 connections;
- 1.5% would equal approximately 57 connections;
- 2.0% would equal approximately 76 connections.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

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

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.B.**

FROM: Jerry Gruber, General Manager
Mark Miller, Fire Chief

Meeting Date: June 27, 2013

Subject: Consider Approval of Paramedic Service Provider Agreement and Advanced Life Support (ALS) Agency Designation with San Luis Obispo County EMSA

RECOMMENDATIONS:

It is recommended that the Board of Directors approve the attached Paramedic Service Provider Agreement with the County of San Luis Obispo Emergency Medical Services Agency and the designation of the CCSD Fire Department as an Advanced Life Support (ALS provider).

FISCAL IMPACT:

The cost for the CCSD Fire Department to operate as an ALS Paramedic agency will be approximately \$7,000 annually. This increase would be related to maintaining equipment, medical supplies, personnel licenses and certifications acquired initially with FEMA grant funding in 2010. Periodic replacement (5 to 10 year) of the heart monitor/defibrillator unit obtained with grant funding in 2010 will also be necessary. This unit was obtained for approximately \$25,000. (It is important to note that the Fire Department has already incurred this commitment to maintain ALS staffing and equipment under the current operational agreement). It is also probable that Paramedic pay could become an issue for eligible IAFF members, which is negotiable, and for qualifying Paramedic Reservists. The cost for additional pay for Fire Department compensation is yet to be determined; however over an extended period of time in addition to PERS employer contributions going up considerably in the next several years could have a significant financial impact on the Department and the CCSD.

DISCUSSION:

The CCSD Board of Directors voted unanimously on May 27, 2010 to support the efforts of the CCSD Fire Department to seek ALS designation (non-transporting) within San Luis Obispo County. As part of an on-going effort between the CCSD Fire Department and the Cambria Community Healthcare District (CCHD), the CCSD Board of Directors drafted a letter of support to further the efforts of improving the level of emergency services within the community. On May 23, 2013 Steve Lieberman, the Director of the Emergency Medical Services Division of the San Luis Obispo County Public Health Department transmitted the attached Paramedic Service Provider Agreement, which upon approval, will provide the ALS designation for the Fire Department. The Agreement is necessary in order to comply with

22 Cal. Code Regulations Section 100168, which require that providers of ALS enter into a written agreement with the local EMS agency.

Prior to SLO EMSA approval, the CCSD and CCHD have partnered together via an amendment to their mutual aid agreement for the CCSD FD to provide ALS services with qualified Paramedic personnel. This agreement served to make available the Paramedic personnel on the CCSD fire engine. The ALS designation will also streamline efforts toward future shared services Joint Powers Agreement (JPA) with the CCHD.

Given Cambria’s remote location, retirement aged and transient (tourist) population, and the CCHD’s extended service area outside of the CCSD – often responding to emergency service calls out of the area, including north on Highway 1 to the Monterey County line – provides justification for a second ALS designated agency within the CCSD. The CCHD also provides mutual aid services within the greater SLO county area, thereby again extending its services outside of Cambria. Maintaining a Paramedic on the CCSD Fire Department engine would insure ALS response to the community in the event of ambulance unavailability due to transport or responses to Monterey County or their greater response area. It also would provide enhanced emergency service capability in the event of mass casualty and disaster scenarios.

Attachment: Paramedic Service Provider Agreement

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ RICE___ROBINETTE_____

PARAMEDIC SERVICE PROVIDER AGREEMENT
between
COUNTY OF SAN LUIS OBISPO EMERGENCY MEDICAL SERVICES AGENCY
and
CAMBRIA COMMUNITY SERVICES DISTRICT

This Agreement is entered into by and between the County of San Luis Obispo, a public entity and legal subdivision of the State of California, acting through its Public Health Department, Emergency Medical Services Agency (the “County” or “EMS Agency”) and the Cambria Community Services District Fire Department (“CCSD”), an independent special district in the State of California (“Provider”).

