



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Board of Directors	1:00 PM Thursday, March 21, 2024	Cambria Veterans' Memorial Hall 1000 Main Street, Cambria, CA 93428

## **AGENDA**

### **Regular Board of Directors Meeting**

**Thursday, March 21, 2024 1:00 PM**

**In person at:**

**Cambria Veterans' Memorial Hall**

**1000 Main Street, Cambria, CA 93428 AND via Zoom at:**

**Please click the link to join the webinar: [HERE](#)**

**Webinar ID: 821 5434 1356**

**Passcode: 150418**

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

#### **1. OPENING**

**1.A Call to Order**

**1.B Pledge of Allegiance**

**1.C Establishment of Quorum**

**1.D Report from Closed Session**

**1.E President's Report**

**1.F Agenda Review**

#### **2. BOARD MEMBER COMMUNICATIONS**

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

#### **3. PUBLIC SAFETY**

**3.A Sheriff's Department Report**

**3.B CCSD Fire Chief's Report**

#### **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. Future agenda items can be suggested at this time. 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.

#### **5. MANAGER REPORTS**

**5.A General Manager's Report**

**5.B Facilities & Resources Manager's Report**

**5.C Finance Manager's Report**

**5.D Utilities Report**

#### **6. 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.

**6.A Consideration to Adopt the February 2024 Expenditure Report**

**6.B Consideration to Adopt the February 8, 2024 and February 15, 2024 Regular Meeting Minutes and February 14, 2024 and February 26, 2024 Special Meeting Minutes**

**6.C Consideration to Postpone the General Manager's Performance Evaluation to a Date Certain**

#### **7. REGULAR BUSINESS**

**7.A Discussion and Consideration of Adoption of Resolution 03-2024 Adopting a Records Retention Schedule and Authorizing the Destruction of Certain Agency Records and Rescinding Resolution 6-2000**

**7.B Discussion and Consideration to Approve the Capital Improvement Project (CIP) List Format**

**7.C Discussion and Consideration of Adoption of Policy 1045 Legal Counsel and Auditor Policy**

**7.D Discussion and Consideration of Approval of an Agreement for Contractor Services to Replace the San Simeon Well 3 (SS3) Pump**

**7.E Discussion and Consideration of Approval of a Consultant Services Agreement with TruePani, Inc. to Develop a Water Service Line Materials Inventory and Assistance with Lead Service Line Reporting Requirements**

#### **8. FUTURE AGENDA ITEM(S)**

This is an opportunity to request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct the General Manager to place a matter of business on a future agenda by majority vote

#### **9. ADJOURN**

CAMBRIA Community Services District

Friday, March 1, 2024

Time Period: (Month)	Feb 1 – Feb 29, 2024	Avila	Cayucos	Cambria	Los Osos	San Simeon
Calls For Service:	208			44		
CFS: Last Year	245			46		
<b>Assault/Battery:</b>						
CFS	1					
<b>Disturbance:</b>						
CFS	9					
<b>Burglary:</b>						
CFS	1					
<b>Theft:</b>						
CFS	3					
<b>Vandalism</b>						
CFS	1					
<b>Mail Theft:</b>						
CFS	3					
<b>Phone Scam:</b>						
CFS	0					
<b>Suspicious Circs:</b>						
CFS	12					
<b>Enforcement Stops:</b>						
CFS	17					
<b>Preventative Patrol Activity:</b>						
CFS	15					

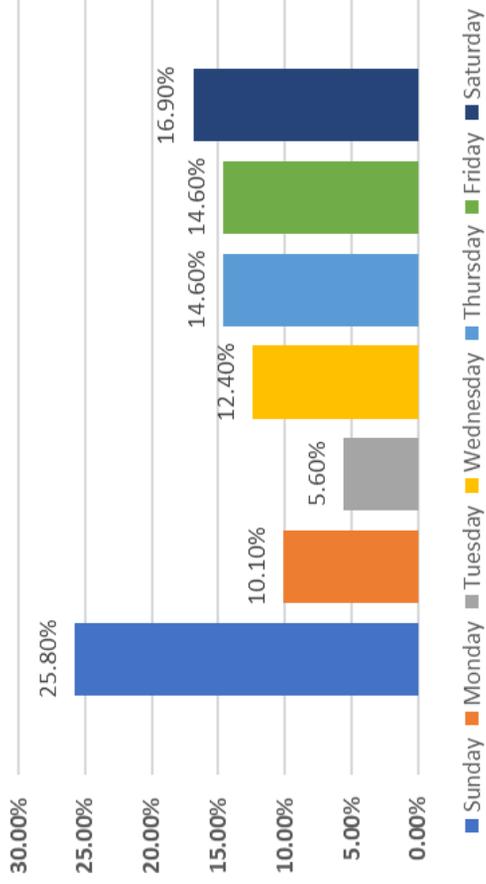
**Notable:**



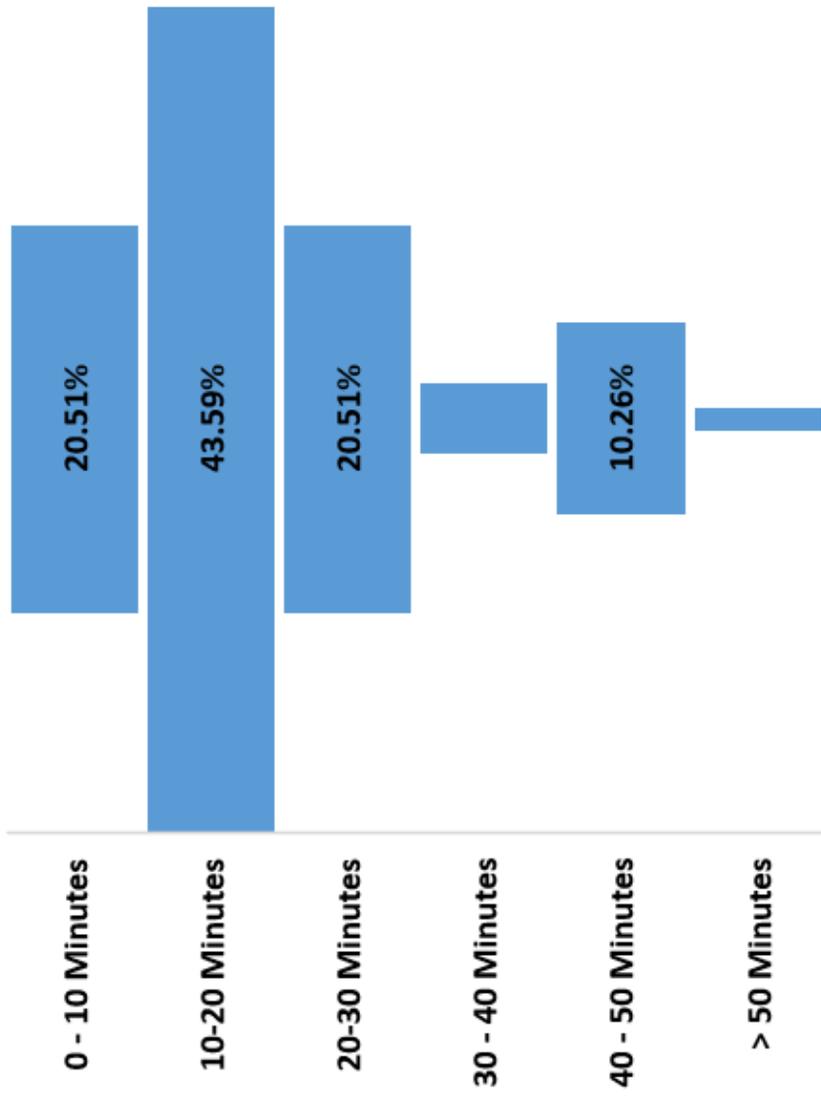
# Cambria Fire Department Fire Chief's Report

February 2024

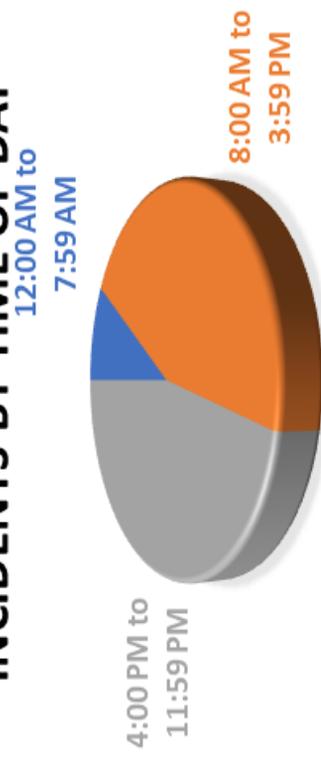
## INCIDENTS BY DAY OF WEEK



## INCIDENTS BY TIME COMMITMENT



## INCIDENTS BY TIME OF DAY



Categories	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total
NFIRS Series 1: Fire	2	0											2
Structure Fire	2	0											2
Vehicle Fire	0	0											0
Vegetation Fire	0	0											0
Fire (other)	0	0											0
NFIRS Series 2: Overpressure/Explosion	0	0											0
NFIRS Series 3: Rescue & EMS	41	41											82
Motor Vehicle Accident	0	2											2
Ocean/Water Rescue	0	0											0
Cliff Rescue	0	0											0
NFIRS Series 4: Hazardous Condition	3	9											12
Spills	0	0											0
Gas Leaks	0	1											1
Electrical Problems	2	8											10
Hazards (other)	1	0											1
NFIRS Series 5: Service Call	15	14											29
Water Leak	0	0											0
Smoke/Odor Problem	0	0											0
Animal Problem	0	0											0
Public Service Assist	12	12											24
Assist Invalids	3	2											5
NFIRS Series 6: Good Intent Call	13	12											25
NFIRS Series 7: False Alarm	4	2											6
NFIRS Series 8: Severe Weather/Disaster	0	10											10
NFIRS Series 9: Special Incident Type	0												0
<b>Response Totals</b>	<b>78</b>	<b>88</b>	<b>0</b>	<b>166</b>									

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: Matthew McElhenie, General Manager

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Meeting Date: March 21, 2024

Subject: General Manager's Report

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The District continues to provide water, wastewater collection and treatment, emergency response, facilities, and administrative services. In addition to the daily operations of the District, the following is an update on some of our ongoing projects and activities:

On Wednesday, March 27, 2024, from 8:30 a.m. to 7:00 p.m., General Manager Matthew McElhenie will be working out of the Cambria Veterans' Memorial Hall and would love to meet you and hear your thoughts on everything, Cambria. Additionally, President Gray will be attending from 1 PM until 2 PM if any community members would like to drop by. Coffee and snacks will be provided, as well as the ability to engage in dialogue about everything in Cambria.

## **Facilities & Resources Department**

### **Winter Storm Preparation**

Cambria residents can fill up sandbags at the Cambria Dog Park parking lot at 2021 Rodeo Grounds Road and Lampton Park at the corner of Lampton and Windsor. Bring your sandbags and a shovel. Tractors are not allowed to take sand from the District's sand locations. Sandbags are available at most local hardware stores but not at the Cambria Fire Department. For additional information about emergency preparedness in Cambria, click [here](#).

## **Cambria Fire Department**

### **Meet Fire Chief**

On Wednesday, March 27, 2024, from 9:00 a.m. to 12:00 p.m., Fire Chief Michael Burkey will be working out of the Cambria Veterans' Memorial Hall and would love to meet you and hear your thoughts on anything related to the Cambria Fire Department.

### **Homeowner's Insurance Public Service Announcement**

As many of you are aware, and some of you are undoubtedly experiencing, we're in the middle of a very challenging homeowner's insurance environment. On behalf of CCSD and the Fire Safe Focus Group, we want to help and provide information and resources that we hope will be useful and actionable regardless of your circumstances.

The four situations listed on our [website](#) that you may find yourselves in are not designed to be exhaustive and cover every single circumstance, and the information and resources provided for each are not meant to be exhaustive as well. We've tried to provide you with the best, most informative content that we feel will address most of everyone's concerns and needs in as direct a way as we can with the given links.

This content will continue to live and breathe as we navigate these difficult times and will be updated with relevant new information as we identify it. We will make it a topic of monthly discussion and review at the Fire Safe Focus Group meeting. We very much hope you will find this information meaningful.

Additionally, the National Fire Protection Association acknowledges that Cambria has successfully completed the Firewise USA program's annual requirements for 2023 and is a participating site in good standing throughout the 2024 calendar year. The National Firewise USA Program Certificate of Recognition can be downloaded [here](#).

## **2024 Fire Hazard Fuel Reduction Program**

Each year, the Fire Department conducts a [Fire Hazard Fuel Reduction Program \(FHFRP\)](#) to abate vegetation and hazardous wildland fire fuels. The FHFRP is carried out pursuant to the authority contained in Government Code Sections 61100(d) and (t) and Health and Safety Code Sections 14875 et seq. and is initiated by the Board's adoption of a resolution declaring the vegetation and hazardous wildland fire fuels on the identified properties to be a public nuisance. In this respect, it should be noted that the definition of "weeds" in Health and Safety Code Section 14875 includes "Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard." This annual requirement is an effort to reduce the fire hazard caused by the accumulation of combustible materials on vacant parcels. Keep in mind that the forest helps define Cambria, and it is important that we reduce the fire hazard without destroying its ability to regenerate. **Make every effort to protect seedlings, young native trees, ferns, and bushes by marking them prior to cutting. Property owners are required to clear all combustible vegetation and/or debris from their property by the deadline of July 15, 2024.**

### **Guidelines**

The following are guidelines to help you comply:

- Remove combustible construction materials and trash from the property.
- Trim weeds and annual grasses to 4 inches in height. Avoid exposing bare soil or creating a situation that would encourage erosion.
- All downed trees and rounds or dead limbs within 30 feet of any structure must be removed. Tree stumps fallen over shall be cut and retain no more than six feet of the log within this 30-foot zone.
- All downed trees beyond 30 feet from any structure 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.
- All standing dead trees that pose a safety risk to improved property and/or infrastructure shall be removed.
- Remove ladder vegetation from under trees and shrubs, maintaining 6 feet of vertical clearance for trees greater than 20 feet in height.
- All Poison Oak, Scotch/Irish/French or other broom-type plants, Pampas grass, Jubata grass, and (Crocoshia) also known as Fire Weed, shall be removed. Isolated specimens may be left with greater than ten (10) feet separation, and all dead material removed.

The owner of record of the property at the time of notification is responsible for the clearance of the parcel. Property owners having clearance done by local contractors will need to work closely with their contractor to ensure your parcel gets inspected by the CCSD Fire Department. Those parcels not in compliance by the July 15, 2024, deadline will be placed on a list to be abated by the CCSD's contractor. The cost for abatement for each parcel includes the contractor's charge for services, plus a \$100.00 administrative charge if paid within 90 days of receiving a bill or a \$200.00 administrative charge if paid later. The CCSD is not responsible for the contractor's charges.

### **Upcoming Board Meetings for the 2024 Fire Hazard Fuel Reduction Program**

On **April 11, 2024**, the Cambria Community Services District ("CCSD") Board of Directors will consider approval of a resolution declaring that noxious, dangerous, seasonal, and/or recurring weeds were growing upon or in front of your property and, more particularly described in said Resolution and that the same constitute a public nuisance which must be abated by the removal of said noxious, dangerous, seasonal and/or recurring weeds; otherwise, they will be removed and the nuisance abated by the CCSD Fire Department authorities, in which case the cost of such removal shall be assessed upon the lots and lands from which or in front of which such weeds are removed and such cost will constitute a lien upon such lots or lands until paid. Reference is hereby made to said Resolution for further particulars.

On **May 9, 2024**, the Cambria Community Services District (“CCSD”) Board of Directors will award the Fire Hazard Fuel Reduction Program Agreement to the selected contractor.

On **July 25, 2024**, the Cambria Community Services District (“CCSD”) Board of Directors will hold a Public Hearing ordering the abatement of Public Nuisance for the Fire Hazard Fuel Reduction Program.

**Contractors**

The Cambria CSD and the Cambria Fire Department do not endorse any specific contractor or agency, are not responsible for the work performed or the fees charged by these contractors, and assume no responsibility or liability for both satisfactory and/or non-satisfactory work conducted by these contractors. Below is a list of contractors provided to the property owners of Cambria as a public service for their convenience.

The Cambria CSD Fire Department will inspect your parcel(s) to ensure compliance with the FHFRP ordinance. Parcels not cleared by the deadline will be placed on the CCSD contract list, and all associated costs and fees will be billed directly to you.

<b>Contractor Name</b>	<b>Phone Number</b>
<b>Gregorio Avila</b>	(805) 674-3003
<b>Javier Casteneda</b>	(805) 927-5124
<b>Mike Rice</b>	(805) 927-3310
<b>Roger Salas</b>	(805) 909-2293
<b>Jon Sigurdson</b>	(805) 223-5430
<b>Paradise Tree Service</b>	(805) 472-3967

## **2024 Fire Hazard Fuel Reduction Program Schedule**

<b>2024 FIRE HAZARD FUEL REDUCTION PROGRAM SCHEDULE</b>	
<b>Date</b>	<b>Item</b>
<b>4/11/2024</b>	Declare a Public Nuisance for the Annual Fire Hazard Fuel Reduction Program and direct staff to proceed with issuing a Request for Proposal (“RFP”) to contractors to abate and remove the nuisance fuels and vegetation.
<b>4/12/2024</b>	First Notice to Destroy Weeds sent to property owners whose properties require abatement, which includes a list of local licensed contractors who can perform weed abatement services. Parcel abatement starts.
<b>5/2/2024</b>	Fire Hazard Fuel Reduction Program Request for Proposal (“RFP”) deadline.
<b>5/9/2024</b>	Award Fire Hazard Fuel Reduction Program Agreement to selected contractor.
<b>6/12/2024</b>	Second Notice to Destroy Weeds sent to property owners whose properties require abatement, which includes a list of local licensed contractors who can perform weed abatement services.
<b>6/13/2024</b>	Public Hearing to confirm the 2023 CCSD Fire Hazard Fuel Reduction Itemized Cost Report. After the itemized cost report has been confirmed, the resolution will be submitted to the County. The amounts will be included and collected on each respective property owner’s property tax bill per the provisions of the Health and Safety Code.
<b>7/15/2024</b>	Deadline to abate and remove the hazardous fuels and vegetation for properties requiring abatement.
<b>7/16/2024</b>	Cambria Fire Department final inspections of properties requiring abatement. Parcels that did not pass inspection on 7/16/2024 will be placed on the Contract Abatement List.
<b>7/19/2024</b>	CCSD Contract Abatement List is completed.
<b>7/25/2024</b>	CCSD Public Hearing ordering abatement of Public Nuisance for the Fire Hazard Fuel Reduction Program.
<b>7/26/2024</b>	CCSD contractors start clearing parcels that were placed on the Contract Abatement List.
<b>8/26/2024</b>	CCSD contractor deadline to clear parcels that were placed on the Contract Abatement List.
<b>8/27/2024</b>	Cambria Fire Department final inspections.
<b>12/15/2024</b>	First Invoice sent to customer + Administrative Charge
<b>2/15/2025</b>	Second Invoice sent to customer + Administrative Charge

### **Join Mailing List to Receive Updates from the Cambria CSD Fire Department**

To receive updates from the Cambria CSD Fire Department on the 2024 Fire Hazard Fuel Reduction Program (FHFRRP) or any Fire Department-related news, click the "join our mailing list" icon at the bottom of any page and subscribe to Cambria CSD Fire Department News & Updates and follow the Cambria CSD Fire Department on [Instagram](#) and [Facebook](#).

## Administration & Finance Departments

### Administration Office Hours

The Cambria Community Services District Administration Office is open Monday - Thursday and every other Friday from 10:00 a.m. to 4:00 p.m. or by appointment. The Administration Office is closed for lunch daily from 12:00 p.m. - 1:00 p.m. If you have questions or need to schedule an appointment, please contact the Administration Office at 805-927-6223.

### Public Record Requests and Responses

The Cambria Community Services District has received four Public Record Requests since February 9, 2024.

Date	Name	Public Record Request	District Response Date	District Response
2/23/2024	Chris Sauritch	Can you please send me a copy of your current solid waste, recycling and organics rates for both residential and commercial customers?	2/23/2024	The CCSD does not charge for solid waste. You would need to contact San Luis Obispo Integrated Waste Management Authority, which is Cambria's trash provider. They can be reached at <a href="https://www.iwma.com/">https://www.iwma.com/</a> or (805) 782-8530.
3/6/2024	Dennis Dudzik	According to the December 2017 Buildout Reduction Program Report (Attached), "The voluntary merger program has proven to be quite successful; between 2007 and June 2016 there were 298 merger transactions reported, resulting in 327 fewer parcels for development." Could you please help me find or prepare an update to this 2017 number? I'm happy to do the legwork if it is not already being tracked.		
3/11/2024	Christoper Evans	My name is Christopher Evans and I work for Partner Engineering and Science, a national Real Estate Due Diligence Firm. We are preparing a Phase 1 Environmental Site Assessment (ESA) for the below-named development for a financial services client. In accordance with rules and regulations of conventional Freedom of Information Act provisions, we are requesting the following information to include in our report: Address: 589 Main Street, Cambria CA 93428 APNs: 022-072-031, 022-072-037 1. Copy of any available building records and/or certificate of occupancies issued to the property 2. Copy of any documents associated with current/former Underground storage tanks and/or generation / storage-handling of hazardous materials 3. Copy of any inspections / inspection reports associated with the property 4. Record of open / outstanding code violations from building department and/or code enforcement department 5. Record of open/outstanding fire code violations from fire department 6. Zoning information / zoning violations Thank you for your assistance.		
3/12/2024	Laura Sanders	I am looking for the applicable building code for construction of premises built in 1975.		

**BOARD OF DIRECTORS MEETING –MARCH 21, 2024**

**FINANCE MANAGER’S REPORT**

**EXPENDITURE REPORT FOR THE MONTH OF FEBRUARY 2024**

The Expenditure Report for February 2024 is being submitted to the CCSD Board of Directors in today’s meeting (see Agenda Item 6.A.). The report includes a detailed listing and monthly sub-total for each Accounts Payable Vendor and a summary of each department’s monthly expenditures.

**CCSD DIRECTOR MEETINGS & COMPENSATION FOR THE MONTH OF FEBRUARY 2024**

CCSD Directors may receive compensation of \$100 for each meeting attended, up to a maximum compensation of \$600 each month, per the CCSD Board Bylaws. The table below shows the meeting month being compensated for, the number of meetings attended for the month of compensation, and the total compensation paid in January for each CCSD Director.

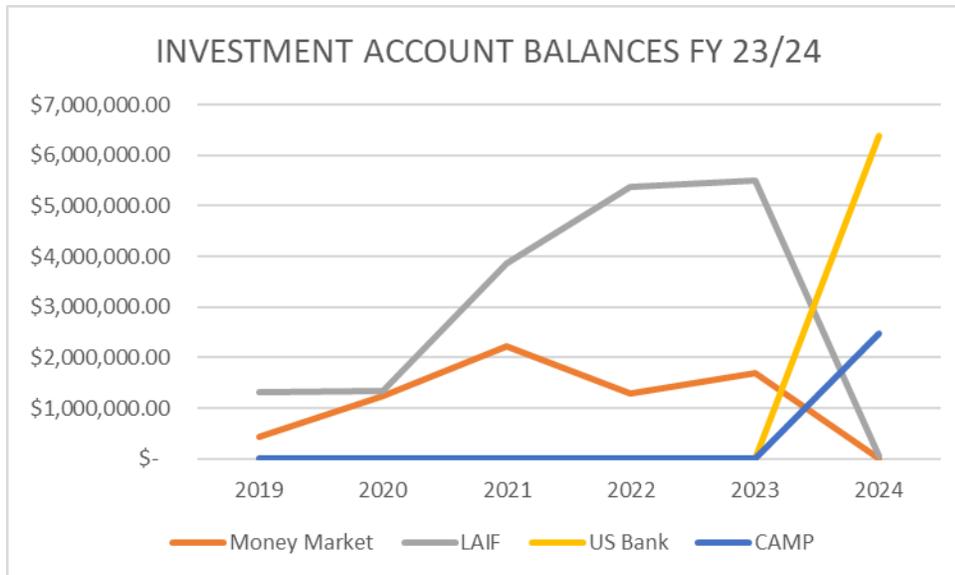
Director Name	Meeting Month	Number of Compensated Meetings	Amt Per Meeting	Total
Farmer, Harry			\$ 100.00	\$ -
Thomas, Michael	JAN	4	\$ 100.00	\$ 400.00
Scott, Debra	DEC/JAN	3	\$ 100.00	\$ 300.00
Dean, Karen			\$ 100.00	\$ -
Gray, Tom			\$ 100.00	\$ -
Total		7		\$ 700.00

**AVAILABLE CASH BALANCES AS OF FEBRUARY 29, 2024**

The total available cash is listed as follows:

Account Type - Operating	Balance
Main Checking	\$ 755,892.34
Total	\$ 755,892.34
Account Type - Investments	Balance
Money Market	\$ 4,425.91
Local Agency Investment Fund (LAIF)	\$ 59,025.17
CAMP	\$ 2,482,938.95
US Bank - Investment Fund	\$ 6,379,874.47
Total	\$ 8,926,264.50

Available cash is the balance in the Main Checking Account and the Investment Funds. As of February 29, 2024, the total available cash was \$9,682,156.84.



The total available cash in all restricted accounts is listed as follows:

Account Type (Restricted)	Balance
The Bank of New York Mellon	\$ 8,816,234
Payroll	\$ 86,048.37
Veterans Hall	\$ 8,389.01
Health Reimbursement Account (HRA)	\$ 58,149.30
Total	\$ 8,968,820.68

Currently, the CCSD has adequate resources to meet its cash commitments. Staff will continue to be frugal in purchases, postpone non-critical purchases, and carefully monitor their respective budget(s).

In late January 2021, CCSD facilities and equipment were damaged by significant rain and windstorm activity. The staff has continued working with the County of San Luis Obispo Office of Emergency Services and the State-CALOES to recover eligible costs. The State-CALOES staff met with CCSD staff and toured the damaged sites in early December 2021. The staff is working with State-CALOES on cost recovery efforts, and damage assessment reports are routed through the State-CALOES approval process.

To date, State-CALOES has approved the following projects for reimbursement:

Fund	Department	Description	Amount	75%	10%	Total
				OES Reimb	Admin	
GF	F&R	Rodeo Grounds Entrance Gate	5,705.00	4,278.75	427.88	4,706.63
GF	F&R	Santa Rosa Creek Trail	6,957.00	5,217.75	521.78	5,739.53
GF	F&R	Building, Shed, Fence	51,704.00	38,778.00	3,877.80	42,655.80
GF	Fire	Fencing Around Station	3,725.00	2,793.75	279.38	3,073.13
		Total	68,091.00	51,068.25	5,106.83	56,175.08

San Luis Obispo County has been included in the Major Disaster Declaration, FEMA-4699, for the March 2023 storms. District staff meets with FEMA weekly to submit projects for reimbursement regarding the March 2023 storm damage.

### **LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)**

The federal Low Income Household Water Assistance Program (LIHWAP) provides financial assistance to low-income Californians to help manage their residential water utility costs. LIHWAP is a federally funded program that offers a one-time payment to assist residential customers with past-due water or wastewater bills. This program helps pay overdue bills that have accrued during any timeframe. There is no date restriction for when the overdue amount occurred. If you have trouble paying your water bill, we encourage you to apply for this program. For more information about this program and a link to the LIHWAP website, please visit:

<https://www.cambriacsd.org/low-income-household-water-assistance-program>

### **AUDIT**

The auditors are finalizing the audit report which will be brought before the Finance Committee meeting on March 26, 2024. The report will then be presented to the Board during the April 18<sup>th</sup> meeting.

The following is the Bank of New York Mellon account activity for the SST projects.

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**Fund: 12 - WASTEWATER FUND**

**Revenue**

	Current Total Budget	Fiscal Activity	Prior Year Activity	Total Project Activity to Date	Variance Favorable (Unfavorable)
12-43980-12	12,100,000	1,442,010	1,841,756	3,283,766	8,816,234
LOAN PROCEEDS - WW COP 2022A BONDS					
<b>Expense</b>					
12-61701-12	3,791,224	473,177	610,006	1,083,183	2,708,041
CAP ASSET - WW ECM 1 FLOW EQUAL IMPV					
12-61702-12	46,512	20,238	26,224	46,462	50
CAP ASSET - WW ECM 2 INFLUENT LIFT STN IMPV					
12-61703-12	2,419,093	399,951	371,214	771,165	1,647,928
CAP ASSET - WW ECM 3 MLW AERATION BASIN UPGRD					
12-61704-12	603,329	122,518	107,143	229,661	373,668
CAP ASSET - WW ECM 4 BLOWER REPLACEMENT					
12-61705-12	1,290,972	325,971	230,389	556,360	734,612
CAP ASSET - WW ECM 5 RAS & WAS IMPV					
12-61706-12	554,687	28,879	100,139	129,018	425,669
CAP ASSET - WW ECM 7 ELECTRICAL IMPV SERVICE PANEL					
12-61707-12	925,404	35,153	153,675	188,828	736,576
CAP ASSET - WW ECM 8 GENERATOR REPLACEMENT					
12-61708-12	1,148,557	38,991	185,587	224,578	923,979
CAP ASSET - WW ECM 9 SCADA SYSTEM UPGRADE					
12-61709-12	1,320,222	-	54,511	54,511	1,265,711
CAP ASSET - WW ECM 12 IMPV TO WW LIFT STATIONS					

<b>Expense Total:</b>	<b>12,100,000</b>	<b>1,444,878</b>	<b>1,838,888</b>	<b>3,283,766</b>	<b>8,816,234</b>
<b>Net</b>	-	<b>(2,868)</b>	<b>2,868</b>	-	-

# Utilities Report for Department Activities February 2024

## Wastewater Treatment Plant (WWTP)

### Wastewater Treatment Plant (WWTP) Activities

#### *Staffing Activities*

Utility staff have initiated the Operator in Training (OIT), 1 and 2 recruitment process to fill current openings in the Wastewater Department. After passing his Wastewater Treatment Grade 2 Exam, staff member Arthur Garney was promoted to OIT4.

#### *WWTP Maintenance and Repairs*

The plant continues to experience poor settling in the clarifiers. The crew has been using the Vac-con to remove the mat developing on the top of the clarifiers and the front of the aeration basins on a bi-weekly basis. High hydraulic loading from storms, as well as inflow and infiltration (I&I), are causing solids to be forced out of the clarifiers and into the ponds. With the loss of solids, we struggle to maintain our biomass in the aeration basins to treat the wastewater directly due to high flow events. The total suspended solids in our effluent samples have been climbing to 18 mg/L but are still far from our permit limit of 40 mg/L in a 30-day mean.

Other maintenance activities addressed during the month of February include:

- Replaced flapper valve and cleaned ARV on influent pump 2.
- Power loss on February 18<sup>th</sup> at Lift Station B3 generator transferred without incident.
- Heavy Rains required back-up operators for after-hours, on-call work.
- Annual Report completed and sent to RWQCB.



### *California Conservation Core Visit*

During the first of the year a group of 22 young adults from Camp Ocean Pines came to tour the Cambria Wastewater Treatment Plant. We reviewed basic plant operations, discussed the biology that makes the plant work, viewed slides on the microscope showing some of the microbes that exist in the plant

and the function that these microbes perform, reviewed the age-old question of what should go into the sewer drains (human waste, toilet paper, dishwater, laundry water, bathing water and pretty much nothing else), and reviewed the effect of wastewater and wastewater treatment on our health, society, and the natural environment. We also talked about opportunities for employment in the wastewater industry.

### *SST Program Update*

Consultants Southland Engineering and MKN reviewed 100% design drawings with staff on February 21. The installation timeline was discussed, and necessary adjustments were addressed for a follow-up review by the Utilities team.

## **SST Project Energy Conservation Modules (ECM) Updates**

### **ECM-1 Influent Flow Equalization**

- The South digester tank has been put back into service for stormwater issues.
- Two weeks notification required to take out of service and clean for future investigation of subsurface testing.
- Supports and spot repairs to the tank must be performed before exterior coating.
- Established a bypass route for flow during installation.
- Confirmed with district consultants that equalization basin size is adequate regarding influent flow. This will allow flow into the aeration basin to be consistent, and much more beneficial for processing. The consultants have confirmed the equalization basin is adequate regarding influent flow.



### **ECM-2 Influent Lift Station Modifications**

- Requested baffle be removed from ECM and remaining budget be applied to Lift Station B4.

### **ECM-3 Modified Ludzak-Ettinger (MLE) Process Upgrade**

- Solidify one-train operation procedures for design configuration.
- Baffle, fine-bubble diffusers, and MLE blower submitted and approved. Awaiting submission of recirculation, Return Activated Sludge (RAS), and Waste Activated Sludge (WAS) pumps.
- Submit dissolved oxygen (DO) and oxidation-reduction potential (ORP) probes.
- Received and reviewed MLE-blower process control description.
- Received and reviewed recirculation pump control description.

### **ECM 4 – Blower System Improvements**

- Blower has been resubmitted based on appropriate coatings for coastal conditions.
- Reviewed process instrumentation (including air flow meters and dissolved oxygen probes).
- SST project can afford only one blower sized for the aeration basins. Develop a procedure to run back-up blowers upon primary blower failure.

### ECM-5 RAS and WAS Pumping Improvements

- Perform assessment of visible surfaces within the scum pit and RAS wet well. All surfaces were found to be adequate and will be reused.
- Develop a description of RAS pumps, WAS control valves, flow meters, process instrumentation, piping, valves, scum troughs, and scum pumps. This has been completed. All four pumps will be replaced.
- Develop procedure for single-train operation.

### ECM-7 & ECM-8 Electrical Upgrades and Backup Power

- APCD has approved new plant generator.
- Meter section has been approved by PG&E.
- Lead time for new generators – 12 to 18 months
- Developing procedure for installing new electrical distribution while providing alternate power sources for running plant.

## Collections System

- Cleaned wet wells on Lift Stations B4 and B1.

#### Camera

Date	Street	Line ID	GIS Length (ft)
2/27/2024	Stuart St.	TW-10038 to TW-10039	320.4
2/14/2024	Nottingham Dr	PH-4020 to LS A Wet Well	421.8
		Totals:	742.2

#### Jetted

Activity Date	Street	Type	Length (Dynamic) (ft)
2/28/2024	Stuart St.	Sewerline	366.5
2/28/2024	Stuart St	Sewerline	370.8
2/28/2024	Stuart St.	Sewerline	222.1
2/28/2024	Stuart St.	Sewerline	320.4
2/28/2024	Spencer St.	Sewerline	400.5
2/28/2024	Bradford Rd	Sewerline	122.6
		Totals	1802.9

## Water Department

### Operational Activities

#### *Staff Activities*

Water Operator Adam attended a backflow course to recertify his backflow testing license. Adam is responsible for the testing, repairing, and reporting the District's 16 internal backflow devices. There are cost savings for the district to employ and train a water distribution operator to maintain district-owned backflow devices. Each backflow device, district-owned or not, is required to be tested yearly as per the San Luis Obispo Environmental Health Permit.

### Other Activities

#### *Storm Activities - Sunday, February 4 Storm*

On Sunday, February 4<sup>th</sup>, an atmospheric river system hit Cambria with wind gusts exceeding 65 mph. Intense rains were present just three days before causing heavily saturated soil around town. More rain fell along with trees from high wind gusts. Power and communication lines were



downed due to incidents involving trees. The on-call operator remained on site all day and handled the power loss throughout town. Backup power generation remained on for the storm's duration to avoid any damage caused by intermittent starting and stopping of power. The water on-call Operator also assisted the Facilities and Resources Department with tree clearing on Moonstone Beach Drive.

Ongoing evaluations of department assets were constantly checked throughout the storm, and proper operation was maintained.

One tree fell on a hydrant, and operators located the shut-off valve before the tree was removed by county roads together with the water department. No damage was done.



The County Public Works Road Crew removed the portion of the tree that lay across the road and Water Staff cleared the remainder of the tree affecting hydrant operation.



One backup power generator in a critical system location remained online for a day and a half to also avoid any damage resulting from power loss. We apologize for any excessive noise customers may experience during these operations, but consistent electrical power to these critical booster stations is of the highest priority to maintain water quality and system pressure.



An additional tree fell on a perimeter fence that secures a domestic water storage tank. The Water Department removed the tree and cleaned up debris on site.

Another close call between a downed tree and a fire hydrant was discovered in another portion of town.



### **Valve Exercising**

The Water Department resumed valve exercising paired with hydrant flushing. Isolation valves for water mains and fire hydrants were exercised, the condition of the operation was noted, and updates were mapped in our GIS system. Performing valve exercising extends the effective life cycle of isolation and control valves in our distribution system as well as ensuring complete shut-off for any repairs that would become necessary. Valve exercising and hydrant flushing occur collectively. As tuberculation is broken up from the seat of the valve, hydrants are opened and flowed, cleaning the seat of the valve, and allowing for a smooth surface to seal on. This is performed for the health and quality of water and helps maintain disinfection residual and overall water quality in the distribution system.



### **Billing Reads**

Water Staff began billing cycle reads on the 23<sup>rd</sup>.

### **Water Supply Status**

As of February 29, 2024, the CCSD has diverted 9% and 1.7% of the annual San Simeon Creek and Santa Rosa Creek allocations, respectively, with 95% of total production coming from the San Simeon Creek aquifer. San Simeon Creek at Palmer Flats is currently flowing, and we are in the wet season at the San Simeon Well Field. Due to the winter storms, our well levels are

above average for this time of year. Additional well-level data and production summary reports are available on the website at [www.cambriacsd.org/water-data](http://www.cambriacsd.org/water-data).

## Water Reclamation Facility (WRF)

Weekly circulation of preservative occurred. pH was logged and monitored for any changes in the condition of the preservative.

## Utilities & Engineering Project Summary Table

Project	Description	Status
<b>Coastal Development Permit for the Water Reclamation Facility</b>	Land Use Application DRC2013-00112 for the regular permitting of the Water Reclamation Facility.	District Staff held a kick-off meeting with County Planning on February 20, 2024. County staff provided feedback on the draft project description for the WRF CDP. Staff is working directly with the Ad Hoc Committee and consultant to respond to County’s requests and looks forward to formally submitting our CDP application once the Board approves the project description. A meeting with District consultants is scheduled for March 8 <sup>th</sup> , to collaborate and respond to County Planning’s requests.
<b>Instream Flow Study</b>	Study of the Lower San Simeon Watershed from Palmer Flats to the lagoon. Follows the California Department of Fish and Wildlife’s methodology to establish instream flow needs for critical species and habitat.	The IFS is a detailed and comprehensive study incorporating years of data collection and analysis. While this study has taken many years and is near completion, a few final studies still need to occur. One of these studies concentrates on the Van Gordon Creek/Warren assessments (IFS Task II) and concerns regarding potential impacts. These assessments will take place in June, as illustrated in the proposed project schedule below. Data gathering will continue during the summer season. Staff anticipates receipt of the completed document in October.

### Proposed Project Schedule

Task Description	Jun.				Jul.					Aug.				Sep.				Oct.	
	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	8
<b>1. Meetings and Coordination</b>																			
Internal Meetings																			
TAC Meetings																			
<b>2. Van Gordon Cr/Warren Assessment</b>																			
<b>3. Finalize Instream Flow Study Report</b>																			
Internal Draft																			
Internal Review and Comment																			
Draft to TAC																			
TAC Review and Comment																			
Final Draft																			
<b>4. Summary of Recommendations</b>																			
Internal Draft																			
Final Draft																			

X indicates deliverable date.

Assumes TAC comments received within 4 weeks of report submittal.

