



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Board of Directors	10:00 AM Thursday, March 13, 2025	Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428

AGENDA

Regular Board Meeting

March 13, 2025 10:00 AM

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: 871 0432 3005

Passcode: 573106

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

1. OPENING

1.A Call to Order

1.B Pledge of Allegiance

1.C Establishment of Quorum

1.D President's Report

1.E Agenda Review

2. BOARD MEMBER COMMUNICATIONS

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

3. PUBLIC COMMENT

Members of the public may now address the Board on any item of interest within the jurisdiction of the Board but not on its agenda today. Future agenda items can be suggested at this time. In

compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Each speaker has up to three minutes. Written comments should be submitted to the Confidential Administrative Assistant via email or the [submission portal](#) at least 24 hours before the Board meeting. Written comments will not be read aloud during the meeting. Individuals submitting written comments are encouraged to provide their full name and contact information (such as an email address or phone number). Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information will be redacted by District staff for privacy purposes prior to distribution and posting. Please do not include any other information in your communication that you do not want to be made public, since written comments are public records. The written comments submitted at least 24 hours in advance will be compiled and distributed to all Board members and posted on the website 24 hours before the Board meeting for review and will be available in hard copy at the meeting.

4. PUBLIC SAFETY

4.A Sheriff's Department Report

4.B CCSD Fire Chief's Report

5. CONSENT AGENDA

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

5.A Consideration to Adopt the February 2025 Expenditure Report

5.B Consideration to Adopt the February 13, 2025 Regular Meeting Minutes and February 26, 2025 Special Meeting Minutes

5.C Receive and File the Annual Investment Report

5.D Consideration of Adoption of Resolution 15-2025 Approving Procurement Policies and Procedures Policy 2135

5.E Consideration to Approve the SLO Monterey Pine Restoration Forest Health Grant Memorandum of Understanding (MOU) and Authorize the General Manager to Execute the MOU

5.F Consideration of Approval of Agreement for Consultant Services with MKN and Associates for On-Call Engineering Services

6. REGULAR BUSINESS

6.A Discussion and Consideration of Approval of Agreement for Consultant Services with Stillwater Sciences for the Instream Flow Study for Santa Rosa Creek and Adoption of Resolution 17-2025 Amending the Fiscal Year 2024/2025 Final Budget

6.B Discussion and Consideration of Introduction of Ordinance 01-2025 Adding Chapter 6.05 to the Cambria Community Services District Municipal Code Regarding Weed Abatement Standards

6.C Discussion and Consideration of Board Approval of the East Ranch Community Park Phase 3 Plan and, if Approved, to Direct Staff to Issue a Request for Proposal (RFP) for Engineering Services to Develop Detailed Plans and Cost Estimates for Its Implementation

6.D Discussion and Consideration of Alternatives to Completion of the Cambria Skatepark

Project to Include Location

- 6.E Discussion and Consideration to Adopt the District Strategic Plan Update
- 6.F Discussion and Consideration of an Annual Review of the Affordable Housing Unit Allocation
- 6.G Discussion and Consideration of Adoption of Resolution 16-2025 Amending the Board and Standing Committee Bylaws
- 6.H Discussion and Consideration of Adoption of Resolution 18-2025 Amending the Fiscal Year 2024/2025 Final Budget to Fund Repairs for Main Street Streetlights
- 6.I Discussion and Consideration of Appointment of an Ad Hoc Committee for the Development of an Evaluation Plan for CCSD-Owned Undeveloped Parcels
- 6.J Discussion and Consideration to Submit a Ballot for Election for LAFCO Special District Member
- 6.K Discussion and Consideration of Adoption of Resolution 19-2025 Approving a Second Amendment to Lease Agreement with Linnvestments, LLC and Adoption of Resolution 20-2025 Amending the Fiscal Year 2024/2025 Final Budget

7. MANAGER REPORTS

- 7.A General Manager's Report
- 7.B Facilities & Resources Manager's Report
- 7.C Finance Manager's Report
- 7.D Utilities Report

8. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

- 8.A Finance Committee's Report
- 8.B Fire Protection Committee's Report
- 8.C PROS Committee's Report
- 8.D Resources & Infrastructure Committee's Report
- 8.E Other Liaison Reports & Ad Hoc Committee Reports

9. FUTURE AGENDA ITEM(S)

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

10. ADJOURN

CAMBRIA Community Services District

Tuesday, March 4, 2025

Time Period: (Month)	Feb 1-Feb 28, 2025	Avila	Cayucos	Cambria	Los Osos	San Simeon
Calls For Service:	214	20	16	32	41	5
CFS: Last Year	212	26	35	45	70	20
Assault/Battery:						
CFS	2					
Disturbance:						
CFS	11					
Burglary:						
CFS	0					
Theft:						
CFS	0					
Vandalism						
CFS	0					
Mail Theft:						
CFS	0					
Phone Scam:						
CFS	0					
Suspicious Circs:						
CFS	0					
Enforcement Stops:						
CFS	17					
Preventative Patrol Activity:						
CFS	13					

Notable:

FIRE CHIEF REPORT

February 2025

More detailed information is available at <https://www.cambriacsd.org/monthly-stats>

For questions/concerns/comments: Please contact:
Fire Chief Michael Burkey at: mburkey@cambriacsd.org

Incidents:

- **Fires:**
 - 1
- **Medical Emergencies:**
 - 51
- **Hazardous Conditions:**
 - 6
- **Public Service Assists:**
 - 19
- **False Alarm:**
 - 8
- **Total Incidents:**
 - 85



Comparison Information

Residents: 55

Non-Residents: 11

February 2024 total: 88

Year to date total 2025: 174

Year to date total 2024: 168



Training

- Defensive Tactics
- Ventilation Tactics
- BLEVE and Natural Gas Explosions
- QI EMS Call Review
- Rope Rescue

Public Education/Interaction

- Lions Club Presentation
- Coast Union Career Day
- First Fire Protection Committee Meeting
- Upcoming Community Meetings scheduled for March 24th & 25th



Public Service

- Business Inspections:
 - 3
- Defensible Space/Residential Inspections:
 - 9
- Smoke Detector Changes
 - 8

Cambria Community Emergency Preparedness Area Meetings

Dear Cambrians,

We are writing to share exciting news about upcoming meetings designed to enhance wildfire awareness and preparedness throughout Cambria. As we continue to face the challenges posed by the threat of wildfires in our region, the Cambria CSD Fire Department is committed to providing resources, education, and support to ensure the safety and resilience of our community. The Cambria CSD Fire Department will be holding community meetings focused on emergency operations and planning specific to each of our designated service areas. **The map identifying the various geographic and neighborhood locations is provided below.**

During these meetings, we will discuss emergency communication systems, access, and transportation during disasters, and fire mitigation strategies for rural properties. These meetings are scheduled by area and are designed to provide an opportunity for collaboration, feedback, and strengthening our community's preparedness for emergencies. Your participation is vital to ensuring that our community remains resilient and ready to face potential challenges. These meetings will be interactive and informative, giving you the opportunity to ask questions, voice concerns, and gain practical tips to protect your home and loved ones. You can expect to learn about fire safety, including defensible space, vegetation management, and best practices for reducing fire risk around your property. We will provide guidance on creating a family evacuation plan, assembling an emergency kit, and staying informed during a wildfire event. These sessions will also include interactive discussions where you can share your thoughts and concerns about wildfire safety and collaborate with neighbors to strengthen our community's preparedness. Additionally, we will distribute helpful brochures, checklists, and other tools to support your wildfire readiness efforts.

We encourage every resident to participate. Your involvement enhances your personal preparedness and strengthens our community's collective ability to respond to wildfire threats. Bring your questions and invite your neighbors to join in these important discussions. By working together, we can create a safer, more resilient Cambria.

Meeting Details by Service Area:

- **Rural Residential/Leimert Estates/Happy Hill**
 - **Date:** Monday, March 24, 2025
 - **Time:** 9:00 a.m.
 - **Location:** Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428
- **Park Hill/Seacliff Estates/Moonstone Beach**
 - **Date:** Monday, March 24, 2025
 - **Time:** 1:00 p.m.
 - **Location:** Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428
- **East Lodge Hill/Tin City/East Village**
 - **Date:** Monday, March 24, 2025
 - **Time:** 4:00 p.m.
 - **Location:** Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428
- **Pine Knolls/West Village Areas/Santa Rosa Creek Road**

- **Date:** Tuesday, March 25, 2025
- **Time:** 9:00 a.m.
- **Location:** Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428
- **Marine Terrace/Upper Marine Terrace**
 - **Date:** Tuesday, March 25, 2025
 - **Time:** 1:00 p.m.
 - **Location:** Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428
- **West Lodge Hill/Top of the World**
 - **Date:** Tuesday, March 25, 2025
 - **Time:** 4:00 p.m.
 - **Location:** Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428

If you have any questions or require further information, please contact mburkey@CambriaCSd.org.

Thank you for your ongoing commitment to our community's safety and well-being. We look forward to seeing you at one of our outreach sessions.

Sincerely,

Michael Burkey

Fire Chief

For more information, please visit <https://www.CambriaCSd.org/cambria-community-emergency-preparedness-area-meetings>.



Cambria CSD

Expense Approval Report

By Vendor Name

Payment Dates 2/1/2025 - 2/28/2025

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
Vendor: 10057 - ADOBE INC.					
ADOBE INC.	81136	02/28/2025	ADM/ACROBAT PRO SUB FOR 5 BOARD OF DIRECTORS	01-60540-09	55.21
Vendor 10057 - ADOBE INC. Total:					55.21
Vendor: 10064 - AGP VIDEO					
AGP VIDEO	81006	02/12/2025	ADM/VIDEO PRODUCTION & DISTRIBUTION SERVICES	01-61150-09	3,992.00
AGP VIDEO	81042	02/19/2025	ADM/VIDEO PRODUCTION & DISTRIBUTION SERVICES	01-61150-09	3,600.00
Vendor 10064 - AGP VIDEO Total:					7,592.00
Vendor: 12771 - AGUIRRE, DAVID					
AGUIRRE, DAVID	80984	02/05/2025	F&R/MONTHLY CELL PHONE & INTERNET ALLOWANCE	01-6060C-02	55.00
Vendor 12771 - AGUIRRE, DAVID Total:					55.00
Vendor: 10091 - ALPHA ELECTRICAL SERVICE					
ALPHA ELECTRICAL SERVICE	81101	02/21/2025	PROS/ELEC INSTALL/LOAD CALCS - EAST RANCH RESTROOM	01-61700-16	8,106.88
Vendor 10091 - ALPHA ELECTRICAL SERVICE Total:					8,106.88
Vendor: 10092 - ALPHA FIRE UNLIMITED					
ALPHA FIRE UNLIMITED	81043	02/19/2025	F&R/ANNUAL FIRE SPRINKLER INSPECTION - VET'S HALL	01-6033V-02	275.00
Vendor 10092 - ALPHA FIRE UNLIMITED Total:					275.00
Vendor: 12671 - AMAZON CAPITAL SERVICES, INC.					
AMAZON CAPITAL SERVICES, INC.	DFT0004594	02/18/2025	WW/2025 DESK CALENDARS	12-60500-12	30.96
AMAZON CAPITAL SERVICES, INC.	DFT0004595	02/18/2025	FD/AAA BATTERIES	01-60900-01	41.92
AMAZON CAPITAL SERVICES, INC.	DFT0004596	02/18/2025	WW/2025 WALL CALENDAR & GEL ROLLER PENS	12-60500-12	47.58
AMAZON CAPITAL SERVICES, INC.	DFT0004597	02/18/2025	WD/MEN'S OUTDOOR BOOTS	11-60940-11	80.43
AMAZON CAPITAL SERVICES, INC.	DFT0004598	02/18/2025	WW/TONER REPLACEMENT CARTRIDGE	12-60500-12	52.54
AMAZON CAPITAL SERVICES, INC.	DFT0004599	02/18/2025	ADM/2025 DESK & WALL CALENDARS & MANILLA FOLDERS	01-60500-09	68.73
AMAZON CAPITAL SERVICES, INC.	DFT0004600	02/18/2025	ADM/REPLACEMENT TONER CARTRIDGE	01-60450-09	101.86
AMAZON CAPITAL SERVICES, INC.	DFT0004601	02/18/2025	ADM/RETURN OF REPLACEMENT TONER CARTRIDGE	01-60450-09	(101.86)
AMAZON CAPITAL SERVICES, INC.	DFT0004602	02/18/2025	FD/EMERGENCY TOOL KITS FOR CARS & AIR WEDGE BAG	01-60900-01	110.12
AMAZON CAPITAL SERVICES, INC.	DFT0004603	02/18/2025	ADM/KITCHEN NAPKINS	01-61150-09	53.60
AMAZON CAPITAL SERVICES, INC.	DFT0004604	02/18/2025	ADM/REPLACEMENT TONER CARTRIDGE	01-60450-09	76.60
AMAZON CAPITAL SERVICES, INC.	DFT0004605	02/18/2025	ADM/REPLACEMENT TONER CARTRIDGE	01-60450-09	150.14
AMAZON CAPITAL SERVICES, INC.	DFT0004606	02/18/2025	ADM/2025 - 2035 DATE STAMPS	01-60500-09	118.23
AMAZON CAPITAL SERVICES, INC.	DFT0004607	02/18/2025	F&R/PENOFIN STAIN & SEALER	01-60900-02	310.96
AMAZON CAPITAL SERVICES, INC.	DFT0004608	02/18/2025	FD/9 VOLT BATTERIES & OXICLEAN DETERGENTS	01-60900-01	114.44
AMAZON CAPITAL SERVICES, INC.	DFT0004609	02/18/2025	FD/TURTLE WAX CERAMIC SPRAY COATING	01-60900-01	45.03
AMAZON CAPITAL SERVICES, INC.	DFT0004610	02/18/2025	ADM/GEL ROLLER PENS & EXPANDING FILE FOLDERS	01-60500-09	42.18
AMAZON CAPITAL SERVICES, INC.	DFT0004611	02/18/2025	FD/C BATTERIES	01-60900-01	49.44
AMAZON CAPITAL SERVICES, INC.	DFT0004612	02/18/2025	FD/EXECUTIVE OFFICE CHAIR & ELECTRIC STANDING DESK	01-6033B-01	842.39
AMAZON CAPITAL SERVICES, INC.	DFT0004613	02/18/2025	FD/CEILING TILES	01-60900-01	112.55
AMAZON CAPITAL SERVICES, INC.	DFT0004614	02/18/2025	ADM/HP LASERJET PRO PRINTER	01-60450-09	203.76
Vendor 12671 - AMAZON CAPITAL SERVICES, INC. Total:					2,551.60

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
Vendor: 10114 - ANDREW THOMSON ANDREW THOMSON	81007	02/12/2025	WW/EMRG SVC & REPAIR OF RAS PUMP ALARMS	12-60370-12	2,025.00
Vendor 10114 - ANDREW THOMSON Total:					2,025.00
Vendor: 10134 - ARTHO, ANTONI D ARTHON, ANTONI D	80985	02/05/2025	WW/MONTHLY CELL PHONE & INTERNET REIMBURSEMENT	12-6060C-12	100.00
Vendor 10134 - ARTHO, ANTONI D Total:					100.00
Vendor: 10135 - ASAP REPROGRAPHICS ASAP REPROGRAPHICS	81008	02/12/2025	F&R/COMMUNITY PARK PHASE 3 PLANS	01-60530-02	4.70
Vendor 10135 - ASAP REPROGRAPHICS Total:					4.70
Vendor: 10144 - AT&T/CALNET3 AT&T/CALNET3	80980	02/03/2025	WW/ALARM AT LIFT STATION B3	12-6060P-12	31.58
AT&T/CALNET3	80980	02/03/2025	WW/ALARM AT LIFT STATION B3	12-6060P-12	31.56
AT&T/CALNET3	80980	02/03/2025	WD/PINEKNOLLS TANK SCADA	11-6060P-11	67.12
AT&T/CALNET3	80980	02/03/2025	FD/FAX LINE	01-6060P-01	21.81
AT&T/CALNET3	80980	02/03/2025	WW/ALARM AT LIFT STATION B1	12-6060P-12	31.55
AT&T/CALNET3	80980	02/03/2025	WW/ALARM AT LIFT STATION B2	12-6060P-12	31.56
AT&T/CALNET3	80980	02/03/2025	WW/ALARM AT LIFT STATION B	12-6060P-12	31.59
AT&T/CALNET3	80980	02/03/2025	WW/ALARM AT LIFT STATION 9	12-6060P-12	31.61
AT&T/CALNET3	80980	02/03/2025	WW/ALARM AT LIFT STATION A1	12-6060P-12	31.66
AT&T/CALNET3	80980	02/03/2025	WD/TELEMETRY SYSTEMS	11-6060P-11	31.69
AT&T/CALNET3	80980	02/03/2025	F&R/ALARMS AT VET'S HALL	01-6060P-02	61.51
AT&T/CALNET3	80980	02/03/2025	WW/ALARM AT LIFT STATION 4	12-6060P-12	19.79
AT&T/CALNET3	80980	02/03/2025	WW/ALARM AT LIFT STATION 8	12-6060P-12	31.54
AT&T/CALNET3	80980	02/03/2025	WD/LIEMERT PUMP STATION	11-6060P-11	31.56
AT&T/CALNET3	80980	02/03/2025	F&R/RODEO GROUNDS	01-6060P-02	27.23
AT&T/CALNET3	80980	02/03/2025	WW/PHONE SERVICE	12-6060P-12	66.22
Vendor 10144 - AT&T/CALNET3 Total:					579.58
Vendor: 10140 - AT&T AT&T	DFT0004516	02/03/2025	WD/WELL HEAD ZONE TO ZONE TRANSMISSION	11-6060P-11	189.45
Vendor 10140 - AT&T Total:					189.45
Vendor: 12713 - BANK OF NEW YORK MELLON TRUST COMPANY N.A. BANK OF NEW YORK MELLON TRUST COI	DFT0004555	02/12/2025	WW/COP SERIES 2022A BOND INTEREST	12-61801-12	293,612.50
Vendor 12713 - BANK OF NEW YORK MELLON TRUST COMPANY N.A. Total:					293,612.50
Vendor: 12674 - BIG BRAND TIRES BIG BRAND TIRES	81009	02/12/2025	WD/SVC & REPLACE TIRES ON 2012 F-250	11-6041L-11	1,136.96
Vendor 12674 - BIG BRAND TIRES Total:					1,136.96
Vendor: 12575 - BLUME, COLTON BLUME, COLTON	80986	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
BLUME, COLTON	81137	02/28/2025	FD/REIMB FOR EMPLOYEE TRVL - SUCCESSION PLANNING	01-6120E-01	243.68
Vendor 12575 - BLUME, COLTON Total:					288.68
Vendor: 10249 - BOUND TREE MEDICAL, LLC BOUND TREE MEDICAL, LLC	81044	02/19/2025	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	82.67
BOUND TREE MEDICAL, LLC	81102	02/21/2025	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	1,195.07
Vendor 10249 - BOUND TREE MEDICAL, LLC Total:					1,277.74
Vendor: 10260 - BRENNTAG PACIFIC, INC. BRENNTAG PACIFIC, INC.	81103	02/21/2025	WD/CHEMICALS	11-6091C-11	475.13
Vendor 10260 - BRENNTAG PACIFIC, INC. Total:					475.13
Vendor: 10269 - BROOKS, CRAIG BROOKS, CRAIG	80987	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 10269 - BROOKS, CRAIG Total:					45.00
Vendor: 10288 - BURKEY, MICHAEL A					

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
BURKEY, MICHAEL A	80988	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	55.00
Vendor 10288 - BURKEY, MICHAEL A Total:					55.00
Vendor: 10317 - CAL-COAST MACHINERY INC.					
CAL-COAST MACHINERY INC.	81045	02/19/2025	F&R/SVC & REP TRACTOR COOLING SENSOR FOR JD 5525	01-6041N-02	62.29
Vendor 10317 - CAL-COAST MACHINERY INC. Total:					62.29
Vendor: 12746 - CALIFORNIA SPECIAL DISTRICTS ASSOCIATION					
CALIFORNIA SPECIAL DISTRICTS ASSOC	81010	02/12/2025	ADM/RECOGNIT IN SPECIAL DISTRICT GOV - MMCELHENIE	01-60550-09	65.00
CALIFORNIA SPECIAL DISTRICTS ASSOC	81010	02/12/2025	ADM/RECONGNIT IN SPECIAL DISTRICT GOV - DSCOTT	01-60550-09	65.00
Vendor 12746 - CALIFORNIA SPECIAL DISTRICTS ASSOCIATION Total:					130.00
Vendor: 10340 - CAMBRIA AUTO SUPPLY LLC					
CAMBRIA AUTO SUPPLY LLC	81011	02/12/2025	F&R/TRACTOR HYDRAULIC FLUID	01-6041N-02	213.79
CAMBRIA AUTO SUPPLY LLC	81011	02/12/2025	F&R/FUSES, COUPLERS, ADAPTER & GAUGES	01-60930-02	125.56
Vendor 10340 - CAMBRIA AUTO SUPPLY LLC Total:					339.35
Vendor: 10341 - CAMBRIA BUSINESS CENTER					
CAMBRIA BUSINESS CENTER	81012	02/12/2025	FD/RETURN OF EMRG MEDICAL SUPPLIES TO BOUNDTREE	01-60510-01	15.54
CAMBRIA BUSINESS CENTER	81012	02/12/2025	FD/RETURN HEADSET FOR REPAIRS TO SIGTRONICS	01-60510-01	19.64
Vendor 10341 - CAMBRIA BUSINESS CENTER Total:					35.18
Vendor: 10356 - CAMBRIA HARDWARE CENTER					
CAMBRIA HARDWARE CENTER	81065	02/19/2025	F&R/PVC FITTINGS	01-6033G-02	5.70
CAMBRIA HARDWARE CENTER	81066	02/19/2025	F&R/INSIDE TUBE BRUSHS & SINGLE SIDED KEYS	01-60900-02	25.90
CAMBRIA HARDWARE CENTER	81066	02/19/2025	F&R/BRISTLE BRUSHES & TRIM BRUSH	01-60930-02	55.74
CAMBRIA HARDWARE CENTER	81066	02/19/2025	F&R/VINEGAR	01-6033B-02	27.87
CAMBRIA HARDWARE CENTER	81066	02/19/2025	F&R/SS CLAMPS, PRIMER GLUE, ADAPTERS & AIR FITTING	01-6033G-02	15.06
CAMBRIA HARDWARE CENTER	81066	02/19/2025	F&R/EMT STRAPS, SS CLAMPS & AIR FITTINGS	01-6033G-02	4.91
CAMBRIA HARDWARE CENTER	81066	02/19/2025	F&R/SINGLE SIDED KEYS	01-6033B-02	6.41
CAMBRIA HARDWARE CENTER	81066	02/19/2025	F&R/SINGLE SIDED KEYS	01-6033B-02	9.62
CAMBRIA HARDWARE CENTER	81067	02/19/2025	WW/DISTILLED WATER & GREEN MARKING PAINT	12-60930-12	14.98
CAMBRIA HARDWARE CENTER	81067	02/19/2025	WW/RUBBER STRAPS	12-60930-12	10.03
CAMBRIA HARDWARE CENTER	81067	02/19/2025	WW/HOSE NOZZLE	12-60930-12	10.71
CAMBRIA HARDWARE CENTER	81067	02/19/2025	WW/HOSE NOZZLE & PVC UNION	12-60930-12	8.25
CAMBRIA HARDWARE CENTER	81067	02/19/2025	WW/ANTI-SEIZE COMPOUNDS & FOAM SEAL	12-60930-12	27.84
CAMBRIA HARDWARE CENTER	81067	02/19/2025	WW/DISH SOAPS & 8X10 TARP	12-60930-12	19.26
CAMBRIA HARDWARE CENTER	81067	02/19/2025	WW/FLARE PLUG, GATE VALVE, GAL BUSH & ADAPTER	12-60930-12	38.02
CAMBRIA HARDWARE CENTER	81067	02/19/2025	WW/RETURN OF FLARE PLUG	12-60930-12	(2.46)
CAMBRIA HARDWARE CENTER	81067	02/19/2025	WW/HOSE COUPLING	12-60930-12	6.42
Vendor 10356 - CAMBRIA HARDWARE CENTER Total:					284.26
Vendor: 10361 - CAMBRIA PINES TREE SVC					
CAMBRIA PINES TREE SVC	81138	02/28/2025	F&R/REMOVE TREE OFF TRENTON TRAIL ON FISCALINI RN	01-6033R-02	1,000.00
Vendor 10361 - CAMBRIA PINES TREE SVC Total:					1,000.00
Vendor: 10371 - CANNON CORPORATION					
CANNON CORPORATION	81104	02/21/2025	WD/SS EFFLUENT LINE REPLACEMENT PROJECT	11-61700-11	1,258.37
CANNON CORPORATION	81104	02/21/2025	WD/SS EFFLUENT LINE REPLACEMENT PROJECT	12-61700-12	1,258.38
Vendor 10371 - CANNON CORPORATION Total:					2,516.75
Vendor: 10375 - CARMEL & NACCASHA LLP					
CARMEL & NACCASHA LLP	81046	02/19/2025	ADM/MONTHLY RETAINER MARCH 2025	01-6080K-09	13,500.00

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
Vendor 10375 - CARMEL & NACCASHA LLP Total:					13,500.00
Vendor: 10384 - CASTELLANOS, MICHAEL					
CASTELLANOS, MICHAEL	80989	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 10384 - CASTELLANOS, MICHAEL Total:					45.00
Vendor: 12915 - CENCAL ENTERPRISES, INC.					
CENCAL ENTERPRISES, INC.	81105	02/21/2025	FD/INSTALL GUTTERS AT 2850 BURTON DR	01-6033B-01	9,885.00
Vendor 12915 - CENCAL ENTERPRISES, INC. Total:					9,885.00
Vendor: 10427 - CHARTER COMMUNICATIONS					
CHARTER COMMUNICATIONS	DFT0004517	02/03/2025	ADM/ETHERNET SVCS	01-6060I-09	745.78
CHARTER COMMUNICATIONS	DFT0004518	02/03/2025	ADM/BUSINESS INTERNET	01-6060I-09	124.98
CHARTER COMMUNICATIONS	DFT0004519	02/03/2025	FD/WD/WW/BUSINESS INTERNET & VOICE	01-6060I-01	236.66
CHARTER COMMUNICATIONS	DFT0004519	02/03/2025	FD/WD/WW/BUSINESS INTERNET & VOICE	11-6060I-11	236.67
CHARTER COMMUNICATIONS	DFT0004519	02/03/2025	FD/WD/WW/BUSINESS INTERNET & VOICE	12-6060I-12	236.67
CHARTER COMMUNICATIONS	DFT0004520	02/03/2025	F&R/WD/WW/ETHERNET SVCS	01-6060I-02	395.20
CHARTER COMMUNICATIONS	DFT0004520	02/03/2025	F&R/WD/WW/ETHERNET SVCS	11-6060I-11	284.10
CHARTER COMMUNICATIONS	DFT0004520	02/03/2025	F&R/WD/WW/ETHERNET SVCS	12-6060I-12	284.11
CHARTER COMMUNICATIONS	DFT0004545	02/03/2025	WD/WW/BUSINESS INTERNET	11-6060I-11	94.98
CHARTER COMMUNICATIONS	DFT0004545	02/03/2025	WD/WW/BUSINESS INTERNET	12-6060I-12	94.99
Vendor 10427 - CHARTER COMMUNICATIONS Total:					2,734.14
Vendor: 10443 - CIO SOLUTIONS, LP					
CIO SOLUTIONS, LP	80982	02/03/2025	ADM/MONTHLY COMPUTER SUPPORT - FEBRUARY 25	01-60440-09	1,411.20
CIO SOLUTIONS, LP	81139	02/28/2025	ADM/MONTHLY COMPUTER SUPPORT - MARCH 25	01-60440-09	3,343.00
CIO SOLUTIONS, LP	DFT0004554	02/12/2025	WD/WW/REPLACEMENT LAPTOP FOR UTIL DEP ADMIN TECH	11-60450-11	1,162.31
CIO SOLUTIONS, LP	DFT0004554	02/12/2025	WD/WW/REPLACEMENT LAPTOP FOR UTIL DEP ADMIN TECH	12-60450-12	1,162.31
CIO SOLUTIONS, LP	DFT0004615	02/18/2025	ADM/MONTHLY COMPUTER SUPPORT - FEBRUARY 25	01-60440-09	3,343.00
CIO SOLUTIONS, LP	DFT0004674	02/28/2025	ADM/STARTECH VENTED 1U MOUNT SHELF RACK	01-60450-09	39.29
CIO SOLUTIONS, LP	DFT0004675	02/28/2025	ADM/MONTHLY COMPUTER SUPPORT - MARCH 25	01-60440-09	1,411.20
Vendor 10443 - CIO SOLUTIONS, LP Total:					11,872.31
Vendor: 12887 - CONROY, CLINT					
CONROY, CLINT	81013	02/12/2025	WD/REIMB FOR WTR TX OPERATOR GRD 2 RENEWAL	11-6120E-11	60.00
Vendor 12887 - CONROY, CLINT Total:					60.00
Vendor: 10512 - CORBIN WILLITS SYSTEMS, INC.					
CORBIN WILLITS SYSTEMS, INC.	81116	02/24/2025	ADM/MONTHLY HISTORICAL ARCHIVE ACCESS MAR 2025	01-60440-09	400.00
Vendor 10512 - CORBIN WILLITS SYSTEMS, INC. Total:					400.00
Vendor: 12738 - CORE & MAIN LP					
CORE & MAIN LP	81014	02/12/2025	WD/BRASS FITTINGS	11-6035L-11	226.25
CORE & MAIN LP	81047	02/19/2025	WD/6" RESTRAINED COUPLER	11-6031D-11	616.69
CORE & MAIN LP	81106	02/21/2025	WD/2" BRASS PARTS	11-6031D-11	806.00
Vendor 12738 - CORE & MAIN LP Total:					1,648.94
Vendor: 12818 - CSG CONSULTANTS					
CSG CONSULTANTS	DFT0004669	02/27/2025	FD/4919 WINDSOR BLVD APN 013.321.014 - 2ND REVIEW	01-43730-01	135.00
CSG CONSULTANTS	DFT0004670	02/27/2025	FD/4919 WINDSOR BLVD APN 013.321.014 - 1ST REVIEW	01-43730-01	135.00
Vendor 12818 - CSG CONSULTANTS Total:					270.00
Vendor: 12914 - DAVID A WOODS					
DAVID A WOODS	81015	02/12/2025	PROS/CIP TANK INSTALLATION	39-6080M-25	2,400.00
Vendor 12914 - DAVID A WOODS Total:					2,400.00
Vendor: 10568 - DAVID CRYE, INC					
DAVID CRYE, INC	81016	02/12/2025	WD/CLASS II B BASE & CRUSHER B SAND	11-6035R-11	277.40

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
DAVID CRYE, INC	81107	02/21/2025	WD/CLASS II B BASE & CRUSHER B SAND	11-6035R-11	277.40
DAVID CRYE, INC	81107	02/21/2025	WD/ASPHALT B	11-6035R-11	45.00
Vendor 10568 - DAVID CRYE, INC Total:					599.80
Vendor: 12875 - DE LAGE LANDEN FINANCIAL SERVICES, INC.					
DE LAGE LANDEN FINANCIAL SERVICES, I	81017	02/12/2025	ADM/MONTHLY COPIER CHARGES & OVERAGE	01-60440-09	186.29
DE LAGE LANDEN FINANCIAL SERVICES, I	DFT0004620	02/21/2025	FD/MONTHLY COPIER CHARGES & OVERAGE	01-60440-01	793.65
DE LAGE LANDEN FINANCIAL SERVICES, I	DFT0004621	02/21/2025	WD/WW/MONTHLY COPIER CHARGES & OVERAGE	11-60440-11	93.14
DE LAGE LANDEN FINANCIAL SERVICES, I	DFT0004621	02/21/2025	WD/WW/MONTHLY COPIER CHARGES & OVERAGE	12-60440-12	93.15
Vendor 12875 - DE LAGE LANDEN FINANCIAL SERVICES, INC. Total:					1,166.23
Vendor: 12539 - DIGITAL WEST					
DIGITAL WEST	DFT0004552	02/11/2025	ALL DEPTS/PHONE SERVICE 2/01/2025 - 2/28/2025	01-6060P-01	480.00
DIGITAL WEST	DFT0004552	02/11/2025	ALL DEPTS/PHONE SERVICE 2/01/2025 - 2/28/2025	01-6060P-02	103.00
DIGITAL WEST	DFT0004552	02/11/2025	ALL DEPTS/PHONE SERVICE 2/01/2025 - 2/28/2025	01-6060P-09	230.00
DIGITAL WEST	DFT0004552	02/11/2025	ALL DEPTS/PHONE SERVICE 2/01/2025 - 2/28/2025	01-6060P-09	160.52
DIGITAL WEST	DFT0004552	02/11/2025	ALL DEPTS/PHONE SERVICE 2/01/2025 - 2/28/2025	11-6060P-11	80.50
DIGITAL WEST	DFT0004552	02/11/2025	ALL DEPTS/PHONE SERVICE 2/01/2025 - 2/28/2025	11-6060P-11	132.00
DIGITAL WEST	DFT0004552	02/11/2025	ALL DEPTS/PHONE SERVICE 2/01/2025 - 2/28/2025	12-6060P-12	80.50
DIGITAL WEST	DFT0004552	02/11/2025	ALL DEPTS/PHONE SERVICE 2/01/2025 - 2/28/2025	12-6060P-12	103.00
Vendor 12539 - DIGITAL WEST Total:					1,369.52
Vendor: 10927 - DODSON, HALEY					
DODSON, HALEY	80990	02/05/2025	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	100.00
Vendor 10927 - DODSON, HALEY Total:					100.00
Vendor: 12808 - ELIJAH MERMIN					
ELIJAH MERMIN	81018	02/12/2025	WD/GRANT WRITING-RELATED CONSULTING SERVICES	11-6080M-11	1,750.00
Vendor 12808 - ELIJAH MERMIN Total:					1,750.00
Vendor: 10694 - ENTENMANN-ROVIN CO.					
ENTENMANN-ROVIN CO.	81048	02/19/2025	FD/NEW FIRE CAPTAIN BADGE	01-60940-01	153.42
ENTENMANN-ROVIN CO.	81117	02/24/2025	FD/NEW FIRE CAPTAIN BADGE	01-60940-01	153.42
Vendor 10694 - ENTENMANN-ROVIN CO. Total:					306.84
Vendor: 12538 - EVERS, CHRISTIAN					
EVERS, CHRISTIAN	80991	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
EVERS, CHRISTIAN	81118	02/24/2025	FD/REIMB FOR EMPLOYEE TRVL - SUCCESSION PLANNING	01-6120E-01	139.10
Vendor 12538 - EVERS, CHRISTIAN Total:					184.10
Vendor: 10728 - FAMCON PIPE & SUPPLY, INC					
FAMCON PIPE & SUPPLY, INC	81119	02/24/2025	WD/4" MAIN REPAIR COUPLERS & SADDLE	11-6035L-11	1,907.18
Vendor 10728 - FAMCON PIPE & SUPPLY, INC Total:					1,907.18
Vendor: 10751 - FGL ENVIRONMENTAL INC.					
FGL ENVIRONMENTAL INC.	81019	02/12/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	1,103.00
FGL ENVIRONMENTAL INC.	81019	02/12/2025	WW/INORGANIC & MISC ANALYSIS	12-60910-12	213.00
FGL ENVIRONMENTAL INC.	81019	02/12/2025	WD/INORGANIC & MISC ANALYSIS	11-60910-11	69.00
FGL ENVIRONMENTAL INC.	81049	02/19/2025	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	163.00
FGL ENVIRONMENTAL INC.	81049	02/19/2025	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	163.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	339.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	164.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	164.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	164.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WD/INORGANIC & MISC ANALYSIS	11-60910-11	69.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WD/BACTI & MISC ANALYSIS	11-60910-11	77.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	194.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WW/BACTI & MISC ANALYSIS	12-60910-12	45.00
FGL ENVIRONMENTAL INC.	81120	02/24/2025	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	163.00
FGL ENVIRONMENTAL INC.	81129	02/26/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81129	02/26/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81129	02/26/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81129	02/26/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	164.00
FGL ENVIRONMENTAL INC.	81129	02/26/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81129	02/26/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
FGL ENVIRONMENTAL INC.	81129	02/26/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	164.00
FGL ENVIRONMENTAL INC.	81129	02/26/2025	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	99.00
Vendor 10751 - FGL ENVIRONMENTAL INC. Total:					5,200.00
Vendor: 12499 - FORD MOTOR CREDIT COMPANY					
FORD MOTOR CREDIT COMPANY	81020	02/12/2025	F&R/LEASE PAYMENT 2021 FORD F-350	01-6180H-02	24.65
FORD MOTOR CREDIT COMPANY	81020	02/12/2025	F&R/LEASE PAYMENT 2021 FORD F-350	01-6180J-02	911.34
Vendor 12499 - FORD MOTOR CREDIT COMPANY Total:					935.99
Vendor: 12602 - FRITZ, DENISE					
FRITZ, DENISE	80992	02/05/2025	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	100.00
Vendor 12602 - FRITZ, DENISE Total:					100.00
Vendor: 12521 - GARNEY, ARTHUR					
GARNEY, ARTHUR	81068	02/19/2025	WW/REIMB FOR REGISTRATION - T3 WTR TREATMENT CERT	12-6120E-12	90.00
Vendor 12521 - GARNEY, ARTHUR Total:					90.00
Vendor: 10845 - GEO SOLUTIONS, INC.					
GEO SOLUTIONS, INC.	81050	02/19/2025	WD/490 WELLINGTON WTR LINE REPL COMPACTION TEST	11-6035R-11	339.40
GEO SOLUTIONS, INC.	81122	02/24/2025	WD/OXFORD AVE SVC LINE REP COMPACTION TESTING	11-6035R-11	555.00

