



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Policy Committee	3:00 PM Thursday, August 22, 2024	Cambria Veterans' Memorial Hall 1000 Main Street, Cambria, CA 93428

## **AGENDA**

### **Regular Policy Committee Meeting**

**Thursday, August 22, 2024 3:00 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: 814 8066 2974**

**Passcode: 159930**

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 Establishment of Quorum**

**1.C Chair Report**

**1.D Ad Hoc Subcommittee Report(s)**

**1.E Committee Member Communications**

### **2. PUBLIC COMMENT**

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

### **3. CONSENT AGENDA**

**3.A Consideration to Approve the July 25, 2024 Regular Meeting Minutes**

**4. REGULAR BUSINESS**

- 4.A Discuss, Review and Approve the Procurement Policies and Procedures Policy 2135 Revisions and Approve Recommendations to the Board of Directors**
- 4.B Discussion and Consideration of the Change in Board and Standing Committee Schedules**
- 4.C Discussion and Consideration of the Draft CCSD's Climate Adaptation Policy**
- 4.D Discussion and Consideration of Adding the Citation from the County Code to Policy Number 2225 Encampments on District Property**
- 4.E Discussion Related to the Board's Direction for the Committee to Propose a District Lighting Policy**

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

**6. ADJOURN**



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF JUNE 27, 2024, REGULAR POLICY COMMITTEE MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Policy Committee of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall, located at 1000 Main Street, Cambria, CA 93428, on Thursday, June 27, 2024, at 3:00 PM

#### 1. OPENING

##### 1.A Call to Order (00:14)

Committee Chair Scott called the meeting to order at 3:01 p.m.

##### 1.B Establishment of Quorum

A quorum was established.

Committee members present: Committee Chair Debra Scott, Ted Key, Claudia Harmon-Worthen and Secretary Donn Howell.

Due to medical conditions, members James Townsend and Vice Chair Gordon Heinrichs were present via Zoom.

Staff members present: Confidential Administrative Assistant Haley Dodson and General Manager Matthew McElhenie.

On questioning by Chair Scott, Heinrichs and Townsend both asserted that no one over 18 was present with them in their respective locations. They then requested that the Committee allow them to attend via Zoom.

**Motion:** that Vice President Heinrichs and Member Townsend that be permitted to participate in this Committee meeting via Zoom

Motion by: Chair Scott

**Motion passed: Ayes – 3; Nays – 0; Chair not voting. (03:50)**

##### 1.C Chair Report (03:59)

Committee Chair Scott noted that today's agenda is largely topics for discussion and that our take-away should be some idea of where we go from here. The only topic we'll consider [vote on] today is the approval of the minutes of June 27.

##### 1.D Ad Hoc Subcommittee Report(s) (05:00)

Report from the Ad Hoc Subcommittee Tasked with Developing a Climate Adaptation policy:

Subcommittee member Key reported on the progress of the ad hoc Subcommittee. He presented the subcommittee's draft policy. The Committee then discussed the draft, offering feedback and making suggestions.

Subcommittee member Townsend mentioned a draft climate change policy document dated December 27, 2022 [sic] that he would like to locate. He went on to report that Senator Laird's office isn't aware of any formal legislation requiring California Special Districts to put together a climate change policy. On the other hand, most of the communities Member Townsend looked at did, in fact, have such a document – in all cases called a Climate Action Plan.

Chair Scott said she will take the subcommittee's draft, put it into a policy format and bring it back at our next Committee meeting for wordsmithing. She thanked the subcommittee for its work and thanked members of the Public, Christine Heinrichs and Laura Swartz for their participation. (30:14)

#### **1.E Committee Member Communications (32:36)**

Member Key said that a July 16 presentation at the Vets' Hall regarding the offshore wind project drew more than 100 attendees and that a march through town is planned in the near future.

2. **PUBLIC COMMENT (31:58)** There was no public comment at this time.

3. **CONSENT AGENDA (38:27)**

#### **3.A Consideration to Approve the June 27, 2024 Regular Meeting Minutes**

**Motion:** to accept the minutes as written.

Motion by: Key  
Second by: Harmon

**Motion passed: Ayes – 3; Nays – 0; Abstain – 2; Chair not voting. (39:02)**

#### **4. REGULAR BUSINESS**

##### **4.A Discussion of CCSD's Response to Homeless (39:49)**

The Committee reviewed the existing *CCSD Policy 225 Encampments on District Property*. In general, the Committee was satisfied with the current policy as written. However, member Harmon brought forward two minor changes she'd like to see incorporated. As this agenda item is for discussion only, Chair Scott stated that she will bring this policy back at our next meeting. At that time we can consider [i.e. vote on] Harmon's suggested changes. (46:49)

##### **4.B Discussion of CCSD's Policy on Lighting (47:13)**

The Committee discussed the importance of a lighting policy but noted that, except for a limited number of streetlights, the District has no jurisdiction over lighting on private properties other than its own. Chair Scott agreed to ask the CCSD Board if they would like our committee to create a policy on lighting on CCSD properties. (59:30)

#### **5. FUTURE AGENDA ITEM(S) (1:04:19)**

- Discussion & Consideration of the draft Climate Adaptation Policy recast in policy format. [See 1.D above.]
- Discussion & Consideration of some minor changes requested by member Harmon to *Policy 2225 Encampments on District Property*. [See 4.A above.]
- Discussion & Consideration of a Lighting Policy provided that the Board so directs the Committee. [See 4.B above.]

Member Townsend raised the issue of asking the CCSD Board to pass a resolution in support of the County Board of Supervisors adopting a lighting plan for Cambria. Chair Scott said she would bring the matter up with the agenda review committee.

**Call for public comment** on future agenda items (1:09:14) There was no public comment.

6. **ADJOURN** (1:09:18)

Committee Chair Scott adjourned the meeting at 4:10 p.m.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. 4.A.

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

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Meeting Date: August 22, 2024

Subject: Discuss, Review and Approve the  
Procurement Policies and Procedures Policy  
2135 Revisions and Approve  
Recommendations to the CCSD Board of  
Directors

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**RECOMMENDATIONS:**

It is recommended that the Policy Committee discuss, review, and approve the Procurement Policies and Procedures Policy 2135 revisions and provide a recommendation to the Board of Directors.

**DISCUSSION:**

The board approved the previous Purchasing Policy on September 24, 2015. The new policy meets all legal and ethical requirements required by government code and accounting principles.

It is recommended that the Policy Committee discuss, review, and approve the Procurement Policies and Procedures Policy 2135 revisions and provide a recommendation to the Board of Directors.

Attachments: Draft Procurement Policies and Procedures Policy 2135  
CCSD Purchasing Policy 2135 September 2015



## **CAMBRIA COMMUNITY SERVICES DISTRICT**

### **PROCUREMENT POLICIES AND PROCEDURES POLICY 2135**

**Chapter 1 – Policy**

**Chapter 2 – General**

**Chapter 3 – Procurement of Materials, Supplies, Equipment, and Recurring Expenditures**

**Chapter 4 – Procurement of Professional Services**

**Chapter 5 – Procurement of Public Works**

**Chapter 6 – Payment**

## Chapter 1 - Policy

### 1.1 Purpose

It is in the interest of the Cambria Community Services District (CCSD) to establish administrative procurement practices that facilitate efficient business operations and provide fair compensation and local workforce opportunities whenever possible within a framework of high quality, competitive service offerings, and to establish procurement standards that comply with requirements contained with Federal regulations.

### 1.2 Procedures

This Procurement Policy provides the authority, approval requirements and procedures for the procurement of materials, supplies, equipment, services, and Public Works referenced in the approved fiscal year budget.

### 1.3 Definitions

- A. General Manager: The CCSD General Manager.
- B. Administrative Department Manager: The Administrative Department Manager.
- C. Board of Directors or Board: The CCSD Board of Directors, which establishes policies for the operation of the CCSD.
- D. Capital Equipment: Equipment with a useful life of two years or more and more than five thousand dollars (\$5,000) as designated by the General Manager.
- E. Contract: A written agreement covering the performance of work or services, including the furnishing of labor, materials, tools, and equipment in performing services to the CCSD. The term Contract includes Purchase Orders.
- F. CCSD: Cambria Community Services District.
- G. Department Manager: The Administrative Department Manager, Utilities Department Manager, and Fire Chief.
- H. Change Order or Contract Amendment: Alterations, deviations, additions to or deletions from the plan, specifications, and/or scope of services, including the right to increase or decrease the quantity of any item or portion of the work or services or to delete any item or portion of the work or services as may be deemed to be necessary, as determined by the CCSD, for the proper completion, construction of the work or services contemplated.
- I. Task Order Contract: A contract with a pre-qualified consultant or contractor in which specific services are contracted through Task Orders. Task Order contracts for public works projects are limited to amounts up to \$60,000 as negotiated contracts pursuant to Public Contracts Code Section 22032(a).
- J. Emergency: "Emergency" means a sudden, unexpected occurrence involving a clear and imminent danger that demands immediate action to prevent or mitigate loss of or damage to life, health, property, or essential public services.