WHEREAS, EMS Agency is the designated agency responsible for the administration of emergency medical services in the County of San Luis Obispo (California Health and Safety Code § 1797.200); and

WHEREAS, EMS Agency is required to plan, implement, and evaluate an emergency medical services system consisting of an organized pattern of readiness and response services based on public and private agreements and operational procedures (Health and Safety Code § 1797.204); and

WHEREAS, no person or organization may provide “advanced life support” (ALS), also known as “paramedic,” services unless that person or organization is an authorized part of the emergency medical services system of the local EMS agency (Health and Safety Code § 1797.178); and

WHEREAS, a provider of ALS must have a written agreement with the local EMS agency to participate in the EMS system and to comply with all applicable state regulations and local policies and procedures, including participation in the local EMS agency’s continuous quality improvement program (22 Cal. Code Regulations § 100168); and

WHEREAS, Provider is willing and able to provide ALS within its jurisdiction and the EMS Agency can provide legal authorization for Provider to do so through a written agreement;

NOW THEREFORE, in consideration of the recitals and obligations undertaken herein, the parties agree as follows:

A. Scope of Services.

1. Provider shall be responsible for providing prehospital ALS emergency services in accordance with EMS Agency policies and protocols and state law and regulations, within the “Primary Service Area” described by the black boundary line on the map attached hereto as Exhibit A, until patient care is assumed by approved ALS transport personnel.

2. Provider shall participate in the San Luis Obispo County EMS system and comply with all applicable state and federal law and regulations, and local ordinances, policies and procedures, including participation in the EMS Agency’s continuous quality improvement (CQI) program.

3. Provider shall provide emergency medical service response on a continuous twenty-four hour per day basis.

4. Provider shall utilize and maintain telecommunications as specified by the EMS Agency. If at any time during the term of this Agreement, EMS Agency amends, revokes, or modifies its telecommunications policies or procedures, EMS Agency will notify Provider in writing at least 90 days before such change(s) are implemented. Upon notice of an amendment, revocation, or modification to EMS Agency’s telecommunications policies or procedures, Provider and EMS Agency agree to enter into a reasonable meet and confer process, if Provider believes the proposed changes to the telecommunications policies or procedures may adversely affect the Provider’s financial ability to comply with the policies and procedures. The EMS Agency will make the final determination on whether to implement any proposed changes taking into consideration any issues presented in the meet and confer process

5. Provider shall maintain a drug and solution inventory, and medical equipment and supplies, as approved by EMS Agency and in compliance with state law and regulations.

6. Provider shall ensure that all paramedics employed by Provider have a current paramedic license and active accreditation in San Luis Obispo County, and that they have and maintain all other certifications and training required by the EMS Agency policies and protocols.

7. Provider shall be responsible for assessing its paramedics’ current knowledge of local policies, procedures, and protocols, and for assessing its paramedics’ skills competency.

8. Provider shall ensure that, for every patient response, a Patient Care Report (PCR) is created, maintained, and distributed in accordance with EMS Agency policies and protocols. Provider shall provide PCRs upon request to the EMS Agency

9. Provider shall have an internal CQI program that has been approved by EMS Agency.

10. EMS Agency shall monitor Provider's performance of duties and obligations under this Agreement and enforce the provisions of the Agreement as necessary. EMS Agency shall notify Provider of and afford Provider an opportunity to respond to any concerns about Provider's performance of duties and obligations under this Agreement. The EMS Agency shall provide for system medical control and direction by the EMS Agency Medical Director. EMS Agency may immediately suspend or revoke this Agreement for any failure of Provider to comply with applicable policies, procedures, and regulations.

B. Term.

1. This Agreement shall be effective on the date (hereafter the "Effective Date") on which it is signed by the EMS Agency Medical Director and shall have an initial term of five years, unless terminated earlier pursuant to terms of this Agreement. At the end of the initial term, EMS Agency shall have the option and authority to extend the term of this Agreement for an additional five years. Upon expiration of the second term, this Agreement shall be automatically renewed on an annual basis unless and until the Agreement is terminated pursuant to paragraph B.2. herein.

2. This Agreement may be terminated at any time by either party, at its sole discretion, upon 30 days written notice to the other party. This Agreement may be terminated on less than 30 days notice by written mutual consent. EMS Agency is authorized to exercise the discretion to terminate this Agreement on behalf of the County.