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
Vendor 10845 - GEO SOLUTIONS, INC. Total:					894.40
Vendor: 10847 - GERBER'S AUTO SERVICES					
GERBER'S AUTO SERVICES	81051	02/19/2025	FD/OIL CHANGE ON 2017 FORD F-250	01-6041L-01	108.38
GERBER'S AUTO SERVICES	81051	02/19/2025	FD/OIL CHANGE ON 2013 FORD F-150	01-6041L-01	104.34
GERBER'S AUTO SERVICES	81051	02/19/2025	ADM/OIL CHANGE & CHK BATTERY ON 2013 FORD FUSION S	01-6041L-09	183.59
GERBER'S AUTO SERVICES	81108	02/21/2025	WW/OIL CHANGE ON 2023 FORD TRANSIT 250	12-6041L-12	128.71
Vendor 10847 - GERBER'S AUTO SERVICES Total:					525.02
Vendor: 12913 - GRACE ENVIROMENTAL SERVICES, INC.					
GRACE ENVIROMENTAL SERVICES, INC.	81021	02/12/2025	WD/5% RETENTION WITHHOLDING FOR PARTIAL PAYMENTS	11-61700-11	(595.20)
GRACE ENVIROMENTAL SERVICES, INC.	81021	02/12/2025	WD/WTR METER RPL & AMI UPGRADE PROJ - JAN 2025	11-61700-11	11,904.00
Vendor 12913 - GRACE ENVIROMENTAL SERVICES, INC. Total:					11,308.80
Vendor: 10883 - GRAINGER					
GRAINGER	81052	02/19/2025	WD/BLUE MARKING FLAGS	11-60900-11	53.67
GRAINGER	81052	02/19/2025	WD/SAFETY GLASSES	11-60480-11	0.99
GRAINGER	81052	02/19/2025	WD/SAFETY GLASSES	11-60480-11	5.36
Vendor 10883 - GRAINGER Total:					60.02
Vendor: 12501 - GRAVES, KAYLA					
GRAVES, KAYLA	80993	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12501 - GRAVES, KAYLA Total:					45.00
Vendor: 10896 - GREEN, JAMES R					
GREEN, JAMES R	80994	02/05/2025	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	11-6060C-11	33.33
GREEN, JAMES R	80994	02/05/2025	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	12-6060C-12	33.33
GREEN, JAMES R	80994	02/05/2025	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	39-6060C-25	33.34
GREEN, JAMES R	81022	02/12/2025	WD/REIMB FOR MILAGE TO DROP OFF WTR SMPL TO FGL	11-6120E-11	52.64
Vendor 10896 - GREEN, JAMES R Total:					152.64
Vendor: 10907 - GROSSKREUTZ, BENJAMIN M.					
GROSSKREUTZ, BENJAMIN M.	81130	02/26/2025	WD/REIMB FOR DRINKING WTR T3 RENEWAL	11-6120E-11	90.00
Vendor 10907 - GROSSKREUTZ, BENJAMIN M. Total:					90.00
Vendor: 10934 - HAMON OVERHEAD DOOR COMPANY					
HAMON OVERHEAD DOOR COMPANY	81053	02/19/2025	FD/REPLACE CEILING MOUNTED/DRAWBAR MOTOR	01-6033B-01	3,036.00
Vendor 10934 - HAMON OVERHEAD DOOR COMPANY Total:					3,036.00
Vendor: 10947 - HARRINGTON INDUSTRIAL PLASTICS LLC					
HARRINGTON INDUSTRIAL PLASTICS LLC	DFT0004624	02/24/2025	WRF/PVC PARTS	39-60900-25	217.88
Vendor 10947 - HARRINGTON INDUSTRIAL PLASTICS LLC Total:					217.88
Vendor: 10972 - HD SUPPLY FACILITIES MAINTENANCE					
HD SUPPLY FACILITIES MAINTENANCE	81023	02/12/2025	WW/LAB THERMOMETER	12-60920-12	105.11
Vendor 10972 - HD SUPPLY FACILITIES MAINTENANCE Total:					105.11
Vendor: 11005 - HOME DEPOT CREDIT SERVICE					
HOME DEPOT CREDIT SERVICE	DFT0004653	02/25/2025	F&R/WEED SPRAY, LEVELERS & MOISTURE BARRIER	01-60930-02	369.97
HOME DEPOT CREDIT SERVICE	DFT0004654	02/25/2025	FD/PINE-SOL DISINFECTING & FORMULA 409 CLEANERS	01-60900-01	190.93
HOME DEPOT CREDIT SERVICE	DFT0004655	02/25/2025	WD/REPAIR PARTS, KNEELING PADS & MISC SUPPLIES	11-6031F-11	296.87
HOME DEPOT CREDIT SERVICE	DFT0004655	02/25/2025	WD/REPAIR PARTS, KNEELING PADS & MISC SUPPLIES	11-6031G-11	36.34
HOME DEPOT CREDIT SERVICE	DFT0004655	02/25/2025	WD/REPAIR PARTS, KNEELING PADS & MISC SUPPLIES	11-6033G-11	38.96
HOME DEPOT CREDIT SERVICE	DFT0004655	02/25/2025	WD/REPAIR PARTS, KNEELING PADS & MISC SUPPLIES	11-6035L-11	112.22
HOME DEPOT CREDIT SERVICE	DFT0004655	02/25/2025	WD/REPAIR PARTS, KNEELING PADS & MISC SUPPLIES	11-6041L-11	47.78
HOME DEPOT CREDIT SERVICE	DFT0004655	02/25/2025	WD/REPAIR PARTS, KNEELING PADS & MISC SUPPLIES	11-60480-11	100.86
HOME DEPOT CREDIT SERVICE	DFT0004655	02/25/2025	WD/REPAIR PARTS, KNEELING PADS & MISC SUPPLIES	11-60900-11	66.60

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
HOME DEPOT CREDIT SERVICE	DFT0004655	02/25/2025	WD/REPAIR PARTS, KNEELING PADS & MISC SUPPLIES	11-60930-11	99.16
HOME DEPOT CREDIT SERVICE	DFT0004656	02/25/2025	F&R/SANDER, TILE CHISEL & SANDING DISCS	01-60930-02	190.21
HOME DEPOT CREDIT SERVICE	DFT0004657	02/25/2025	WD/WW/TOILET BRUSH & HOLDER	11-6033B-11	10.65
HOME DEPOT CREDIT SERVICE	DFT0004657	02/25/2025	WD/WW/TOILET BRUSH & HOLDER	12-6033B-12	10.65
Vendor 11005 - HOME DEPOT CREDIT SERVICE Total:					1,571.20
Vendor: 11038 - IMAGETREND, INC					
IMAGETREND, INC	81109	02/21/2025	FD/UPGRADE EMS NFIRS/MOBILE FIRE INSPECTIONS SAAS	01-6080M-01	2,149.29
Vendor 11038 - IMAGETREND, INC Total:					2,149.29
Vendor: 11052 - INNOVATIVE CONCEPTS					
INNOVATIVE CONCEPTS	81024	02/12/2025	ADM/BUSINESS WEBSITE HOSTING	01-60440-09	25.00
Vendor 11052 - INNOVATIVE CONCEPTS Total:					25.00
Vendor: 11072 - JB DEWAR INC.					
JB DEWAR INC.	81005	02/10/2025	FD/200.00 GALS OF GASOLINE & 165.00 GALS OF DIESEL	01-60960-01	1,640.97
JB DEWAR INC.	81005	02/10/2025	F&R/103.00 GALS OF GAS & 235.00 GALS OF DIESEL	01-60960-02	1,557.18
JB DEWAR INC.	81041	02/18/2025	F&R/165.00 GALS OF GASOLINE	01-60960-02	726.66
JB DEWAR INC.	81041	02/18/2025	F&R/123.00 GALS OF GAS & 165.00 GALS OF DIESEL	01-60960-02	1,385.54
JB DEWAR INC.	81128	02/25/2025	FD/2 GAL PAILS OF SUNOCO OPTIMA 95 UNLEADED FUEL	01-60960-01	237.15
JB DEWAR INC.	81128	02/25/2025	F&R/185.00 GALS OF GASOLINE	01-60960-02	875.42
JB DEWAR INC.	81128	02/25/2025	FD/65.00 GALS OF GASOLINE & 130.00 GALS OF DIESEL	01-60960-01	958.03
Vendor 11072 - JB DEWAR INC. Total:					7,380.95
Vendor: 12895 - K&K CLEANING					
K&K CLEANING	81025	02/12/2025	WD/WW/CLEANING OF WATER & WASTEWATER PLANT	11-6033B-11	200.00
K&K CLEANING	81025	02/12/2025	WD/WW/CLEANING OF WATER & WASTEWATER PLANT	12-6033B-12	200.00
K&K CLEANING	81131	02/26/2025	WD/WW/CLEANING OF WATER & WASTEWATER PLANT	11-6033B-11	200.00
K&K CLEANING	81131	02/26/2025	WD/WW/CLEANING OF WATER & WASTEWATER PLANT	12-6033B-12	200.00
Vendor 12895 - K&K CLEANING Total:					800.00
Vendor: 12720 - KANNER, DREW					
KANNER, DREW	80995	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12720 - KANNER, DREW Total:					45.00
Vendor: 11178 - KIRK CONSTRUCTION					
KIRK CONSTRUCTION	81132	02/26/2025	WD/EMERGENCY WTR LINE REPAIR 6276 MOONSTONE BCH DR	11-6033Z-11	37,533.40
Vendor 11178 - KIRK CONSTRUCTION Total:					37,533.40
Vendor: 10543 - KITZMAN WATER					
KITZMAN WATER	81026	02/12/2025	WD/WW/MONTHLY DRINKING WATER - BOTTLED WATER	11-60500-11	13.75
KITZMAN WATER	81026	02/12/2025	WD/WW/MONTHLY DRINKING WATER - BOTTLED WATER	12-60500-12	13.75
KITZMAN WATER	81026	02/12/2025	ADM/MONTHLY DRINKING WATER - BOTTLED WATER	01-6033B-09	19.00
KITZMAN WATER	81026	02/12/2025	WD/WW/MONTHLY DRINKING WATER - STAND	11-60500-11	6.00
KITZMAN WATER	81026	02/12/2025	WD/WW/MONTHLY DRINKING WATER - STAND	12-60500-12	6.00
KITZMAN WATER	81026	02/12/2025	ADM/MONTHLY DRINKING WATER - STAND	01-6033B-09	12.00
KITZMAN WATER	81054	02/19/2025	FD/RO WATER SOFTNER SERVICE - RO SVC & PE SOFTNER	01-6033B-01	109.00

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
KITZMAN WATER	81054	02/19/2025	F&R/MONTHLY DRINKING WATER - STAND	01-6033B-02	12.00
Vendor 10543 - KITZMAN WATER Total:					191.50
Vendor: 11241 - LIEBERT CASSIDY WHITMORE					
LIEBERT CASSIDY WHITMORE	81055	02/19/2025	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00001	01-6080L-09	4,665.00
LIEBERT CASSIDY WHITMORE	81055	02/19/2025	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00014	01-6080L-09	1,125.00
LIEBERT CASSIDY WHITMORE	81055	02/19/2025	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00020	01-6080L-09	45.00
LIEBERT CASSIDY WHITMORE	81055	02/19/2025	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00024	01-6080L-09	360.00
LIEBERT CASSIDY WHITMORE	81055	02/19/2025	ADM/LEGAL FEES FOR CLIENT MATTER CA131-00026	01-6080L-09	378.00
Vendor 11241 - LIEBERT CASSIDY WHITMORE Total:					6,573.00
Vendor: 11242 - LIFE-ASSIST, INC.					
LIFE-ASSIST, INC.	81056	02/19/2025	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	665.82
Vendor 11242 - LIFE-ASSIST, INC. Total:					665.82
Vendor: 12880 - LINNVESTMENTS					
LINNVESTMENTS	80983	02/03/2025	ADM/MONTHLY RENT - MAIN ST FEBRUARY 2025	01-60750-09	1,952.00
Vendor 12880 - LINNVESTMENTS Total:					1,952.00
Vendor: 12782 - LOUDERMILK, TYLER					
LOUDERMILK, TYLER	80996	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12782 - LOUDERMILK, TYLER Total:					45.00
Vendor: 12702 - MAHONEY, STUART					
MAHONEY, STUART	80997	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12702 - MAHONEY, STUART Total:					45.00
Vendor: 11296 - MALONEY, RYAN S					
MALONEY, RYAN S	80998	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 11296 - MALONEY, RYAN S Total:					45.00
Vendor: 11326 - MCELHENIE, MATTHEW					
MCELHENIE, MATTHEW	80999	02/05/2025	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	55.00
MCELHENIE, MATTHEW	81069	02/19/2025	ADM/REIMB FOR EMPLOYEE TRVL - 2025 WINTER CASA CON	01-6120E-09	148.19
Vendor 11326 - MCELHENIE, MATTHEW Total:					203.19
Vendor: 12899 - MCGILL, GREG					
MCGILL, GREG	81000	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12899 - MCGILL, GREG Total:					45.00
Vendor: 11362 - MEDICS FOR LIFE, INC.					
MEDICS FOR LIFE, INC.	DFT0004625	02/24/2025	ADM/FIRST AID & CPR TRAINING FOR ALL DISTRICT EMP	01-6120E-09	1,980.00
Vendor 11362 - MEDICS FOR LIFE, INC. Total:					1,980.00
Vendor: 11363 - MEEKS, CODY					
MEEKS, CODY	81001	02/05/2025	WD/SWF/MONTHLY CELL PHONE & INTERNET REIMB	11-6060C-11	80.00
MEEKS, CODY	81001	02/05/2025	WD/SWF/MONTHLY CELL PHONE & INTERNET REIMB	39-6060C-25	20.00
Vendor 11363 - MEEKS, CODY Total:					100.00
Vendor: 12811 - MICHAEL K. NUNLEY & ASSOCIATES					
MICHAEL K. NUNLEY & ASSOCIATES	81027	02/12/2025	WD/PROF SVCS SANTA ROSA WELL #3 CT TANKS	11-61700-11	1,028.00
Vendor 12811 - MICHAEL K. NUNLEY & ASSOCIATES Total:					1,028.00
Vendor: 11390 - MID-COAST GEOTECHNICAL, INC					
MID-COAST GEOTECHNICAL, INC	81057	02/19/2025	PROS/BUILDING PAD INSPECTIONS -EAST RANCH RESTROOM	01-61700-16	1,450.00
Vendor 11390 - MID-COAST GEOTECHNICAL, INC Total:					1,450.00
Vendor: 12741 - MISSION PAVING INC					
MISSION PAVING INC	DFT0004658	02/26/2025	WD/ON-CALL PAVEMENT REPAIRS - 1000 MAIN ST	11-6035R-11	9,600.00

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
MISSION PAVING INC	DFT0004659	02/26/2025	WD/ON-CALL PAVEMENT REPAIRS - VARIOUS LOCATIONS	11-6035R-11	34,569.05
Vendor 12741 - MISSION PAVING INC Total:					44,169.05
Vendor: 11436 - MORTIMER FERNANDEZ-LOPEZ					
MORTIMER FERNANDEZ-LOPEZ	81058	02/19/2025	F&R/SVC & REPAIR GATE OPERATORS & KEYPAD	01-6080M-02	375.00
Vendor 11436 - MORTIMER FERNANDEZ-LOPEZ Total:					375.00
Vendor: 11437 - MOSS, LEVY & HARTZHEIM LLP					
MOSS, LEVY & HARTZHEIM LLP	81123	02/24/2025	ADM/AUDIT SERVICES FY 2024/2025	01-6080A-09	6,000.00
Vendor 11437 - MOSS, LEVY & HARTZHEIM LLP Total:					6,000.00
Vendor: 12768 - MUNICIPAL RESOURCE GROUP, LLC.					
MUNICIPAL RESOURCE GROUP, LLC.	81110	02/21/2025	ADM/MONTHLY HR COACHING & CONSULTING SVCS JAN 25	01-6080M-09	2,700.00
Vendor 12768 - MUNICIPAL RESOURCE GROUP, LLC. Total:					2,700.00
Vendor: 12799 - MUNIQUIP, LLC					
MUNIQUIP, LLC	81111	02/21/2025	WW/REPLACE LIFT STATION B4 PUMP & PARTS	12-61700-12	30,163.02
Vendor 12799 - MUNIQUIP, LLC Total:					30,163.02
Vendor: 11474 - NAVIA BENEFIT SOLUTIONS, INC.					
NAVIA BENEFIT SOLUTIONS, INC.	81028	02/12/2025	ADM/MONTHLY CAFETERIA PLAN ADMINISTRATION JAN 25	01-60860-09	268.30
Vendor 11474 - NAVIA BENEFIT SOLUTIONS, INC. Total:					268.30
Vendor: 11520 - OFFICE1					
OFFICE1	DFT0004652	02/25/2025	WD/WW/MONTHLY COPIER OVERAGE, SUPPLIES & SVC	11-60440-11	0.93
OFFICE1	DFT0004652	02/25/2025	WD/WW/MONTHLY COPIER OVERAGE, SUPPLIES & SVC	12-60440-12	0.93
Vendor 11520 - OFFICE1 Total:					1.86
Vendor: 12772 - OPTIMIZED INVESTMENT PARTNERS					
OPTIMIZED INVESTMENT PARTNERS	DFT0004551	02/11/2025	ADM/INVESTMENT ADVISORY SVCS - JANUARY 2025	01-6080F-09	1,744.94
Vendor 12772 - OPTIMIZED INVESTMENT PARTNERS Total:					1,744.94
Vendor: 11530 - ORKIN					
ORKIN	81029	02/12/2025	FD/PREVENTIVE PEST CONTROL SERVICES	01-6033G-01	75.00
ORKIN	81059	02/19/2025	FD/PREVENTIVE PEST CONTROL SERVICES	01-6033G-01	75.00
Vendor 11530 - ORKIN Total:					150.00
Vendor: 12840 - PACIFIC PETROLEUM CALIFORNIA, INC.					
PACIFIC PETROLEUM CALIFORNIA, INC.	81060	02/19/2025	WD/WW/CLEANING & INSPECT FOR FUEL TANK BONDING	11-6080M-11	534.17
PACIFIC PETROLEUM CALIFORNIA, INC.	81060	02/19/2025	WD/WW/CLEANING & INSPECT FOR FUEL TANK BONDING	12-6080M-12	534.18
Vendor 12840 - PACIFIC PETROLEUM CALIFORNIA, INC. Total:					1,068.35
Vendor: 12901 - PADRE ASSOCIATES, INC.					
PADRE ASSOCIATES, INC.	81030	02/12/2025	PROS/ENVIROMENTAL MONITORING - EAST RANCH RESTROOM	01-61700-16	1,257.50
Vendor 12901 - PADRE ASSOCIATES, INC. Total:					1,257.50
Vendor: 11566 - PASO ROBLES FORD					
PASO ROBLES FORD	81112	02/21/2025	WD/OIL CHANGE & INSPECTION ON 2024 FORD F-250	11-6041L-11	109.09
PASO ROBLES FORD	81140	02/28/2025	WD/CHANGE OIL & ROTATE TIRES ON 2017 FORD F-250	11-6041L-11	1,075.01
Vendor 11566 - PASO ROBLES FORD Total:					1,184.10
Vendor: 12916 - PAUL E. ROCKWELL					
PAUL E. ROCKWELL	81124	02/24/2025	WD/TEST & CERTIFY BACKFLOW DEVICE - 1501 SS CRK RD	11-6031D-11	197.50
Vendor 12916 - PAUL E. ROCKWELL Total:					197.50
Vendor: 11543 - PG&E					
PG&E	DFT0004582	02/12/2025	ALL/ELEC SVC GENERAL METERS	01-6060E-01	1,285.52
PG&E	DFT0004582	02/12/2025	ALL/ELEC SVC GENERAL METERS	01-6060E-02	1,707.94

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
PG&E	DFT0004582	02/12/2025	ALL/ELEC SVC GENERAL METERS	01-6060E-02	818.52
PG&E	DFT0004582	02/12/2025	ALL/ELEC SVC GENERAL METERS	01-6060E-09	259.57
PG&E	DFT0004583	02/12/2025	WW/ELEC SVC VARIOUS LIFT STATIONS	12-6060P-12	24,451.10
PG&E	DFT0004584	02/12/2025	WD/ELEC SVC 2820 SANTA ROSA CRK RD	11-6060E-11	423.66
PG&E	DFT0004585	02/12/2025	WRF/ELEC SVC SAN SIMEON CRK RD UNIT 1	39-6060E-25	554.46
PG&E	DFT0004586	02/12/2025	WD/ELEC SVC VARIOUS WELLS	11-6060E-11	15,044.63
PG&E	DFT0004587	02/12/2025	WRF/ELEC SVC SAN SIMEON CRK RD UNIT 2	39-6060E-25	69.44
PG&E	DFT0004588	02/12/2025	WRF/ELEC SVC SAN SIMEON CRK RD	39-6060E-25	292.27
Vendor 11543 - PG&E Total:					44,907.11
Vendor: 12452 - PITNEY BOWES GLOBAL FINANCIAL SVCS LLC					
PITNEY BOWES GLOBAL FINANCIAL SVCS	DFT0004651	02/25/2025	ADM/POSTAGE MACHINE LEASE PMT 01/12 - 04/11/2025	01-60700-09	148.20
Vendor 12452 - PITNEY BOWES GLOBAL FINANCIAL SVCS LLC Total:					148.20
PLACER TITLE COMPANY	81125	02/24/2025	WD/TRANSFER OF POSITION FEES APN 024.253.010	11-24200-11	26.00
Vendor 11627 - PLACER TITLE COMPANY Total:					26.00
Vendor: 11663 - PROCARE JANITORIAL SUPPLY					
PROCARE JANITORIAL SUPPLY	81031	02/12/2025	F&R/TOILET PPR, SEAT COVERS & FLOOR PADS	01-60900-02	1,101.55
Vendor 11663 - PROCARE JANITORIAL SUPPLY Total:					1,101.55
Vendor: 11713 - REAPER, TRISTAN					
REAPER, TRISTAN	81002	02/05/2025	WD/WW/WRF/MONTHLY CELL PHONE REIMB	11-6060C-11	33.00
REAPER, TRISTAN	81002	02/05/2025	WD/WW/WRF/MONTHLY CELL PHONE REIMB	12-6060C-12	33.00
REAPER, TRISTAN	81002	02/05/2025	WD/WW/WRF/MONTHLY CELL PHONE REIMB	39-6060C-25	34.00
Vendor 11713 - REAPER, TRISTAN Total:					100.00
Vendor: 11731 - RETIREE00					
RETIREE00	81070	02/15/2025	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	770.42
Vendor 11731 - RETIREE00 Total:					770.42
Vendor: 11732 - RETIREE01					
RETIREE01	81071	02/15/2025	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	770.42
Vendor 11732 - RETIREE01 Total:					770.42
Vendor: 11733 - RETIREE02					
RETIREE02	81072	02/15/2025	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	577.04
Vendor 11733 - RETIREE02 Total:					577.04
Vendor: 11735 - RETIREE04					
RETIREE04	81073	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21
Vendor 11735 - RETIREE04 Total:					306.21
Vendor: 11736 - RETIREE05					
RETIREE05	81074	02/15/2025	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	306.21
Vendor 11736 - RETIREE05 Total:					306.21
Vendor: 11737 - RETIREE06					
RETIREE06	81075	02/15/2025	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	306.21
Vendor 11737 - RETIREE06 Total:					306.21
Vendor: 11738 - RETIREE07					
RETIREE07	81076	02/15/2025	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	306.21
Vendor 11738 - RETIREE07 Total:					306.21
Vendor: 11740 - RETIREE09					
RETIREE09	81077	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
Vendor 11740 - RETIREE09 Total:					306.21
Vendor: 11741 - RETIREE10 RETIREE10	81078	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21
Vendor 11741 - RETIREE10 Total:					306.21
Vendor: 11742 - RETIREE11 RETIREE11	81079	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21
Vendor 11742 - RETIREE11 Total:					306.21
Vendor: 11743 - RETIREE12 RETIREE12	81080	02/15/2025	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	1,312.08
Vendor 11743 - RETIREE12 Total:					1,312.08
Vendor: 11744 - RETIREE13 RETIREE13	81081	02/15/2025	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	306.21
Vendor 11744 - RETIREE13 Total:					306.21
Vendor: 11747 - RETIREE16 RETIREE16	81082	02/15/2025	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	770.42
Vendor 11747 - RETIREE16 Total:					770.42
Vendor: 11748 - RETIREE17 RETIREE17	81083	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	770.42
Vendor 11748 - RETIREE17 Total:					770.42
Vendor: 11750 - RETIREE19 RETIREE19	81084	02/15/2025	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	770.42
Vendor 11750 - RETIREE19 Total:					770.42
Vendor: 11752 - RETIREE21 RETIREE21	81085	02/15/2025	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	306.21
Vendor 11752 - RETIREE21 Total:					306.21
Vendor: 11753 - RETIREE22 RETIREE22	81086	02/15/2025	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	770.42
Vendor 11753 - RETIREE22 Total:					770.42
Vendor: 11755 - RETIREE24 RETIREE24	81087	02/15/2025	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	306.21
Vendor 11755 - RETIREE24 Total:					306.21
Vendor: 11757 - RETIREE26 RETIREE26	81088	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	1,041.25
Vendor 11757 - RETIREE26 Total:					1,041.25
Vendor: 11758 - RETIREE27 RETIREE27	81089	02/15/2025	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	770.42
Vendor 11758 - RETIREE27 Total:					770.42
Vendor: 11759 - RETIREE28 RETIREE28	81090	02/15/2025	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	770.42
Vendor 11759 - RETIREE28 Total:					770.42
Vendor: 11762 - RETIREE31 RETIREE31	81091	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	306.21
Vendor 11762 - RETIREE31 Total:					306.21
Vendor: 11763 - RETIREE32 RETIREE32	81092	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	670.85
Vendor 11763 - RETIREE32 Total:					670.85
Vendor: 11764 - RETIREE33 RETIREE33	81093	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	577.04
Vendor 11764 - RETIREE33 Total:					577.04

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
Vendor: 11765 - RETIREE34 RETIREE34	81094	02/15/2025	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	217.91
Vendor 11765 - RETIREE34 Total:					217.91
Vendor: 11767 - RETIREE36 RETIREE36	81095	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	770.42
Vendor 11767 - RETIREE36 Total:					770.42
Vendor: 11768 - RETIREE37 RETIREE37	81096	02/15/2025	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	71.46
RETIREE37	81096	02/15/2025	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	928.99
RETIREE37	81096	02/15/2025	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	428.76
Vendor 11768 - RETIREE37 Total:					1,429.21
Vendor: 11769 - RETIREE38 RETIREE38	81097	02/15/2025	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	1,753.10
Vendor 11769 - RETIREE38 Total:					1,753.10
Vendor: 11770 - RETIREE39 RETIREE39	81098	02/15/2025	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	577.04
Vendor 11770 - RETIREE39 Total:					577.04
Vendor: 11003 - RETIREE40 RETIREE40	81099	02/15/2025	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	1,753.10
Vendor 11003 - RETIREE40 Total:					1,753.10
Vendor: 12911 - RETIREE41 RETIREE41	81100	02/15/2025	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	1,753.10
Vendor 12911 - RETIREE41 Total:					1,753.10
Vendor: 11777 - RICE, MIKE RICE, MIKE	81134	02/27/2025	FD/REFUND FOR DUPLICATE FHFRP PMT APN 024.131.013	01-43700-01	756.00
Vendor 11777 - RICE, MIKE Total:					756.00
Vendor: 12536 - SIERRA PACIFIC MATERIALS SIERRA PACIFIC MATERIALS	81061	02/19/2025	WD/COLD MIX	11-6035R-11	446.59
Vendor 12536 - SIERRA PACIFIC MATERIALS Total:					446.59
Vendor: 11946 - SIGTRONICS CORPORATION SIGTRONICS CORPORATION	81032	02/12/2025	FD/EMERGENCY HEADSET	01-60930-01	376.45
SIGTRONICS CORPORATION	81032	02/12/2025	FD/EMERGENCY HEADSET UNIT REPAIR	01-60930-01	181.49
SIGTRONICS CORPORATION	81126	02/24/2025	FD/EMERGENCY HEADSET REPAIR	01-60930-01	211.68
Vendor 11946 - SIGTRONICS CORPORATION Total:					769.62
Vendor: 12708 - SLO COUNTY APCD SLO COUNTY APCD	81033	02/12/2025	WW/NEW EQUIPMENT PERMIT TO OPERATE #2417-1	12-60550-12	2,872.71
Vendor 12708 - SLO COUNTY APCD Total:					2,872.71
Vendor: 11970 - SLO COUNTY EMSA SLO COUNTY EMSA	81062	02/19/2025	FD/EMT RECERTIFICATION - TLOUDERMILK	01-6120E-01	67.00
Vendor 11970 - SLO COUNTY EMSA Total:					67.00
Vendor: 11977 - SLO COUNTY PLANNING & BUILDING SLO COUNTY PLANNING & BUILDING	DFT0004626	02/24/2025	WRF/DRC2013-00112 - COST ACCOUNTING DEPOSIT	40-61700-30	10,001.50
Vendor 11977 - SLO COUNTY PLANNING & BUILDING Total:					10,001.50
Vendor: 11989 - SM TIRE SM TIRE	81034	02/12/2025	FD/SVC & REPLACE TIRES ON WATER TENDER TRUCK WT57	01-6041L-01	4,759.88
Vendor 11989 - SM TIRE Total:					4,759.88
Vendor: 12478 - SOCAL GAS SOCAL GAS	DFT0004589	02/12/2025	FD/GAS SVC 5490 HEALTH LANE	01-6060P-01	53.09