- K. Purchasing Agent: Department Manager.
- L. Purchase Order: A form designed to contain all necessary information and signatures relevant to purchases by the CCSD and is used as a written order to a vendor and may be either an original order or a verbal order. The current Purchase Order forms may be developed and/or modified from time to time at the discretion of the General Manager.
- M. Recurring Expenditures: Administrative expenditures that occur from time to time in the normal course of CCSD business, including, but not limited to, the following: Utilities (electricity, natural gas, telephone service, etc.), servicing of CCSD equipment under contract, fuel for the operation of CCSD vehicles and equipment, debt service payments, payroll, payroll taxes and benefits, insurance, postage, postage meter rental, and ongoing rental payments.
- N. Warrants: Checks and electronic payment for materials, supplies, equipment, Public Works and services received by the CCSD.
- O. Public Works: Public works are a broad category of infrastructure projects procured by a government body for recreational and health and safety uses in the greater community, and includes any “public project” as set forth in Public Contracts Code Section 22002.

#### **1.4 Fiscal Year Budget**

The fiscal year budget approved by the Board provides the authority to CCSD staff to procure materials, supplies, equipment, services, and Public Works referenced in the approved budget for the upcoming fiscal year.

#### **1.5 Conflicts with the Law**

To the extent any provision herein conflicts or is inconsistent with State or Federal law, then said State or Federal law shall control, but only to the extent of the inconsistency, and no other provisions herein shall be affected.

#### **1.6 Severability**

If any one or more of the provisions/sections contained in this Procurement Policy shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Procurement Policy shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

#### **1.7 Monitoring**

- A. It is important for the CCSD to evaluate materials, equipment, and services of all current suppliers. Suppliers with a low rating can be viewed as costing the CCSD time and money, and, therefore, should be terminated upon documentation.
- B. In an effort to obtain the best prices possible, vendors contacted for quotes and/or bids shall be regularly reviewed to ensure competitive pricing and maintenance of vendor lists.
- C. This Procurement Policy should be reviewed on a periodic basis and updated where deemed appropriate to reflect changes in the CCSD's operations. The General Manager, acting with the Board, may at any

time make changes to this Procurement Policy to facilitate a more efficient and accountable procurement process for the CCSD.

## **1.8 Procurements Containing Both Equipment and Services**

When contracting for services that include the purchase and installation of equipment such as computers and electronic devices, the determination of whether the purchase should be as a procurement of material, supplies, and equipment or the procurement of services shall be made at the General Manager's discretion after giving consideration to the costs of the equipment, whether or not the equipment is unique to the person or firm providing the services and the cost of the services.

## **1.9 Compliance with Other District Policies and Potential Conflicts**

Procurement practices must comply with other District policies and procedures such as, but not limited to, the CCSD Recycled Content Paper Procurement Policy. If there is a conflict between policies, the General Manager will use their discretion to determine the appropriate solution.

## **1.10 Federally Declared Emergencies**

In the event of an emergency declared by the President of the United States, CCSD must comply with Federal procurement standards as a condition of receiving public assistance funding from the Federal Emergency Management Agency (FEMA) for contract costs for eligible work. FEMA funding is governed by Title 2 of the Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event of a Federally declared emergency, CCSD will utilize the required FEMA purchasing regulations for all new expenditures that may be eligible for reimbursement. When possible, CCSD will still abide by the District's Procurement Policies, but if a conflict exists, the Federal regulations will take precedence.

## **1.11 Procurement Related to Federal Grants**

In the event the District receives Federal grant awards, CCSD must comply with Federal procurement standards as a condition of receiving funding as governed by Title 2 of the Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for all related purchases. When possible, CCSD will still abide by the District's Procurement Policies, but if a conflict exists, the Federal regulations will take precedence.

## **1.12 Conflicts of Interest**

A. CCSD employees, department managers, and Directors are prohibited from using the following practices in conducting business activities:

1. Practices which might result in unlawful activity, including, but not limited to, rebates, kickbacks, commissions, or other unlawful considerations.
2. Participating in the selection process when the employee, department manager, or Director has a relationship with a person or business entity seeking a contract which would subject the employee to the same prohibition as in Government Code Section 87100 related to Conflicts of Interest, which provides.

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which

he knows or has reason to know he has a financial interest."

3. Purchasing or otherwise acquiring CCSD property and equipment, including surplus property and equipment, for personal use or profit.
4. CCSD employees may not perform services for the CCSD on a contractual basis. Employees may not economically benefit from their employment within the CCSD except as related to their approved salary and benefits.

Failure of any employee to adhere to the provisions of this Section may be subject to disciplinary action in accordance with the CCSD's Personnel Policy, Procedures and Rules.

B. No CCSD employee, Department Manager, or Director shall accept, directly or indirectly, any gift, rebate, money or anything else of value from any person or entity if such gift, rebate, money or anything of value is intended to reward or be an inducement for conducting business, placing orders with, or otherwise using the recipient's position with CCSD to secure an agreement with the CCSD.

### **1.13 Ethical Conduct in Procurement**

A. Ethical conduct in managing the CCSD's procurement activities is absolutely essential. Staff must always be mindful that they represent the District and the Board of Directors and share a professional trust with other staff and the public. Therefore, when making a purchase, keep in mind the following factors:

1. Is this purchase necessary for the job at hand or for the CCSD to carry on its normal business activities?
2. Is this a reasonable and lowest possible cost for this type of purchase?

B. This Policy explicitly prohibits splitting purchase orders in a fiscal year for the purpose of evading the specified dollar limits and avoiding its procurement requirements. Splitting purchases does not allow for a competitive marketplace, increases administrative workflow, and may create ethical issues.

## **Chapter 2 - General**

### **2.1 Signing Authority**

The General Manager, or in their absence, the Administrative Department Manager, is hereby authorized to sign on behalf of the CCSD the following documents:

1. Any documents necessary to conduct the general business of the CCSD that do not require prior approval of the Board of Directors.
2. Any documents necessary to conduct the general business of the CCSD requiring approval of the Board after said documents have received approval of the Board of Directors.
3. Any agreements or other documents necessary to secure and receive state, federal, or other agency grants or loans.
4. Any agreements or documents necessary for the receipt and/or disbursement of any grant monies contracted for by the CCSD.

### **2.2 Budgeted Procurements**

- A. Budget: At the beginning of each fiscal year, the Administrative Department Manager shall issue a complete CCSD Budget approved by the Board. This budget will contain the purchasing account titles and numbers corresponding to the budgeted funds for each item. Each CCSD department will receive its budget for conducting purchasing transactions. Each Department Manager is responsible for controlling spending and monitoring the funds in the account line items. A quarterly status report will show a comparison between budgeted amounts and the department's purchasing activity.

The General Manager is authorized to exceed budgeted expenditures by twenty percent (20%) without Board approval. If this occurs, the General Manager shall account to the Board at the mid-year budget review or if after its completion, within sixty (60) days of the expenditures and request the appropriate budget amendments and/or transfers.

- B. General Manager Approval: Subject to Section C below, the General Manager or, in their absence, the Administrative Department Manager shall approve all Contracts, Contract Amendments, Change Orders, Task Order Contracts (and related Task Orders), and Purchase Orders. "Absence" means the General Manager's inability to exercise their authority at the time when the CCSD needs to take the necessary steps to procure goods or services.

- C. Board Approval Required: Board approval is required for the following.

1. Contracts, Contract Amendments, and Purchase Orders for the purchase of supplies, equipment, materials, or recurring expenditures outside of the already approved fiscal year budget, where the estimated cumulative cost is fifty thousand dollars (\$50,000) or more. If the total price exceeds the budgeted amount by more than 5%, the General Manager's approval will be required.
2. Professional service contracts and Amendments where the estimated cumulative cost is fifty thousand dollars (\$50,000) or more.
3. Public Works contracts where the estimated cumulative cost is two hundred thousand dollars (\$200,000) or more, or the threshold specified in Public Contract Code Section 22032(c) as it may be amended from time-to-time.
4. Task orders or task order amendments where the original scope of service or work is exceeded by twenty thousand dollars (\$20,000), provided that for Public Works projects, that such total contract amount does not exceed the amount specified in Public Contract Code Section 22032(a).
5. The General Manager or Administrative Department Manager should refer any procurement to the Board for consideration.

### **2.3 Emergency Procurements**

Upon the written finding of the General Manager that an emergency situation exists, the General Manager is authorized to approve unbudgeted expenditures up to fifty thousand dollars (\$50,000). The General Manager shall account to the Board within thirty (30) days of the expenditures and request the appropriate budget amendments and/or transfers.

### **2.4 Methods of Procurements**

The following chart summarizes methods of procurement by category.

**A. Supplies, Equipment, and Recurring Expenditures:** See Chapter 3 below for procedures and limitations.

<b>DOLLAR AMOUNT</b>	<b>PROCUREMENT METHOD</b>
\$0-\$5,000	No Purchase Order Required.
\$5,001-\$10,000	Written Quote (minimum 1 quote) Purchase Order or Contract Required.
\$10,001-\$24,999	Written Quote (minimum 2 quotes) Purchase Order or Contract Required.
\$25,001-\$49,999	Prepare Request for Proposal
\$50,000+	Prepare Request for Proposal – Board Approval Required for Contract or Purchase Order if Amount is over Fifty Thousand (\$50,000)

**B. Professional Services:** See Chapter 4 below for procedures and limitations.

<b>DOLLAR AMOUNT</b>	<b>PROCUREMENT METHOD</b>
\$0-\$24,999	Solicit Proposals from a Qualified Consultant/Professional by Whatever Method the Purchasing Agent Deems Appropriate Under the Circumstances.
\$25,000-\$49,999	Prepare Request for Qualification and/or Request for Proposal
\$50,000+	Prepare Request for Qualification and/or Request for Proposal – Board Approval Required for Contract or Purchase Order if Amount is over Fifty Thousand (\$50,000)

**C. Public Works:** See Chapter 5 below for procedures and limitations.

<b>DOLLAR AMOUNT</b>	<b>PROCUREMENT METHOD</b>
(Dollar limits are provided in the Uniform Public Construction Cost Accounting Act and may subsequently be amended)	(Informal bidding procedures are provided in the Uniform Public Construction Cost Accounting Act and may subsequently be amended)
\$0-\$60,000	May be performed by CCSD employees by force account, by negotiated contract, or by purchase order.