C. Notices.

All notices required hereunder shall be in writing and served personally or by certified mail, return receipt requested, postage prepaid, at the addresses shown below:

Cambria CSD Fire Department
Attn: Fire Chief
P.O. Bx 65
Cambria, CA 93428

San Luis Obispo County EMS Agency
Attn: Administrator
2180 Johnson Ave., 2nd Floor
San Luis Obispo, CA 93401

D. Indemnification.

Provider shall bear all costs associated with its provision of services under this Agreement. The EMS Agency shall not be liable for any costs or expenses incurred by Provider as a result of this Agreement. Provider shall defend, indemnify, save, and hold harmless the County and its officers and employees from any and all claims, costs and liability for any damages or injury to persons or property, including without limitation all consequential damages, from any cause whatsoever arising, directly or indirectly from or connected with the operations or services of the Provider or its agents, servants, employees or officers, save and except claims

or litigation arising through the negligence or willful misconduct of the County or its officers or employees..

E. Independent Parties.

Nothing in this Agreement shall be construed to create a relationship of employer and employee, or principal agent, or partnership, or joint venture, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement.

F. Entire Agreement, Amendments, and Modifications.

This Agreement supersedes all previous agreements and constitutes the entire understanding of the parties. This Agreement may be amended or modified only by the mutual written consent of the parties. References in this Agreement to statutes, ordinances, laws, regulations, and policies mean and include those authorities as they presently exist and, as of and from the subsequent effective dates, amendments and successor provisions that may be adopted from time to time. No specific amendment to the Agreement is required to include or incorporate subsequent revisions to authorities cited or referred to herein.

G. Assignment and Subcontracting.

Because this Agreement is intended to secure the specialized services of Provider, Provider may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of EMS Agency. Any such assignment, transfer, delegation, or sublease without EMS Agency's prior written consent shall be null and void. This Agreement does not authorize Provider to offer or provide any medical transportation services.

H. Venue.

This Agreement shall be deemed to have been jointly drafted by the parties and shall be governed by and construed in accordance with the laws of the State of California. Most duties and obligations of the parties hereunder are performed in San Luis Obispo County. Both parties reserve the right to request a change of venue for any action or proceeding that may arise out of this Agreement.

///

///

IN WITNESS WHEREOF, County of San Luis Obispo and Provider have executed this Agreement on the day(s) and year hereinbelow set forth.

PROVIDER:

Cambria Community Services District

By: _____
NAME
TITLE

Date: _____

COUNTY OF SAN LUIS OBISPO

By: _____
Thomas Ronay, MD, FACEP
Medical Director, County EMS Agency

Date: _____

By: _____
Penny Borenstein, MD, MPH
County Health Officer

Date: _____

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.C.**

FROM: Jerry Gruber General Manager
Kathy Choate, District Clerk

Meeting Date: June 27, 2013

Subject: Cast Ballot for California Special Districts Association (CSDA) Board of Directors Election 2013, Region Four, Seat B

RECOMMENDATION:

It is recommended that the Board of Directors vote for one of the nominees for CSDA Board of Directors, Region Four, Seat B.

FISCAL IMPACT:

None.

DISCUSSION:

Five individuals have been nominated to fill the CSDA Board of Directors Election 2013, Region Four, Seat B. The term would expire in December 2017. The nominee(s) are as follows:

- Tim Ruiz, East Niles Community Services District
- Craig Baltimore, Los Osos Community Services District
- Robert Blair, Nipomo Community Services District
- Felma Hurdle, Oceano Community Services District
- Amanda Rice, Cambria Community Services District

Each independent special district may vote for one nominee. The completed ballot is to be returned to the CSDA office no later than Friday, August 2, 2013, 5:00 PM. A copy of the ballot is attached with information about the candidates who have submitted his/her candidate statement to CSDA.

Attachments: CSDA Mail Ballot Information

BOARD ACTION: Date _____ Approved: _____ Denied: _____

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



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2013 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat B. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 2, 2013**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2012 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csga.net with any questions.