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
SOCAL GAS	DFT0004590	02/12/2025	FD/GAS SVC 5500 HEATH LANE #B	01-6060G-01	154.63
SOCAL GAS	DFT0004591	02/12/2025	WD/WW/GAS SVC 5500 HEATH LANE	11-6060G-11	99.96
SOCAL GAS	DFT0004591	02/12/2025	WD/WW/GAS SVC 5500 HEATH LANE	12-6060G-12	99.96
SOCAL GAS	DFT0004592	02/12/2025	F&R/GAS SVC VET'S HALL	01-6060G-02	291.92
SOCAL GAS	DFT0004593	02/12/2025	FD/GAS SVC 2850 BURTON DRIVE	01-6060G-01	654.08
Vendor 12478 - SOCAL GAS Total:					1,353.64
Vendor: 12844 - STATE WATER RESOURCES CONTROL BOARD					
STATE WATER RESOURCES CTRL BOARD	81035	02/12/2025	WW/GRD 2 WASTEWATER EXAM APPLICATION FEE - AMOE	12-6120E-12	210.00
Vendor 12844 - STATE WATER RESOURCES CONTROL BOARD Total:					210.00
Vendor: 12588 - STEWART, WIL					
STEWART, WIL	81003	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12588 - STEWART, WIL Total:					45.00
Vendor: 12712 - STICKS AND STONES TRUCKING					
STICKS AND STONES TRUCKING	81063	02/19/2025	F&R/GREEN WASTE DISPOSAL	01-6033R-02	360.00
Vendor 12712 - STICKS AND STONES TRUCKING Total:					360.00
Vendor: 12534 - STILLWATER SCIENCES					
STILLWATER SCIENCES	81036	02/12/2025	WD/SS CRK INSTREAM FLOW STUDY 7/29 - 9/01/2024	11-6080M-11	522.25
Vendor 12534 - STILLWATER SCIENCES Total:					522.25
Vendor: 12117 - SWCA, INC.					
SWCA, INC.	81127	02/24/2025	WRF/WATER RECLAMATION FACILITY CDP PROJECT	40-61700-30	648.50
Vendor 12117 - SWCA, INC. Total:					648.50
Vendor: 12645 - SYNAGRO WEST, LLC					
SYNAGRO WEST, LLC	81037	02/12/2025	WW/BIOSOLIDS TO LIBERTY COMPOST/MONTHLY TRAILER	12-6032S-12	7,207.08
Vendor 12645 - SYNAGRO WEST, LLC Total:					7,207.08
Vendor: 12154 - TEMPLETON UNIFORMS					
TEMPLETON UNIFORMS	81113	02/21/2025	FD/EMPLOYEE UNIFORM PANTS - GMC GILL	01-60940-01	251.62
Vendor 12154 - TEMPLETON UNIFORMS Total:					251.62
Vendor: 12903 - TOBY RANDOLPH					
TOBY RANDOLPH	81064	02/19/2025	FD/SVC CALL & REPAIR OF DRAIN VALVE ON AIR TANK	01-6041L-01	500.35
TOBY RANDOLPH	81114	02/21/2025	FD/SVC & RESEAL OIL LEAK ON DRIVE AXLES	01-6041L-01	1,099.78
Vendor 12903 - TOBY RANDOLPH Total:					1,600.13
Vendor: 12238 - TYLER TECHNOLOGIES, INC					
TYLER TECHNOLOGIES, INC	81038	02/12/2025	ADM/MRI/MMS/METER READING INTERFACE	11-61700-11	72.50
TYLER TECHNOLOGIES, INC	81133	02/26/2025	ADM/MRI/MMS/METER READING INTERFACE	11-61700-11	145.00
Vendor 12238 - TYLER TECHNOLOGIES, INC Total:					217.50
Vendor: 12897 - UMPQUA BANK					
UMPQUA BANK	DFT0004616	02/24/2025	ADM/COOKIE CROCK - WATER FOR STRATEGIC PLN MTG	01-61150-09	9.69
UMPQUA BANK	DFT0004616	02/24/2025	FD/CHEVRON - GAS FOR PALISADES MUTUAL FIRE AID	01-6120E-01	175.00
UMPQUA BANK	DFT0004617	02/24/2025	F&R/WEYRICK CO - STAIN & SEALER FOR TRPR REPAIR	01-6033B-02	79.37
UMPQUA BANK	DFT0004617	02/24/2025	F&R/HARBOR FREIGHT - TOOL SETS & BAGS & MISC TOOLS	01-60930-02	762.79
UMPQUA BANK	DFT0004617	02/24/2025	F&R/MID COAST MOWER - CARBURETOR, PRMR BULB & HOSE	01-60930-02	155.97
UMPQUA BANK	DFT0004617	02/24/2025	F&R/HARBOR FREIGHT - SOCKET DRIVER SETS	01-60930-02	85.85
UMPQUA BANK	DFT0004618	02/24/2025	FD/SS FIRE TRAINING - SUCCESSION PLANNING CBLUME	01-6120E-01	360.00
UMPQUA BANK	DFT0004618	02/24/2025	FD/BACK PORCH FRESH FLOWERS - SYMPATHY FLOWERS	01-61240-01	72.14

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
UMPQUA BANK	DFT0004619	02/24/2025	FD/GRAINGER - HEADLIGHT & MOUNT FOR E-5792	01-6041L-01	673.44
UMPQUA BANK	DFT0004619	02/24/2025	FD/DOLLYS DONUTS - EMPLOYEE MEETING	01-61150-01	61.00
UMPQUA BANK	DFT0004619	02/24/2025	FD/AMERICAN HEART SHOPCPR - HEARTCODE BLS	01-6120E-01	36.00
UMPQUA BANK	DFT0004619	02/24/2025	FD/STRUCTURAL COLLAP - STRUCTURAL COLLAPSE TRN	01-6120E-01	1,250.00
UMPQUA BANK	DFT0004619	02/24/2025	FD/STRUCTURAL COLLAP - STRUCTURAL COLLAPSE TRN	01-6120E-01	1,250.00
UMPQUA BANK	DFT0004619	02/24/2025	FD/BEST WESTERN PLUS-EXEC CHIEF OFFICER 4D	01-6120E-01	529.00
UMPQUA BANK	DFT0004619	02/24/2025	MBURKEY FD/SS FIRE TRAINING - SUCCESSION PLN TRN CEVERS	01-6120E-01	360.00
UMPQUA BANK	DFT0004619	02/24/2025	FD/NATIONAL REGISTRY EMT - PARAMEDIC APP FEE	01-6120E-01	175.00
UMPQUA BANK	DFT0004619	02/24/2025	FD/ARCO - GAS FOR EXEC CHIEF OFFICER TRN MBURKEY	01-6120E-01	80.39
UMPQUA BANK	DFT0004619	02/24/2025	FD/RED HELMET - EXEC CHIEF OFFICER 4D TRN MBURKEY	01-6120E-01	540.00
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UMPQUA BANK - REBATE CREDIT	01-60520-09	(153.67)
UMPQUA BANK	DFT0004622	02/24/2025	FD/CULTIVO COFFEE LLC - BULK WHOLESALE COFFEE	01-60900-01	87.50
UMPQUA BANK	DFT0004622	02/24/2025	ADM/CANTEEN VENDING - SNACK MACHINE PURCHASE	01-60900-09	2.10
UMPQUA BANK	DFT0004622	02/24/2025	ADM/ZOOM.COM - MONTHLY WEBINAR FEE	01-61150-09	310.08
UMPQUA BANK	DFT0004622	02/24/2025	ADM/LUIGIS -FOOD FOR STRAT PLN MTG W/MCE	01-61150-09	89.29
UMPQUA BANK	DFT0004622	02/24/2025	EMPLOYEES ADM/RANCHO SANTIAGO CVC - WATER TRAINING EDU	01-6120E-09	138.00
UMPQUA BANK	DFT0004622	02/24/2025	ADM/CALIFORNIA SPECIAL DIS - 2025 GM LDRSHP	01-6120E-09	890.00
UMPQUA BANK	DFT0004622	02/24/2025	SUMMIT ADM/EVERLINE RESORT - HOTEL FOR 2025 GM LDRSHP	01-6120E-09	365.14
UMPQUA BANK	DFT0004622	02/24/2025	SUM ADM/SLO AIRPORT - AIRPORT PRKG 2025 CASA WINT	01-6120E-09	100.35
UMPQUA BANK	DFT0004622	02/24/2025	CONF ADM/RSCCD TUITION & FEES - WATER TRAINING EDU	01-6120E-09	313.20
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UNITED - FLIGHT FOR 2025 CSDA GM LDRSHP	01-6120E-09	412.36
UMPQUA BANK	DFT0004622	02/24/2025	SUMMIT		
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UBER TRIP -TRVL MMCELHENIE 2025 CASA WINT	01-6120E-09	35.29
UMPQUA BANK	DFT0004622	02/24/2025	CONF		
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UBER TRIP -TRVL MMCELHENIE 2025 CASA WINT	01-6120E-09	26.53
UMPQUA BANK	DFT0004622	02/24/2025	CONF		
UMPQUA BANK	DFT0004622	02/24/2025	ADM/COLLEGE OF THE CANYONS - WATER TRAINING EDU	01-6120E-09	138.00
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UBER TRIP -TRVL MMCELHENIE 2025 CASA WINT	01-6120E-09	23.20
UMPQUA BANK	DFT0004622	02/24/2025	CONF		
UMPQUA BANK	DFT0004622	02/24/2025	ADM/THE DISTRICT - TRVL MEAL 2025 CASA WINTER	01-6120E-09	14.01
UMPQUA BANK	DFT0004622	02/24/2025	CONF		
UMPQUA BANK	DFT0004622	02/24/2025	ADM/SLO CAFE - TRVL MEAL 2025 CASA WINTER CONF	01-6120E-09	11.52
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UNITED - ECONOMY PLUS SEAT RNO - LAX	01-6120E-09	52.99
UMPQUA BANK	DFT0004622	02/24/2025	ADM/TRAVEL GUARD - TRAVEL INSURANCE FOR UA	01-6120E-09	27.79
UMPQUA BANK	DFT0004622	02/24/2025	FLIGHT		
UMPQUA BANK	DFT0004622	02/24/2025	ADM/TERRACE HILTON - TRVL MEAL 2025 CASA WINT	01-6120E-09	47.42
UMPQUA BANK	DFT0004622	02/24/2025	CONF		
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UNITED - ECONOMY PLUS SEAT LAX - SBP	01-6120E-09	36.99
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UNITED - ECONOMY PLUS SEAT SFO - RNO	01-6120E-09	35.99
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UNITED - ECONOMY PLUS SEAT SBP - SFO	01-6120E-09	35.99

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
UMPQUA BANK	DFT0004622	02/24/2025	ADM/UBER TRIP -TRVL MMCELHENIE 2025 CASA WINT CONF	01-6120E-09	26.56
UMPQUA BANK	DFT0004622	02/24/2025	ADM/RANCHO SANTIAGO CVC - WATER TRAINING EDU	01-6120E-09	138.00
UMPQUA BANK	DFT0004622	02/24/2025	ADM/FLOWERS BY NORA - SYMPATHY FLOWERS	01-61240-09	83.18
UMPQUA BANK	DFT0004622	02/24/2025	WD/SANTA MARGARITA ASPHALT - COLD MIX FOR ROAD REP	11-6035R-11	609.93
UMPQUA BANK	DFT0004623	02/24/2025	WD/SLO CLERK RECORDER - AMI UPG PRJT NOE SVC FEE	11-60550-11	1.49
UMPQUA BANK	DFT0004623	02/24/2025	WD/CHARGEPOINT - FORD LIGHTENING CHARGING	11-60960-11	6.32
UMPQUA BANK	DFT0004623	02/24/2025	WD/CHARGEPOINT - FORD LIGHTENING CHARGING	11-60960-11	5.41
UMPQUA BANK	DFT0004623	02/24/2025	WD/MAIN ST GRILL - FIELD LUNCH PINEWOOD LINE REP	11-61240-11	76.27
UMPQUA BANK	DFT0004623	02/24/2025	WD/MAIN ST GRILL - FIELD LUNCH MOONSTONE LINE REP	11-61240-11	88.09
UMPQUA BANK	DFT0004623	02/24/2025	WD/MAIN ST GRILL - FIELD LUNCH MOONSTONE LINE REP	11-61240-11	91.95
UMPQUA BANK	DFT0004623	02/24/2025	WW/STAR DRUG TESTING - CLASS A LICENSE RSTANLEY	12-6120E-12	120.00
Vendor 12897 - UMPQUA BANK Total:					10,942.91
Vendor: 12249 - UNITED RENTALS (NA) INC.					
UNITED RENTALS (NA) INC.	81039	02/12/2025	WD/PINEWOOD WTR LINE REPAIR BACKHOE/LOADER RENTAL	11-60400-11	1,162.80
Vendor 12249 - UNITED RENTALS (NA) INC. Total:					1,162.80
Vendor: 12286 - VERIZON WIRELESS					
VERIZON WIRELESS	DFT0004550	02/05/2025	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-01	706.82
VERIZON WIRELESS	DFT0004550	02/05/2025	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-02	229.75
VERIZON WIRELESS	DFT0004550	02/05/2025	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-09	67.15
VERIZON WIRELESS	DFT0004550	02/05/2025	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	11-6060C-11	229.77
VERIZON WIRELESS	DFT0004550	02/05/2025	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	12-6060C-12	103.42
Vendor 12286 - VERIZON WIRELESS Total:					1,336.91
Vendor: 12637 - VINCENT COMMUNICATIONS					
VINCENT COMMUNICATIONS	81115	02/21/2025	FD/SVC & REPAIR HEADSET WINDSCREEN & EAR SEAL	01-60930-01	145.53
Vendor 12637 - VINCENT COMMUNICATIONS Total:					145.53
Vendor: 12293 - VITAL RECORDS HOLDINGS, LLC					
VITAL RECORDS HOLDINGS, LLC	81040	02/12/2025	ADM/DOCUMENT STORAGE & DELIVERY	01-6080M-09	785.02
VITAL RECORDS HOLDINGS, LLC	81040	02/12/2025	ADM/FINAL BILLING FOR REMOVAL OF FILES	01-6080M-09	12,932.86
Vendor 12293 - VITAL RECORDS HOLDINGS, LLC Total:					13,717.88
Vendor: 12392 - WM A MORTON & ANJA NOLTING MORTON REVOCABLE TRUST					
MORTON REVOCABLE TRUST	DFT0004553	02/12/2025	FD/BIANNUAL INSTALLMENT PMT - 2023 CHEVROLET TAHOE	01-61800-01	7,886.28
MORTON REVOCABLE TRUST	DFT0004553	02/12/2025	FD/BIANNUAL INSTALLMENT PMT - 2023 CHEVROLET TAHOE	01-6180H-01	1,329.15
Vendor 12392 - WM A MORTON & ANJA NOLTING MORTON REVOCABLE TRUST Total:					9,215.43
Vendor: 12904 - WRIGHT, HENRY					
WRIGHT, HENRY	81004	02/05/2025	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
Vendor 12904 - WRIGHT, HENRY Total:					45.00
Grand Total:					685,763.30

Fund Summary

Fund	Payment Amount
01 - GENERAL FUND	162,524.63
11 - WATER FUND	134,534.83
12 - WASTEWATER FUND	374,432.45

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
	39 - WRF OPERATIONS			3,621.39	
	40 - WRF CAPITAL			10,650.00	
			Grand Total:	685,763.30	
Vendor: 12453 - CALIFORNIA STATE DISBURSEMENT					
CALIFORNIA STATE DISBURSEMENT	DFT0004563	02/14/2025	GARNISHMENT-CHILD SUPPORT	01-21630-00	350.00
			Vendor 12453 - CALIFORNIA STATE DISBURSEMENT Total:		350.00
Vendor: 10350 - CAMBRIA COMMUNITY SERVICE					
CAMBRIA COMMUNITY SERVICE	DFT0004568	02/14/2025	MEDICAL REIMBURSEMENT	01-21710-00	1,250.00
CAMBRIA COMMUNITY SERVICE	DFT0004568	02/14/2025	MEDICAL REIMBURSEMENT	01-51220-01	250.00
CAMBRIA COMMUNITY SERVICE	DFT0004568	02/14/2025	MEDICAL REIMBURSEMENT	01-51220-09	250.00
CAMBRIA COMMUNITY SERVICE	DFT0004568	02/14/2025	MEDICAL REIMBURSEMENT	11-51220-11	200.00
CAMBRIA COMMUNITY SERVICE	DFT0004568	02/14/2025	MEDICAL REIMBURSEMENT	12-51220-12	150.00
			Vendor 10350 - CAMBRIA COMMUNITY SERVICE Total:		2,100.00
Vendor: 10691 - EMPLOYMENT DEVELOPMENT DP					
EMPLOYMENT DEVELOPMENT DP	DFT0004579	02/14/2025	STATE TAX WITHHOLDING	01-21100-00	6,753.46
EMPLOYMENT DEVELOPMENT DP	DFT0004580	02/14/2025	SDI	01-21300-00	1,896.35
			Vendor 10691 - EMPLOYMENT DEVELOPMENT DP Total:		8,649.81
Vendor: 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC.					
IAFF LOCAL 4635	DFT0004556	02/14/2025	DUES-FIRE IAFF	01-21600-00	400.00
			Vendor 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC. Total:		400.00
Vendor: 11069 - IRS/FEDERAL PAYROLL TAXES					
IRS/FEDERAL PAYROLL TAXES	DFT0004577	02/14/2025	FEDERAL TAX WITHHOLDING	01-21000-00	17,046.76
IRS/FEDERAL PAYROLL TAXES	DFT0004578	02/14/2025	MEDICARE TAX WITHHOLDING	01-21200-00	4,582.92
IRS/FEDERAL PAYROLL TAXES	DFT0004581	02/14/2025	SOCIAL SECURITY TAX	01-21200-00	19,595.82
			Vendor 11069 - IRS/FEDERAL PAYROLL TAXES Total:		41,225.50
Vendor: 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457					
MISSION SQUARE RETIREMENT	DFT0004564	02/14/2025	457 YEE CONTIRBUTION	01-21410-00	4,270.00
MISSION SQUARE RETIREMENT	DFT0004565	02/14/2025	457 YEE CONTIRBUTION	01-21410-00	72.26
MISSION SQUARE RETIREMENT	DFT0004566	02/14/2025	DC 457 MGMT MATCH	01-21410-00	900.00
MISSION SQUARE RETIREMENT	DFT0004567	02/14/2025	DD ICMA SEIU MATCH	01-21410-00	400.00
			Vendor 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457 Total:		5,642.26
Vendor: 11652 - PPBI DIRECT DEPOSIT					
PPBI-DIRECT DEPOSIT	20129	2/14/2025	Check	01-21520-00	1,573.71
PPBI-DIRECT DEPOSIT	EFT0000117	2/14/2025	EFT	01-21520-00	99,816.33
PPBI-DIRECT DEPOSIT	20136	2/28/2025	Check	01-21520-00	1,966.61
PPBI-DIRECT DEPOSIT	EFT0000118	2/28/2025	EFT	01-21520-00	87,551.93
					190,908.58
Vendor: 11594 - PERS RETIREMENT SYSTEM					
PERS RETIREMENT SYSTEM	DFT0004557	02/14/2025	PERS RETIREMENT	01-21400-00	939.40
PERS RETIREMENT SYSTEM	DFT0004558	02/14/2025	PERS RETIREMENT	01-21400-00	2,862.76
PERS RETIREMENT SYSTEM	DFT0004559	02/14/2025	PERS RETIREMENT	01-21400-00	656.21
PERS RETIREMENT SYSTEM	DFT0004560	02/14/2025	PERS RETIREMENT	01-21400-00	1,692.46
PERS RETIREMENT SYSTEM	DFT0004561	02/14/2025	PERS RETIREMENT	01-21400-00	3,560.70
PERS RETIREMENT SYSTEM	DFT0004562	02/14/2025	PERS RETIREMENT	01-21400-00	3,839.13
PERS RETIREMENT SYSTEM	DFT0004569	02/14/2025	PERS RETIREMENT	01-21400-00	531.80
PERS RETIREMENT SYSTEM	DFT0004570	02/14/2025	PERS RETIREMENT	01-21400-00	1,168.42
PERS RETIREMENT SYSTEM	DFT0004571	02/14/2025	PERS RETIREMENT	01-21400-00	1,502.96
PERS RETIREMENT SYSTEM	DFT0004572	02/14/2025	PERS RETIREMENT	01-21400-00	2,187.04
PERS RETIREMENT SYSTEM	DFT0004573	02/14/2025	PERS RETIREMENT	01-21400-00	4,492.44
PERS RETIREMENT SYSTEM	DFT0004574	02/14/2025	PERS RETIREMENT	01-21400-00	4,451.87

Vendor Name	Pmt #	Pmt Date	Description (Item)	Acct #	Amount
Vendor 11594 - PERS RETIREMENT SYSTEM Total:					27,885.19
Vendor: 11911 - SEIU LOCAL 620					
SEIU LOCAL 620	DFT0004575	02/14/2025	SEIU UNION DUES	01-21600-00	369.66
SEIU LOCAL 620	DFT0004576	02/14/2025	SEIU UNION DUES	01-21600-00	70.84
Vendor 11911 - SEIU LOCAL 620 Total:					440.50
Grand Total:					277,601.84



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF FEBRUARY 13, 2025, REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

The Cambria Community Services District Board of Directors held a regular meeting on Thursday, February 13, 2025, at 10:00 a.m. at the Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428.

1. OPENING

1.A Call to Order

President Scott called the meeting to order at 10:00 a.m.

1.B Pledge of Allegiance

President Scott led the Pledge of Allegiance.

1.C Establishment of Quorum

A quorum was established.

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

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

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

1.D President's Report

President Scott stated that a backup generator will be available to ensure continued operations in the event of a power outage during the Board meeting.

1.E Agenda Review

President Scott asked for any changes to the agenda.

Vice President Thomas suggested moving the Standing Committee vacancy process.

President Scott requested to move agenda item 8.C. to after presentations, and the Board agreed.

2. BOARD MEMBER COMMUNICATIONS

Director Dean stated that the California Coastal Commission is starting their public process to inform its 2026-2030 Strategic Plan. Public input can be submitted by Monday, March 30, 2025, by emailing strategicplancomments@coastalcal.gov.

Vice President Thomas stated he recently took California Ethics training and reflected on the loss of ethics at the national level and stated there's no loss of ethics at this level.

President Scott stated that what Vice President Thomas just stated is his opinion and not the Board's opinion.

Director Farmer concurred with what Vice President Thomas said regarding the ethical standards and integrity of the Board and the District.

3. ACKNOWLEDGEMENTS

3.A Swearing in of New Fire Captain and SAFER Firefighter

Chief Burkey swore in Fire Captain Greg McGill and SAFER Firefighter Henry Wright.

4. PRESENTATIONS

4.A Receive a Presentation from Kevin Merk Associates, LLC Regarding Cambria Water Reclamation Facility Adaptive Management Plan Quarterly Baseline Monitoring - Summer & Fall 2024

General Manager McElhenie introduced the item and provided a summary.

Kevin Merk provided a summary and answered questions.

The Board of Directors held a discussion.

Public Comment:
Frank DeMicco, Cambria

4.B Receive a Presentation from the PROS Community Park Ad Hoc Committee on the Community Park Conceptual Plan

General Manager McElhenie introduced the item and provided a summary.

Shannon Sutherland and Jeff Wilson provided a PowerPoint presentation.

The Board of Directors held a discussion.

Public Comment:
Jim Bahringer, Cambria
Dennis Dudzik, Cambria (submitted a written public comment for the record)
Alice Wysocki, Cambria
Christina Galloway, Cambria
Frank DeMicco, Cambria

5. PUBLIC COMMENT

Jrair Hakopian
David Ogrady, Cambria (submitted a written public comment for the record)
Laura Swartz, Cambria
Claudia Harmon Worthen, Cambria (submitted a written public comment for the record)
M. Levkoff (submitted a written public comment for the record)
Nancy Akhavan (submitted a written public comment for the record)
Anonymous (submitted a written public comment for the record)
Lauren Younger, Cambria (submitted two written public comments for the record)

6. PUBLIC SAFETY

6.A Sheriff's Department Report

A Sheriff's Department representative was not present, but a report was included in the agenda packet.

Public Comment: None.

6.B CCSD Fire Chief's Report

Fire Chief Burkey provided a brief report for December on recent Fire Department activities in Cambria.

Public Comment:

Jrair Hakopian

7. CONSENT AGENDA

- 7.A Consideration to Adopt the January 2025 Expenditure Report**
- 7.B Consideration to Adopt the January 9, 2025 Regular Meeting Minutes and January 16, 2025 Special Meeting Minutes**
- 7.C Consideration of Adoption of Resolution 08-2025 Amending the Parks, Recreation & Open Space (PROS) Committee Meeting Schedule**
- 7.D Consideration of Adoption of Resolution 14-2025 Approving a Side Letter Agreement between CCSD and Service Employees International Union (SEIU) Local 620**
- 7.E Consideration to Direct Staff and District Counsel to Review the Board and Standing Committee Bylaws**
- 7.F Consideration of Adoption of Resolution 09- 2025 Establishing 2150 Main St #1-A, Cambria, CA 93428, as the Official Physical Address of the Cambria Community Services District**

Director Gray requested a change to the January 9, 2025 meeting minutes under item 7H. It doesn't specify that the Board adopted those changes. It's not noted in the description of the motion.

President Scott and Director Gray suggested the minutes reflect that Director Farmer "moved to approve the CCSD Outdoor Lighting Policy Number 2230 with the suggested changes noted."

Director Farmer requested a change to the January 16, 2025 meeting minutes under item 2. Laurie Valons should be spelled Laurie Vallens.

President Scott requested a change to the January 16, 2025 meeting minutes under item 2. Gary Williams should be spelled Gary Willems.

Public Comment: none.

Director Gray moved to approve 7A-7F.

Director Farmer seconded the motion.

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

8. REGULAR BUSINESS

8.A Receive and File the Second Quarter Budget Report for FY 2024/25

Administrative Department Manager Fritz introduced the item and provided a summary.

Director Gray moved to receive and file the Second Quarter Budget Report with one correction under Debt Listing, changing Water Reclamation Facility to Water.

Vice President Thomas seconded the motion.

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

8.B Discussion and Consideration of Adoption of Resolution 10-2025 Amending the Board and Standing Committee Bylaws to Establish a Fire Protection Committee, Adoption of Resolution 11-2025 Amending the List of Designated Positions Subject to the District's Conflict of Interest Code, and Adoption of Resolution 12-2025 Establishing the 2025 CCSD Fire Protection Committee Meeting Schedule

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors held a discussion.

Public Comment: none.

Director Gray moved to adopt Resolution 10-2025 amending the Board Bylaws to establish a Fire Protection Committee, adopt Resolution 11-2025, amending the list of designated positions subject to the District's Conflict of Interest Code, and adopt Resolution 12-2025 establishing the 2025 Fire Protection Committee meeting schedule.

District Counsel stated the Board needs to delete section 2 of Resolution 10-2025.

Director Gray amended the motion to remove section 2 of Resolution 10-2025.

Director Dean seconded the motion.

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

8.C Discussion and Consideration of Standing Committee Chair and Liaison Appointments

This item was discussed after item 5, Public Comment.

General Manager McElhenie introduced the item and provided a summary.

Director Gray stated he's interested in being the Chair of the Fire Protection Committee.

Vice President Thomas moved to nominate Director Gray for Chair of the Fire Protection Committee.

Director Dean seconded the motion.

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

The Board of Directors decided to move to item 8D directly after Director Gray's appointment.

Item 8.C. was discussed again after the Board filled the vacant seats on the Standing Committees (item 8.D.).

The Board of Directors held a discussion.

Director Gray moved to appoint Vice President Thomas to the Cambria Tourism Board, President Scott to the San Luis Obispo Local Agency Formation Commission (LAFCO), and Director Dean to the Water Resources Advisory Committee (WRAC) and the Central Coast Regional Water Quality Control Board.

Director Farmer seconded the motion.

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

The Board of Directors took a break at 12:22 p.m.

The Board of Directors reconvened the meeting at 1:00 p.m.

8.D Discussion and Consideration to Fill Vacant Seats on the Standing Committees

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors held a discussion.

Public Comment:

David Ogrady, Cambria

Director Gray moved to appoint Ronald De Luca, David Pierson, Tony Safford, Arthur Chapman, and Gordon Heinrichs to the Fire Protection Committee.

Director Dean seconded the motion.

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

Vice President Thomas moved to appoint Shannon Sutherland, Jeff Wilson, Mark Glanzman, Gary Stephenson, and Matt Jaffe to the Park, Recreation & Open Space (PROS) Committee for the 2025-2026 term.

Director Gray seconded the motion.

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

Director Dean moved to appoint James Webb, Mark Meeks, Steven Siebuhr, Donn Howell, and Jim Grimaud as the appointees for the Resources & Infrastructure Committee for 2025-2026.

Director Farmer seconded the motion.

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

President Scott moved to appoint Karen Chrisman, Scott McCann, Keith Hinrichsen, Alice Wysocki, and Steve Rau to the Finance Committee.

Director Gray seconded the motion.

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

8.E Discussion and Consideration of Introduction of Ordinance 01-2025 Adding Chapter 6.05 to the Cambria Community Services District Municipal Code Regarding Weed Abatement Standards

General Manager McElhenie introduced the item, provided a summary, and stated that this item was amended earlier in the week.

Fire Chief Burkey provided a summary.

The Board of Directors held a discussion.

Public Comment:

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

Christine Heinrichs, Cambria

Dennis Dudzik, Cambria

Director Gray moved to refer item 8E (which is discussion and consideration of introduction of Ordinance 01-2025 adding Chapter 6.05 to the Cambria Community Services District Municipal Code regarding weed abatement standards – amended February 11, 2025) to the Fire Protection Committee for review and report back to the Board on March 13, 2025.

Director Dean seconded the motion.

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

8.F Receive Public Input Related to the Strategic Plan

General Manager McElhenie introduced the item and provided a summary.

Public Comment:

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

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

Deryl Robinson, Cambria

8.G Discussion and Consideration of the Agenda and Preparations for the March 3, 2025 Strategic Planning Workshop Special Meeting

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors held a discussion.

Public Comment: None.

Director Gray moved to adopt the agenda and preparations for the March 3, 2025, Strategic Planning Workshop Special Meeting.

Director Dean seconded the motion.

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

The Board of Directors took a break at 2:36 p.m.

The Board of Directors reconvened the meeting at 2:41 p.m.

8.H Discussion and Consideration of Adoption of the Budget Policy Revisions Recommended by the Staff and Finance Committee

General Manager McElhenie introduced the item and provided a summary.

Administrative Department Manager Fritz provided a summary.

The Board of Directors held a discussion.

Director Gray moved to adopt the Budget Policy revisions recommended by the Staff and Finance Committee.

Vice President Thomas seconded the motion.

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

8.I Discussion and Consideration of Adoption of Resolution 13-2025 Amending the Fiscal Year 2024/2025 Final Budget for ESRI GIS Services

General Manager McElhenie introduced the item and provided a summary.

Fire Chief Burkey provided a summary.

The Board of Directors held a discussion.

Director Dean moved to adopt Resolution 13-2025, amending the Fiscal Year 2024/2025 Final Budget for ESRI GIS Services.

Vice President Thomas seconded the motion.

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

8.J Receive a Presentation from ASTERRA and Discussion and Consideration of Approval of an Agreement for Consultant Services for Satellite-Based Leak Detection Services for Water and Wastewater

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors held a discussion.

Public Comment:

Dennis Dudzik, Cambria

Jeff Wilson, Cambria (submitted a written public comment for the record)

Director Gray moved to approve an Agreement for Consultant Services for Satellite-Based Leak Detection Services for Water and Wastewater with ASTERRA.

Director Dean seconded the motion.

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

9. MANAGER REPORTS

9.A General Manager's Report

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

Public Comment:

Pamela Dudzik, Cambria

Christina Galloway, Cambria

At 3:51 p.m., the Board of Directors extended the meeting to 4:20 p.m.

9.B Facilities & Resources Manager's Report

General Manager McElhenie provided a summary of the Facilities & Resources Department.

Public Comment: none.

9.C Finance Manager's Report

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

Public Comment: none.

9.D Utilities Report

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

Public Comment: none.

10. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

10.A Finance Committee's Report

A written report was included in the agenda packet.

10.B PROS Committee's Report

A written report was included in the agenda packet.

10.C Resources & Infrastructure Committee's Report

A written report was included in the agenda packet.

10.D Other Liaison Reports & Ad Hoc Committee Reports

Written reports were included in the agenda packet.

Public Comment: none.

11. FUTURE AGENDA ITEM(S)

President Scott asked for any future agenda items.

Director Farmer suggested that due to the number of comments from property owners regarding the increased cost of fuel reduction by Paradise Tree Service, that the Board have a discussion regarding the obligations of the property owners and the District regarding this important issue, including feedback from Paradise Tree Service and perhaps other weed abatement providers in our area.

Vice President Thomas requested to bring the Community Park Ad Hoc Committee Conceptual Plan forward for Board approval.

Public Comment:

Christina Galloway, Cambria

Dennis Dudzik, Cambria

12. ADJOURN

President Scott adjourned the meeting at 4:10 p.m.

For further details on the CCSD meeting, please visit the District's website.

DRAFT



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF FEBRUARY 26, 2025, SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

The Cambria Community Services District Board of Directors held a special meeting on Wednesday, February 26, 2025, at 8:30 a.m. at the Cambria Dog Park, 2021 Rodeo Grounds Road, Cambria, CA 93428.

1. OPENING

1.A Call to Order

President Scott called the meeting to order at 8:33 a.m.

1.B Pledge of Allegiance

President Scott led the Pledge of Allegiance.

1.C Establishment of Quorum

A quorum was established.

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

Staff present: Utilities Department Manager Jim Green, Confidential Administrative Assistant Haley Dodson, Water Systems Superintendent Cody Meeks, Administrative Technician Eric Johnson, Fire Captain Greg McGill, Firefighter Drew Kanner, Firefighter Tyler Loudermilk, and SAFER Firefighter Colton Blume.

Staff present via phone: General Manager Matthew McElhenie.

2. PUBLIC COMMENT ON AGENDA ITEMS

Public Comment:
Kitty Connolly, Cambria

3. REGULAR BUSINESS

3.A CCSD Board Observation of East Ranch Restroom Installation - No Action of Any Kind Will be Discussed or Considered

4. ADJOURN

President Scott adjourned the meeting at 8:48 a.m.

For further details on the CCSD meeting, please visit the District's website.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.C**

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

Meeting Date: March 13, 2025 Subject: Receive and File the Annual Investment Report

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The total cash and investment portfolio book value (cost) held by the District as of December 31, 2024, was \$10,172,330, and the total cash and investments held by the trustees was \$7,820,757. The cash and investments held by the District include the following components: Managed Investment Portfolio (\$6,441,897), State of CA Local Agency Investment Fund (\$61,044), California Asset Management Program (CAMP) Pooled Investment Fund (\$2,062,944), Cash/Time Deposits (\$1,546,440), and accrued interest on investments (\$60,005). (Earned interest is the interest earned on investments over a specific time period, accrued interest is the interest that an investment has earned but hasn't yet been received, and paid interest is the interest that has already been received as payment). Cash and investments held by the District and the trustees continue to be invested in accordance with the Government Code and the District Investment Policy.

During the quarter, one Federal Agency Bond matured in the amount of \$500,000. One Federal Agency Bond was purchased in the amount of \$578,087.

Two-year Treasuries yielding 3.66% at the beginning of the quarter ended higher at the end of the quarter at 4.25%, which was an increase of 59 basis points for the quarter. As of December 31, 2024, the Weighted Yield to Maturity on the Managed Investment Portfolio was 4.78%. At the end of this quarter, the Weighted Average Maturity of the Managed Investment Portfolio was 2.74 years.

The Federal Open Market Committee (FOMC) meets approximately every six weeks and determines the level of the Federal Funds Rate. At the December 17, 2024, meeting, the FOMC voted to lower the target range for the federal funds rate by ¼ percentage point to 4¼ to 4½ percent.

It is recommended that the Board of Directors receive and file the Annual Investment Report.