Project	Description	Status
<b>Adaptive Management Plan (AMP)</b>	The AMP is a surface water, groundwater, and biological monitoring program designed to detect potential impacts to sensitive biological resources, requiring groundwater modeling and monitoring while the WRF is in operation.	The 2017 AMP is available on the District website.  Though the WRF is not in operation, AMP monitoring is ongoing. Per methods described in the AMP, bi-monthly surveys are conducted at eight (8) survey sites to collect data, and to describe survey conditions, habitats, stream flows, surface water quality, 9P7 soil moisture, and observed species. We are currently in the wet season. No monitoring occurred during February.
<b>San Simeon Well Field (SSWF) Transmission Main Project</b>	Developing a permanent repair of the San Simeon Water Main. This project will also include solutions for the parallel Sewer Effluent Main.	Staff has recently received approval from the R & I Committee for Alignment #3 and will bring this before the Board for approval at the March 21, 2024 Regular Meeting. Staff and District consultants are awaiting a response from State Parks who have indicated they will assist with permitting and environmental compliance.
<b>Water Meter Replacement Project – AMI</b>	Upgrades system to Advanced Metering Infrastructure (AMI) with new meters and real-time water analytics.	All Pilot devices have been installed and are communicating data effectively.  Data for the Pilot meters is now accessible. While viewing the Consumer Portal, an alert was prompted in the application indicating a leak. Staff reviewed the data and immediately dispatched an on-call operator to the location, who confirmed that a small leak was present. The homeowner was notified of the leak by the on-call operator. Catching the leak this early resulted in a significant reduction in water loss and savings for the customer.
<b>EV Charging Station</b>	Installation and operation of two EV charging stations at the Vets Hall.	The final permitting for the relocation of the EV charging station is complete. Installation is scheduled for completion by mid-March.
<b>Cambria Skatepark Project</b>	Design and construction of a new skatepark facility at the old skatepark location on Main St across from the Vets Hall.	Staff has awarded the contract for completing Section 106 surveying to a consultant and are in the process of finalizing a contract. This should be the last regulatory requirement due. Completion of the planning permit by the County is anticipated by the end of April.
<b>Community Park Restroom</b>	Design and construct a restroom facility near the Dog Park on the Fiscalini Ranch Preserve.	Staff resubmitted documents to SLO County Planning and Building in mid-February and anticipates receiving the construction permit for installing the restroom on East Ranch soon.

Project	Description	Status
<b>Pilot project for Zero Liquid Discharge for Brine in WRF</b>	Pilot study project to test innovative technology for brine reduction with the goal of zero liquid discharge	The mobile ZLD unit is partially constructed but grant financing requirements must be finalized to ensure payment to our contractor before any further work is performed, including meetings with the District and the public. Once financing is finalized, initial steps will include presentations to the Board and standing committees, a piloting agreement between our contractor and the District, and site surveying.
<b>Stuart Street Tank Project</b>	Critical water infrastructure project to rebuild the Stuart Street tanks, which have reached their useful operational life	<p>The design for the new welded steel tanks is underway.</p> <p>Site surveys have taken place, and permitting is on track for completion by June. Other structural and geological assessments are being considered.</p> <p>The existing foundations are scheduled to be evaluated by SSG and Earth Systems to determine whether they are feasible for reuse with new tanks. It is likely new foundations will be required to meet seismic requirements. Evaluation of foundations is scheduled to occur in March.</p> <p>If new foundations are required, staff and consultants will consider a modification to the existing site layout to facilitate construction and improve accessibility, including relocation of retaining wall and tank footprints.</p> <p>Staff has contacted the Grant provider (EPA) to confirm that a submission of a “Technical Correction” would not disqualify the district from being awarded its funding. Leah Tighe, Project Officer, from the EPA confirmed that the correction would not alter or disqualify any funding but could delay awarding of the funds until the third or fourth quarter of this calendar year.</p>
<b>San Simeon Well 3</b>	Replacement of pump and motor	A Public Works contract is being prepared for Precision Hydro to replace the SS3 well pump, motor and well piping. The delay in construction is due to the previous awarded vendor being unable to obtain adequate bonding. Staff anticipates contract approval in March and construction to begin by April.

Project	Description	Status
<p><b>Regulatory Compliance Reporting</b></p>	<p>State of California regulatory reporting requirements for Water and Wastewater</p>	<p><b>WATER DEPARTMENT</b></p> <p><b>Monthly/Quarterly</b></p> <ul style="list-style-type: none"> <li>• SAFER Drought &amp; Conservation Data Collection monthly and quarterly report</li> <li>• Title 22 monthly, quarterly, and annual monitoring report to State Water Resources Control Board</li> <li>• DDW: Surface Water Treatment Regulation (SWTR) for Santa Rosa Well 3 and Well 4; Ground Water Regulation (GWR) for San Simeon Wells 1-3 (Monthly); Total Coliform Regulation reporting (Monthly); Bacteriological distribution system reporting (Monthly); Disinfection Bi-Products (DBP) reporting (Quarterly)</li> </ul> <p><b>Annually/Semi-Annually</b></p> <ul style="list-style-type: none"> <li>• Haz Mat Business Plan (completed Jan)</li> <li>• Discharge Monitoring Report (completed Jan)</li> <li>• CCR preparation (notice prep Mar for Apr billing insert/posting)</li> <li>• EAR (Apr 1)</li> <li>• Annual Volumetric Discharge Report (Apr 30)</li> <li>• Annual Water Shortage Assessment (start April/due June 1)</li> <li>• Annual Water Supply &amp; Demand (June 30)</li> <li>• CCR final data posting by July 1)</li> <li>• Annual Stormwater Report (July 15)</li> <li>• California Lead and Copper Rule inventory and report (start Mar/due Oct 16)</li> <li>• BAR Report (vehicles) (Dec 31)</li> </ul>
		<p><b>WASTEWATER DEPARTMENT</b></p> <p><b>Monthly (and Quarterly)</b></p> <ul style="list-style-type: none"> <li>• CIWQS Spill Report Requirement</li> <li>• RWQCB Report (Feb/Aug)</li> </ul> <p><b>Annually/Semi-Annually</b></p> <ul style="list-style-type: none"> <li>• Volumetric Annual Report (Jan)</li> <li>• CERS (Feb)</li> <li>• APCD Generator Report (Mar)</li> <li>• Biosolids Report (Apr/Oct)</li> <li>• CIWQS (Apr)</li> <li>• RWQCB Report (semi-annual May/Nov; annual Jan)</li> <li>• SMARTS Stormwater (Jul/Dec)</li> <li>• CUPA HazMat Plan Update (Sep)</li> </ul>

## Conservation & Permits

### Water Supply & Demand

Net diversion in February 2024 was 3.28 acre-feet lower than last year. The demand reduction goal was 3.6 acre-feet (compared to anticipated unconstrained demand); however, the actual demand reduction achieved was 3.1 acre-feet. The cumulative supply surplus for the reporting period of July 1, 2023, through June 30, 2024, is estimated to be 3.0 acre-feet or 0.85%. Supplies have been augmented by the resumption of streamflow at Palmer Flats on December 19<sup>th</sup> (marking the end of the dry season in the San Simeon Creek basin), several large storms that have brought the total rainfall at the SLO County's rain gauge at Rocky Butte (the source of San Simeon Creek) to 61.07 inches or 153% of normal, and we will remain in a Stage 1 Baseline Condition.

### Permit Counter Monthly Summary

#### ASSIGNMENT OF POSITION APPLICATIONS – 3 YTD

##### RETROFIT APPLICATIONS -4 YTD

013.292.020	5050 Pineknolls Dr
022.091.055	5644 Sunbury Ave

#### TRANSFER OF POSITION APPLICATIONS – 0 YTD

##### VOLUNTARY LOT MERGER APPLICATIONS - 1 YTD

024.291.003/024.291.032	Spencer St
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##### VACATION RENTAL REGISTRATIONS (WILL SERVES) - 1 YTD

013.292.020	5050 Pineknolls Dr
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#### WATER LINE INSTALLATION OR UPGRADE APPLICATIONS - 0 YTD

#### INTENT-TO-SERVES ISSUED – 0 YTD

#### WILL SERVES ISSUED (INCLDG FIRE PLAN & SPRINKLER REVIEWS) – 4 YTD

#### FIRE PLAN & SPRINKLER SYSTEM REVIEW (ONLY) ISSUED – 5 YTD

#### WATER USE EFFICIENCY WALK-THROUGHS COMPLETED – 0 YTD

## CAMBRIA COMMUNITY SERVICES WELL LEVELS

2/15/2024

Well Read Date

### SANTA ROSA CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
23R	High School	29.11	83.42	54.31	
<b>SR4*</b>	<b>CCCD Production</b>	<b>26.44</b>	82.00	<b>55.56</b>	
<b>SR3</b>	<b>CCSD Production</b>	<b>17.98</b>	54.30	<b>36.32</b>	
<b>SR1</b>	<b>CCSD</b>	16.18	46.40	30.22	
21R3	County Parks	7.17	12.88	5.71	Meter Read (CF): 47965
WBE	Windsor Bridge East	10.78	16.87	6.09	
WBW	Windsor Bridge West	11.34	17.02	5.68	

**SR4**                      **55.56**  
AVG SR1 & SR3                      33.27

### SAN SIMEON CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
16D1	Van Gorden Creek Bridge	6.27	11.36	5.09	
MW4	Monitoring at Lagoon Entrance	10.32	15.95	5.63	
MW1	Monitoring at Blowers		42.11		
MW2	Monitoring at Influent		38.10		
MW3	Monitoring at Pond Gate		49.56		
9M1	Warren's Van Gorden Creek		65.63		
9P2	Gradient Monitoring	9.00	19.11	10.11	
9P7	WRF Intake		20.69		
9L1	Abandoned Irrigation	14.46	27.33	12.87	
RIW	WRF Injection Well		25.41		
<b>SS4</b>	<b>CCCD</b>	13.30	25.92	12.62	
MIW	WRF Injection Monitoring		29.89		
<b>SS3*</b>	<b>CCSD Production</b>	<b>13.50</b>	33.73	<b>20.23</b>	
<b>SS2*</b>	<b>CCSD Production</b>	<b>11.98</b>	33.16	<b>21.18</b>	
<b>SS1*</b>	<b>CCSD Production</b>	<b>11.51</b>	32.37	<b>20.86</b>	
11B1	Pedotti		105.43		
11C1	Pedotti	12.12	98.20	86.08	
PFNW	Palmer Flats		93.22		
10A1	Pedotti's Recorder		78.18		
10G2	New Rock Plant		62.95		
10G1	Old Rock Plant		59.55		
10F2	Warren		66.92		
10M2	Pedotti	21.27	55.21	33.94	
9J3	Pedotti		43.45		
Lagoon	Creek Pedestrian Bridge	19.53			Mitigation Erosion: None

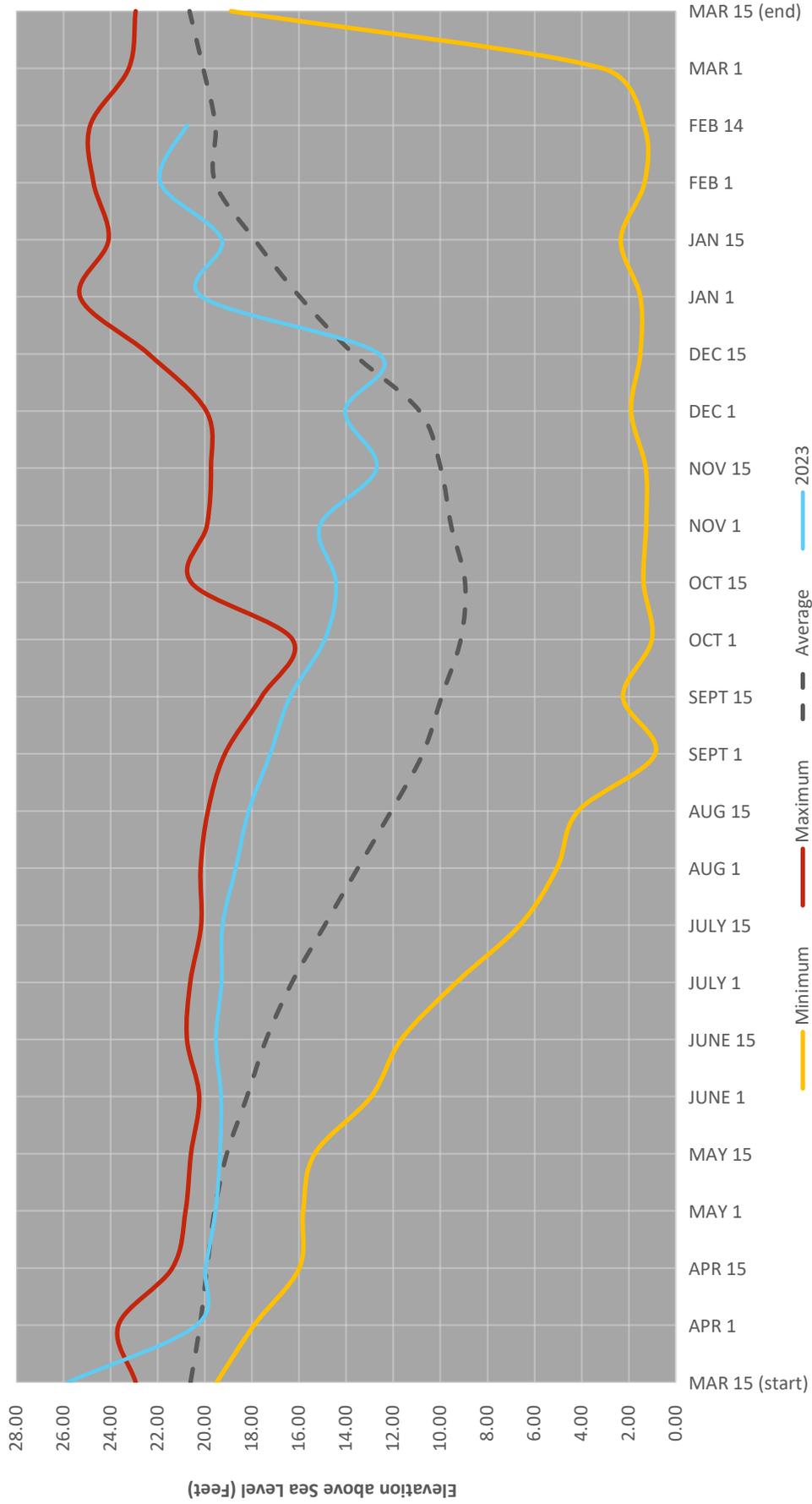
**AVG S1, SS2 & SS3**                      **20.76**  
**SS4/9P2 Gradient**                      **2.51**

\*Above Mean Sea Level (AMSL)

\*CCSD's Production Wells

Reference point on 16D1, MIW1, MIW2, MIW3, 9P7, RIW, MIW1, SS1, SS2 and SS3 updated on 2/17/2015

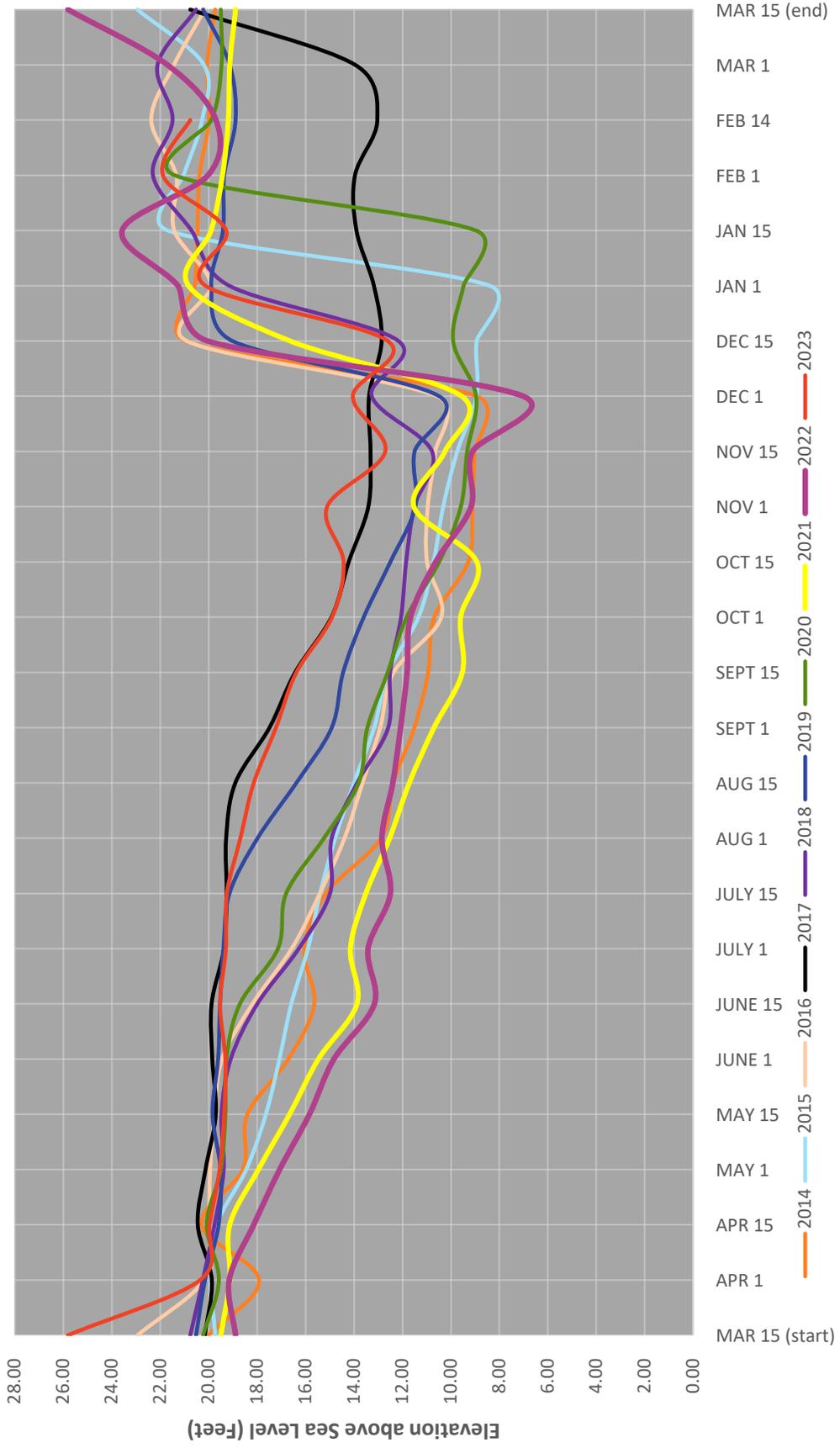
# San Simeon Creek Well Levels Mid-March 2023 Levels to Date and 1988 to Current, Min, Max, & Average



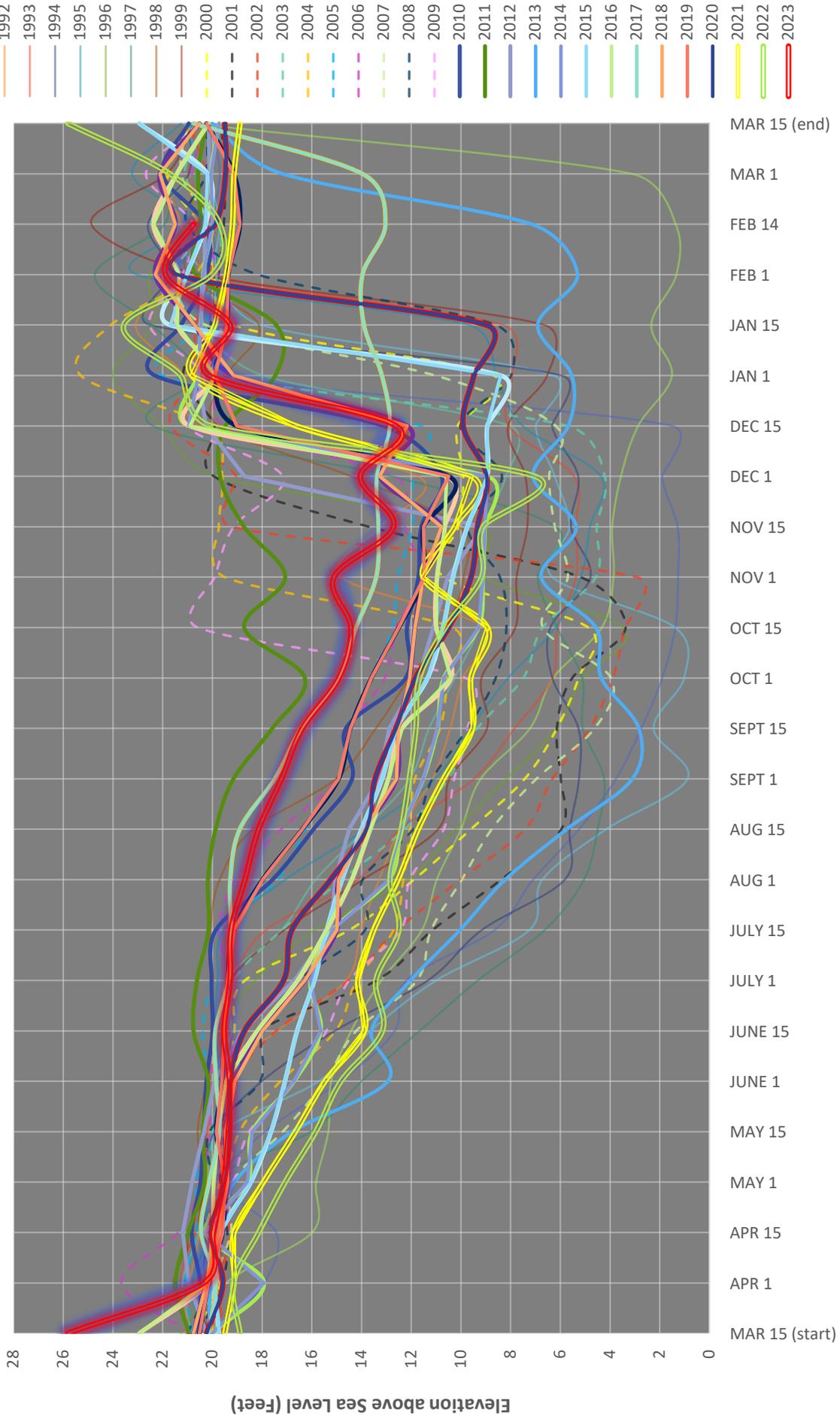
# San Simeon Creek Well Levels

## Last 10 years

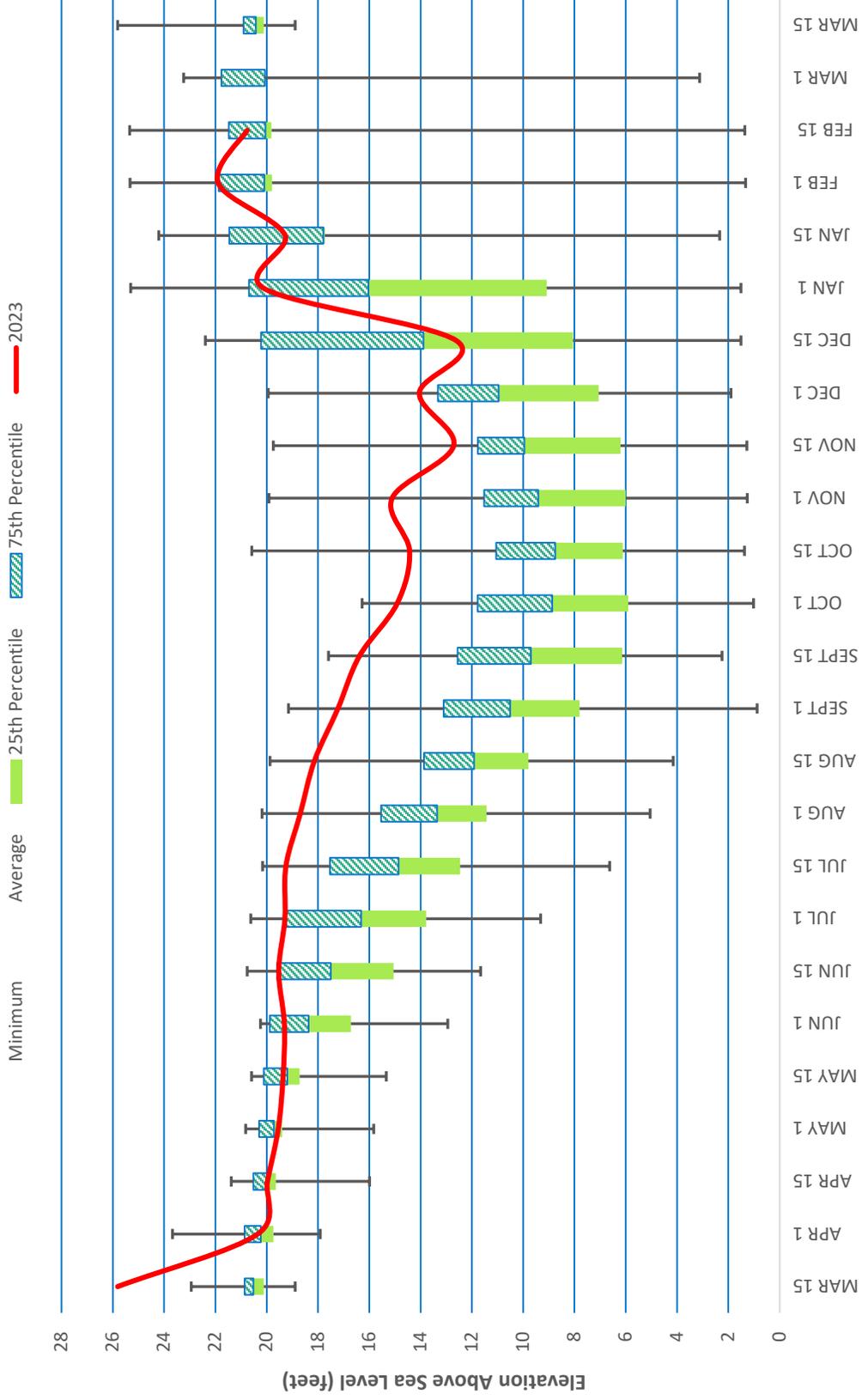
### March 2014 - Current



# San Simeon Creek Well Levels 1988 - Current

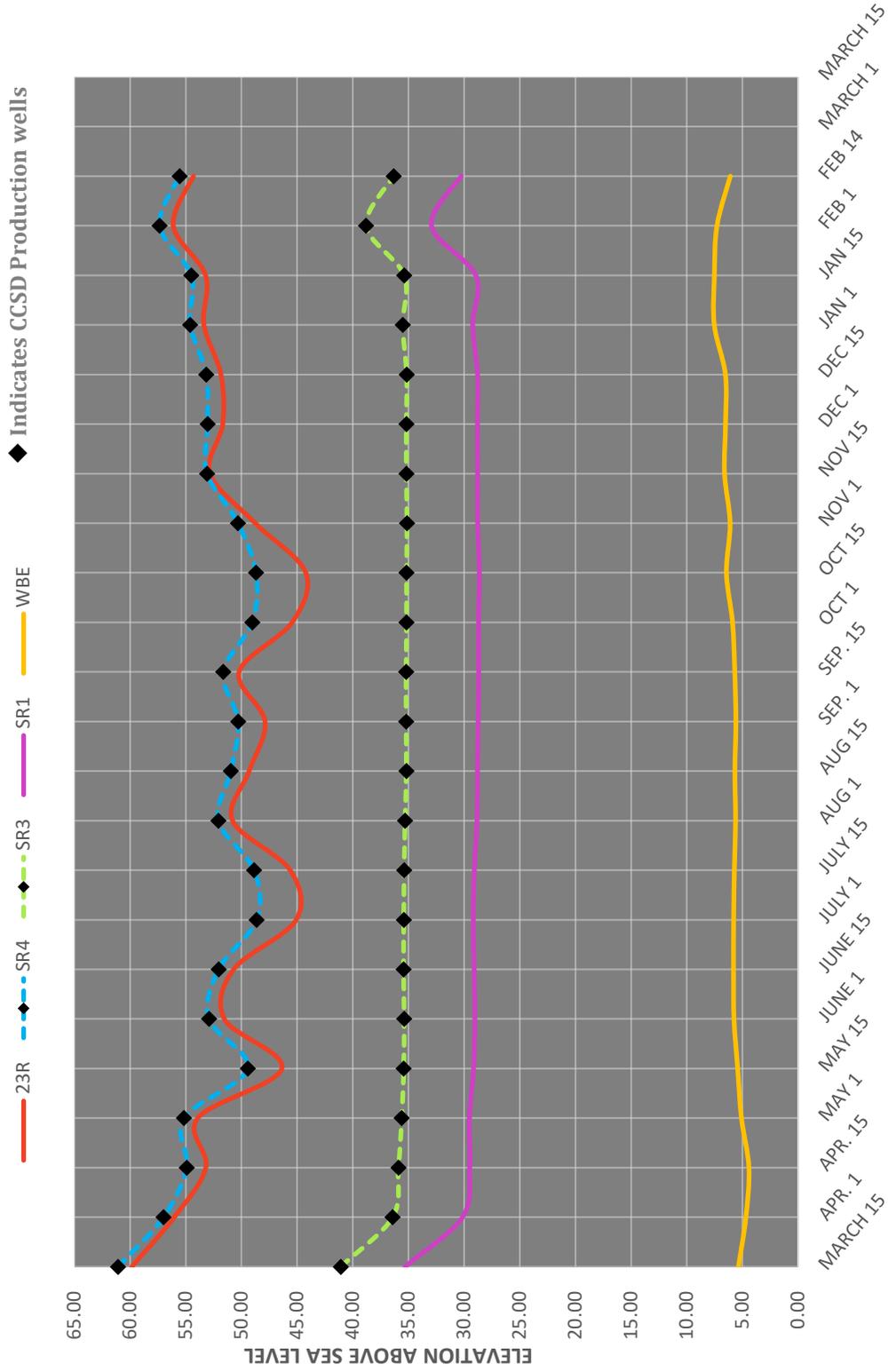


**1988 to Current Statistical San Simeon Well Level Summary by Month  
 showing Minimums, Maximums, 25 % Percentile, 75 % Percentile  
 Average Level is the line between the Blue (hatched) and Green (solid) bars**



# SANTA ROSA CREEK WELL LEVELS

## March 2023 - Current



Potable Water Shortage Assessment <sup>1</sup>	Start Year: 2023												Volumetric Unit Used:				AF
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total				
Anticipated Unconstrained Demand	51.85	48.85	45.39	45.33	41.42	38.41	38.95	35.72	41.11	43.04	45.33	46.95	522.35				
Actual Demand	51.57	48.05	45.70	46.83	43.91	43.92	37.36	32.64	0.00	0.00	0.00	0.00	349.98				
Supply Adjustment						1.6	6.7	18.5	0.0	0.0	0.0	0.0	26.8				
Anticipated Total Water Supply	55.49	49.20	40.74	38.43	41.19	43.81	44.74	39.34	38.20	39.05	43.52	46.19	519.90				
Accrued Surplus/Shortage from Previous Month		3.9	1.2	-5.0	-8.4	-2.7	-0.1	7.4									
Anticipated Surplus/Shortage w/o WSCP Action	3.6	4.3	-3.5	-11.9	-8.6	2.7	5.7	11.0	-2.9	-4.0	-1.8	-0.8	-6.2				
Anticipated % Surplus/Shortage w/o WSCP Action	7%	9%	-8%	-26%	-21%	7%	15%	31%	-7%	-9%	-4%	-2%	-1%				
State Standard Shortage Level	1	1	1	3	3	1	1	1	1	1	1	1	1				
Planned WSCP Actions																	
Anticipated Benefit from WSCP: Supply Augmentation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
Anticipated Benefit from WSCP: Demand Reduction	5.2	4.9	4.5	13.6	12.4	3.8	3.9	3.6	4.1	4.3	9.8	7.7	77.9				
Actual Benefit from WSCP Action	0.3	0.8	-0.3	-1.5	-2.5	-5.5	1.6	3.1									
Anticipated Surplus/Shortage w/WSCP Action	8.8	9.2	1.0	1.7	3.8	6.5	9.6	14.6	1.2	0.3	8.0	6.9	71.7				
Anticipated % Surplus/Shortage w/WSCP Action	17%	19%	2%	4%	9%	17%	25%	41%	3%	1%	18%	15%	14%				
Actual Surplus/Shortage	3.9	1.2	-5.0	-8.4	-2.7	-0.1	7.4	6.7					3.0				
Actual % Surplus/Shortage	8%	2%	-11%	-18%	-6%	0%	20%	21%					0.85%				
State Standard Shortage Level Achieved	1	1	2	2	1	1	1	1	1	1	1	1	1				

<sup>1</sup>Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

### Definitions for Terms Used in This Table

**Anticipated Unconstrained Demand:** Projection based on the average water production over the last 3 reporting years (July 2018 -June 2021).

**Actual Demand:** The total amount of potable water produced for the month.

**Supply Adjustment:** Observed aquifer recharge/depletion from seasonal precipitation/lack thereof.

**Anticipated Total Water Supply:** The target amount to be produced assuming dry years conditions.

**Anticipated Surplus/Shortage w/o WSCP:** The volumetric difference in the anticipated unconstrained demand and anticipated total water supply without any shortage response actions.

**Anticipated % Surplus/Shortage w/o WSCP Action:** The difference in the anticipated unconstrained demand and anticipated total water supply without any shortage response actions expressed as a percentage.

**State Standard Shortage Level:** The corresponding shortage level per California Water Code Section 10632(a)(3)(A).

**Anticipated Benefit from WSCP - Supply Augmentation:** Projected volume of water added to the supply, such as from the operation of the Water Reclamation Facility.

**Anticipated Benefit from WSCP - Demand Reduction:** Projected volume of water conserved through shortage response actions.

**Actual Benefit from WSCP Action:** Actual supply augmentation or demand reduction achieved.

**Revised Anticipated Surplus/Shortage w/WSCP Action:** Volumetric difference between the anticipated surplus/shortage w/o WSCP action and the actual benefits obtained.

**Revised Anticipated % Surplus/Shortage w/WSCP Action:** Difference between the anticipated surplus/shortage w/o WSCP action and the actual benefits obtained expressed as a percentage.

**Actual Surplus/Shortage:** Volumetric difference between the anticipated total water supply (including any adjustments) and the actual total demand.

**Actual % Surplus/Shortage:** Difference between the anticipated total water supply (including any adjustments) and the actual total demand expressed as a percentage.