REGION FOUR

●
*Seat B - term
ends 2017*

**CSDA BOARD OF DIRECTORS
ELECTION 2013**

*All Fields Must Be Completed for ballot to be counted.
(Please vote for only one.)*

- Tim Ruiz***
East Niles Community Services District
- Craig Baltimore**
Los Osos Community Services District
- Robert Blair**
Nipomo Community Services District
- Feima Hurdle**
Oceano Community Services District
- Amanda Rice**
Cambria Community Services District * incumbent

Signature: _____ Date: _____

Member District: _____

Must be received by 5pm, August 2, 2013. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

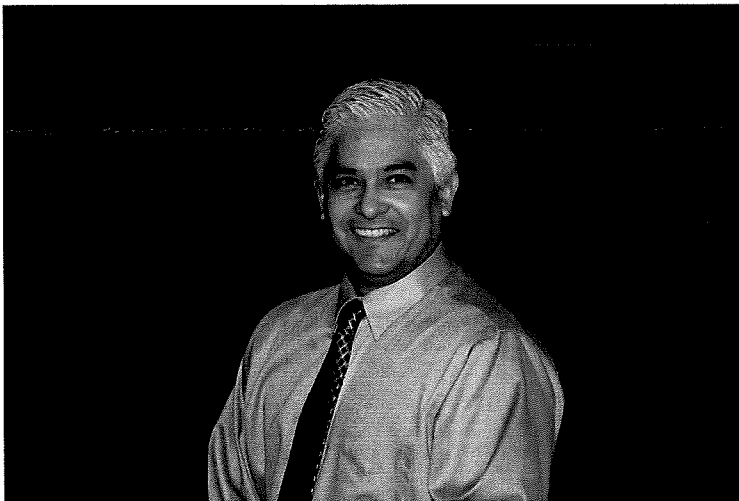
Tim Ruiz Campaign Statement for CSDA Board of Directors, Region 4

Hello, my name is Tim Ruiz, and I currently serve as CSDA Director for Region 4 and respectfully ask for your support and district board's vote for another term as director. I am also the General Manager for the East Niles Community Services District, having been in this position for ten years managing a public water and sewer system that serves about 7,600 connections in the unincorporated areas of east Bakersfield. My education includes a B.S. in Civil Engineering from Cal Poly San Luis Obispo. I am also a licensed civil engineer and certified Water Distribution and Water Treatment operator.

I have participated in other organizations such as serving as President of the American Society of Civil Engineers, South San Joaquin Branch; serving as a current member of the Urban Bakersfield Advisory Committee for Improvement District No. 4 of the Kern County Water Agency; and serving as a current member of the Cross Valley Canal Advisory Committee. During my time with CSDA, I have also served on the Fiscal and Audit committees overseeing CSDA's finances.

Prior to my current occupation, I was an engineering consultant working on various water and sewer infrastructure projects. This experience provided valuable insight to the needs of various special districts and an understanding of the challenges these districts encounter. I understand the issues facing special districts; particularly the concerns about having enough revenues to provide the service(s) to our constituents ranging from water and sewer service, to flood control and mosquito abatement. I am a believer in local government control, and with continuing education programs for boards and management of all special districts, I am confident that special districts will be important and viable for the future.

I thank you for the opportunity to serve another term as director and ask for your District's vote.



California Special Districts Association's (CSDA) Board of Directors
Region 4 (Seat B)
Candidate Statement – Craig Baltimore, PhD, SE
June 2013

My name is Craig Baltimore and I running to represent you as a Director on the CSDA Board. As a full professor at Cal Poly, in San Luis Obispo I have the time and flexibility required to commit to the Director position.

I have previous experience in leadership and policy making. Some of the experience includes

- Director on the Board of Directors for The Masonry Society. The Masonry Society develops international and national building codes for masonry structures.
- Member of the Technical Activity Committee (TAC) for The Masonry Society. The TAC is responsible for oversight of all documents The Masonry Society publishes.
- Chair of various committees within The Masonry Society.
- Leadership and membership of various committees and council within the University (e.g. Chair of Deans Leadership Council on Master Programs, Authored University procedures for Fairness Board)
- On the Cal Poly campus, I regularly work within diverse committees for the good of the University. Most recently I finished my tenure as Chair of the Fairness Board. The Fairness Board works under the Provost and it is an instrument for the students' voices to be heard.

Self governance is a cornerstone of the American system and I would work to preserve and enhance self governance of CSDs. An example of this work would include limiting (and trying to eliminate) unfunded mandates. In addition, policy can be made with a "one size fits all" mentality and such an approach is rarely the most effective. I work to maintain and develop policy that recognizes the varied characteristics the different regions.

I ask for your vote and support in the coming election.

Craig V. Baltimore, Ph.D., S.E.