\$60,001-\$200,000	Contract by informal procedures as set forth in the Uniform Public Construction Cost Accounting Act. General Manager may approve in accordance with CCSD Municipal Code Section 1.06.010(D).
\$200,001+	Contract by formal procedures as set forth in the Uniform Public Construction Cost Accounting Act. Board Approval of Contract Required.

## Chapter 3 – Procurement of Materials, Supplies, Equipment, and Recurring Expenditures

### 3.1 Introduction

- A. The following procedures are established for the procurement of materials, supplies and equipment, as referenced in Government Code Section 54202.
- B. In addition to the procedures of this Chapter:
  1. The CCSD may request the State Department of General Services to make purchases of materials, equipment, supplies, or recurring expenditures on its behalf pursuant to Public Contract Code Section 10298.
  2. The CCSD may request the Purchasing Agent of the County of San Luis Obispo to make purchases of materials, equipment, supplies, or recurring expenditures on its behalf pursuant to Article 7 (commencing with Section 25500) of Chapter 5 of Division 2 of Title 3 of the Government Code.
  3. The CCSD may rely on a legally compliant solicitation conducted by another local, regional, state, or national public agency or cooperative purchasing entity provided that the materials, supplies, and equipment are provided to the CCSD at the same price, and on the same terms and conditions as in that solicitation.

#### C. Methods of Procurement

1. Purchases of materials, supplies, equipment, and recurring expenditures are normally made pursuant to Purchase Orders as described in this Chapter.
2. A contract may substitute for a purchase order at the discretion of the Purchasing Agent and with the approval of the General Manager and CCSD Legal Counsel.

### 3.2 Purchases of Materials, Supplies, and Equipment with an Estimated Cost of Less Than Twenty-Five Thousand Dollars (\$25,000)

For purchases of materials, supplies, and equipment with an estimated cost of less than \$25,000, the following shall apply:

#### A. Types of Quotations

1. No purchase order is required for standard or non-complex materials with an estimated price of \$5,000 or less.



2. Verbal. Verbal requests for quotations will be provided to a minimum of three (3) vendors for purchases of standard or non-complex materials with an estimated price of \$5,001 to \$10,000 and not covered by a contractual agreement.
3. Written. Under the following conditions, written requests for quotations (RFQ) will be sent to a minimum of three (3) vendors.
  - a. Purchases estimated to exceed \$10,000, but less than a total of \$25,000.
  - b. All Capital Equipment purchases exceeding \$10,000, but less than a total of \$25,000.
  - c. Non-standard conditions, requirements, instructions, etc.
  - d. Any occasion where more permanent documentation is advisable.
  - e. Any purchase based on best value rather than lowest price.

B. **Award of Purchase Orders:** The Department Manager will examine the quotations for completion and thereon determine the most responsive bidder with consideration of price, date of delivery, and quality. The quotation will be attached to the Purchase Order. The purchase order and the award will be made by the Department Manager after review by the General Manager. The Department Manager or their designee will notify the successful and unsuccessful vendors.

### **3.3 Purchases of Materials, Supplies and Equipment Equal to Or Greater Than Fifty Thousand Dollars (\$50,000)**

- A. Purchases of material, supplies and equipment equaling to or greater than fifty thousand dollars (\$50,000) shall be approved by the Board with the vendor who, in response to the Request for Proposal, submits a proposal that most closely meets the CCSD's specifications with the consideration of price and delivery dates.
- B. The Request for Proposals (RFP) shall be published and distributed by the Department Manager in a manner to reasonably assure that the proposed purchase is made to a vendor that most closely meets the CCSD's specification with consideration of price, availability of service and delivery dates.
- C. The Request for Proposals shall include the following:
  1. A statement of specifications of equipment and/or supplies to be purchased.
  2. The location and deadline for submission of proposals;
  3. The location where the specifications and proposal forms, if required, may be secured;
  4. The proposed delivery date and place of delivery;
  5. The date, time, and place assigned for the opening of sealed proposals;
  6. The type and character of proposal security required, if any;

7. A statement that the CCSD intends to award the Contract to the vendor who submits a proposal that most closely meets the CCSD specifications with the consideration of price and delivery dates;
  8. That the CCSD reserves the right to reject all proposals; and
  9. Notice that no vendor can withdraw its proposal for a period of sixty (60) days from the date of opening proposals.
- D. Alternative Procedure. As an alternative to the procedures described in Paragraphs A, B, and C, above, the Board may approve the purchase of supplies and equipment by accepting a proposal submitted by a vendor to another public agency for similar equipment and/or supplies upon the Board approving the purchase by Resolution making the following findings:
1. The other agency's procedures for the purchase were substantially similar to the CCSD's procedures as stated in Paragraphs A, B, and C, above.
  2. The equipment and/or supplies to be purchased by CCSD is substantially similar to the supplies and equipment purchased by the other agency, so that the submitted proposals would be responsive to the CCSD's specifications.
  3. The negotiations regarding the purchase are minor and the proposed purchase is consistent with the policy of awarding the contract to the most responsive vendor with the consideration of price and delivery date.

### **3.4 Non-Competitive Negotiations**

- A. Under some circumstances, the CCSD competitive solicitation requirements may be dispensed with when the services, materials, supplies, equipment, and recurring expenditures are only available from one source either because the brand or trade name article, goods, or product is the only one which will properly meet the needs of the CCSD, or the item is unique and available only from a sole source.
- B. This approach involves procurement of materials, supplies, and equipment through solicitation of a proposal from only one source. Such negotiations may be used in limited situations when the award of a contract or purchase order is not feasible under other methods upon the following findings:
  1. The purchase price is reasonable; and
  2. One or more of the following exists:
    - a. The product is the only one that will properly meet the needs of the CCSD because:
      - i. The item is unique and is available only from a sole source; or
      - ii. The item is unique and is designed to match others used in or furnished to a particular installation, program, facility, or location.
    - b. The product will be used in a field test or experiment to determine the product's suitability for future use.



- c. The procurement is for the renewal or extension of a contract for continuing professional services to the CCSD.
- d. Public exigency or emergency will not permit delay.
- e. A Federal Grantor authorized non-competitive negotiations.

### C. Findings

1. The Department Manager shall make written findings referenced in subparagraph B2 above to be approved by the General Manager for purchases less than fifty thousand dollars (\$50,000) that are not otherwise approved by the Board.
2. The Board by Resolutions shall adopt findings for purchases referenced in subparagraph B2 above for purchases of fifty thousand dollars (\$50,000) or more.

## 3.5 Purchase Order Preparation

- A. Purchase orders shall be prepared using a properly completed purchase order form. The form is designed to contain all the necessary information and signatures relevant to the purchase within the CCSD.
- B. The purchase order form is used as a written order to a vendor and shall include a Purchase Order number. A Purchase Order may also serve as a written change order. Purchase Orders must be approved as referenced in Section 3.2 above.
- C. Each purchase order form shall be filled out by the CCSD employee prior to CCSD funds being obligated for a purchase and shall contain the following information:
  1. Purchase order number, date, department, and who wrote it.
  2. To whom the purchase order is issued, together with a complete address.
  3. Quantity/unit and description of the item(s) to be purchased.
  4. General Ledger account number to be charged.
  5. Unit price and extended amount (depending upon quantity).
  6. If applicable, the words "OPEN PO" and "EXPIRATION DATE" are not to exceed past the end of the current fiscal year at the top of the purchase order form.
  7. The words "NOT TO EXCEED" if it is for a repetitive purchase or a contract amount.
  8. The total amount of the purchase order shall include charges for freight and tax, if applicable.
  9. The initial purchase order MUST include the written quote or estimate, a copy of the contract, or other backup supporting documentation.
- D. The following intermediate supervisory or management staff, as approved by the General Manager, can initiate and authorize a purchase order up to \$9,999.99:
  1. Facilities & Resources Manager
  2. Fire Chief
  3. Utilities Department Manager
  4. Wastewater Systems Superintendent
  5. Water Systems Superintendent
- E. All Purchases over \$10,000.00 will require the signature of a department manager.
- F. All purchase orders must be approved by the General Manager or their designee. The purchase order

date must precede the order date.

- G. Any incomplete purchase orders will be returned to the Department Manager for completion.
- H. Insofar as it does not conflict with any other Procurement Policy limitations, a purchase order may be exceeded by up to 10% of the original purchase order amount. No increase may be given for quoted prices.