**WSCP:** Water Shortage Contingency Plan



**CAMBRIA COMMUNITY SERVICES DISTRICT  
NET WATER DIVERSION, BY SOURCE  
REPORTED IN ACRE-FEET**

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
<b>DIFFERENCE</b> (Current YR - Previous YR)		<b>0.05</b>	<b>-3.28</b>												
<b>2024</b>	S.S.	35.76	31.01	4.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.17	<b>2023</b>
	S.R.	1.60	1.69	0.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.72	
	<b>SS &amp; SR TOTAL</b>	<b>37.35</b>	<b>32.69</b>	<b>4.84</b>	<b>0.00</b>	<b>74.89</b>									
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2023</b>	S.S.	34.88	33.18	30.27	37.48	35.36	32.09	35.66	29.96	29.01	14.94	40.76	43.02	393.76	<b>2023</b>
	S.R.	0.40	0.48	4.22	0.94	5.22	12.21	15.91	18.09	16.06	31.66	2.73	0.89	108.80	
	<b>SS &amp; SR TOTAL</b>	<b>35.28</b>	<b>33.66</b>	<b>34.50</b>	<b>38.42</b>	<b>40.57</b>	<b>44.30</b>	<b>51.57</b>	<b>48.05</b>	<b>45.07</b>	<b>46.60</b>	<b>43.49</b>	<b>43.91</b>	<b>502.57</b>	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2022</b>	S.S.	13.35	35.93	40.71	39.95	43.22	33.05	26.13	19.40	13.74	17.92	31.27	36.45	351.11	<b>2022</b>
	S.R.	23.95	0.04	0.03	0.04	0.05	11.17	23.27	27.59	28.77	25.30	7.44	0.32	147.98	
	<b>SS &amp; SR TOTAL</b>	<b>37.30</b>	<b>35.97</b>	<b>40.74</b>	<b>39.99</b>	<b>43.27</b>	<b>44.22</b>	<b>49.41</b>	<b>46.98</b>	<b>42.50</b>	<b>43.22</b>	<b>38.71</b>	<b>36.77</b>	<b>499.09</b>	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2021</b>	S.S.	31.92	26.91	34.69	36.88	36.41	34.84	31.03	30.49	31.75	27.27	27.28	21.16	370.62	<b>2021</b>
	S.R.	9.00	10.22	8.91	9.05	12.02	14.41	20.65	16.40	11.30	14.52	11.69	16.81	155.00	
	<b>SS &amp; SR TOTAL</b>	<b>40.92</b>	<b>37.14</b>	<b>43.60</b>	<b>45.93</b>	<b>48.43</b>	<b>49.25</b>	<b>51.68</b>	<b>46.89</b>	<b>43.05</b>	<b>41.79</b>	<b>38.97</b>	<b>37.97</b>	<b>525.61</b>	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2020</b>	S.S.	34.86	34.07	30.68	26.63	36.29	40.67	33.16	35.23	34.60	39.39	31.34	13.98	390.90	<b>2020</b>
	S.R.	4.10	5.37	6.32	8.97	7.21	7.77	19.10	17.85	14.22	10.67	12.61	27.85	142.04	
	<b>SS &amp; SR TOTAL</b>	<b>38.96</b>	<b>39.43</b>	<b>37.00</b>	<b>35.60</b>	<b>43.50</b>	<b>48.44</b>	<b>52.25</b>	<b>53.08</b>	<b>48.82</b>	<b>50.06</b>	<b>43.95</b>	<b>41.83</b>	<b>532.93</b>	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2019</b>	S.S.	34.49	23.50	24.82	33.30	35.07	36.17	41.98	39.45	36.02	37.32	33.64	26.26	402.00	<b>2019</b>
	S.R.	3.25	9.73	13.89	8.50	7.75	10.16	10.80	10.45	11.12	11.42	11.15	13.78	122.00	
	<b>SS &amp; SR TOTAL</b>	<b>37.74</b>	<b>33.23</b>	<b>38.71</b>	<b>41.80</b>	<b>42.81</b>	<b>46.33</b>	<b>52.78</b>	<b>49.91</b>	<b>47.13</b>	<b>48.74</b>	<b>44.78</b>	<b>40.05</b>	<b>524.00</b>	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2018</b>	S.S.	14.65	15.73	24.97	32.09	38.50	38.30	32.13	21.54	17.99	12.97	12.65	30.43	291.97	<b>2018</b>
	S.R.	30.09	23.61	13.23	6.96	5.02	7.89	22.00	30.88	27.67	31.81	30.59	10.11	239.85	
	<b>SS &amp; SR TOTAL</b>	<b>44.74</b>	<b>39.34</b>	<b>38.20</b>	<b>39.05</b>	<b>43.52</b>	<b>46.19</b>	<b>54.13</b>	<b>52.42</b>	<b>45.67</b>	<b>44.78</b>	<b>43.24</b>	<b>40.54</b>	<b>531.82</b>	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2017</b>	S.S.	31.85	18.62	40.94	45.34	46.26	34.05	22.86	16.93	23.78	26.18	20.90	22.54	350.25	<b>2017</b>
	S.R.	6.97	14.54	6.02	9.89	18.14	28.49	32.63	32.27	16.96	12.25	20.29	21.27	219.72	
	<b>SS &amp; SR TOTAL</b>	<b>38.82</b>	<b>33.17</b>	<b>46.95</b>	<b>55.23</b>	<b>64.40</b>	<b>62.55</b>	<b>55.49</b>	<b>49.20</b>	<b>40.74</b>	<b>38.43</b>	<b>41.19</b>	<b>43.81</b>	<b>569.97</b>	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2016</b>	S.S.	16.21	8.82	19.61	21.27	24.30	28.06	28.37	26.49	26.02	6.49	5.66	21.53	232.83	<b>2016</b>
	S.R.	18.10	27.70	16.92	15.76	15.92	13.96	20.53	18.31	16.92	34.50	31.75	18.46	248.83	
	<b>SS &amp; SR TOTAL</b>	<b>34.31</b>	<b>36.53</b>	<b>36.52</b>	<b>37.03</b>	<b>40.21</b>	<b>42.02</b>	<b>48.90</b>	<b>44.80</b>	<b>42.94</b>	<b>40.99</b>	<b>37.42</b>	<b>39.98</b>	<b>481.66</b>	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.33	7.04	5.70	23.07	
<b>2015</b>	S.S.	19.95	16.65	17.16	17.79	16.18	14.14	15.14	17.39	20.36	26.17	23.74	21.23	225.89	<b>2015</b>
	S.R.	14.77	14.90	20.53	20.68	20.99	26.51	29.51	27.78	21.94	16.05	13.57	13.90	241.13	
	<b>SS &amp; SR TOTAL</b>	<b>34.72</b>	<b>31.55</b>	<b>37.69</b>	<b>38.47</b>	<b>37.17</b>	<b>40.65</b>	<b>44.65</b>	<b>45.17</b>	<b>42.30</b>	<b>42.22</b>	<b>37.31</b>	<b>35.13</b>	<b>467.02</b>	
	AWTP	5.55	14.34	12.49	7.61	0.00	0.00	0.00	0.00	3.68	8.07	6.29	10.89	68.92	
<b>2014</b>	S.S.	22.93	16.97	24.90	25.03	19.39	14.40	11.94	0.00	0.76	24.32	13.74	23.81	198.17	<b>2014</b>
	S.R.	34.69	19.85	10.00	10.44	18.88	24.19	30.89	43.09	36.26	12.06	18.63	9.62	268.59	
	<b>SS &amp; SR TOTAL</b>	<b>57.62</b>	<b>36.82</b>	<b>34.90</b>	<b>35.47</b>	<b>38.27</b>	<b>38.59</b>	<b>42.82</b>	<b>43.09</b>	<b>37.01</b>	<b>36.37</b>	<b>32.36</b>	<b>33.44</b>	<b>466.76</b>	
	AWTP														
<b>2013</b>	S.S.	50.55	47.40	54.72	55.27	63.18	46.01	60.82	72.32	57.73	29.84	26.72	28.61	593.16	<b>2013</b>
	S.R.	0.00	0.00	0.00	4.27	5.28	27.57	18.12	3.50	7.62	22.56	25.38	25.61	139.91	
	<b>SS &amp; SR TOTAL</b>	<b>50.55</b>	<b>47.40</b>	<b>54.72</b>	<b>59.54</b>	<b>68.45</b>	<b>73.58</b>	<b>78.94</b>	<b>75.82</b>	<b>65.35</b>	<b>52.40</b>	<b>52.11</b>	<b>54.22</b>	<b>733.07</b>	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
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YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
<b>2012</b>	S.S.	50.12	48.09	52.60	50.52	60.06	56.53	48.17	41.12	36.72	42.22	48.70	50.88	585.73	<b>2012</b>
	S.R.	3.54	0.79	0.00	0.66	1.44	11.14	27.95	33.22	29.98	21.43	8.86	0.00	139.01	
	<b>SS &amp; SR TOTAL</b>	<b>53.66</b>	<b>48.88</b>	<b>52.60</b>	<b>51.18</b>	<b>61.50</b>	<b>67.67</b>	<b>76.12</b>	<b>74.34</b>	<b>66.70</b>	<b>63.65</b>	<b>57.56</b>	<b>50.88</b>	<b>724.74</b>	
<b>2011</b>	S.S.	48.05	43.36	45.17	52.11	53.94	49.27	60.52	55.52	45.40	45.67	46.28	51.87	597.16	<b>2011</b>
	S.R.	0.00	0.70	0.00	0.76	6.65	11.03	12.97	14.82	19.45	14.15	5.19	0.00	85.72	
	<b>SS &amp; SR TOTAL</b>	<b>48.05</b>	<b>44.06</b>	<b>45.17</b>	<b>52.87</b>	<b>60.59</b>	<b>60.30</b>	<b>73.49</b>	<b>70.34</b>	<b>64.85</b>	<b>59.82</b>	<b>51.47</b>	<b>51.87</b>	<b>682.88</b>	
<b>2010</b>	S.S.	45.44	40.48	47.48	48.39	56.26	55.29	50.73	44.58	35.05	37.61	36.14	36.45	533.90	<b>2010</b>
	S.R.	0.00	0.00	0.77	0.62	0.68	8.74	21.96	27.30	32.52	21.71	14.48	9.73	138.51	
	<b>SS &amp; SR TOTAL</b>	<b>45.44</b>	<b>40.48</b>	<b>48.25</b>	<b>49.01</b>	<b>56.94</b>	<b>64.03</b>	<b>72.69</b>	<b>71.88</b>	<b>67.57</b>	<b>59.32</b>	<b>50.62</b>	<b>46.18</b>	<b>672.41</b>	
<b>2009</b>	S.S.	28.17	37.57	50.95	58.52	48.56	37.47	48.80	40.69	31.99	44.62	53.05	46.55	526.94	<b>2009</b>
	S.R.	24.83	3.81	0.00	0.00	13.53	26.06	25.21	34.10	32.64	11.02	0.00	1.34	172.54	
	<b>SS &amp; SR TOTAL</b>	<b>53.00</b>	<b>41.38</b>	<b>50.95</b>	<b>58.52</b>	<b>62.09</b>	<b>63.53</b>	<b>74.01</b>	<b>74.79</b>	<b>64.63</b>	<b>55.64</b>	<b>53.05</b>	<b>47.89</b>	<b>699.48</b>	
<b>2008</b>	S.S.	43.35	45.35	51.55	52.59	40.45	33.03	40.15	47.57	47.24	41.53	21.47	25.41	489.69	<b>2008</b>
	S.R.	2.33	0.67	0.71	2.20	24.69	33.55	32.94	24.87	18.26	21.03	32.21	24.46	217.92	
	<b>SS &amp; SR TOTAL</b>	<b>45.68</b>	<b>46.02</b>	<b>52.26</b>	<b>54.79</b>	<b>65.14</b>	<b>66.58</b>	<b>73.09</b>	<b>72.44</b>	<b>65.50</b>	<b>62.56</b>	<b>53.68</b>	<b>49.87</b>	<b>707.61</b>	
<b>2007</b>	S.S.	57.70	47.45	56.47	60.50	56.11	51.21	55.95	63.48	58.72	37.58	34.83	38.61	618.61	<b>2007</b>
	S.R.	0.00	0.00	0.60	1.81	14.47	22.24	23.47	12.37	5.29	18.70	21.20	9.42	129.57	
	<b>SS &amp; SR TOTAL</b>	<b>57.70</b>	<b>47.45</b>	<b>57.07</b>	<b>62.31</b>	<b>70.58</b>	<b>73.45</b>	<b>79.42</b>	<b>75.85</b>	<b>64.01</b>	<b>56.28</b>	<b>56.03</b>	<b>48.03</b>	<b>748.18</b>	
<b>2006</b>	S.S.	50.81	49.10	48.82	49.65	60.58	65.65	56.12	59.67	52.49	42.86	34.46	42.75	612.96	<b>2006</b>
	S.R.	0.00	0.78	0.00	0.62	0.74	2.56	23.58	20.72	20.17	23.88	26.46	13.63	133.14	
	<b>SS &amp; SR TOTAL</b>	<b>50.81</b>	<b>49.88</b>	<b>48.82</b>	<b>50.27</b>	<b>61.32</b>	<b>68.21</b>	<b>79.70</b>	<b>80.39</b>	<b>72.66</b>	<b>66.74</b>	<b>60.92</b>	<b>56.38</b>	<b>746.10</b>	
<b>2005</b>	S.S.	50.05	46.16	51.09	55.01	65.70	68.81	80.52	61.60	48.71	47.08	40.83	36.70	652.26	<b>2005</b>
	S.R.	0.00	0.62	0.93	0.76	0.76	0.73	1.64	17.32	20.25	21.69	16.92	7.36	88.98	
	<b>SS &amp; SR TOTAL</b>	<b>50.05</b>	<b>46.78</b>	<b>52.02</b>	<b>55.77</b>	<b>66.46</b>	<b>69.54</b>	<b>82.16</b>	<b>78.92</b>	<b>68.96</b>	<b>68.77</b>	<b>57.75</b>	<b>44.06</b>	<b>741.24</b>	
<b>2004</b>	S.S.	55.83	51.40	58.56	64.33	67.98	52.62	47.04	39.68	41.06	34.80	49.30	49.92	612.52	<b>2004</b>
	S.R.	0.00	0.61	1.17	4.84	8.68	22.08	30.80	36.30	27.32	24.95	1.73	1.63	160.11	
	<b>SS &amp; SR TOTAL</b>	<b>55.83</b>	<b>52.01</b>	<b>59.73</b>	<b>69.17</b>	<b>76.66</b>	<b>74.70</b>	<b>77.84</b>	<b>75.98</b>	<b>68.38</b>	<b>59.75</b>	<b>51.03</b>	<b>51.55</b>	<b>772.63</b>	
<b>2003</b>	S.S.	52.73	49.97	57.35	58.32	62.82	68.22	65.05	63.34	58.91	67.08	56.20	48.84	708.83	<b>2003</b>
	S.R.	0.70	1.11	0.48	0.94	1.84	5.63	19.77	22.04	16.00	6.58	3.12	5.84	84.05	
	<b>SS &amp; SR TOTAL</b>	<b>53.43</b>	<b>51.08</b>	<b>57.83</b>	<b>59.26</b>	<b>64.66</b>	<b>73.85</b>	<b>84.82</b>	<b>85.38</b>	<b>74.91</b>	<b>73.66</b>	<b>59.32</b>	<b>54.68</b>	<b>792.88</b>	
<b>2002</b>	S.S.	54.43	52.23	60.70	65.43	60.75	55.13	66.79	73.35	66.59	62.03	56.36	53.98	727.77	<b>2002</b>
	S.R.	1.28	1.27	1.10	1.11	14.82	22.79	19.54	9.67	3.52	4.02	2.04	0.55	81.71	
	<b>SS &amp; SR TOTAL</b>	<b>55.71</b>	<b>53.50</b>	<b>61.80</b>	<b>66.54</b>	<b>75.57</b>	<b>77.92</b>	<b>86.33</b>	<b>83.02</b>	<b>70.11</b>	<b>66.05</b>	<b>58.40</b>	<b>54.53</b>	<b>809.48</b>	
<b>2001</b>	S.S.	56.16	48.05	55.92	60.69	73.30	77.51	85.01	78.50	53.45	56.21	48.16	52.29	745.25	<b>2001</b>
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.78	21.08	16.87	8.06	0.89	52.68	
	<b>SS &amp; SR TOTAL</b>	<b>56.16</b>	<b>48.05</b>	<b>55.92</b>	<b>60.69</b>	<b>73.30</b>	<b>77.51</b>	<b>85.01</b>	<b>84.28</b>	<b>74.53</b>	<b>73.08</b>	<b>56.22</b>	<b>53.18</b>	<b>797.93</b>	
<b>2000</b>	S.S.	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	<b>2000</b>
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>SS &amp; SR TOTAL</b>	<b>56.41</b>	<b>50.43</b>	<b>55.27</b>	<b>65.40</b>	<b>70.84</b>	<b>73.60</b>	<b>85.00</b>	<b>84.68</b>	<b>73.30</b>	<b>65.60</b>	<b>58.49</b>	<b>59.80</b>	<b>798.82</b>	
<b>1999</b>	S.S.	56.40	45.26	52.16	57.40	70.43	71.35	85.41	82.68	69.45	68.04	57.78	57.69	774.05	<b>1999</b>
	S.R.	0.01	0.01	0.01	0.04	0.02	0.07	0.01	0.02	0.32	0.02	0.00	0.00	0.53	
	<b>SS &amp; SR TOTAL</b>	<b>56.41</b>	<b>45.27</b>	<b>52.17</b>	<b>57.44</b>	<b>70.45</b>	<b>71.42</b>	<b>85.42</b>	<b>82.70</b>	<b>69.77</b>	<b>68.06</b>	<b>57.78</b>	<b>57.69</b>	<b>774.58</b>	
<b>1998</b>	S.S.	44.39	46.36	47.00	50.53	56.43	63.43	77.75	80.30	68.35	66.58	54.06	52.13	707.31	<b>1998</b>
	S.R.	0.01	0.01	0.01	0.01	0.00	0.01	0.01	0.09	0.01	0.00	0.00	0.00	0.16	
	<b>SS &amp; SR TOTAL</b>	<b>44.40</b>	<b>46.37</b>	<b>47.01</b>	<b>50.54</b>	<b>56.43</b>	<b>63.44</b>	<b>77.76</b>	<b>80.39</b>	<b>68.36</b>	<b>66.58</b>	<b>54.06</b>	<b>52.13</b>	<b>707.47</b>	
<b>997</b>	S.S.	50.61	49.20	65.66	68.65	76.18	79.14	82.31	57.02	37.32	27.50	38.96	45.96	678.51	<b>997</b>
	S.R.	0.02	0.08	0.02	0.02	0.02	0.02	0.38	25.92	31.54	36.85	12.41	0.01	107.29	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
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YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
<b>19</b>	<b>SS &amp; SR TOTAL</b>	<b>50.63</b>	<b>49.28</b>	<b>65.68</b>	<b>68.67</b>	<b>76.20</b>	<b>79.16</b>	<b>82.69</b>	<b>82.94</b>	<b>68.86</b>	<b>64.35</b>	<b>51.37</b>	<b>45.97</b>	<b>785.80</b>	<b>19</b>
<b>1996</b>	S.S.	46.66	43.40	47.39	56.95	66.18	70.83	75.70	77.27	68.23	65.58	50.37	49.43	717.99	<b>1996</b>
	S.R.	0.01	0.03	0.03	0.03	0.03	0.01	0.03	0.02	0.01	0.02	0.02	0.02	0.26	
	<b>SS &amp; SR TOTAL</b>	<b>46.67</b>	<b>43.43</b>	<b>47.42</b>	<b>56.98</b>	<b>66.21</b>	<b>70.84</b>	<b>75.73</b>	<b>77.29</b>	<b>68.24</b>	<b>65.60</b>	<b>50.39</b>	<b>49.45</b>	<b>718.25</b>	
<b>1995</b>	S.S.	41.30	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	675.94	<b>1995</b>
	S.R.	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.90	
	<b>SS &amp; SR TOTAL</b>	<b>43.20</b>	<b>41.10</b>	<b>47.10</b>	<b>52.14</b>	<b>53.50</b>	<b>59.00</b>	<b>74.70</b>	<b>74.10</b>	<b>65.40</b>	<b>64.70</b>	<b>55.30</b>	<b>47.60</b>	<b>677.84</b>	
<b>1994</b>	S.S.	47.00	38.60	48.60	52.00	54.60	63.40	69.30	47.80	31.70	30.80	28.20	26.00	538.00	<b>1994</b>
	S.R.	0.00	0.00	0.00	0.00	0.10	0.00	0.00	25.00	30.20	27.70	21.20	19.90	124.10	
	<b>SS &amp; SR TOTAL</b>	<b>47.00</b>	<b>38.60</b>	<b>48.60</b>	<b>52.00</b>	<b>54.70</b>	<b>63.40</b>	<b>69.30</b>	<b>72.80</b>	<b>61.90</b>	<b>58.50</b>	<b>49.40</b>	<b>45.90</b>	<b>662.10</b>	
<b>1993</b>	S.S.	50.10	45.70	52.60	56.30	68.30	68.80	68.10	69.80	59.80	56.10	51.40	43.50	690.50	<b>1993</b>
	S.R.	0.50	0.30	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	
	<b>SS &amp; SR TOTAL</b>	<b>50.60</b>	<b>46.00</b>	<b>52.60</b>	<b>56.30</b>	<b>68.40</b>	<b>68.80</b>	<b>68.10</b>	<b>69.80</b>	<b>59.80</b>	<b>56.10</b>	<b>51.40</b>	<b>43.50</b>	<b>691.40</b>	
<b>1992</b>	S.S.	45.30	42.20	45.90	55.20	64.00	58.10	44.90	41.80	35.00	32.80	34.00	43.10	542.30	<b>1992</b>
	S.R.	0.80	0.30	0.10	0.40	0.50	6.10	22.70	28.10	26.30	25.10	19.50	5.50	135.40	
	<b>SS &amp; SR TOTAL</b>	<b>46.10</b>	<b>42.50</b>	<b>46.00</b>	<b>55.60</b>	<b>64.50</b>	<b>64.20</b>	<b>67.60</b>	<b>69.90</b>	<b>61.30</b>	<b>57.90</b>	<b>53.50</b>	<b>48.60</b>	<b>677.70</b>	
<b>1991</b>	S.S.	26.90	23.10	32.70	39.60	48.60	44.10	40.10	34.80	30.50	28.00	26.40	30.10	404.90	<b>1991</b>
	S.R.	15.30	13.10	0.50	0.10	0.10	5.50	15.00	21.60	20.20	21.00	19.70	18.70	150.80	
	<b>SS &amp; SR TOTAL</b>	<b>42.20</b>	<b>36.20</b>	<b>33.20</b>	<b>39.70</b>	<b>48.70</b>	<b>49.60</b>	<b>55.10</b>	<b>56.40</b>	<b>50.70</b>	<b>49.00</b>	<b>46.10</b>	<b>48.80</b>	<b>555.70</b>	
<b>1990</b>	S.S.	45.70	47.00	55.28	44.75	31.46	32.34	40.00	38.00	31.91	31.40	29.40	29.90	457.14	<b>1990</b>
	S.R.	8.70	0.80	0.50	18.03	32.30	26.79	22.30	22.20	20.64	20.20	19.30	14.90	206.66	
	<b>SS &amp; SR TOTAL</b>	<b>54.40</b>	<b>47.80</b>	<b>55.78</b>	<b>62.78</b>	<b>63.76</b>	<b>59.13</b>	<b>62.30</b>	<b>60.20</b>	<b>52.55</b>	<b>51.60</b>	<b>48.70</b>	<b>44.80</b>	<b>663.80</b>	
<b>1989</b>	S.S.	51.00	47.90	53.90	61.90	57.20	62.20	69.20	60.90	36.30	38.70	42.60	40.60	622.40	<b>1989</b>
	S.R.	0.00	0.00	0.00	1.00	13.80	13.50	17.90	28.00	42.00	22.60	17.60	18.20	174.60	
	<b>SS &amp; SR TOTAL</b>	<b>51.00</b>	<b>47.90</b>	<b>53.90</b>	<b>62.90</b>	<b>71.00</b>	<b>75.70</b>	<b>87.10</b>	<b>88.90</b>	<b>78.30</b>	<b>61.30</b>	<b>60.20</b>	<b>58.80</b>	<b>797.00</b>	
<b>1988</b>	S.S.	51.20	57.90	63.20	47.30	57.40	44.20	50.00	51.70	41.90	37.40	27.40	36.00	565.60	<b>1988</b>
	S.R.	0.00	0.00	0.00	16.30	15.70	30.70	31.20	34.90	36.00	34.90	35.20	19.00	253.90	
	<b>SS &amp; SR TOTAL</b>	<b>51.20</b>	<b>57.90</b>	<b>63.20</b>	<b>63.60</b>	<b>73.10</b>	<b>74.90</b>	<b>81.20</b>	<b>86.60</b>	<b>77.90</b>	<b>72.30</b>	<b>62.60</b>	<b>55.00</b>	<b>819.50</b>	
<b>1987</b>	S.S.	41.51	41.30	48.40	63.00	68.80	63.80	66.10	62.90	49.90	36.40	32.90	42.30	617.31	<b>1987</b>
	S.R.	10.20	3.80	0.00	0.00	2.00	13.80	22.40	26.00	28.80	35.60	19.30	6.59	168.49	
	<b>SS &amp; SR TOTAL</b>	<b>51.71</b>	<b>45.10</b>	<b>48.40</b>	<b>63.00</b>	<b>70.80</b>	<b>77.60</b>	<b>88.50</b>	<b>88.90</b>	<b>78.70</b>	<b>72.00</b>	<b>52.20</b>	<b>48.89</b>	<b>785.80</b>	

*Net diversion totals reported 2016 to current. Previous years are gross totals and may include water volumes also reported under riparian statements.*



Cambria CSD

# Expense Approval Report

By Vendor Name  
Payment Dates 2/1/2024 - 2/29/2024

Vendor Name	Pmt Num	Payment Date	Description (Item)	Acct. Num	Amount
<b>Vendor: 12771 - AGUIRRE, DAVID</b>					
AGUIRRE, DAVID	79055	02/01/2024	F&R/MONTHLY CELL PHONE & INTERNET ALLOWANCE	01-6060C-02	55.00
AGUIRRE, DAVID	79099	02/09/2024	F&R/REIMB FOR PURCHASE OF EMPLOYEE WORK GLOVES	01-60900-02	23.94
<b>Vendor 12771 - AGUIRRE, DAVID Total:</b>					<b>78.94</b>
<b>Vendor: 10068 - AIRGAS USA, LLC</b>					
AIRGAS USA, LLC	79193	02/26/2024	FD/EMERGENCY MEDICAL OXYGEN REFILL	01-60890-01	254.21
<b>Vendor 10068 - AIRGAS USA, LLC Total:</b>					<b>254.21</b>
<b>Vendor: 10080 - ALL WAYS CLEAN</b>					
ALL WAYS CLEAN	79074	02/07/2024	WD/WW/MONTHLY CLEANING OF WTR & WW PLANT	11-6033B-11	327.50
ALL WAYS CLEAN	79074	02/07/2024	WD/WW/MONTHLY CLEANING OF WTR & WW PLANT	12-6033B-12	327.50
ALL WAYS CLEAN	79100	02/09/2024	F&R/MONTHLY CLEANING OF VET'S HALL - FEB 24	01-6033V-02	755.00
ALL WAYS CLEAN	79100	02/09/2024	F&R/MONTHLY CLEANING OF PUBLIC BATHROOMS - FEB 24	01-6080M-02	2,550.00
<b>Vendor 10080 - ALL WAYS CLEAN Total:</b>					<b>3,960.00</b>
<b>Vendor: 12703 - ALLSTAR INDUSTRIAL SUPPLY</b>					
ALLSTAR INDUSTRIAL SUPPLY	79075	02/07/2024	WW/UNIFORM ITEMS FOR NEW EMPLOYEE - AMOE	12-60940-12	1,507.63
<b>Vendor 12703 - ALLSTAR INDUSTRIAL SUPPLY Total:</b>					<b>1,507.63</b>
<b>Vendor: 12671 - AMAZON CAPITAL SERVICES, INC.</b>					
AMAZON CAPITAL SERVICES, INC.	DFT0003185	02/23/2024	WD/HOLE SAW & DRILL BIT	11-6031M-11	37.80
AMAZON CAPITAL SERVICES, INC.	DFT0003186	02/23/2024	FD/CHAINSAW CLUTCH EXPANDER DISMOUNT TOOLS	01-60930-01	14.68
AMAZON CAPITAL SERVICES, INC.	DFT0003187	02/23/2024	FD/HOT SHOT'S DIESEL TREATMENT	01-60960-01	97.05
AMAZON CAPITAL SERVICES, INC.	DFT0003188	02/23/2024	F&R/POISON OAK & IVY PRE-CONTACT CLEANSER	01-60900-02	49.34
AMAZON CAPITAL SERVICES, INC.	DFT0003189	02/23/2024	F&R/CHAINSAW APRON, SFTY GLASSES & PO TOWELETTES	01-6033G-02	642.95
AMAZON CAPITAL SERVICES, INC.	DFT0003190	02/23/2024	F&R/CAR WASH FOAM SPRAYER KIT	01-60900-02	87.81
AMAZON CAPITAL SERVICES, INC.	DFT0003191	02/23/2024	ADM/LEGAL PADS & SPIRAL STENO PADS	01-60500-09	45.35
AMAZON CAPITAL SERVICES, INC.	DFT0003192	02/23/2024	ADM/LABEL MAKER REPLACEMENT LABEL TAPE	01-60500-09	42.00
AMAZON CAPITAL SERVICES, INC.	DFT0003193	02/23/2024	F&R/DELL MONITOR	01-60450-02	213.76
AMAZON CAPITAL SERVICES, INC.	DFT0003194	02/23/2024	FD/DISCHARGE HOSE PUMP KIT	01-60930-01	193.04
AMAZON CAPITAL SERVICES, INC.	DFT0003195	02/23/2024	FD/TRASH CAN LINERS & INDUSTRIAL CLEANER	01-60900-01	75.42
AMAZON CAPITAL SERVICES, INC.	DFT0003196	02/23/2024	FD/NESTLE COFFEE MATE CREAMERS	01-60900-01	59.19
AMAZON CAPITAL SERVICES, INC.	DFT0003197	02/23/2024	ADM/CUSTOM SELF-INKING STAMP	01-60500-09	17.14
<b>Vendor 12671 - AMAZON CAPITAL SERVICES, INC. Total:</b>					<b>1,575.53</b>
<b>Vendor: 10114 - ANDREW THOMSON</b>					
ANDREW THOMSON	79076	02/07/2024	WD/FY 2023 - 2024 WATER SCADA & NETWORK DEVICES	11-60630-11	17,630.61
ANDREW THOMSON	79076	02/07/2024	WW/FY 2023 - 2024 WW SCADA & NETWORK DEVICES	12-60450-12	9,813.96
ANDREW THOMSON	79076	02/07/2024	WW/REPL & CONFR OPTO22 PLC INFLUANT PUMP STATION	12-6032T-12	4,203.20
ANDREW THOMSON	79154	02/20/2024	WD/INSTALL UPS FOR SCADA TANK AT RTI 1	11-60370-11	1,484.50
<b>Vendor 10114 - ANDREW THOMSON Total:</b>					<b>33,132.27</b>
<b>Vendor: 10134 - ARTHO, ANTONI D</b>					
ARTHO, ANTONI D	79056	02/01/2024	WW/MONTHLY CELL PHONE & INTERNET REIMBURSEMENT	12-6060C-12	100.00
<b>Vendor 10134 - ARTHO, ANTONI D Total:</b>					<b>100.00</b>
<b>Vendor: 10135 - ASAP REPROGRAPHICS</b>					
ASAP REPROGRAPHICS	79182	02/21/2024	ADM/2 3/4 STRATIC PLAN POSTERS	01-61150-09	5.89
<b>Vendor 10135 - ASAP REPROGRAPHICS Total:</b>					<b>5.89</b>
<b>Vendor: 10144 - AT&amp;T/CALNET3</b>					
AT&T/CALNET3	79101	02/09/2024	WW/ALARM AT LIFT STATION A	12-6060P-12	29.29
AT&T/CALNET3	79101	02/09/2024	WW/ALARM AT LIFT STATION B3	12-6060P-12	29.35
AT&T/CALNET3	79101	02/09/2024	WD/PINE KNOLLS TANK SCADA	11-6060P-11	60.29
AT&T/CALNET3	79101	02/09/2024	FD/FAX LINE	01-6060P-01	20.36
AT&T/CALNET3	79101	02/09/2024	WW/ALARM AT LIFT STATION B1	12-6060P-12	29.31

AT&T/CALNET3	79101	02/09/2024	WW/ALARM AT LIFT STATION B2	12-6060P-12	29.25
AT&T/CALNET3	79101	02/09/2024	WW/ALARM AT LIFT STATION B	12-6060P-12	29.35
AT&T/CALNET3	79101	02/09/2024	WW/ALARM AT LIFT STATION 9	12-6060P-12	29.27
AT&T/CALNET3	79101	02/09/2024	WW/ALARM AT LIFT STATION A1	12-6060P-12	29.33
AT&T/CALNET3	79101	02/09/2024	WW/FAX LINE	12-6060P-12	29.36
AT&T/CALNET3	79101	02/09/2024	WD/TELEMETRY SYSTEMS	11-6060P-11	29.27
AT&T/CALNET3	79101	02/09/2024	F&R/FIRE ALARMS AT VET'S HALL	01-6060P-02	57.22
AT&T/CALNET3	79101	02/09/2024	WW/ALARM AT LIFT STATION 4	12-6060P-12	29.27
AT&T/CALNET3	79101	02/09/2024	WW/ALARM AT LIFT STATION 8	12-6060P-12	29.28
AT&T/CALNET3	79101	02/09/2024	WD/LIEMERT PUMP STATION	11-6060P-11	29.31
AT&T/CALNET3	79101	02/09/2024	ADM/FAX LINE	01-6060P-09	29.25
AT&T/CALNET3	79101	02/09/2024	F&R/RODEO GROUNDS	01-6060P-02	25.76
AT&T/CALNET3	79101	02/09/2024	WW/PHONE SERVICE	12-6060P-12	61.62
				<b>Vendor 10144 - AT&amp;T/CALNET3 Total:</b>	<b>606.14</b>
<b>Vendor: 10140 - AT&amp;T</b>					
AT&T	DFT0003230	02/28/2024	WW/ALARMS AT LIFT STATION B4	12-6060P-12	189.45
				<b>Vendor 10140 - AT&amp;T Total:</b>	<b>189.45</b>
<b>Vendor: 10166 - BADGER METER INC.</b>					
BADGER METER INC.	79155	02/20/2024	WD/AMI BILLING SYSTEM INTEGRATION & TRAINING	11-61700-11	5,675.00
				<b>Vendor 10166 - BADGER METER INC. Total:</b>	<b>5,675.00</b>
<b>Vendor: 12713 - BANK OF NEW YORK MELLON TRUST COMPANY N.A.</b>					
BANK OF NEW YORK MELLON TRUST COMPANY N.A.	DFT0003141	02/07/2024	WW/COP SERIES 2022A BOND INTEREST	12-61801-12	297,487.50
				<b>Vendor 12713 - BANK OF NEW YORK MELLON TRUST COMPANY N.A. Total:</b>	<b>297,487.50</b>
<b>Vendor: 12575 - BLUME, COLTON</b>					
BLUME, COLTON	79057	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
				<b>Vendor 12575 - BLUME, COLTON Total:</b>	<b>45.00</b>
<b>Vendor: 10260 - BRENNTAG PACIFIC, INC.</b>					
BRENNTAG PACIFIC, INC.	79156	02/20/2024	WD/CHEMICALS	11-6091C-11	684.41
				<b>Vendor 10260 - BRENNTAG PACIFIC, INC. Total:</b>	<b>684.41</b>
<b>Vendor: 10269 - BROOKS, CRAIG</b>					
BROOKS, CRAIG	79194	02/26/2024	FD/TRAVEL ADVANCE FOR CA STATE FIRE MRSH RESC OPER	01-6120E-01	275.00
				<b>Vendor 10269 - BROOKS, CRAIG Total:</b>	<b>275.00</b>
<b>Vendor: 10288 - BURKEY, MICHAEL A</b>					
BURKEY, MICHAEL A	79058	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	55.00
				<b>Vendor 10288 - BURKEY, MICHAEL A Total:</b>	<b>55.00</b>
<b>Vendor: 11864 - CAMBRIA ELECTRIC &amp; SECURITY SYSTEMS</b>					
CAMBRIA ELECTRIC & SECURITY SYSTEMS	79077	02/07/2024	ADM/QUARTERLY SECURITY MONITORING MAR 24 - MAY 24	01-6033B-09	126.00
				<b>Vendor 11864 - CAMBRIA ELECTRIC &amp; SECURITY SYSTEMS Total:</b>	<b>126.00</b>
<b>Vendor: 10356 - CAMBRIA HARDWARE CENTER</b>					
CAMBRIA HARDWARE CENTER	79116	02/12/2024	WW/2 GALLON ANTIFREEZE	12-6041V-12	34.30
CAMBRIA HARDWARE CENTER	79116	02/12/2024	WW/REPLACE COVER ON JUNCTION BOX CLARIFIER	12-6033G-12	21.84
CAMBRIA HARDWARE CENTER	79116	02/12/2024	WW/DAWN SOAP & SCRUB SPONGES	12-60920-12	11.45
CAMBRIA HARDWARE CENTER	79116	02/12/2024	WW/GALLON BLEACH	12-6091C-12	6.32
CAMBRIA HARDWARE CENTER	79116	02/12/2024	WW/BRASS ADJUSTABLE NOZZLE	12-60930-12	8.57
CAMBRIA HARDWARE CENTER	79116	02/12/2024	WW/LAUNDRY DETERGENT & GALLON BLEACH	12-60900-12	23.34
CAMBRIA HARDWARE CENTER	79116	02/12/2024	WW/REPLACE BATTERIES ON ENZYME PUMPS	12-60900-12	19.29
CAMBRIA HARDWARE CENTER	79116	02/12/2024	WW/CLEAN CONTACTS ON GAS DETECTOR	12-60900-12	32.35
CAMBRIA HARDWARE CENTER	79116	02/12/2024	WW/BRASS BUSHING & HOSE ENDS	12-60930-12	13.81
CAMBRIA HARDWARE CENTER	79117	02/12/2024	FD/BLU TAPE, FLOOR TAPE & WALL CLOCK	01-60900-01	43.39
CAMBRIA HARDWARE CENTER	79117	02/12/2024	FD/DRANO CLOG REMOVER	01-6033B-01	10.71
CAMBRIA HARDWARE CENTER	79117	02/12/2024	FD/TRASH CAN & SINK STOPPERS	01-60900-01	23.99
CAMBRIA HARDWARE CENTER	79117	02/12/2024	FD/PLYWOOD & ACRYLIC CAULK	01-60900-01	84.96
CAMBRIA HARDWARE CENTER	79117	02/12/2024	FD/CITRUS SQUEEZER	01-60900-01	16.61
CAMBRIA HARDWARE CENTER	79117	02/12/2024	FD/ACRYLIC LATEX CAULK & PLYWOOD	01-60900-01	84.96
CAMBRIA HARDWARE CENTER	79117	02/12/2024	FD/GRINDING CUT OFF WHEEL & JIG SAW BLADES	01-60930-01	43.07
CAMBRIA HARDWARE CENTER	79117	02/12/2024	FD/NUTS, BOLTS & SCREWS	01-60900-01	10.68
CAMBRIA HARDWARE CENTER	79117	02/12/2024	FD/MANUAL SIPHON PUMP & MISC SUPPLIES	01-60900-01	14.81
CAMBRIA HARDWARE CENTER	79118	02/12/2024	ADM/SURGE PROTECTOR & SUPER GLUE	01-6033B-09	38.15
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/FOAM SEALANT, NAILS & SCREWS	01-6033B-02	32.99

CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/SNIP PLIERS	01-60930-02	23.58
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/NUTS, BOLTS & SCREWS	01-6033B-02	28.40
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/DOUG FIR BEAMS	01-6033B-02	45.42
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/GALLON LACQUER THINNER & FANS	01-6033V-02	117.94
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/CLN RELEASE BLUE TAPE	01-6033B-02	18.21
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/GREY SPRAY PAINT	01-60900-02	11.79
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/SHEARS & REPAIR HOSE END	01-6033V-02	30.01
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/HOSE COUPLING, BRASS SURFACE BOLT & LUBRICANT	01-6033V-02	49.50
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/SINGLE SIDED KEY & CARABINER TOOL	01-6033V-02	35.31
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/HOSE COUPLING	01-6033V-02	6.42
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/ SELF TEST GFCL, CUSH SEWN BUFFER & MISC SUPP	01-60900-02	89.69
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/PAINT MIXER, SHOE COVER BOOTIES & MNPT IM PLUG	01-6033B-02	21.09
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/#2 PINE BOARD	01-60900-02	11.33
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/DOUG FIR BEAMS	01-6033B-02	3.54
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/IMPACT DRILL BITS SET, ANG PILERS & SHIMS	01-6033B-02	141.53
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/BRAD NAILS	01-6033B-02	10.71
CAMBRIA HARDWARE CENTER	79119	02/12/2024	F&R/OSCL GROUT BLADE	01-60930-02	35.38
CAMBRIA HARDWARE CENTER	79121	02/12/2024	WD/POLY ROPE & PLASTIC PAIL	11-60920-11	10.38
				<b>Vendor 10356 - CAMBRIA HARDWARE CENTER Total:</b>	<b>1,265.82</b>
<b>Vendor: 10368 - CAMBRIA VILLAGE SQUARE</b>					
CAMBRIA VILLAGE SQUARE	79158	02/20/2024	ADM/OUTSIDE MAINTENANCE & INSURANCE NOV - DEC 23	01-6033G-09	715.13
				<b>Vendor 10368 - CAMBRIA VILLAGE SQUARE Total:</b>	<b>715.13</b>
<b>Vendor: 10371 - CANNON CORPORATION</b>					
CANNON CORPORATION	DFT0003180	02/21/2024	WD/WW/SS WTR MAIN & EFFLUENT LINE REPLACEMENT PROJ	11-61700-11	7,822.04
CANNON CORPORATION	DFT0003180	02/21/2024	WD/WW/SS WTR MAIN & EFFLUENT LINE REPLACEMENT PROJ	12-61700-12	7,822.04
CANNON CORPORATION	DFT0003181	02/21/2024	WD/WW/SS WTR MAIN & EFFLUENT LINE REPLACEMENT PROJ	11-61700-11	8,272.26
CANNON CORPORATION	DFT0003181	02/21/2024	WD/WW/SS WTR MAIN & EFFLUENT LINE REPLACEMENT PROJ	12-61700-12	8,272.25
				<b>Vendor 10371 - CANNON CORPORATION Total:</b>	<b>32,188.59</b>
<b>Vendor: 10375 - CARMEL &amp; NACCASHA LLP</b>					
CARMEL & NACCASHA LLP	79159	02/20/2024	ADM/LEGAL SERVICE GENERAL	01-6080K-09	3,667.50
CARMEL & NACCASHA LLP	79159	02/20/2024	ADM/LEGAL SERVICE GENERAL	01-6080K-09	635.00
CARMEL & NACCASHA LLP	79159	02/20/2024	ADM/MONTHLY RETAINER MARCH 2024	01-6080K-09	13,500.00
				<b>Vendor 10375 - CARMEL &amp; NACCASHA LLP Total:</b>	<b>17,802.50</b>
<b>Vendor: 10384 - CASTELLANOS, MICHAEL</b>					
CASTELLANOS, MICHAEL	79059	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
				<b>Vendor 10384 - CASTELLANOS, MICHAEL Total:</b>	<b>45.00</b>
<b>Vendor: 10427 - CHARTER COMMUNICATIONS</b>					
CHARTER COMMUNICATIONS	DFT0003143	02/09/2024	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	01-6060I-01	162.50
CHARTER COMMUNICATIONS	DFT0003143	02/09/2024	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	01-6060I-09	162.50
CHARTER COMMUNICATIONS	DFT0003143	02/09/2024	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	11-6060I-11	162.50
CHARTER COMMUNICATIONS	DFT0003143	02/09/2024	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	12-6060I-12	162.50
CHARTER COMMUNICATIONS	DFT0003144	02/09/2024	WD/WW/BUSINESS INTERNET	11-6060I-11	94.98
CHARTER COMMUNICATIONS	DFT0003144	02/09/2024	WD/WW/BUSINESS INTERNET	12-6060I-12	94.99
CHARTER COMMUNICATIONS	DFT0003145	02/09/2024	F&R/ADM/WD/WW/ETHERNET SVCS	01-6060I-02	394.11
CHARTER COMMUNICATIONS	DFT0003145	02/09/2024	F&R/ADM/WD/WW/ETHERNET SVCS	01-6060I-09	221.24
CHARTER COMMUNICATIONS	DFT0003145	02/09/2024	F&R/ADM/WD/WW/ETHERNET SVCS	11-6060I-11	279.41
CHARTER COMMUNICATIONS	DFT0003145	02/09/2024	F&R/ADM/WD/WW/ETHERNET SVCS	12-6060I-12	279.42
				<b>Vendor 10427 - CHARTER COMMUNICATIONS Total:</b>	<b>2,014.15</b>
<b>Vendor: 10443 - CIO SOLUTIONS, LP</b>					
CIO SOLUTIONS, LP	79160	02/20/2024	ADM/REPLACEMENT LAPTOP FOR CONF ADMIN ASSISTANT	01-60450-09	2,471.23
CIO SOLUTIONS, LP	DFT0003104	02/01/2024	ADM/MONTHLY COMPUTER SUPPORT FEBRUARY 2024	01-60440-09	3,719.14
				<b>Vendor 10443 - CIO SOLUTIONS, LP Total:</b>	<b>6,190.37</b>
<b>Vendor: 12085 - CISCO GRECO</b>					
CISCO GRECO	79103	02/09/2024	F&R/GREEN WASTE DISPOSAL	01-6033R-02	85.00
				<b>Vendor 12085 - CISCO GRECO Total:</b>	<b>85.00</b>
<b>Vendor: 10463 - CIVIL DESIGN STUDIO INC.</b>					