Amanda C Rice

Candidate for CSDA Board

OVERVIEW: Cambria resident for 12 years. Served on local advisory council (advising our County Supervisor) before being elected to Cambria CSD. Regularly follow developing legislation and policies at the local, County and State levels. As a consultant for small businesses, my schedule is flexible enough to allow me to be available for service on the Board.

SKILL SET AND STRENGTHS:

Quick, agile learner
Articulate, Confident, Intelligent
Computer savvy, including data management
Strong Technical Writing skills

My philosophical take on leadership (What you can count on if you vote for me for the CSDA Board)

We will still need many of the qualities we seek now, like intelligence, focus, knowledge, initiative, loyalty, the ability to communicate and -- now more than ever -- optimism. But those qualities are not enough. We will need leaders at all levels who excel at:

- **Asking questions and listening**, rather than just knowing answers and telling people what to do.
- **Fostering innovation**, which means courageously taking risks
- **Steering**, which means defining results and parameters, prioritizing, marshalling resources and supporting those doing the work by busting barriers and defending their efforts.
- **Gathering and nurturing** networks of governments, businesses and nonprofits who collectively can deliver more public value with fewer tax dollars. Today, we can leverage even more networking potential through social media and civic entrepreneurship.
- **Influencing others** more than relying on positional authority to get things done.
- **Investing in change**, even when many lament that "we have no money."
- **Facilitating and mediating** the players in this emerging and messy post-bureaucratic world.

Contact: directorrice.ccsd@gmail.com
805-909-0814

Please call me if you want to know more about me.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.D.**

FROM: Jerry Gruber, General Manager

Meeting Date: June 27, 2013

Subject: Consider Adoption of Resolution 28-2013 for the Election of Directors to the Special District Risk Management Authority Board of Directors

RECOMMENDATIONS:

Adopt Resolution 28-2013 selecting candidates to serve as Directors on the Board of Directors for the Special District Risk Management Authority.

FISCAL IMPACT: None.

DISCUSSION:

The CCSD is a member of the Special District Risk Management Authority (SDRMA), participating in SDRMA's property, liability, and worker's compensation insurance programs.

SDRMA notified members in May 2013 of nominations for four (4) seats on the SDRMA's Board of Directors. The CCSD Board nominated Director Clift at its March 21, 2013, regular meeting, per Resolution 10-2013. Nominations were received by the May 3, 2013, deadline from seven (7) candidates.

SDRMA's Election Committee confirmed that all seven (7) candidates met the qualification requirements and submitted their nomination documents in accordance with SDRMA policy.

Attached are the Candidate Statements of Qualifications. The Board is asked to select up to four (4) candidates. The seven candidate statements are attached for your consideration. The candidates are: Muril Clift, Mike Scheafer, John Woolley, Timothy Unruh, Jean Bracy, Dennis Mayo, and David Aranda.

Signed resolution ballots must be received by SDRMA on or before 5:00 p.m., on Tuesday, August 27, 2013. The 4-year terms for newly elected SDRMA Directors will begin on January 1, 2014, and terminate on December 31, 2017.

Attachments: Resolution 28-2013
SDRMA Director Candidate Statements of Qualifications

BOARD ACTION: Date _____ Approved: _____ Denied: _____

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

28-2013
RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Cambria Community Services District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2012-05 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2012-05 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Cambria Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2013 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 27, 2013. Faxes or electronic transmissions are NOT acceptable.

- MURIL CLIFT (INCUMBENT) Director, Cambria Community Services District
MIKE SCHEAFER Director/Vice President, Costa Mesa Sanitary District
JOHN WOOLLEY Director/Finance Officer, Manila Community Services District
TIM UNRUH District Manager, Kern County Cemetery District No. 1
JEAN BRACY (INCUMBENT) Director of Administrative Services, Mojave Desert Air Quality Management District
DENNIS MAYO Director/President, McKinleyville Community Services District
DAVID ARANDA (INCUMBENT) General Manager, North of the River Municipal Water District

ADOPTED this ___ day of ___, 2013 by the Cambria Community Services District by the following roll call votes listed by name:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTEST: _____ APPROVED: _____



SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2013.

On May 7, 2013, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2012-05 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution and Ballot.