### **3.6 Open Purchase Orders**

- A. A blanket or open purchase order can be used to reduce the time-consuming process of filling out a purchase order form for each purchase when it is with the same vendor and for repeat materials.
- B. Open purchase orders are to be used when the CCSD will:
  - 1. Purchase repetitive, specified services or items or categories of items from the same vendor over a period of less than one year or on a monthly basis.
  - 2. Order standard materials or maintenance supplies, which require numerous shipments.
  - 3. Obtain more favorable pricing through volume commitments.
- C. An employee making a purchase with an open purchase order vendor shall immediately transmit the invoice to their Department Manager for processing. The Department Manager shall sign the invoice and indicate the budgetary account upon the face of the invoice and promptly route the invoice to Accounts Payable for payment.
- D. Open purchase orders generally should NOT be used when:
  - 1. No benefit will be derived over and above a regular purchase.
  - 2. Prices are unknown at ordering time or subject to change later without notice.
  - 3. The quality of the vendor or service is questionable.
  - 4. Control over CCSD expenditures would be weakened significantly.
- E. An open purchase order differs from a normal purchase order only in the date entry block, which now has a date range that does not exceed past the end of the current fiscal year.
- F. Each year during the month of June, each Department Manager will review all department blanket purchase orders and reissue all necessary blanket purchase orders effective July 1.

## **Chapter 4 – Procurement of Professional Services**

### **4.1 Applicability**

- A. The procedures established herein are for the procurement of professional and consulting services including, but not limited to, auditors, financial advisors, technology advisors, rate consultants, , private architects, landscape architects, engineers, environmental consultants, land surveyors, and/or construction project managers, or other individuals or organizations possessing a high degree of professional, unique, specialized technical skill or expertise, not always adaptable to competitive

bidding. If the CCSD is seeking the professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, special provisions apply. The selection must then be based upon the demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required in accordance with Government Code Section 4526. Government Code Section 4526 does not apply when the CCSD determines that the services are of a more technical nature and involve little professional judgment and that requiring bids would not be in the public interest. (Government Code Section 4529.)

- B. It is the policy of the CCSD to employ professional and other consultant services whenever it is in the CCSD's best interest.
- C. The requirements to solicit proposals referenced in Sections 4.4 & 4.5 below, do not apply to:
  - 1. Contract Amendments so long as the amendment is related to the completion of the contemplated work or services of the original Contract.
  - 2. Contracts for the continuation of professional service where the key personnel providing services have relocated to a different firm or company.
  - 3. Contracts for services related to litigation.

#### **4.2 Method of Procurement**

Procurement of Professional Services is normally made pursuant to a Contract or Task Order Contract.

#### **4.3 Qualifications**

Professional service contracts shall be awarded on the basis of demonstrated competence and qualifications for the type of service to be performed and at a fair and reasonable price to the CCSD.

#### **4.4 Professional Services with An Estimated Cost of Less Than Fifty Thousand Dollars (\$50,000)**

- A. For contracts estimated to be less than fifty thousand dollars (\$50,000), the Department Manager will solicit proposals from qualified consultants and professionals by whatever method the Department Manager deems most appropriate under the circumstances.
- B. Professional services will only be procured through a contract approved by the General Manager and CCSD legal counsel.

#### **4.5 Professional Services with An Estimated Cost of Fifty Thousand Dollars (\$50,000) Or More**

The following procedures shall apply to the procurement of professional services with an estimated cost of fifty thousand dollars (\$50,000) or greater.

- A. The Board of Directors shall approve the award of professional service contracts.
- B. The written contract shall be awarded to the professional service provider who, in response to a request for proposals, submits a statement of qualifications and proposal for services that most closely meet the CCSD's requirements at a fair and reasonable cost.

#### **4.6 Non-Competitive Negotiations**

- A. Under some circumstances, the CCSD competitive solicitation requirements may be dispensed with when the professional service is only available from one source, either because the professional service

provider is the only provider that will properly meet the needs of the CCSD, or the professional service is unique and available only from a sole source.

B. This approach involves the procurement of professional services through the solicitation of proposals from only one source. Such negotiations may be used in limited situations based on the following findings:

1. The service provider is qualified pursuant to Section 4.3.
2. The cost of the services is reasonable, and
3. One or more of the following exists:
  - a. The proposed service provider is uniquely knowledgeable and qualified because similar/related services have been previously provided to the CCSD or
  - b. An Emergency will not permit delay.

C. Findings

1. The Department Manager shall make written findings referenced in subparagraph A above to be approved by the General Manager for Professional Services Contracts where the cumulative costs are estimated at less than fifty thousand dollars (\$50,000) that are not otherwise approved by the Board.
2. The Board, by Resolutions, shall adopt findings referenced in subparagraph A above for Professional Services Contracts where the cumulative costs are estimated at fifty thousand dollars (\$50,000) or more.

## **Chapter 5 – Procurement of Public Works**

### **5.1 Uniform Public Construction Cost Accounting Act (UPCCAA)**

Pursuant to Public Contract Code Section 20682(g), the CCSD has elected to become subject to the Uniform Public Construction Cost Accounting Act ("UPCCAA"), Public Contract Code Sections 22000 et seq., when contracting for the construction of public projects, as defined by Public Contract Code Section 22002 (reference CCSD Municipal Code Section 1.06.010). Where applicable, the CCSD will adhere to the alternative bidding procedures provided by the UPCCAA. Public projects (as defined in Public Contract Code Section 22002) that do not exceed the dollar limits in Public Contract Code Section 22032(b) (as such limits currently exist or may subsequently be amended) may be let to contract by informal procedures as set forth in the UPCCAA.

### **5.2 UPCCAA Contracting Procedures and Dollar Amount Limitations**

Contracts for public projects shall be awarded pursuant to the dollar limitations established by the UPCCAA (Public Contract Code Section 22032, which, as of the time of the adoption of this Policy, are as follows:

- A. Public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.
- B. Public projects of two hundred thousand dollars (\$200,000) or less may be let to contract by informal procedures as set forth in the UPCCAA. Contracts between \$60,001 and \$200,000 requires Board approval.
- C. Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise

provided in the UPCCAA, be let to contract by formal bidding procedures. Contracts over \$200,000 require Board approval.

Pursuant to Public Contract Code Section 22033, it shall be unlawful to split or separate into smaller work orders or projects any public project for the purpose of evading the requirements of the UPCCAA.

### **5.3 Informal Bidding Procedures**

Pursuant to the UPCCAA (Public Contract Code Section 22034), the CCSD enacted an informal bidding ordinance to govern the selection of contractors to perform public projects subject to informal bidding procedures under Public Contract Code Section 22032(b). The CCSD's informal bidding ordinance is codified in Section 1.06.010 of the CCSD Municipal Code.

Pursuant to Public Contract Code Section 22034(d), if all bids received pursuant to the CCSD's informal bidding procedures are in excess of two hundred thousand dollars (\$200,000), the Board may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred twelve thousand five hundred dollars (\$212,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the CCSD was reasonable.

### **5.4 Formal Bidding Procedures**

The formal bidding procedures provided by the UPCCAA (Public Contract Code Sections 22037 et seq.) will govern the selection of contractors to perform public projects subject to formal bidding procedures under Public Contract Code Section 22032(b).

### **5.5 Emergencies**

- A. Pursuant to Public Contract Code Section 22035, in cases of emergency when repair or replacements are necessary, the Board may proceed at once to replace or repair any public facility without giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board, by contractor, or by a combination of the two.
- B. In case of an emergency, if notice for bids to let contracts will not be given, the public agency shall comply with Chapter 2.5 of the Public Contract Code (commencing with Section 22050).

## **Chapter 6 – Payment**

### **6.1 Warrants**

- A. All supporting documents including the purchase order, task order, proof of receipt, packing slip, etc. will be attached to the invoice and presented to the General Manager for payment pursuant to subparagraph B, below. The invoices will be reviewed and approved (paper or digital signature) by the General Manager verifying that the documents are internally consistent, that invoices being paid are original, that receipt of goods or services has been acknowledged by the CCSD Department Manager and that the amounts agree between documents.
- B. A copy of the warrant shall be made prior to it being mailed. The invoice and supporting documentation shall be attached to the copy of the warrant and then filed (paper or digital) by vendor/service provider and separated by the fiscal year in which the payment was made.

### **6.2 Check Signing Procedures**

- A. All checks must have two authorized signatures per the current bank resolution adopted by the CCSD Board of Directors.

- B. Checks less than \$25,000 require two computer-generated signatures.
- C. Checks in the amount of \$25,000 to 99,999 require one handwritten signature, which shall be the General Manager or their designee, and one computer-generated signature.
- D. Checks in the amount of \$100,000 and greater require two handwritten signatures, one of which shall be the General Manager or their designee.
- E. The General Manager has the authority to authorize the employee signatories.
- F. The General Manager shall review and initial issued checks in the amount of \$25,000 and greater.

### **6.3 Payment Via CCSD Credit Cards**

- A. All purchases using a CCSD credit card are subject to the same requirements and procedures as outlined in this policy and the following additional requirements:
  - 1. All CCSD credit cards shall be issued on a department basis in the name of each Department Manager. The General Manager shall manage the administration of CCSD credit cards.
  - 2. Only the General Manager and Department Managers are authorized to sign credit card purchases. Department Managers may allow their department employees to use the department credit card; however, the Department Manager is responsible for its care and control.
  - 3. Credit card purchases related to travel will adhere to the District's Travel Policy.
  - 4. The credit limit on the CCSD credit cards shall be ten thousand dollars (\$10,000) per month for the General Manager and five thousand dollars (\$5,000) per month for each Department Manager.
  - 5. Credit card purchases for orders that are made via telephone or Internet are permitted. A receipt must be obtained and turned in to Accounts Payable.
  - 6. The use of CCSD credit cards for personal purchases or spending is prohibited. Any violation of this policy will result in loss of CCSD credit card privileges and violations are subject to disciplinary action.
  - 7. Cash advances on any CCSD credit card are prohibited. Any violation of this policy will result in disciplinary action.