CIVIL DESIGN STUDIO INC.	79078	02/07/2024	PROS/PROJ MNGMT PUBLIC BATHROOMS FISCALINI RANCH	01-61700-16	1,900.00
<b>Vendor 10463 - CIVIL DESIGN STUDIO INC. Total:</b>					<b>1,900.00</b>
<b>Vendor: 12810 - CLAY'S SEPTIC &amp; JETTING</b> CLAY'S SEPTIC & JETTING	79104	02/09/2024	F&R/CLEAN TRAPS OF GREASE BUILD UP AT VET'S HALL	01-6033V-02	510.00
<b>Vendor 12810 - CLAY'S SEPTIC &amp; JETTING Total:</b>					<b>510.00</b>
<b>Vendor: 10483 - COAST UNIFIED SCHOOL DIST</b> COAST UNIFIED SCHOOL DIST	79183	02/21/2024	WD/LEASE PMT FOR SRF WELL SITE SR4 10/1/23-3/1/24	11-60780-11	23,307.30
<b>Vendor 10483 - COAST UNIFIED SCHOOL DIST Total:</b>					<b>23,307.30</b>
<b>Vendor: 12777 - COMPLETE PAPERLESS SOLUTIONS, LLC.</b> COMPLETE PAPERLESS SOLUTIONS, LLC.	79184	02/21/2024	ADM/WD/WW/PROF MNGMT SVC FOR LASERFICHE CLOUD SVCS	01-6080M-09	2,250.00
COMPLETE PAPERLESS SOLUTIONS, LLC.	79184	02/21/2024	ADM/WD/WW/PROF MNGMT SVC FOR LASERFICHE CLOUD SVCS	11-6080M-11	1,125.00
COMPLETE PAPERLESS SOLUTIONS, LLC.	79184	02/21/2024	ADM/WD/WW/PROF MNGMT SVC FOR LASERFICHE CLOUD SVCS	12-6080M-12	1,125.00
<b>Vendor 12777 - COMPLETE PAPERLESS SOLUTIONS, LLC. Total:</b>					<b>4,500.00</b>
<b>Vendor: 10512 - CORBIN WILLITS SYSTEMS, INC.</b> CORBIN WILLITS SYSTEMS, INC.	79185	02/21/2024	ADM/MONTHLY HISTORICAL ARCHIEVE ACCESS MARCH 24	01-60440-09	400.00
<b>Vendor 10512 - CORBIN WILLITS SYSTEMS, INC. Total:</b>					<b>400.00</b>
<b>Vendor: 12738 - CORE &amp; MAIN LP</b> CORE & MAIN LP	DFT0003179	02/20/2024	WD/PLASTIC METER BOXES WITH LIDS	11-6031M-11	2,595.84
<b>Vendor 12738 - CORE &amp; MAIN LP Total:</b>					<b>2,595.84</b>
<b>Vendor: 12468 - DATAPROSE LLC</b> DATAPROSE LLC	79079	02/07/2024	WD/WW/UTILITY STATEMENTS MAILING & POSTAGE	11-60510-11	1,001.36
DATAPROSE LLC	79079	02/07/2024	WD/WW/UTILITY STATEMENTS MAILING & POSTAGE	11-6080M-11	250.71
DATAPROSE LLC	79079	02/07/2024	WD/WW/UTILITY STATEMENTS MAILING & POSTAGE	12-60510-12	1,001.36
DATAPROSE LLC	79079	02/07/2024	WD/WW/UTILITY STATEMENTS MAILING & POSTAGE	12-6080M-12	250.71
<b>Vendor 12468 - DATAPROSE LLC Total:</b>					<b>2,504.14</b>
<b>Vendor: 10568 - DAVID CRYE, INC</b> DAVID CRYE, INC	79161	02/20/2024	WD/CRUSHER SAND & CLASS II BASE	11-6035R-11	277.40
<b>Vendor 10568 - DAVID CRYE, INC Total:</b>					<b>277.40</b>
<b>Vendor: 12539 - DIGITAL WEST</b> DIGITAL WEST	DFT0003140	02/07/2024	ALL DEPTS/PHONE SERVICE 02/02/2024 - 02/29/2024	01-6060P-01	480.00
DIGITAL WEST	DFT0003140	02/07/2024	ALL DEPTS/PHONE SERVICE 02/02/2024 - 02/29/2024	01-6060P-02	74.00
DIGITAL WEST	DFT0003140	02/07/2024	ALL DEPTS/PHONE SERVICE 02/02/2024 - 02/29/2024	01-6060P-09	259.00
DIGITAL WEST	DFT0003140	02/07/2024	ALL DEPTS/PHONE SERVICE 02/02/2024 - 02/29/2024	01-6060P-09	160.56
DIGITAL WEST	DFT0003140	02/07/2024	ALL DEPTS/PHONE SERVICE 02/02/2024 - 02/29/2024	11-6060P-11	132.00
DIGITAL WEST	DFT0003140	02/07/2024	ALL DEPTS/PHONE SERVICE 02/02/2024 - 02/29/2024	11-6060P-11	80.50
DIGITAL WEST	DFT0003140	02/07/2024	ALL DEPTS/PHONE SERVICE 02/02/2024 - 02/29/2024	12-6060P-12	80.50
DIGITAL WEST	DFT0003140	02/07/2024	ALL DEPTS/PHONE SERVICE 02/02/2024 - 02/29/2024	12-6060P-12	103.00
<b>Vendor 12539 - DIGITAL WEST Total:</b>					<b>1,369.56</b>
<b>Vendor: 10927 - DODSON, HALEY</b> DODSON, HALEY	79060	02/01/2024	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	100.00
<b>Vendor 10927 - DODSON, HALEY Total:</b>					<b>100.00</b>
<b>Vendor: 12795 - DYNAMIC EQUIPMENT, LLC</b> DYNAMIC EQUIPMENT, LLC	79105	02/09/2024	WD/SR4 ELECTRIC VALVE ACUATOR	11-6031R-11	1,522.00
<b>Vendor 12795 - DYNAMIC EQUIPMENT, LLC Total:</b>					<b>1,522.00</b>
<b>Vendor: 12538 - EVERS, CHRISTIAN</b> EVERS, CHRISTIAN	79061	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
<b>Vendor 12538 - EVERS, CHRISTIAN Total:</b>					<b>45.00</b>
<b>Vendor: 10728 - FAMCON PIPE &amp; SUPPLY, INC</b> FAMCON PIPE & SUPPLY, INC	79080	02/07/2024	WD/WATER LEAK REPAIR PARTS	11-6035L-11	193.95
FAMCON PIPE & SUPPLY, INC	79162	02/20/2024	WD/METER LID LIFTER	11-60900-11	112.06
<b>Vendor 10728 - FAMCON PIPE &amp; SUPPLY, INC Total:</b>					<b>306.01</b>
<b>Vendor: 10748 - FERGUSON ENTERPRISES LLC</b> FERGUSON ENTERPRISES LLC	79195	02/26/2024	F&R/DUAL FILTRAR DIAPHRAGM KIT FOR PUBLIC BATHROOM	01-6033B-02	82.90
<b>Vendor 10748 - FERGUSON ENTERPRISES LLC Total:</b>					<b>82.90</b>

**Vendor: 10751 - FGL ENVIRONMENTAL INC.**

FGL ENVIRONMENTAL INC.	79081	02/07/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79081	02/07/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79081	02/07/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79081	02/07/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79081	02/07/2024	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	149.00
FGL ENVIRONMENTAL INC.	79081	02/07/2024	WD/BACTI & MISC ANALYSIS	11-60910-11	39.00
FGL ENVIRONMENTAL INC.	79081	02/07/2024	WD/BACTI & MISC ANALYSIS	11-60910-11	39.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	293.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC & MISC ANALYSIS	12-60910-12	227.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	851.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	149.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	157.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79163	02/20/2024	WW/INORGANIC & MISC ANALYSIS	12-60910-12	505.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	157.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WW/BACTI & MISC ANALYSIS	12-60910-12	45.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	97.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	177.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WD/BACTI & MISC ANALYSIS	11-60910-11	39.00
FGL ENVIRONMENTAL INC.	79196	02/26/2024	WD/BACTI & MISC ANALYSIS	11-60910-11	73.00
<b>Vendor 10751 - FGL ENVIRONMENTAL INC. Total:</b>					<b>4,452.00</b>

**Vendor: 12540 - FNBO**

FNBO	DFT0003175	02/14/2024	FD/SMART & FINAL - WATERBOTTLES	01-60900-11	34.44
FNBO	DFT0003175	02/14/2024	FD/IMS ALLIANCE - NAME TAGES	01-60940-01	25.45
FNBO	DFT0003175	02/14/2024	FD/WHOLE FOODS - CHRISTMAS MEAL	01-61240-01	249.99
FNBO	DFT0003176	02/14/2024	F&R/HABITAT FOR HUMANITY-SINK & MISC HRDWRE	01-6033B-02	95.00
FNBO	DFT0003177	02/14/2024	WD/CA-NV SEC AWWA - BKFLW PREV ASSMBLY TEST	11-6120E-11	285.00
FNBO	DFT0003177	02/14/2024	WW/ELDT.COM - CLASS A THEORY	12-6120E-12	51.75
FNBO	DFT0003178	02/14/2024	ADM/F&R/RING - RING YEARLY PLAN	01-6033B-02	55.15
FNBO	DFT0003178	02/14/2024	ADM/F&R/RING - RING YEARLY PLAN	01-6033B-09	55.15
FNBO	DFT0003178	02/14/2024	ADM/APPLE.COM - IMAC ICLOUD+ W/50GB STRGE	01-60450-09	0.99
FNBO	DFT0003178	02/14/2024	ADM/APPLE.COM - IMAC ICLOUD + W/50GB STRGE	01-60450-09	0.99
FNBO	DFT0003178	02/14/2024	ADM/ZOOM - MONTHLY WEBINAR CHARGE	01-61150-09	272.00
FNBO	DFT0003178	02/14/2024	ADM/ALBERTSONS - FD OATH OF OFF FLWRS	01-61240-09	28.25
FNBO	DFT0003178	02/14/2024	ADM/CSDA CAREER CENTER - RECRUITMENT ADS	01-61250-09	151.65
FNBO	DFT0003178	02/14/2024	ADM/CRAIGSLIST.ORG - WTR TRTMNT RECRUIT AD	11-61250-11	25.00
FNBO	DFT0003178	02/14/2024	ADM/CSDA CAREER CENTER - RECRUITMENT ADS	11-61250-11	151.65
FNBO	DFT0003178	02/14/2024	ADM/CSDA CAREER CENTER - RECRUITMENT ADS	12-61250-12	151.70

						<b>Vendor 12540 - FNBO Total:</b>	<b>1,634.16</b>
<b>Vendor: 12499 - FORD MOTOR CREDIT COMPANY</b>							
FORD MOTOR CREDIT COMPANY	79164	02/20/2024	F&R/LEASE PAYMENT 2021 FORD F-350	01-6180H-02		72.02	
FORD MOTOR CREDIT COMPANY	79164	02/20/2024	F&R/LEASE PAYMENT 2021 FORD F-350	01-6180J-02		863.97	
						<b>Vendor 12499 - FORD MOTOR CREDIT COMPANY Total:</b>	<b>935.99</b>
<b>Vendor: 12602 - FRITZ, DENISE</b>							
FRITZ, DENISE	79062	02/01/2024	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09		100.00	
						<b>Vendor 12602 - FRITZ, DENISE Total:</b>	<b>100.00</b>
<b>Vendor: 10847 - GERBER'S AUTO SERVICES</b>							
GERBER'S AUTO SERVICES	79082	02/07/2024	ADM/OIL CHANGE ON 2013 FORD FUSION S	01-6041L-09		97.01	
						<b>Vendor 10847 - GERBER'S AUTO SERVICES Total:</b>	<b>97.01</b>
<b>Vendor: 10850 - GIBSON, JOHNATHAN</b>							
GIBSON, JOHNATHAN	79165	02/20/2024	FD/ADPP PAYMENT - FEBRUARY 2024	01-50000-01		3,512.94	
						<b>Vendor 10850 - GIBSON, JOHNATHAN Total:</b>	<b>3,512.94</b>
<b>Vendor: 12759 - GOVERNMENTJOBS.COM, INC.</b>							
GOVERNMENTJOBS.COM, INC.	79166	02/20/2024	ADM/UNLIMITED RECRUIT POSTINGS SUB 6/24 - 6/25	01-61250-09		852.00	
						<b>Vendor 12759 - GOVERNMENTJOBS.COM, INC. Total:</b>	<b>852.00</b>
<b>Vendor: 10883 - GRAINGER</b>							
GRAINGER	79167	02/20/2024	WD/WATER LINE MARKING PAINT	11-60900-11		139.77	
GRAINGER	79167	02/20/2024	WD/WATER LINE MARKING PAINT	11-60900-11		13.21	
						<b>Vendor 10883 - GRAINGER Total:</b>	<b>152.98</b>
<b>Vendor: 12501 - GRAVES, KAYLA</b>							
GRAVES, KAYLA	79063	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01		45.00	
						<b>Vendor 12501 - GRAVES, KAYLA Total:</b>	<b>45.00</b>
<b>Vendor: 10896 - GREEN, JAMES R</b>							
GREEN, JAMES R	79064	02/01/2024	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	11-6060C-11		33.33	
GREEN, JAMES R	79064	02/01/2024	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	12-6060C-12		33.33	
GREEN, JAMES R	79064	02/01/2024	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	39-6060C-25		33.34	
						<b>Vendor 10896 - GREEN, JAMES R Total:</b>	<b>100.00</b>
<b>Vendor: 10958 - HARTMAN, CHAD</b>							
HARTMAN, CHAD	79083	02/07/2024	WD/SVC ON VACC TRAILER, JD LOADER & BACKHOE	11-6041N-11		2,885.64	
						<b>Vendor 10958 - HARTMAN, CHAD Total:</b>	<b>2,885.64</b>
<b>Vendor: 10972 - HD SUPPLY FACILITIES MAINTENANCE</b>							
HD SUPPLY FACILITIES MAINTENANCE	79084	02/07/2024	WD/CHEMICAL DOSING PUMP FOR WELL FIELD	11-6031P-11		921.79	
HD SUPPLY FACILITIES MAINTENANCE	79084	02/07/2024	WW/REPLACE BROKEN SEWAGE EJECTOR PUMP AT DIGESTER	12-6032T-12		1,406.00	
HD SUPPLY FACILITIES MAINTENANCE	79168	02/20/2024	WW/SUMP PUMP FOR DRAINING TANKS	12-6032T-12		1,684.59	
						<b>Vendor 10972 - HD SUPPLY FACILITIES MAINTENANCE Total:</b>	<b>4,012.38</b>
<b>Vendor: 11005 - HOME DEPOT CREDIT SERVICE</b>							
HOME DEPOT CREDIT SERVICE	DFT0003229	02/28/2024	F&R/TOUGH STORAGE TOTE	01-60930-02		43.41	
						<b>Vendor 11005 - HOME DEPOT CREDIT SERVICE Total:</b>	<b>43.41</b>
<b>Vendor: 11052 - INNOVATIVE CONCEPTS</b>							
INNOVATIVE CONCEPTS	79085	02/07/2024	ADM/FD/BUSINESS WEBSITE HOSTING	01-60440-01		25.00	
INNOVATIVE CONCEPTS	79085	02/07/2024	ADM/FD/BUSINESS WEBSITE HOSTING	01-60440-09		25.00	
						<b>Vendor 11052 - INNOVATIVE CONCEPTS Total:</b>	<b>50.00</b>
<b>Vendor: 11072 - JB DEWAR INC.</b>							
JB DEWAR INC.	79098	02/09/2024	F&R/255.00 GALS OF GASOLINE	01-60960-02		1,125.12	
JB DEWAR INC.	79098	02/09/2024	FD/66.00 GALS OF GAS & 200.00 GALS OF DIESEL	01-60960-01		1,244.18	
JB DEWAR INC.	79098	02/09/2024	F&R/185.00 GALS OF GAS & 110.00 GALS OF DIESEL	01-60960-02		1,300.55	
JB DEWAR INC.	79122	02/19/2024	F&R/170.00 GALS OF GASOLINE	01-60960-02		725.09	
JB DEWAR INC.	79181	02/21/2024	F&R/FD/FINANCE CHARGES 5/31, 6/30, 11/30 & 12/30/23	01-60520-01		31.61	
JB DEWAR INC.	79181	02/21/2024	F&R/FD/FINANCE CHARGES 5/31, 6/30, 11/30 & 12/30/23	01-60520-02		33.30	
JB DEWAR INC.	79192	02/23/2024	F&R/NOZZLES & FILTER REPLACEMENT FOR TANK	01-6033B-02		895.16	
JB DEWAR INC.	79204	02/27/2024	FD/27.30 GALS OF GAS & 86.10 GALS OF DIESEL	01-60960-01		543.83	
JB DEWAR INC.	79204	02/27/2024	F&R/215.00 GALS OF GASOLINE	01-60960-02		913.69	
						<b>Vendor 11072 - JB DEWAR INC. Total:</b>	<b>6,812.53</b>

<b>Vendor: 11098 - JESUS G. NUNEZ</b> JESUS G. NUNEZ	79106	02/09/2024	F&R/DELIVERY OF CRUSHER SAND	01-6033G-02	935.00
<b>Vendor 11098 - JESUS G. NUNEZ Total:</b>					<b>935.00</b>
<b>Vendor: 11106 - JOEL SWITZER DIESEL REPAIR, INC</b> JOEL SWITZER DIESEL REPAIR, INC	79107	02/09/2024	WW/ANNUAL & 90 DAY INSPECTION ON 2019 VAC TRUCK	12-6041V-12	1,473.37
<b>Vendor 11106 - JOEL SWITZER DIESEL REPAIR, INC Total:</b>					<b>1,473.37</b>
<b>Vendor: 12720 - KANNER, DREW</b> KANNER, DREW	79065	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
<b>Vendor 12720 - KANNER, DREW Total:</b>					<b>45.00</b>
<b>Vendor: 10543 - KITZMAN WATER</b> KITZMAN WATER	79086	02/07/2024	WD/WW/MONTHLY DRINKING WATER	11-6033B-11	66.00
KITZMAN WATER	79086	02/07/2024	WD/WW/MONTHLY DRINKING WATER	12-6033B-12	66.00
<b>Vendor 10543 - KITZMAN WATER Total:</b>					<b>132.00</b>
<b>Vendor: 11241 - LIEBERT CASSIDY WHITMORE</b> LIEBERT CASSIDY WHITMORE	79197	02/26/2024	ADM/WORKPLACE VIOLENCE PREVENTION PLAN & TRAINING	01-6080L-09	3,500.00
<b>Vendor 11241 - LIEBERT CASSIDY WHITMORE Total:</b>					<b>3,500.00</b>
<b>Vendor: 12782 - LOUDERMILK, TYLER</b> LOUDERMILK, TYLER	79066	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
LOUDERMILK, TYLER	79186	02/21/2024	FD/REIMB FOR FOOD FOR EMPLOYEE RECRUITMENT	01-61250-01	117.86
<b>Vendor 12782 - LOUDERMILK, TYLER Total:</b>					<b>162.86</b>
<b>Vendor: 12573 - LUTTRELL STAFFING CALIFORNIA, LLC</b> LUTTRELL STAFFING CALIFORNIA, LLC	79087	02/07/2024	ADM/TEMP SVCS RBENJAMIN & SSTECK WE 1/28/2024	01-6080T-09	3,342.72
LUTTRELL STAFFING CALIFORNIA, LLC	79108	02/09/2024	ADM/TEMP SVCS RBENJAMIN & SSTECK WE 2/4/2024	01-6080T-09	2,856.05
LUTTRELL STAFFING CALIFORNIA, LLC	79169	02/20/2024	ADM/TEMP SVCS RBENJAMIN & SSTECK WE 2/11/2024	01-6080T-09	3,902.50
LUTTRELL STAFFING CALIFORNIA, LLC	79198	02/26/2024	ADM/TEMP SVCS RBENJAMIN & SSTECK WE 2/18/2024	01-6080T-09	3,108.77
<b>Vendor 12573 - LUTTRELL STAFFING CALIFORNIA, LLC Total:</b>					<b>13,210.04</b>
<b>Vendor: 12702 - MAHONEY, STUART</b> MAHONEY, STUART	79067	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
<b>Vendor 12702 - MAHONEY, STUART Total:</b>					<b>45.00</b>
<b>Vendor: 11296 - MALONEY, RYAN S</b> MALONEY, RYAN S	79068	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
<b>Vendor 11296 - MALONEY, RYAN S Total:</b>					<b>45.00</b>
<b>Vendor: 12812 - MARTINEZ, RICARDO</b> MARTINEZ, RICARDO	1202	02/21/2024	F&R/RMNG VH DEP REFUND AFTR CLEANING DED 2/4/24	01-24200-02	800.00
<b>Vendor 12812 - MARTINEZ, RICARDO Total:</b>					<b>800.00</b>
<b>Vendor: 11326 - MCELHENIE, MATTHEW</b> MCELHENIE, MATTHEW	79069	02/01/2024	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	55.00
MCELHENIE, MATTHEW	79088	02/07/2024	ADM/REIMB FOR PARKING SLO COUNTY MEETING	01-61150-09	12.50
<b>Vendor 11326 - MCELHENIE, MATTHEW Total:</b>					<b>67.50</b>
<b>Vendor: 11345 - MCKARNEY, NANCY</b> MCKARNEY, NANCY	79089	02/07/2024	ADM/REORDER BUSINESS CARDS WRONG EMAIL - MTORRES	01-60500-09	81.51
<b>Vendor 11345 - MCKARNEY, NANCY Total:</b>					<b>81.51</b>
<b>Vendor: 11357 - MEDSTOP MEDICAL CLINIC, INC</b> MEDSTOP MEDICAL CLINIC, INC	79199	02/26/2024	WW/DMV/DOT PHYSICAL	12-6080M-12	200.00
<b>Vendor 11357 - MEDSTOP MEDICAL CLINIC, INC Total:</b>					<b>200.00</b>
<b>Vendor: 11363 - MEEKS, CODY</b> MEEKS, CODY	79070	02/01/2024	WD/SWF/MONTHLY CELL PHONE & INTERNET REIMB	11-6060C-11	80.00
MEEKS, CODY	79070	02/01/2024	WD/SWF/MONTHLY CELL PHONE & INTERNET REIMB	39-6060C-25	20.00
<b>Vendor 11363 - MEEKS, CODY Total:</b>					<b>100.00</b>
<b>Vendor: 12811 - MICHAEL K. NUNLEY &amp; ASSOCIATES</b> MICHAEL K. NUNLEY & ASSOCIATES	79170	02/20/2024	WD/PROF SVCS STUART STREET TANKS REPLACEMENT	11-61700-11	890.00
<b>Vendor 12811 - MICHAEL K. NUNLEY &amp; ASSOCIATES Total:</b>					<b>890.00</b>
<b>Vendor: 11390 - MID-COAST GEOTECHNICAL, INC</b> MID-COAST GEOTECHNICAL, INC	79171	02/20/2024	PROS/PLAN REVIEW LETTER - FISCALINI RNCH BTHRMS	01-61700-16	250.00
<b>Vendor 11390 - MID-COAST GEOTECHNICAL, INC Total:</b>					<b>250.00</b>
<b>Vendor: 11398 - MILLER DRILLING COMPANY</b>					

MILLER DRILLING COMPANY	79109	02/09/2024	WW/SWAP MOTOR & PUMP FOR PLANT WATER SYSTEM	12-6032T-12	2,391.02
<b>Vendor 11398 - MILLER DRILLING COMPANY Total:</b>					<b>2,391.02</b>
<b>Vendor: 11405 - MINER'S ACE HARDWARE</b>					
MINER'S ACE HARDWARE	79090	02/07/2024	ADM/PLANTS FOR GENERAL MANAGER'S OFFICE	01-60500-09	58.70
<b>Vendor 11405 - MINER'S ACE HARDWARE Total:</b>					<b>58.70</b>
<b>Vendor: 12814 - MOE, AARON</b>					
MOE, AARON	79187	02/21/2024	WW/REIMB FOR COLL OPERATION & MAINTENANCE VOL 1	12-6120E-12	75.00
<b>Vendor 12814 - MOE, AARON Total:</b>					<b>75.00</b>
<b>Vendor: 11436 - MORTIMER FERNANDEZ-LOPEZ</b>					
MORTIMER FERNANDEZ-LOPEZ	79200	02/26/2024	F&R/SVC CALL - RE-PROG TRANSMITTERS & RECEIVERS	01-6033G-02	250.00
<b>Vendor 11436 - MORTIMER FERNANDEZ-LOPEZ Total:</b>					<b>250.00</b>
<b>Vendor: 12768 - MUNICIPAL RESOURCE GROUP, LLC.</b>					
MUNICIPAL RESOURCE GROUP, LLC.	79110	02/09/2024	ADM/MONTHLY HR COACHING & CONSULTING SVC JAN 2024	01-6080M-09	2,700.00
MUNICIPAL RESOURCE GROUP, LLC.	79201	02/26/2024	ADM/CONFIDENTIAL PROFESSIONAL SERVICES	01-6080L-09	6,366.00
<b>Vendor 12768 - MUNICIPAL RESOURCE GROUP, LLC. Total:</b>					<b>9,066.00</b>
<b>Vendor: 12697 - NBS</b>					
NBS	79172	02/20/2024	WW/ANNUAL DEBT TRANSPCY REP PREP ANNUAL FEE	12-6080M-12	550.00
<b>Vendor 12697 - NBS Total:</b>					<b>550.00</b>
<b>Vendor: 11520 - OFFICE1</b>					
OFFICE1	79173	02/20/2024	ADM/MONTHLY COPIER CHARGES & OVERAGE	01-60440-09	1,230.30
OFFICE1	79173	02/20/2024	FD/MONTHLY COPIER CHARGES & OVERAGE	01-60440-01	99.26
<b>Vendor 11520 - OFFICE1 Total:</b>					<b>1,329.56</b>
<b>Vendor: 12772 - OPTIMIZED INVESTMENT PARTNERS</b>					
OPTIMIZED INVESTMENT PARTNERS	DFT0003136	02/07/2024	ADM/INVESTMENT ADVISORY SVCS JANUARY 2024	01-6080F-09	1,006.17
<b>Vendor 12772 - OPTIMIZED INVESTMENT PARTNERS Total:</b>					<b>1,006.17</b>
<b>Vendor: 11530 - ORKIN</b>					
ORKIN	79091	02/07/2024	FD/PREVENATIVE PEST CONTROL SERVICE	01-6033B-01	75.00
<b>Vendor 11530 - ORKIN Total:</b>					<b>75.00</b>
<b>Vendor: 11531 - OROZCO, MIRIAM</b>					
OROZCO, MIRIAM	79111	02/09/2024	ADM/REIMBURSEMENT FOR POSTAGE	01-60510-09	52.00
<b>Vendor 11531 - OROZCO, MIRIAM Total:</b>					<b>52.00</b>
<b>Vendor: 12715 - PACIFIC GAS &amp; ELECTRIC COMPANY</b>					
PACIFIC GAS & ELECTRIC COMPANY	DFT0003142	02/08/2024	WW/PGE SST PROJECT - FLOW EQUALIZATION	12-61701-12	6,480.95
PACIFIC GAS & ELECTRIC COMPANY	DFT0003142	02/08/2024	WW/PGE SST PROJECT - INFLUANT LIFT STATION	12-61702-12	6,479.95
PACIFIC GAS & ELECTRIC COMPANY	DFT0003142	02/08/2024	WW/PGE SST PROJECT - MODIFIED LUDZAK	12-61703-12	77,870.55
PACIFIC GAS & ELECTRIC COMPANY	DFT0003142	02/08/2024	WW/PGE SST PROJECT - BLOWER REPLACEMENT	12-61704-12	30,925.35
PACIFIC GAS & ELECTRIC COMPANY	DFT0003142	02/08/2024	WW/PGE SST PROJECT - RAS/WAS	12-61705-12	172,455.20
PACIFIC GAS & ELECTRIC COMPANY	DFT0003142	02/08/2024	WW/PGE SST PROJECT - NEW TRANSFORMER	12-61706-12	6,479.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0003142	02/08/2024	WW/PGE SST PROJECT - GENERATOR	12-61707-12	6,479.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0003142	02/08/2024	WW/PGE SST PROJECT - SCADA SYSTEM UPGRADE	12-61708-12	6,479.00
<b>Vendor 12715 - PACIFIC GAS &amp; ELECTRIC COMPANY Total:</b>					<b>313,649.00</b>
<b>Vendor: 11591 - PERRY FORD LINCOLN</b>					
PERRY FORD LINCOLN	79188	02/21/2024	WW/5,000 MILE SERVICE ON 2020 FORD F-150	12-6041L-12	94.93
<b>Vendor 11591 - PERRY FORD LINCOLN Total:</b>					<b>94.93</b>
<b>Vendor: 11543 - PG&amp;E</b>					
PG&E	DFT0003128	02/07/2024	ALL/ELEC SVC GENERAL METERS	01-6060E-01	1,482.08
PG&E	DFT0003128	02/07/2024	ALL/ELEC SVC GENERAL METERS	01-6060E-02	596.44
PG&E	DFT0003128	02/07/2024	ALL/ELEC SVC GENERAL METERS	01-6060E-02	1,735.81
PG&E	DFT0003128	02/07/2024	ALL/ELEC SVC GENERAL METERS	01-6060E-09	947.13
PG&E	DFT0003129	02/07/2024	WD/ELEC SVC VARIOUS WELLS	11-6060E-11	14,201.75
PG&E	DFT0003130	02/07/2024	WRF/ELEV SVC SAN SIMEON CRK RD UNIT 2	39-6060E-25	69.09
PG&E	DFT0003131	02/07/2024	WW/ELEC SVC VARIOUS LIFT STATIONS	12-6060E-12	29,408.78
PG&E	DFT0003132	02/07/2024	WRF/ELEC SVC SAN SIMEON CRK RD	39-6060E-25	182.45
PG&E	DFT0003133	02/07/2024	WD/ELEC SVC 2820 SANTA ROSA RD	11-6060E-11	558.84

PG&E	DFT0003134	02/07/2024	WRF/ELEC SVC SAN SIMEON CRK RD UNIT 1	39-6060E-25	562.07
PG&E	DFT0003135	02/07/2024	WD/ELEC SVC VAN GORDON CRK RD	11-6060E-11	1.68
				<b>Vendor 11543 - PG&amp;E Total:</b>	<b>49,746.12</b>
<b>Vendor: 12452 - PITNEY BOWES GLOBAL FINANCIAL SVCS LLC</b>					
PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	DFT0003198	02/26/2024	ADM/POSTAGE MACHING LEASE PMT 1/12 - 4/11/2024	01-60700-09	148.20
				<b>Vendor 12452 - PITNEY BOWES GLOBAL FINANCIAL SVCS LLC Total:</b>	<b>148.20</b>
<b>Vendor: 11623 - PITNEY BOWES RESERVE ACCT</b>					
PITNEY BOWES RESERVE ACCT	79174	02/20/2024	ADM/POSTAGE MACHINE REFILLS	01-60510-09	2,000.00
				<b>Vendor 11623 - PITNEY BOWES RESERVE ACCT Total:</b>	<b>2,000.00</b>
<b>Vendor: 11666 - PROFESSIONAL WATER TECHNOLOGIES</b>					
PROFESSIONAL WATER TECHNOLOGIES	79189	02/21/2024	WRF/PRESERVOL -45	39-6091C-25	2,540.93
				<b>Vendor 11666 - PROFESSIONAL WATER TECHNOLOGIES Total:</b>	<b>2,540.93</b>
<b>Vendor: 11713 - REAPER, TRISTAN</b>					
REAPER, TRISTAN	79071	02/01/2024	WD/WW/WRF/MONTHLY CELL PHONE REIMB	11-6060C-11	33.00
REAPER, TRISTAN	79071	02/01/2024	WD/WW/WRF/MONTHLY CELL PHONE REIMB	12-6060C-12	33.00
REAPER, TRISTAN	79071	02/01/2024	WD/WW/WRF/MONTHLY CELL PHONE REIMB	39-6060C-25	34.00
				<b>Vendor 11713 - REAPER, TRISTAN Total:</b>	<b>100.00</b>
<b>Vendor: 11731 - RETIREE00</b>					
RETIREE00	79123	02/20/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	604.86
				<b>Vendor 11731 - RETIREE00 Total:</b>	<b>604.86</b>
<b>Vendor: 11732 - RETIREE01</b>					
RETIREE01	79124	02/20/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	604.86
				<b>Vendor 11732 - RETIREE01 Total:</b>	<b>604.86</b>
<b>Vendor: 11733 - RETIREE02</b>					
RETIREE02	79125	02/20/2024	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	522.52
				<b>Vendor 11733 - RETIREE02 Total:</b>	<b>522.52</b>
<b>Vendor: 11735 - RETIREE04</b>					
RETIREE04	79126	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	223.93
				<b>Vendor 11735 - RETIREE04 Total:</b>	<b>223.93</b>
<b>Vendor: 11736 - RETIREE05</b>					
RETIREE05	79127	02/20/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	223.93
				<b>Vendor 11736 - RETIREE05 Total:</b>	<b>223.93</b>
<b>Vendor: 11737 - RETIREE06</b>					
RETIREE06	79128	02/20/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	223.93
				<b>Vendor 11737 - RETIREE06 Total:</b>	<b>223.93</b>
<b>Vendor: 11738 - RETIREE07</b>					
RETIREE07	79129	02/20/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	223.93
				<b>Vendor 11738 - RETIREE07 Total:</b>	<b>223.93</b>
<b>Vendor: 11740 - RETIREE09</b>					
RETIREE09	79130	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	223.93
				<b>Vendor 11740 - RETIREE09 Total:</b>	<b>223.93</b>
<b>Vendor: 11741 - RETIREE10</b>					
RETIREE10	79131	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	223.93
				<b>Vendor 11741 - RETIREE10 Total:</b>	<b>223.93</b>
<b>Vendor: 11742 - RETIREE11</b>					
RETIREE11	79132	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	223.93
				<b>Vendor 11742 - RETIREE11 Total:</b>	<b>223.93</b>
<b>Vendor: 11743 - RETIREE12</b>					
RETIREE12	79133	02/20/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	1,202.05
				<b>Vendor 11743 - RETIREE12 Total:</b>	<b>1,202.05</b>
<b>Vendor: 11744 - RETIREE13</b>					
RETIREE13	79134	02/20/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	223.93
				<b>Vendor 11744 - RETIREE13 Total:</b>	<b>223.93</b>
<b>Vendor: 11746 - RETIREE15</b>					
RETIREE15	79135	02/20/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	223.93
				<b>Vendor 11746 - RETIREE15 Total:</b>	<b>223.93</b>
<b>Vendor: 11747 - RETIREE16</b>					
RETIREE16	79136	02/20/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	604.86
				<b>Vendor 11747 - RETIREE16 Total:</b>	<b>604.86</b>

<b>Vendor: 11748 - RETIREE17</b> RETIREE17	79137	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	604.86	
					<b>Vendor 11748 - RETIREE17 Total:</b>	<b>604.86</b>
<b>Vendor: 11750 - RETIREE19</b> RETIREE19	79138	02/20/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	604.86	
					<b>Vendor 11750 - RETIREE19 Total:</b>	<b>604.86</b>
<b>Vendor: 11752 - RETIREE21</b> RETIREE21	79139	02/20/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	223.93	
					<b>Vendor 11752 - RETIREE21 Total:</b>	<b>223.93</b>
<b>Vendor: 11753 - RETIREE22</b> RETIREE22	79140	02/20/2024	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	534.22	
					<b>Vendor 11753 - RETIREE22 Total:</b>	<b>534.22</b>
<b>Vendor: 11755 - RETIREE24</b> RETIREE24	79141	02/20/2024	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	223.93	
					<b>Vendor 11755 - RETIREE24 Total:</b>	<b>223.93</b>
<b>Vendor: 11757 - RETIREE26</b> RETIREE26	79142	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	1,189.76	
					<b>Vendor 11757 - RETIREE26 Total:</b>	<b>1,189.76</b>
<b>Vendor: 11758 - RETIREE27</b> RETIREE27	79143	02/20/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	604.86	
					<b>Vendor 11758 - RETIREE27 Total:</b>	<b>604.86</b>
<b>Vendor: 11759 - RETIREE28</b> RETIREE28	79144	02/20/2024	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	604.86	
					<b>Vendor 11759 - RETIREE28 Total:</b>	<b>604.86</b>
<b>Vendor: 11761 - RETIREE30</b> RETIREE30	79145	02/20/2024	WD/MONTHLY HEALTH INS REIMB - DEC 23 FINAL PAYMENT	11-51210-11	440.54	
					<b>Vendor 11761 - RETIREE30 Total:</b>	<b>440.54</b>
<b>Vendor: 11762 - RETIREE31</b> RETIREE31	79146	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	223.93	
					<b>Vendor 11762 - RETIREE31 Total:</b>	<b>223.93</b>
<b>Vendor: 11763 - RETIREE32</b> RETIREE32	79147	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	532.91	
					<b>Vendor 11763 - RETIREE32 Total:</b>	<b>532.91</b>
<b>Vendor: 11764 - RETIREE33</b> RETIREE33	79148	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	522.52	
					<b>Vendor 11764 - RETIREE33 Total:</b>	<b>522.52</b>
<b>Vendor: 11765 - RETIREE34</b> RETIREE34	79149	02/20/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	133.46	
					<b>Vendor 11765 - RETIREE34 Total:</b>	<b>133.46</b>
<b>Vendor: 11767 - RETIREE36</b> RETIREE36	79150	02/20/2024	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	868.13	
					<b>Vendor 11767 - RETIREE36 Total:</b>	<b>868.13</b>
<b>Vendor: 11768 - RETIREE37</b> RETIREE37	79151	02/20/2024	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	63.65	
RETIREE37	79151	02/20/2024	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	827.44	
RETIREE37	79151	02/20/2024	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	381.89	
					<b>Vendor 11768 - RETIREE37 Total:</b>	<b>1,272.98</b>
<b>Vendor: 11769 - RETIREE38</b> RETIREE38	79152	02/20/2024	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	1,609.76	
					<b>Vendor 11769 - RETIREE38 Total:</b>	<b>1,609.76</b>
<b>Vendor: 11003 - RETIREE40</b> RETIREE40	79153	02/20/2024	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	1,609.76	
					<b>Vendor 11003 - RETIREE40 Total:</b>	<b>1,609.76</b>
<b>Vendor: 11837 - RUTAN &amp; TUCKER, LLP</b> RUTAN & TUCKER, LLP	79175	02/20/2024	ADM/PROFESSIONAL SERVICES THROUGH JANUARY 24	01-6080L-09	6,469.50	
					<b>Vendor 11837 - RUTAN &amp; TUCKER, LLP Total:</b>	<b>6,469.50</b>
<b>Vendor: 11877 - SANTA MARIA FORD LIN-MER</b> SANTA MARIA FORD LIN-MER	79176	02/20/2024	WD/WHEEL WELL LINERS FOR F-250	11-6041L-11	401.40	

<b>Vendor 11877 - SANTA MARIA FORD LIN-MER Total:</b>						<b>401.40</b>
<b>Vendor: 11904 - SDRMA</b>						
SDRMA	79177	02/20/2024	WD/DEDUCTIBLE FOR CLAIM AD2324009395-0001	11-60300-11	1,000.00	
<b>Vendor 11904 - SDRMA Total:</b>						<b>1,000.00</b>
<b>Vendor: 12813 - SILVERS, SHARI</b>						
SILVERS, SHARI	1203	02/21/2024	F&R/REFUND OF VET'S HALL SEC DEP FOR 1/29/24 EVENT	01-24200-02	100.00	
<b>Vendor 12813 - SILVERS, SHARI Total:</b>						<b>100.00</b>
<b>Vendor: 11970 - SLO COUNTY EMSA</b>						
SLO COUNTY EMSA	79092	02/07/2024	FD/EMT RECERTIFICATION - WMAHONEY	01-6120E-01	66.00	
<b>Vendor 11970 - SLO COUNTY EMSA Total:</b>						<b>66.00</b>
<b>Vendor: 11977 - SLO COUNTY PLANNING DEPT.</b>						
SLO COUNTY PLANNING DEPT.	79112	02/09/2024	PROS/SKATE PARK PROJECT PERMITTING COSTS	01-61700-16	10,995.62	
<b>Vendor 11977 - SLO COUNTY PLANNING DEPT. Total:</b>						<b>10,995.62</b>
<b>Vendor: 11978 - SLO COUNTY PUBLIC WORKS</b>						
SLO COUNTY PUBLIC WORKS	79093	02/07/2024	PROS/ENGINEERING ADD INV FOR SKATEPARK SDWLK INQ	01-61700-16	589.70	
<b>Vendor 11978 - SLO COUNTY PUBLIC WORKS Total:</b>						<b>589.70</b>
<b>Vendor: 12478 - SOCAL GAS</b>						
SOCAL GAS	DFT0003146	02/09/2024	ADM/GAS SVC 1316 TAMSON	01-6060G-09	46.12	
SOCAL GAS	DFT0003147	02/09/2024	F&R/GAS SVC VET'S HALL	01-6060G-02	324.21	
SOCAL GAS	DFT0003148	02/09/2024	WD/WW/GAS SVC 5500 HEATH LANE	11-6060G-11	87.74	
SOCAL GAS	DFT0003148	02/09/2024	WD/WW/GAS SVC 5500 HEATH LANE	12-6060G-12	87.73	
SOCAL GAS	DFT0003149	02/09/2024	FD/GAS SVC 5500 HEATH LANE #B	01-6060G-01	79.83	
SOCAL GAS	DFT0003150	02/09/2024	FD/GAS SVC 5490 HEATH LANE	01-6060G-01	53.76	
SOCAL GAS	DFT0003151	02/09/2024	FD/GAS SVC 2850 BURTON DRIVE	01-6060G-01	774.29	
<b>Vendor 12478 - SOCAL GAS Total:</b>						<b>1,453.68</b>
<b>Vendor: 12012 - SOUTH COAST EMERGENCY VEHICLE SERVICES</b>						
SOUTH COAST EMERGENCY VEHICLE SERVICES	79113	02/09/2024	FD/90 DAY B.I.T INSPECTION ON PUMPER TRUCK	01-6041L-01	124.49	
SOUTH COAST EMERGENCY VEHICLE SERVICES	79113	02/09/2024	FD/90 DAY B.I.T INSPECTION ON TANKER TRUCK	01-6041L-01	85.00	
<b>Vendor 12012 - SOUTH COAST EMERGENCY VEHICLE SERVICES Total:</b>						<b>209.49</b>
<b>Vendor: 12815 - SOUTHWEST MEMBRANE OPERATOR ASSOCIATION</b>						
SOUTHWEST MEMBRANE OPERATOR ASSOCIATION	79202	02/26/2024	WD/MEMBERSHIP DUES RENEWAL 2024 - SMEEKS	11-60540-11	80.00	
<b>Vendor 12815 - SOUTHWEST MEMBRANE OPERATOR ASSOCIATION Total:</b>						<b>80.00</b>
<b>Vendor: 12058 - STATE OF CALIFORNIA</b>						
STATE OF CALIFORNIA	79178	02/20/2024	F&R/FINGERPRINT APPS & FBI	01-61250-02	81.00	
<b>Vendor 12058 - STATE OF CALIFORNIA Total:</b>						<b>81.00</b>
<b>Vendor: 12084 - STEVENTON, ADAM</b>						
STEVENTON, ADAM	79203	02/26/2024	WD/REIMB EMPLOYEE TRVL BACKFLOW TESTING CERT	11-6120E-11	366.76	
<b>Vendor 12084 - STEVENTON, ADAM Total:</b>						<b>366.76</b>
<b>Vendor: 12588 - STEWART, WIL</b>						
STEWART, WIL	79072	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00	
<b>Vendor 12588 - STEWART, WIL Total:</b>						<b>45.00</b>
<b>Vendor: 12534 - STILLWATER SCIENCES</b>						
STILLWATER SCIENCES	79179	02/20/2024	WD/SS CRK, VAN GRDN & WARREN WELLS INSTRM FLW STDY	11-6080M-11	7,830.25	
<b>Vendor 12534 - STILLWATER SCIENCES Total:</b>						<b>7,830.25</b>
<b>Vendor: 12117 - SWCA, INC.</b>						
SWCA, INC.	79180	02/20/2024	WRF/WATER RECLAMATION FACILITY CDP PROJECT	40-61700-30	1,040.00	
<b>Vendor 12117 - SWCA, INC. Total:</b>						<b>1,040.00</b>
<b>Vendor: 12645 - SYNAGRO WEST, LLC</b>						
SYNAGRO WEST, LLC	79114	02/09/2024	WW/BIOSOLIDS TO LIBERTY COMPOST/MONTHLY TRAILER	12-6032S-12	6,705.52	
<b>Vendor 12645 - SYNAGRO WEST, LLC Total:</b>						<b>6,705.52</b>
<b>Vendor: 12165 - THE BLUEPRINTER</b>						
THE BLUEPRINTER	79094	02/07/2024	ADM/RESTOCK OF WINDOW ENVELOPES	01-60530-09	299.07	
THE BLUEPRINTER	79094	02/07/2024	WD/METER SERVICE DOOR HANGERS	11-60530-11	462.19	
<b>Vendor 12165 - THE BLUEPRINTER Total:</b>						<b>761.26</b>
<b>Vendor: 10688 - TORLANO, EMILY A.</b>						
TORLANO, EMILY A.	79073	02/01/2024	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00	
<b>Vendor 10688 - TORLANO, EMILY A. Total:</b>						<b>45.00</b>
<b>Vendor: 12701 - TYLER BUSINESS FORMS</b>						
TYLER BUSINESS FORMS	79095	02/07/2024	ADM/1099 NEC TRIPLE FORMS & ENVELOPES	01-60900-09	126.24	