Enclosed is the Official Election Resolution and Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution and Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution and Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 27, 2013 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2014 and terminate on December 31, 2017.
6. Important balloting and election dates are:

August 27, 2013 - Deadline for members to return the signed Official Election Resolution and Ballot

August 29, 2013 - Ballots are opened and counted

August 30, 2013 - Election results are announced and candidates notified

September 18, 2013 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 29-30, 2013 - Newly elected Directors are invited to attend SDRMA Board meeting (Sacramento)

January 2014 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Financial Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Muril N. Clift		
District/Agency	Cambria Community Services District		
Work Address	PO Box 65 – 1316 Tamsen St., Cambria 93428		
Work Phone	805- 927-6223	Home Phone	805- 927-7124

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

It has been an honor and privilege to serve on SDRMA's Board of Directors for the past four years. During that time the Board, through prudent financial management has:

- Held rates stable in a serve recession.
- Instituted longevity bonuses for member loyalty
- Established programs to assist handling and preventing workers compensation claims through the Company Nurse Program and Safety Equipment Reimbursement Program
- Expanded training and professional development opportunities through financing the Targeted Solutions Program and Special Districts Leadership Foundation

I want to continue on the Board to support these programs and seek additional service opportunities to members while providing exceptional value in insurance access.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

My background includes a combination of a strong commitment to the concept of the Special District form of government and a 41 year career in the private personal and commercial insurance industry.

In addition to serving the past four years on the SDRMA Board, I currently serve as:

- Director, Cambria Community Services District
- Director, Special Districts Leadership Foundation
- Commissioner, San Luis Obispo County LAFCO
- Member, Special Districts Legislative Committee

I am totally committed to the Special District as the most direct form of local government.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Having served on the Boards of several different types of Special Districts – School District, Airport District, Multi Services District and Single Service Agency – gives me an understanding of the different problems faced by districts and the opportunities for SDRMA to provide assistance.

My 41 year career, now retired, in the private personal and commercial insurance industry provides an understanding of the liabilities Districts face and how SDRMA can meet our member's risk management and insurance needs.


What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA is incorporated in SDRMA's Mission Statement of "providing renewable, efficiently priced risk management services through a financially sound pool to CSDA member districts".

First, I see SDRMA's primary responsibility is to provide as much stability to risk financing as possible maintaining financial security of the risk pool.

Second, I see SDRMA expanding the risk management services through expanded training and professional development provided to its members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/15/2013

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Mike Scheafer
District/Agency Costa Mesa Sanitary District
Work Address 1551-B Baker St., Costa Mesa, CA 92626
Work Phone 714 435-0300 Home Phone 714 549-4961

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an insurance professional for over 40 years I have become acutely aware of the need for strong risk management practices and procedures. I work hard to not only manage my own risk, but those of my customers and my Special District. I have a desire to share my skill and expertise with the various Districts in California.

I believe the increasing stress and challenges in risk management for Special Districts need a knowledgeable, committed professional like myself.

My professional life has given me an opportunity to serve various "communities" in a number of ways. Serving on the SDRMA Board is another opportunity to serve, one in which I would be honored to do.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have served as a Board Member for a number of non-profit and civic groups and agencies. In almost every experience I have been chosen as Chair or President for those groups. I believe this is a demonstration of my leadership skills. I have received a number of awards for that service.

I founded 2 non-profit organizations dedicated to serving my community. I currently serve on 2 CSDA committees. I am a former City Councilmember for the City of Costa Mesa, former Parks and Recreation Commissioner, and previously served as a CMSD Director.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I am a recognized leader and educator in the insurance industry with several awards for my experience in insurance awareness and risk avoidance. I hold a Community College teaching credential in Insurance Education.

State Farm Insurance appointed me at the Legislative Advisor to Assemblywoman Marilyn Brewer. I continue to work as an insurance advisor for State and Federal organizations in legislative affairs and issues.

As a past international officer for Lions Clubs International, I am often consulted on insurance or risk management issues for local Lions Clubs.

I continue to be the "go to guy" for risk management advice for various local and state groups.