ATTACHMENTS:

1. [Investment Report](#)

Cambria Community Services District
Summary of Cash and Investments for the Quarter Ended December 31, 2024

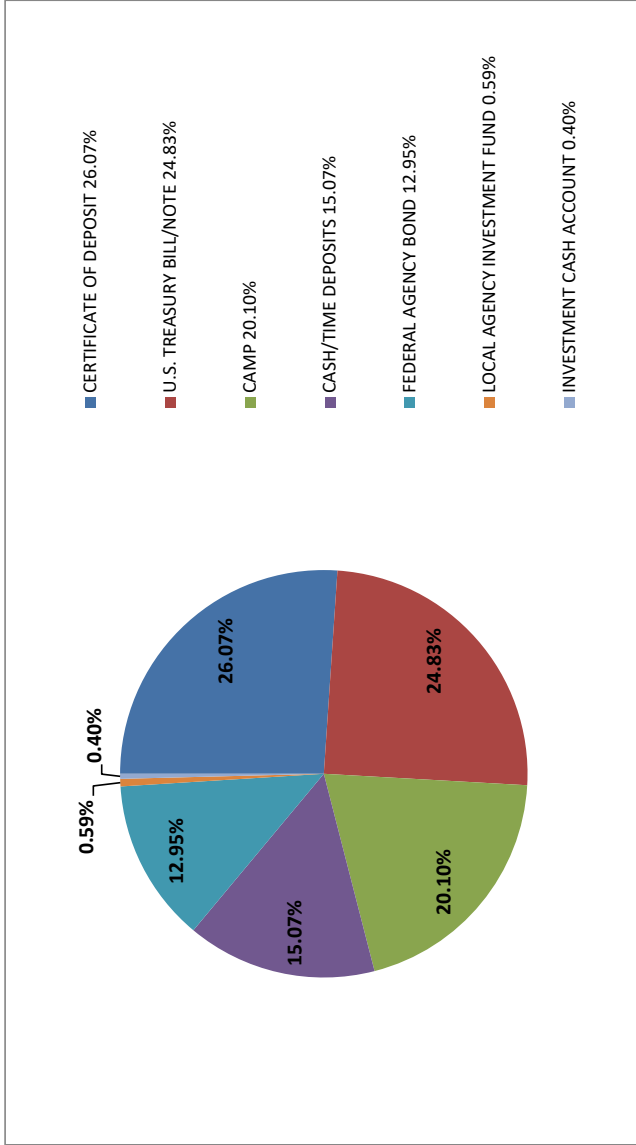
Portfolio Assets	Par Value (1)	Market Value (2)	Book Value (3)	% of Portfolio
Cash & Investments Held by District				
Investment Portfolio				
Managed Investments				
U.S. Bank Custodial Cash Account	\$ 40,709	\$ 40,709	\$ 40,709	0.40%
U.S. Treasury Bill/ Note	2,170,000	2,548,400	1,958,953	19.37%
Federal Agency Bond	1,885,000	1,329,191	1,820,236	18.00%
Certificate of Deposit	2,622,000	2,675,790	2,622,000	25.93%
Managed Investments Subtotal	\$ 6,717,709	\$ 6,594,089	\$ 6,441,897	63.70%
Pooled Investments				
State of CA Local Agency Investment Fund	\$ 61,044	\$ 61,044	\$ 61,044	0.60%
CAMP	2,062,944	2,062,944	2,062,944	20.40%
Pooled Investments Subtotal	\$ 2,123,988	\$ 2,123,988	\$ 2,123,988	21.00%
Investment Portfolio Subtotal	\$ 8,841,697	\$ 8,718,077	\$ 8,565,885	84.71%
Cash/Time Deposits	\$ 1,546,440	\$ 1,546,440	\$ 1,546,440	15.29%
Funds Available for Investment	\$ 10,388,137	\$ 10,264,517	\$ 10,112,325	100.00%
Accrued Interest	\$ 60,005	\$ 60,005	\$ 60,005	
Total Cash & Investments Held by District	\$ 10,448,142	\$ 10,324,522	\$ 10,172,330	
Cash & Investments Held by Trustee				
Investment Agreements				
Cash with Fiscal Agents	7,820,757	7,820,757	7,820,757	
Restricted Cash				
U.S. Government				
Total Cash & Investments Held by Trustee	\$ 7,820,757	\$ 7,820,757	\$ 7,820,757	
Total Portfolio	\$ 18,268,899	\$ 18,145,279	\$ 17,993,087	

Notes:

1. Par value is the principal amount of the investment on maturity.
2. Market values contained herein are received from sources we believe are reliable; however, we do not guarantee their accuracy.
3. Book value is par value of the security plus or minus any premium or discount on the security.

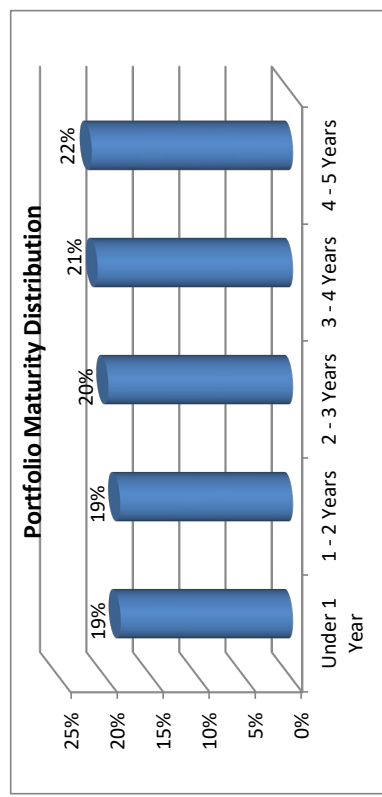
**Cambridge Community Services District
Investment Report for the Quarter Ended December 31, 2024**

Investment Portfolio Summary and Key Statistics



Portfolio Key Statistics	
PAR Value	\$ 8,841,697
Book Value (COST)	\$ 8,565,885
Market Value	\$ 8,718,077
Weighted Average Maturity (in years)	2.74
Weighted Yield to Maturity*	4.78%

*Note: Cash/time deposits not included in WYTM



Excludes Pooled Investments and U.S. Bank Custodial Cash Account

Maturity	Dec 2024	Sep-24	Change
3-Month	4.37%	4.73%	-0.36%
1-Year	4.16%	3.98%	0.18%
2-Year	4.25%	3.66%	0.59%
3-Year	4.27%	3.58%	0.69%
5-Year	4.38%	3.58%	0.80%
10-Year	4.58%	3.81%	0.77%

2-Year U.S. Treasury Yield - Historical Data		
Dec 2024	Dec 2023	Dec 2021
4.25%	4.23%	4.41%
		0.73%

Portfolio Maturity	PAR	Maturing	% Maturing
Under 1 Year	\$ 1,242,000		19%
1 - 2 Years	\$ 1,246,000		19%
2 - 3 Years	\$ 1,331,000		20%
3 - 4 Years	\$ 1,408,000		21%
4 - 5 Years	\$ 1,450,000		22%
Total	\$ 6,677,000		100%

Interest Earnings	FY 23-24	FY 24-25	Change
Oct	\$ 23,010	\$ 33,710	\$ 10,700
Nov	\$ 31,201	\$ 32,611	\$ 1,410
Dec	\$ 33,051	\$ 34,521	\$ 1,471
Total for Quarter	\$ 87,262	\$ 100,843	\$ 13,581

Note: Interest Earnings figures do not include capital gains or losses

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.D**

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

Meeting Date: March 13, 2025 Subject: Consideration of Adoption of Resolution 15-2025
Approving Procurement Policies and Procedures
Policy 2135

FISCAL IMPACT:

There will be no fiscal impact by approving Procurement Policies and Procedures Policy 2135.

DISCUSSION:

While preparing the revised Travel Policy, staff identified that the Purchasing Policy (since renamed the Procurement Policies and Procedures Policy 2135) had been originally approved in 2003 by resolution and amended properly by resolution in 2007 and 2012; however, subsequent revisions were approved by motion only. To ensure compliance and proper documentation, staff is bringing this item back to the Board for formal approval and ratification of actions taken under the Board-approved policy since September 24, 2015 via resolution.

It is recommended that the Board of Directors adopt Resolution 15-2025, ratifying actions taken under the Purchasing Policy since September 24, 2015 and approving Procurement Policies and Procedures Policy 2135.

ATTACHMENTS:

1. [Resolution 15-2025](#)
2. [Exhibit A](#)

RESOLUTION 15-2025
MARCH 13, 2025

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING PROCUREMENT POLICIES AND PROCEDURES POLICY 2135

WHEREAS, the Cambria Community Services District Purchasing Policy was approved by resolution on June 19, 2003, and amended by resolution on April 26, 2007, and February 23, 2012.

WHEREAS, the Cambria Community Services District Purchasing Policy was updated and approved by motion on September 24, 2015.

WHEREAS, the Cambria Community Services District Procurement Policies and Procedures Policy 2135 was created, updated, and approved on November 21, 2024 and amended on January 9, 2025 by motion.

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

1. The Cambria Community Services District Procurement Policies and Procedures Policy 2135, a copy of which is attached hereto as Exhibit A and incorporated by reference herein, is hereby approved.
2. All actions taken pursuant to the Purchasing Policy and Procurement Policies and Procedures Policy 2135, respectively, since September 24, 2015 are hereby ratified.

PASSED AND ADOPTED this 13th day of March, 2025.

Debra Scott, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Haley Dodson
Confidential Administrative Assistant



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 in 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. CCSD: Cambria Community Services District.
- B. General Manager: The CCSD General Manager.
- C. Administrative Department Manager: The Administrative Department Manager.
- D. Board of Directors or Board: The CCSD Board of Directors, which establishes policies for the operation of the CCSD.
- E. Capital Equipment: Equipment with a useful life of two years or more and value of more than five thousand dollars (\$5,000) as designated by the General Manager.
- F. 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.
- G. Department Manager: The Administrative Department Manager, Facilities & Resources Department Manager, Utilities Department Manager, and/or 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 and/or 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: 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 used as a written order to a vendor, which 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: A broad category of infrastructure projects procured by a government body for recreational, health, and safety uses in the greater community, and includes any “public project” as set forth in Public Contracts Code Section 22002.
- P. Procurement: The process of locating and agreeing to terms and purchasing goods, services, or other works from an external source, often with the use of a tendering or competitive bidding process.
- Q. Force Account: A method of using a government agency’s or public entity’s resources to complete a project without competitive bidding or negotiated contracts.

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.

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.

1.5 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.

1.6 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. To obtain the best prices possible, vendors contacted for quotes and/or bids shall be reviewed periodically to ensure competitive pricing and maintenance of vendor lists.
- C. This Procurement Policy shall be reviewed periodically and updated where deemed appropriate to reflect changes in the CCSD's operations, with Board approval. The General Manager, acting with the Board, may make changes to this Procurement Policy at any time to facilitate a more efficient and accountable procurement process for the CCSD.

1.7 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 considering the costs of the equipment, whether the equipment is unique to the person or firm providing the services, and regardless of the cost of the services.

1.8 Compliance with Other District Policies and Potential Conflicts

Procurement practices must comply with other District policies and procedures such as the CCSD Recycled Content Paper Procurement Policy. If there is a conflict between policies, the General Manager's discretion will determine the appropriate solution.

1.9 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 a Federally declared emergency, CCSD will utilize the required FEMA purchasing regulations for all new expenditures eligible for reimbursement. CCSD will abide by the District's Procurement Policies when possible, but if a conflict exists, the Federal regulations will take precedence.

1.10 Procurement Related to Federal Grants

In the event the CCSD 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. CCSD will abide by the District's Procurement Policies when possible, but if a conflict exists, the Federal regulations will take precedence.

1.11 Conflicts of Interest

- A. CCSD employees, Department Managers, and Directors are prohibited from using the following practices in conducting business activities:
 - 1. Practices that might result in unlawful activity, including 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.

Any employee who fails 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.

1.12 Ethical Conduct in Procurement

- A. Ethical conduct in managing the CCSD's procurement activities is 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, they must 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 purchase reasonable and/or the lowest cost?
- B. This Policy explicitly prohibits splitting Purchase Orders in a fiscal year to evade the specified dollar limits and avoid 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 his or her 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 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 his or her 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.

If the total price of a budget line item exceeds the budgeted amount by more than 20%, the General Manager's approval will be required.

- 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.
 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.
 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, such total contract amount does not exceed the amount specified in Public Contract Code Section 22032(a).

5. All capital improvement projects through the yearly budget process or a budget adjustment.

2.3 Emergency Procurements

Upon the written finding of the General Manager that an emergency 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.

DOLLAR AMOUNT	PROCUREMENT METHOD
\$0-\$4,999	No purchase order required.
\$5,000-\$9,999	Verbal quote, (minimum 2 quotes) purchase order, or contract required.
\$10,000-\$24,999	Written quote, (minimum 2 quotes) purchase order, or contract required.
\$25,000-\$49,999	Prepare request for proposal
\$50,000+	Prepare request for proposal – Board approval required for contract or purchase order if amount is equal to or exceeds fifty thousand dollars (\$50,000)

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

DOLLAR AMOUNT	PROCUREMENT METHOD
\$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 equal to or exceeds fifty thousand dollars (\$50,000)

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

<p style="text-align: center;">DOLLAR AMOUNT</p> <p style="text-align: center;">(Dollar limits are provided in the Uniform Public Construction Cost Accounting Act and may subsequently be amended.)</p>	<p style="text-align: center;">PROCUREMENT METHOD</p> <p style="text-align: center;">(Informal bidding procedures are provided in the Uniform Public Construction Cost Accounting Act and may subsequently be amended.)</p>
<p style="text-align: center;">\$0-\$74,999</p>	<p>May be performed by CCSD employees by force account, by negotiated Contract, or by purchase order.</p>
<p style="text-align: center;">\$75,000-\$219,999</p>	<p>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).</p>
<p style="text-align: center;">\$220,000+</p>	<p>Contract by formal procedures as set forth in the Uniform Public Construction Cost Accounting Act. Board approval of contract required.</p>

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 less than \$5,000.
2. Verbal. For purchases of standard or non-complex materials with an estimated price of \$5,000 to \$10,000 and not covered by a contractual agreement, verbal quotations will be requested from a minimum of two (2) vendors.
3. Written. Under the following conditions, written requests for quotations (RFQ) will be sent to a minimum of two (2) vendors:
 - a. Purchases are estimated to total between \$10,000 and \$24,999.
 - b. All Capital Equipment purchases total between \$10,000 and \$24,999.
 - c. Non-standard conditions, requirements, instructions, etc.
 - d. Any occasion where more permanent documentation is advisable.
 - e. Any purchase is based on best value rather than lowest price.

B. Award of Purchase Orders: The Department Manager will examine the quotations for completion and then determine the most responsive bidder, considering price and date of delivery. The quotation will be attached to the Purchase Order. The Department Manager will make the Purchase Order and award it after reviewing it with the General Manager. The Department Manager or his or her designee will notify the successful and unsuccessful vendors.

3.3 Purchases of Materials, Supplies and Equipment Equal to or greater Than Twenty-Five Thousand Dollars (\$25,000)

- A. The Board shall approve purchases of material, supplies, and equipment greater than twenty-five thousand dollars (\$25,000) with the vendor who, in response to the Request for Proposal, submits a proposal that most closely meets the CCSD's specifications, considering price and delivery dates.
- B. The Department Manager shall publish and distribute the Request for Proposals (RFP) to reasonably

assure that the proposed purchase is made to a vendor that most closely meets the CCSD's specification, considering price and delivery date.

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 are substantially similar to those purchased by the other agency, so the submitted proposals would be responsive to 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 that will properly meet the needs of the CCSD or because 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) 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 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 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, including charges for freight and tax, if applicable;
 9. 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:
1. Facilities & Resources Manager
 2. Fire Chief
 3. Utilities Department Manager
 4. Wastewater Systems Superintendent
 5. Water Systems Superintendent
- E. All Purchases of \$10,000 or over will require the signature of a Department Manager.
- F. The General Manager or his or her designee must approve all Purchase Orders. 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 on the face of the invoice and promptly route the invoice to Accounts Payable for payment.
- D. Open Purchase Orders generally must 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 standard Purchase Order only in the date entry block, with a date range that does not exceed the end of the current fiscal year.
- F. Each year during 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 which is not always adaptable to competitive bidding. Special provisions apply if the CCSD is seeking the professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms. The selection must then be based on the demonstrated competence and 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 based on 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 three (3) qualified consultants and professionals by whatever method the Department Manager deems most appropriate.
- 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

- A. For Contracts estimated to be fifty thousand dollars (\$50,000) or more, 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 proposal, submits a statement of qualifications and proposal for services that most closely meets 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;
 - 3. One or both 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 submit 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) and the costs are not otherwise approved by the Board.

2. The Board, by Resolutions, shall adopt the 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 seventy-five thousand dollars (\$75,000) 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 twenty thousand dollars (\$220,000) or less may be let to contract by informal procedures as set forth in the UPCCAA. Contracts between \$75,001 and \$220,000 require Board approval.
- C. Public projects of more than two hundred twenty thousand dollars (\$220,000) shall, except as otherwise provided in the UPCCAA, be let to contract by formal bidding procedures. Contracts over \$220,000 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 twenty thousand dollars (\$220,000), the Board may, by adoption of a resolution by a four-fifths vote, award the Contract, at two hundred thirty-five thousand dollars (\$235,000) or less, to the lowest responsible bidder, if it determines the cost estimate of the CCSD was reasonable. Dollar limits are subject to changes in the Public Contract Code Section 22034(d).

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 let to 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 let to 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 mailing. 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 in an amount 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 his or her 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 his or her 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. An additional credit card may be issued for the department's general use; in such cases, the Department Manager will have oversight, responsibility and signature authority for the expenditures. For example, a general Fire Department credit card may be issued for use by Captains with the Fire Chief's permission.

2. The General Manager shall manage the administration of CCSD credit cards.
3. Only the General Manager and Department Managers may 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.
4. Credit card purchases related to travel will adhere to the District's Travel Policy.
5. 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.
6. Credit card purchases for orders made via telephone or Internet are permitted. A receipt must be obtained and forwarded to Accounts Payable.
7. CCSD credit cards may not be used for personal purchases or spending. Violations of this policy will result in the loss of CCSD credit card privileges and are subject to disciplinary action.
8. 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 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 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 than other electronic payment forms.

6.5 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, 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 Petty Cash Procedures

- A. The CCSD Administrative Department Manager or his or 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 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.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.E**

FROM: Matthew McElhenie, General Manager

Meeting Date: March 13, 2025 Subject: Consideration to Approve the SLO Monterey Pine Restoration Forest Health Grant Memorandum of Understanding (MOU) and Authorize the General Manager to Execute the MOU

FISCAL IMPACT:

The San Luis Obispo County Fire Safe Council applied for and was awarded the Department of Forestry and Fire Protection (CAL FIRE) Forest Health Grant Program grant for the Pico Creek, Covell Ranch, Fiscalini Ranch, and Cambria Ecological Reserve sites in the amount of \$6.7 million. The grant will fund all costs associated with this project. Some CCSD staff time will be needed to monitor the project's progress, but there are no other significant fiscal impacts anticipated on CCSD. The grant will cover all project costs.

DISCUSSION:

The San Luis Obispo County Fire Safe Council applied for and was awarded the Department of Forestry and Fire Protection (CAL FIRE) Forest Health Grant Program grant for the Pico Creek, Covell, Fiscalini Ranch, and Cambria Ecological Reserve sites. The project aims to improve fire resiliency and restore ecological functions in these critical forested areas.

As part of this initiative, CCSD must enter into an MOU to facilitate project implementation on the Fiscalini Ranch Preserve. The project focuses on improving the health of Cambria's Monterey Pine forest by reducing wildfire risks and enhancing ecological sustainability.

It is recommended that the Board of Directors approve the SLO Monterey Pine Restoration Forest Health Grant MOU and authorize the General Manager to execute the MOU.

ATTACHMENTS:

1. [SLO Monterey Pine Restoration Forest Health Grant #8GG23617 Memorandum of Understanding](#)
2. [SLO Monterey Pine Restoration Coalition - Forest Health Project](#)
3. [SLO Monterey Pine Restoration - Fiscalini Ranch Map](#)

**SLO MONTEREY PINE RESTORATION
FOREST HEALTH GRANT #8GG23617
MEMORANDUM OF UNDERSTANDING (MOU)**

among

San Luis Obispo County Community Fire Safe Council

and

Auten Resource Consulting

and

California Department of Forestry and Fire Protection-SLU

and

Upper Salinas – Las Tablas Resource Conservation District

and

Hearst Corporation

and

California Department of Fish and Wildlife

and

Friends of Fiscalini Ranch Preserve

and

Cambria Community Services District

THE CREATION OF THE COLLABORATION KNOWN AS THE SAN LUIS OBISPO MONTEREY PINE
RESILIENCE (SMPR) TEAM

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into this Date, December 1st, 2024, by and among San Luis Obispo County Community Fire Safe Council (FSCSLO), Auten Resource Consulting (ARC), California Department of Forestry and Fire Protection-SLU (CAL FIRE SLU), Upper Salinas – Las Tablas Resource Conservation District (US-LTRCD), Hearst Corporation (HC), California Department of Fish and Wildlife (CDFW), Cambria Community Services District (CCSD), and the Friends of Fiscalini Ranch Preserve (FFRP) to establish roles, responsibilities, and commitments in implementing Forest Health Grant 8GG23617, which aims to improve fire resiliency and restore ecological functions in Cambria's Monterey pine forest. Each entity is identified as a SLO MONTEREY PINE RESTORATION TEAM Member (TEAM MEMBERS) or PARTNER Member to this MOU and all entities are MEMBERS to this MOU.

ARTICLE I. ROLES AND RESPONSIBILITIES

San Luis Obispo County Community Fire Safe Council (FSCSLO) – GRANTEE and TEAM LEAD

Mission: The San Luis Obispo County Community Fire Safe Council, Inc is a diverse collaborative group dedicated to creating a Fire Safe environment through education, partnerships, and action.

1. Grantee responsible for overarching management and satisfactory completion of grant projects funded through the grant.
2. Fiscal responsibility, budget management, and financial oversight
 - a. Includes submitting invoices to CAL FIRE (grantor) in a timely manner for payment through eCivis; periodic activity reports, and other grantor reporting requirements.
3. Responsible contracting entity for all contractors working under the forest health grant (FHG).
4. Supervising Auten Resource Consulting, Project Management Lead
5. Develop and manage public relations and communication strategies for the duration of the grant.
 - a. Handling media inquiries and preparing press releases, approved by team members, regarding the grant.
 - b. Maintaining communications with Team Members and stakeholders and the public.
6. Attend bi-monthly TEAM MEMBER meetings and weekly tactical meetings.
7. Naming a second person from FSCSLO to support all aspects of the SMPR FHG who is knowledgeable of FSCSLO operations, and all aspects of the SMPR FHG project and project areas, including but not limited to, budgeting, CAL FIRE reporting, regulatory requirements, project operations, media and outreach, relationships with Team Members, partners, and contractors.

Auten Resource Consulting (ARC) – PROJECT TEAM LEAD

Mission: To collaborate with landowners and Team partners on landscape scales utilizing modern forestry techniques to develop, permit, and conduct contract compliance on the implementation of treatments that promote forest health, climate adaptability, and fire resiliency for natural ecosystems and the communities that live within them.

Lead and positively motivate the TEAM. Encourage a culture of respect that utilizes key organizational center points from FSCSLO's and ARC's missions and ARC's philosophy:

1. To conduct detailed briefings so the Team understands specifically what and how outcomes will be accomplished.
2. To develop trust through the consistent and efficient execution of written, verbal, and non-verbal contracts to build confidence with the Team grantors, grantees, agencies, partners, stakeholders, public, and ourselves.
3. To promote confidence and positive personal development through sound and fair decision making with the goal to support and improve positive performance that increase our belief in what achievements are possible among the Team and ARC.
 - a. Remember, whatever level you believe in yourself or your team, that's what level you or your team will operate at.
4. To conduct honest and forthcoming briefs and debriefs.
5. To strive to be a high-performance team.

ARC - Project Management and Supervision

Act as the primary point of contact relative to treatment operations for the Team members, CAL FIRE, stakeholders, regulatory agencies, and community groups.

1. Lead the planning and implementation of the SLO MONTEREY PINE RESTORATION (SMPR) FOREST HEALTH GRANT #8GG23617 project.
2. Provide direction, guidance, support, and conflict resolution as needed for the SMPR FHG.
3. Ensure compliance with the regulatory requirements of the approved CalVTP Project Specific Analysis (PSA) and Mitigation Monitoring and Reporting Plan, Coastal Commission Vegetation Treatment Standards (VTS), and/or other CEQA permitting documents as needed to complete treatment implementation.
 - a. Conduct field layout to appropriately protect sensitive resources through flagging, electronic marking, and/or mapping as necessary throughout the duration of the project.
 - b. Provide technical expertise and guidance for vegetation management activities.
 - c. Provide environmental awareness training (as needed) and use of ARC Field Maps for the Team and Avenza maps to contractors.
 - d. Ensure the use of appropriate best management practice techniques, tools, and technologies.
 - e. Attend bi-monthly TEAM MEMBER meetings and weekly tactical meetings.
4. Conduct on-site project compliance and supervision 1-3 days a week or as needed for the duration of the project.
 - a. Ensure contract compliance with the requirements of the signed contract, including project specifications, between FSCSLO and the contractor.

- b. Prepare archaeological records as needed for the duration of the project with support of Ascent Environmental's qualified archaeologist.
 - c. Assign tasks and responsibilities to grantees, partners, project compliance teams, biological survey teams, field crew leads, and contractors as needed.
 - d. Advise and negotiate with regulatory agencies regarding permitting and treatment implementation as needed.
5. Develop and maintain a Treatment Action Plan (TAP) that identifies, by subunit, when biological surveys are to occur, when surveys are completed, what contractor is implementing treatments and what kind of treatment activity, and the start and finish of those treatments for that subunit. The goal is to create and maintain a TAP that shows how the project will complete and track all treatments on or before the grant deadline.
6. Provide SPR-AD7 reporting for the CalVTP PSA at the end of each year as required by the Board of Forestry.
7. Provide information, documentation, and support to FSCSLO as lead in reporting grant progress to CAL FIRE and information entry into eCivis including activity reports, adjusting treatment area shapefiles, maps, and photo documentation.
8. Provide necessary information and support to Upper Salinas-Las Tablas RCD for CA Coastal Commission reporting.

ARC - Budget Support

1. Work with the FSCSLO to develop and manage the project budget.
2. Develop and evaluate scopes of work as needed.
3. Route acceptable scopes of work to FSCSLO for final evaluation and contracting.
4. Review incoming invoices from contractors for accuracy.
5. Ensure resources are allocated effectively and efficiently.

ARC - Lead Sub-Contractor Management

1. Develop Requests for Qualifications (RFQ) and/or Requests for Bids (RFB) as needed to support subcontractor surveys and treatment implementation
 - b. Develop a rubric based on the RFQ and RFB to support the selection of subcontractors among ARC, FSCSLO, and that Team Member's property
 - c. Submit winning contractor recommendation to FSCSLO to award and finalize the contract

ARC - Project Coordination and Communications

1. Coordinate and lead bi-monthly grantor, grantee, and Team Member meetings
2. Coordinate and lead weekly tactical and planning meetings with Team Members as necessary

3. Support strategic development of public relations and communications as requested by FSCSLO or Team Members
 - a. Includes speaking, development of presentations, maps, or additional support materials for communications by FSCSLO or Team Members as requested.

ARC - Mapping

1. Develop an ARC GIS PRO project utilizing FIELD MAPS for the SMRP FHG and deliver reporting information to an outward facing Dashboard for use on FSCSLO website, SLO Monterey Pine Restoration and/or link to Team Members' websites.
2. Develop maps appropriate for CAL FIRE eCivis reporting.
3. Generate any other Avenza maps needed by the Team.
 - a. Break treatment units down to 2-5-acre logical subunits to support biological survey requirements and CAL FIRE eCivis, CA Board of Forestry and Fire Protection VTP, and CA Coastal Commission reporting for completed acres.
 - b. Provide general base layers and shapefiles as appropriate with publicly available data to support treatment implementation and biological surveys

ARC - Monitoring and Documentation

1. Maintain and monitor a series of pre and post treatment GPS indexed (Lat-Long) photo-points to track ecological and physiological responses following treatments throughout the duration of the project.
2. Promote and support the development of research related opportunities as necessary throughout the duration of the project.
3. Maintain comprehensive project documentation, reports, and correspondence.
4. Ensure all treatment implementation related documents are organized and accessible for review and audits as necessary.
5. Support amendment documentation and/or minor clarification development where applicable.
6. Post documents in an internet cloud-based storage (Google drive, etc.) for accessibility to Team members as appropriate

CAL FIRE SLU – TEAM MEMBER

1. A commitment to working collaboratively on this project and responding expeditiously to requests regarding the needs of this project.
2. A commitment to attending bi-monthly TEAM MEMBER meetings, weekly tactical meetings, support and advise on regulatory issues, public outreach, or media tours, or other functions important to the positive outcome of the project.
3. Name two people to represent CAL FIRE for the duration of the project.

Upper Salinas – Las Tablas Resource Conservation District – (US-LTRCD) TEAM MEMBER - PROJECT COMPLIANCE SUPPORT TEAM

1. US-LTRCD, with concurrence of Friends of Fiscalini Ranch Preserve (FFRP) and Cambria Community Services District (CCSD) and coordination with ARC, will lead project supervision for Fiscalini Ranch Preserve. ARC may also provide support as needed in this capacity.
2. US-LTRCD, in coordination with FSCSLO and ARC, will lead in maintaining the requirements of the Public Works Plan with the California Coastal Commission for the SMPR FHG.
3. In addition, US-LTRCD will also support ARC on daily project compliance and supervision 1-3 days a week or as needed for the duration of the project including, but not limited to, conducting the following tasks:
 - a. Ensure compliance with the regulatory requirements of the approved CalVTP Project Specific Analysis (PSA) and Mitigation Monitoring and Reporting Plan, CA Coastal Commission, and/or other CEQA permitting documents as needed to complete treatment implementation.
 - b. Conduct field layout to appropriately protect sensitive resources through flagging and mapping as necessary throughout the project.
 - c. Provide technical expertise and guidance for vegetation management activities.
 - d. Ensure the use of appropriate techniques, tools, and technologies.
 - e. Ensure contract compliance with the requirements of the signed contract, including project specifications, between FSCSLO and the contractor.
 - f. Support negotiations with regulatory agencies regarding permitting and treatment implementation as needed.
 - g. Assign tasks to the biological survey teams, field crew leads, and contractors.
 - h. Attending bi-monthly TEAM MEMBER meetings and weekly tactical meetings.

VMP, Inc. – FIELD CREW LEADER TEAM - CONTRACTOR

1. Managing day to day on-site work
2. Ensuring contract compliance with the requirements of the signed contract, including project specifications, between FSCSLO and the contractor including requesting technical guidance if there is a question regarding any aspect of the operation.
3. Ensure compliance with the regulatory requirements of the approved CalVTP Project Specific Analysis (PSA) and Mitigation Monitoring and Reporting Plan and/or other CEQA permitting documents as needed to complete treatment implementation.
4. Ensuring adherence to project schedules and plans.
5. Reporting progress and issues to the Project Team Leads and Project Compliance Team at least once a day either on-site or by phone.
6. Ensuring contractors' tools and equipment are properly maintained.

Hearst Ranch – TEAM MEMBER

1. A commitment to working collaboratively on this project and responding expeditiously to requests regarding the needs of this project.
2. A commitment to attending bi-monthly TEAM MEMBER meetings, weekly tactical meetings when operations are occurring on HEARST RANCH property, regulatory, public outreach, or media tours, or other functions important to the positive outcome of the project.
3. Naming a second person from Hearst Ranch who is knowledgeable of the project and can stand in when needed.
4. Prepare, mail, and place any notice required by the Team's CEQA permitting regulations.
5. Provide clear directions, conditions, and process for access to the project property for authorized work activity, ensure timely and reasonable action on access requests, keys, or combinations to properties for FSCSLO, ARC, contractors, subcontractors, and necessary Team members.

California Department of Fish and Wildlife – TEAM MEMBER

1. A commitment to working collaboratively on this project and responding expeditiously to requests regarding the needs of this project.
2. A commitment to attending bi-monthly TEAM MEMBER meetings, weekly tactical meetings when operations are occurring on CAMBRIA ECOLOGICAL RESERVE, regulatory, public outreach, or media tours, or other functions important to the positive outcome of the project.

3. Naming a second person from CA Department of Fish and Wildlife who is knowledgeable of the project and can stand in when needed.
4. Prepare, mail, and place any notice required by the Team's CEQA permitting regulations.
5. Provide clear directions, conditions, and process for access to the project property for authorized work activity, ensure timely and reasonable action on access requests, keys, or combinations to properties for FSCSLO, ARC, contractors, subcontractors, and necessary Team members.

***Fiscalini Ranch Preserve – Cambria Community Services District –
TEAM MEMBER***

1. A commitment to working collaboratively on this project and responding expeditiously to requests regarding the needs of this project.
2. A commitment to attending bi-monthly TEAM MEMBER meetings, weekly tactical meetings when operations are occurring on FISCALINI RANCH PRESERVE, regulatory, public outreach, or media tours, or other functions important to the positive outcome of the project.
3. Naming a second person from Cambria Community Services District who is knowledgeable of the project and can stand in when needed.
4. Prepare, mail, and place any notice required by the Team's CEQA permitting regulations.
5. Provide clear directions, conditions, and process for access to the project property for authorized work activity, ensure timely and reasonable action on access requests, keys, or combinations to properties for FSCSLO, ARC, contractors, subcontractors, and necessary Team members.

***Fiscalini Ranch Preserve – Friends of Fiscalini Ranch Preserve–
PARTNER MEMBER***

1. A commitment to working collaboratively on this project and responding expeditiously to requests regarding the needs of this project.
2. A commitment to attending bi-monthly TEAM MEMBER meetings, weekly tactical meetings when operations are occurring on FISCALINI RANCH PRESERVE, regulatory, public outreach, or media tours, or other functions important to the positive outcome of the project.
3. Naming a second person from Friends of Fiscalini Ranch who is knowledgeable of the project and can stand in when needed.
4. Prepare, mail, and place any notice required by the Team's CEQA permitting regulations.

5. Provide clear directions, conditions, and process for access to the project property for authorized work activity, ensure timely and reasonable action on access requests, keys, or combinations to properties for FSCSLO, ARC, contractors, subcontractors, and necessary Team members.

ARTICLE II. AGREEMENT

1. TERM

- a. This MOU is in effect for the duration of the SLO Monterey Pine Restoration Forest Health Grant (85887428) that begins on December 1st, 2024, and expires on July 30th, 2030. The TEAM contemplates a productive, long-term relationship and to that end no later than 270 days prior to the end of the term the TEAM agrees to commence discussions regarding an extension of this MOU.
- b. Any TEAM member may terminate their membership in this MOU prior to the termination date by providing at least 60 (SIXTY) days written notice to other TEAM members. If issues arise, the TEAM will make every effort to address and resolve them in a timely manner to continue the SLO MONTEREY PINE RESILIENCE TEAM.
- c. This MOU may only be modified in writing with mutual consent and signatures of all TEAM members. Requests for modifications will be forwarded in writing by one TEAM member to the others, enclosing the proposed form of modification, at least (60) SIXTY days prior to the proposed date of said modification(s).
- d. Nothing in this Article shall restrict the ability of the TEAM to enter into additional agreements among all or between two TEAM members of this MOU and termination of this MOU does not terminate additional agreements.

2. PROPERTY UTILIZATION AND DISPOSITION

- a. The TEAM may, as is advantageous and necessary to achieve the objectives of this MOU, share property, equipment, and facilities, subject to property regulations of each entity.
- b. All property supplied for the purposes of this MOU by any TEAM member to this MOU will remain the property of that TEAM member.
- c. Any intellectual property, including trademarked names and copyrighted materials, established by any TEAM member for the purpose of or funded by the SLO MONTEREY PINE RESTORATION TEAM, or created in furtherance of this MOU, shall be owned by the creating TEAM, but shall be made available and licensed to other TEAM members at no cost upon request. Such licensure shall be committed by written instrument.
- d. Terms and Conditions related to the access to, and use of each TEAM member's property, equipment, and facilities shall be detailed as needed.