				<b>Vendor 12701 - TYLER BUSINESS FORMS Total:</b>	<b>126.24</b>
<b>Vendor: 12249 - UNITED RENTALS (NA) INC.</b>					
UNITED RENTALS (NA) INC.	79115	02/09/2024	WW/WEBEX TRAINING - AMOE	12-6120E-12	175.00
				<b>Vendor 12249 - UNITED RENTALS (NA) INC. Total:</b>	<b>175.00</b>
<b>Vendor: 12705 - UPSTREAM H2O LLC</b>					
UPSTREAM H2O LLC	79096	02/07/2024	WW/PROF SVCS PHOTO CAPTURES & DOC AT LS 9 & B3	12-6032T-12	7,500.00
				<b>Vendor 12705 - UPSTREAM H2O LLC Total:</b>	<b>7,500.00</b>
<b>Vendor: 12261 - US BANK EQUIPMENT FINANCE</b>					
US BANK EQUIPMENT FINANCE	DFT0003103	02/01/2024	ADM/FD/MONTHLY COPIER CHARGES	01-60440-01	109.85
US BANK EQUIPMENT FINANCE	DFT0003103	02/01/2024	ADM/FD/MONTHLY COPIER CHARGES	01-60440-09	199.53
				<b>Vendor 12261 - US BANK EQUIPMENT FINANCE Total:</b>	<b>309.38</b>
<b>Vendor: 12637 - VINCENT COMMUNICATIONS</b>					
VINCENT COMMUNICATIONS	79190	02/21/2024	FD/RADIO REPAIR - WTS7 TRUCK RADIO	01-60900-01	169.79
VINCENT COMMUNICATIONS	79190	02/21/2024	FD/RADIO REPAIR - MCASTELLANOS RADIO	01-60900-01	211.00
VINCENT COMMUNICATIONS	79190	02/21/2024	FD/RADIO REPAIR - 5791 TRUCK RADIO	01-60900-01	350.79
				<b>Vendor 12637 - VINCENT COMMUNICATIONS Total:</b>	<b>731.58</b>
<b>Vendor: 12293 - VITAL RECORDS CONTROL</b>					
VITAL RECORDS CONTROL	79191	02/21/2024	ADM/DOCUMENT STORAGE & DELIVERY	01-6080M-09	685.46
				<b>Vendor 12293 - VITAL RECORDS CONTROL Total:</b>	<b>685.46</b>
<b>Vendor: 12392 - WM A MORTON &amp; ANJA NOLTING MORTON REVOCABLE TRUST</b>					
WM A MORTON & ANJA NOLTING MORTON REVOCA	79097	02/07/2024	FD/BIANNUAL INSTALLMENT PMT - 2023 CHEVROLET TAHOE	01-61800-01	7,543.03
WM A MORTON & ANJA NOLTING MORTON REVOCA	79097	02/07/2024	FD/BIANNUAL INSTALLMENT PMT - 2023 CHEVROLET TAHOE	01-6180H-01	1,672.40
				<b>Vendor 12392 - WM A MORTON &amp; ANJA NOLTING MORTON REVOCABLE TRUST Total:</b>	<b>9,215.43</b>
				<b>Grand Total:</b>	<b>950,583.69</b>

**Fund Summary**

Fund	Payment Amount
01 - GENERAL FUND	131,146.55
11 - WATER FUND	108,913.70
12 - WASTEWATER FUND	706,041.56
39 - WRF OPERATIONS	3,441.88
40 - WRF CAPITAL	1,040.00
<b>Grand Total:</b>	<b>950,583.69</b>

<b>Vendor: 10103 - AMERITAS LIFE INSURANCE G</b>					
AMERITAS LIFE INSURANCE G	DFT0003184	02/22/2024	DENTAL PREMIUM	01-21500-00	2,790.90
AMERITAS LIFE INSURANCE G	DFT0003184	02/22/2024	DENTAL PREMIUM	01-21500-00	421.58
AMERITAS LIFE INSURANCE G	DFT0003184	02/22/2024	DENTAL PREMIUM	12-51020-12	184.92
				<b>Vendor 10103 - AMERITAS LIFE INSURANCE G Total:</b>	<b>3,397.40</b>
<b>Vendor: 10350 - CAMBRIA COMMUNITY SERVICE</b>					
CAMBRIA COMMUNITY SERVICE	DFT0003114	02/02/2024	MEDICAL REIMBURSEMENT	01-21710-00	1,200.00
CAMBRIA COMMUNITY SERVICE	DFT0003114	02/02/2024	MEDICAL REIMBURSEMENT	01-51220-01	250.00
CAMBRIA COMMUNITY SERVICE	DFT0003114	02/02/2024	MEDICAL REIMBURSEMENT	01-51220-09	250.00
CAMBRIA COMMUNITY SERVICE	DFT0003114	02/02/2024	MEDICAL REIMBURSEMENT	11-51220-11	200.00
CAMBRIA COMMUNITY SERVICE	DFT0003114	02/02/2024	MEDICAL REIMBURSEMENT	12-51220-12	150.00
CAMBRIA COMMUNITY SERVICE	DFT0003161	02/16/2024	MEDICAL REIMBURSEMENT	01-21710-00	1,200.00
CAMBRIA COMMUNITY SERVICE	DFT0003161	02/16/2024	MEDICAL REIMBURSEMENT	01-51220-01	250.00
CAMBRIA COMMUNITY SERVICE	DFT0003161	02/16/2024	MEDICAL REIMBURSEMENT	01-51220-09	250.00
CAMBRIA COMMUNITY SERVICE	DFT0003161	02/16/2024	MEDICAL REIMBURSEMENT	11-51220-11	200.00
CAMBRIA COMMUNITY SERVICE	DFT0003161	02/16/2024	MEDICAL REIMBURSEMENT	12-51220-12	150.00
				<b>Vendor 10350 - CAMBRIA COMMUNITY SERVICE Total:</b>	<b>4,100.00</b>
<b>Vendor: 10691 - EMPLOYMENT DEVELOPMENT DP</b>					
EMPLOYMENT DEVELOPMENT DP	DFT0003125	02/02/2024	STATE TAX WITHHOLDING	01-21100-00	3,818.81
EMPLOYMENT DEVELOPMENT DP	DFT0003126	02/02/2024	SDI	01-21300-00	1,094.20
EMPLOYMENT DEVELOPMENT DP	DFT0003172	02/16/2024	STATE TAX WITHHOLDING	01-21100-00	4,788.86
EMPLOYMENT DEVELOPMENT DP	DFT0003173	02/16/2024	SDI	01-21300-00	1,199.54
				<b>Vendor 10691 - EMPLOYMENT DEVELOPMENT DP Total:</b>	<b>10,901.41</b>
<b>Vendor: 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC.</b>					
IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHT	DFT0003105	02/02/2024	DUES-FIRE IAFF	01-21600-00	440.00
IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHT	DFT0003153	02/16/2024	DUES-FIRE IAFF	01-21600-00	440.00
				<b>Vendor 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC. Total:</b>	<b>880.00</b>

**Vendor: 11069 - IRS/FEDERAL PAYROLL TAXES**

IRS/FEDERAL PAYROLL TAXES	DFT0003123	02/02/2024	FEDERAL TAX WITHHOLDING	01-21000-00	10,059.88
IRS/FEDERAL PAYROLL TAXES	DFT0003124	02/02/2024	MEDICARE TAX WITHHOLDING	01-21200-00	3,338.54
IRS/FEDERAL PAYROLL TAXES	DFT0003127	02/02/2024	SOCIAL SECURITY TAX	01-21200-00	14,275.10
IRS/FEDERAL PAYROLL TAXES	DFT0003137	02/05/2024	MEDICARE TAX WITHHOLDING	01-21200-00	12.58
IRS/FEDERAL PAYROLL TAXES	DFT0003138	02/05/2024	SOCIAL SECURITY TAX	01-21200-00	53.84
IRS/FEDERAL PAYROLL TAXES	DFT0003170	02/16/2024	FEDERAL TAX WITHHOLDING	01-21000-00	12,459.20
IRS/FEDERAL PAYROLL TAXES	DFT0003171	02/16/2024	MEDICARE TAX WITHHOLDING	01-21200-00	3,699.02
IRS/FEDERAL PAYROLL TAXES	DFT0003174	02/16/2024	SOCIAL SECURITY TAX	01-21200-00	15,816.62
				<b>Vendor 11069 - IRS/FEDERAL PAYROLL TAXES Total:</b>	<b>59,714.78</b>

**Vendor: 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457**

MISSION SQUARE RETIREMENT	DFT0003110	02/02/2024	457 YEE CONTRIBUTION	01-21410-00	4,100.00
MISSION SQUARE RETIREMENT	DFT0003111	02/02/2024	457 YEE CONTRIBUTION	01-21410-00	175.32
MISSION SQUARE RETIREMENT	DFT0003112	02/02/2024	DC 457 MGMT MATCH	01-21410-00	900.00
MISSION SQUARE RETIREMENT	DFT0003113	02/02/2024	DD ICMA SEIU MATCH	01-21410-00	250.00
MISSION SQUARE RETIREMENT	DFT0003158	02/16/2024	457 YEE CONTRIBUTION	01-21410-00	4,100.00
MISSION SQUARE RETIREMENT	DFT0003159	02/16/2024	457 YEE CONTRIBUTION	01-21410-00	213.28
MISSION SQUARE RETIREMENT	DFT0003160	02/16/2024	DC 457 MGMT MATCH	01-21410-00	900.00
				<b>Vendor 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457 Total:</b>	<b>10,638.60</b>

**Vendor: 11652 - PPBI DIRECT DEPOSIT**

PPBI-DIRECT DEPOSIT	20086	2/2/2024	Check	01-21520-00	2,173.48
PPBI-DIRECT DEPOSIT	EFT0000086	2/2/2024	EFT	01-21520-00	72,785.01
PPBI-DIRECT DEPOSIT	20087	2/5/2024	Check	01-21520-00	400.91
PPBI-DIRECT DEPOSIT	20088	2/16/2024	Check	01-21520-00	659.37
PPBI-DIRECT DEPOSIT	20089	2/16/2024	Check	01-21520-00	2,039.17
PPBI-DIRECT DEPOSIT	EFT0000087	2/16/2024	EFT	01-21520-00	83,247.52
					<b>161,305.46</b>

**Vendor: 11593 - PERS HEALTH BENEFIT SERV**

PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	01-21510-00	5,850.36
PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	01-21510-00	31,529.81
PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	01-51030-09	128.83
PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	01-51210-01	942.00
PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	01-51210-02	471.00
PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	01-51210-09	1,727.00
PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	01-51210-09	85.10
PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	11-51030-10	2,877.97
PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	11-51210-11	785.00
PERS HEALTH BENEFIT SERV	DFT0003182	02/22/2024	HEALTH PREMIUM	12-51210-12	785.00
				<b>Vendor 11593 - PERS HEALTH BENEFIT SERV Total:</b>	<b>45,182.07</b>

**Vendor: 11594 - PERS RETIREMENT SYSTEM**

PERS RETIREMENT SYSTEM	DFT0003106	02/02/2024	PERS RETIREMENT	01-21400-00	1,566.80
PERS RETIREMENT SYSTEM	DFT0003107	02/02/2024	PERS RETIREMENT	01-21400-00	4,622.66
PERS RETIREMENT SYSTEM	DFT0003108	02/02/2024	PERS RETIREMENT	01-21400-00	3,204.91
PERS RETIREMENT SYSTEM	DFT0003109	02/02/2024	PERS RETIREMENT	01-21400-00	3,155.99
PERS RETIREMENT SYSTEM	DFT0003115	02/02/2024	PERS RETIREMENT	01-21400-00	677.35
PERS RETIREMENT SYSTEM	DFT0003116	02/02/2024	PERS RETIREMENT	01-21400-00	1,492.97
PERS RETIREMENT SYSTEM	DFT0003117	02/02/2024	PERS RETIREMENT	01-21400-00	1,421.38
PERS RETIREMENT SYSTEM	DFT0003118	02/02/2024	PERS RETIREMENT	01-21400-00	2,075.49
PERS RETIREMENT SYSTEM	DFT0003119	02/02/2024	PERS RETIREMENT	01-21400-00	3,326.42
PERS RETIREMENT SYSTEM	DFT0003120	02/02/2024	PERS RETIREMENT	01-21400-00	3,296.39
PERS RETIREMENT SYSTEM	DFT0003154	02/16/2024	PERS RETIREMENT	01-21400-00	1,582.26
PERS RETIREMENT SYSTEM	DFT0003155	02/16/2024	PERS RETIREMENT	01-21400-00	4,669.25
PERS RETIREMENT SYSTEM	DFT0003156	02/16/2024	PERS RETIREMENT	01-21400-00	3,204.91
PERS RETIREMENT SYSTEM	DFT0003157	02/16/2024	PERS RETIREMENT	01-21400-00	3,155.99
PERS RETIREMENT SYSTEM	DFT0003162	02/16/2024	PERS RETIREMENT	01-21400-00	691.48
PERS RETIREMENT SYSTEM	DFT0003163	02/16/2024	PERS RETIREMENT	01-21400-00	1,523.46
PERS RETIREMENT SYSTEM	DFT0003164	02/16/2024	PERS RETIREMENT	01-21400-00	1,438.07
PERS RETIREMENT SYSTEM	DFT0003165	02/16/2024	PERS RETIREMENT	01-21400-00	2,099.57
PERS RETIREMENT SYSTEM	DFT0003166	02/16/2024	PERS RETIREMENT	01-21400-00	3,379.87
PERS RETIREMENT SYSTEM	DFT0003167	02/16/2024	PERS RETIREMENT	01-21400-00	3,349.35
				<b>Vendor 11594 - PERS RETIREMENT SYSTEM Total:</b>	<b>49,934.57</b>

**Vendor: 11911 - SEIU LOCAL 620**

SEIU LOCAL 620	DFT0003121	02/02/2024	SEIU UNION DUES	01-21600-00	215.54
SEIU LOCAL 620	DFT0003122	02/02/2024	SEIU UNION DUES	01-21600-00	105.76
SEIU LOCAL 620	DFT0003168	02/16/2024	SEIU UNION DUES	01-21600-00	281.38
SEIU LOCAL 620	DFT0003169	02/16/2024	SEIU UNION DUES	01-21600-00	105.76

Vendor 11911 - SEIU LOCAL 620 Total: 708.44

**Vendor: 12175 - THE LINCOLN NATIONAL LIFE**

THE LINCOLN NATIONAL LIFE	DFT0003183	02/22/2024	LIFE INSUR-GROUP	01-21640-00	269.64
THE LINCOLN NATIONAL LIFE	DFT0003183	02/22/2024	LIFE INSUR-GROUP	01-51050-01	256.74
THE LINCOLN NATIONAL LIFE	DFT0003183	02/22/2024	LIFE INSUR-GROUP	01-51050-02	(15.56)
THE LINCOLN NATIONAL LIFE	DFT0003183	02/22/2024	LIFE INSUR-GROUP	11-51050-11	52.32
THE LINCOLN NATIONAL LIFE	DFT0003183	02/22/2024	LIFE INSUR-GROUP	12-51050-12	(8.72)

Vendor 12175 - THE LINCOLN NATIONAL LIFE Total: 554.42

Grand Total: 347,317.15



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF FEBRUARY 8, 2024, REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Board of Directors of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall located at 1000 Main Street, Cambria, CA 93428, on Thursday, February 8, 2024, at 1:00 p.m.

#### **1. OPENING**

##### **1.A Call to Order**

President Gray called the meeting to order at 1:00 p.m.

##### **1.B Pledge of Allegiance**

President Gray led the Pledge of Allegiance.

##### **1.C Establishment of Quorum**

A quorum was established.

Directors present: Tom Gray, Debra Scott, Harry Farmer, Karen Dean, and Michael Thomas.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denize Fritz, Confidential Administrative Assistant Haley Dodson, and Utilities Department Manager Jim Green.

Staff present via Zoom: Assistant District Counsel David Hirsch, Fire Chief Michael Burkey, and Program Manager Tristan Reaper.

##### **1.D President's Report**

President Gray reported that the time limit for oral and written public comment is three minutes.

##### **1.E Agenda Review**

President Gray asked for any changes to the agenda.

Director Thomas suggested discussing 5B before 5A.

The Board of Directors agreed to discuss 5B before 5A.

#### **2. BOARD MEMBER COMMUNICATIONS**

Director Dean reported that the General Manager, Confidential Administrative Assistant, and the Climate Ad Hoc Committee attended a workshop on the guidelines and process for the Climate Adaptation and Resiliency Grant. She further indicated that discussions are ongoing.

### 3. PUBLIC COMMENT

Richard Devaga, Cambria

Mark Ober, Cambria

Jeff Helman, Cambria

Doug Pugh (Confidential Administrative Assistant Dodson read a written comment into the record)

Frank Scozzari (Confidential Administrative Assistant Dodson read a written comment into the record)

Layon Whittaker, Cambria (Confidential Administrative Assistant Dodson read a written comment into the record)

Mark Garman (Confidential Administrative Assistant Dodson read a written comment into the record)

### 4. HEARINGS AND APPEALS

#### 4.A Public Hearing to Receive Community Input on the Draft Project Description for the Water Reclamation Facility Coastal Development Permit Application, and Direct Staff to Release the Draft Project Description to the County of San Luis Obispo Department of Planning and Building Staff for Preliminary Evaluation, Input and Direction

General Manager McElhenie introduced the item and provided a summary.

President Gray stated that this is not the final project description that will be submitted to the County.

Vice President Scott noted that on page 8, there should be text that states the text will be continued on page 15.

Public Comment:

Amanda Rice, Cambria

Dennise Dudzik, Cambria

Christine Heinrichs, Cambria (submitted a written comment for the record)

Jim Townsend, Cambria (submitted a written comment for the record)

Crosby Swartz, Cambria (submitted a written comment for the record)

Laura Swartz, Cambria

Deryl Robinson, Cambria

Matthew Artez

Elizabeth Bettenhausen, Cambria (submitted a written comment for the record)

Bob Fountain, Cambria (Confidential Administrative Assistant Dodson read a written comment into the record)

Tim Borden (Confidential Administrative Assistant Dodson read a written comment into the record)

Paul Wellenkamp (Confidential Administrative Assistant Dodson read a written comment into the record)

General Manager McElhenie stated that three different things occurred when it came to staff and this project description. Staff's initial guidance was working with the consultant and working with the Ad Hoc Committee, which consists of President Gray and Director Dean. There were a lot of public comments about the staff involvement in the revised description as if staff was operating in a vacuum. Staff worked with President Gray and Director Dean collaboratively on the project description. This was not staff operating autonomously creating a document outside the scope of Board knowledge.

Director Dean stated there's a correction needed on page 18; the sentence reads, "This operation schedule would generate approximately 17.67 acre-feet of water per year." It should state per month. The other correction needed is on page 18, the sentence reads, "This operation schedule would generate approximately 35.4 acre-feet of water per year." It should state per month.

Vice President Scott recommends defining the term 'existing commitments.'

Director Thomas stated it's great seeing the operating scenarios defined within the document. The community will want to see the estimated incremental costs in those operating scenarios. It doesn't belong in the project description, but the community will want to see that. The intent is to enable the Board to direct staff when it's time to operate the facility to increase the volume and San Simeon Groundwater Basin. We are asking for a permit to enable the District to operate the facility. This doesn't commit the District to issue intent-to-serve letters. We will gather data when we can run the facility, and that data will inform future decisions. Those decisions will come to the Board. This does not commit the District one way or the other regarding the issuance of water meters.

General Manager McElhenie stated we intend to fully permit it, to be able to run it and to find out its effects on our environment and what it can yield. From there, the Board will make policy decisions. The staff's position, based on the guidance from the Board and the Strategic Plan, is that we are to get this fully permitted and find out what it is capable of doing.

President Gray stated that's a fair assessment. The intent is to run the WRF in a variety of situations to find out how it affects the environment, how it actually improves the environment in some situations, and how much water it produces. The big question is, based on evidence, science, and data, what is, in fact, the amount of water that we can safely extract from that aquifer? The language may be vague, but we really don't know how many connections we can serve.

Vice President Scott stated that Director Thomas and President Gray's comments are important and should be included in an introductory paragraph for this permit.

General Manager McElhenie stated that it could be included in a staff report instead of a technical document.

Director Thomas stated that the data yield, with expected costs, would be uncertain. It's also worth noting the lack of environmental specificity in the project description, but the attachments listed on page 19 are a part of the project description.

Director Farmer thanked the Ad Hoc Committee and staff for putting this document together. On pages 3 and 11, the construction commenced dates are different. On page 15, the prolonged dry weather conditions, the WRF could run 24/7, during the driest time of the year, for approximately six months. How do we know that? On page 18, under WRF Facility Hours of Operation, during normal precipitation years, it is anticipated that operation of the WRF would begin in July and run until September. We've had normal precipitation years, dry precipitation years, and a lot of rain for as long as I've lived here, and we've survived all of them. For the statement to say during normal precipitation years, we'd run this for 2-3 months. Why? I can understand why we need to get the data required to submit the Coastal Development Permit application.

President Gray stated that if there were no further comments, he would close this item.

General Manager McElhenie stated we can better rephrase the precipitation years during the next revision.

President Gray thanked everyone for their comments, and said that this item would be returned for Board consideration.

## **5. REGULAR BUSINESS**

### **5.A Receive Community Input for Strategic Plan Accomplishments, Current Internal Strengths, Current Internal Weaknesses, Opportunities and Threats (SWOT) Analysis and Vision for Cambria**

General Manager McElhenie introduced the item and provided a summary.

Public Comment:

Debbie Black, Cayucos

Dennis Dudzik, Cambria (submitted a written comment for the record)

Amanda Rice, Cambria

Deryl Robinson (submitted a written comment for the record)

Ron Keck (Confidential Administrative Assistant Dodson read a written comment into the record)

Joan Linton (Confidential Administrative Assistant Dodson read a written comment into the record)

David Valeron (Confidential Administrative Assistant Dodson read a written comment into the record)

Bill Currin (Confidential Administrative Assistant Dodson read a written comment into the record)

## **5.B Discussion and Consideration of Strategic Plan Update**

General Manager McElhenie introduced the item and provided a summary.

Vice President Scott stated this is easily reviewed in the new format and thanked Director Thomas.

Public Comment:

Dennis Dudzik, Cambria (also submitted a written comment for the record)

Amanda Rice, Cambria

Deryl Robinson, Cambria (also submitted a written comment for the record)

The Board of Directors took a break at 2:46 p.m.

The Board of Directors reconvened the meeting at 2:57 p.m.

Director Farmer stated he neglected to thank the community who arrived at the Vets Hall or via Zoom regarding the CDP permit application.

Director Dean moved to accept the Strategic Plan update as described.

Vice President Scott seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

## **5.C Discussion Regarding 2024 Fire Hazard Fuel Reduction Program Process and Deadlines**

General Manager McElhenie introduced the item and provided a summary.

Director Thomas complimented General Manager McElhenie for being open and forthright about what happened and what we are going to do.

Public Comment:

Deryl Robinson, Cambria

Donald Archer, Cambria (Confidential Administrative Assistant Dodson read a written comment into the record)

Director Thomas moved to approve the 2024 Fire Hazard Fuel Reduction Program process and deadlines.

Vice President Scott seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

### **5.D Discussion and Consideration of Providing Direction to Prepare a Civil Administrative Citation Ordinance for Violation of CCSD Ordinances and Regulations**

The Board of Directors agreed to extend the meeting to 4:30 p.m.

General Manager McElhenie introduced the item and provided a summary.

Assistant District Counsel Hirsch provided a summary.

Public Comment:  
Laura Swartz, Cambria

Director Thomas moved to direct staff to prepare a civil administrative citation ordinance for violation of CCSD ordinances and regulations.

Director Dean seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

## **6. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS**

President Gray asked for public comment on item 6. There was none.

### **6.A Finance Committee's Report**

A written report was included in the agenda packet.

### **6.B Policy Committee's Report**

A written report was included in the agenda packet.

### **6.C PROS Committee's Report**

There was no written report in the agenda packet.

### **6.D Resources & Infrastructure Committee's Report**

There was no written report in the agenda packet.

### **6.E Other Liaison Reports and Ad Hoc Committee Reports**

Written reports were included in the agenda packet.

## **7. FUTURE AGENDA ITEM(S)**

President Gray asked for any future agenda items.

Administrative Department Manager Fritz announced the agenda items for the March Board meetings.

Director Thomas stated the East Ranch Community Park Ad Hoc Committee met with the landscape architect consultant. They have the initial plans and location for the East Ranch Restroom. The Ad Hoc Committee will bring a recommendation to the PROS Committee, then the PROS Committee will make a recommendation to the Board of Directors.

President Gray asked for public comment on item 7. There was none.

**8. ADJOURN**

President Gray adjourned the meeting at 3:57 p.m.

For further details on the CCSD meeting, please visit the District's website to review the meeting recording or visit SLO-Span's website: <https://slo-span.org/static/meetings-CCSD.php>. CCSD's written comments can be reviewed on the District's meeting webpage.

DRAFT



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF FEBRUARY 14, 2024, SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

A special meeting of the Board of Directors of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall located at 1000 Main Street, Cambria, CA 93428 on Wednesday, February 14, 2024, at 2:30 p.m.

#### 1. OPENING

##### 1.A Call to Order

President Gray called the meeting to order at 2:30 p.m.

##### 1.B Pledge of Allegiance

President Gray led the Pledge of Allegiance.

##### 1.C Establishment of Quorum

A quorum was established.

Directors present: Tom Gray, Debra Scott, Harry Farmer, Karen Dean, and Michael Thomas.

Staff present: General Manager Matthew McElhenie, Confidential Administrative Assistant Haley Dodson, and Utilities Department Manager Jim Green.

Staff present via Zoom: District Counsel Timothy Carmel.

#### 2. PUBLIC COMMENT ON AGENDA ITEMS

Christine Heinrichs, Cambria

#### 3. ADJOURN TO CLOSED SESSION

##### 3.A CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8

**Property: 2950 Santa Rosa Creek Road, Cambria, CA – APN: 013-081-075 Agency  
Negotiators: General Manager Matthew McElhenie and District Counsel Timothy J.  
Carmel**

**Negotiating Parties: Coast Unified School District**

**Under Negotiation: Lease or Easement/Fee Purchase, Price and Terms of Payment**

##### 3.B CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1)

**One case: Vincent v. Cambria Community Services District, et al.**

President Gray adjourned the meeting to a closed session at 2:33 p.m.

For further details on the CCSD meeting, please visit the District's website to review the recording of the meeting.



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF FEBRUARY 15, 2024, REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Board of Directors of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall located at 1000 Main Street, Cambria, CA 93428 on Thursday, February 15, 2024, at 1:00 PM

#### 1. OPENING

##### 1.A Call to Order

President Gray called the meeting to order at 1:00 p.m.

##### 1.B Pledge of Allegiance

President Gray led the Pledge of Allegiance.

##### 1.C Establishment of Quorum

A quorum was established.

Directors present: Tom Gray, Debra Scott, Harry Farmer, Karen Dean, and Michael Thomas.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denize Fritz, Confidential Administrative Assistant Haley Dodson, Fire Chief Michael Burkey, Facilities & Resources Manager David Aguirre, Utilities Department Manager Jim Green, and Water Systems Superintendent Cody Meeks.

Staff present via Zoom: District Counsel Timothy Carmel and Program Manager Tristan Reaper.

##### 1.D President's Report

President Gray didn't have a report.

District Counsel reported that on February 14, 2024, the Board of Directors held a special meeting and a closed session for a conference with its real property negotiators pursuant to Government Code Section 54956.8. The property is 2950 Santa Rosa Creek Road in Cambria. The assessor's parcel number is 013-081-075. The Agency's negotiators are General Manager Matthew McElhenie and District Counsel Timothy Carmel. The negotiating party is the Coast Unified School District. Under negotiation is a lease or easement/fee purchase, purchase price, and terms of payment. No action was taken. The Board also had a conference with legal counsel pursuant to Government Code Section 54956.9(d)(1) involving one case, Vincent versus the Cambria Community Services District, et al. No action was taken.

President Gray asked for public comment on the closed session. There was none.

##### 1.E Agenda Review

President Gray asked for any changes to the agenda. There were none.

## 2. BOARD MEMBER COMMUNICATIONS

Director Farmer reported about the proposed or planned offshore wind farm off the Central Coast of California.

## 3. PUBLIC SAFETY

### 3.A Sheriff's Department Report

Commander Stuart MacDonald provided a brief report of recent Sheriff's Department activities in Cambria for January.

### 3.B CCSD Fire Chief's Report

Fire Chief Michael Burkey provided a brief report of recent Fire Department activities in Cambria for January.

## 4. PUBLIC COMMENT

Ron Keck, Cambria (Confidential Administrative Assistant Dodson read a written comment into the record)  
Linda Prentiss (Confidential Administrative Assistant Dodson read a written comment into the record)

## 5. MANAGER REPORTS

### 5.A General Manager's Report

General Manager McElhenie provided a summary of the General Manager's Report.

Public Comment:

Elizabeth Bettenhausen, Cambria

Laura Swartz, Cambria

### 5.B Facilities & Resources Manager's Report

Facilities & Resources Manager Aguirre provided a report.

### 5.C Finance Manager's Report

Administrative Department Manager Fritz provided a summary of the Finance Manager's Report.

### 5.D Utilities Report

Utilities Department Manager Green provided a summary of the Utilities Report.

Water Systems Superintendent Cody Meeks provided a summary of the Water Report.

Public Comment:

Elizabeth Bettenhausen, Cambria

## 6. CONSENT AGENDA

### 6.A Consideration to Adopt the January 2024 Expenditure Report

### 6.B Consideration to Adopt the January 11, 2024 and January 18, 2024 Regular Meeting Minutes

Director Farmer stated that on page 69 under 2, it should be CCAT, not Seacat.

Director Dean moved to approve the consent agenda with the correction that Director Farmer stated.

Director Farmer seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

## **7. REGULAR BUSINESS**

### **7.A Receive and File the Second Quarter Budget Report for FY 2023/24**

General Manager McElhenie introduced the item and provided a summary.

Administrative Department Manager Fritz also provided a summary.

Public Comment:  
Laura Swartz, Cambria

Vice President Scott moved to receive and file the Second Quarter Budget Report for FY 2023/24.

Director Dean seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

The Board of Directors took a break at 2:26 p.m.

The Board of Directors reconvened the meeting at 2:35 p.m.

### **7.B Discussion and Consideration of Annual Updates to Board and Standing Committee Bylaws**

General Manager McElhenie introduced the item and provided a summary.

Confidential Administrative Assistant Dodson recommended removing a duplicate section in either the Standing Committee Bylaws section 2.3(a) or 3.1.

Director Thomas moved to adopt the annual updates to Board and Standing Committee Bylaws as written, with the exception of deleting 2.3(a) in the Standing Committee Bylaws.

Director Dean seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

### **7.C Discuss and Consider PROS Committee Goals for 2024 and Beyond**

General Manager McElhenie introduced the item and provided a summary.

Director Thomas provided a summary.

Director Dean moved to eliminate the coastal trail from the PROS Committee Goals document.

Vice President Scott seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

President Gray stated that the Board of Directors will send this back to the PROS Committee for further review.

## 8. FUTURE AGENDA ITEM(S)

President Gray asked for any future agenda items.

Confidential Administrative Assistant Dodson announced the agenda items for the March Board meetings.

President Gray suggested a resolution for the County to improve Rodeo Grounds Road.

## 9. ADJOURN TO CLOSED SESSION

### 9.A CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6

**Agency Designated Representative: Matthew McElhenie, General Manager Unrepresented Employee Organization: Management and Confidential Exempt Employees**

President Gray asked for public comment on 9A. There was none.

President Gray adjourned the meeting to a closed session at 3:23 p.m.

For further details on the CCSD meeting, please visit the District's website to review the meeting recording or visit SLO-Span's website: <https://slo-span.org/static/meetings-CCSD.php>. CCSD's written comments can be reviewed on the District's meeting webpage.



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF FEBRUARY 26, 2024, SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

A special meeting of the Board of Directors of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall, located at 1000 Main Street, Cambria, CA 93428, on Monday, February 26, 2024, at 10:00 AM

#### 1. OPENING

##### 1.A Call to Order

President Gray called the meeting to order at 10:01 a.m.

##### 1.B Pledge of Allegiance

President Gray led the Pledge of Allegiance.

##### 1.C Establishment of Quorum

A quorum was established.

Directors present: Tom Gray, Debra Scott, Harry Farmer, Karen Dean, and Michael Thomas.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denize Fritz, Confidential Administrative Assistant Haley Dodson, Utilities Department Manager Jim Green, and Program Manager Tristan Reaper.

Staff present via Zoom: Assistant District Counsel David Hirsch and Fire Chief Michael Burkey.

Workshop participants: Dick Clark and David Pierson.

#### 2. PUBLIC COMMENT ON AGENDA ITEMS

None.

#### 3. REGULAR BUSINESS

##### 3.A Receive Additional Community Input for Strategic Plan Accomplishments, Current Internal Strengths, Current Internal Weaknesses, Opportunities and Threats (SWOT) Analysis and Vision for Cambria

President Gray introduced the item and provided a summary.

What are the Cambria Community Services District's accomplishments since the January 31, 2023, Strategic Planning Workshop?

Public Comment:

None.

What are the Cambria Community Services District's current internal strengths?

Public Comment:  
None.

What are the Cambria Community Services District's current internal weaknesses/challenges?

Public Comment:  
Crosby Swartz, Cambria  
Tina Dickason, Cambria

What are the external factors/trends that will/might have a positive impact on the Cambria Community Services District?

Public Comment:  
None.

What are the external factors/trends that will/might have a negative impact on the Cambria Community Services District?

Public Comment:  
Laura Swartz, Cambria  
Tina Dickason, Cambria

Please describe your vision of the Cambria we want future generations to inherit.

Public Comment:  
Christine Heinrichs, Cambria (also submitted written comments into the record)  
Tina Dickason

### **3.B Discuss and Consider the Agenda and Preparations for the March 4, 2024 Strategic Planning Workshop**

General Manager McElhenie introduced the item and provided a summary.

Director Thomas provided a summary.

Mr. Dick Clark provided a summary as the facilitator.

Director Dean moved to approve the agenda preparations for the 3/4/24 Strategic Planning Workshop.

Vice President Scott seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

### **3.C On Monday, March 4, 2024, at 9:00 a.m., the Board of Directors Will Hold an Adjourned Special Meeting to Facilitate a Workshop to Update the Cambria Community Services District's (CCSD) Strategic Plan and Set a Date for the Next Strategic Planning Workshop**

President Gray introduced the item and provided a summary.

Director Thomas moved to adjourn the meeting to Monday, March 4, 2024, at 9:00 a.m., where the Board will hold an adjourned special meeting to facilitate the Strategic Planning Workshop.

Director Dean seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

4. ADJOURN

President Gray adjourned the meeting at 10:49 a.m.

For further details on the CCSD meeting, please visit the District’s website to review the meeting recording or visit SLO-Span's website: <https://slo-span.org/static/meetings-CCSD.php>. CCSD's written comments can be reviewed on the District’s meeting webpage.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C**

FROM: Matthew McElhenie, General Manager

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Meeting Date: March 21, 2024

Subject: Consideration to Postpone the General Manager's  
Performance Evaluation to a Date Certain

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**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

On November 9, 2023, the Board of Directors held a closed session for a Public Employee Performance Evaluation for the General Manager, pursuant to Government Code Section 54957(b)(1). Following the closed session, District Counsel reported that the evaluation went quite well. Mr. McElhenie's Employment Agreement states under Performance Review that he will receive semi-annual performance reviews. The Board President and Vice President are recommending that the Board of Directors consider postponing the General Manager's evaluation to November 9, 2024.

**ATTACHMENTS:**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A**

FROM: Matthew McElhenie, General Manager

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Meeting Date: March 21, 2024      Subject: Discussion and Consideration of Adoption of Resolution 03-2024 Adopting a Records Retention Schedule and Authorizing the Destruction of Certain Agency Records and Rescinding Resolution 6-2000

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**FISCAL IMPACT:**

The District will realize significant savings both in labor and storage expenses; including the avoidance of future storage and/or construction costs. There may be a future expense budgeted for the proper destruction of stored documents that fall outside of the new retention schedule. That cost is unknown at this time.

**DISCUSSION:**

Cambria Community Services District selected Gladwell Governmental Services, Inc. (GGS), an experienced and well-regarded expert in public agency records management, to develop a comprehensive records retention schedule for the District. This was necessary to ensure that retention periods reflected changes in law, to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency, and take advantage of current technology.

As part of the District’s records management project, we have updated and improved the Records Retention Schedule for each department. Adopting this comprehensive Retention Schedule will result in efficiency gains and cost savings.

The development of the Records Retention Schedule is driven by many factors, including:

- Changes in law pertaining to special district records
- Volume of permanent records produced and managed by the District
- Escalating records storage expenses
- Technology advancements

Gladwell Governmental Services, Inc. has assisted over 250 California municipal governments with their records management, records retention, and/or document imaging programs, including many special districts, agencies, or units.

The Retention Schedule for CCSD was written interactively, and all departments participated. It provides clear, specific record descriptions and retention periods and applies current law and technology to the management of CCSD’s records. By identifying which unit is responsible for maintaining the original record and by establishing clear retention periods for different categories of records, CCSD will realize significant savings in labor costs, storage costs, freed up filing cabinets and office space, and operational efficiencies.