### **6.4 Payment by Electronic Funds Transfer**

- A. CCSD may make payments by Electronic Funds Transfer (EFT), Automated Clearing House network (ACH), and electronic check(s) in compliance with the applicable payment provisions of this Chapter 6 and banking rules and regulations.
- B. CCSD may make payments by Wire Transfer for exceptional circumstances with prior approval from the General Manager or the Board. Examples of exceptional circumstances include instances when expediency is required, or for real estate transactions. If other types of payment options are available, Wire Transfers should not be used due to their increased cost and lower security compared to other forms of electronic payment.

### **6.5 Petty Cash Procedures**

- A. Invoices shall be approved based on the same monetary limits as applicable to Purchase Order signatory.
- B. Invoices should only be approved for payment if all related goods and/or services have been satisfactorily received. Registrations for seminars/workshops/classes, subscriptions, membership dues, and payments to government agencies are exempt from this process. Any other prepayments require the approval of the Administrative Department Manager.

## **6.6 Invoice Approval Procedures**

- A. The CCSD Administrative Department Manager or their designee shall maintain a petty cash fund of \$300.00.
- B. This fund will be used to purchase items no more than \$25.00 and must be authorized by the department manager or their designated employee.
- C. Purchase orders should be used whenever practical, and receipts are required for reimbursement. There are no exceptions to the receipt rule.
- D. The CCSD Administrative Department Manager or their designee shall reconcile the petty cash fund on a monthly basis. Manager or their designee shall reconcile the petty cash fund on a monthly basis.





**POLICY TITLE: Purchasing**

**POLICY NUMBER: 2135**

**I. PURPOSE**

- A. The Board of Directors for the Cambria Community Services District (“CCSD”) adopts the overall CCSD purchasing policy and implements it through the adoption of the annual budget, which is then administered by the General Manager. This policy will be used by CCSD staff to secure supplies and equipment at the lowest possible cost commensurate with quality needed and to exercise positive financial control over purchases. In the event that the CCSD does not have an approved budget, only essential goods and services may be obtained until such time as the annual budget is adopted. The responsibility for buying materials and services is assigned to staff members skilled in negotiating cost reductions and purchasing within the budgeted funds.
- B. Goals of this policy are:
- to purchase needed items at the best possible price and at the best possible value within the required deadlines and maintain the necessary support for CCSD operations; and
  - to establish procurement standards that comply with requirements contained in Federal regulations to receive grant funding.

When the best possible value conflicts with the best possible price, a detailed justification for the best possible value shall be prepared.

- C. At the beginning of each fiscal year the Finance Manager will issue a complete CCSD Budget approved by the Board of Directors. This budget contains the purchasing account titles, description of line items, and numbers corresponding with budgeted funds for each item. Each CCSD department will receive its own budget for conducting purchasing transactions. It is the responsibility of each department manager to control spending and monitor the funds in the account line items that they are authorized to use. A monthly or quarterly status report will be issued showing a comparison between budgeted amounts and the department purchasing activity. All CCSD department purchases will be identified with the appropriate line item account number by the requestor. All unbudgeted expenditures that are approved and paid through the system are to be tracked. The following will occur if a department must purchase an item that that is not authorized on its chart of accounts:
1. Obtain the approval from a department that is authorized to purchase the items. This will require the authorized department manager to initial the purchase order.
  2. The General Manager or Administrative Services Officer approves the purchase transaction.

**II. PROCUREMENT STANDARDS**

- A. **All materials, goods and services shall be procured using one of the following five methods of procurement.**
1. **Procurement by micro-purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold, currently \$3,000 established in Federal Code of Regulations (§200.67). To the extent practicable, micro-purchases will be distributed equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the price is reasonable.
  2. **Procurement by small purchase procedures.** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or property that do not cost more than the



Simplified Acquisition Threshold, currently \$150,000, established in the Federal Code of Regulations. Price or rate quotations must be obtained from an adequate number of qualified sources.

**3. Procurement by sealed bids (formal advertising).** Bids for materials, goods and services will be publicly solicited and a firm fixed price contract (lump sum or unit price) will be awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids is the lowest price. In order for sealed bidding to be feasible, the following conditions should be present:

- a complete, adequate and realistic specification or purchase description should be present;
- two or more responsible bidders are willing and able to compete effectively for the business; and
- the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- Bids will be solicited from an adequate number of known suppliers;
- The invitation for bids will be publicly advertised;
- Sufficient time will be provided to allow bidders sufficient response time prior to the date set for opening the bids;
- The invitation for bids will adequately define the items or services in order for the bidders to properly respond;
- All bids will be opened publicly at the time and place prescribed in the invitation for bids;
- Any or all bids may be rejected if there is a sound documented reason; and
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.

**4. Procurement by competitive proposals.** This method is used when conditions are not appropriate for the use of sealed bids and is normally conducted with more than one source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. The following requirements apply:

- Requests for proposals which identify all evaluation factors and their relative importance will be publicized;
- Proposals will be solicited from an adequate number of qualified sources;
- Responders will be rated by a committee assigned by the General Manager with scores assigned for each evaluation factor;
- Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program with price and other factors included in the evaluation factors considered; and
- CCSD will use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualification are evaluated and the most qualified competitor is selected consistent with the requirements of Government Code Section 4526, subject to negotiation of fair and reasonable compensation. This method cannot be used to purchase other types of services even if A/E firms are a potential source to perform the proposed effort. (Also see Section IX, herein, relating to Professional Services Agreements)

**5. Procurement by non-competitive proposals.** Procurement through solicitation of a proposal from only one source will be used only when one or more of the following circumstances apply.

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay from competitive solicitation; or
- After solicitation of a number of sources, competition is determined inadequate.

See Section IX(E) relating to sole source contracts for professional services.

- B. **Purchasing materials, goods and services from small and minority businesses, women’s business enterprises, and labor surplus area firms.** It is the express intent of CCSD to award as much business as practical to small and minority businesses, women’s business enterprises and labor surplus area firms. To that end, the following policies shall apply:
- Qualified small and minority businesses and women’s business enterprises will be included on all solicitation lists;
  - Qualified small and minority businesses and women’s business enterprises will be directly solicited whenever they are a potential source of required materials or services;
  - When economically feasible, requirements will be divided into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises;
  - When feasible, delivery schedules will be established that encourage participation by small and minority businesses and women’s business enterprises;
  - When appropriate, the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce will be consulted concerning maximizing the participation of small and minority businesses and women’s business enterprises; and
  - Prime contractors will be required to take the affirmative steps listed above.
- C. Procurement of recovered materials. The District will comply and will require compliance by all contractors with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, in all of its procurement solicitations and contract awards. When a purchase price exceeds \$10,000, only items designated in guidelines of the EPA (40 FR part 247) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition will be purchased. Solid waste management services will be procured in a manner that maximizes energy and resource recovery.

**III. SIGNING AUTHORITY**

- A. The General Manager, or in his/her absence the Administrative Services Officer, is hereby authorized to sign on behalf of the CCSD the following documents:
1. Any documents necessary to conduct the general business of the CCSD that does not require prior approval of the Board of Directors.
  2. Any documents necessary to conduct the general business of the CCSD requiring approval of the Board, after said documents have received approval of the Board of Directors.
  3. Any agreements or other documents necessary to secure and receive state, federal, or other agency grants or loans.
  4. Any agreements or documents necessary for the receipt and/or disbursement of any grant monies contracted for by the CCSD.

**IV. COMMITMENT AUTHORITY**

- A. The General Manager and department heads identified below are responsible for conducting purchasing transactions within the guidelines and procedures set forth in this policy. Transactions involving contractual agreements must be reviewed and approved by District Counsel and are subject to Section VII.

**Employee**

**Category**

General Manager

Legal Services (at the direction of the Board).  
All categories listed below.

Administrative Services Officer

Parks and recreation planning and development materials and supplies.  
Human resources and training services.  
Departmental operational materials and supplies for Administration.  
Office supplies, dues and subscriptions, and travel arrangements.

All categories listed below.

District Engineer	Engineering and professional consulting services. Departmental operational supplies for Water and Wastewater, and Property Management, repair, training, and maintenance materials, equipment rentals, employee clothing, fuel & oil, vehicle repair services and janitorial supplies.
Fire Chief	Departmental operational supplies, repair, training, and maintenance materials, equipment rentals, employee clothing, fuel & oil, vehicle repair services and janitorial supplies.
Finance Manager	Financial services and arrangements; audit engagements; office supplies; computer equipment.