3. INDEPENDENT CONTRACTORS

Each party shall perform its obligations described herein as an independent contractor not as an officer, agent, servant, or employee of the other TEAM member hereto. Each TEAM member shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any. Nothing herein shall be considered as creating a partnership or joint venture between the TEAM members.

4. COMPLIANCE WITH LAWS

To the extent feasible, this MOU will be governed by the laws of the State of California in all respects as to interpretation, construction, operation, effect, and performance.

5. PARTIAL INVALIDITY

If any term, covenant, condition, or provision of this MOU be held by a court of competent jurisdiction to be invalid, void, or unforeseeable, it shall be severable from this MOU and the remaining terms, covenants, conditions, and/or provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

6. NO THIRD PARTY BENEFICIARIES

This MOU does not confer any additional legal rights, liabilities, or obligations, between the TEAM members, or to third parties that do not already exist.

7. NO ASSIGNMENT

This MOU is not assignable by any TEAM member, in whole part, without prior written consent of the other TEAM members, which shall not be withheld unreasonably. Any such transfer or assignment made in violation of this section shall be void.

8. PARAGRAPH TITLES

The paragraph titles of this MOU are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope of intent of this MOU or in any way affect this MOU.

9. NON-EXCLUSIVE AGREEMENT

This agreement in no way restricts the parties from entering into similar agreements, or participating in similar activities or arrangements, with other public or private agencies, organizations, or individuals.

9. DEFINITIONS

1. Team Member – Member that has regulatory authority or owns property in which SMPR FHG operations are occurring and decision-making authority over treatments.

2. Partner Member – Member that has management direction over the property but is not the landowner or a regulatory entity.

APPROVAL SIGNATURES

This MOU is effective as of the date of the final signature below:

San Luis Obispo County Community Fire Safe Council

Date: _____

by _____

Dan Turner, Executive Director

Auten Resource Consulting

Date: _____

by _____

Steve R. Auten, Owner

CAL FIRE SLU

Date: _____

by _____

David Erikson, Unit Forester

Upper Salinas – Las Tablas Resource Conservation District

Date: _____

by _____

Devon Best, Executive Director

Hearst Corporation

Date: _____

by _____

California Department of Fish and Wildlife

Date: _____

by _____

Cambria Community Services District

Date: _____

by _____








Friends of Fiscalini Ranch Preserve

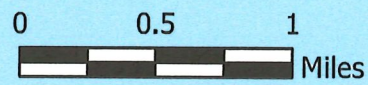
Date: _____

by _____

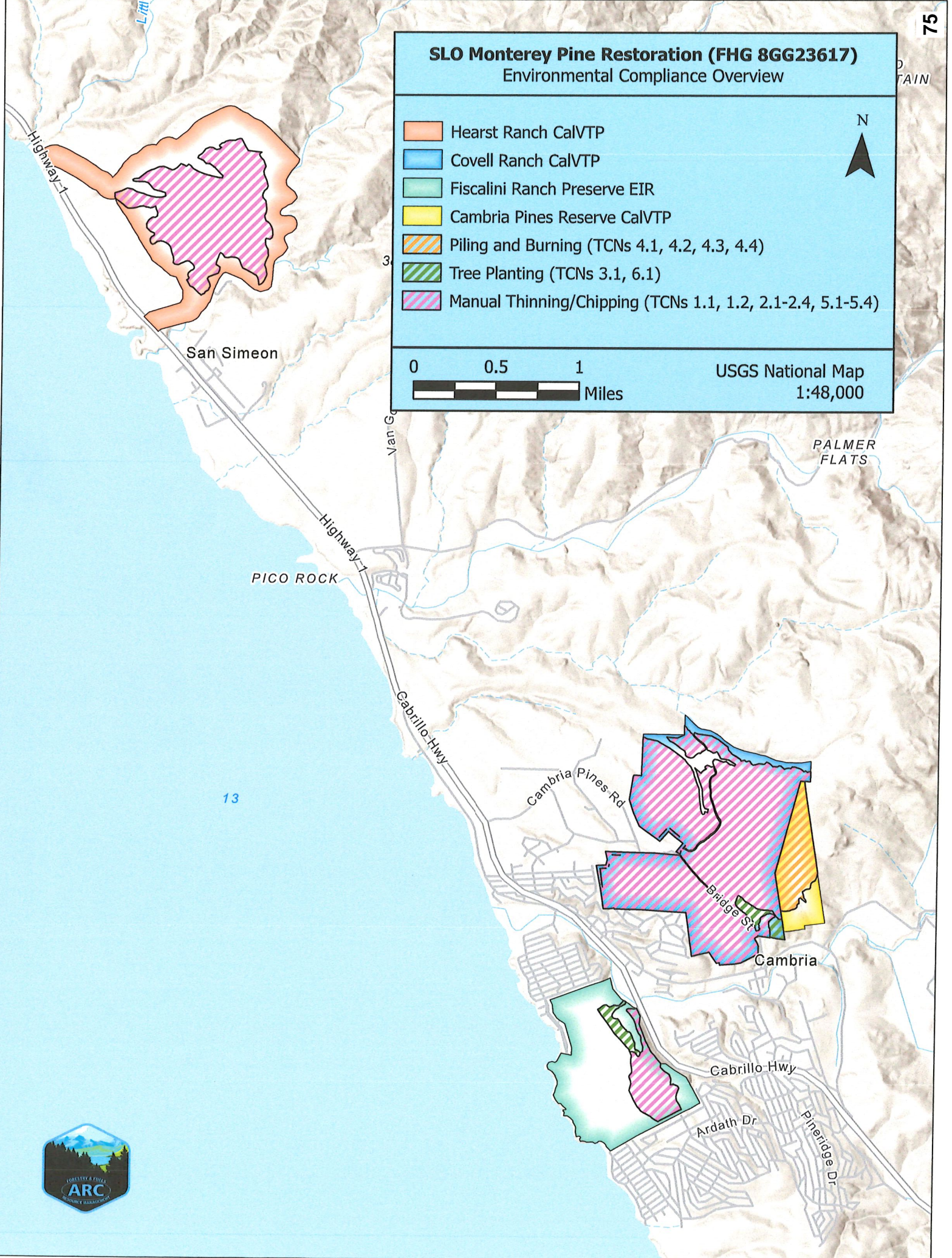
Kitty Connolly, Executive Director

SLO Monterey Pine Restoration (FHG 8GG23617) Environmental Compliance Overview

-  Hearst Ranch CalVTP
-  Covell Ranch CalVTP
-  Fiscalini Ranch Preserve EIR
-  Cambria Pines Reserve CalVTP
-  Piling and Burning (TCNs 4.1, 4.2, 4.3, 4.4)
-  Tree Planting (TCNs 3.1, 6.1)
-  Manual Thinning/Chipping (TCNs 1.1, 1.2, 2.1-2.4, 5.1-5.4)



USGS National Map
1:48,000



SLO MONTEREY PINE RESTORATION COALITION - FOREST HEALTH PROJECT

Project Objectives – Consistent with the goals of CAL FIRE’s Forest Health Grant Program, this project will complete a number of vegetation treatments designed to improve the health of the Cambria Monterey Pine Forest (CMPF). Specifically, the project will reduce hazardous fuel concentrations and ladder fuels; reduce the adverse impacts of dwarf mistletoe, pitch canker, and western gall rust; increase site occupancy of Monterey pine; promote natural regeneration of Monterey pine; reduce overstocked competition for growing space; remove severely deformed, dying, and diseased trees; retain the largest, healthiest trees available; plant Monterey pine seedlings in areas lacking adequate natural regeneration; increase average residual stem diameter; increase rate of carbon sequestration by increasing rate of growth; protect vital habitat components; and reduce the incidence of invasive plants, especially French broom.

Proposed Treatments/Activities – Within the four ownerships listed above, 17 treatments totaling 2,302 acres are proposed within a unique footprint area of 1,042 acres, using a combination of 6 different activities, as shown below:

Treatment #	Treatment Area Name	Treatment Objective	Treatment Activity	Activity Acres
1.1	PICO CREEK	Fuels Reduction	Thinning (Manual)	302
1.2	PICO CREEK	Fuels Reduction	Chipping	302
2.1	COVELL RANCH	Fuels Reduction	Thinning (Manual)	225
2.2	COVELL RANCH	Fuels Reduction	Chipping	225
2.3	COVELL RANCH	Fuels Reduction	Thinning (Manual)	382
2.4	COVELL RANCH	Fuels Reduction	Chipping	382
3.1	COVELL RANCH	Reforestation	Tree Planting (Manual)	16
4.1	CAMBRIA RESERVE	Fuels Reduction	Piling (Manual)	75
4.2	CAMBRIA RESERVE	Fuels Reduction	Pile Burning	75
4.3	CAMBRIA RESERVE	Fuels Reduction	Invasive Plant Removal	29
4.4	CAMBRIA RESERVE	Fuels Reduction	Piling (Manual)	75
4.5	CAMBRIA RESERVE	Fuels Reduction	Pile Burning	75
5.1	FISCALINI RANCH	Fuels Reduction	Thinning (Manual)	42
5.2	FISCALINI RANCH	Fuels Reduction	Chipping	42
5.3	FISCALINI RANCH	Fuels Reduction	Thinning (Manual)	20
5.4	FISCALINI RANCH	Fuels Reduction	Chipping	20
6.1	FISCALINI RANCH	Reforestation	Tree Planting (Manual)	15

Activity Prescriptions: Below is a brief description of how each activity (operational method) will be conducted. All work will be supervised by project managers, agency staff, and/or landowners/managers as necessary to meet project objectives. Prior to and during operations, detailed on-the-ground training and oversight will be provided for all personnel involved as to prescription details for each method used.

Thinning (Manual and Mechanical) – Target residual stem spacing should be approximately 15-20 feet between trees to achieve an average stocking level of 200 trees per acre (TPA). Except for hazard tree removal, all trees over 8 inches diameter at breast height (DBH) will be retained. Trees/shrubs not meeting the guidelines below for desirable residual trees/shrubs will be considered excess and removed.

- **Pine retention** - Retained pines under 8 inches DBH will be generally free of major form defects such as forks, severe leans/sweep, and broken/dead tops. Residual pines should have at least 25% live crown ratio. Residual pines should not have evidence of galls, cankers, or fruiting bodies on the main stem. If inadequate numbers of disease-free trees exist, trees with galls, cankers and/or fruiting bodies evident on branches only in the lower 20% of the crown may be retained. Optimal crown spacing between pines will be where live crowns are not touching such that each stem has vertical and horizontal growing space. Stem spacing should vary widely to achieve 200 TPA since smaller pines with narrow crowns should be more closely spaced than larger pines with wider crowns. Pines will be favored for retention when choosing between pines, oaks, and shrubs.
- **Live oak retention** – In order to maximize potential site occupancy of pine trees, oaks less than 8 inches DBH should be removed where they are competing for growing space with larger oaks or with desirable residual pines. Oaks will be favored for retention over competing shrubs.
- **Shrub retention** – Large shrub specimens such as coffeeberry, toyon, and manzanita will be retained where they are not competing for growing space with residual pines or oaks. Shrubs should be retained in a mosaic with denser concentrations retained in areas associated with unique habitat such as watercourse buffer zones, steep slopes, or surrounding woodrat nests or den trees/snags.
- **Pruning** – In order to eliminate ladder fuel concentrations to reduce the fire hazard, residual trees/shrubs should be pruned to a minimum height of 6 feet above the ground. Pruning operations will observe industry standards for protection of each tree including making cuts above the branch collar.

Chipping – Where chipping is conducted for slash disposal, chips will be distributed on-site as thinly and evenly as possible, to avoid fuel buildup and promote rapid decomposition, unless removed to an off-site location.

Prescribed Fire-broadcast burning -- Broadcast prescribed burning will occur on treated areas on Pico Creek stand and may occur on other project sites as appropriate and allowed. The goal of broadcast burning is to reintroduce natural low intensity ground fire to the landscape. Historically low intensity fire from lightning or fires ignited indigenous people would reduce disease and competition by thinning understory shrubs and small pines. The strongest pines would survive. Monterey pine is a closed cone pine and partially serotinous and as such is fire adapted. Monterey pine expects low intensity fire as part of its life cycle which opens cones and results in vigorous seedling production following the fire.

All broadcast burning will require an approved Burn Plan; Smoke Management Plan; and permits issued by CAL FIRE and Burn Authorization issued by Air Pollution Control District (APCD).

Piling (Manual), Pile Burning – Manual piling operations have identical prescription guidelines as thinning above except cut material will be piled for burning rather than being chipped. Pile dimensions will be minimized to the extent feasible in order to reduce crown scorch, smoke production, and burn-down time during pile burning operation. Piles should be located away from

and not under live crowns of residual trees. Piles should be allowed to dry a minimum of 2-3 months during dry weather to promote optimal consumption. Piles should be tarped with water-resistant covering to promote rapid ignition and good consumption during wet weather. All burning will be in accordance with a Burn Authorization issued by APCD.

Tree Planting – Native seed cones from trees on site are preferred for regeneration and primary goal is to allow for natural regeneration. Where insufficient germination occurs, in order to boost stocking levels in poorly stocked areas and promote site occupancy of Monterey pines, locally grown Monterey pine seedlings will be planted in openings devoid of trees or large shrubs or in areas where increasing the geographic footprint is desirable.

Invasive Plant Removal – Removal of French broom will occur in designated areas using herbicide application, hand pulling, and weed wrenches. Extracted plants will be placed in small piles to decompose on-site to avoid spreading seeds or pile burned.

PROJECT TREATMENT AREAS

PICO CREEK-HEARST RANCH

The goal is to restore 320 acres of the Pico Creek Monterey pine stand to a healthy condition by conducting thinning via manual and mechanical methods followed by prescribed fire using pile and broadcast burning (conducted by CAL FIRE) to replicate conditions following historical natural and cultural fires.

COVELL RANCH

The goal is to complete the restoration of 617 acres of the Covell Monterey pine stand to a healthy condition by conducting thinning via manual and mechanical methods followed by prescribed fire using pile burning (conducted by CAL FIRE) to replicate conditions following historical natural and cultural fires. Of the 617 treatment acres, 225 acres will be initial treatment (units 4 & 5) and 382 acres will be follow-up treatments from previous work conducted during 2021-2023 (units 1-3). Invasive plant removal (French broom). Planting of seedlings where necessary.

CAMBRIA ECOLOGICAL RESERVE-CA DEPT OF FISH AND WILDLIFE

The goal is to restore 75 acres of the Cambria Ecological Reserve Monterey pine stand to a healthy condition by conducting thinning via manual and mechanical methods followed by prescribed fire using pile and broadcast burning (conducted by CA Dept of Fish and Wildlife) to replicate conditions following historical natural and cultural fires. Invasive plant removal (French broom).

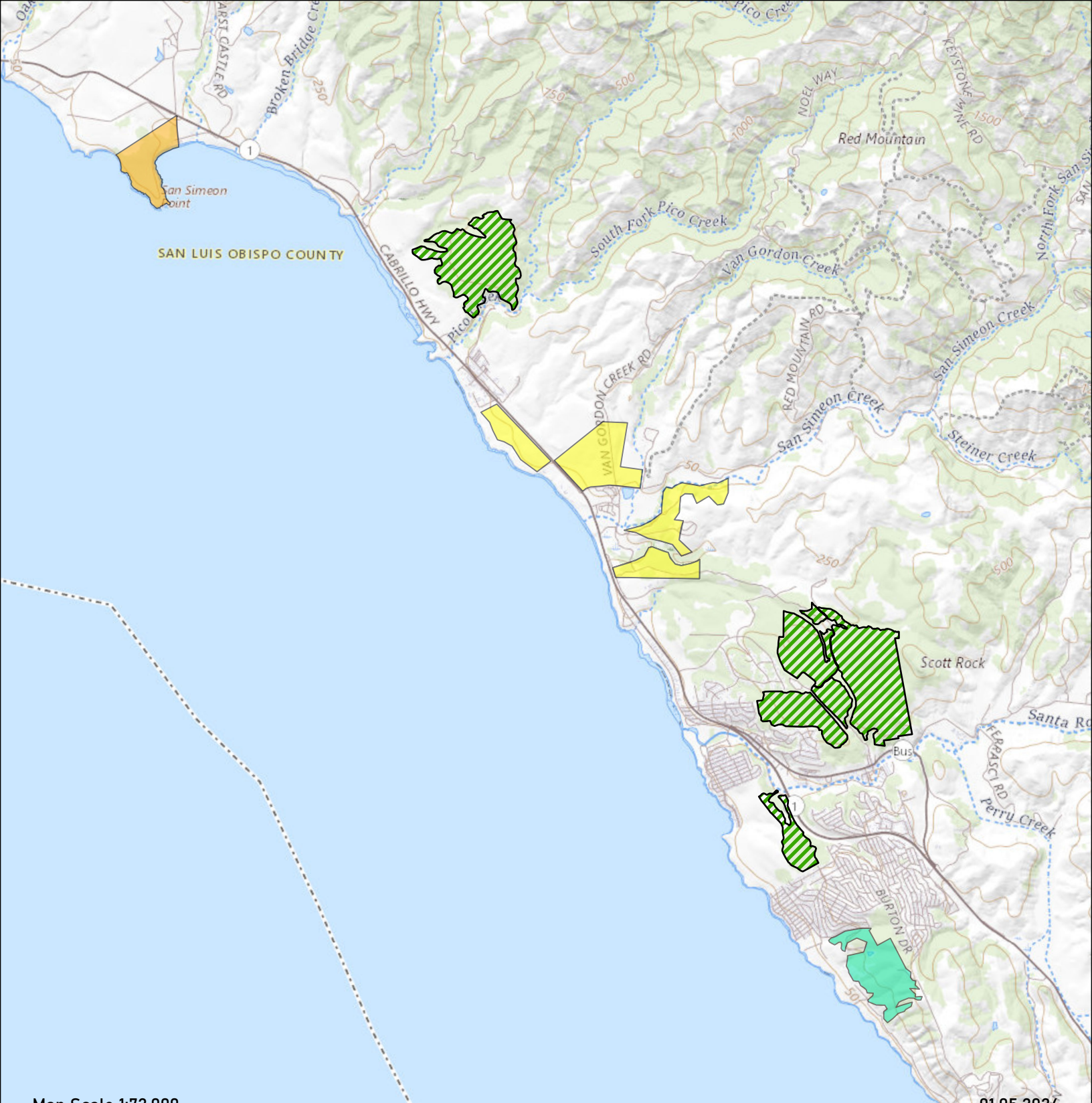
FISCALINI RANCH PRESERVE- CAMBRIA CSD AND FRIENDS OF FISCALINI RANCH PRESERVE

The goal is to restore 62 acres of the Fiscalini Ranch Preserve Monterey pine stand to a healthy condition by conducting thinning via manual and mechanical methods to replicate conditions following historical natural and cultural fires, however no prescribed fire will be used on Fiscalini Ranch Preserve. Planting of seedlings on 15 acres to expand the geographic footprint of the stand to prior dimensions. Invasive plant removal (French broom).

Environmental Compliance – Formal CEQA environmental review is complete for all proposed treatment areas. Compliance will be accomplished by following all provisions of the applicable environmental document as follows:

- Pico Creek – [CalVTP PSA ID 2023-16 Hearst Ranch](#)
- Covell Ranch – [CalVTP PSA ID 2021-13 Covell Ranch](#)
- Cambria Pines Reserve - [CalVTP PSA ID 2022-36 Cambria Reserves](#)
- Fiscalini Ranch - [CERTIFIED FINAL MEIR \(11-16-09\) Fiscalini Ranch Preserve](#)

Compliance with the environmental documents above will be conducted in a manner consistent with all management plans, public works plans (PWP), conservation easements, and other applicable policies, permits, and guidelines. Periodic supplemental compliance work may occur during the life of the project including additional surveying for protection of various resource values, delineation of watercourse and other resource buffers, minor use permits, burn permits, and implementation of applicable standard project requirements and mitigation measures.



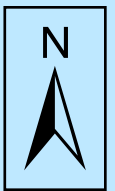
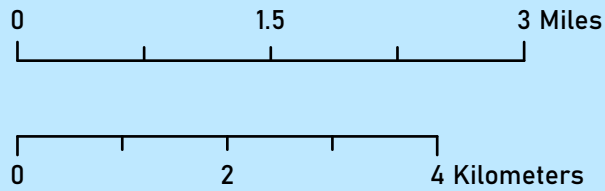
Map Scale 1:72,000

01.05.2024

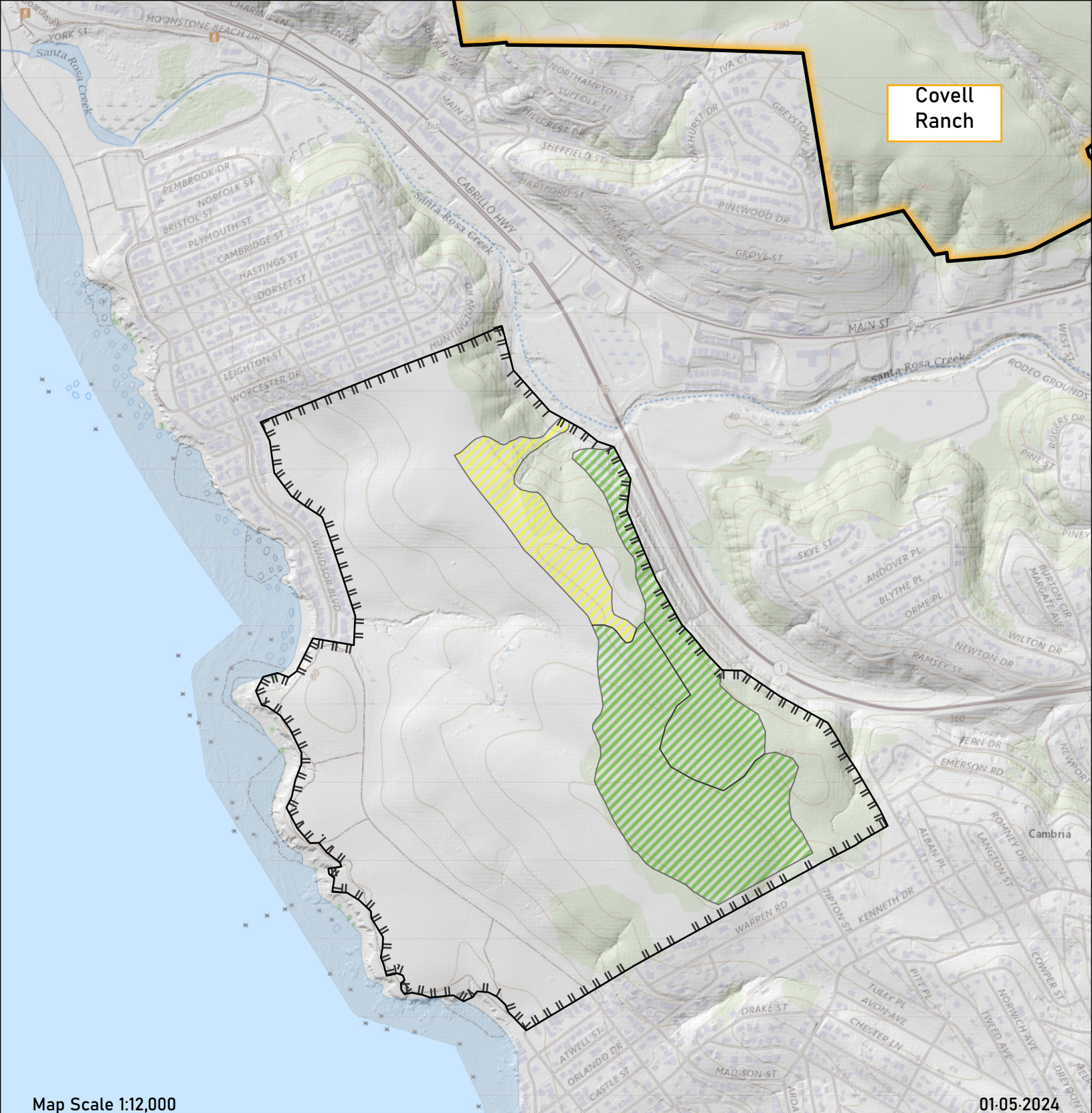
SLO Monterey Pine Restoration
CAL FIRE Forest Health Grant FY 2023-2024
Application ID 58587428



-  SLO Monterey Pine Restoration FHG Area (58587428)
-  Hearst Ranch CalVTP (San Simeon Point)
-  CA State Parks Management Areas
-  Rancho Marino Reserve CalVTP



Covell Ranch



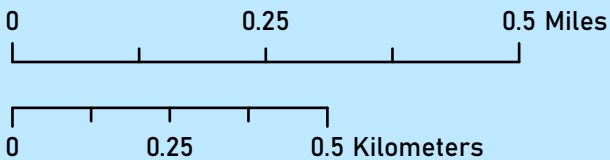
Map Scale 1:12,000

01-05-2024

SLO Monterey Pine Restoration | Fiscalini Ranch
CAL FIRE Forest Health Grant FY 2023-2024
Application ID 58587428



- Fiscalini Ranch Boundary
- Fuels Reduction Area
- Reforestation Area



CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.F**

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

Meeting Date: March 13, 2025 Subject: Consideration of Approval of Agreement for
Consultant Services with MKN and Associates for
On-Call Engineering Services

FISCAL IMPACT:

The fiscal impact associated with this item is unknown, as it is dependent on the need for emergency on-call engineering services.

DISCUSSION:

On-call engineering services would provide an immediate resource for emergency response to system failures in both Water and Wastewater and other District needs. Utilities Staff maintains a wide range of materials and crucial pumps and valves for temporary and permanent repair. Due to aging infrastructure and technological advances, the manufacturer no longer supports some currently operational assets, and replacement parts are tough or impossible to obtain. When parts are available, they often have long lead times and/or high costs. When equipment fails, replacing it with the original manufacturers' parts or materials is impossible; an engineered solution must be implemented. When such failures occur, staff assess whether to pursue temporary refurbishments or long-term renovations on a case-by-case basis. Larger scale failures that impact health, safety, and critical operations are evaluated more rigorously, requiring professional consideration for permanent and reliable solutions and requiring an engineered solution to be implemented. Having a contact in place to obtain the expertise of an engineer is crucial for a timely response to system failures. The CCSD does not have an engineer on staff and must contract for those services. On February 18, 2025, the Resources & Infrastructure Committee reviewed and approved the on-call engineering support proposal from MKN & Associates.

It is recommended that the Board of Directors approve an Agreement for Consultant Services with MKN & Associates for on-call engineering services.

ATTACHMENTS:

1. [Agreement for Consultant Services](#)

AGREEMENT FOR CONSULTANT SERVICES
On-call Engineering Services
MKN & ASSOCIATES (2025MKN-02)

This AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of March 13, 2025, between **MKN CPM, LLC**, a California limited liability company, dba **MKN & ASSOCIATES** (“Consultant”), and the **CAMBRIA COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California (“District”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on March 13, 2025, and shall remain and continue in effect until December 31, 2025, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

Consultant shall perform engineering services that include but are not limited to those described in Consultant’s Proposal dated February 10, 2025 (the “Proposal”), attached hereto as Exhibit “A” and incorporated herein by this reference, and comply with all terms and provisions set forth in the Proposal.

3. **PERFORMANCE**

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

4. **AGREEMENT ADMINISTRATION**

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

5. **PAYMENT**

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

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

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

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

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

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

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

8. **DEFAULT OF CONSULTANT**

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

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

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

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

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

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

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

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

10. **OWNERSHIP OF DOCUMENTS**

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

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

11. INDEMNIFICATION

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

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

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

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

12. INSURANCE

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

13. **INDEPENDENT CONSULTANT**

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

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

14. **UNDUE INFLUENCE**

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

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

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

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

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without District's prior written authorization. Consultant, its officers, employees, agents, or subcontractors, shall not without written authorization from the District Manager or unless requested by the District Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or

relating to any project or property located within the District. Response to a subpoena or court order shall not be considered “voluntary” provided Consultant gives District notice of such court order or subpoena.

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

17. **NOTICES**

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

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

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

To Consultant: MKN & Associates
Attn: Jon Hanlon
354 Pacific Street
San Luis Obispo, CA 93401

18. **ASSIGNMENT**

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

19. **GOVERNING LAW**

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

20. **ENTIRE AGREEMENT**

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

21. **TIME**

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

22. **CONTENTS OF PROPOSAL**

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

23. **CONSTRUCTION**

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

24. **AMENDMENTS**

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

[Signatures on following page.]

25. **AUTHORITY TO EXECUTE THIS AGREEMENT**

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

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

**CAMBRIA COMMUNITY SERVICES
DISTRICT:**

**MKN CPM, LLC, dba MKN &
ASSOCIATES:**

By: _____
Matthew McElhenie, General Manager

By: _____
Its: _____

ATTEST:

Haley Dodson, Confidential Administrative
Assistant

Approved as to Form:

Timothy J. Carmel, District Counsel

EXHIBIT A
CONSULTANT'S PROPOSAL

EXHIBIT B

INSURANCE REQUIREMENTS

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

Consultant shall provide the following types and amounts of insurance:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is

acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to District within five days of the expiration of the coverages.

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

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

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

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

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

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



354 Pacific Street
San Luis Obispo, CA 93401
805-329-4773 **PHONE**
805-904-6532 **FAX**

February 10, 2025

Jim Green
Water Systems Superintendent
Cambria Community Services District
Delivered electronically – jgreen@Cambriacsd.org

Re: On-Call Engineering Support

Dear Mr. Green,

At the District's request, Michael K. Nunley & Associates, Inc. (MKN) has prepared this proposal to provide on-call engineering services for the District. Services may include, but are not limited to, review of contractor submittals, review of draft plans and specifications provided by others, assistance with project management, alternatives assessments, etc., as directed by District staff. The scope of services and duration for each assignment is subject to the District's direction. MKN will update District staff on the budget status regularly and provide advanced notice if it appears the budget is insufficient to complete the requested services.

MKN proposes perform services on a time and materials basis in accordance with the attached Fee Schedule. Rates will be revised annually. Costs for copies and other district reimbursables will be charged to the District in addition to the rates provided above. Subconsultants and other direct costs will be charged with a 10% markup.

Thank you for the opportunity to continue working to support the District. Should you have any questions or wish to discuss this proposal, please do not hesitate to contact me at your convenience. My phone number is (805) 440-4380 and email is jhanlon@mknassociates.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Hanlon", with a long, sweeping horizontal line extending to the right.

Jon Hanlon, PE
Principal Engineer



2025 FEE SCHEDULE

CATEGORY	POSITION	HOURLY RATE
Communications and Administrative	Administrative Assistant	\$113
	Strategic Communications Coordinator	\$121
	Strategic Communications Specialist	\$147
Designers and Technicians	CAD Technician I	\$137
	CAD Design Technician II	\$158
	Senior Designer	\$176
Planning	Assistant Planner I	\$140
	Assistant Planner II	\$160
	GIS Specialist	\$173
	Planner I	\$189
	Planner II	\$205
	Senior Planner	\$215
Engineers	Engineering Technician	\$103
	Assistant Engineer I	\$140
	Assistant Engineer II	\$160
	Project Engineer I	\$189
	Project Engineer II	\$205
	Senior Engineer I	\$221
	Senior Engineer II	\$231
	Senior Engineer III	\$247
	Principal Engineer	\$257
Project Management	Project Manager	\$231
	Senior Project Manager	\$267
	Project Director	\$289
	Senior Project Director	\$308
Construction Management Services	Scheduler	\$179
	*** Construction Inspector	\$200
	Assistant Resident Engineer	\$200
	Resident Engineer	\$212
	Construction Manager	\$231
	Principal Construction Manager	\$272

The foregoing Billing Rate Schedule is effective through December 31, 2025 and will be adjusted each year after at a rate of 2 to 5%.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate

*** 40 hrs per week assumed; part-time rates can be provided upon request
 Rates also subject to prevailing wage mandatory increases during a calendar year

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A**

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

Meeting Date: March 13, 2025 Subject: Discussion and Consideration of Approval of Agreement for Consultant Services with Stillwater Sciences for the Instream Flow Study for Santa Rosa Creek and Adoption of Resolution 17-2025 Amending the Fiscal Year 2024/2025 Final Budget

FISCAL IMPACT:

The preliminary cost estimate is \$176,000, based on the Tasks and Deliverables in the proposal.

DISCUSSION:

The Instream Flow Study assesses the stream, stream flows, and associated aquatic habitat in the lower reach of Santa Rosa Creek to assess the impacts of municipal water diversions.

Instream flows provide many functions throughout the year, including sufficient flow for fish migration and rearing, suitable water quality in Santa Rosa Creek, and essential geomorphic processes. The central focus of this study is to evaluate a range of flows and assess their ability to protect basic ecological processes that occur throughout the year but are most limiting when flows are at their lowest (dry season; late spring through fall).

The report would focus on surface flows and identify flows needed for sensitive species and habitats within the lower reach of Santa Rosa Creek. The study objective is to determine the relationship between habitat and streamflow as it relates to the needs of aquatic species in the lower reaches of Santa Rosa Creek with the operation of the Santa Rosa groundwater wells. The study will provide precise and timely data, ensuring a thorough evaluation of the current streamflow conditions and the impacts of municipal pumping on streamflows.

It is recommended that the Board of Directors approve an Agreement for Consultant Services with Stillwater Sciences for the Instream Flow Study for Santa Rosa Creek and adopt Resolution 17-2025, amending the Fiscal Year 2024/2025 Final Budget.

ATTACHMENTS:

1. [Agreement for Consultant Services](#)
2. [Resolution 17-2025](#)
3. [Exhibit A](#)

AGREEMENT FOR CONSULTANT SERVICES
Instream Flow Study for Lower Santa Rosa Creek
Stillwater Sciences (2025STILLWATER-01)

This AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of March 13, 2025, between **STILLWATER SCIENCES** (“Consultant”) and the **CAMBRIA COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California (“District”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on its effective date and shall remain and continue in effect until completion of the work described in Consultant’s proposal dated February 11, 2025 (the “Proposal”), attached hereto as Exhibit “A” and incorporated herein by this reference, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

Consultant shall perform the tasks described and comply with all terms and provisions set forth in Consultant’s Proposal.

3. **PERFORMANCE**

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

4. **AGREEMENT ADMINISTRATION**

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

5. **PAYMENT**

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

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

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

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

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

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

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

8. **DEFAULT OF CONSULTANT**

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

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

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

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

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

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

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

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

10. OWNERSHIP OF DOCUMENTS

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

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

11. INDEMNIFICATION

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

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

(c) General Indemnification Provisions. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this agreement. In the event

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

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

12. INSURANCE

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

13. INDEPENDENT CONSULTANT

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

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

14. UNDUE INFLUENCE

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

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

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

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

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

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

17. **NOTICES**

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

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

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

To Consultant: Stillwater Sciences
 1203 Main Street
 Morro Bay, CA 93442

18. **ASSIGNMENT**

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

19. **GOVERNING LAW**

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

20. **ENTIRE AGREEMENT**

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

21. **TIME**

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

22. **CONTENTS OF PROPOSAL**

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

23. **CONSTRUCTION**

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

24. **AMENDMENTS**

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

[Signatures on following page.]