The General Manager, Department Managers, and District Counsel have reviewed, revised, and

approved the Retention Schedule.

It is standard business practice for California local governments to authorize the routine destruction of records that have exceeded their legally required retention period upon the request of the Department Manager and with the written consent of the Department Manager and General Manager, which is provided for in Section 3 of the attached Resolution.

It is also standard business practice for California local governments to authorize updates to the Retention Schedule without further action of the Board of Directors; this is provided for in Section 4 of the Resolution.

It is recommended that the Board of Directors adopt Resolution 03-2024, approving the Records Retention Schedule.

**ATTACHMENTS:**

1. [Resolution 03-2024](#)
2. [Records Retention Schedule: District-Wide Standards](#)
3. [Records Retention Schedule: Administration, Finance, Payroll & Utility Billing](#)
4. [Records Retention Schedule: Administration, General Manager & Board Support](#)
5. [Records Retention Schedule: Fire](#)
6. [Records Retention Schedule: Water & Wastewater](#)
7. [Records Destruction Authorization Form](#)

**RESOLUTION NO. 03-2024**

**BEFORE THE BOARD OF DIRECTORS OF  
CAMBRIA COMMUNITY SERVICES DISTRICT**

**A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING  
DESTRUCTION OF CERTAIN AGENCY RECORDS  
AND RESCINDING RESOLUTION 6-2000**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Cambria Community Services District (CCSD); and

**WHEREAS**, Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the agency; and

**WHEREAS**, Section 60201 of the Government Code of the State of California is amended effective January 1, 2005, to provide that agency records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the agency or public may be destroyed; and

**WHEREAS**, the CCSD has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category; and

**WHEREAS**, the CCSD previously established a records retention schedule through the adoption of Resolution 6-2000.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** Resolution 6-2000 is hereby rescinded.

**Section 2.** The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule attached hereto as Exhibit A and incorporated herein by this reference will not adversely affect any interest of the CCSD or the public.

**Section 3.** The records of the Cambria Community Services District, as set forth in the Records Retention Schedule attached as Exhibit A are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule and with CCSD policies and procedures, and with the approval of the Department Manager and General Manager, provided there is no type of hold on destruction.

**Section 4.** With the consent of the Department Manager and General Manager, and with the review and approval of District Counsel, updates are hereby authorized to be made to the Records Retention Schedule without further action of the Board of Directors.

**Section 5.** The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers, as defined by the California Public Records Act.

**Section 6.** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the Board of Directors of the Cambria Community Services District on March 21, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**I HEREBY CERTIFY** that the foregoing Resolution No. 03-2024 was duly and regularly adopted at a regular meeting of the Board of Directors of the Cambria Community Services District on March 21, 2024.

---

Tom Gray  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

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Haley Dodson  
Confidential Administrative Assistant

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Timothy J. Carmel  
District Counsel

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>DISTRICT-WIDE</b>								
Lead Dept. (managing the contract)	DW-001	Agreements & Contracts - <b>ADMINISTRATIVE RECORDS</b> (Correspondence with contractor where the Content relates in a substantive way to the performance of the contract, etc.)	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-002	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept. (managing the project)	DW-003	Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §60201
Lead Dept. (managing the project)	DW-004	Capital Improvement Projects (CIP) - <b>MAINTENANCE-ONLY PROJECTS (Painting, Pavement Resurfacing, Potholing, Signal Synchronization, Slurry Seal, Re-Roof, etc. - No change in Infrastructure Configuration)</b>  All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §60201

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (managing the project)	DW-005	Capital Improvement Projects (CIP) - <b>Administration File</b> Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201
Lead Dept. (managing the project)	DW-006	Capital Improvement Projects (CIP) - <b>Permanent File</b> Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §60201
Lead Dept. (managing the project)	DW-007	CEQA Determinations - <b>Correspondence and staff notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §60201

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (managing the project)	DW-008	CEQA <b>Determinations / Permits</b> , Environmental Impact Reports (EIRs), Categorical Exemptions, Negative Declarations, Technical Reports & Studies, Mitigation Monitoring Reporting Program, etc. (California Environmental Quality Act)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Lead Dept. (managing the project)	DW-009	CEQA <b>Monitoring</b>	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept. (managing the project)	DW-010	CEQA <b>Notices, Proof of Mailings, Meeting Notices</b>	2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
Lead Dept.	DW-011	Clippings / Newspaper Clippings	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-012	Committees, Task Forces, Associations, Commissions, & Boards: <b>External</b> Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		Mag, Ppr			Non-records
Lead Dept.	DW-013	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Ppr			GC §60200
Lead Dept.	DW-014	Correspondence - <b>Regulatory Agencies</b>	Minimum 10 years	Yes: While Active Issues	Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; some correspondence with Regulatory Agencies needs to be retained for longer periods of time than other types of correspondence; GC §60201

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>								
Dept. that Authors Document or Receives the District's Original Document	DW-015	<p>Correspondence - <b>ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business)</b></p> <p>(e.g. e-mails, Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)</p> <p>IF the Content relates in a substantive way to the conduct of the public's business</p>	2 years		Mag, Ppr			ONLY IF the Content relates in a substantive way to the conduct of the public's business; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-016	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b></p> <p>(e.g. calendars, checklists, e-mail or social media, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the District Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 7927.500, 7928.705; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-017	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §60201, GC § 7928.705

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (managing the project)	DW-018	Drawings - Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §60201
Lead Dept.	DW-019	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201; 13 CCR 1234(c)
Lead Dept.	DW-020	Grants ( <b>SUCCESSFUL</b> - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims)	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-021	Grants: <b>UNSUCCESSFUL</b> (Applications, Correspondence, etc.)	2 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	DW-022	Personnel Files - Department-level <b>Supervisor's Notes</b>	When No Longer Required	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201
Lead Dept.	DW-023	Photographs, Videos (other than Board Meetings)	When No Longer Required		Mag, Ppr			Preliminary drafts (the document that the photograph is used in is the final); GC §60201
Lead Dept.	DW-024	Reference Materials: Policies, Procedures, Manuals, etc.: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Ppr			Copies; GC §60200

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
	DW-025	Reference Materials: Policies, Procedures, Manuals, etc.: Produced by <b>OUTSIDE ORGANIZATIONS</b> (ACWA, CSDA, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Authoring Dept.	DW-026	Reference Materials: Policies, Procedures, Manuals, Manuals & Reports: Produced by <b>YOUR</b> Department	Minimum of Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
	DW-027	Reference or Working Files: See Correspondence						
Lead Dept.	DW-028	Reports and Studies - ADA Studies, White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-029	Reports and Studies ( <b>Historically significant</b> )	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §60201
Lead Dept.	DW-030	Reports and Studies (other than Historically significant reports)	10 years		Mag, Ppr			Department preference; Information is outdated after 10 years; GC §60201
Lead Dept.	DW-031	Special Projects / Subject Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.
Lead Dept.	DW-032	Surveys / Questionnaires (that the District issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §60201

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-033	Training - ALL <b>COURSE RECORDS</b> (Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention Training, & Safety Training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Ethics & Harassment Prevention Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Lead Dept.	DW-034	Visitor Logs / Registers	1 year		Mag, Ppr			Department preference; GC §60201 et. seq.

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ADMINISTRATION / FINANCE / ADMINISTRATION</b>								
Admin. / Finance / Admin.	FIN-001	Financial System <b>Database</b> (Tyler Encode)	Indefinite - Minimum 7 years		Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Admin. / Finance / Admin.	FIN-002	Audits - Operational or Single Audits (Grant Audits, Internal Audits)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin. / Finance / Admin.	FIN-003	Audits - Working Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin. / Finance / Admin.	FIN-004	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin. / Finance / Admin.	FIN-005	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Admin. / Finance / Admin.	FIN-006	Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper	Fully Defeased or Matured + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §60201
Admin. / Finance / Admin.	FIN-007	Budget Adjustments	7 years		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Admin. / Finance / Admin.	FIN-008	Budgets: Development, Drafts, etc.	When No Longer Required		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Admin. / Finance / Admin.	FIN-009	Budgets: Final (Adopted)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin. / Finance / Admin.	FIN-010	Check Registers	When No Longer Required		Mag, Ppr			Draft / Preliminary documents; Financial database is the original and can accurately re-create the reports; GC §60201
Admin. / Finance / Admin.	FIN-011	Developer Deposits / Trust Accounts (Deposits for Developer Projects)	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Admin. / Finance / Admin.	FIN-012	Financial Reports generated from Financial System: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Batch Proofs, Trial Balance, (MONTHLY OR PERIODIC)	When No Longer Required		Mag, Ppr			Draft / Preliminary documents; Financial database is the original and can accurately re-create the reports; GC §60201
Admin. / Finance / Admin.	FIN-013	Fixed Asset Retirements - Auction / Disposal / Sales / Surplused	Disposal of Asset + 2 years		Mag, Ppr			Department preference; GC §60201
Admin. / Finance / Admin.	FIN-014	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	Yes: Until Maturity	Mag, Ppr			Department Preference; GC §60201
Admin. / Finance / Admin.	FIN-015	Journal Entries / Journal Vouchers	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Admin. / Finance / Admin.	FIN-016	Local Government Compensation Report	5 years		Mag, Ppr			District Preference; GC §60201
Admin. / Finance / Admin.	FIN-017	State Controller's Report / Special Districts Financial Transactions Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE**

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Finance / Admin.	FIN-018	Vehicle Titles ("Pink Slips")	Upon Sale or Disposal		Ppr			Department Preference; GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ADMINISTRATION / FINANCE / ACCOUNTING</b>								
Admin. / Finance / Accounting	FIN-019	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Admin. / Finance / Accounting	FIN-020	Accounts Payable Source Records (includes Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Travel Expense Reimbursements, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); GC §60201(d)(12)
Admin. / Finance / Accounting	FIN-021	Accounts Receivable Source Records including Adjustments, Billings, Cash, Payments, Cash Receipts Damage to District Property / Insurance Payments, Leases, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Admin. / Finance / Accounting	FIN-022	Checks (Issued by the District, then cashed by the payee - maintained by the Bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Admin. / Finance / Accounting	FIN-023	Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not District records; per bank agreement.
Admin. / Finance / Accounting	FIN-024	Electronic Fund Transfer Agreements / Authorizations for direct deposit to vendors bank account	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Admin. / Finance / Accounting	FIN-025	Returned Payments (NSF, etc.) Checks / ACH (includes Water Payments)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE**

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Admin. / Finance / Accounting	FIN-026	Tax Returns (Sales Tax, etc.)	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §31.6001-1, R&T §19530, GC §60201
Admin. / Finance / Accounting	FIN-027	W-9's	Vendor Inactive + 3 years		Mag, Ppr			Meets IRS auditing standards; GC §60201
<b>ADMINISTRATION / FINANCE / PAYROLL</b>								
Admin. / Finance / Payroll	FIN-028	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.)	Plan Termination + 6 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	Federal law requires 6 years after filing date for retirement; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; <del>41-CCR-560</del> ; 28 CCR 1300.85.1; GC §60201
Admin. / Finance / Payroll	FIN-029	DE-6, DE-9, DE-43, W-3, & DE-166, & 941 Forms - Quarterly Payroll Tax Returns (Federal and State) IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - OASDI, Federal Tax Deposits, Adjustments, etc.	7 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Admin. / Finance / Payroll	FIN-030	Employee Payroll File, including W-4s	Separation + 7 years		Mag, Ppr			Department preference; 26 CFR §31.6001-1; GC §60201
Admin. / Finance / Payroll	FIN-031	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE**

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Admin. / Finance / Payroll	FIN-032	I-9s	Separation + 7 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 12960, 60201
Admin. / Finance / Payroll	FIN-033	Payroll Checks (copies)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(12), CCP § 337
Admin. / Finance / Payroll	FIN-034	Payroll Registers / Payroll Reports	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Admin. / Finance / Payroll	FIN-035	Timesheets	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to meet auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq.
Admin. / Finance / Payroll	FIN-036	W-2's	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)
<b>ADMINISTRATION / FINANCE / PURCHASING</b>								
Admin. / Finance / Admin.	FIN-037	Purchase Order <b>Database</b> (Tyler Encode)	Indefinite - Minimum 7 years		Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Admin. / Finance / Purchasing	FIN-038	Purchase Orders - Includes copies of bids and quotes, RFPs (Request for Proposal), Request Inviting Bids	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
<b>ADMINISTRATION / FINANCE / UTILITIES / CUSTOMER SERVICE</b>								

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Finance / Utilities / Customer Service	FIN-039	_Customer Service Database / Service Order Database / Utility Billing <b>Database</b>	Indefinite - Minimum 5 years		Mag			Data is interrelated; meets municipal government auditing standards; GC §§60201, 12168.7
Admin. / Finance / Utilities / Customer Service	FIN-040	Collection Agency Assignments & Collections (Statements) / Write-Offs / Uncollectible Accounts	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Admin. / Finance / Utilities / Customer Service	FIN-041	Collection List of Delinquent Accounts & Penalties	When No Longer Required	Yes: While Active Issues	Mag, Ppr			District preference (Database is the original); GC §60201
Admin. / Finance / Utilities / Customer Service	FIN-042	Customer Bankruptcies - ALL	When No Longer Required		Mag, Ppr			Department preference (account is closed and notes indicate bankruptcy); GC §60201
Admin. / Finance / Utilities / Customer Service	FIN-043	Customer Correspondence and Comment Cards	2 years		Mag, Ppr			District preference; GC §60201
Admin. / Finance / Utilities / Customer Service	FIN-044	Liens, Lien Releases	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / FINANCE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Finance / Utilities / Customer Service	FIN-045	Payment Stubs (if not combined with Cash Register Backups)	When No Longer Required	Yes: While Active Issues	Mag, Ppr			District preference; GC §60201
Admin. / Finance / Utilities / Customer Service	FIN-046	Street File - Adjustments, Applications, Changes, etc.	Minimum 2 years		Mag, Ppr			District preference; GC §60201
Admin. / Finance / Utilities / Customer Service	FIN-047	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Admin. / Finance / Utilities / Customer Service	FIN-048	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Admin. / Finance / Utilities / Customer Service	FIN-049	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910
Admin. / Finance / Utilities / Customer Service	FIN-050	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / GENERAL MANAGER & BOARD SUPPORT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ADMINISTRATION / GENERAL MANAGER &amp; BOARD SUPPORT</b>								
Admin. / GM & Board Support	GM&BS-001	Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors Boards & Committees: Finance Committee, Parks, Recreation & Open Space (PROS) Committee, Policy Committee, Resources & Infrastructure Committee	P	Yes: Before Meeting Date	Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / GM & Board Support	GM&BS-002	Agreements & Contracts - <b>JPA, MOUS, POLITICAL, WATER AGENCIES (Does not affect Finance or Purchasing)</b> Agreement or Contract includes all contractual obligations (e.g. Successful Proposal / Scope of Work, Amendments)	P	Yes: Before Completion		S / I	Yes: After QC & OD	Standard municipal government practice; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §60201, Contractor has retention requirements in 48 CFR 4.703
Admin. / GM & Board Support	GM&BS-003	Agreements & Contracts (originals) - <b>CIP / Capital Improvement Projects, Infrastructure, Development, Land / Real Property</b> Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)  Examples of Infrastructure: Architects, buildings, bridges, development, property restrictions, reservoirs & reservoir maintenance, utilities, water infrastructure (water lines, water mains, pump stations, treatment facilities, etc.)	P	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for emergency response; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATION /  
GENERAL MANAGER & BOARD SUPPORT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / GM & Board Support	GM&BS-004	<p>Agreements &amp; Contracts (originals) - <b>Consulting, Professional Services, Water Purchasing, NON-Infrastructure</b> (where Errors &amp; Omissions or Professional Liability Insurance required)</p> <p>Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)</p> <p>Examples of NON-Infrastructure: Attorney Services, Consultants, Franchises, Landscape Design and Installation, Personnel, Professional Services, Water purchasing agreements etc.</p>	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Admin. / GM & Board Support	GM&BS-005	<p>Agreements &amp; Contracts (originals) - <b>CUSTODIAL, LEASES, MAINTENANCE</b> (where Errors &amp; Omissions or Professional Liability Insurance is NOT applicable)</p> <p>Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)</p> <p>Examples: Copier Leases, Custodial, Equipment Purchasing and Leases, Janitorial, Maintenance, Landscape Maintenance etc.</p>	Completion + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Errors & Omissions is not applicable; CCP §§336(a), 337 et. seq., GC §60201
Admin. / GM & Board Support	GM&BS-006	Annexations or Acquisitions	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATION /  
GENERAL MANAGER & BOARD SUPPORT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / GM & Board Support	GM&BS-007	Association Records (external associations - e.g., ACWA, CSDA, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr			Non-records; GC §60201 et seq.
Admin. / GM & Board Support	GM&BS-008	Board of Directors Vacancies (Affidavit of Posting, Applications, Correspondence, Notices, etc.)	2 years		Mag, OD, Ppr			GC §60201
Admin. / GM & Board Support	GM&BS-009	Chronological History of Board Members	P		Mag, Mfr, OD, Ppr			Historical Value; GC §60201
Admin. / GM & Board Support	GM&BS-010	Claims / Liability Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201; PC §832.5
Admin. / GM & Board Support	GM&BS-011	District Formation	P		Mag, Ppr	S / M / I	No	Part of the Agenda Packet, which is maintained permanently; Required for formal changes to the district approved by the Board only; GC §60201
Admin. / GM & Board Support	GM&BS-012	District Insurance Policies - Liability, Workers Compensation Excess Liability, etc.	Expiration of Policy + 30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5
Admin. / GM & Board Support	GM&BS-013	District Policies	Superseded + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / GM & Board Support	GM&BS-014	District's Attorney's Opinions	Minimum 2 years	Yes	Mag, OD, Ppr	S		Department Preference; GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATION /  
GENERAL MANAGER & BOARD SUPPORT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / GM & Board Support	GM&BS-015	DMV Pull Notices	When Superseded or Separation		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201
Admin. / GM & Board Support	GM&BS-016	Elections - GENERAL, <b>WORKING</b> or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.)	2 years		Mag, Ppr			Used for a model for the next election, GC §60201
Admin. / GM & Board Support	GM&BS-017	Elections - <b>HISTORICAL</b> File (Sample ballot, copies of results / resolution declaring results)	P		Mag, Ppr	S	No	Retained for Historical Value, GC §60201
Admin. / GM & Board Support	GM&BS-018	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 months		Mag, Mfr, OD, Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
Admin. / GM & Board Support	GM&BS-019	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	4 years		Ppr			District preference (historical purposes); GC §60201
Admin. / GM & Board Support	GM&BS-020	Ethics Training Certificates for Board of Directors	5 years		Mag, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
Admin. / GM & Board Support	GM&BS-021	FPPC 460, 470, 501, 410 Series Forms - <b>Campaign Disclosures</b>	4 years		Mag, OD, Ppr	S / I	Yes: After 2 years	County ROV maintains original statements; GC §81009(f)&(g)

**RECORDS RETENTION SCHEDULE: ADMINISTRATION /  
GENERAL MANAGER & BOARD SUPPORT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / GM & Board Support	GM&BS-022	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the District's Conflict of Interest code)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District maintains original statements; GC §81009(e)&(g)
Admin. / GM & Board Support	GM&BS-023	FPPC 700 Series Forms (Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes District Board Members, General Manager)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District preference (only required for 4 years); GC §81009(f)&(g)
Admin. / GM & Board Support	GM&BS-024	FPPC Form 602 / 635) - Economic Interest Filings: <b>Lobbyist Authorization / Reporting</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	2 CCR 18615(f)
Admin. / GM & Board Support	GM&BS-025	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, OD, Ppr			Must post on website; GC §81009(e)
Admin. / GM & Board Support	GM&BS-026	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e)
Admin. / GM & Board Support	GM&BS-027	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr			GC §81009(e); FPPC Regulation 18734(c)
Admin. / GM & Board Support	GM&BS-028	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr			Must post on website; 2 CCR 18702.5; GC §60201;GC §81009(e)

**RECORDS RETENTION SCHEDULE: ADMINISTRATION /  
GENERAL MANAGER & BOARD SUPPORT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / GM & Board Support	GM&BS-029	Historical Records: Copyrights, Logo, Patents, Name Changes, Awards, Trademarks, etc.	P		Mag, Ppr	S	Yes: After QC & OD	District Secretary Determines Historical Significance; GC §60201
Admin. / GM & Board Support	GM&BS-030	Legislative Advocacy: Correspondence supporting or opposing legislation, etc.	2 years		Mag, Ppr			Department preference; GC §60201
District Counsel (Attorney)	GM&BS-031	Litigation Files / Lawsuits / Court Case Files	Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr			Department preference; CCP § 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5(b)
Admin. / GM & Board Support	GM&BS-032	Minutes: District Board of Directors Boards & Committees: Finance Committee, Parks, Recreation & Open Space (PROS) Committee, Policy Committee, Resources & Infrastructure Committee	P	Yes (all)	Mag, Ppr	S	Yes: After QC & OD	GC §60201(d)(3)
Admin. / GM & Board Support	GM&BS-033	Notices: Affidavits of Postings and Publications	2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Admin. / GM & Board Support	GM&BS-034	Oaths of Office (Board of Directors)	Separation + 4 years	Yes (all)	Mag, Ppr	S	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §60201; PC §§801.5, 803(c); 29 USC 1113
Admin. / GM & Board Support	GM&BS-035	Ordinances / Regulations / Resolutions	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / GM & Board Support	GM&BS-036	Prop. 218 Fees & Charges: <b>Ballots and/or protest letters</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)

**RECORDS RETENTION SCHEDULE: ADMINISTRATION /  
GENERAL MANAGER & BOARD SUPPORT**

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / GM & Board Support	GM&BS-037	Prop. 218 Fees & Charges: <b>Master Mailing List</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Admin. / GM & Board Support	GM&BS-038	Prop. 218 Fees & Charges: <b>Undeliverable Mail</b>	3 months		Ppr			Transitory records not retained in the ordinary course of business; GC §60201
Admin. / GM & Board Support	GM&BS-039	Public Records Act Requests	2 years		Ppr			District Preference; GC §60201
Admin. / GM & Board Support	GM&BS-040	Real Property - <b>Deeds, Easements</b> , Right of Ways, Abandonments / Vacations, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Admin. / GM & Board Support	GM&BS-041	Real Property <b>Appraisal Reports</b> (All, whether purchased or not)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §60201
Admin. / GM & Board Support	GM&BS-042	Recordings: Audio or Video Recordings of District Board meetings Boards & Committees: Finance Committee, Parks, Recreation & Open Space (PROS) Committee, Policy Committee, Resources & Infrastructure Committee	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §§53161, 60201 et seq.
Admin. / GM & Board Support	GM&BS-043	Records Destruction Authorization Forms / Authorization to Destroy Paper to Rely on the Image as the Original	P		Mag	S	Yes: After QC & OD	GC §60201 et. seq.

**RECORDS RETENTION SCHEDULE: ADMINISTRATION /  
GENERAL MANAGER & BOARD SUPPORT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / GM & Board Support	GM&BS-044	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §60201 et. seq.
Admin. / GM & Board Support	GM&BS-045	Secretary of State Statement of Facts / Roster of Public Officials	1 year		Mag, Mfr, OD, Ppr			District preference; GC §60201 et. seq.
Admin. / GM & Board Support	GM&BS-046	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) / CalREcycle Used Oil report / CalREcycle Bottles & Cans report, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; required for 5 years; 14 CCR § 18995.2; GC §60201
Admin. / GM & Board Support	GM&BS-047	Solid Waste Tonnage Reports / Statistics	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Admin. / GM & Board Support	GM&BS-048	Solid Waste: Construction Waste Management	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201
Admin. / GM & Board Support	GM&BS-049	Subpoenas or Summons	2 years		Mag, Ppr			GC §60201

**RECORDS RETENTION SCHEDULE - FIRE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FIRE ADMINISTRATION</b>								
Fire / Admin.	FR-001	_Fire Incident <b>Database</b> (ImageTrend)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §60201 et seq.
Fire / Admin.	FR-002	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §60201
Fire / Admin.	FR-003	Monthly Statistical Reports / Run Statistics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original); GC §60201 et seq.
District Clerk	FR-004	Mutual Aid Agreements, Joint Power Authorities (Local and State)	Copies - When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Clerk is OFR; GC §60200
Fire / Admin.	FR-005	Press Releases - Fire Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Fire / Admin.	FR-006	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 60201 et seq.
Fire / Admin.	FR-007	Ride-A-Long Waivers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Fire / Admin.	FR-008	Strike Team Reimbursement (OES / FEMA)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to pass possible audit; GC §60201

**RECORDS RETENTION SCHEDULE - FIRE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<b>FIRE MARSHAL / FIRE PREVENTION</b>								
Fire / Fire Prevention	FR-009	_Fire Inspection <b>Database</b> (ImageTrend)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §60201 et seq.
Fire / Fire Prevention	FR-010	Aboveground Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §60201
Fire / Fire Prevention	FR-011	_Fire Inspection <b>Database</b> (ImageTrend)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §60201 et seq.
Fire / Fire Prevention	FR-012	Fire Inspections / <b>Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials / Certificate of Occupancy</b>	Life of the Structure or Activity, or <b>Minimum 5 years, Whichever is Longer</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §60201

**RECORDS RETENTION SCHEDULE - FIRE**

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Fire / Fire Prevention	FR-013	Fire Inspections / <b>Citations / Notice of Correction / Notice of Violation</b>	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Not required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer - only applies to Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §60201
Fire / Fire Prevention	FR-014	Permits: <b>Construction &amp; Operational</b> Fire Permits: High Piled Storage, Sprinkler Systems, etc.	Life of the Structure or Activity, or <b>Minimum 5 years, Whichever is Longer</b>	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §§ 104.6 – 104.6.4; GC § 60201 et seq.
Fire / Fire Prevention	FR-015	Permits: <b>Fire Code</b> Permits / <b>Special Event Permits</b> (assembly permits, burn permits, candle permits, tent permits, open flame, etc.)	Expiration of Permit + 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
Fire / Fire Prevention	FR-016	Plan Review / Fire Sprinkler, Fire Safety Plans (Final, Approved by the Fire Department Only)	Life of the Structure or Activity, or <b>Minimum 5 years, Whichever is Longer</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §§ 104.6 – 104.6.4, 105.2; GC § 60201 et seq.
Fire / Fire Prevention	FR-017	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
<b>OPERATIONS / EMERGENCY MEDICAL SERVICES</b>								
Fire / Ops / EMS	FR-018	Controlled Substance Logs, Inventories / Drug Logs	3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §60201

**RECORDS RETENTION SCHEDULE - FIRE**

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Fire / Ops / EMS	FR-019	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / Ops / EMS	FR-020	HIPAA Release of Protected Health Records	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Fire / Ops / EMS	FR-021	Patient Care Reports / PCRs / e-PCRs (EMS transportation) Reports: <b>ALL</b> (medical and non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Only 20 years is required to meet legal mandates); minors are required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §60201; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
<b>OPERATIONS / SUPPRESSION</b>								
Fire / Ops / Suppress.	FR-022	_Fire <b>Operations Database</b> (ImageTrend)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer		Mag			Data is interrelated; CFC §104.6.2; GC §60201 et seq.
Fire / Ops / Suppress.	FR-023	Call Log / Summary Report / Station Log Books / Red Books	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

**RECORDS RETENTION SCHEDULE - FIRE**

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Fire / Ops / Suppress.	FR-024	Controlled Substance Logs, Inventories / Drug Logs	3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §60201
Fire / Ops / Suppress.	FR-025	Equipment Records & Testing	Surplus + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §60201
Fire / Ops / Suppress.	FR-026	Fire Investigations - <b>Arson &amp; Capital Crimes Only</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §60201 et seq.
Fire / Ops / Suppress.	FR-027	Fire Investigations - <b>OTHER Than Arson &amp; Capital Crimes</b>	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Fire / Ops / Suppress.	FR-028	Pre-Fire Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
<b>TRAINING</b>								
Fire / Training	FR-029	_Training <b>Database</b> (Vector Solutions / Target Solutions)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201 et seq.
Fire / Training	FR-030	Training File (by employee - in Vector Solutions Database) Individual Training Certificates, Continuing Education for Paramedics	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Paramedic training / Continued Education is required for 4 years; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b); 22 CCR 100395

**RECORDS RETENTION SCHEDULE: UTILITIES  
(Engineering, Wastewater, Water)**

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<b>UTILITIES / ENGINEERING (See District-Wide for CIP records)</b>								
Utilities / Engineering	UT-001	Design & Construction Standards - Authored by the District for Construction of District Infrastructure (CIP or Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Utilities / Engineering	UT-002	Encroachment Permits: <b>Temporary</b> (Banner Permit, Dirt Hauling, Excavation, Street Permits, Temporary Construction, Sidewalk Repairs, Street Cuts, Street & Sidewalk Repair, Streetlight Repair, Traffic Control, Transportation Permits, Tree Removal, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates	Expiration + 2 years	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	GC § 60201
Utilities / Engineering	UT-003	Encroachment Permits: Permanent (Structures in the District's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Utilities / Engineering	UT-004	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - <b>Where Engineering is the Lead</b>  <b>Correspondence and staff notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Completion + 180 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §60201
Utilities / Engineering	UT-005	Private Development: <b>Administrative Records</b> Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §60201

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(Engineering, Wastewater, Water)**

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Utilities / Engineering	UT-006	Private Development: <b>Permanent Records</b> Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §60201
Utilities / Engineering	UT-007	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Utilities / Engineering	UT-008	Wastewater Capacity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Utilities / Engineering	UT-009	Wastewater System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Wastewater Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; GC §60201
Utilities / Engineering	UT-010	Water Rights	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Utilities / Engineering	UT-011	Water Supply Assessments, Studies, Reports / Stream Studies and Flow / Water Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Utilities / Engineering	UT-012	Water System Variances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (5 years is required); GC §60201, 22 CCR §64470
Utilities / Engineering	UT-013	Well Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

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Utilities / Engineering	UT-014	Wells / Well History (including abandoned or destroyed wells)	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §60201
<b>WASTEWATER COLLECTIONS</b>								
Utilities / Lead Div.	UT-015	SCADA Database (Wastewater)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Utilities / Lead Div.	UT-040	Backflow Tests and Maintenance	3 years		Mag, Ppr			17 CCR 7605(f); GC §60201
Utilities / Wastewater	UT-016	CCTV Videos of Wastewater Lines	Minimum 2 years + Superseded (New Video)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Utilities / Lead Div.	UT-017	Confined Space Entries / Hot Work Permits	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §60201
Utilities / Wastewater	UT-018	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Utilities / Wastewater	UT-019	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §60201
Utilities / Wastewater	UT-020	Wastewater Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	UT-021	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Division Providing Service / Work	UT-022	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201

**RECORDS RETENTION SCHEDULE: UTILITIES  
(Engineering, Wastewater, Water)**

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Division Providing Service / Work	UT-023	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>WASTEWATER TREATMENT PLANT</b>								
Utilities / Lead Div.	UT-024	SCADA Database (Wastewater)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Utilities / Wastewater Treatment Plant	UT-025	Biosolids / Sewage Sludge Handling Logs and Weigh Tickets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §60201
Utilities / Lead Div.	UT-026	Confined Space Entries / Hot Work Permits	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §60201
Utilities / Wastewater Treatment Plant	UT-027	Lab Reports & Chains of Custody: <b>Wastewater</b>	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §60201
Utilities / Wastewater Treatment Plant	UT-028	Logs: Vac Con Trucks, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Utilities / Wastewater Treatment Plant	UT-029	Permits - <b>Wastewater Regulatory / Operating Permits</b> : Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201 CCP §337 et seq.
Utilities / Wastewater Treatment Plant	UT-030	Reports - <b>Wastewater Reports to Regulatory Agencies</b> : Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201 CCP §337 et seq.

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Utilities / Wastewater Treatment Plant	UT-031	Sanitary Survey of Wastewater System	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Utilities / Lead Div.	UT-032	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 60201
Utilities / Wastewater Treatment Plant	UT-033	Wastewater Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Utilities / Wastewater Treatment Plant	UT-034	Wastewater Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 60201
Division Providing Service / Work	UT-035	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Division Providing Service / Work	UT-036	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	UT-037	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>UTILITIES / WATER DISTRIBUTION</b>								
Utilities / Lead Div.	UT-038	SCADA Database (Water)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201

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Utilities / Lead Div.	UT-039	Backflow Tests and Maintenance	3 years		Mag, Ppr			17 CCR 7605(f); GC §60201
Utilities / Lead Div.	UT-040	Confined Space Entries / Hot Work Permits	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §60201
Utilities / Water Distribution	UT-041	Construction Meters (Temporary Meters)	Service Completed + 2 years		Mag, Ppr			Department preference; GC §60201
Utilities / Water Distribution	UT-042	Consumer Confidence Report - Annual Water Quality Report	P		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g) 40 CFR 141.33(a); 40 CFR 141.91
Utilities / Water Distribution	UT-043	Public Notices - Potable Water (Tier 1, 2, or 3)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §60201
Utilities / Water Distribution	UT-044	Reservoirs: Dive Videos	10 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference (covers 2 mandated cycles); GC §60201
Utilities / Water Distribution	UT-045	Reservoirs: Flushing, Disinfection and Cleaning	3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §60201
Utilities / Water Distribution	UT-046	Reservoirs: Inspection Reports, Maintenance Records	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §60201
Utilities / Water Distribution	UT-047	Sanitary Survey of Water System / Source Monitoring	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §60201
Utilities / Lead Div.	UT-048	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 60201

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Water Distribution	UT-049	Water Conservation Programs (Faucet Replacements, Shower Heads, Toilet Replacements, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(meets auditing standards); GC §60201
Utilities / Water Distribution	UT-050	Water Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; 5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Division Providing Service / Work	UT-051	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Division Providing Service / Work	UT-052	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	UT-053	Work Orders / Service Requests - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>UTILITIES / WATER TREATMENT PLANT</b>								
Utilities / Lead Div.	UT-054	SCADA Database (Water)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Utilities / Water Treatment Plant	UT-055	Environmental Agencies / Regulatory Agencies for Potable Water - Reports and Correspondence (DPH, EPA, SWRCB, etc.)	Minimum 12 years		Mag, Ppr			Department Preference; GC §60201
Utilities / Water Treatment Plant	UT-056	Groundwater Assessments and Corrective Actions (Tier 1 and 2 Total Coliform)	5 years		Mag, Ppr			40 CFR §141.861 GC §60201

**RECORDS RETENTION SCHEDULE: UTILITIES  
(Engineering, Wastewater, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Water Treatment Plant	UT-057	Hazardous Waste Disposal Manifests	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §60201
Utilities / Water Treatment Plant	UT-058	Lab Books / Operational Records (Water Treatment Plant)	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); 22 CCR §64662; GC §60201
Utilities / Water Treatment Plant	UT-059	Lab Reports & Chains of Custody: <b>Potable Water Bacteriological and Organics</b>	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Utilities / Water Treatment Plant	UT-060	Lab Reports & Chains of Custody: <b>Potable Water Chemical</b> (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537 64692
Utilities / Water Treatment Plant	UT-061	Lab Reports & Chains of Custody: <b>Potable Water Lead &amp; Copper</b>	Minimum 12 years or 2 Compliance Cycles, whichever is longer		Mag, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR §§64400.25; 64470, 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Utilities / Water Treatment Plant	UT-062	Lab Reports & Chains of Custody: <b>ALL Combined Potable Water (Bacteriological and Organics, Chemical, Lead &amp; Copper)</b>	Minimum 12 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; Only Lead & Copper is Required for 12 years or 2 compliance cycles; Chemical is 10 years, B 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91;
Utilities / Water Treatment Plant	UT-063	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Ppr			Department preference; GC §60201
Utilities / Water Treatment Plant	UT-064	Permits - Water Treatment Plant / Potable Water	P		Mag, Ppr			Department preference; GC §60201
Division Providing Service / Work	UT-065	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201

**RECORDS RETENTION SCHEDULE: UTILITIES  
(Engineering, Wastewater, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	UT-066	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	UT-067	Work Orders / Service Requests - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

Date: \_\_\_\_\_

Department: \_\_\_\_\_

**Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM**

The records listed below (or on the attached list) are **scheduled to be destroyed**, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

(List records here, or attach a list)

File #	Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period

Check one option for destruction:

- Shredding is Required (Records contain private information) OR
- Recycle (Records do NOT contain private information)

Employee Preparing Records: \_\_\_\_\_ Date: \_\_\_\_\_

**DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date

Return this form to the originating department following approval (they coordinate the shredder arrangements)

-----  
*(Complete after destruction has been performed, if done by Employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)*

**I HEREBY CERTIFY** that the items listed above have been destroyed in accordance with policies and procedures:

\_\_\_\_\_  
Employee Performing Destruction

\_\_\_\_\_  
Date

Return this form to General Manager after completed.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.B**

FROM: Matthew McElhenie, General Manager  
Denise Fritz, Administrative Department Manager

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Meeting Date: March 21, 2024      Subject: Discussion and Consideration to Approve the  
Capital Improvement Project (CIP) List Format

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**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

At the July 20, 2023 Board Meeting, the Chairs of the Resources & Infrastructure and Finance Committees were instructed to meet and update the Capital Improvement Project (CIP) list format. The Chairs met with the Administrative Department Manager to develop a new format for the CIP list. This updated list was brought before the Resources & Infrastructure and Finance Committees at a joint meeting on October 17, 2023. The Board reviewed the new format of the CIP list at its January 11, 2024 meeting. Adjustments to the format of the list were suggested and are implemented in the attached version.