## V. APPROVAL REQUIREMENTS

- A. A system of approval limits is the next element of purchasing control. Within the authorized categories, employees may commit CCSD funds up to their maximum approval amounts. Department managers are authorized to purchase items that fall within the approved budget's amount for their department and account category. Department managers may delegate purchasing authority to any employee within his/her department as necessary.
- B. Board approval is required for all purchases of \$25,000 or more, unless the purchase is for equipment, materials or services that has been previously approved by the General Manager and is contained within the CCSD's budget. If the total price exceeds the budgeted amount by more than 5%, the General Manager's approval shall be required.
- C.
- D. A CCSD Purchase Order is required for all purchases greater than \$250.00. Exceptions to the policy are listed below. Any CCSD employee authorized by his/her department manager can sign a purchase order up to \$500.00. The department manager will provide a written list of his/her authorized employees, who can sign purchase orders, to the Finance Manager or his/her designee. The department manager will be responsible for updating the employee signatory list as needed.

Purchase Orders are not required for:

- Regular, recurring utility services.
  - Payroll, including payroll vendor payments.
  - Petty cash.
  - Travel advances when a Travel Advance Claim form is used.
  - Travel expenses when a Travel Expense Claim form is used.
  - Credit card payment if related to approved travel or meeting expenses.
- E. The following intermediate supervisory or management staff, as approved by the General Manager, can initiate and authorize a purchase order up to \$5,000.00:
    - FACILITIES AND RESOURCES SUPERVISOR
    - FIRE CAPTAIN
    - WASTEWATER SUPERVISOR
    - WATER SUPERVISOR

Purchases over \$5,000.00 will require the signature of a department manager.

## VI. PURCHASE ORDER PREPARATION

- A. All formal purchase orders shall be prepared from a properly completed purchase order form. The form is designed to contain all the necessary information and signatures relevant to the purchase within the CCSD. The current

purchase order form may be redesigned from time to time at the discretion of the General Manager, or his/her designee, whenever conditions warrant.

- B. Each purchase order shall include a purchase order number only after the appropriate approval procedures are completed. The purchase order form is used as a written order to a vendor and may be either an original order or may confirm a verbal order. This form may also serve as a written change order.
- C. Each purchase order form (Attachment P-1) shall be filled out by the CCSD employee prior to CCSD funds being obligated for a purchase and shall contain the following information:
  - 1. Purchase order number, date, department, and who wrote it.
  - 2. To whom the purchase order is issued, together with a complete address.
  - 3. Quantity/unit and description of item(s) to be purchased.
  - 4. Account number to be charged.
  - 5. Unit price and extended amount (depending upon quantity).
  - 6. If applicable, the words "OPEN PO" and "EXPIRATION DATE," not to exceed past the end of the current fiscal year, at the top of the purchase order form.
  - 7. The words "NOT TO EXCEED" if it is for a repetitive purchase or a contract amount.
  - 8. The total amount of the purchase order shall include charges for freight and tax, if applicable.
  - 9. The initial purchase order MUST have attached to it the following: the written quote or estimate or a copy of the contract, or other backup supporting documentation.
- D. The purchase order must be submitted immediately to the Finance Manager or his/her designee. The purchase order date must precede the order date.
- E. Any incomplete purchase orders will be returned to the department manager for completion.
- F. Insofar that it does not conflict with any other Purchasing Policy limitations, a purchase order may be exceeded by up to 10% of the original purchase order amount. No increase may be given for quoted prices.
- G. When a purchase order is intended to be used to issue a check, write "Check Request" on the purchase order.

## **VII. OPEN PURCHASE ORDERS**

- A. A blanket or open purchase order can be used to reduce the time consuming process of filling out a purchase order form for each purchase when it is with the same vendor and for repeat materials.
- B. Open purchase orders are to be used when the CCSD will:
  - 1. Purchase repetitive, specified services or items, or categories of items from the same vendor over a period of less than one year, or on a monthly basis.
  - 2. Order standard materials or maintenance supplies, which require numerous shipments.
  - 3. Obtain more favorable pricing through volume commitments.
- C. Open purchase orders generally should NOT be used when:
  - 1. No benefit will be derived over and above a regular purchase.
  - 2. Prices are unknown at ordering time, or subject to change later without notice.
  - 3. Quality of vendor or service is questionable.
  - 4. Control over CCSD expenditures would be weakened significantly.
- D. An open purchase order differs from the normal purchase order only in the date entry block that now has a date range not to exceed past the end of the current fiscal year.
- E. Each year during the month of June, each department manager will review all department blanket purchase orders and reissue all necessary blanket purchase orders effective July 1.

## VIII. QUOTATION

- A. The policy of obtaining competitive quotes applies to purchase of materials and/or services with an estimated price of greater than \$100 but less than \$25,000 and not covered by a contractual agreement.
- B. Types of quotations:
1. Verbal – Verbal quotations will be obtained for purchases of standard or non-complex materials with an estimated price of under \$1,000 and not covered by a contractual agreement. Prices are to be recorded on a quotation sheet that will serve as backup documentation after the order is placed and will be attached to the purchase order. The quotation sheet will be attached to the original purchase order and shall contain the name of the vendor, the person giving the quote, the date and time of the verbal quote, and the price quoted. A minimum of two (2) suppliers is acceptable for verbal requests providing the buyer is familiar with the market and prices of the materials in question.
  2. Written – Written requests for quotations (RFQ) will be sent to vendors under the following conditions:
    - a) Purchases estimated to exceed \$1,000, but less than a total of \$25,000.
    - b) All capital equipment purchases exceeding \$1,000, but less than a total of \$25,000.
    - c) Non-standard conditions, requirements, instructions, etc.
    - d) Any occasion where more permanent documentation is advisable.
    - e) Any purchase based on best value rather than lowest price.
- D. Written requests for quotations will incorporate a clear and accurate description of the technical requirement of the material, product or service to be procured.
1. The description will not contain features which unduly restrict competition.
  2. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
  3. Detailed product specifications should be avoided if at all possible.
  4. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly state.
  5. The description will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating the bids or proposals.
- E. The CCSD employee, when purchasing materials and/or services requiring written request for quotations, will solicit prices from three (3) or more vendors. After the quotations have been received and examined for completeness, a determination of the low bidder and award of the order will be made by the department manager and reviewed with the General Manager or Administrative Services Officer. The department manager or his/her designee will notify unsuccessful vendors that the quotations have been closed and the contract awarded.

## IX. BIDS

- A. For bids estimated to exceed the Simplified Acquisition Threshold established in the Federal Code of Regulations, (\$150,000 on June 1, 2015), the following actions must be taken:
- CCSD staff must make or have made an independent estimate of the expected cost before receiving bids or proposals;
  - CCSD staff must negotiate a fair and reasonable profit as a separate element of the price of the contract considering things such the complexity of the work, the risk borne by the contractor, the contractor’s investment, the quality of the contractor’s past performance and industry profit rates in the surrounding geographical area for similar work;

- The cost plus a percentage of cost and percentage of cost methods of contracting will not be used.
  - CCSD staff will ensure contracts include administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and will specify sanctions and penalties to be applied in each circumstance;
  - All contracts in excess of \$10,000 will include provisions for termination for cause and for convenience of the District including the manner by which it will be effected and the basis of settlement.
- B. The CCSD may require a performance bond before entering a contract in such amount as it finds reasonably necessary to protect the interests of the CCSD. For purchasing contracts that exceed the Simplified Acquisition Threshold and for which grant funds have been received, the following minimum bonding requirements will be established:
- A bid guarantee from each bidder equivalent to five percent of the bid price consisting of a firm commitment such as a bid bond, certified check, or other negotiable instrument as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;
  - A performance bond on the part of the contractor for 100 percent of the contract price;
  - A payment bond on the part of the contractor for 100 percent of the contract price to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- C. At its discretion, the Board of Directors may reject any bids presented and re-advertise.
- D. The CCSD may dispense with bidding when an emergency is declared.

#### **X. PROFESSIONAL SERVICES AGREEMENTS**

- A. The CCSD may contract with any specially trained and experienced person, firm, or corporation for special services and advice in financial, economic, accounting, legal or administrative matters. Contracts for professional services are not subject to competitive bidding requirements. (Government Code Section 4526. Also, however, see Sections II(A)( 4) and (5), herein ).
- B. If the CCSD is seeking the professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, special provisions apply. The selection must then be based upon the demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Government Code Section 4526 does not apply when the CCSD determines that the services are more of a technical nature and involve little professional judgment and that requiring bids would not be in the public interest. (Government Code Section 4529.)
- C. It is the policy of the CCSD to conform to the preceding paragraphs in using professional and other contract services whenever it is in the CCSD's best interest. This may be when outside professionals will be less expensive than in-house staff; a project or study is of a limited duration and not warranting permanent staff; or existing staff is unavailable to undertake the project or they lack the expertise and/or ability necessary.
- D. For contracts estimated to be less than \$25,000, the General Manager or department manager, or his/her designee, will solicit proposals from the qualified consultants and negotiate the fee.
- E. Sole source contracts are permitted only when the product or service has limited availability and/or is proprietary (copyrighted or patented), or under emergency conditions such as those implemented with an Emergency Operations Center situation or a State or Federal Disaster Declaration. Under such emergency conditions, the General Manager, or his/her designee, with consultation of one or more Directors, has full authority to complete sole source purchasing transactions. In such situations, every attempt shall be made to obtain the best value to the CCSD. Only the minimal amount of goods and services required to address the emergency conditions shall be obtained and normal documentation and approvals shall be obtained in a timely fashion once the emergency situation has

stabilized. (Also see Section II(A)(5))

## **XI. PURCHASES VIA DISTRICT CREDIT CARD**

A. The primary use of a CCSD credit card is for CCSD travel. All purchases using a CCSD credit card are subject to the same procedures as outlined previously in this policy, plus the following additional requirements:

1. All CCSD credit cards shall be issued on a department basis in the name of each department manager, the on-staff District Counsel, and each Board Member. The Administrative Services Officer shall manage the administration of CCSD credit cards.
2. Only the General Manager, Administrative Services Officer, District Engineer, department managers, or Board Members are authorized to sign credit card purchases. Department managers can allow their department employees to use the department credit card; however, they are fully responsible for its care and control.
3. Travel on CCSD business is to be paid for via CCSD credit card. Telephone calls to the CCSD when out of town, expenses related to travel by car on CCSD business, lodging and meals when out of town on CCSD business, and CCSD approved seminars and business meetings, are expenses authorized to be paid with the CCSD credit cards.