25. **AUTHORITY TO EXECUTE THIS AGREEMENT**

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

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

**CAMBRIA COMMUNITY SERVICES
DISTRICT**

STILLWATER SCIENCES

Matthew McElhenie, General Manager

By: _____
Sapna Khandwala, CEO

ATTEST:

Haley Dodson, Confidential
Administrative Assistant

Approved As To Form:

Timothy J. Carmel, District Counsel

EXHIBIT A

CONSULTANT'S PROPOSAL

EXHIBIT B

INSURANCE REQUIREMENTS

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

Consultant shall provide the following types and amounts of insurance:

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

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

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

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

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

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

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

2025 STILLWATER-01

March 2025

Page 11 of 13

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

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

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

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

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

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

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

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

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

2025 STILLWATER-01

March 2025

Page 12 of 13

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

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

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

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

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

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

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

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

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

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

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

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

S C O P E O F W O R K A N D B U D G E T

SANTA ROSA CREEK INSTREAM FLOW STUDY

DATE: March 4, 2025

TO: James Green and Tristan Reaper, Cambria Community Services District

FROM: Ken Jarrett and Ethan Bell, Stillwater Sciences

This proposed scope of work includes tasks to assess instream flow needs for federally listed steelhead (*Oncorhynchus mykiss*) in Santa Rosa Creek using the Instream Flow Incremental Methodology (IFIM), and an evaluation of how groundwater pumping may influence surface flows needed to support important life stages that occur in the watershed. Stillwater has partnered with Gus Yates (Todd Groundwater) as a subconsultant to provide groundwater analysis and expertise for this project.

SCOPE OF WORK

Task 1 – Project Coordination and Meetings

Task 1.1 Kickoff meeting

Stillwater will work with the Cambria Community Services District (CCSD) to coordinate a project kickoff meeting with District staff. The kickoff meeting will serve to clarify project goals and objectives, discuss the approach and project schedule, and ensure the team has the most suitable technical advisors identified for the Technical Advisory Committee (TAC). Ideally the TAC will consist of qualified staff from California State Parks, California Coastal Commission, California Department of Fish and Wildlife (CDFW), County of San Luis Obispo, and the Upper Salinas Las Tablas Resource Conservation District; however, coordination with other groups may be useful, including Creek Lands Conservancy, and the National Marine Fisheries Service.

Task 1.2 Technical Advisory Committee

Following the kickoff meeting, Stillwater will engage with potential TAC members and inform them of the study objectives, approach, and its relationship with CCSD pumping operations. Stillwater will prepare a detailed schedule for distribution to the CCSD and the TAC. Stillwater will engage with the TAC early in the development of the Instream Flow Study Plan (Study Plan). Stillwater will schedule the first meeting to occur immediately after completing review and analysis of existing information. The first meeting will focus on existing information and project background, study goals and objectives, with the following meetings becoming more detail oriented. These meetings will focus on study specifics such as defining the study area, number of study reaches, number of survey transects, and identifying suitable species habitat criteria for use in the study, as well as discussing the draft report. It is anticipated that this study will focus on

key life stages of federally threatened steelhead specifically, adult migration and spawning, and juvenile steelhead migration and rearing.

Task 1.3 Public Meetings

Stillwater will prepare and deliver presentations on the draft components of the Study Plan to the CCSD Board of Directors and/or other committees as key sections of the plan are developed, such as study area and study timeline. In conjunction with CCSD staff, Stillwater will present the draft Study Plan to the CCSD Board of Directors at up to two (2) public meetings and Stillwater will attend up to two (2) additional meetings with the CCSD Board of Directors to present the draft report and final report. Stillwater will assist with developing meeting agendas and presentation materials and provide technical expertise to respond to questions posed at the CCSD Board of Directors meetings and other public meetings.

Task 1.4 General Project Coordination

Stillwater will coordinate with the CCSD, TAC, and technical team members as necessary, provide informal check-ins via phone and email, and deliver monthly progress reports.

Task 1 Assumptions:

- Assumes one kick-off meeting will be attended by two Stillwater staff.
- Includes time for two Stillwater staff to attend up to four TAC meetings.
- Includes time for two Stillwater staff to attend up to four public meetings.

Task 1 Deliverables:

- Detailed schedule of the project, including milestones and project completion date.

Task 2 – Existing Data Review and Analysis

Existing information review will be used to 1) inform the instream flow study plan development and 2) assess water needs for sensitive species compared to CCSD groundwater pumping operations. Stillwater will conduct streamflow analysis from existing hydrology and stream gage data on Santa Rosa Creek. Results from this analysis will be used to calculate mean monthly flows to determine appropriate calibration flows to include in the IFIM model. Additional analysis may be required to augment existing information related to historical water production estimates, net production from the Santa Rosa Creek watershed, and the connection between groundwater recharge on surface flows in Santa Rosa Creek. Review of historic groundwater modeling conducted in Santa Rosa Creek. Review District pumping operations and groundwater pumping from private wells is included under Task 5 Groundwater pumping assessment.

Task 2 Assumptions:

- Historical surface water data and groundwater data (going back to 2000 or further) are available in a usable format for analysis.

Task 2 Deliverables:

- A summary of relevant flow statics will be provided in the draft and final technical reports described under Task 6.

Task 3 – Develop Instream Flow Study Plan

Stillwater will prepare a draft and final Study Plan based on review of existing information and discussion with the TAC. Based on our knowledge of conditions in Santa Rosa Creek, we anticipated that two study reaches will be required to accurately model representative conditions in the Study Area due to (1) the anticipated extent of the Study Area, (2) the location of the District pumps being roughly two miles upstream of the lagoon, and (3) the influence of a key tributary – Perry Creek – about one quarter mile upstream of the District pumps. The study will use accepted standard methods for assessing habitat-stream flow relationships, primarily the Instream Flow Incremental Methodology (IFIM) (Bovee and Milhous 1978, Bovee et al. 1998) to assess rearing habitat, and critical riffle analysis (CDFW 2017) to assess fish passage. Calibration flows targeted for the IFIM should cover a range of somewhat stable seasonal flows in Santa Rosa Creek, including roughly 0.5 cubic feet per second (cfs), 3 cfs, and 8 cfs (to be confirmed in Task 2). Flows higher than roughly 10 cfs are likely rain-driven events that are not likely to be affected by project pumping operations or influenced by groundwater recharge. The Study Plan will be developed to provide a thorough assessment of the relationship between instream flow and suitable habitat available for federally listed steelhead life stages that occur in Santa Rosa Creek.

Task 3 Assumptions:

- Two review drafts of the Study Plan and one final draft Study Plan will be prepared; comments for each draft will be provided in a single, track-changed document.
- The Study Plan will focus on steelhead only.

Task 3 Deliverables:

- One administrative draft, one agency draft, and one final draft of the Study Plan.

Task 4 – Conduct Instream Flow Study

Task 4.1 Implement IFIM

Stillwater will implement the finalized Study Plan. The first step of study plan implementation will be to conduct stream habitat mapping of the study reach to determine frequency of habitat types (e.g., riffle, run, pool habitat) for use in survey transect selection and modeling purposes. Habitat mapping will be conducted during baseflow conditions, likely during late-spring or early-summer 2025.

Survey transect locations will be selected during fall 2025. A minimum of three survey transects per habitat type is required for the IFIM, and in cases where there is an unequal distribution of habitat types or where unique habitat features occur, additional transects are required to allow for reasonable representation of study reach condition. Therefore, we assume up to a total twelve survey transects will be required for each study reach for a total of up to 24 transects over two study reaches. However, the number of study reaches will be determined based on review of existing data, hydraulic analysis, TAC input on study plan, and habitat mapping results.

Field surveys will be conducted at all transects when calibration flows are achieved within the Study Area, anticipated to be during winter 2025/2026.

Task 4.2 Fish Passage Evaluation

The critical riffle analysis method (CDFW 2017) will be used to assess juvenile and adult migration flows within the study reaches. Fish passage evaluations were previously conducted at two locations in Santa Rosa Creek, however, flows included in the analysis were higher than around 20 cubic feet per second cfs. Additional fish passage assessments are proposed for this study to understand conditions at a more precise range of flows covering from between approximately 3 cfs to 15 cfs. Fish passage assessments will be conducted near the two locations previously assessed which include one location near Main Street and one location upstream of Perry Creek. Up to 4 flows will be assessed for fish passage.

4.2 Data Analysis and Modeling

Analysis will include a description of existing aquatic habitat in the study reaches based on data collected during the habitat mapping effort (described under Task 4.1). The Physical Habitat Simulation (PHABSIM) component of IFIM will be used to link the hydraulic model with species habitat suitability criteria to compute an index of habitat suitability for steelhead over a range of flows. Information from the habitat mapping data collected under Task 4.1 will also be used to determine transect weighting for modeling purposes. Hydraulic models (PHABSIM) will be calibrated to established protocols. The PHABSIM modeling results and associated transect weighting will be combined with approved habitat suitability criteria to generate Area Weighted Suitability (AWS previously referred to as Weighted Area Suitability [WUA]) curves for steelhead life stages of interest. A set of time series tables and graphs will be generated on a monthly time step (by water year type) to depict AWS habitat values on a monthly basis under various low-to-moderate flow regimes (no attempt will be made to estimate AWS under very high flow conditions).

Task 4 Assumptions:

- Assumes adequate flows will occur to complete the survey between late-fall 2025 and Spring of 2026.

Task 4 Deliverables:

- All methods and analysis will be described in draft and final reports described in Task 6 below.

Task 5 – Groundwater Pumping Assessment

A groundwater pumping assessment will be conducted to understand how critical flows that are protective of steelhead may be influenced by CCSD and larger private ground water pumping operations. The groundwater pumping assessment task will be led by Gus Yates of Todd Groundwater with field data collection support from Stillwater.

Task 5.1 Update Estimate of Agricultural Pumping and Consumptive Use

A preliminary review of historical aerial photographs suggests that cropping intensity in Santa Rosa Creek Valley is less than it was when last inventoried for the U.S. Geological Survey study in the late 1980s. Updated cropping information is needed to develop updated estimates of irrigation and consumptive use of groundwater and associates stream flow depletion. Gus Yates (Todd Groundwater) will use information from historical aerial photographs (Google Earth)

supplemented with landowner interviews to obtain information about crop types, rotations, growing seasons irrigation methods and water use. Several major landowners/growers in the valley will be interviewed by telephone for this purpose.

Task 5.1 Deliverables:

- A digital map of cultivated fields overlying the Santa Rosa Creek groundwater basin.
- A table summarizing cropping patterns in recent years for each of the fields.
- Estimates of irrigation pumping, consumptive use and return flows for each field.

Task 5.2 Extract Relationships between Groundwater Pumping and Stream Flow from the USGS Study

The 1998 U.S. Geological Survey groundwater study report documented the development and use of a groundwater flow model of the Santa Rosa Creek groundwater basin. Some of the simulations included changes in selected categories of pumping. The effects of those changes on other components of the water budget were presented as percentages of average annual flows. Gus Yates (Todd Groundwater) will convert those changes into estimated changes in daily Santa Rosa Creek stream flow using assumptions regarding the timing of irrigation pumping and concurrent seasonal groundwater storage changes.

Task 5.2 Deliverables:

- Summary of pumping-flow relationships presented in the USGS study
- A workbook containing measured daily flow for the gage at the Main Street bridge since the 1990s and similar time series of estimated flow depletion due to agricultural pumping and municipal pumping.

Task 5.3 Compile and Plot CCSD Santa Rosa Creek Production Information

Cambria CSD obtains part of its water supply from wells along Santa Rosa Creek in the town of Cambria. CCSD meters well production and compiles the information monthly. Gus Yates (Todd Groundwater) will compile those data into a single Excel workbook, and time series plots and statistical summaries will be prepared.

Task 5.3 Deliverables:

- A consolidated workbook of monthly production data for CCSD wells since 2000 in a format that facilitates plotting and analysis.
- Time series plots of production and a table of production statistics.
- A brief summary of historical production patterns for CCSD's Santa Rosa wells.

Task 5.4 Pump test

Pump tests will be conducted to assess the degree of influence pumping operations have on surface flow in Santa Rosa Creek. Stillwater staff will measure surface flows in Santa Rosa Creek at three locations relative to the main District pump including upstream, downstream, and near the District pumps. Stillwater will work closely with the District to ensure that surface flow measurements can be collected while District pumping in the Santa Rosa Creek basin is held at or near the maximum rate for one week and again after pumping is paused for one week.

Task 5.4 Assumptions:

- Assumes District pumping operations can be adjusted in the Santa Rosa Creek basin to accommodate pump test when surface flows are present throughout the study reaches

Task 5.4 Deliverables:

- All methods and analysis will be described in draft and final reports described in Task 6

Task 6 – Draft and Final Technical Report

Results from the instream flow study and the groundwater pumping assessment will be pulled into a single report that identifies critical flows for steelhead in Santa Rosa Creek and describes how those flows may be influenced by groundwater pumping. Stillwater, with support from Gus Yates will prepare two drafts and one final report of the instream flow study. The instream flow study report will include the following:

1. A thorough assessment of the relationship between instream flow and suitable habitat available for federally listed steelhead life stages that occur in Santa Rosa Creek.
2. A thorough assessment of the relationship between instream flow and fish passage for adult and juvenile steelhead.
3. An assessment of groundwater pumping including seasonal demand and extraction rates, and how they may influence surface flows
4. A summary of operational constraints and considerations based on watershed hydrology and groundwater conditions.

Assumptions:

- Two review drafts of the Study Report and one final Study Report will be prepared; assumes that comments for each draft will be provided by the CCSD in a single, track-changed document.

Task 6 Deliverables

- One administrative draft, one agency draft, and one final draft of the Instream Flow Study Report.

SCHEDULE

Work will begin shortly after contracting is completed. Coordination, TAC outreach, and review of background documents and data will occur in 2025. Habitat mapping will begin in the late spring and summer (2025) if sections of Santa Rosa Creek become dry before habitat mapping is completed, additional habitat mapping will be conducted when flows return to the dry sections, likely in winter 2025/2026. Instream flow surveys and fish passage assessments will occur based on when target flows occur likely between November 2025 through March 2026. All reporting will occur in spring 2026.

BUDGET**Table 1.** Santa Rosa Creek instream flow study budget summary.

Task	Budget
Task 1. Project Coordination and Meetings	\$16,700
Task 2. Existing Data Review and Analysis	\$11,000
Task 3. Develop Instream Flow Study Plan	\$15,100
Task 4. Conduct Instream Flow Study	\$59,400
Task 5. Groundwater Pumping Assessment	\$33,200
Task 6. Reporting	\$40,600
Total	\$176,000

REFERENCES

Bovee, K. D., and R. T. Milhous. 1978. Hydraulic simulation in instream flow studies: Theory and techniques. Instream Flow Information Paper 5. U.S. Fish and Wildlife Service FWS/OBS-78/33. U.S. Fish and Wildlife Service.

Bovee, K. D., B. L. Lamb, J. M. Bartholow, C. B. Stalnaker, J. Taylor, and J. Henriksen. 1998. Stream habitat analysis using the instream flow incremental methodology. U.S. Geological Survey, Biological Resources Division Information and Technology Report USGS/BRD- 1998-0004.

California Department of Fish and Wildlife (CDFW). 2017. Standard operating procedure for critical riffle analysis for fish passage in California. Instream Flow Program. Sacramento, CA. Available: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=150377&inline>

RESOLUTION NO. 17-2025

March 13, 2025

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE FISCAL YEAR 2024/2025 FINAL BUDGET

WHEREAS, on August 15, 2024, the Board of Directors adopted Resolution 27-2024 approving the Final Budget for Fiscal Year 2024/2025; and

WHEREAS, Government Code Section 61111(a) authorizes the board of directors of a community services district to amend the budget by resolution; and

WHEREAS, the Board of Directors desires to amend the Final Fiscal Year 2024/2025 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Cambria Community Services District Board of Directors that the Fiscal Year 2024/2025 Final Budget is hereby amended as shown on Exhibit "A," attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 13th day of March, 2025.

Debra Scott
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Confidential Administrative Assistant

Timothy J. Carmel
District Counsel

Exhibit A

CAMBRIA COMMUNITY SERVICES DISTRICT
 2024-2025 FISCAL YEAR BUDGET
 PROPOSED BUDGET ADJUSTMENT
 Resolution 17-2025

Budget Adjustment

Fund	Purpose	Sources	Uses
WD	WD - RESERVES	\$ 176,000	\$ -
WD	STILLWATER SCIENCES - INSTREAM FLOW STUDY	\$ -	\$ 176,000
	Fund Sub-Total	<u>\$ 176,000</u>	<u>\$ 176,000</u>
	Difference (unidentified sources of funding)	<u>\$ -</u>	

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B**

FROM: Matthew McElhenie, General Manager
Michael Burkey, Fire Chief

Meeting Date: March 13, 2025 Subject: Discussion and Consideration of Introduction of Ordinance 01-2025 Adding Chapter 6.05 to the Cambria Community Services District Municipal Code Regarding Weed Abatement Standards

FISCAL IMPACT:

Introducing and adopting the Weed Abatement Standards Ordinance will not have an immediate fiscal impact. However, once the Ordinance is adopted, it is important to note that a significant amount of staff time will be required to ensure the safety and welfare of Cambria residents. This will involve enforcing new weed abatement standards on private and public properties.

DISCUSSION:

The Cambria CSD Fire Department and District Counsel, in coordination with the Board of Directors and Fire Protection Committee, has prepared a proposed Weed Abatement Standards Ordinance for Board consideration. Ordinance 01-2025 has been drafted to add Chapter 6.05 to the CCSD Municipal Code.

The proposed Ordinance will ensure the safety and welfare of Cambria residents by mandating the abatement of hazardous weeds and vegetation on private and public properties. This Ordinance aims to establish weed abatement standards as regulations, defining the District's requirements for managing hazardous vegetation.

This item was presented to the Board of Directors on February 13, 2025. After much discussion, the Board of Directors referred it back to the Fire Protection Committee for further review.

On February 20, 2025, the Fire Protection Committee discussed and considered this item in detail. The Committee provided feedback, which is now included in the attached Ordinance for the Board's review and consideration.

It is recommended that the Board of Directors introduce by title only Ordinance 01-2025 adding Chapter 6.05 to the Cambria Community Services District Municipal Code regarding Weed Abatement Standards and waive further reading.

ATTACHMENTS:

1. [Ordinance 01-2025](#)

ORDINANCE NO. 01-2025

CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

DATED: , 2025

AN ORDINANCE ADDING CHAPTER 6.05 TO THE CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE RELATING TO WEED ABATEMENT STANDARDS

WHEREAS, Government Code Section 61100(d) authorizes the Cambria Community Services District to “Provide fire protection services, rescue services, hazardous material emergency response services, and ambulance services in the same manner as a fire protection district, formed pursuant to the Fire Protection District Law, Part 2.7 (commencing with Section 13800) of Division 12 of the Health and Safety Code” and the District provides fire protection services to the community through its Fire Department; and

WHEREAS, the Cambria Community Services District conducts annual weed abatement under its Fire Hazard Fuel Reduction Program in accordance with the authority in Government Code Section 61100(t); and

WHEREAS, Government Code section 61060(b) provides the District with the authority “To adopt, by ordinance, and enforce rules and regulations for the administration, operation, and use and maintenance of the facilities and services listed in Part 3 (commencing with Section 61100)”;

and

WHEREAS, the uncontrolled growth and/or accumulation of weeds, grasses, hazardous vegetation and combustible materials or obstructions on sidewalks, streets, and on lands or lots within the District is dangerous or injurious to neighboring property and the health, safety, and welfare of residents of the District and surrounding areas; and

WHEREAS, such growth and accumulation constitutes a public nuisance in that it creates fire hazards and creates a hazard to the health, safety, and general welfare of the public; and

WHEREAS, the District is located in a wildland/suburban interface in which many of the native and non-native plant species within the jurisdictional boundaries of the District are highly flammable during dry periods and have contributed to significant wildfires resulting in catastrophic losses of life, property, and the environment. The risk of significant wildfires continues to increase for numerous reasons; and

WHEREAS, of paramount importance to the Board of Directors and the residents of the District is the protection of lives and property from the threat of fire and the safety of fire and law enforcement personnel during wildfires; and

WHEREAS, the Cambria Community Services District seeks to ensure the safety and welfare of its residents by requiring the abatement of hazardous weeds and vegetation on private and public properties; and

WHEREAS, the purpose and intent of this Ordinance is to adopt weed abatement standards as regulations to define the District's requirements for weed abatement.

NOW, THEREFORE, The Board of Directors of the Cambria Community Services District Ordains as follows:

Section 1. Chapter 6.05. is hereby added to Title 6 of the Cambria Community Services District Municipal Code to read as follows:

Chapter 6.05 – WEED ABATEMENT STANDARDS

6.05.010. – Purpose and Findings

In accordance with Government Code Section 61100(d) the Cambria Community Services District provides fire protection services to the community. Pursuant to Government Code Section 61100(t), the District is also authorized to provide weed abatement services to “Abate weeds and rubbish pursuant to Part 5 (commencing Section 14875) of the Health and Safety Code...” Pursuant to that authority the District conducts an annual Fire Hazard Fuel Reduction Program. Additionally, Government Code section 61060(b) provides the District with the authority “To adopt, by ordinance, and enforce rules and regulations for the administration, operation, and use and maintenance of the facilities and services listed in Part 3 (commencing with Section 61100).” Accordingly, the purpose of this Chapter is to set forth standards for weed abatement to facilitate regulation and control of the growth and accumulation of weeds, grasses, and other combustible vegetation in order to reduce fire risks and protect the health, safety, and general welfare of the community.

This Chapter is not the exclusive regulation of fire protection, including hazardous weeds and prohibited materials in the Cambria Community Services District. It shall supplement and be in addition to the provisions of the California Fire Code and the International Wildland Urban Interface Code, as adopted by the District, and other related regulations heretofore or hereafter enacted by the State, the County, or any other legal entity or agency having jurisdiction.

6.05.020 Definitions

“Weeds” for the purpose of this ordinance are defined as any vegetation excluding trees that is considered combustible, hazardous, or unsightly, whether living or dead, and as further set forth in Health and Safety Code Section 14875.

“Noxious Plants” shall mean plants identified as invasive, harmful to the environment, or otherwise detrimental, including poison oak and other invasive species.

“Trees” in the context of fire hazard fuel reduction, refer to any woody perennial plants with a single trunk or multiple stems that can potentially contribute to fire risk. In particular, trees with low moisture content, excessive deadwood, or that are positioned too close to other vegetation or structures can increase the likelihood of fire spread and intensity.

“Property Owner” shall mean the legal owner(s) of real property, and any tenant, agent, or representative.

“Fire Hazard Area” shall mean any area of property where vegetation poses a potential risk for the rapid spread of fire.

6.05.030 Applicability and Enforcement Authority

This Chapter applies to all properties, both developed and undeveloped, within the boundaries of the Cambria Community Services District, including residential, commercial, industrial, and public lands.

The Fire Chief or his or her designee shall enforce the provisions of this Chapter. The Fire Department or personnel authorized by the Fire Chief shall conduct periodic inspections of properties to ensure compliance with this Chapter.

6.05.40 Standards for Property Maintenance and Weed Abatement

Property Owners in the District shall:

- A. Maintain property as outlined in Chapter 49 of the California Fire Code Section 4906 and 4907.
- B. Remove Weeds and hazardous Trees as defined in this Ordinance 50 feet from the edge of improved roadways, 50 feet from each property line, and 10 feet on each side of driveways.
- C. The following exemptions to the requirements of this Section shall apply:

Any land beyond 50 feet from improved streets, as declared by the County, State, or Federal Government, which has been acquired or managed, for one or more of the following purposes:

- a. Animal pastures and agricultural fields growing hay or grains. The interior portion of fenced pastures where the quantity of livestock

significantly reduces the vegetative growth, therefore bringing the parcel into compliance. Agricultural fields must be cut at harvest time. Uncut hay and grain are subject to abatement.

- b. Habitat for endangered or threatened species that is a candidate for listing as an endangered or threatened species by the State of California or Federal Government.
- c. Land kept in a predominantly natural state as habitat for wildlife, plant, or animal communities.
- d. Open space lands that are environmentally sensitive parklands.
- e. Other lands having scenic values.

Abatement requirements shall be in effect in waterways where flood preparation measures and emergency flood control mitigation is necessary.

- 1. This exemption applies whether the land is held in fee title or any lesser interest. This exemption applies to any public agency and private entity that has dedicated the land, including water areas, to one or more of those purposes or uses, or any combination of public agencies and private entities making that decision.
- 2. This Section shall not be construed to prohibit the use of properly authorized prescribed burning to improve the biological function of land or to assist in the restoration of desired vegetation.
- 3. In the event that any lands adjacent to land, as described above, are improved such that they are subject to this Ordinance, the obligation to comply with the Standards in this Section shall be with the person owning, leasing, controlling, operating, or maintaining the occupied dwelling or occupied structure on the improved lands. All maintenance, activities, and other fire prevention measures required by this Section shall be required only for the improved land and water areas as described above.

- D. In order to qualify for any of the foregoing exemptions, it is the Property Owner's responsibility to notify the Fire Department of the qualifying exemption at least 30 days prior to the weed abatement deadline for the first year of implementation. Notification shall be made to the Fire Chief and shall be under the sole discretion of the Fire Chief as to the applicability and authorization of the exemption. The Fire Chief shall utilize the appropriate and applicable entities to conclude their decision in such a way that will not create unreasonable delay.

6.05.050 Declaration of Public Nuisance; Enforcement and Abatement

Weeds, grass, and combustible vegetation growing or accumulating upon private property within the District, which do, or will when dry, create a fire hazard and which by virtue thereof constitute a danger to (the owned or) neighboring property or the health or welfare of residents (of the subject property or) in the vicinity are hereby declared to constitute a public nuisance.

In addition to the annual weed abatement/Fire Hazard Fuel Reduction Program, failure to maintain property in accordance with the Standards set forth in Section 6.05.040 that constitutes a fire hazard and public nuisance shall be subject to Civil Administrative Citations in accordance with the procedures set forth in Chapter 1.14 of this Code and are also subject to abatement pursuant to Section 1.14.050. Costs of abatement shall be recovered in accordance with Section 1.14.090 and Notices of Lien may also be recorded pursuant to that Section.

Section 2. A summary of this Ordinance shall be published in a newspaper published and circulated in the District at least five (5) days prior to the Board of Directors meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the office of the Confidential Administrative Assistant. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those Board members voting for and against the Ordinance shall be published again, and the Board Secretary shall post a certified copy of the full text of such adopted Ordinance.

Section 3. This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage.

Section 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Ordinance would be subsequently declared invalid or unconstitutional.

The foregoing Ordinance was adopted at a regular meeting of the Board of Directors of the Cambria Community Services District held on the ___ day of _____, 2025.

AYES:

NAYS:

ABSENT:

Debra Scott
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Confidential Administrative Assistant

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C**

FROM: Matthew McElhenie, General Manager

Meeting Date: March 13, 2025

Subject: Discussion and Consideration of Board Approval of the East Ranch Community Park Phase 3 Plan and, if Approved, to Direct Staff to Issue a Request for Proposal (RFP) for Engineering Services to Develop Detailed Plans and Cost Estimates for Its Implementation

FISCAL IMPACT:

The fiscal impact for this item is unknown.

DISCUSSION:

On February 13, 2025, the Board of Directors received a presentation from the PROS Community Park Ad Hoc Committee on the East Ranch Community Park (Park) Conceptual Plan. Phase 3 of the Park Plan is a critical step in the continued development and enhancement of the Park. This phase focuses on expanding park facilities and integrating sustainable practices to meet the community's growing recreational needs.

It is recommended that the Board of Directors discuss the East Ranch Community Park Phase 3 Plan and, if approved, direct staff to issue an RFP for engineering services to develop detailed plans and a cost estimate for its implementation.

ATTACHMENTS:

1. [Cambria CSD East Ranch Community Park Phase 3 Plan](#)

Cambria CSD East Ranch Community Park Phase 3 Plan

Updated: 29 January 2025

Version: Draft



Submitted by the East Ranch Community Park ad hoc committee:

Jeff Wilson

Shannon Sutherland

Contents

Purpose.....	3
Goal.....	3
References.....	3
Background.....	3
Phase 1 Development.....	5
Phase 2 Development.....	6
Phase 3 Development.....	7
Project Viability Matrix	8
Community Engagement	9
Representative feedback comments:.....	10
Phase 3 Recreational Components.....	12
Playground	13
Volleyball Court.....	14
Multi-purpose Playing Field	15
Disc Golf Course.....	16
Gazebo Picnic Area.....	17
Group Picnic Area.....	17
Loop Trail	18
Appendix A – Phase 3 Presentation.....	19
Appendix B – Phase 3 Community Feedback Form.....	39

Purpose

The scope of the East Ranch Community Park ad hoc committee Phase 3 Plan is to provide a list of recreational components that will be included within the park's boundaries. This document includes a project history summary of Phase 1 and Phase 2 development, the current state of the East Ranch Community Park area, the ad hoc committee methodology for selecting the recreational components, community engagement, and feedback. The Phase 3 Plan is designed to be a high-level overview and does not include cost estimates, building plans, or maintenance plans. However, cost, funding, permitting viability, and maintenance have been critically considered in the selection of the recreational components represented in this plan. The Phase 3 Plan is designed to be broken down into versions by recreational components. For example, Disc Golf may be presented to the CCSD Board as Phase 3.1 and will include cost estimates, funding sources, building plans, and maintenance proposals.

Goal

The goal of the Phase 3 Plan is to receive CCSD Board adoption.

References

- Community Park Phase 3 Plan Presentation
- Community Park Phase 3 L1 Map
- [East-West Ranch Public Access and Resource Management Plan and Easement](#)
- [Final Master Environmental Impact Report](#) (EIR)

Background

In 2000, the property formerly known as the Fiscalini Town Ranch, later the East-West Ranch, and currently known as the Fiscalini Ranch Preserve, was preserved in perpetuity through a unique coalition of public and private efforts and funding. Cambria CSD holds title to the property, and Friends of the Fiscalini Ranch Preserve (FFRP) holds the conservation easement. At the time of acquisition, and in all subsequent plans and considerations, a portion of the property was designated as a recreational community park, which we currently refer to as the East Ranch Community Park. The ad hoc committee plans to engage the community in naming the park.

A Conservation Easement, defined in the *East-West Ranch Public Access & Resource Management Plan & Easement* dated April 24, 2003, was granted by the CCSD to the North Coast Small Wilderness Area Preservation (NCSWAP). Subsequently, on February 2, 2008, NCSWAP filed a name change to the Friends of the Fiscalini Ranch Preserve (FFRP) to hold this conservation easement over the Fiscalini Ranch Preserve in perpetuity. Article K.5.m of this conservation easement, on page 9, states, under Permitted Uses and Activities: *Preparation of*

plans and construction of improvements consistent with active recreational uses in the Community Park Area.

Exhibit B in the Conservation Easement - Description of Community Park Area, states: The area for the Community Park is undetermined, but it will be within the borders outlined in Exhibit B and determined when the Community Park Conceptual Master Plan is accepted.

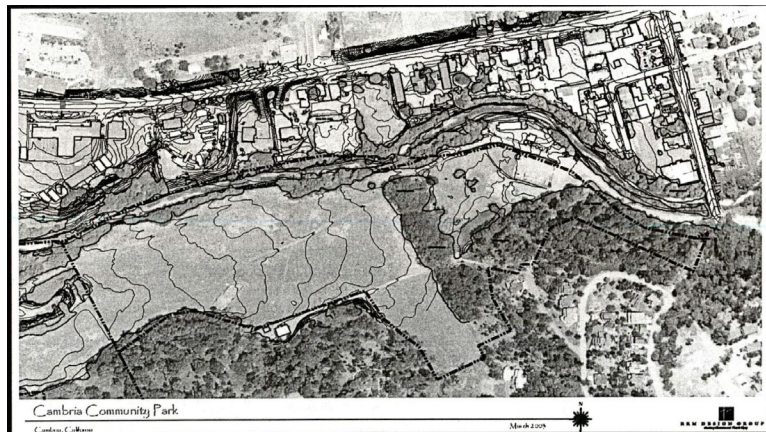
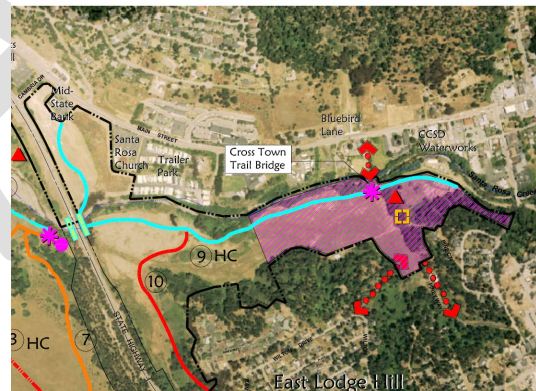


Exhibit D in the Conservation Easement -The East-West Ranch Public Access & Resource Management Plan (the **Ranch Management Plan**) adopted on April 24, 2003, on page 26, made provisions for the East Ranch Community Park: *Area sufficient to support the community's desired uses and facilities as planned for East Ranch. For the general location of the park, see Exhibit 1. The precise uses, activities, and design will be determined in a separate process. The Community Park will be designed to connect to other areas of the Ranch.*

Public Access and Resource Management Plan



Through the tireless efforts of the former PROS Commission, CCSD staff, and Boards, a 2007 Proposed Community Park Master Plan was developed, which was later revised as the 2009 Revised Community Park Plan, dated August 26, 2009.

Based on these plans, the *Final Master Environmental Impact Report (EIR)* was developed and certified by the Board on November 16, 2009.

Phase 1 Development

On September 13, 2012, the SLO County Planning Commission granted Development Plan/ Coastal Development Permit DRC2010-00026, which includes provisions for an East Ranch Community Park. Because a portion of this plan was executed in Phase 1, this CDP is vested with no expiration date.

On March 18, 2016, CCSD applied for, and on October 20, 2016, SLO County issued Permit # PMT2015-02586, the construction permit for Fiscalini Ranch Preserve Community Park Phase 1, which included:

- Grading, drainage, retention swales, emergency access road, red rock parking area, and new dog park.
- ADA parking stalls with required signage.
- ADA path of travel to dog park and gate.
- Storm drain catch basin and underground storm drain pipe.

Firma Landscape Architects created the landscape design for Phase 1, and Civil Design Studios performed the civil engineering. Groundbreaking for the Fiscalini Ranch East Park Phase 1 Project started on July 25, 2017, with General Contractor Chaves Construction and was substantially complete as of December 5, 2017.



The Current State East Ranch Community Park is defined in Sheet L0, Existing Conditions, Fiscalini East Ranch Preserve, dated 3/25/2024, which reflects the as-built conditions following Phase 1 development, reported to and accepted by the CCSD Board on April 11, 2024.