What is your overall vision for SDRMA? (Response Required)

Special Districts are faced with many challenges in today's environment, risk management being one of them. There is a definite need for comprehensive plans for reducing risks, which ultimately provided cost benefits to the Districts. My vision for SDRMA is to advise and help implement the types of plans that allow Districts success. At the same time SDRMA needs to provide comprehensive, low cost coverages to protect Districts from the unforeseen circumstances that will happen. SDRMA continues to provide those benefits. I would look forward to being a part of the process of protection for Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/15/13

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate John Woolley

District/Agency Manila Community Services District

Work Address 147 Melvin Lane Arcata, CA 95521

Work Phone 707.498.1371

Home Phone 707.443.6889

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I was fortunate to be part of the beginnings of SDRMA when it was created in the latter part of the 1980's, then under the name Special District Insurance Agency. From there the focus changed, from not just providing basic insurance, but recognized risk management is the essential service and purpose for the existence of the entity, and therefore, so did the name change to SDRMA. From these experiences on the Board of Directors, I personally grew and became an advocate for its abilities and services. Now retired, but still engaged in community volunteer service, I remain attracted to the work of SDRMA and find the possibility to serve on the Board to be an exciting opportunity, and a position I am sure will be personally fulfilling. The SDRMA Management and Board Team have been providing excellent leadership, maintaining the stability and member services necessary for SDRMA to be successful, and it would be an honor to serve with them.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have had over 30 years experience in various public service positions. Besides serving my community service district for 16 years, I was elected to the Humboldt County Board of Supervisors in 1996, serving 3 terms before stepping down to take a position as Field Representative for Assemblymember Wesley Chesbro, retiring in 2012. During my time on the Board of Supervisors, I was active in creating joint powers authorities, providing vital services in waste management, energy conservation, and other fields, where I was able to bring their risk management needs to SDRMA. I am familiar with the communities of our northwest counties, i.e. Humboldt, Del Norte, and Trinity from my experiences with both the Board of Supervisors and the State Assembly. Currently, besides serving on the Manila CSD, I am Board member of our local county wide economic development organization, Redwood Region Economic Development Commission, also a SDRMA member; a member of the Humboldt State University President's Advisory Board, and Board President of the North Coast Cooperative.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

From my previous experiences with SDRMA, I have a good understanding of the organization's policies and procedures that provide a systematic ability to offer excellent coverages and risk management services. From my overall experience in public board service, I am knowledgeable of the understanding required to set policy, review and understand budgets, develop and follow appropriate personnel policies, and other legal Board requirements. I have had a good deal of experience in making presentations. I have good knowledge of the legislative process and can assist in guiding efforts to achieve legislative goals beneficial to SDRMA and its members.

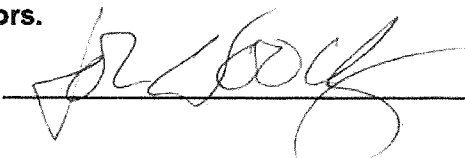
What is your overall vision for SDRMA? (Response Required)

Clearly SDRMA has been successful over the years in providing risk management services, attracting and retaining members, providing stable rates, while practicing in a collaborative ability among the Board and Management Team members. It is important to all of SDRMA that these same successes be part of its future endeavors.

At the same time, SDRMA must be mindful of the changes in the risk management world and create responsive business plans that will continue and enhance upon the existing level of services. To do so, SDRMA Board members must remain in good communication with its members; reflecting their concerns and interests, and representing SDRMA wherever possible in their communities. When the Board is considering changes or new level of services, it must remain diligent to protecting its members assets.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/23/13

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy W. Unruh
 District/Agency Kern County Cemetery District No. 1
 Work Address 18662 Santa Fe Way/ P O Box 354, Shafter, CA 93263
 Work Phone (661) 746-3921 Home Phone (661) 332-3252

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

This is an opportunity to give back to the members of SDRMA; I am especially interested in keeping a small district influence on the board. It is important to maintain a balanced perspective for the decisions that impact all the members of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have been the District Manager for the Kern County Cemetery District for 26 years. I have had various and extensive Board experience as follows:

Locally:

Kern County Special District Association - worked for LAFCo representation for special districts; Kern County Association of Public Cemeteries; 10 years on local school board and various community boards.

State:

California Special Districts Association-currently on Legislation Committee and 3 years as a Director, one year as Legislation Committee Chair. While on CSDA I met with SDRMA in various joint meetings in an effort to help both organizations in their work together. California Association of Public Cemeteries-on board 10 years, past president and currently as legislation committee chair.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

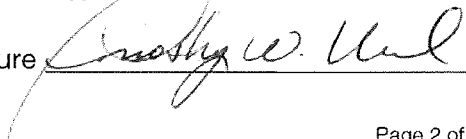
**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Those that know me, know that I am a people person and will work to make my involvement the best that I can. I have an interest in legislation and currently am on on CSDA Legislation Committee and have been a past chairman of the CSDA Legislation Committee. I have been working on various committees for 30 years and understand that it is important to listen to the needs of the committee and the members.