Credit card receipts **MUST BE** obtained for these expenses and turned in immediately upon return to the Finance Manager or his/her designee. If a credit card receipt is lost or misplaced, the receipt replacement form needs to be promptly filled out by the responsible party and turned in to the Finance Manager or his/her designee.

Other purchases requiring instant payment ability must be accompanied by a purchase order.

4. The credit limit on the CCSD credit cards shall be no more than \$5,000 for each department and on-staff, \$5,000 for each Director, and \$10,000 for the General Manager.
5. Credit card purchases for orders that are made via telephone or Internet are permitted in limited circumstances (e.g., offsite internet connections while traveling, on-line registrations, manual/resource guide/book orders, etc.). A receipt or quote sheet must be obtained and turned in immediately to the Finance Manager or his/her designee.
6. Personal purchases or spending on a CCSD credit card are prohibited. Any violation of this policy will result in loss of CCSD credit card privileges and may include disciplinary action.
7. Cash advances on any CCSD credit card are prohibited. Any violation of this policy will result in disciplinary action.

## **XII. CHECK SIGNING PROCEDURES**

A. All checks must have two (2) authorized signatures per the current bank resolution adopted by the CCSD Board of Directors.

1. Checks in the amount of \$100,000 and greater require two (2) handwritten signatures, one of which shall be the General Manager's or his/her designee.
2. Checks in the amount of \$25,000-\$99,999 require one (1) handwritten signature, which shall be the General Manager's or his/her designee, and one (1) computer generated signature.

3. Checks in the amount of \$24,999 and less require two (2) computer-generated signatures.
- B. The General Manager has the authority to authorize employee signatories.
- C. The General Manager shall review and initial all issued checks in the amount of \$5,000 - \$24,999.

### **XIII. INVOICE APPROVAL PROCEDURES**

- A. Invoices shall be approved based on the same monetary limits as applicable to Purchase Order signatory.
- B. Invoices should only be approved for payment if all related goods and/or services have been satisfactorily received. Registrations for seminars/workshops/classes are exempt from this process as are subscriptions, membership dues, and payments to government agencies. Any other prepayments require the approval of the Finance Manager.

### **XIV. PETTY CASH PROCEDURES**

- A. The CCSD Finance Manager or his/her designee shall maintain a petty cash fund of \$300.00.
- B. This fund will be used to purchase items costing no more than \$25.00 and must be authorized by department managers or his/her designated employee.
- C. Purchase orders should be used whenever practical and receipts are required for reimbursement. There are no exceptions to the receipt rule.
- D. The CCSD Finance Manager or his/her designee shall perform a reconciliation of the petty cash fund on a monthly basis.

### **XV. CONFLICT OF INTEREST**

- A. Employees must recuse themselves from all purchasing activities when a real or apparent economic conflict of interest exists. CCSD employees may not perform services for the CCSD on a contractual basis. Employees may not economically benefit from their employment within the CCSD except as related to their approved salary and benefits.
- B. Employees shall not use their employment status with the CCSD to obtain discounts or any other advantage for personal purchases. Unsolicited discounts offered by vendors for all CCSD employees are exempt.
- C. Failure of any employee to adhere to the provisions of this Section may be subject to disciplinary action in accordance with the CCSD's Personnel Policy, Procedures and Rules.

### **XVI. ADDITIONAL PURCHASING POLICIES AND PROCEDURES**

- A. It is important for the CCSD to evaluate materials, equipment, and services of all current suppliers. Suppliers with a low rating can be viewed as costing the CCSD time and money, and, therefore, should be terminated upon documentation.
- B. In an effort to obtain the best prices possible, vendors contacted for quotes and/or bids shall be regularly reviewed to ensure competitive pricing and maintenance of vendor lists.



- C. Documentation associated with procurements exceeding the micro-purchase threshold, currently \$3,000 established in Federal Code of Regulations (§200.67) shall be maintained for auditing purposes for at least ten years. As a minimum, the following will be maintained:
- Technical specifications on procurements to ensure that the item or service specified is the one being proposed for acquisition;
  - Requests for proposals, invitation for bids, and/or independent cost estimates;
  - Any proposed or actual contract modifications that change the scope of the contract;
- D. All contracts exceeding micro-purchase threshold must include the equal opportunity clause provided under 41 CFR 60-1.4(b),
- E. All contracts in excess of \$2,000 will include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented. Contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. A contract will not be issued unless the contractor accepts the wage determination. CCSD will report all suspected or reported violations to the Federal Awarding Agency.
- F. All contracts in excess of \$2,000 will include a provision for compliance with the Copeland Anti-Kickback Act (40 U.S.C. 3145)
- G. All contracts in excess of \$100,000 that involve the employment of mechanics or laborers will comply with 40 U.S.C. 3702 and 3704 requiring that work in excess of the standard work week will be compensated at a rate of not less than one and a half times the basic rate of pay and further requiring that no laborer or mechanic may be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.
- H. All contracts in excess of \$150,000 will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations will be reported to the Federal awarding agency (if grant funds are involved) and to the Regional Office of the Environmental Protection Agency (EPA).
- I. Contracts will not be awarded to parties listed on the government wide exclusions in the System for Award Management (SAM).
- J. Contractors that apply or bid for an award exceeding \$100,000 will file the required certifications under the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) certifying that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

## **XVII. REVIEW**

This policy should be reviewed on an annual basis and changed where deemed appropriate to reflect changes in the CCSD's operations. The General Manager, acting with the Board of Directors, may at any time make changes to this policy to facilitate a more efficient purchasing process for the CCSD.



**CAMBRIA COMMUNITY SERVICES DISTRICT**

P.O. Box 65, Cambria, California 93428

**PURCHASE ORDER**

OPEN	
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MAIL: MONTHLY STATEMENT  
MAIL: 2 COPIES OF YOUR INVOICE  
TO  
**CAMBRIA COMMUNITY SERVICES DISTRICT**  
PHONE: 927-6223  
P.O. BOX 65  
Cambria, CA 93428

NOT VALID WITHOUT NUMBER AND SIGNATURE OF PURCHASING AGENT. ALL PURCHASES ARE SUBJECT TO THE CONDITIONS PRINTED BELOW.

**PURCHASE ORDER NO.**

THIS ORDER NO. MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND CORRESPONDENCE.

DELIVER ALL MERCHANDISE TO:

CAMBRIA, CALIFORNIA 93428

**VENDOR:**

DATE \_\_\_\_\_

WRITTEN BY \_\_\_\_\_

DEPT \_\_\_\_\_

COST CENTER \_\_\_\_\_

EXPIRES ON \_\_\_\_\_

QUANTITY	UNIT	DESCRIPTION	ACCOUNT TO BE CHARGED	UNIT PRICE	AMOUNT

- TERMS AND CONDITIONS**
1. Statements must be mailed to the Accounts Payable Department at the address of the District Office printed above.
  2. The Cambria Community Services District will not be responsible for articles or services furnished officials or employees without a Purchase Order signed by the authorized purchasing agent.
  3. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid or contract.
  4. Whenever a delivery is rejected, the Vendor shall be notified and given reason for rejection. All rejected deliveries shall be held at Vendor's risk and he shall bear the expense of removal.
  5. We reserve the right to take cash discounts if paid within 30 days of receipt of statement.

<b>SUBTOTAL</b> →	
<b>FREIGHT</b>	
<b>TAX</b>	
<b>TOTAL AMOUNT</b> →	

I HEREBY AUTHORIZE PURCHASE OF THE ABOVE DESCRIBED GOODS OR SERVICES

\_\_\_\_\_  
AUTHORIZED SIGNATURE

NOTE:            WHITE - ACCTS PAYABLE            CANARY - WRITTEN BY            PINK - LOG BOOK

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.B.**

FROM: Debra Scott, Chair

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Meeting Date: August 22, 2024

Subject: Discussion and Consideration of the  
Change in Board and Standing Committee  
Schedules

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**DISCUSSION:**

At the Board’s August 8, 2024, meeting, there was a discussion about changing the scheduling of both the Board meetings and the Committee meetings. The goal is to have one Board meeting per month on the second Thursday of the month. The goal for the Committee meetings is to have 2 Committee meetings on two days—2 on the Monday after the Board meeting and 2 on the Thursday of that same week (or on the Thursday after the Board meeting—the 3<sup>rd</sup> Thursday of the month). The Finance and the R&I Committees have requested that they have their meetings on Monday. The PROS Committee has requested to have its meeting from 2-4pm on the 3<sup>rd</sup> Thursday. On August 12, 2024, the Chair of the Policy Committee polled the committee members as to what this would mean for their ability to attend the Policy Committee meetings. The Chair will report the response of the members during the discussion at the August 22<sup>nd</sup> meeting.