Phase 2 Development

Phase 2 of the East Ranch Community Park Project is currently underway. Phase 2 scope includes a restroom and ADA-compliant pathways from the parking area to the restroom.

There were numerous PROS Commission discussions regarding the need for a restroom on the East Ranch before the next development phase, extensive community input, and progressing design details during 2019-2021. At the [August 4, 2021, meeting](#), PROS voted unanimously to refer their preferred design recommendation to the Board.

- Links to the [Agenda](#) and [Minutes](#).

On [September 9, 2021](#), the Board voted unanimously to approve the proposed restroom design, which includes potable or non-potable flush toilets and sinks. Reference Agenda Item 6C, pages 19-30. The Board received the final design on October 14, 2021, and directed staff to move the project forward.

- Reference [Agenda](#) Item 6B, pages 28-68.

On [March 1, 2022](#), Utilities Department Manager/ District Engineer Dienzo reported to PROS that the Construction Permit application had been submitted to County Planning, followed by multiple rounds of information requests and permit submittals.

During the [December 7, 2023, Board Meeting](#), the Board approved the Intent to Serve Letter for the East Ranch Restroom and approved a change to the Community Park Master Plan to allow the water-serving restroom design. Reference [Agenda](#) Item 4G, pages 82-111, at 2:58 PM. For a detailed history of the East Ranch Community Park restroom timeline reference:

- Pages 100-104 of [this agenda packet](#).

The County issued Construction Permit # PMTC2022-00061 on April 16, 2024. CCSD staff issued the purchase order to The Public Restroom Company (PRC) in June 2024 for the prefabricated restroom building and paid PRC \$198,237 on June 12, 2024. Delivery is currently scheduled for February 3, 2025. Site preparation is currently in progress.

Phase 3 Development

During the September 14, 2023, CCSD Board meeting, the former PROS Commission was replaced by the PROS Committee under the bylaws governing the other CCSD Standing Committees. Continuing the momentum of the former PROS Commission, at the November 7, 2023 PROS Committee meeting, the Community Park Plan ad hoc committee was formed to define a plan for the next phase of Community Park development on the East Ranch. The Phase 3 methodology summarizes the efforts of this ad hoc committee to date. We have conducted an extensive review of the various defining documents, including:

- The [Conservation Easement](#)
- The [Ranch Management Plan](#)
- The [Final Master Environmental Impact Report](#)
- The [Coastal Development Permit DRC2010-00026](#)

From document reviews and discussions with FFRP, we have clarified that the following two APNs define the boundaries of the community park:

- APN 013-131-038, approximately 18 acres, with SLO County Land Use Designation, including Recreation
- APN 013-131-033, approximately 1.58 acres, with SLO County Land Use Designation Recreation



Figure 1 - Map of the two APNs that define the boundaries

Figure 1 is a map of the two APNs that define the boundaries of the East Ranch Community Park. The southern and western boundaries of the community park area are the APN boundaries. Since the northern APN boundaries include Santa Rosa Creek, the effective community park boundary will be a reasonable distance south of the Santa Rosa Creek bank. The parking area fairly defines the eastern boundary and will be further defined as CCSD Utilities and Facilities and Resources staff progress plans for facility relocations and upgrades.

The ad hoc committee worked with Firma Landscape Architects to develop Sheet L0, Existing Conditions, Fiscalini East Ranch Preserve, dated 3/25/2024, to reflect the as-built current state of the community park area. SLO County Planning stated that:

- The addition of anything movable is acceptable in the Community Park before the restroom is operational.
- Nothing permanent until after the restroom is operational.

Project Viability Matrix

To determine which recreational components should be included in the Phase 3 plan, the ad hoc committee created a Project Viability Matrix (PVM) to determine whether a project is worth pursuing, feasible, and aligned with our goals and resources. Each recreational component was moved through the defined criteria:

- What would the footprint look like?
- Is the project listed in or consistent with the spirit of the approved Coastal Development Permit, CDP DRC2010-00026?
- Is the project consistent with the Environmental Impact Report?
- Is the project consistent with the Conservation Easement and Ranch Management Plan?
- Is the project in alignment with our understanding of the community's vision of our community park?
- Was the project included in the PROS 2022 List of Projects, the 2022 List of Major Projects, and/or the PROS 2023 Petition?
- What level of use would the project have?
- Who would use it?
- Given that all developments require a construction permit, what special permitting requirements would this project add?
- What environmental impacts would this project have?
- Would this project add to the water requirements?
- What accessibility considerations or requirements would this project add?
- What will it cost to build this project? What are the funding sources?
- What will it cost to maintain this project? What are the funding sources?

A score on a 1-5 scale was assigned to each of the criteria to rank and compare different recreation projects based on their viability. Recreation projects that scored the highest are listed in the Phase 3 Plan. The final step in the viability included validating our findings with relevant stakeholders through community engagement.

Community Engagement

The ad hoc committee conducted a series of community engagements to gather input, build commitment, and validate the recreational components proposed in the Phase 3 Plan. Key stakeholders worked to present the recreational components' details and location within the park boundaries and gathered feedback. The engagement sessions were designed around gaging the enthusiasm and use of each component, obtaining additional ideas to include with each component. Identify groups and individuals willing to volunteer their time in various ways, such as helping us spread the word and build commitment, helping with fundraising, participating in work parties building various components, and participating in work parties maintaining and improving. Identify groups and individuals willing to donate money towards community park development and maintenance.

The Phase 3 presentation and feedback form were:

- Posted on PROS webpage
- Translated to Spanish
- Announced on KSBY
- Announced on News Break Cambria
- Distributed through friend circles and neighborhoods
- Presented at Farmer's Market over many weeks
- Presented at local churches

The following organizations received the presentation:

- Greenspace
- Friends of Fiscalini Ranch Preserve
- The Rotary Club of Cambria
- Cambria Dog Park group
- CYAA
- Cambria Historical Society
- Cambria Community Scholarship Foundation
- SLO County Parks & Recreation Commission
- North Coast Advisory Council (NCAC)
- Cambria Chamber of Commerce
- Cambria Tourism Board
- Cambria Community Council
- The American Legion Post 432
- The Lions Club of Cambria
- Coast Unified School District
- Odd Fellows
- Cambria Grammar School PTA

The Phase 3 Plan was refined based on learnings from the engagement discussions. A summary of the feedback from engagement discussions and an updated Phase 3 Plan was brought to the PROS Committee for discussion and consideration. People were encouraged to provide feedback during the engagement process, although it is worth noting that many people expressed frustration as they had provided feedback many times in the past.

Representative feedback comments:

- The old people have enough. Do something for the younger generations for once.
- Would be an amazing hang out place for the whole community!
- Can't wait for this project. It will be great for the community!
- As a frequent visitor of the area, I strongly believe this would benefit the community greatly! In a town filled with tourists looking for activities, it seems wise to provide them and the residents with fun outdoor spaces!
- I think the more activities available to Cambria families, the better! I'm just not sure about space constraints or I would have marked "great idea" for all items listed.
- I am a planner for the County. In an appropriate capacity (as allowed by my rules and regulations as an employee) I would love to help as a resource where appropriate.
- Love this ! Let's get this park built
- This plan is incredible and is so needed. I feel this park will get lots of use as it is in a warmer area than shamel. Volleyball court is my #1 vote!
- Why do we want to spoil natural beauty when we have Shamel Park, which can be improved and provide the same benefits you are trying to establish at Fiscalini Ranch.
- Preserve the meadow as open space.
- Although I like the idea of using this land for community recreation, I also think it is essential to do so in a way to maintain the natural environment as much as possible.
- I LOVE this proposed park. I am a "younger" resident of Cambria (mid-30s) and got so excited hearing about the disc golf and a playground. My hope is to one day raise a family in Cambria and having these options make it more desirable.
- Building an additional playground in a central location would be a valuable resource for families with young children. It would enrich Cambria, create more opportunities for neighbors to connect, and provide a safe, welcoming space for children's healthy development and positive experiences. This investment would ensure our town remains a vibrant, family-friendly place for years to come.
- I am in full support of a park in this area that would work for our community. I love all of the ideas presented thus far, and think that they would add a significant feature for families in Cambria, especially those with young children. I would be willing to volunteer time to help build and maintain any of these facilities.
- This is an amazing idea. Often time, we may need to avoid Shamel Park due to the very cold weather, especially in the winter. I have lived in Cambria my whole life 25 years and I think it would be an incredibly amazing opportunity for a playground area that is land locked, which may have better weather for the children. There are many children in this town and San Simeon that do not have many things to do, although some older residents may like to suggest there are not many kids. Having a small child, I see first hand the many children in our area and the great need for a land locked park. I have also worked for non-profit organizations that have hosted several focus groups in the local Cambria schools. At every single focus group there has always been a lengthy discussion about the need of another playground for children.
- The growing population of toddlers and kids in the town really need a new playground. A field would also be great for sports.

- I don't think that we need to develop every bit of empty land in and near Cambria. We already have an amazing park at Shamel. I frequent this park often and I would have to say that it is a low usage park in general. Any human development affects our native wildlife and makes Cambria less of an untouched community. I personally don't see a need for this and think that it could easily become a place that needs patrolling by law enforcement which are already in short supply.
- turning onto the East Ranch Park from Burton Drive is dangerous. If you encourage many people, you are creating even more of a dangerous situation.
- I have heard there was a Cambria resident interviewed on the news recently who said we didn't need a playground because there aren't many children in Cambria. This is not true, and becoming less and less true in fact: I just gave birth to my second daughter, and I know there are two more Cambria babies who will be born next month. There has been a huge increase in the amount of local children who have either moved here or been born here in the past few years. There is a great need to expand activities / resources catering to young children. We often have to drive to SLO or Paso or Atascadero for enrichment, but we LOVE Cambria and would much rather stay embedded in our community as much as possible. We are very grateful for the library story time on Thursday morning and the Shamel Park playground, although many parents have stopped taking kids to Shamel because the play structure is not in good condition (there are jagged rusty pieces of metal that have been exposed). We really appreciate all the seasonal events in town that are delightful for our kids, but would love more permanent fixtures. We are thrilled that Cambria is considering a new playground in this location, which will make it easy to walk with the stroller between the shops in town and a playground. We are so grateful to be living in this very special place.

Phase 3 Recreational Components

After extensive discussions regarding the viability of all potential improvements, the ad hoc committee recommends that the PROS Committee review and consider the following recreational components in the next phase of community park development in the locations roughly placed on the Phase 3 map.

1. **Playground**
2. **Volleyball Court**
3. **Multi-Purpose Playing Field**
4. **Gazebo Picnic Area**
5. **Disc Golf Course**
6. **Group Picnic Area**
7. **Horseshoe**
8. **Cornhole**
9. **Loop Trail**
10. **Restroom – Phase 2**



Playground

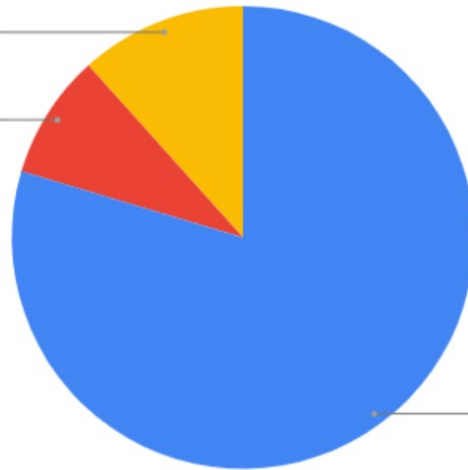
The playground has been included in every park design since the property was purchased. The idea is to design an ADA-compliant children's play area inspired by the natural surroundings, reflecting our beach and woodland community. The design will differ from the traditional metal swing sets, and instead, play structures will be designed to feel organic and part of the natural environment. The climbing structure materials will be wood and resin shaped like wood and rocks. The ground cover will be wood chips, and shrubs and trees will define the space to provide shade, mitigate noise, and block wind. The structures will be of varying sizes to accommodate young and older children. The area will include benches, a picnic table to accommodate supervision, and an ADA pathway connecting the parking, playground, and bathroom. 88 % of the community feedback supported a playground.

Playground

Bad idea
11.7%

Good idea
8.7%

Great idea!
79.6%

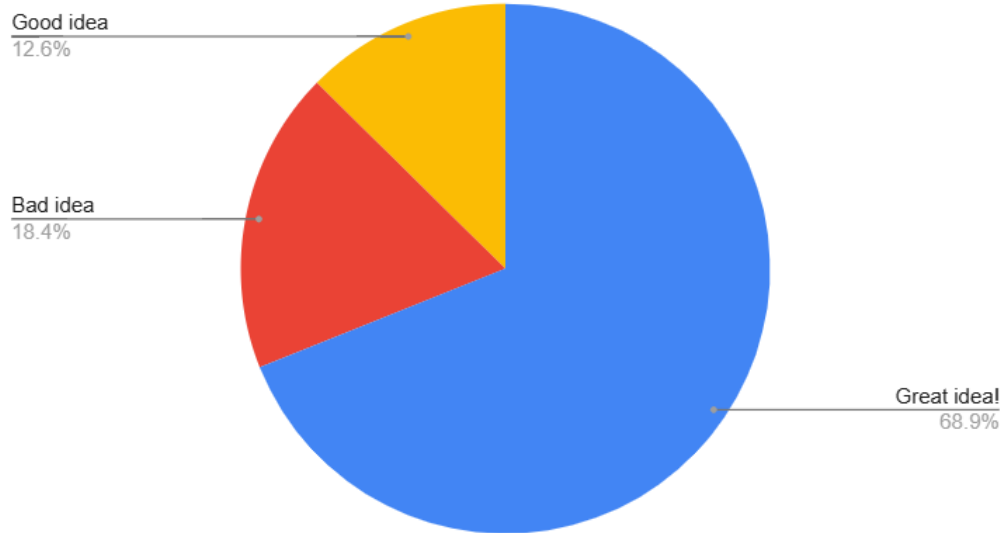


Volleyball Court

A sand volleyball court is a rectangular court filled with sand where beach volleyball is played. The court is surrounded by a clear space and divided by a net. A group of people from Cambria requested that this recreational component be included in the Phase 3 Plan. The court will be centrally located between the playing field, the children's playground, and the dog park. 81.5 % of the community feedback supported a volleyball court. Specifications include:

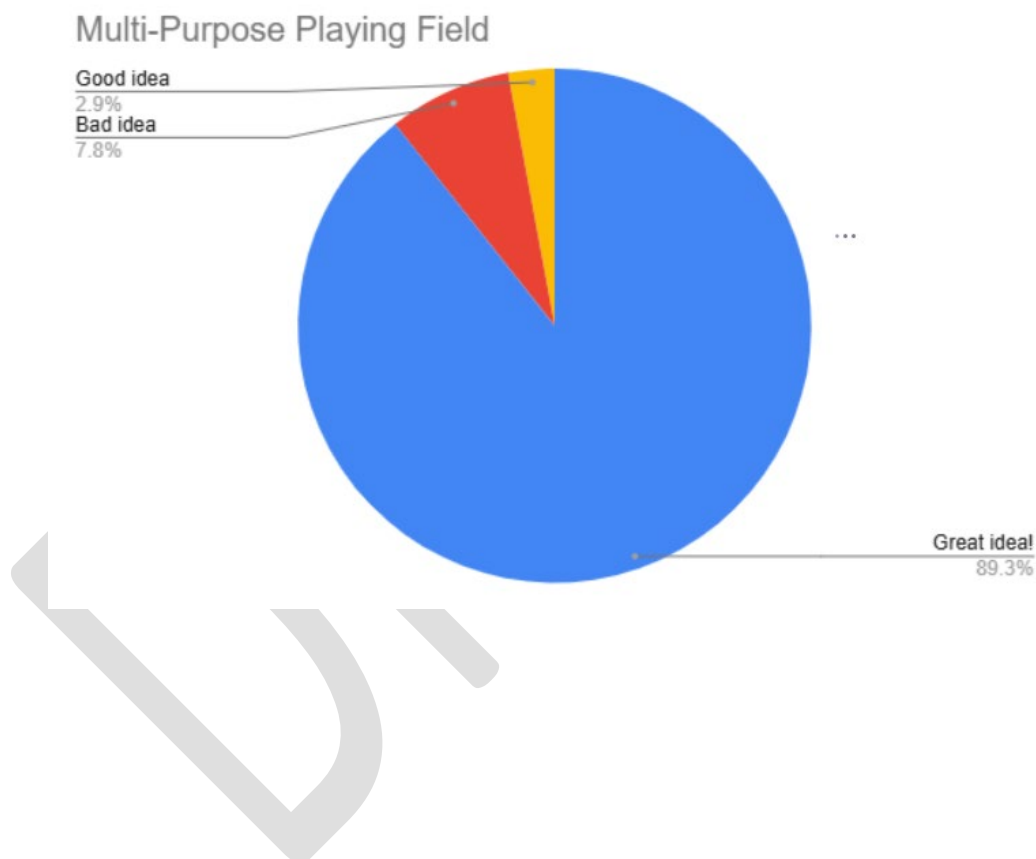
- Perimeter for safety, approximately 83 x 56 ft
- Excavation total at 2-2.5 ft deep
- Perforated pipe for drainage, pea gravel, and geo fabric
- Two 12 ft 6x6 posts secured 2-2.5 ft deep in cement
- Pro style net and hardware, and court boundary tape and hardware
- Excavation = approximately 11,500 cu. ft. (425 cubic yards)
- Addition of approximately 690 tons of sand

Volleyball Court



Multi-purpose Playing Field

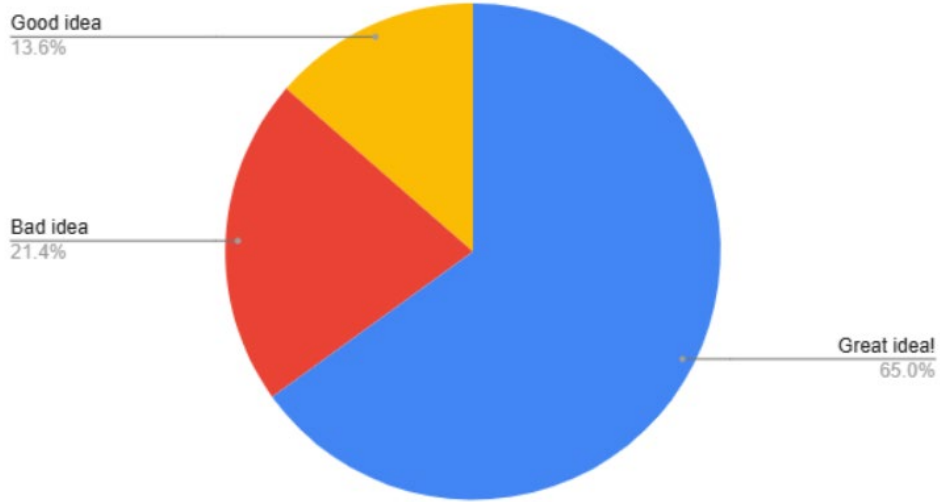
The idea of having playing fields for community use has historically been the driving force for the community park. The idea has been drastically scaled back to one approximately 360 x 180 feet multi-purpose playing field, designed to be an open space and inviting people to play ball sports, run in circles, fly a kite, or lie down and enjoy the birds flying overhead. The field area has already been graded to level the ground, but additional grading will be required to fill holes created by ground squirrels. The field will be seeded with a mixture of native, drought-tolerant grasses and ground cover and mowed regularly. It will be watered by seasonal rain and may not be green all year. The border to the playing field will be lined with trees (species specified in the EIR) to mitigate noise, block wind, and deflect any errant balls that may result from playing ball sports on the field. Over 90% of the feedback supported a multi-purpose playing field.



Disc Golf Course

A group of people from Cambria requested that this recreational component be included in the Phase 3 Plan. Disc golf is a sport where players throw flying discs, or Frisbees, into target baskets. The goal is to complete each hole in the fewest throws. A disc golf hole begins at a tee box and ends at a target basket. As a player progresses down the fairway, he or she must make each consecutive throw from where the previous throw landed. The trees, shrubs, and terrain changes in and around the fairways provide challenging obstacles for the golfer. The Disc Golf course includes nine holes and a practice basket on the south side of the East Ranch Community Park. The disc golf course will share space with other pass-through activities. Disc golf is a rapidly growing, environmentally friendly, low-cost, and low-impact sport and a healthy outdoor activity accessible to people of all ages and abilities. 79% of the feedback received supported Disc Golf; however, in discussions during Famer's Market, Disc Golf was overwhelmingly the component that people were most excited about.

Disc Golf Course



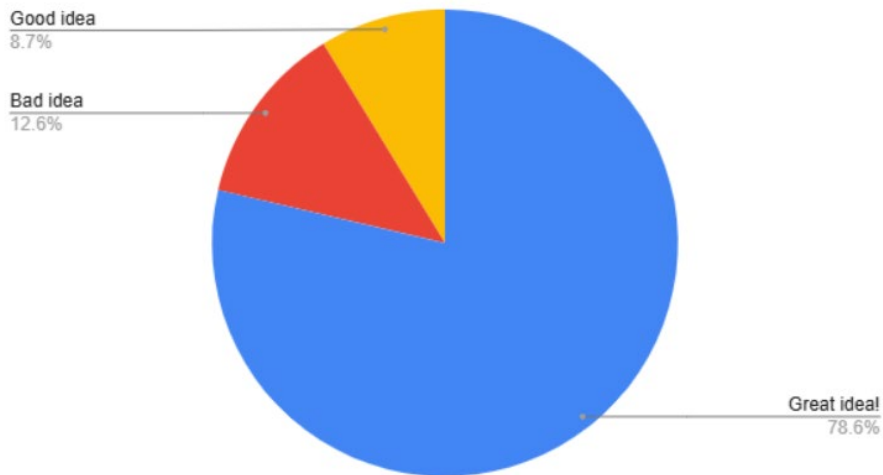
Gazebo Picnic Area

The gazebo picnic area is meant to be a nice place to view the whole park. It is centered in the middle of the playing field, playground, and volleyball court. It will include tables, benches, and a 20 x 20 ft shade structure.

Group Picnic Area

The 20 x 60 ft group or family picnic area will be located along the southern edge of the parking lot, including tables, benches, and a shade structure. The base will be composed of crushed granite or something similar. The horseshoe pit and corn hole will be located next to the group picnic area. 87.3% of the feedback supported the group picnic area.

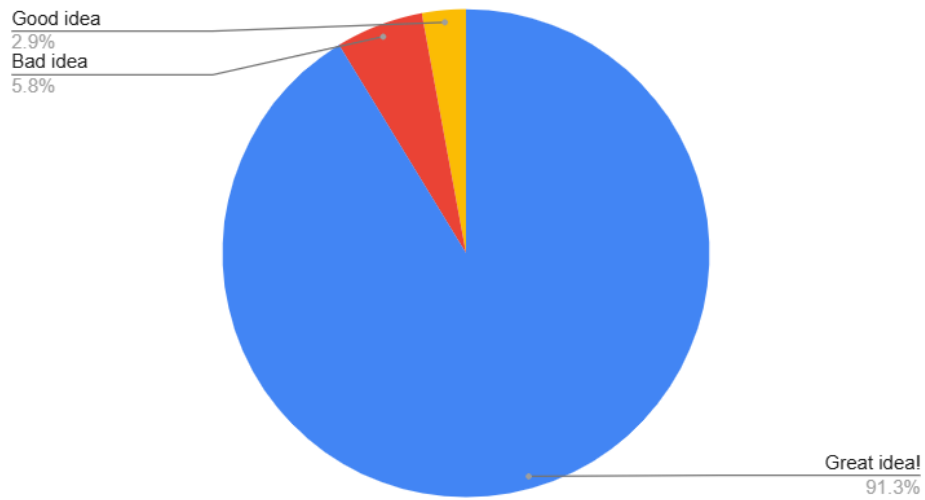
Group Picnic Area with Cornhole and Horseshoes



Loop Trail

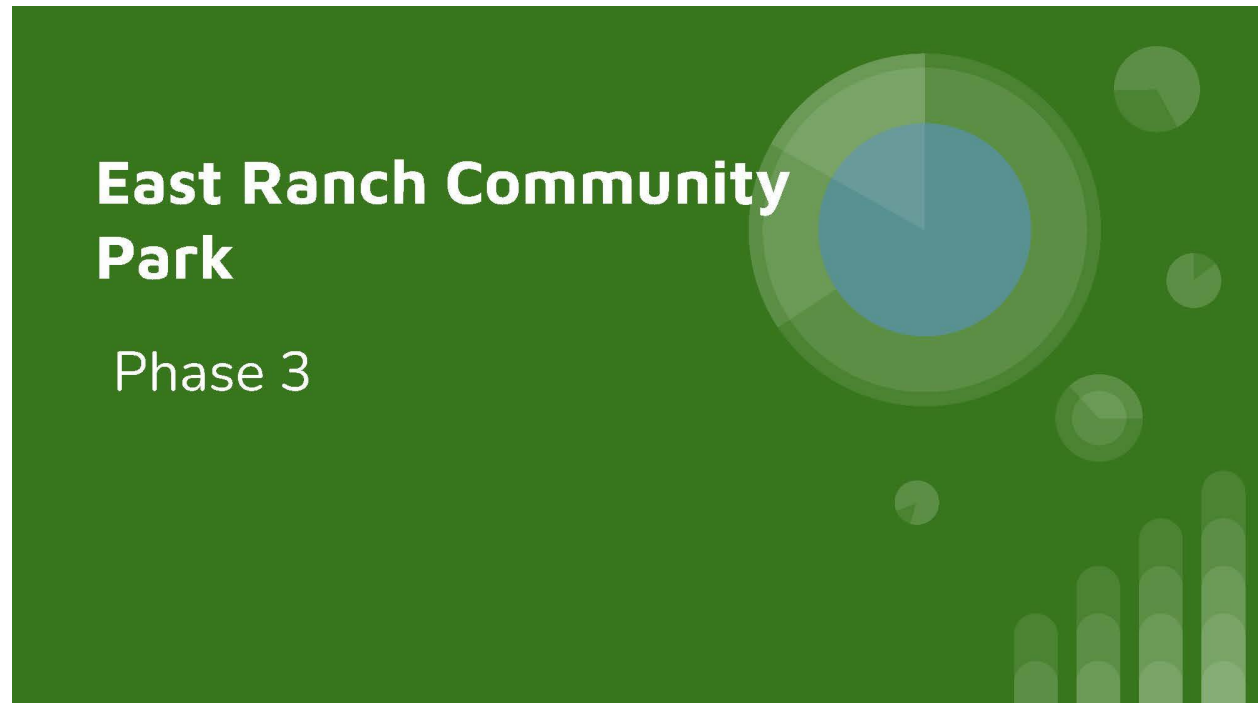
This trail already exists and is heavily used. It winds around the outside border of the East Ranch Community Park. The plan is to add a 4-foot-wide wood chip base so that the trail is not dusty in the summer months and muddy in the winter months. 94% of the feedback received supported the loop trail.

Loop Trail



DRAFT

Appendix A – Phase 3 Presentation



Nature Inspired Playground

The playground area will consist of an ADA-compliant children's approximately 800 square feet play area and garden. The design differs from the traditional version of swing sets and metal swing bars.

- The play structures are designed to feel organic and part of the natural environment. The structure materials will be wood and resin shaped like wood and rocks.
- The ground cover will be wood chips.
- Shrubs and trees will define the space to provide shade, mitigate noise, and block wind.
- The structures will be of varying sizes to accommodate young and older children.
- The area will include benches and a picnic table to accommodate supervision.
- Including the ADA pathway that connects parking playground and bathroom.

The structures will include tree stumps, balance beams, climbing rocks, slides, ramps, tire swings, and hopscotch. The idea is to create something unique that is easily upgraded, adjustable, and blends into the surrounding environment instead of colored metal.



Playground



Playground



- Usage very high - toddlers, children, visitors, families, and people who want to improve their balance.
- The playground project is in alignment with the:
 - Conservation Easement
 - Ranch Management Plan
- The environmental impact is minimal
- There are no requirements for water

Playground



- A construction permit will be required
- The cost to build is approximately \$100,000.00
- Funding sources include:
 - Grants
 - Fundraising
 - Donations

Playground

Sand Volleyball Court

Standard AVP sand volleyball court

- Perimeter for safety, approximately 83 x 56 ft
- Excavation total at 2-2.5 ft deep
- Perforated pipe for drainage, pea gravel, and geo fabric
- Two 12 ft 6x6 posts secured 2-2.5 ft deep in cement
- Pro style net and hardware, and court boundary tape and hardware
- Excavation = approx 11,500 cu. ft. (425 cubic yards) and approx 690 tons of sand



Sand Volleyball Court



- Usage medium to high - local enthusiasts, families, visitors
- The sand volleyball court is in alignment with the:
 - Conservation Easement
 - Ranch Management Plan
- The environmental impact is limited, some excavation required
- There are no requirements for water use

Sand Volleyball Court



- Construction permit required, addressing relevant Environmental Impacts per 2009 MEIR
- The cost to build approximately \$35,000-\$50,000
- Funding
 - Grants
 - Fundraising
 - Donations

Sand Volleyball Court

Multi-purpose Playing Field

The multi-purpose playing field will consist of one large 360 x 180 feet area, designed to be an open space inviting people to play ball sports, run in circles, fly a kite, or lie down and enjoy the birds flying overhead:

- Graded to level the ground and fill holes created by ground squirrels
- Seeded with a mixture of native, drought-tolerant grasses and ground cover
- Mowed regularly
- Watered by seasonal rain and rain collection systems, may not be green all year
- The border to the playing field will be lined with trees (species specified in the EIR) to mitigate noise, block wind, and deflect any errant balls that may result from playing ball sports on the field.



Multi-purpose Playing Field



- Usage high - adults, teenagers, elderly, toddlers, children, visitors, families, and all ethnicities.
- The playing field project is in alignment with the:
 - Conservation Easement
 - Ranch Management Plan
- The environmental impact is minimal
- There are no requirements for water

Multi-purpose Playing Field



- The CCSD Facilities Manager is helping to design the playing field
- A construction permit will be required
- The cost to build TBD
- Funding sources include:
 - Grants
 - Fundraising
 - Donations

Multi-purpose Playing Field

Gazebo Picnic Area

Tables, benches, and shade structure set in between the Play field and the volleyball court.

- Perimeter dimensions approximately 20 x 20 ft



Gazebo Picnic Area



- Usage medium - local families, visitors, all ethnicities
- The gazebo picnic area project is in alignment with the:
 - Conservation Easement
 - Ranch Management Plan
- The environmental impact is very limited
- There are no requirements for water use

Gazebo Picnic Area



- Construction permit required, addressing relevant Environmental Impacts per 2009 MEIR
- The cost to build approximately \$20,000
- Funding
 - Grants
 - Fundraising
 - Donations

Gazebo Picnic Area

Disc Golf Course

Installation of a nine-hole disc golf course on the south side of the East Ranch Community Park. The disc golf course will share space with other pass-through activities.

- Disc golf is a rapidly growing, environmentally friendly, low-cost, and low-impact sport.
- Disc golf is a healthy outdoor activity accessible to people of all ages and abilities.
- Disc golf courses attract new people to park areas and support local businesses through increased tourism. Like dedicated hikers or cyclists, people who play disc golf often base their travel plans around area courses.
- Schools have been adding disc golf to their curriculum worldwide. It provides safe exercise and can be used for other life lessons like ecology, planning, and socialization. Schools are finding that kids not only love the sport but that it helps develop critical thinking through scrutinizing and negotiating obstacles.



Disc Golf Course



- Usage medium to high - adults, teenagers, elderly, toddlers, children, visitors, families, and all ethnicities.
- The playing field project is in alignment with the:
 - Conservation Easement
 - Ranch Management Plan
- The environmental impact is minimal
- Plastic chains will be used to mitigate any noise concerns
- There are no requirements for water

Disc Golf Course



- A permit will be required
- The cost to build approximately \$25,000
- Private funding has been secured

Disc Golf Course

Group Picnic Area

Tables, benches, and shade structure set to the south side of the parking lot along

- Perimeter dimensions approximately 20 x 60 ft
- The horseshoe pit and corn hole will be located next to the group picnic area



Group Picnic Area



- Usage medium - local families, visitors, all ethnicities
- The group picnic area project is in alignment with the:
 - Conservation Easement
 - Ranch Management Plan
- The environmental impact is very limited
- There are no requirements for water use

Group Picnic Area



- Construction permit required, addressing relevant Environmental Impacts per 2009 MEIR
- The cost to build approximately \$20,000
- Funding
 - Grants
 - Fundraising
 - Donations

Group Picnic Area



Horseshoes



Two Standard Horseshoe Pits

- 3 ft x 45 ft each
- No excavation required
- Limited building materials
- Located south of parking lot next to the group picnic area

Horseshoes



Horseshoes



- Usage medium - local families, visitors
- The horseshoes project is in alignment with the:
 - Conservation Easement
 - Ranch Management Plan
- The environmental impact is very limited
- There are no requirements for water use

Horseshoes



- Construction permit required, addressing relevant Environmental Impacts per 2009 MEIR
- The cost to build approximately \$1,000
- Funding
 - Grants
 - Fundraising
 - Donations

Horseshoes

Cornhole

One Standard Cornhole Court

- 8 x 40 ft
- No excavation required
- Concrete for durability
- Located south of parking lot next to the group picnic area



Cornhole



- Usage medium - local families, visitors
- The corn hole project is in alignment with the:
 - Conservation Easement
 - Ranch Management Plan
- The environmental impact is very limited
- There are no requirements for water use

Cornhole



- Construction permit required, addressing relevant Environmental Impacts per 2009 MEIR
- The cost to build approximately \$3,000
- Funding
 - Grants
 - Fundraising
 - Donations

Cornhole

Loop Trail

One continuous trail that winds around the outside border of the East Ranch Community Park

- 4 ft wide
- Woodchip base



Loop Trail



- Usage high - everyone
- The loop trail project is in alignment with the:
 - Conservation Easement
 - Ranch Management Plan
- The environmental impact is very limited
- There are no requirements for water use

Loop Trail



- Construction permit required, addressing relevant Environmental Impacts per 2009 MEIR
- The cost to build \$0
- Funding
 - Grants
 - Fundraising
 - Donations of money and woodchips

Loop Trail



Maintenance

The CCSD PROS Committee is working with the Facilities Manager to develop each project with the goal of minimal maintenance requirements with the least amount of impact on CCSD facilities Department staff. Each individual project has unique maintenance requirements that will be integrated with an overarching East Ranch Community Park maintenance plan. Maintenance work will include a combination of community organization volunteers and CCSD personnel. Funding for maintenance will include private funding, grants, donations, and the CCSD.

DRAFT

Appendix B – Phase 3 Community Feedback Form

Community Park Phase 3 Plan Feedback Form

What do you think of the Draft Community Park Phase 3 Plan?

The Parks, Open Space, and Recreation ad hoc committee values your opinion, please share your thoughts and ideas.

Component	Great idea! I or someone in my family would use this.	Good idea. But I probably won't use it.	Not a good idea. This does not belong in our Community Park.
Playground			
Picnic Areas			
Loop Trail			
Disc golf			
Volleyball Court			
Playing Field			

Get involved!