Staff suggests that continued work be done on the following items, in collaboration with the R&I and Finance committee:

1. The Ranking System
2. Developing a narrative on the process of development, purpose and use of the CIP list

**ATTACHMENTS:**

1. [CIP List](#)

	A	B	C	D	E	F	G	H	I	J	K
1	<b>General Fund CIP (FY 23/24 Revised 03/05/2024)</b>				<b>Current Year Activity</b>				<b>Activity to Date</b>		
2			<b>Ranking</b>	<b>Project Estimate</b>	<b>Current FY Budget</b>	<b>FY Expenditures</b>	<b>FY Budget amount remaining</b>		<b>Project to Date Budget</b>	<b>Project to Date Expenditures</b>	
3	<b>FY Approved</b>	<b>Administration Department Projects</b>									
4		Replace District Car	3	\$ 30,000	\$ -	\$ -	\$ -		\$ 30,000	\$ -	
5											
6	<b>Subtotal</b>			<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 30,000</b>	<b>\$ -</b>	
7	<b>FY Approved</b>	<b>Facilities &amp; Resources/PROS Projects</b>									
8	20/21	Electric Vehicle Charging Station (East Village Parking Lot)	B	\$ 43,941	\$ 24,831	\$ -	\$ 24,831		\$ 43,941	\$ 19,110	
9	20/21	Skate Park Improvements	B	\$ 1,200,000	\$ 123,891	\$ 12,585	\$ 111,306		\$ 1,200,000	\$ 81,413	
10	20/21	Restroom Facilities @ Fiscalini Ranch Preserve	B	\$ 549,432	\$ 527,656	\$ 21,807	\$ 505,849		\$ 549,432	\$ 43,583	
11	23/24	Vets Hall Sound System	B	\$ 20,000	\$ 20,000	\$ -	\$ -		\$ 20,000	\$ -	
12		Vets Hall Sewer Line	1	\$ 40,000		\$ -	\$ -		\$ 40,000	\$ -	
13		Vets Hall Electrical Emergency (Generator & Equipment)	1	\$ 80,000		\$ -	\$ -		\$ 80,000	\$ -	
14		Re-Roof - Entire Vets Hall Building	1	\$ 55,000		\$ -	\$ -		\$ 55,000	\$ -	
15		Vets Hall Water Line	2	\$ 10,000		\$ -	\$ -		\$ 10,000	\$ -	
16		Vets Hall Kitchen Improvements (Replace cabinets, countertops, sinks)	3	\$ 20,000		\$ -	\$ -		\$ 20,000	\$ -	
17		Vets Hall Restroom Improvements (Replace particians, countertops, sinks & flooring)	3	\$ 17,500		\$ -	\$ -		\$ 17,500	\$ -	
18	<b>Subtotal</b>			<b>\$ 2,035,873</b>	<b>\$ 696,378</b>	<b>\$ 34,392</b>	<b>\$ 641,986</b>		<b>\$ 2,035,873</b>	<b>\$ 144,106</b>	
19	<b>FY Approved</b>	<b>Fire Department Projects</b>									
20		Radio System Upgrade Phase 2	B	\$ 79,097	\$ 79,097	\$ 32,776	\$ 46,321		\$ 79,097	\$ 32,776	
21		Fire Marshal Vehicle (pending approval for a Fire Marshal Position)	1	\$ 71,000	\$ -	\$ -	\$ -		\$ 71,000	\$ -	
22		Fire Station Dry Rot repair/Rain Gutter Repair/Paint	1	\$ 40,000	\$ -	\$ -	\$ -		\$ 40,000	\$ -	
23		Fire Station Turnout lockers and storage room	1	\$ 45,000	\$ -	\$ -	\$ -		\$ 45,000	\$ -	
24		Ballistic Vests for Active Shooter response	1	\$ 15,000	\$ -	\$ -	\$ -		\$ 15,000	\$ -	
25		Fire Station Sleeping Quarters Addition	1	\$ 450,000	\$ -	\$ -	\$ -		\$ 450,000	\$ -	
26		Fire Department Metal Building (Apparatus Bays/Storage/and Gym Relocation)	1	\$ 220,000	\$ -	\$ -	\$ -		\$ 220,000	\$ -	
27		Replace Water Tender (21 Year old)	1	\$ 600,000	\$ -	\$ -	\$ -		\$ 600,000	\$ -	

	A	B	C	D	E	F	G	H	I	J	K
1	<b>General Fund CIP (FY 23/24 Revised 03/05/2024)</b>			<b>Current Year Activity</b>					<b>Activity to Date</b>		
2			<b>Ranking</b>	<b>Project Estimate</b>	<b>Current FY Budget</b>	<b>FY Expenditures</b>	<b>FY Budget amount remaining</b>	<b>Project to Date Budget</b>	<b>Project to Date Expenditures</b>		
28		Fire Apparatus Rust Repair and Paint	1	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	\$ -		
29		Satellite Phones	1	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -		
30		Fire Hose and Nozzles	1	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000	\$ -		
31		Fire Station Bathrooms Remodel x3	2	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	\$ -		
32		Fire Training Building	2	\$ 475,000	\$ -	\$ -	\$ -	\$ 475,000	\$ -		
33		Replace old rescue boat with Rescue ski	2	\$ 21,000	\$ -	\$ -	\$ -	\$ 21,000	\$ -		
34		4 Gas Detector	2	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -		
35		Fire Station Computers upgrades	2	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -		
36		Fire Department Gate and Fencing	2	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ -		
37		Fire Station Kitchen Remodel	2	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000	\$ -		
38		Fuel Station Computer Replacement	2	\$ 7,000	\$ -	\$ -	\$ -	\$ 7,000	\$ -		
39		CERT Team Response Vehicle	3	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ -		
40		Refurbish Antique Fire Engine	3	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -		
41		Replace Rescue Boat	3	\$ 14,000	\$ -	\$ -	\$ -	\$ 14,000	\$ -		
42		Fire Station Expansion	3		\$ -	\$ -	\$ -	\$ -	\$ -		
43	<b>Subtotal</b>			<b>\$ 2,346,097</b>	<b>\$ 79,097</b>	<b>\$ 32,776</b>	<b>\$ 46,321</b>	<b>\$ 2,346,097</b>	<b>\$ 32,776</b>		
44	<b>GRAND TOTAL</b>			<b>\$ 4,411,970</b>							
45			Priority 1	\$ -							
46			Priority 2	\$ -							
47			Priority 3	\$ -							
48			Priority 4	\$ -							
49				\$ -							
50	<b>Completed Projects</b>		<b>Ranking</b>	<b>Project Estimate</b>	<b>Current FY Budget</b>	<b>FY Expenditures</b>	<b>FY Budget amount remaining</b>	<b>Project to Date Budget</b>	<b>Project to Date Expenditures</b>		
51	FY 21/22	F350 Truck - Replace 1999 F150 Truck		\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000		
52	FY 21/22	Electric Vehicle Charging Station (Vets Hall)		\$ 22,272	\$ -	\$ -	\$ -	\$ 22,272	\$ 22,272		
53	FY 21/22	Re-Roof - Vets Hall American Legion Kitchen Area		\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000		
54	FY 22/23	Tyler Incode		\$ 76,050	\$ -	\$ -	\$ -	\$ 76,050	\$ 76,050		

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Wastewater CIP (FY 23/24 Revised 03/05/2024)</b>		<b>Current Year Activity</b>					<b>Activity to Date</b>			
2			<b>Ranking</b>	<b>Project Estimate</b>	<b>Current FY Budget</b>	<b>FY Expenditures</b>	<b>FY Budget amount remaining</b>	<b>Project to Date Budget</b>	<b>Project to Date Expenditures</b>		
3	<b>FY</b>	<b>Final Report)</b>									
4		(ECM 1) Influent Flow Equalization	B	\$ 3,791,224	\$ 3,181,218	\$ 473,177	\$ 2,708,041	\$ 3,791,224	\$ 1,083,184		
5		(ECM 2) Influent Lift Station	B	\$ 46,512	\$ 20,288	\$ 20,238	\$ 50	\$ 46,512	\$ 46,462		
6		(ECM 3) Modified Ludzak-Ettinger Process Upgrade	B	\$ 2,419,093	\$ 2,047,879	\$ 399,950	\$ 1,647,929	\$ 2,419,093	\$ 771,164		
7		(ECM 4) Blower Improvements	B	\$ 603,329	\$ 496,186	\$ 122,518	\$ 373,668	\$ 603,329	\$ 229,661		
8		(ECM 5) RAS and WAS Pumping Improvements	B	\$ 1,290,972	\$ 1,060,583	\$ 325,971	\$ 734,612	\$ 1,290,972	\$ 556,360		
9		(ECM 7) Electrical Upgrades	B	\$ 554,687	\$ 454,548	\$ 28,879	\$ 425,669	\$ 554,687	\$ 129,018		
10		(ECM 8) Backup Power	B	\$ 925,404	\$ 736,576	\$ 35,153	\$ 701,424	\$ 925,404	\$ 188,828		
11		(ECM 9) SCADA System	B	\$ 1,148,557	\$ 962,970	\$ 38,991	\$ 923,979	\$ 1,148,557	\$ 224,578		
12		(ECM 12) Sewer Lift Stations	B	\$ 1,320,222	\$ 1,265,711	\$ -	\$ 1,265,711	\$ 1,320,222	\$ 54,511		
13		(ECM 10) Secondary Water System (3W) Improvements	1	\$ 318,202	\$ -	\$ -	\$ -	\$ -	\$ -		
14		Pads for electrical ECMs	1	\$ 313,893	\$ -	\$ -	\$ -	\$ -	\$ -		
15		Final Design	1	\$ 308,394	\$ -	\$ -	\$ -	\$ -	\$ -		
16		Project Duration/General Condition Costs	1	\$ 1,117,904	\$ -	\$ -	\$ -	\$ -	\$ -		
17		(ECM 11) Effluent Pump Station Improvements	2	\$ 374,580	\$ -	\$ -	\$ -	\$ -	\$ -		
18		(ECM 6) Sludge Thickening	2	\$ 1,393,341	\$ -	\$ -	\$ -	\$ -	\$ -		
19		(ECM 2) Influent Lift Station Modifications	2	\$ 2,110,000	\$ -	\$ -	\$ -	\$ -	\$ -		
20		Tertiary Treatment	4	\$ 889,436	\$ -	\$ -	\$ -	\$ -	\$ -		
21		Storm Drain	2	\$ 130,521	\$ -	\$ -	\$ -	\$ -	\$ -		
22		Demolish Old Tanks	2	\$ 567,815	\$ -	\$ -	\$ -	\$ -	\$ -		
23	<b>Subtotal</b>			<b>\$ 19,624,086</b>	<b>\$ 10,225,959</b>	<b>\$ 1,444,878</b>	<b>\$ 8,781,081</b>	<b>\$ 12,100,000</b>	<b>\$ 3,283,765</b>		
24	<b>FY</b>	<b>Treatment Plant Projects</b>									
25	22/23	New polymer skid for sludge press	B	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -		
26	22/23	Security Improvements	B	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -		
27		PFAS Treatment (Design Phase)	2	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -		
28		Van Gordon House Demolition (Split with Water)	2	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -		
29		Redundant Blower for Plant	3	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -		
30		Walkway Grating on Digester Tanks	3	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -		
31		Cargo Box for Storage	2	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -		
32		Clarifier Improvements									
33											
34		Eastern clarifier - Replace drive unit's metallic hubs	1	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -		
35		Eastern clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -		
36		Western clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -		
37		Cover for Sheltering of Equipment @ Plant ( 50%)	2	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -		
38		Secondary Water System	1	\$ 4,100	\$ -	\$ -	\$ -	\$ -	\$ -		
39		Blower Replacement	1	\$ 9,200	\$ -	\$ -	\$ -	\$ -	\$ -		

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Wastewater CIP (FY 23/24 Revised 03/05/2024)</b>			<b>Current Year Activity</b>				<b>Activity to Date</b>			
2			<b>Ranking</b>	<b>Project Estimate</b>	<b>Current FY Budget</b>	<b>FY Expenditures</b>	<b>FY Budget amount remaining</b>	<b>Project to Date Budget</b>	<b>Project to Date Expenditures</b>		
40	<b>Subtotal</b>			<b>\$ 713,300</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>		
41	<b>FY</b>	<b>Collection System Projects</b>									
42	22/23	Portable Generator	B	\$ 20,000	\$ 20,000	\$ 16,731	\$ 3,269	\$ 20,000	\$ 16,731		
43		Reroute effluent line around State Parks	B	\$ 2,000,000							
44	22/23	Engineering	B	\$ 40,000	\$ 40,000	\$ 25,902	\$ 14,098	\$ 40,000	\$ 25,902		
45	22/23	Engineering for gravity replacement for lift station B-1	B	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ -		
46	22/23	Lift Station Improvements	B	\$ 149,938	\$ 149,938	\$ -	\$ 149,938	\$ 149,938	\$ -		
47		Lift Station B-3 (Green St./W. Lodge Hill)									
48	22/23	New Control Panel	B	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ -		
49		New Submersible Pumps, MCC, Bypass Piping	3	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -		
50		Lift Station A (Nottingham & Leighton/Park Hill)									
51		New Submersible Pumps, MCC, Bypass Piping, Control Panel at Grade Elevation	1	\$ 490,000	\$ -	\$ -	\$ -	\$ -	\$ -		
52		Lift Station A-1 (Sherwood & Harvey/Marine Terrace)									
53		New Submersible Pumps, Bypass Piping	1	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ -		
54		Lift Station B - (SR Creek/Behind Park Hill)									
55		New Control Panel, Generator, Wet Well, Submersible Pumps, and Valve Vault	3	\$ 435,000	\$ -	\$ -	\$ -	\$ -	\$ -		
56		Lift Station B-1 (Burton Dr at Tin City)									
57		Convert to gravity flow	1	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -		
58		Lift Station B-2 (Wood Dr./E. Lodge Hill)									
59		New Control Panel at Grade Elevation	1	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ -		
60		Lift Station 8									
61		Replace Pumps	1	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -		
62		Phased Manhole and Sewer Main Replacement	2	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -		
63		New generators at LS 4, 8	2	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -		
64		Push camera	2	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -		
65		Asset Management Software	2	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -		
66	<b>Subtotal</b>			<b>\$ 7,901,938</b>	<b>\$ 309,938</b>	<b>\$ 42,633</b>	<b>\$ 267,305</b>	<b>\$ 309,938</b>	<b>\$ 42,633</b>		
67	<b>Trailer-</b>										
68											
69	Dump trailer	Replace 2005 F250	3	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -		
71	<b>GRAND TOTAL</b>										
73			Priority 1	\$ -							
74			Priority 2	\$ -							
75			Priority 3	\$ -							
76			Priority 4								
77			SST Total	\$ -							

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Wastewater CIP (FY 23/24 Revised 03/05/2024)</b>										
	<b>Current Year Activity</b>						<b>Activity to Date</b>				
2			<b>Ranking</b>	<b>Project Estimate</b>		<b>Current FY Budget</b>	<b>FY Expenditures</b>	<b>FY Budget amount remaining</b>		<b>Project to Date Budget</b>	<b>Project to Date Expenditures</b>
79	<b>Completed Projects</b>		<b>Ranking</b>	<b>Project Estimate</b>		<b>Current FY Budget</b>	<b>FY Expenditures</b>	<b>FY Budget amount remaining</b>		<b>Project to Date Budget</b>	<b>Project to Date Expenditures</b>
80		Replace F150		\$ 30,000							
81		Pearpoint or equal TV inspection camera (removed cost from mid year total to meet reduced funding balance, 11/20/2018.)		\$ 75,000							
82		F-350 Service Truck with Crane Body		\$ 57,040							
83		Vactor truck - replace with new \$430K truck that meets emission requirements (7 yr loan @ 4.5%)		\$ 518,000							
84		Replacement Rack Truck (F-150)		\$ 24,193							
85		Influent screen, support platform design, & installation		\$ 164,509							
86		Lift Station A-1 MCC, SCADA Improvements		\$ 45,000							
87	22/23	Eastern clarifier - Replace chain drive		\$ 40,000						\$ 40,000	\$ 37,552
88	22/23	Replacement of 1999 John Deere Loader and Backhoe Tractor		\$ 70,000						\$ 70,000	\$ 69,054
89	22/23	Replace Van - Transport of Sewer Video Camera System		\$ 55,000						\$ 55,000	\$ 52,392
90		Investment Grade Audit (30% Design for all ECMs)		\$ 528,404							

	A	C	D	E	F	G	H	I	J	K
1	<b>Water CIP (FY 23/24 Revised 03/05/2024)</b>		<b>Current Year Activity</b>				<b>Activity to Date</b>			
2		<b>Ranking</b>	<b>Project Estimate</b>	<b>Current FY Budget</b>	<b>FY Expenditures</b>	<b>FY Budget amount remaining</b>	<b>Project to Date Budget</b>	<b>Project to Date Expenditures</b>		
3	<b>Water Distribution System Projects</b>									
4	Advanced Metering Infrastructure (AMI)		B	\$ 2,220,000	\$ -	\$ -	\$ -	\$ 2,220,000	\$ -	
5	Meter Install		B	\$ 526,500	\$ 526,500	\$ 5,675	\$ 520,825	\$ 526,500	\$ 5,675	
6	San Simeon Well Field Transmission Main at State Park Wetlands									
7	Design and Permitting		B	\$ 600,000	\$ 600,000	\$ 53,472	\$ 546,528	\$ 600,000	\$ 53,472	
8	Piney Way Erosion Control - Design, Permitting and Relocation		B	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	
9	Cover for Sheltering of Equipment @ Plant (50%)		B	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	
10	Modular Office Building @ Plant		B	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	
11	Remote Monitoring Equipment		B	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	
12	Emergency Water Main Repair - Main Street (Budget Adjustment)		B	\$ 300,000	\$ 300,000	\$ -	\$ 300,000	\$ 300,000	\$ -	
13	Lead and Copper Service Line Regulations		B	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	
14	Source Water Assessment		B	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	
15	Well site pump replacements		3	\$ 532,141	\$ -	\$ -	\$ -	\$ -	\$ -	
16	District Metered Areas (Phased - Design and Permitting, Implementation cost TBD)		2	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	
17	Upgrading undersized water mains		3	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	
18	Pine Knolls - Iva Court zone 1 pipeline expansion		4	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -	
19	Vault upgrades (Rodeo Grounds, Charing, and Windsor)		3	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	
20	Demo Van Gordon House (Water Portion)		3	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	
21	<b>Subtotal</b>			<b>\$ 6,988,641</b>	<b>\$ 1,506,500</b>	<b>\$ 66,857</b>	<b>\$ 1,488,435</b>	<b>\$ 3,726,500</b>	<b>\$ 59,147</b>	
22	<b>Tank &amp; Booster Pump Station Projects</b>									
23	Rodeo Grounds Pump Station		B	\$ 62,000	\$ 62,000	\$ -	\$ 62,000	\$ 62,000	\$ -	
24	SCADA System - Phased Upgrades (Phase III-Alarms, Flow Data, Monitoring Wells)		B	\$ 128,563	\$ 128,563	\$ 19,971	\$ 108,592	\$ 128,563	\$ 19,971	
25	Stuart Street Tank Rehabilitation		B	\$ 458,000	\$ 458,000	\$ 1,640	\$ 456,360	\$ 458,000	\$ 2,390	
26	San Simeon Well 3 Pump Replacement		B	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	
27	Third Stuart Street Tank Installation		3	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Electrical transfer switch and conduit to well SS-3		2	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	
29	Stuart Street and Leimert Booster Pump Replacement		3	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	
30	Rodeo Grounds Pump Station Replacement (aka Zone 2 Booster pump station)		3	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	
31	<b>Subtotal</b>			<b>\$ 3,956,563</b>	<b>\$ 693,563</b>	<b>\$ 21,611</b>	<b>\$ 671,952</b>	<b>\$ 693,563</b>	<b>\$ 22,361</b>	
32	<b>Vehicles and Trailer-Mounted Equipment</b>									
33	Replacement 2005 F-150 Truck with F-250 (for towing Ditch Witch)		B	\$ 55,000	\$ 55,000	\$ 53,613	\$ 1,387	\$ 55,000	\$ 53,613	
34	Dump trailer for storing and hauling spoils from road repairs		3	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	
35	Truck Replacement Program (annual cost to build reserves)		3	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	
36	<b>Subtotal</b>			<b>\$ 95,000</b>	<b>\$ 55,000</b>	<b>\$ 53,613</b>	<b>\$ 1,387</b>	<b>\$ 55,000</b>	<b>\$ 53,613</b>	
37	<b>Programs and Plans</b>									

	A	C	D	E	F	G	H	I	J	K
		Ranking	Project Estimate		Current FY Budget	FY Expenditures	FY Budget amount remaining		Project to Date Budget	Project to Date Expenditures
2										
38	Hydraulic System Model Update	3	\$ 75,000		\$ -	\$ -	\$ -		\$ -	\$ -
39	Water Master Plan Amendment	3	\$ 35,000		\$ -	\$ -	\$ -		\$ -	\$ -
40	Database for water conservation program/tracking with parcel links & APN file conversion	3	\$ 10,000		\$ -	\$ -	\$ -		\$ -	\$ -
41	<b>Subtotal</b>		<b>\$ 120,000</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
43	<b>GRAND TOTAL</b>		<b>\$ 11,160,204</b>		<b>\$ 2,255,063</b>	<b>\$ 66,857</b>	<b>\$ 2,236,998</b>		<b>\$ 4,475,063</b>	<b>\$ 135,122</b>
45		Priority 1 Total	\$ -							
46		Priority 2 Total	\$ -							
47		Priority 3 Total	\$ -							
48		Priority 4 Total	\$ -							
58	<b>WRF CIP (FY 22/23 Revised 10/5/22)</b>									
59		Ranking	Project Estimate		Current FY Budget	FY Expenditures	FY Budget amount remaining		Project to Date Budget	Project to Date Expenditures
60	<b>Permitting &amp; Planning</b>									
61	Groundwater modeling and consulting for CDP (Instream Flow Study	B	\$ 48,000		\$ 48,000	\$ 17,048	\$ 30,952		\$ 48,000	\$ 33,038
62	EIR consulting (follow up agency discussions to support the WRF's Regular CDP)	B	\$ 26,690		\$ 26,690	\$ -	\$ -		\$ 26,690	\$ -
63	Section 7 ESA consulting, annual AMP report, & AMP update	1	\$ 100,000		\$ -	\$ -	\$ -		\$ -	\$ -
64	<b>Subtotal</b>		<b>\$ 126,690</b>		<b>\$ 74,690</b>	<b>\$ 17,048</b>	<b>\$ 30,952</b>		<b>\$ 74,690</b>	<b>\$ 33,038</b>
65	<b>Interim, short-term SWF Modifications</b>									
66	Brine Tank Secondary Containment, Grading, Rock	1	\$ 20,000		\$ -	\$ -	\$ -		\$ -	\$ -
67	<b>Subtotal</b>		<b>\$ 20,000</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
68	<b>Advanced Water Treatment Plant</b>									
69	Membrane and Filter Replacement Program (annual cost to build reserves)		\$ 25,000		\$ -	\$ -	\$ -		\$ -	\$ -
70	Replace CIP Tank (leaking)		\$ 15,000		\$ -	\$ -	\$ -		\$ -	\$ -
71	Replace chemical storage tank (leaking)		\$ 10,000		\$ -	\$ -	\$ -		\$ -	\$ -
72	Miscellaneous instrumentation / monitoring upgrades	2	\$ 25,000		\$ -	\$ -	\$ -		\$ -	\$ -
73	<b>Subtotal</b>		<b>\$ 25,000</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
74	<b>Long-Term Improvement Modifications</b>									
75	Future permanent mods at WRF for trailer fill station [transfer tanks, piping, & spill containment/loading pad]	B	\$ 200,000		\$ 200,000	\$ -	\$ 200,000		\$ 200,000	\$ -
76	Consulting assistance for coordination with Army Corps on WRDA grant (meetings, redefine work plan, & update scope of work)	1	\$ 40,000		\$ -	\$ -	\$ -		\$ -	\$ -
77	AWTP pull-barn style covers for outdoor equipment & control panels (1,2)	2	\$ 50,000		\$ -	\$ -	\$ -		\$ -	\$ -
78	Sems, Hach WIMS, or custom programmer for logging/reporting software and tablets	3	\$ 25,000		\$ -	\$ -	\$ -		\$ -	\$ -
79	Installation of remote sensing instrumentation at SS creek (needs ROE agreement with State Parks)	3	\$ 10,000		\$ -	\$ -	\$ -		\$ -	\$ -

	A	C	D	E	F	G	H	I	J	K
		Ranking	Project Estimate		Current FY Budget	FY Expenditures	FY Budget amount remaining		Project to Date Budget	Project to Date Expenditures
2										
80	Solar Array System	3	\$ 375,000		\$ -	\$ -	\$ -		\$ -	\$ -
81	<b>Subtotal</b>		<b>\$ 500,000</b>		<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 200,000</b>	<b>\$ -</b>
83	<b>GRAND TOTAL</b>		<b>\$ 671,690</b>							
85		Priority 1 Total	\$ 186,690							
86		Priority 2 Total	\$ 275,000							
87		Priority 3 Total	\$ 410,000							
88		Priority 4 Total	-							
90	<b>Completed Projects</b>	<b>Ranking</b>	<b>Project Estimate</b>		<b>Current FY Budget</b>	<b>FY Expenditures</b>	<b>FY Budget amount remaining</b>		<b>Project to Date Budget</b>	<b>Project to Date Expenditures</b>
91	Filters / membrane replacements and build reserves for future		\$ 59,639						\$ 59,639	\$ 59,639
92	Short-term flood damage mitigation		\$ 12,566						\$ 12,566	\$ 12,566
93	Hauling of last 18" of water and cleaning impoundment		\$ 94,515						\$ 94,515	\$ 94,515
94	Urban Water Management Plan - CDP Portion		\$ 20,463						\$ 20,463	\$ 20,463
95	Groundwater modeling/piezometer installation/monitoring		\$ 75,758						\$ 75,758	\$ 75,758
96	SS2 Electrical Panel Upgrade		\$ 25,000						\$ 25,000	\$ 25,000
97	Santa Rosa Well #4 Replacement		\$ 75,000						\$ 75,000	\$ 75,000

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C**

FROM: Matthew McElhenie, General Manager

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Meeting Date: March 21, 2024

Subject: Discussion and Consideration of Adoption of  
Policy 1045 Legal Counsel and Auditor Policy

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**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

The Policy Committee met on September 28, 2023, to review and discuss the attached draft Policy 1045 regarding Legal Counsel and Auditor. The Committee made minor revisions, approved the draft policy, and recommended forwarding it to the Board of Directors for consideration and adoption. On December 14, 2023, the Board of Directors reviewed the policy, and the District Counsel suggested more modifications, which were provided to the Policy Committee for consideration. The Policy Committee met again on January 25, 2024, and February 22, 2024, to review and discuss the attached draft Policy 1045 regarding Legal Counsel and Auditor. The Committee made minor revisions, approved the draft policy, and recommended forwarding it to the Board of Directors for consideration and adoption. The additional modifications, with District Counsel's suggested revisions in redline, are attached for the Board's consideration.

**ATTACHMENTS:**

1. [Legal Counsel and Auditor Policy 1045](#)



**POLICY TITLE: Legal Counsel and Auditor**  
**POLICY NUMBER: 1045**

1045.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager, Standing Committees, and department ~~heads~~managers. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation of legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interests of the District.

- Legal Counsel is required to draft or comprehensively review ordinances, resolutions, contracts, leases, opinions and similar documents, to approve as to form all ordinances, resolutions and contracts, and to perform all other tasks as set forth in his or her contract.
- Legal Counsel shall present and report on all legal issues and any ~~Closed-closed Session-session~~ items before the Board. The closed session report shall include a topic description and all disclosable information prior to the closed session. Legal Counsel shall give an oral or written report to the public after the closed session meeting, as further described in the Brown Act.
- Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board. The selection of Legal Counsel shall be done in a noticed public meeting and at least every five years.
- Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that ~~Board member~~Director's participation. No ~~Board member~~Director may request a legal opinion of Legal Counsel without concurrence by the Board, except as such requests relate to questions regarding that ~~member's~~Director's participation. Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

1045.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

- a) The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. The Administrative Department Manager and General Manager will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D**

FROM: Matthew McElhenie, General Manager  
Jim Green, Utilities Department Manager  
Cody Meeks, Water Systems Superintendent

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Meeting Date: March 21, 2024                      Subject: Discussion and Consideration of Approval of an Agreement for Contractor Services to Replace the San Simeon Well 3 (SS3) Pump

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**FISCAL IMPACT:**

The estimated cost to replace the SS3 pump based on the proposal provided by the contractor is \$45,260.80. However, the Board approved a budget adjustment of \$48,000 at its December 14<sup>th</sup> meeting, and it will be funded from Water Fund reserves. Water Fund cash flow reserves are \$3,171,037 as of June 30, 2023.

**DISCUSSION:**

Recent wellhead operations at SS3 have resulted in the final stages of duty life cycle operation for the 50 HP vertical turbine motor and pump installed in May 1985. Inspections have revealed that a harmful vibration is becoming increasingly severe. Diagnosis of the vibration demonstrates that it is coming from the impeller cup bowl assembly (15 Stage). Over time, uneven wear has occurred on the cup assemblies, resulting in wear to the tube and shaft. This recent vibration has also affected the pump motor life, causing extreme heat during daily production runs from this wellhead. SS3 produced 154.11 AF in the calendar year 2022. This yield was 30.44% of the total production for the community in 2022.

Repair for this failure involves removing the vertical turbine motor, 120' tube, shaft, and impellers by crane. Once the motor and pump assemblies are removed, a video camera inspection of the well casing for the pump will be performed to evaluate its condition. The new pump will then be installed with new discharge piping and a new pump head, and the discharge piping will be connected from the pump head to the water transmission piping. This new submersible pump and motor (similar to the one installed at SR 4 in May 2022) will considerably reduce appliance noise and energy consumption while providing a return on investment and positively influencing climate action planning.

At its December 14, 2023 meeting, the Board of Directors approved a public works contract with 3rd Generation Pump and Well and a budget adjustment of \$48,000 for replacement of the SS3 pump and the installation of a variable frequency drive and associated electrical components. 3rd Generation Pump and Well was unable to enter into a contract and perform the work for the price quoted due to their unexpectedly high bond costs. Staff proceeded to obtain three (3) new and updated quotes from qualified contractors. Of those quotes, the Resources and Infrastructure Committee approved staff's recommendation of Precision Hydro as the contractor for this project.

It is recommended that the Board of Directors approve the proposal from Precision Hydro to replace the San Simeon Well 3 pump and perform associated work.

**ATTACHMENTS:**

1. Public Works Contract
2. Performance Bond
3. Labor and Materials-Payment Bond
4. Exhibit A

# SHORT FORM PUBLIC WORKS CONTRACT

for the Construction of:

## Permanent Submersible Pump PRECISHYDRO-01

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of March, 2024, by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT**, a special district, hereinafter designated District, party of the first part, and **PRECISION HYDRO**, hereinafter designated as Contractor, party of the second part,

**WITNESSETH:** That the parties hereto do mutually agree as follows:

**ARTICLE I.** For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by District, Contractor agrees with District to furnish all materials, equipment and labor and construct facilities for District, and to perform and complete in a good and workmanlike manner all the work pertaining thereto shown on the plans and described in the specifications hereto attached and as generally described hereinbelow (the "project" or "work"), and to furnish at his own proper cost and expense all tools, equipment, labor, and materials necessary therefore, except such materials as in the said specifications are stipulated to be furnished by District, and to do everything required by this Contract and the said specifications and plans, and the requirements of the Engineer under them, to wit:

### **PROJECT DESCRIPTION:**

Removal of existing pump equipment, video survey of well, and installation of new 50HP Grundfos 385S500 Submersible Pump, including 80' of CertaLok Drop Pipe, new discharge head, and 1" sounding tube for water levels and 1/2" tube for chlorination per Exhibit "A" (Bid Proposal) which exhibit is hereby incorporated herein by reference. Notwithstanding anything to the contrary contained in Exhibit "A" the Contractor's proposal, the terms of this contract shall prevail over any conflicting terms in Exhibit "A".

### **COMMENCEMENT OF WORK AND TIME LIMITS:**

The Contractor shall commence Work on the Project as of the effective date of this agreement and shall diligently prosecute the completion of said Project. Prior to commencing work, Contractor shall sign and return a copy of this Contract and any document hereto; provide proof of insurance as required herein; and, meet and confer with the Utility Manager and water plant staff at least one (1) day in advance. **ALL WORK MUST BE COMPLETED WITHIN NINETY (90) CALENDAR DAYS FROM ISSUANCE OF A NOTICE TO PROCEED BY THE DISTRICT.**

### **LIQUIDATED DAMAGES:**

Liquidated Damages. Pursuant to Government Code Section 53069.85, if work is not completed within the contract time or in strict accordance with the Project Schedule, it is understood, acknowledged and agreed that the District will suffer damage. It is therefore agreed that the Contractor shall pay to the District the sum of (\$200.00) for each and every calendar day of delay beyond the Contract Time, or beyond any completion schedule, construction schedule or Project milestones established in or pursuant to the Project Schedule, or beyond the time indicated in the Project Schedule for any individual Contract activity.

Contractor expressly understands, acknowledges and agrees that such liquidated damages can and shall be imposed if the Contractor does not meet each and every aspect of any activity schedule, completion schedule, construction schedule or Project milestones established in or pursuant to the

Project Schedule. If the District accepts work or makes any payment under this Contract after a default by reason of delays, the acceptance of such work and/or payment(s) shall in no respect constitute a waiver or modification of any provisions regarding Contract Time, a completion schedule, the Project Schedule or the accrual of liquidated damages. In the event the same is not paid, the Contractor further agrees that the District may deduct the amount thereof from any money due or that may become due the Contractor under the Contract. This paragraph does not exclude recovery of damages under provisions of the Contract Documents, and is expressly in addition to the District's ability to seek other damages.

**PAYMENT SCHEDULE:**

District shall pay Contractor for the Project on a lump sum basis for a not-to-exceed amount of \$46,285.33. A five percent (5%) retention shall be withheld from any monthly partial payment requests.

Final payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the District to the Contractor no sooner than thirty-five (35) days after a Notice of Completion has been recorded, unless otherwise stipulated in the Notice of Completion, provided the work has then been completed, the Contract fully performed, and a final Certificate for Payment has been issued by the District.

This Contract is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

**ARTICLE II.** For furnishing all said equipment, materials and labor, performing demolition as required, and doing all the work contemplated and embraced in this Contract; and for all loss and damage arising out of the nature of the work aforesaid, or from the action of the elements or from any unforeseen difficulties which may arise or be encountered in the prosecution of the work until its acceptance by District, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work, except such as in the said specifications are expressly stipulated to be borne by District; and for well and faithfully completing the work and the whole thereof, in the manner shown and described in the said plans and specifications and in accordance with the requirements of the Utility Manager under them, District will pay and Contractor shall receive as full compensation therefore the amounts for such work as described above.

**ARTICLE III.** District hereby promises and agrees with said Contractor to employ, and does hereby employ, said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner and upon the conditions set forth in the specifications; and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to full performance of the covenants herein contained.

**ARTICLE IV.** The following contract documents (if checked) are hereby incorporated in and made a part of this Contract as though set forth in full:

- X              1. Statement of Prevailing Wages;

- X          2. Payment Bond
- X          3. Bond for Faithful Performance;
- X          4. Bond for Materials and Laborers;
- X          5. Specifications (General Conditions & Technical)
- X          6. Drawings

**ARTICLE V.** If checked above, Contractor shall forthwith furnish in triplicate, a faithful performance bond in an amount equal to 100% of the contract price and a labor and materials bond in an amount equal to 100% of the contract price, both bonds to be written by a surety company acceptable to District and in the form prescribed by law.

**ARTICLE VI.** Materials: Should any of the materials or equipment prove defective or should the work prove defective due to faulty workmanship, material furnished or methods of installation, or should the work or any part thereof fail to operate properly as originally intended and in accordance with the drawings, typical details, and specifications, due to any of the above causes, all within twelve (12) months after date on which the work called for in this Contract is accepted by District, the undersigned agrees to reimburse District, upon demand, for its expenses incurred in restoring said work to the condition contemplated in said project, including the cost of any such equipment or materials replaced and the cost of removing and replacing any work necessary to make such replacement or repairs, or, upon demand by District, to replace any such materials and to repair said work completely without cost to District so that said work will function successfully as originally contemplated.

District shall have the unqualified option to make any needed replacement or repairs itself or to have such replacements or repairs done by the undersigned. In the event District elects to have said work performed by the undersigned, the undersigned agrees that the repairs shall be made and such materials as are necessary shall be furnished and installed within a reasonable time after the receipt of demand from District. If the undersigned shall fail or refuse to comply with his obligations under this guaranty, District shall be entitled to all costs and expenses, including attorney's fees, reasonably incurred by reason of the said failure or refusal.

**ARTICLE VII.** If Contractor should be adjudged bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he or any of his subcontractors should persistently violate any of the provisions of the Contract, or if he should disregard laws, ordinances or the instructions of the Engineer, then District may, upon certificate of the Engineer when sufficient cause exists to justify such action, serve written notice upon Contractor and his surety (if applicable) of its intention to terminate the Contract, such notice to contain the reasons for such intention to terminate the Contract, and unless, within five (5) days after the serving of such notice, such violations shall cease and satisfactory arrangements for correction thereof be made, the Contract shall, upon the expiration of said five (5) days, cease and terminate.

In the event of any such termination, District shall immediately serve written notice thereof upon the surety (if applicable) and Contractor, and the surety shall have the right to take over and perform the Contract, provided, however, that if the surety, within ten (10) days after the serving upon it of notice of termination, does not give District written notice of its intention to take over and perform the Contract or does not commence performance thereof within the ten (10) days stated above from the date of the serving of such notice, District may take over the work and prosecute the same to completion by Contract or by any other method it may deem advisable, for the account and at the

expense of Contractor, and Contractor and his surety shall be liable to District for any excess cost occasioned District thereby, and in such event District may, without liability for so doing, take possession of and utilize in completing the work such materials, appliances, plans and other property belonging to Contractor as may be on the site of the work and necessary therefore. In such case Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price shall exceed the expenses of finishing the work, including compensation for additional managerial and administration services, such excess shall be paid Contractor. If such expense shall exceed such unpaid balance, Contractor shall pay the difference to District. The expense incurred by District, as herein provided, and damage incurred through Contractor's default, shall be certified by the Utility Manager.

**ARTICLE VIII.** The Contractor shall indemnify, defend, and hold harmless, the District, and its officers, officials, employees and agents, from and against any and all claims asserted, liability, loss, damage, expense, costs (including without limitation costs and fee of litigation) arising from, directly or indirectly, or in connection with this Contract or the acts or omissions of Contractor, Contractor's Subcontractors, employees, representatives, agents and invitees including, but not limited to, performance of the work hereunder or failure to comply with any of the obligations contained herein, except such loss or damage which was caused by the established proven negligence or willful misconduct of District, its officers, officials, employees and agents. Said indemnification and hold harmless provisions shall be in full force and effect regardless of whether or not there shall be insurance policies covering and applicable to such liability, loss, damage, expense or cost. The Contractor agrees that the use of any and all public streets and improvements which are part of or subject to this Contract shall be at all times, prior to the final acceptance by the District, the sole and exclusive risk of the Contractor. The Contractor further specifically agrees that he shall indemnify and hold District free of any liability for any accident, loss, or damage to the work, which is the subject of this Contract prior to its completion and acceptance by the District.

**ARTICLE IX.** It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or proposal (if one) therefore, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said bid or proposal conflicting herewith.

**ARTICLE X.** Time is of the essence of this contract and failure to comply with this provision shall be a material breach of this contract.

**ARTICLE XI.** If any part of this contract is held invalid by a court of competent jurisdiction, the balance shall retain its full force and effect.

**ARTICLE XII.** Maintenance of required insurance coverage is a material element of this contract and failure to maintain or renew coverage or to provide evidence of renewal shall be a material breach of this contract. **Contractor shall execute and provide the attached Certificate of Workers Compensation Insurance.**

**ARTICLE XIV. Additional Provisions Required by Law. Each and every provision of law and clause required by law to be inserted in this Contract, including but not limited to the following statutorily required provisions, shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.**

**The following statutorily required provisions hereby apply to this contract:**

**Record Audit.** In accordance with Government Code, Section 8546.7, records of both the City and the Contractor shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment.

**Retention of Securities.** Public Contract Code Section 22300 permits the substitution of securities for any monies withheld by a public agency to ensure performance under a contract, at the request and expense of the Contractor.

**Claims.** In accordance with the requirements of Public Contract Code Section 9204(e), a copy of Public Contract Code Section 9204 is attached hereto and made a part hereof.

**IN WITNESS WHEREOF:** The parties hereto have caused this Contract to be executed the day and year first above written.

**CAMBRIA COMMUNITY SERVICES DISTRICT**

**PRECISION HYDRO**

\_\_\_\_\_  
MATTHEW MCELHENIE,  
District General Manager

By:\_\_\_\_\_

Its:

Date:

ATTEST:

\_\_\_\_\_  
HALEY DODSON, Confidential  
Administrative Assistant

APPROVED AS TO FORM:

\_\_\_\_\_  
TIMOTHY J. CARMEL, District Counsel

## **STATEMENT OF PREVAILING WAGES**

In accordance with California Labor Code Section 1725.5, Contractors and Subcontractors (as defined by California Labor Code Section 1722.1) bidding on or engaging in the performance of any Public Works contracts in California shall be registered with the Department of Industrial Relations.

In accordance with California Labor Code Section 1770 and 1773, the District has determined that prevailing wage rates apply to this project. Copies of the prevailing rates of per diem wages applicable to this Contract are available from the California Division of Labor Statistics and Research at <https://www.dir.ca.gov/Public-Works/Prevailing-Wage.html> or 455 Golden Gate Ave. 9th Floor, San Francisco, CA 94102. Any employee whose type of work is not covered by any of the classified wage rates shall be paid not less than the rate of wage listed for the classification which most nearly corresponds to the type of work performed.

Pursuant to California Labor Code Section 1775, the Contractor shall forfeit no more than \$200 per calendar day, or portion of a day, for each worker paid less than the prevailing rates for such work or craft, and the penalty shall be imposed and distributed pursuant to Section 1775.

The following Labor Code sections are hereby referenced and made a part of this Agreement:

1. Section 1775 - Penalty for Failure to Comply with Prevailing Wage Rates.
2. Section 1777.5 - Apprenticeship Requirements.
3. Section 1813 - Penalty for Failure to Pay Overtime.
4. Sections 1810 and 1811 - Working Hour Restrictions.
5. Section 1776 - Payroll Records.
6. Section 1773.8 - Travel and Subsistence Pay.

The District will not recognize any claims for additional compensation because of the payment of the wages set forth in the Contract.

In accordance with the requirements of Labor Code Section 1771.4(a)(1), this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations

In accordance with the provisions of the California Labor Code, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Section 1777.1 or Section 1777.17 of the California Labor Code. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid or may have been paid to a debarred subcontractor by a contractor on the Project shall be returned to the Agency. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.

**-- END OF STATEMENT OF PREVAILING WAGES --**



## STANDARD SPECIFICATIONS

A. General: The work embraced herein shall be done in accordance with the applicable provisions of the most recently issued California Building Code, "Green Book" Standard Specifications for Public Works Construction, hereinafter referred to as Standard Specifications, the District's Standard Plans, hereinafter referred to as "Standard Plans", insofar as the same may apply, and in accordance with the following Standard Provisions.

The following provisions are hereby added to the Standard Specifications:

i. Section 5 – Utilities, subpart 5-1: All potholes must be filled in the same day, unless otherwise allowed by the Utility Manager. Surrounding areas shall be restored to their original condition.

B. Definition of Terms: Whenever the following terms are used in the Standard Specifications, they shall be understood to mean the following:

“Owner” or “Agency”: Cambria Community Services District

“Board”: Cambria Community Services District Board of Directors

“Defective Work”: The term “defective work” shall include work that does not conform to the contract specifications.