Attachment: Potential Committee Meeting Schedule

# January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
29	30	31	1	2	3	4	
5	6	7	8	9 CCSD Board Meeting	10	11	
12	13 R&I Meeting Finance Meeting	14	15	16 Policy Meeting PROS Meeting	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	NOTES					

# February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1

2	3	4	5	6	7	8
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9	10	11	12	13 CCSD Board Meeting	14	15
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16	17 R&I Meeting Finance Meeting	18	19	20 Policy Meeting PROS Meeting	21	22
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23	24	25	26	27	28	1
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2	3	NOTES				
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# March 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13 CCSD Board Meeting	14	15
16	17 R&I Meeting Finance Meeting	18	19	20 Policy Meeting PROS Meeting	21	22
23	24	25	26	27	28	29
30	31	NOTES				

# April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9	10 CCSD Board Meeting	11	12
13	14 R&I Meeting Finance Meeting	15	16	17 Policy Meeting PROS Meeting	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	NOTES				

# May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6	7	8 CCSD Board Meeting	9	10
11	12 R&I Meeting Finance Meeting	13	14	15 Policy Meeting PROS Meeting	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1	2	NOTES				
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# June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12 CCSD Board Meeting	13	14
15	16 R&I Meeting Finance Meeting	17	18	19 Policy Meeting PROS Meeting	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	NOTES				

# July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
29	30	1	2	3	4	5	
6	7	8	9	10 CCSD Board Meeting	11	12	
13	14 R&I Meeting Finance Meeting	15	16	17 Policy Meeting PROS Meeting	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	NOTES					

# August 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14 CCSD Board Meeting	15	16
17	18 R&I Meeting Finance Meeting	19	20	21 Policy Meeting PROS Meeting	22	23
24	25	26	27	28	29	30
31	1	NOTES				

# September 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
31	1	2	3	4	5	6	
7	8	9	10	11 CCSD Board Meeting	12	13	
14	15 R&I Meeting Finance Meeting	16	17	18 Policy Meeting PROS Meeting	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	
5	6	NOTES					

# October 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9 CCSD Board Meeting	10	11
12	13 R&I Meeting Finance Meeting	14	15	16 Policy Meeting PROS Meeting	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

2	3	NOTES				
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# November 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13 CCSD Board Meeting	14	15
16	17 R&I Meeting Finance Meeting	18	19	20 Policy Meeting PROS Meeting	21	22
23	24	25	26	27	28	29
30	1	NOTES				

# December 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
30	1	2	3	4	5	6	
7	8	9	10	11 CCSD Board Meeting	12	13	
14	15 R&I Meeting Finance Meeting	16	17	18 Policy Meeting PROS Meeting	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	NOTES					

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. 4.C.

FROM: Debra Scott, Chair

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Meeting Date: August 22, 2024

Subject: Discussion and Consideration of the Draft  
CCSD's Climate Adaptation Policy

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**DISCUSSION:**

The Ad Hoc Committee made up of Ted Key and Jim Townsend reported their findings at the committee's July 2024 meeting. They submitted suggested wording for a Climate Adaptation Policy and discussion by the Committee ensued. The Chair offered to draft a policy which could be considered by the Committee at its August 2024 meeting. The drafted wording is attached for the Committee to discuss and consider.

Attachment: Draft Climate Adaptation Policy





## **POLICY TITLE: CLIMATE ADAPTATION POLICY**

**POLICY NUMBER: xxxx**

**Purpose:** The purpose of this policy is to guide the Cambria Community Services District (CCSD) Board of Directors and staff in addressing the challenge of the Earth’s impending climate emergency. The District recognizes the potential impact of sea level rise on the fresh water storage capacity of the San Simeon and Santa Rosa Creek aquifers and on the associated water supply and waste treatment infrastructure.

The District understands its responsibility for environmental stewardship while providing water and wastewater services to meet the needs of the community’s residents, business and guests. The District is committed to meeting water needs with production, storage, and efficient equipment for energy reduction practices throughout the system, which may result in lowering overall District expenses.

The District is invested in contributing to community awareness of its intentions and actions to adapt its actions to minimize the impact of the climate crisis on the community.

### **XXXX.1 Policy Principles and Goals**

- **Water Efficiency:** To reduce consumption and losses with programs and processes to eliminate waste and reduce discharge
- **Building Efficiency:** To reduce energy consumption both environmentally and with equipment in offices and in the field
- **Renewable Energy:** To utilize passive systems to reduce power costs and batteries to provide storage generally and for emergencies
- **Transportation:** To reduce the overall utilization (miles driven) on all vehicles and implement fleet wide hybrid and EV transition for all District transportation needs. Implement the use of electric equipment as soon as available and within budgetary constraints.
- **Zero Waste:** Eliminate solid waste with aggressive waste recycling utilizing new technologies as developed and evaluated to be of benefit for the District. Forge relationships with other organizations to enhance recycling efforts such as Integrated Waste Management Authority (IWMA)
- **Carbon Sequestration:** Maintain and increase forest carbon sequestration by regularly assessing the health and safety of District forestlands. Management of forest properties to maintain or increase the overall health, size and count of existing tree species while selectively reducing dead, highly flammable vegetation. Work with appropriate agencies to improve compliance with existing ordinances for defensible space around structures, ember-proofing and hardening structures for fire resistance. Encourage participation in and support local groups and any government sponsored urban tree planting programs in tree planting efforts
- **Lighting:** Encourage utilization of renewable light sources to save energy, provide safety for Cambrians, visitors, and wildlife, and decrease the District’s carbon footprint. As budget constraints dictate, move toward the goal of replacing current incandescent and fluorescent bulbs and light fixtures with LEDs and CFLs to reduce energy use
- **Informed Decision Making:** Prior to making decisions related to climate adaptation actions within the jurisdiction of the District, the Board will consider the following:

- Has the Board considered all appropriate alternatives, addressing the identified causes of the climate crisis and where the District may alter its actions to prevent and address the crisis?
- Is the information the Board has received clear, reliable, meaningful, and based on documented research related to the climate crisis?
- Has adequate, unbiased analysis of the possible actions been considered?
- When considering spending financial and/or manpower resources, does the District have adequate reserves to utilize in this endeavor? Have all grant opportunities been exhausted? Are there other governmental resources available to support the District's actions?

## **XXXX.2 Policy Procedures**

This policy serves as a first step in the District's intent to address its role in Climate Adaptation within its jurisdiction. Development of a Climate Action Plan is the next step. The District is dedicated to making serious changes in its actions to preserve the natural

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CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.D.**

FROM: Debra Scott, Chair

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Meeting Date: August 22, 2024

Subject: Discussion and Consideration of Adding the Citation from the County Code to Policy Number 2225 Encampments on District Property

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**DISCUSSION:**

The Committee discussed this policy at its July 2024 meeting and it was recommended that the County Code citation related to encampments be added to the policy. The Chair has requested one of the Committee Members who voiced concerns about this policy at the meeting to bring the specific county code that possibly could be cited as well as wording to better define “independent local non-profits”.

The Committee will review the current policy and make edits as it sees fit.

Attachment: CCSD Policy Number 2225 Encampments on District Property



Modified and Approved by Board on 07/08/2021

**POLICY TITLE: Encampments on District Property**  
**POLICY NUMBER: 2225**

### **2225.1 Purpose**

This policy is being created in an effort to protect the overall public health and safety of the Cambria community at large, as well as restricting activities that could negatively impact environmentally sensitive habitat.

### **2225.2 Background**

The CCSD owns property, including the Fiscalini Ranch Preserve and parcels accepted from the Land Conservancy of SLO, dedicated to open space and subject to conservation easements that specifically prohibit camping activities.

### **2225.3 Policy**

2225.3.1 Camping is not permitted on District property unless expressly authorized by the Board of Directors.

2225.3.2 Unauthorized encampments on District property pose significant hazards to public health and safety and create nuisance conditions affecting the surrounding neighborhoods. Thus, after providing proper notice and appropriately storing personal property and belongings, all unauthorized encampments shall be removed from District property promptly. All reasonable efforts shall be made to restore the sites to their original condition. Continued monitoring and enforcement actions will be necessary to guarantee that encampments are not reestablished on these corrected sites, a matter of particular concern for the District.

2225.3.3 Since the CCSD provides limited services to the Cambria community and lacks many of the resources necessary to address the core problems surrounding homelessness that are fostering the creation of these unauthorized encampments, the District shall coordinate collaborative efforts and enforcement partnerships with the appropriate County agencies, as well as conservation stakeholders and independent local non-profits.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.E.**

FROM: Debra Scott, Chair

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Meeting Date: August 22, 2024

Subject: Discussion Related to the Board's  
Direction for the Committee to Propose a  
District Lighting Policy

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**DISCUSSION:**

The Committee discussed the possibility of the District having a District Lighting Policy at its July 2024 meeting. The Chair proposed that it would be appropriate to request the Board's direction related to having a District Lighting Policy. The Chair will give an oral report at the August 2024 meeting on if and when this will be on the Board's agenda.

No attachment.