What is your overall vision for SDRMA? (Response Required)

SDRMA has shown a great concern for the special districts in California in their commitment to meeting their insurance needs. This is done by being involved and listening to members. I wish to expand that basic concept by continuing to create education opportunities and create a tool box that districts can use to reduce claims and keep employees safe.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature 

Date 4-22-2013

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors for nearly four years. During this term, the Board has adopted many important programs and policies aimed to provide members cost effective coverage and to support every member's effort to develop safe working environments. During my tenure, the Board voted each year to hold rates flat for the property/liability program; established a multiple-policy discount (5%) for each member who belongs to both the property/liability and the workers compensation programs; created the longevity distribution which shares investment earnings with members who continue with SDRMA programs; established the loss prevention allowance funds which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA interactive website; strengthened support to California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF); provided FREE online training through Target Solutions; and contracted with Company Nurse to provide FREE screening services for work-related injury cases.

I have worked closely with SDRMA for 13 years. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am currently serving my second term on the Board of Directors for the Special District Leadership Foundation (SDLF), representing the SDRMA. As a member of this Board I have been part of the renewal and expansion of the SDLF programs, including the premier program, District of Distinction, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the newly created District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____

Jan Brady

Date February 12, 2013

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Dennis Mayo

District/Agency McKinleyville Community Services District

Work Address 1656 Sutter Road, McKinleyville, CA
95519

Work Phone (707) 839-3251 Home Phone (707) 832-9334

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

SDRMA on a nuts and bolts level is the single most important Board for Special Districts. Serving ones District is a special trust given by the local electorate. Being elected by ones peer's to serve in the betterment of all Special Districts honors those constituents and allows me to be the voice of my District. I am dedicated to public service and feel my work ethics and experience will be a valuable asset to SDRMA, my District and all our Special Districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Currently I am the Board President of McKinleyville Community Services District; Director of Open Beach and Trails; ACWA Region 1 Board Member; JPIA/ACWA Employee Benefit Committee member; Director of membership Moose Lodge No. 208; Legislative analyst for California Commercial Beach Fisherman Association; North Coast Representative for the Blue Ribbon Coalition. Formerly a Humboldt County Planning Commissioner; Vice President McKinleyville Rodeo Association; Lake Earl Grange member; Member of the California State Grange Consumer Committee; Humboldt Bay Harbor District Strategic Plan; Humboldt Bay Municipal Water District Strategic Plan. Member of the Arcata Fire Protection District Fund Coordinator and other Boards and Commissions over the past (40) forty years.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**


I have a Life and Casualty Insurance experience and worked in the field in my earlier years. I have extensive experience with group dynamic's and the interplay of Workman's Compensation. I have worked on Legislative issues and developed specific language for successful State and Federal Legislation and have negotiated many successful employee contracts. From groups as small as a Rodeo Committee to a twenty million dollar Water District, dotting the "I's" and crossing the "T's" on insurance issues means the difference between success and failure. I have a unique talent working with diverse groups and getting to the heart of an issue.

What is your overall vision for SDRMA? (Response Required)

California is in financial crisis. There are local, regional and national pressures that make stewarding the public trust seem almost a nightmare. SDRMA is planted deeply and perhaps unfairly in the middle of that crucible. It is often said that we must think outside the box for creating solutions. The truth is we must think both outside and inside the box to provide the best service for Special Districts in our Districts and our State. It is my hope to bring a powerful and creative energy to this Board and leave no stone unturned to make SDRMA the best it can be.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

5.2.13

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Experience and "thinking outside the box".

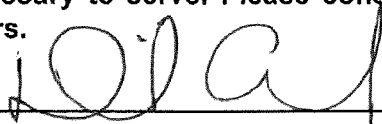
What is your overall vision for SDRMA? (Response Required)

To see the Following:

1. Claims reduced to an unbelievable low number due to education, safety practices, and an overall safety culture promoted by SDRMA and practiced by all Districts.
2. Premium payments reduced by 50% by 2020 due to sound investment and low claims.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-22-13