“Utility Manager ” The Utility Manager , acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

Other terms appearing in the Standard Specifications shall be given the intent and meaning specified therein.

C. Description of the Work: The work shall consist of furnishing and supplying labor, materials, tools, equipment, transportation, and services necessary to complete the subject project as described in the project plans.

D. Control of Work: The Utility Manager shall decide all questions, which may arise as to quality of work, acceptability of materials, and conduct of the work, including, but not limited to, coordination and changes in plans, superintendence of work, control of equipment, and inspection of work. Any person employed who is found by any District representative to be incompetent, intemperate, troublesome, disorderly, or otherwise objectionable or who fails or refuses to perform work properly and acceptably, shall be immediately removed from the Project upon request, by the Contractor, and shall not again be employed on the Project.

E. Construction Schedule: The contractor shall provide the Utility Manager with a detailed schedule outlining the procedure and approved by the Utility Manager prior to performing any work other than preliminary matters such as ordering materials and setting up staging areas. Extensions of the contract period due to delays that do not affect the critical path will not be allowed, if the delay can be accommodated within available float time.

F. Guaranty: The Contractor shall guarantee all materials, equipment furnished, and work performed for a period of one (1) year from the date of final completion. The Contractor warrants and guarantees for a period of one (1) year from the date of final acceptance of the system that the completed system is free from all defects due to faulty materials or workmanship and the Contractor shall promptly make such corrections as may be necessary by reasons of such defects including the repairs of any damages to other parts of the system resulting from such defects. The

District will give notice of observed defects with reasonable promptness. In the event that the Contractor should fails to make such repairs, adjustments, or other work that may be necessary by such defects the District may do so and charge the Contractor the cost thereby incurred, as well as an administrative fee of an additional twenty 20% of the cost thereby incurred by the District.

G. Contract Changes: When changes in work are required or initiated by the Contractor or the Cambria Community Services District, the procedures in Section 3 of the Standard Specifications shall govern.

H. Existing Utilities: The Contractor shall be responsible for contacting all utility companies and/or utility districts as to location and/or relocation of existing utilities prior to construction. The Contractor shall contact Underground Service Alert [USA], telephone 1-800-642-2444, a minimum of ten (10) days prior to any excavation. The District assumes no responsibility for the completeness or accuracy of the delineation of any underground utilities, or the existence of other buried objects or utilities which are not shown on the Plans. The Contractor is solely responsible for any damage to underground or above ground utilities, which may be incurred as a result of any work performed by him under this Contract, regardless of the fact that the utilities' existence was known or unknown.

I. Prosecution, Progress and Acceptance of the Work: The Contractor's prosecution, progress and acceptance of the work shall be in accordance with Section 6 of the Standard Specifications and these Special Provisions.

J. Traffic, Access and Signage: Traffic control, if any, shall be in accordance with Section 7-10 of the Standard Specifications. The Contractor shall furnish, place and maintain such devices necessary to provide safe passage for the traveling public through the construction sites, as well as for the safeguard of workers. The Contractor shall furnish, place and maintain such devices in accordance with the most recent "California Manual on Uniform Traffic Control Devices" published by the State of California, Department of Transportation (Caltrans). The provisions shall not relieve the Contractor from the responsibility to provide such additional devices as are necessary for public safety. The Contractor shall furnish, place, maintain and remove all signage needed for maintaining public safety and controlling traffic.

K. Insurance Requirements and Indemnification:

i. General: The Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder, by the Contractor, his agents, representatives, employees or Subcontractors.

ii. Minimum Scope of Insurance: Coverage shall be at least as broad as:

- a. ISO CGL coverage ("Occurrence," Form CG-0001).
- b. ISO CGL Endorsement Form (ISO CG 20 10 11 85).
- c. ISO Form No. CA-0001 (ED. 1/78), covering Automobile Liability, Code 1, "Any Auto," and endorsement CA-0025.
- d. Worker's Compensation Insurance as required by the State of California;
- e. Course of Construction insurance covering for all risks of loss.

iii. Minimum Limits of Insurance: The Contractor shall maintain limits no less than:

- |                               |                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Liability:</b>     | \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit; |
| <b>Automobile Liability:</b>  | \$1,000,000 combined single limit per accident for bodily injury and property damage; and                                                                                                                                                                                                                                                                                 |
| <b>Worker's Compensation:</b> | As required by the State of California.                                                                                                                                                                                                                                                                                                                                   |

iv. Other Insurance Provisions: The policies are to contain, or to be endorsed to contain, the following provisions:

**General Liability and Automobile Liability Coverage:**

- a. The District, its officials, employees, agents and volunteers; are to be covered as insured as respects liability arising out of activities performed by or on behalf of the Contractor, including but not limited to blanket contractual liability, broad form property damage, explosion, collapse and underground hazard coverage, products and completed operations of the Contractor, or premises owned, leased or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officials, employees or volunteers, and shall protect them from claims for personal injury, death or property damage suffered by third persons or by officers, agents and employees of Contractor and arising out of or in connection with the work which is the subject of this Contract.
- b. The Contractor's insurance coverage shall be primary insurance as respects the District, its officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the District, its officials, employees, agents or volunteers; shall be in excess of the Contractor's insurance, and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officials, employees, agents or volunteers.
- d. Coverage shall state that the Contractor's insurance shall apply separately to each insured against who claim is made or suit is brought, except with respect to the limits of the insurer's liability.

### **Workers' Compensation and Employers' Liability Coverage:**

- a. The insurer shall agree to waive all rights of subrogation against the District, its officials, employees, agents, and volunteers for losses arising from work performed by the Contractor for the District.

### **ALL COVERAGE:**

- a. Each insurance policy required by this Section shall be in effect on the date the work is commenced and shall expire no sooner than one (1) year after the date on which the work is accepted by the District. Each insurance policy required by this Section shall be endorsed using ISO Form (CG 20 10 11 85) to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except after thirty (30) days prior written notice by Certified Mail, Return Receipt Requested has been given to the District.
- b. Insurance is to be placed with insurers with a Best Rating of no less than A-V and who are admitted to write policies in the State of California and contribute to the state guaranty fund.
- c. Contractors shall furnish the District with certificates of insurance and with original endorsements affecting coverage required by this Section (actual policy). The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms provided by the District and are to be received and approved in writing by the District before work commences. The District reserves the right to require complete, certified copies of all insurance policies, including endorsements affecting the coverage required by these Special Provisions at any time.
- d. The Contractor shall include all Subcontractors as named insured under his policies, or shall furnish separate certificates and endorsements for each Subcontractor. All coverage for Subcontractors shall be subject to all of the requirements stated herein.
- e. The Contractor shall indemnify, defend, and hold harmless the District, and its officers, officials, employees and agents, from and against any and all claims asserted, liability, loss, damage, expense, costs (including without limitation costs and fee of litigation) of every nature arising of, directly or indirectly, or in connection with this Contract or the acts or omissions of Contractor, contractor's subcontractors, employees, representatives, agents and invitees including, but not limited to, performance of the work hereunder or failure to comply with any of the obligations contained herein, except such loss or damage which was caused by the established active negligence of District or the established sole negligence or willful misconduct of District, its officers, officials, employees and agents. Said indemnification and hold harmless provisions shall be in full force and effect regardless of whether or not there shall be insurance policies covering and applicable to such liability, loss, damage, expense or cost. The Contractor agrees that the use of any and all public streets and improvements which are part of or subject to this Contract shall be at all times, prior to the final acceptance by the District, the sole and exclusive risk of the

Contractor. The Contractor further specifically agrees that he shall indemnify and hold the District free of any liability for any accident, loss, or damage to the work, which is the subject of this Contract prior to its completion and acceptance by the District.

L. Non-Discrimination: While this Contract is in effect, the Contractor shall comply with all provisions of the California Labor Code Section 1735, as amended, regarding non-discrimination practices and equal employment opportunity.

M. Permits and Taxes: Unless otherwise provided in Contract documents, the Contractor shall obtain, and pay for, all construction permits, licenses or other permits necessary to complete the project and shall be responsible for all governmental charges, inspection fees, utility connection charges, and sales and use taxes.

N. Notices: Any notices from one party to the other with respect to this Contract shall be mailed, faxed, e-mailed, or delivered as shown on the signature block on the Contract.

O. Effectiveness: This Contract shall be effective only when signed by both parties to the Contract.

P. Waiver: The waiver of any breach of any condition, covenant, term, or provision of this Contract by any party to this Contract shall not be deemed to be a waiver of any preceding or subsequent breach under the Contract, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

Q. Authorizations: All officers and individuals executing, this and other documents on behalf of the respective parties do hereby certify and warrant that they have the capacity and have been duly authorized to so execute said documents on behalf of the entity so indicated. Each signatory shall also indemnify the other party to this Agreement, and hold them harmless, from any and all damages, costs, attorneys' fees, and other expenses, if the signatory is not so authorized.

R. Severability: If any term, provision, covenant, or condition of this Contract shall be or become illegal, invalid, null, void, unenforceable, or against public policy, in whole or in part, or shall be held by any court of competent jurisdiction to be illegal, invalid, null, or void, or against public policy, the term, provision, covenant, or condition shall be deemed severable, and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected, impaired, or invalidated. The term, provision, covenant, or condition that is so invalidated, voided, or held to be unenforceable shall be modified or changed by the Parties to the extent possible to carry out the intentions and directives set forth in this Contract.

S. Entire Agreement: This Contract constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the Contract and supersedes all prior and contemporaneous agreements, promises, representations, warranties, understandings, or undertakings by either of the Parties, either oral or written, of any character or nature. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Contract.

T. Attorney's Fees. In any litigation, arbitration, or other proceeding in law or equity by which one party to the Contract seeks to enforce its contract rights under the Contract, to resolve an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, to seek a declaration of any rights or obligations under this Contract, or to interpret the provisions of this Contract, the prevailing party shall be entitled to recover from the losing party actual attorneys' fees incurred to resolve the dispute and to enforce the final judgment, award,

decision, or order and such fees, costs; or expenses shall be in addition to any other relief to which the prevailing party may be entitled.

U. Claims. In accordance with the requirements of Public Contract Code Section 9204(e), a copy of Public Contract Code Section 9204 is attached hereto and made a part of these specifications.

**-- END OF STANDARD SPECIFICATIONS --**

**FAITHFUL PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_, as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto the Cambria Community Services District, in the sum of \_\_\_\_\_ Dollars(\$\_\_\_\_\_)

lawful money of the United States, for the payment of which sum, well and truly to be made, has been awarded and is about to enter into a written contract with the Cambria Community Services District for the work described in the CONTRACT DOCUMENTS FOR THE PERMANENT SUBMERSIBLE PUMP, which is attached hereto, made a part hereof, and to which reference is hereby made for all particulars, and is required by said District to give this bond in connection with the execution of said contract;

NOW, THEREFORE, if said Principal shall well and truly do and perform all of the covenants and obligations of said contract on Principal's part to be done and performed at the times and in the manner specified therein, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect. No premature payment by said District to said Principal shall exonerate any Surety unless the District Board of Directors of said District shall have actual notice that such payment is premature at the time it is ordered by said Board, and then only to the extent that such payment shall result in loss to such Surety, but in no event more than the amount of such premature payment.

It is agreed, that any alterations in the work to be done, or increase or decrease of the material to be furnished, which may be made pursuant to the terms of said contract shall not in any way release either the Principal or Surety hereunder, nor shall any extensions of time granted under the provisions of said contract release either the principal or surety, and notice of such alterations or extensions of the contract is hereby waived by the Surety.

WITNESS our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Principal

ALL SIGNATURES MUST BE WITNESSED BY NOTARY (Attach appropriate jurats)

**-- END OF FAITHFUL PERFORMANCE BOND --**

**PAYMENT BOND (FOR LABOR AND MATERIAL)**

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_, as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto the Cambria

Community Services District, in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas said Principal has been awarded and is about to enter into a written contract with the Cambria Community Services District for the work described in CONTRACT DOCUMENTS FOR THE PERMANENT SUBMERSIBLE PUMP which is attached hereto, made a part hereof, and to which reference is hereby made for all particulars, and is required by said District to give this bond in connection with the execution of said contract;

NOW THEREFORE, if said Principal, as Contractor in said contract, or Principal's Subcontractor, fail to pay any of the persons referred to in Section 9100 of the Civil Code of the State of California for labor performed, skills or other necessary services bestowed, site improvement made, equipment leased, or appliances, equipment implements, machinery, materials, power, provender, provisions, teams, or trucks furnished or used in, upon, for, or about the performance of the work contracted to be done, or for amounts due under the employment Insurance Act with respect to work or labor performed by any such claimant, said Surety shall pay for the same. In an amount not exceeding the sum specified above; and if suit is brought upon this bond, a reasonable attorney's fee to be fixed by the court. This bond is pursuant to the provisions of Ch 7 Div 3, Pt 4, Tit 15, of the Civil Code of the State of California, and shall insure to the benefit of any of the persons referred to in said Civil Code Section 9100, as it now exists or may hereafter be amended, so as to give a right of action to such persons or their assigns in any suit brought upon this bond. No premature payment by said District to said Principal shall exonerate any Surety unless the District Board of Directors of said District shall have actual notice that such payment is premature at the time and it is ordered by said Board, and then only to the extent that such payment shall result in loss to such Surety, but in no event more than the amount of such premature payment.

It is agreed, that any alterations in the work to be done, or increase or decrease of the material to be furnished, which may be made pursuant to the terms of said contract shall not in any way release either the Principal or Surety hereunder, nor shall any extension of time granted under the provisions of said contract release either the Principal or Surety, and notice of such alterations or extensions of the contract is hereby waived by the surety.

WITNESS our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Surety Principal

ALL SIGNATURES MUST BE WITNESSED BY NOTARY (Attach appropriate jurats)

**-- END OF PAYMENT BOND --**



Wells – Pumps – Electrical – Engines

Lic. #927400

### Quotation for Permanent Pump

Date: 2/5/2024  
 Customer: Cambria Community Services District  
 Customer Address: 1316 Tamson Dr.  
 City, State, Zip: Cambria, CA 93428  
 Project Name: Well 22-3 Submersible Pump Install  
 Project Address: San Simeon Creek rd  
 City, State, Zip:

Job No: 6###  
 Contact: Cody Meeks  
 Cell: 805.709.6097  
 Email: [smeeks@cambriacsd.org](mailto:smeeks@cambriacsd.org)  
 Alt. Contact:  
 Alt. Cell:  
 Alt. Email:

Job Description: Precision Hydro is pleased to provide the following proposal for removal of existing pump equipment, video survey of well, and installation of new 50HP Grundfos 385S500 Submersible Pump. Included is 80' of CertaLok Drop Pipe, new Discharge Head, and 1" Sounding Tube for water levels and 1/2" tube for chlorination.

Note: CCSD is responsible for disassembly and reassembly of well house as needed.

Item	Qty	Unit	Description	Unit Price	Total
10	1	LS	Mob/Pull/Dispose of Pump	\$7,400.00	\$7,400.00
20	1	LS	Video Survey	\$1,800.00	\$1,800.00
30	1	LS	Mob/Install New Pump Equip/Perform Startup	\$7,150.00	\$7,150.00
40	1	LS	BOM: New Sub Pump and Materials	\$27,814.21	\$27,814.21

#### Cost Breakdown

			Labor		\$16,350.00
			Materials		\$27,818.80
			Local Sales Tax	7.25%	\$2,016.53
			Freight		\$100.00

Total Estimated Contract Price:					\$46,285.33
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**Precision Hydro (PH)** Standard Terms and Conditions apply and all invoices are due on date issued and subject to 1.5% interest per 30-days thereafter. Terms include 25% of cost at acceptance of quote, 25% once materials are received, and 50% each line or task completion. **PH** is a dba of Pacific Coast Well Drilling. This quote is at Prevailing Wage rates. At the discretion of accounting, a 20-day preliminary notice may be filed. This is neither a lien nor a reflection on the integrity of any person or business, but simply a notice as prescribed in California Civil Code sections 3097 and 3098. PH estimated charges would not be exceeded without prior written authorization from the Owner. **PH** Warranty is restricted to materials supplied. Quote is valid for 15 days.

**Precision Hydro** appreciates the opportunity to assist with this project and if you have any questions regarding the technical aspects of this project please do not hesitate to give me a call.

**Precision Hydro**

Cambria Community Services District

2/5/2024

[Name]

Date

Name:

Date

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.E**

FROM: Matthew McElhenie, General Manager  
Jim Green, Utilities Department Manager

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Meeting Date: March 21, 2024      Subject: Discussion and Consideration of Approval of a Consultant Services Agreement with TruePani, Inc. to Develop a Water Service Line Materials Inventory and Assistance with Lead Service Line Reporting Requirements

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**FISCAL IMPACT:**

The contract is for a not to exceed amount of \$44,500.00 and will be spread over the fiscal years 2023-2024 and 2024-2025. \$20,000 is budgeted in FY 23/24 to cover the costs of this project. The \$24,500.00 in remaining funds will be requested through the FY 24/25 CIP process.

**DISCUSSION:**

This report is to present an Agreement for Consultant Services with TruePani, Inc. for a water service line material inventory and assistance with the Lead Service Line (LSL) reporting requirements.

Background:

On December 16, 2021, the Environmental Protection Agency (EPA) announced the next steps to strengthen the regulatory framework on lead in drinking water. Following the agency’s review of the Lead and Copper Rule Revisions (LCRR) under Executive Order 13990, all community water systems (CWSs), regardless of size, must develop and maintain an inventory of service lines that the public can access (40CFR 141.84(a)). The inventory must describe both the customer and utility-owned segments of the service line. An initial inventory must be submitted to the EPA by October 16, 2024.

In the initial inventory, a utility must identify the materials of each service line in its service territory as 1) Lead, 2) Non-Lead, or 3) Galvanized Requiring Replacement (GRR). The LCRR requires water systems to provide households an initial notification of lead, GRR, or Lead Service Unknown (LSU) service lines within 30 days of completion of the service line inventory and annually after that. These notices should include educational materials detailing the health effects of lead exposure and actions to reduce such risk.

The proposal from TruePani, Inc. is intended to meet the reporting requirements under the LCRR by providing project management and an inventory framework, develop a Service Line Material Inventory (SLM Inventory) from records review and identification of the materials in those service lines where the material is unknown, and provide the CCSD with a template letter for notifying those customers who have lead, GRR, or unknown materials in their service lines.

It is recommended that the Board of Directors approve the Agreement for Consultant Services with TruePani, Inc.

**ATTACHMENTS:**

1. [Agreement for Consultant Services](#)
2. [Exhibit A](#)

**AGREEMENT FOR CONSULTANT SERVICES**  
**Service Line Materials Inventory & Reporting**  
**TruePani Inc.**

This AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of March \_\_\_\_\_ between **TruePani Inc.** (“Consultant”), and the **CAMBRIA COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California (“District”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on March \_\_\_\_\_ and shall remain and continue in effect until completion of the work described in Consultant’s Proposal, defined below, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

Consultant shall perform the tasks described and comply with all terms and provisions set forth in Consultant’s proposal dated February 16, 2024 (the “Proposal”), attached hereto as Exhibit “A,” and incorporated herein by this reference.

3. **PERFORMANCE**

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

4. **AGREEMENT ADMINISTRATION**

District’s General Manager shall represent District in all matters pertaining to the administration of this Agreement. Sam Becker shall represent Consultant in all matters pertaining to the administration of this Agreement.

5. **PAYMENT**

The District agrees to pay the Consultant in accordance with the payment rates and terms set forth in Exhibit A, in monthly progress payments based on time spent on each task.

6. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the District suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

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

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

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

- (a) The completion of the work specified in Exhibit A.
- (b) Bankruptcy or insolvency of any party
- (c) Sale of Consultant's business
- (d) Assignment of this Agreement by Consultant without the consent of District.

8. **DEFAULT OF CONSULTANT**

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

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

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

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

(b) Keep itself fully informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders, and decrees which may affect those engaged or employed under this Agreement, any materials used in Consultant's performance under this Agreement, or the conduct of the services under this Agreement;

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

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

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

10. **OWNERSHIP OF DOCUMENTS**

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

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

11. **INDEMNIFICATION**

(a) Indemnification for Professional Liability. When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless District and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this agreement.

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

(c) General Indemnification Provisions. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every subcontractor or any other person

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

(d) Indemnification for Design Professional Services. Notwithstanding anything herein to the contrary, to the fullest extent permitted by law for all design professional services arising under this Agreement, Consultant shall indemnify, protect, defend and hold harmless District and any and all of its officials, employees and agents (“Indemnified Parties”) from and against any and all losses, liabilities, damages, costs and expenses, including attorney’s fees and costs which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

12. **INSURANCE**

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

13. **INDEPENDENT CONSULTANT**

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

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

14. **UNDUE INFLUENCE**

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

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

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

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

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

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

17. **NOTICES**

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

To District:                      General Manager  
                                         Cambria Community Services District  
                                         PO Box 65  
                                         Cambria, CA 93428

Copy to:                            Timothy J. Carmel  
                                         Carmel & Naccasha, LLP  
                                         694 Santa Rosa Street  
                                         San Luis Obispo, CA 93401

To Consultant: TruePani Inc.  
9041 Executive Park Drive, #125  
Knoxville, TN 37892

18. **ASSIGNMENT**

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

19. **GOVERNING LAW**

The District and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the superior or federal district court with jurisdiction over the Cambria Community Services District.

20. **ENTIRE AGREEMENT**

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

21. **TIME**

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

22. **CONTENTS OF PROPOSAL**

Consultant is bound by the contents of the Proposal submitted by the Consultant, Exhibit A, attached hereto and previously incorporated herein. In the event of a conflict between Consultant's Proposal and this Agreement, the terms of the Agreement shall prevail.

23. **CONSTRUCTION**

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

24. **AMENDMENTS**

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

25. **AUTHORITY TO EXECUTE THIS AGREEMENT**

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

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

**CAMBRIA COMMUNITY SERVICES DISTRICT**

**TruePani Inc.**

By: \_\_\_\_\_

Matthew McElhenie  
District General Manager

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Haley Dodson, Confidential  
Administrative Assistant

Approved As To Form:

\_\_\_\_\_  
Timothy J. Carmel, District Counsel

**EXHIBIT A**  
**CONSULTANT'S PROPOSAL**

**EXHIBIT B**

**INSURANCE REQUIREMENTS**

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

*Consultant shall provide the following types and amounts of insurance:*

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Certificate(s) are to reflect that the insurer will provide 30 days notice to District of any cancellation of coverage. Consultant agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



TRUEPANI

# LCRR Lead Service Line Inventory

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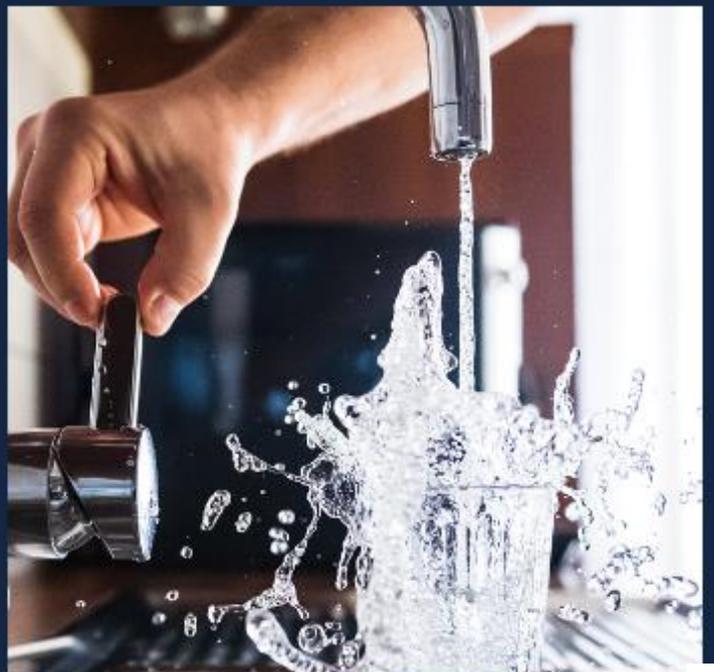
**PREPARED FOR**  
City of Cambria, CA

**DATE**  
February 16, 2024

**FIRM**  
TruePani Inc.  
[www.truepani.com](http://www.truepani.com)

**ADDRESS**  
9041 Executive Park Dr #125  
Knoxville, TN 37923

**CONTACT**  
Sam Becker  
Mobile: (404) 862-2652  
[sam@truepani.com](mailto:sam@truepani.com)





## Cover Letter

February 16, 2024

Jim Green  
Utilities Department Manager  
Cambria Community Services District  
PO Box 65  
Cambria, CA 93428

Dear Mr. Green,

On behalf of TruePani Inc., I am pleased to submit this proposal for providing Cambria Community Services District with services to prepare supporting documentation, review information, and complete the service line materials inventory as part of compliance with the Revised Lead and Copper Rule.

TruePani, an engineering, consulting, data management, and communications firm has eight years of experience designing and executing lead in drinking water programs and will leverage experience from our past and ongoing LCRR projects for Cambria CSD. As a small firm, we provide both trained staff and hands-on support to get the work done, and access to customizable and intuitive data management tools.

Names of person authorized to make representations include:

Sam Becker, Co-Founder and CTO  
9041 Executive Park Dr #125 Knoxville, TN 37902  
(404) 862-2652, [sam@truepani.com](mailto:sam@truepani.com)

Shannon Evanchec, Co-Founder and CEO  
9041 Executive Park Dr #125 Knoxville, TN 37902  
(724) 584-7192, [shannon@truepani.com](mailto:shannon@truepani.com)

Our core values revolve around client satisfaction, delivering the highest quality work, ensuring transparency, and adhering to prompt delivery schedules. Please feel free to contact us with any queries or for further information. We genuinely appreciate your consideration and look forward to the opportunity of becoming Cambria CSD's preferred partner for this scope of work.

Best Regards,

Sam Becker, CTO  
(404) 862-2652  
[sam@truepani.com](mailto:sam@truepani.com)



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## Company Introduction

**TRUEPANI** Inc. (“TruePani”), established in 2016, is an engineering, consulting, data management and communications firm **specialized in lead in drinking water**. TruePani has worked with utilities, water systems, state and local governments, and private sector clients in 18 states. TruePani has a nationwide network of experts with robust Lead and Copper Rule Revision (LCRR) experience to support the City of Cambria in developing its lead service line inventory.

TruePani is currently providing statewide LCRR technical assistance and inventory development services to over **800+ water systems achieving LCRR compliance** in California, Arizona, South Carolina, North Carolina, Tennessee, Virginia, Texas, Minnesota, West Virginia, Pennsylvania, and Vermont, making material classifications for **hundreds of thousands of service lines**. Lessons learned from TruePani’s extensive lead in drinking water experience will benefit the City of Cambria.

TruePani’s areas of expertise include:

- Lead and Copper Rule Revisions Compliance
- Water Utilities Services
- State Regulatory Compliance
- Data Management
- Drinking Water Sampling
- Sample Kit and Pitcher Filter Direct-to-Customer Fulfillment
- Project Management
- Communications and Marketing

TruePani is 100% female owned and is **Disadvantaged Business Enterprise (DBE) certified** (NAICS code 541620 Environmental Consulting Services / NIGP 91843) in Georgia by the Georgia Department of Transportation (GDOT). TruePani is an active member of many industry organizations (including the AWWA Lead in Drinking Water, Lead in Schools and Childcare Programs, and Distribution System Subcommittees) and has been invited to present on LCRR and inventory development nationwide, including the EPA National Stakeholder Roundtable for the LCRR.



# TRUEPANI

## 7

Years of Experience

## \$15 Million

Current Lead  
in Drinking  
Water  
Portfolio

## 750+

Service Line  
Inventories

## \$2

Million  
Funding  
Assistance

## 105,000+

Lead Samples from School  
and Child Care Programs

## 1–95,000

Service Connections Range



## Past Projects

TruePani has eight years of practical experience and successful project outcomes related to lead in drinking water programs, including developing service line inventories. Five project references are listed below to substantiate TruePani's experience.

**Project Name:** City of Martinez, CA, Lead Service Line Inventory

**Description:** The City of Martinez, California selected TruePani through a competitive bid process to develop their lead service line inventory that is required under the EPA's Lead and Copper Rule Revisions. TruePani is responsible for completing the lead service line inventory for Martinez's 10,000+ connections, developing a compliance and replacement plan, and designing the school and childcare sampling program.

**Project Status:** Initial inventory complete for October 2024 deadline.

**Client Name:** City of Martinez

**Contact Name:** Ali Hatefi

**Phone Number:** (925) 372-3519

**Email Address:** ahatefi@cityofmartinez.org

**Project Name:** City of Crossville, TN, Lead Service Line Inventory

**Description:** The City of Crossville selected TruePani through a competitive RFP process to develop their service line material inventory that is required under the EPA's Lead and Copper Rule Revisions. TruePani is responsible for completing the service line inventory for Crossville's 14,000+ connections, developing a compliance and replacement plan, and designing the school and childcare sampling program.

**Project Status:** Initial inventory complete for October 2024 deadline.

**Client Name:** City of Crossville

**Contact Name:** Joe Kerley

**Phone Number:** (931) 267-1447

**Email Address:** joe.kerley@crossvilletn.gov

**Project Name:** SCDHEC Lead Service Line Inventories

**Description:** South Carolina Department of Health and Environmental Control (DHEC) selected TruePani as the sole contractor to provide technical assistance for LCRR compliance to over 200 small utilities across the State serving 10,000 customers and fewer. Services provided include the development of service line inventories, coordinating on-site visits to water systems for review of available records, methods to identify unknowns, required replacement plans, and any other compliance need to meet the October 2024 deadline.

**Project Status:** In Progress, Inventories complete for ~15% of participating systems

**Client Name:** South Carolina Department of Health and Environmental Control

**Contact Name:** Rich Welch

**Phone Number:** (803) 898-3546

**Email Address:** welchra@dhec.sc.gov

**Project Name:** Brownsville Public Utilities Board Lead Service Line Inventory

**Description:** Brownsville Public Utilities Board selected TruePani through a competitive RFP process as the sole contractor to complete their lead service line material inventory, conduct all required customer notifications under the LCRR, and prepare their lead service line replacement plan. TruePani will review the system's historical records and organize them into an online database that will ultimately be used to deliver the final lead service line inventory to the primacy agency.

**Project Status:** Initial inventory complete for October 2024 deadline.

**Client Name:** Brownsville Public Utilities Board

**Contact Name:** Jose Lechuga



**Phone Number:** (956) 983-6332

**Email Address:** jlechuga@brownsville-pub.com

**Project Name:** Saint Paul Regional Water Services Pitcher Filter / Sample Kit Lead Service Line Replacement Program

**Description:** The City of Saint Paul, Minnesota selected TruePani to supply and distribute pitcher filters and post-construction water sample kits to customers as part of the “Lead-Free St. Paul” lead service line replacement project. The “Lead-Free St. Paul” program is projected to be a 10-year program with the mission of replacing approximately 26,000 existing lead water service lines within the SPRWS distribution system. Services provided include pitcher filter and sample kit distribution, customer communication to encourage sample collection, and data management through a TruePani-designed program dashboard.

**Project Status:** Underway – Pitcher filters and sample kits have been delivered to 500+ customers that have received lead service line replacements.

**Client Name:** Saint Paul Regional Water Services

**Contact Name:** Matt Dalrymple

**Phone Number:** (651) 266-6887

**Email Address:** matthew.dalrymple@ci.stpaul.mn.us



## Lead Service Line Inventory Approach

In December 2021, the Environmental Protection Agency (EPA) promulgated the Lead and Copper Rule Revisions (LCRR), the largest and most significant changes to the Rule since its 1991 establishment.

The LCRR requires water systems to identify service line materials of service line connections, both public and private, within the drinking water distribution network. The initial Service Line Material Inventory (SLM Inventory) is due to the state primacy agency by October 16, 2024 and requires a review of all historical documentation relating to service line materials (if such records exist) and the identification of service line materials when encountered during normal operations.

The EPA and, subsequently, state primacy agencies, have released guidance on the SLM Inventory and have developed an inventory template that must be used to submit the final inventory.

There are four items due by the initial October 16, 2024, compliance date, detailed below. TruePani will work with Cambria CSD to gather information and prepare all documents for initial compliance in the template required by the California Water Boards.

The project approach is organized in five tasks:

- Task 1: Project Management
- Task 2: Inventory Framework and Data Gathering
- Task 3: Records Review and Initial Inventory Build Out
- Task 4: Identification of Unknowns
- Task 5: Submission of Initial Inventory

### 1. Project Management

TruePani will provide project management services throughout the project to ensure successful execution of each task. TruePani's dedicated Project Manager (PM) will be responsible for all project coordination and communication with Cambria CSD. Methods to ensure prompt service and customer satisfaction include tracking project performance including budget and schedule, identifying any outstanding issues, and hold regular progress meetings/conference calls with Cambria CSD. TruePani will also perform typical project management activities including the following: preparation of invoices, work plan, coordination, staffing, schedule management, and project updates.

#### Task 1 Deliverables

Monthly Invoices

Bi-Weekly Project Update Meetings

Project Schedule

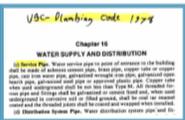
### 2. Inventory Framework and Data Gathering

The **Project Kickoff Meeting** will cover the requirements of the water system under the LCRR, including the elements of the service line inventory and California-specific assumptions such as the cut-offs for build year and pipe diameter. During the kickoff meeting, Cambria CSD and TruePani will



identify available data sources for building the SLM Inventory.

Potential data sources could include, but are not limited to historical records, tap/tie cards, as-builts, meter install records, parcel data, census data, water test results from compliance sampling, previous water main replacement projects, work orders, service orders, staff knowledge, water billing information, geospatial data, and verified SLM records. Since the records review is required under the LCRR, TruePani will work with Cambria CSD to develop a plan to assemble and review the identified data sources for building the SLM Inventory.

	<ul style="list-style-type: none"> <li>• Water line replacement and extension/addition projects</li> <li>• Verified service line material records</li> </ul>
	<ul style="list-style-type: none"> <li>• Parcel information</li> <li>• Existing GIS databases/shapefiles</li> </ul>
	<ul style="list-style-type: none"> <li>• Work/service/field orders</li> <li>• Verified service line material records</li> <li>• Meter cards, tap/tie cards</li> </ul>
	<ul style="list-style-type: none"> <li>• Utility purchasing records and plumbing records</li> <li>• Local codes and ordinances</li> </ul>
	<ul style="list-style-type: none"> <li>• Compliance sampling data</li> </ul>
	<ul style="list-style-type: none"> <li>• Water billing information</li> </ul>

After the Project Kickoff Meeting, TruePani will create a plan for gathering all information, a method for reviewing existing data sources, and privacy agency information.

**Task 2 Deliverables**

Project Kickoff Meeting Agenda and Notes

### 3. Records Review and Initial Inventory Build Out

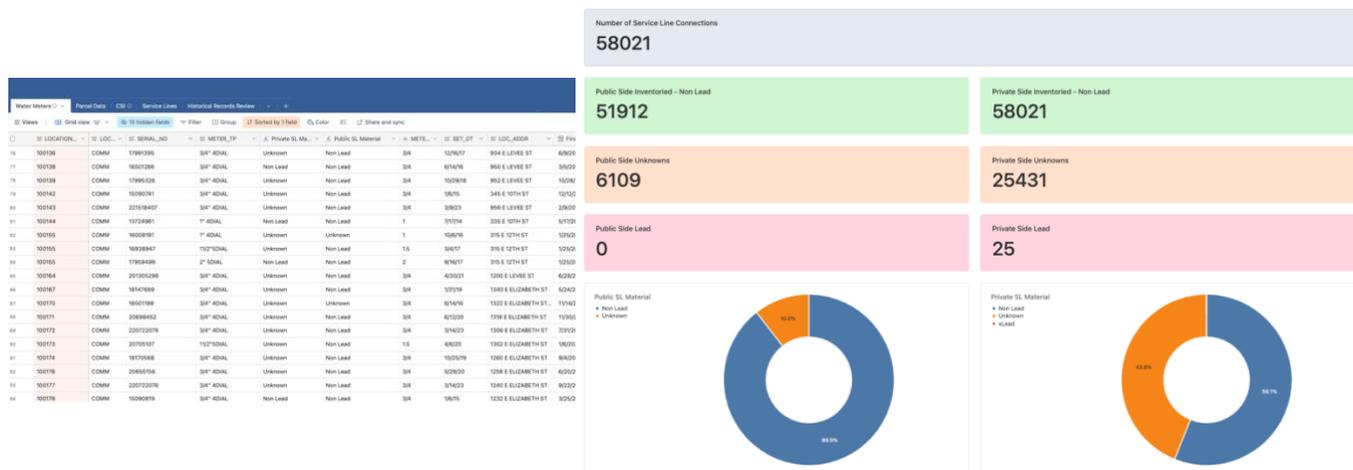
TruePani begins the records review process by evaluating the SLM Inventory data sources identified during the Project Kickoff Meeting. This includes compiling location data for each service line that can be used as a “primary key” for the inventory. The data is collected, classified, and maintained in a manner that is appropriate for Lead and Copper Rule compliance. TruePani staff can complete the records review onsite and digitize applicable documents, or if documents are already digitized, the work can be completely remotely.

TruePani will build the preliminary inventory within its centralized, cloud-based database, called the **Data Management System (DMS)**. The DMS organizes and houses the service line inventory, which is a catalog of all information on both private and public-side materials for all service line connections within a system. All data reviewed during the historical records review process will be recorded within DMS so that Cambria CSD will have a history of the records review activities that



were conducted. Good data management practices during the initial records review will ensure a solid basis of evidence for future inventory and water system work.

Data within DMS is sorted into individual tables, based on the source of information. For example, as-builts, work orders, customer verifications, field observations, tap cards, account and billing information, and resident contact information would be stored in separate tables, each with their own unique identifier. The final inventory will pull information from all the data sources to determine the service line material designation (e.g., Lead, Non-Lead, GRR, or Unknown). Data in DMS is also displayed through a **Dynamic Dashboard** that provides overall SLM Inventory progress.



## Task 3 Deliverables

- Initial SLM Inventory
- Dynamic Dashboard

### 4. Identification of Unknowns

Water systems are incentivized to reduce the number of unknowns in the initial inventory developed from historical records. After completing the initial records review, TruePani will work with the City of Santa Barbara to develop and implement a strategy for identifying the material of unknown service lines following the **Stratified Random Sampling** approach recently outlined in guidance released by DDW.

DDW guidance suggests that Stratified Random Sampling is the best statistical approach for medium to large systems with more than 1,500 unknown service lines. In Stratified Random Sampling, the unknowns service connections are stratified into tiers based on the date of installation. The exact method of determining the number of physical verifications will depend on the number of unknowns after the historical records review has been exhausted. If fewer than 10,000 unknowns are present in the inventory, the number of physical verifications will be calculated from the total number of unknowns. The State of California is currently only accepting a statistical verification method based on the 95% confidence interval approach with a margin of error of +/- 5%. If the number of unknowns is greater than 10,000, a sample size calculation will be performed for each tier of unknowns, rather than the entire population.

TruePani will develop an **SRS Workplan** for submission to Water Boards that outlines proposed methods for identifying unknowns. Water Boards requires approval of the Workplan in writing before



SRS can be deployed. Upon approval from Water Boards, TruePani will provide Cambria CSD with a list of locations that will need to be physically verified by the system, both on the public and private side. Discussion with Cambria CSD has indicated that these physical verifications will be performed through meter box inspections.

### Task 4 Deliverables

SRS Workplan for Submission to Water Boards

## 5. Submission of Initial Inventory and Annual Update

After completion of the SRS physical inspections, TruePani will provide the **SLM Inventory in the California-Approved Spreadsheet** format, with material classifications on both the public and private portions of the service line matching the requirements of the state-approved template. Cambria CSD will be responsible for submitting the final inventory through the State's inventory portal.

The LCRR requires that customers served by lead, GRR, or unknown service lines send a notification to customers within 30 days of submitting the initial inventory to Water Boards. If the final inventory contains lead, GRR, or unknown service lines, TruePani will deliver **Template Letters** to Cambria CSD that can be used to meet this requirement.

### Task 5 Deliverables

SLM Inventory in Water Boards Spreadsheet

Template Letter with Lead,  
GRR, or Unknown Service Lines



## Cost Quote

Task 1: Project Management	\$ 10,000.00
Task 2: Inventory Framework and Data Gathering	\$ 12,000.00
Task 3: Records Review and Initial Inventory Build Out	\$ 15,000.00
Task 4: Identification of Unknowns	\$ 5,000.00
Task 5: Submission of Initial Inventory and Annual Update	\$ 2,500.00
<b>Total (Not to Exceed)</b>	<b>\$ 44,500.00</b>