Name	
Email Address	
Cell Phone	

I am a: <input type="checkbox"/> Full-time Resident <input type="checkbox"/> Part-time Resident <input type="checkbox"/> Visitor	I want to help by: <input type="checkbox"/> Donating \$\$\$ <input type="checkbox"/> Volunteering my time
--	--

Additional comments, ideas, or suggestions? |

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D**

FROM: Matthew McElhenie, General Manager

Meeting Date: March 13, 2025 Subject: Discussion and Consideration of Alternatives to
Completion of the Cambria Skatepark Project to
Include Location

DISCUSSION:

Background

The Cambria Skatepark Project is located adjacent to 1043 Main Street on a vacant parcel, APN 013-101-072. The Skatepark Project is comprised of a concrete skatepark, an adjoining parking lot, and a single-stall bathroom with an exterior drinking fountain. It will be a valued recreational asset for local youth and visitors; however, the project currently faces significant challenges, including a construction funding deficit and the need for long-term sustainability. Given these financial constraints and the ongoing development of the East Ranch Community Park Plan, staff has explored potential alternatives to address these concerns and provided a detailed project timeline.

Timeline

As stated in presentations at the Special Board meetings on October 30 and November 20, 2021, the Skatepark Project faces challenges related to parking requirements, storm basins, environmental factors, various setbacks, and restrooms.

On November 30, 2021, former President Steidel suggested that a resolution be brought forward for a commitment of \$177,000 toward the Skatepark Project to augment privately raised funds. At the November 30, 2021, agenda review meeting, this item was discussed, and former President Steidel and former Vice President Howell, in conjunction with former General Manager Weigold, agreed to place the item on the agenda with the funding amount increased to \$178,000.

On December 9, 2021, the Board of Directors discussed and considered the terms and conditions for reaching the targeted goal of \$178,000, including, but not limited to, the District’s annual contribution goal and any other budgetary considerations, and adopted Resolution 49-2021 establishing an annual budget to achieve a target of \$178,000 for development of the Cambria Skatepark. Skate Cambria agreed that they would raise additional funds required for the Project.

On January 13, 2022, the Board of Directors formed a Board Skatepark Ad Hoc Committee to oversee the project, which was tasked with presenting a report on project funding to the Board for its discussion and consideration. The Board also discussed directing District Counsel to prepare a Memorandum of Understanding (MOU) between the District and the Cambria Community Council for the future funding of the Skatepark Project. Ultimately, this issue was deferred to February 10, 2022.

On February 10, 2022, the Board of Directors received, accepted, and filed the attached Skatepark Ad Hoc Committee Report. The Board understood that an operating and maintenance fund must be established before beginning the construction phase. The Board instructed District Counsel to prepare an MOU to address funding of the Skatepark Project.

On March 28, 2022, the CCSD and Cambria Community Council (CCC) entered into an MOU for Skatepark Funding to set forth how and when the CCC will disburse the funds raised for the Skatepark Project to the various project phases, which include design, permitting, bidding and construction, and operation and maintenance. As set forth in the MOU with the CCC, the bidding and construction phase of the Skatepark Project is contingent upon all the funds necessary to construct the Project having been raised by Skate Cambria, which will include funds sufficient to create a reserve fund for operation and maintenance of the Skatepark.

On April 14, 2022, the Board of Directors approved an agreement with Civil Design Studio to assist the District with permitting and construction design services for the Cambria Skatepark project. After much discussion and coordination with the County Planning and Building, and Public Works Departments, the project plans incorporated the County's preliminary review comments into the current design. Geotechnical, Archeological, and Land Surveys were also completed to inform the design, and those results were also incorporated into the design. The design package was then ready to be submitted to the County Planning and Building Department to move forward with the permitting process. Although the permitting process does not require a cost estimate, staff included an engineering estimate for this stage in the design. It is important to note that the engineering cost estimate will most likely change based on any modifications from the permitting process and other factors. Also, note that the construction contractor bids for the project almost always differ from the engineering costs. The current engineering cost estimate is \$1,020,461 for planning and budgeting purposes. The preliminary cost estimate presented on Oct 31, 2021, was \$661,000. The increased cost of materials, labor, off-site improvements, and the need to construct an all-gender accessible restroom per the County Building Code are some of the reasons for the cost increase. Staff believes the current design is ready to officially submit the land use permit application to County Planning and Building to start the permitting process. If approved to submit the permit application, the permitting process will include Planning and Building, Public Works, and Environmental Review. It must go to various review boards, including the County Planning Commission, as design exemptions for parking and setbacks are being requested.

On April 21, 2022, the Board of Directors approved an MOU with the Cambria Lions Club to memorialize their offer to contribute \$1000 per year for five years to help fund the cost of maintaining the Skatepark once it has been constructed. The bidding and construction phase of the Skatepark Project is contingent upon and will not commence until all of the funds necessary to construct the Project have been raised and have been deposited with the CCC, which will include funds sufficient to create a reserve fund for operation and maintenance of the Skatepark.

On November 17, 2022, the Board of Directors received a staff update on the Cambria Skatepark Project and directed staff to proceed with the permitting process.

On May 11, 2023, the CCSD and CCC entered into an Amendment to the MOU for Skatepark Funding to address issues related to potential grant funding for the project.

On May 18, 2023, the Board of Directors approved Resolution 31-2023. This Resolution required the District to restrict approximately \$843,784 of General Fund Reserves with the grant application. With the acceptance of this grant, the District will be able to release \$47,500 of the previously restricted General Fund Reserves for the Cambria Skatepark Project.

On May 25, 2023, the Board of Directors approved the Land and Water Conservation Fund Grant (LWGF) Application for the Cambria Skatepark Project.

On September 14, 2023, the Board of Directors approved and entered into an Agreement for Local Area

Grant Funding with the County of San Luis Obispo on behalf of the San Luis Obispo County Tourism Business Improvement District (CBID) for the bathroom at the Cambria Skatepark. The District received \$47,500 in grant funding (non-matching) from the County on behalf of CBID to offset the cost of the bathroom.

On November 9, 2023, the Board of Directors approved an Intent to Serve Letter for the Cambria Skatepark restroom. The current cost for the Skatepark Project is estimated at \$1,020,461. Since there is a likelihood that material and construction costs will escalate due to inflation, staff thought it would be prudent to provide a contingency for the project to bring the budget to \$1,200,000. As indicated, the District has an MOU with the CCC to share costs up to \$178,000 for the project and holds \$24,334 of the CCC funds to cover expenses already contracted. As of the date of this report, the CCC has raised \$406,882 to help support this important project, including \$75,000 worth of pledges. This type of grant program requires a 50/50 match and is a reimbursement-based grant program. This grant program also requires all project cost funding to be committed at the time of the application submission. The deadline for applying is June 1, 2023. If the Board decides to apply for this grant, the District must restrict approximately \$768,784 of General Fund reserves. Grant awards are expected in late 2025. Expenses would be reimbursed at an 80% rate during construction, and the remaining 20% would be due upon the filing of notice of completion. Construction is expected to take six months. As funds are spent or more fundraising dollars are obtained, the General Fund reserves restricted for the project could be unrestricted. After discussing this grant opportunity with then-acting General Manager Ray Dienzo and the CCSD Board-appointed Skatepark Ad Hoc Committee, consideration of this application went before a special meeting of the PROS Commission on February 14, 2023; the Commission agreed that the District should participate in this grant program and referred it to the Finance Committee for further consideration. The Finance Committee initially discussed this item at their February 28, 2023, meeting, where they requested more information and then met again on March 28, 2023, for further discussion. Concerns raised at the Finance Committee's March 28, 2023, meeting are summarized as follows:

- Potential risks of setting aside reserve funds for an estimated 2-3 years for the project completion.
- There is potential for alternative needs for funds that could impact the feasibility of investing and committing funds for this project's lengthy period.
- Risks of cost overruns or construction overruns are always uncertain.
- Other projects may require additional funding sooner rather than later, such as modernizing the Vets Hall or addressing emergency issues that may arise. However, the possibility of borrowing funds was raised as an alternative in an emergency.

After discussing these issues, the Committee voted 4-1 (Cindy Steidel dissenting) to recommend to the Board that the District apply for the LWCF grant for the Skatepark Project for the grant application total of \$1,200,000. As LWCF understands that unexpected financial issues may arise through no fault of the District, staff has verified with LWCF staff that the District can withdraw its application from the grant process at any time if there is an unexpected emergency. In that event, the District would be required to send an email or letter from its authorized representative requesting to withdraw the application and explaining its reasoning. This can occur during the grant review process or when the project is recommended for funding. The grant application is due by June 1, 2023. Staff continues to work towards completing the appropriate requirements, including fulfilling the California Environmental Quality Act (CEQA) environmental compliance requirements. If the Board approves submitting this grant application, staff will work with LWGF staff regarding CEQA compliance.

Funding Deficit

The Skatepark Project faces a funding shortfall due to increased construction costs, maintenance needs,

and limited available grants. The funding gap has raised concerns regarding the project's viability in its existing location and scope. Current funding sources include:

- **Private Donations:** Contributions have been received, though ongoing fundraising efforts continue to close the funding gap.
- **Grants:** The District has secured a \$600,000 matching grant, the funding of which is pending at the federal level.
- **District Budget:** Due to competing priorities, District funds available for the skatepark are limited.

To date, the District has spent approximately \$123,944 on preliminary costs. Upon application submittal, the District must restrict General Fund reserves in the amount of approximately \$768,764 until construction begins. Grant funds would be reimbursed at an 80% rate during construction, and the remaining 20% would be due upon filing of a notice of completion.

Alternative Options for the Skatepark Project

Given the financial constraints, Staff has identified the following alternatives for consideration:

1. **Remain at Current Location**
2. **Relocation to the Community Park Site**
 - Integrate the Skatepark into the ongoing East Ranch Community Park Plan to benefit from shared infrastructure and funding opportunities.
 - Explore grant opportunities that support multi-use recreation facilities.
 - Reduce maintenance costs by incorporating skatepark features into a broader recreational complex.

Incorporation into the Community Park Plan

Developing a comprehensive East Ranch Community Park Plan presents an opportunity to integrate the Skatepark into a larger recreational vision. Key considerations for incorporation include:

- **Zoning and Land Use Compatibility:** Ensuring the Skatepark aligns with other planned park amenities.
- **Cost Efficiency:** Leveraging shared infrastructure and maintenance resources.
- **Grant Opportunities:** Pursuing State and federal recreation grants that favor multi-use parks.

Next Steps

- Evaluate grant opportunities that align with the East Ranch Community Park Plan.
- Develop a financial strategy based on the Board's preferred alternative.
- Present a revised proposal for Board consideration at a future meeting.

It is recommended that the Board of Directors provide direction on the preferred alternative for the Skatepark Project. If the Board supports integration into the East Ranch Community Park Plan, staff will proceed with further feasibility analyses. If the Board chooses to maintain the project at its current location, staff will await the CCC's efforts for the remaining funding. The Cambria Skatepark remains an important community project, but financial challenges require a thoughtful and strategic approach. By considering alternatives and potential integration into the East Ranch Community Park Plan, the District can ensure that the Skatepark Project remains viable.

ATTACHMENTS:

1. Resolution 49-2021 Establishing an Annual Budget for the Cambria Skatepark Project
2. Skatepark Ad Hoc Committee Report - 2/10/2022
3. Memorandum of Understanding Skatepark Funding - 3/28/2022
4. Memorandum of Understanding Skatepark Maintenance Contribution - 4/21/2022
5. Agreement for Consultant Services between Civil Design Studios and CCSD - 4/21/2022
6. First Amendment to Agreement for Consultant Services with Civil Design Studio - 9/3/2024
7. Amendment to Memorandum of Understanding Skatepark Funding - 5/11/2023
8. Agreement for Local Area Grant Funding Between CCSD and San Luis Obispo County Tourism Business Improvement District - 9/14/2023
9. Resolution 31-2023 Approving Application for Land & Water Conservation Fund for Cambria Skatepark

RESOLUTION NO. 49-2021
DATED: DECEMBER 9, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
ESTABLISHING AN ANNUAL BUDGET FOR THE CAMBRIA SKATEPARK PROJECT

WHEREAS, the Board of Directors desires to establish an annual budget for the Cambria Skatepark Project; and

WHEREAS, the Board of Directors desires to commit a total funding amount of \$178,000, over the time period of 3 fiscal years, and in the amount of \$59,333 each fiscal year;

NOW, THEREFORE, BE IT RESOLVED, that the Cambria Community Services District Board of Directors hereby:

1. Approves establishing an annual budget for the Cambria Skatepark Project.
2. Commits a total funding amount of \$178,000, over the time period of three fiscal years and in the amount of \$59,333 each fiscal year commencing with fiscal year 2021/2022.
3. If construction were to commence within the specified time frame, the balance of the commitment will be provided as a budget adjustment.

Adopted on the 9th day of December 2021.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Cambria Community Services District Board of Directors:

Ayes: 4 (Howell, Dean, Steidel, Farmer)

Noes: 1 (Gray)

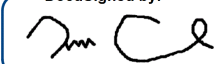
Absent: 0

By 4-1 vote on the motion of Director Donn Howell, seconded by Director Harry Farmer, Resolution No. 49-2021 is hereby adopted, by the Board of Directors of Cambria Community Services District, County of San Luis Obispo, State of California on December 9, 2021.

DocuSigned by:

 AEC778C33C7A40E
 Donn Howell, President
 Board of Directors

APPROVED AS TO FORM:

DocuSigned by:

 B04D40A50AA141E...
 Timothy J. Carmel, District Counsel

ATTEST:

DocuSigned by:

 DC3E1DD0C7A84D1...
 Ossana Terterian
 Board Secretary

Skatepark Ad Hoc Committee Report

During the CCSD Board of Directors Meeting of January 13, 2022, many concerns were raised by members of the Board and public, and it was determined that these concerns needed to be addressed prior to moving forward with the first phase of the skatepark project. Among the issues brought forward were private/public funding partnerships, legal agreements/obligations, expectations for each stage of the project, who would be responsible for decisions regarding the design and contractors, as well as the responsibilities for the operation and maintenance of the skatepark once completed, and the legal issues that may be involved with this project.

The previously formed Board Skatepark Ad Hoc Committee, consisting of Vice President Dean and Director Farmer, was assigned the task of meeting with District Counsel and SkateCambria to discuss these concerns and bring a report back for discussion and consideration by the full Board, and consideration of how to move forward with the next steps regarding the skatepark project.

Directors Dean and Farmer met with District Counsels Tim Carmel and David Hirsch via Zoom on Thursday, January 27, 2022. General Manager Weigold sat in on both this meeting and our meeting the following day.

We discussed the possibility of partnering with the Cambria Community Council to facilitate the transfer of SkateCambria funds to the CCSD for the project, since the Cambria Community Council is already a 501c(3) entity, and that it would be the least complicated path. In case the Cambria Community Council would not want to take on that responsibility, we talked about what would need to be involved with entering into a public/private funding partnership with SkateCambria.

In order for the District to enter into a partnership with SkateCambria, SkateCambria would need to incorporate and become a legal entity with 501c(3) status, and if the partnership were to go beyond funding, for example into operation/management of the skatepark by SkateCambria, further agreements would need to be negotiated and SkateCambria would need to provide insurance and indemnify the District against liability. It was unknown at this point if they

would be willing to incorporate and become a nonprofit entity, or what their expectations of involvement beyond fundraising were.

It was discussed that the Board would like SkateCambria to provide funding towards the first phase of the project, which involves preparing project plans and beginning the permit process with the County: permit application, rezoning, County requirements and negotiating possible variances, design, engineering, environmental review and required studies, and establishment of the expected total cost of construction; basically bringing the project to the point of seeking bids for construction. District Counsel stressed that before beginning the next phase of the project, which would include putting the project out for bid, awarding a contract and beginning construction, the District needs to require that all funds needed to complete the skatepark project be provided to the District prior to the construction phase commencing.

Mr Hirsch brought up several examples of municipal/private partnerships involving skateparks, including one currently underway in Carpinteria, and how those partnerships were being handled. The project in Carpinteria is similar to what Cambria is negotiating with SkateCambria in that it is a municipal project developed with privately raised funds.

We met again via Zoom on Friday January 28, 2022, and this meeting included the Cambria Community Council President Dick Clark, and Juli Amodei of SkateCambria. The purpose of this meeting was a discussion on funding, responsibilities, and obligations between SkateCambria, the Community Council, and the CCSD.

Mr Clark explained that the Cambria Community Council was working with Juli Amodei and SkateCambria with holding the funds raised for the skatepark project, and Ms Amodei indicated that she and the Cambria Community Council treasurer were meeting on a regular basis to document and account for all donations. We discussed the District's concerns about the need for an agreement regarding the transfer of funds between SkateCambria and the CCSD, and that the District could not enter into a formal legal partnership agreement with SkateCambria unless they incorporate and become a nonprofit 501c(3) entity. Ms Amodei explained that she had been involved in creating and managing a 501c(3) in the past, and was not interested in SkateCambria incorporating and becoming a 501c(3) entity.

Mr Clark stated that the Cambria Community Council was willing to enter into an agreement with the CCSD for the purpose of handling the transfer of the funds raised by SkateCambria.

We discussed the role of SkateCambria in this project and their expectation of involvement as it moves forward. Ms Amodei stated that she considered this a CCSD project, and that SkateCambria's involvement was strictly their strong commitment to raising the funds needed to build the skatepark. They had no desire to operate or manage the completed skatepark, acknowledged that all decisions being made were to be by the District, but that they would like to continue to have an informal relationship with the ability to provide input on the design and operation of the park.

Mr Carmel stressed that the District could not commit to moving forward without an agreement and funds in hand to complete each phase of the project. We discussed the Board's concerns that there needs to be financial involvement by SkateCambria with funds transferred to the District before moving forward, and that the preference would be that SkateCambria contribute the funds necessary for the permitting and design phases. Ms Amodei felt that since this was CCSD property, and the first phase involved the investigations of the land itself, that the initial \$59k should come from the CCSD's commitment of the \$178k, and the second \$59k from SkateCambria. We related that the first phase involved things specific to the skatepark project beyond just the studies of the land itself, and that there needs to be funds from SkateCambria involved as well, and while it was not the preferred choice by SkateCambria, the need for at least matching one to one cost sharing for the design and permitting phases was understood.

It was again stressed that funds for each segment of the project need to be in the District's hands before moving forward with each phase. Ms Amodei emphasized that SkateCambria is highly motivated and confident they will raise the funds needed to complete the project.

After Ms Amodei and Mr Clark exited the meeting, the Ad Hoc and District Counsels wrapped up the meeting by reviewing the results of our discussions. Mr Hirsch felt an MOU (Memorandum of Understanding) with the Cambria Community Council should be sufficient to address the funding issue in order to move forward, and simplifies that situation. At a later date, the District will also

need to sort out any potential legal liabilities regarding the creation and operation of a municipal skatepark to understand and minimize any risk exposure to the District. We can use other community skateparks as examples, and also confer with the SDRMA (Special District Risk Management Authority), since they provide risk management services to the District. State of California Health and Safety Code Section 115800 also addresses liabilities regarding skateparks owned and operated by municipalities.

Mr Carmel again emphasized shared funding responsibilities and the need for having the funds in hand to complete each phase.

We bring this report to the full Board for discussion and consideration of the Ad Hoc committee's recommendation that the Board consider directing District Counsel to prepare an MOU with the Cambria Community Council for the purpose of the administration and transfer of funds between SkateCambria and the CCSD, that they also consider a 50/50 cost share for the first phases going forward, which includes the detailed project design and County permit application and other processes up to the point of being ready to go out to bid, and that all funds needed to build the project be in the District's hands before the final phase, consisting of the bidding process and construction proceeds.

Respectfully submitted,
CCSD Directors Karen Dean and Harry Farmer



MEMORANDUM OF UNDERSTANDING SKATEPARK FUNDING

This Memorandum of Understanding (“MOU”) is made this 28th day of March, 2022 by and between the Cambria Community Services District (the “District”), a California special district, and the Cambria Community Council (the “Council”), a nonprofit 501(c)3 organization, collectively referred to herein as the “Parties.”

WITNESSETH:

WHEREAS, the District has a public works project underway to design and develop a new skatepark for the community (the “Skatepark,” “Skatepark Project” or “Project”) and contracted with the firm Spohn Ranch to create a conceptual design for the Skatepark; and

WHEREAS, a local community group, Skate Cambria, has been formed with the mission of raising the funds necessary to build the new Skatepark as a modern concrete facility that will last for generations of skaters to come; and

WHEREAS, based upon Spohn Ranch’s conceptual design, the estimated cost for the Skatepark Project is currently \$661,000. On December 9, 2021 the District Board of Directors reaffirmed its commitment to the Skatepark Project and voted to allocate \$178,000 in funding. Skate Cambria has committed to raising the additional funding needed, so that the Skatepark Project can move forward and be constructed; and

WHEREAS, since Skate Cambria is an unincorporated association, the Cambria Community Council, which is a 501(c)(3) non-profit organization, is acting as the entity managing the donations for the Skatepark Project; and

WHEREAS, based upon the Council’s relationship with Skate Cambria, and with Skate Cambria’s concurrence, the District and the Council desire to enter into this Memorandum of Understanding to set forth the manner in which the funds raised for the Skatepark

Project will be disbursed by the Council to the District as the various phases, which include design, permitting, bidding and construction, and operation and maintenance, are undertaken.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **UNDERSTANDING OF SKATE CAMBRIA AND THE PARTIES REGARDING FUNDING, OWNERSHIP AND OPERATION.** The parties hereby expressly acknowledge the following underlying facts and understandings regarding the Skatepark Project:

a. Skate Cambria, by and through its representatives, has indicated that while it has a commitment to raise the funds necessary for the design, permitting, construction, and operation and maintenance of the Skatepark, it is not otherwise going to become a formal legal entity. Its only role is fundraising and providing observations and input to the District for the Skatepark Project. Otherwise, it has acknowledged that the Skatepark Project will be constructed by the District on District property, and the District has the ultimate authority regarding its design, construction, operation, and maintenance.

b. Other than the \$178,000 that has been committed to the Skatepark Project by the District, and the funds raised by Skate Cambria, as administered by the Council, there are no other funding sources currently available for the Skatepark Project.

c. The representatives of Skate Cambria have agreed that the costs of the design and permitting phases of the Skatepark Project shall be shared equally between the funds committed by the District and the funds raised by Skate Cambria. Skate Cambria also understands that the bidding and construction phase of the Skatepark Project is contingent upon, and will not commence until, all of the funds necessary to construct the Project have been raised and have been deposited with the Council. This shall include funds sufficient to create a reserve fund for operation, maintenance and repair of the Skatepark, in an amount determined by the District's Board of Directors, as recommended by District staff. The reserve funds may be held by the District or the Council, allowing for agreements to meet the needs of the determined reserves.

2. DISBURSEMENT OF FUNDS TO DISTRICT: DESIGN, PERMITTING AND CONSTRUCTION PHASES.

Design Phase: the District will seek proposals for the preparation of construction documents for the Project, which include costs related to structural and civil engineering. The estimated cost by Spohn Ranch for this phase is approximately \$51,000; however, the actual cost may be different once proposals have been solicited and received. Once actual costs have been determined, the Council shall transfer and deposit 50% of the cost with the District.

Permitting Phase: The Skatepark Project will require discretionary permitting approval by San Luis Obispo County ("County"), which will require additional studies and site evaluation, as well as environmental review. Although Spohn Ranch's estimate for permitting and inspections is \$15,000, it is unknown how much additional costs will be incurred for additional studies, site evaluations and environmental review. Initially, the Council will transfer and deposit 50% of the permit fee costs, as determined by the County, with the District. Upon any determination that additional studies or site evaluations are required, the District shall notify the Council of the cost for such studies or site evaluations and Council shall thereupon transfer and deposit 50% of the costs with the District.

Bidding and Construction Phase: As set forth in Section 1 above, the bidding and construction phase of the Skatepark Project is contingent upon, and will not commence until, all of the funds necessary to construct the Project have been raised and have been deposited with the District. Once the required permits have been secured from the County, the District will follow public project bidding requirements as required by law. Prior to the District seeking bids, the Council shall transfer and deposit the full amount of the engineer's final cost estimate to construct the Skatepark Project, including necessary construction reserves, with the District. After bids have been received and a low bidder determined, as provided by law, the District shall inform the Council of the actual construction cost and if the bids are higher than the amount of the engineer's estimate, any additional amounts necessary to award the construction contract and proceed with the Project shall be deposited by the Council with the District. If, during the course of

construction, changes are required that increase the cost of construction of the Project, the District will notify the Council of the additional funds necessary, and the Council will transfer and deposit the additional funds with the District.

In addition, as set forth in Section 1, prior to putting the Project out to bid, there shall be funds sufficient to create a reserve fund for operation, maintenance and repair of the Skatepark, in an amount to be determined by the District's Board of Directors. These funds may be held by the District or the Council, allowing for agreements to meet the needs of the determined reserves.

As set forth in Section 1.b. above, the District's total commitment to the Project is \$178,000. In addition, the District will provide in-kind services needed to bring the project to completion, including the services of the District Engineer and the District Counsel. Therefore, if any additional costs are incurred to fund any phases of the Project, payment for such costs will be provided by the Council from the funds raised by Skate Cambria.

At the end of each of the above phases of the Project, the District will provide to the Council an accounting of all monies spent to-date and a determination of the estimated funding needed to complete the next phase.

3. **AMENDMENT.** This MOU may be amended by the mutual consent of the Parties if such amendment is in written form and executed by the Council and by the District.

4. **ENTIRE MOU.** This MOU supersedes any and all other agreements, either oral or in writing, between and of the parties herein with respect to the subject matter hereof and contains all the agreements between the Parties with respect to such matter. Each party acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this MOU shall be valid or binding.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed the day and year first above written.

CAMBRIA COMMUNITY SERVICES

DocuSigned by:
By: Donn Howell
AFC778C33C7A20F...
Donn Howell, President of the Board of Directors

CAMBRIA COMMUNITY COUNCIL

DocuSigned by:
By: Dick Clark
5C3A4C4ABBE840B...
Dick Clark, President of the Board of Directors

ATTEST:

DocuSigned by:
Ossana Terterian
DC3E1DDDC7A84D1...
Ossana Terterian, Board Secretary

Approved As To Form:

DocuSigned by:
Tim Carmel
B64D40A50AA141E...
Timothy J. Carmel, District Counsel



**MEMORANDUM OF UNDERSTANDING
SKATEPARK MAINTENANCE CONTRIBUTION**

This Memorandum of Understanding (“MOU”) is made this 21st day of April 2022 by and between the Cambria Community Services District (the “District”), a California special district and the Cambria Lions Club, (the “Lions Club”); collectively referred to herein as the “Parties.”

WITNESSETH:

WHEREAS, the District has a project underway to design and develop a new Skatepark for the community (the “Skatepark Project”); and

WHEREAS, a local community group, Skate Cambria has been formed with the mission of building a Skatepark as a modern concrete facility that will last for generations of skaters to come, and has been raising funds for the new Skatepark Project; and

WHEREAS, the projected cost of the new Skatepark park is \$531,000 with an additional \$130,000 assessed for miscellaneous site improvements, including spectator seating with a shade structure, ornamental fencing, parking, signage, and landscaping; and

WHEREAS, on December 9, 2021 the District reaffirmed its commitment to the Skatepark Project and voted to allocate \$178,000 in funding for the skatepark, and along with private donations raised by Skate Cambria, the total available funding as of April, 2022 is \$394,000 and the goal of Skate Cambria is to raise additional funding so that the Skatepark Project can move forward and be constructed in the near future; and

WHEREAS, once constructed and completed there will be ongoing costs to maintain the new Skatepark, and the Cambria Lions Club has generously offered to contribute \$1000 a year for 5 years to help pay for maintenance of the new Skatepark and the parties desire to enter into this MOU to memorialize the Lions Club’s offer.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **CONTRIBUTION.** The Cambria Lions Club hereby agrees to contribute \$1000 per year for five years to help fund the cost of maintaining the Skatepark once it has been constructed (the “Contribution”).

2. **SIGNAGE ACKNOWLEDGING CONTRIBUTION.** Skate Cambria and the District will acknowledge and recognize the Lions Club’s Contribution to the Skatepark Project with permanent recognition within the park, which will include either signage on park features, or on mosaic tiles.

3. **DISTRICT BUDGETING AND PAYMENT TO DISTRICT.** After construction of the Skatepark, during the annual District budget process the District Budget shall reflect that costs for maintenance of the Skatepark shall be calculated based upon receiving the Contribution. Upon notification by the District, the Lions Club shall remit that year’s Contribution to the District and such funds shall only be used by District for maintenance of the Skatepark

4. **INTENT.** It is the intention of the parties that the Contribution and any unpaid promised installment under this MOU shall constitute the Lions Club’s binding obligation and shall be enforceable at law and equity, and the Lions Club acknowledges that the District will be substantially relying on the Contribution and will continue to rely on the Contribution during the five year period, to help fund maintenance of the Skatepark as set forth herein.

5. **AMENDMENT.** This MOU may be amended by the mutual consent of the parties hereto if such amendment is in writing and executed by the Lions Club and by the District.

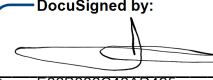
6. **ENTIRE MOU.** This MOU supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter hereof and contains all the agreements between the parties with respect to such matter. Each

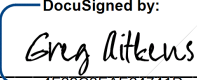
party acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this MOU shall be valid or binding.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed the day and year first above written.

CAMBRIA COMMUNITY SERVICES DISTRICT

CAMBRIA LIONS CLUB

DocuSigned by:

By: _____
E86B086C46AD495...
John F. Weigold IV, General Manager

DocuSigned by:

By: _____
4F69C3EAE64741D...

ATTEST:

DocuSigned by:


A9BEC4CBA9044B3...
Haley Dodson, Administrative Analyst – HR & IT

Approved As To Form:

DocuSigned by:


B64D40A50AA141E...
Timothy J. Carmel, District Counsel

AGREEMENT FOR CONSULTANT SERVICES

This AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of April 21, 2022 between **CIVIL DESIGN STUDIO** (“Consultant”), and the **CAMBRIA COMMUNITY SERVICES DISTRICT**, a political corporation of the State of California (“District”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on April 21, 2022 and shall remain and continue in effect until all consulting services described in the Proposal have been performed, unless sooner terminated in accordance with the provisions of this Agreement.

2. **SERVICES**

Consultant shall perform the tasks described and comply with all terms and provisions set forth in Consultant’s Proposal for Civil Engineering for Cambria Skate Park dated March 18, 2022, attached hereto as Exhibit “A,” and incorporated herein by this reference. District shall provide Consultant with the information necessary for Consultant to provide the consulting services described in the Proposal.

3. **PERFORMANCE**

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

4. **AGREEMENT ADMINISTRATION**

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

5. **PAYMENT**

The District agrees to pay the Consultant in accordance with the payment rates and terms set forth in the Proposal.

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

(a) The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall

immediately cease all work under this Agreement, unless the notice provides otherwise. If the District suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

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

7. TERMINATION ON OCCURRENCE OF STATED EVENTS

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

- (a) Bankruptcy or insolvency of any party;
- (b) Sale of Consultant's business;
- (c) Assignment of this Agreement by Consultant without the consent of District;
or
- (d) End of the Agreement term specified in Section 1.

8. DEFAULT OF CONSULTANT

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

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

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

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

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

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

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

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

10. **OWNERSHIP OF DOCUMENTS**

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

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

necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

11. **INDEMNIFICATION**

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

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

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

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

12. **INSURANCE**

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

13. **INDEPENDENT CONSULTANT**

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

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

14. **UNDUE INFLUENCE**

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

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

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

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

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

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

17. **NOTICES**

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

To District: John F. Weigold IV, District Manager
Cambria Community Services District
PO Box 65
Cambria, CA 93428

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

To Consultant: Monte Soto
Civil Design Studio
2450 Main Street, Suite D
Cambria, CA 93428

18. **ASSIGNMENT**

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

19. **GOVERNING LAW**

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

20. **ENTIRE AGREEMENT**

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

21. **TIME**

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

22. **CONTENTS OF PROPOSAL**

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

23. **CONSTRUCTION**

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

24. **AMENDMENTS**

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

25. **AUTHORITY TO EXECUTE THIS AGREEMENT**

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

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

CAMBRIA COMMUNITY SERVICES

CIVIL DESIGN STUDIO

DocuSigned by:
John F. Weigold, IV
By: _____
E86B986C46AD495...
John F. Weigold IV, District Manager

DocuSigned by:
Monte Soto
By: _____
E735DBA2DAD14CB...
Monte Soto

ATTEST:

DocuSigned by:
Haley Dodson

A9BEC4CBA9944B3...
Haley Dodson, Administrative Analyst – HR & IT

Approved As To Form:

DocuSigned by:
Timothy Carmel

B64D40A50AA141E...
Timothy J. Carmel, District Counsel

EXHIBIT A
CONSULTANT'S PROPOSAL

EXHIBIT B

INSURANCE REQUIREMENTS

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

Consultant shall provide the following types and amounts of insurance:

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

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

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

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

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

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

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

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

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

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

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

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

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

and to pay the premium. Any premium so paid by District shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at District option.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

22. Consultant agrees to provide immediate notice to District of any claim or loss against Consultant arising out of the work performed under this agreement. District

assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve District.

**FIRST AMENDMENT TO
AGREEMENT FOR CONSULTANT SERVICES**

This First Amendment to Agreement for Consultant Services ("Amendment") by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT** ("CCSD") and **CIVIL DESIGN STUDIO** ("Consultant") is made and entered into this 3rd day of September, 2024.

WHEREAS, the parties entered into an Agreement for Consultant Services dated April 21, 2022 (the "Agreement") whereby Consultant is providing engineering services for the Cambria Skatepark Project for the CCSD; and

WHEREAS, the parties now desire to amend the Agreement to expand the scope of work as set forth herein.

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

1. The recitals set forth above are true, correct and are hereby incorporated by reference.
2. Exhibit "A" of the Agreement ("CDS Consultant Services Agreement Skatepark" dated April 21, 2022") shall be amended to include the expanded scope of work described in Consultant's proposal dated August 9, 2024 ("Proposal"), attached hereto as Exhibit "A" ("22-011.1 PPL Cambria Skate Park v2") and incorporated herein by this reference.
3. Consultant is bound by the contents of the Proposal. In the event there is a conflict between the terms of the Proposal and this Amendment, the terms of this Amendment shall prevail.
4. Except as modified herein, all other terms and conditions set forth in the Agreement, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, **CCSD** and **CONSULTANT** have executed this Amendment the day and year first above written.

Signatures to follow on next page.

CAMBRIA COMMUNITY SERVICES DISTRICT:

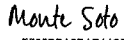
CIVIL DESIGN STUDIO:

DocuSigned by:



Matthew McElhenie, General Manager


DocuSigned by:



Monte Soto

ATTEST:

DocuSigned by:



Haley Dodson, Confidential Administrative Assistant

APPROVED AS TO FORM:

DocuSigned by:



Timothy J. Carmel, District Counsel

Exhibit A



PO Box 199
Cambria, CA 93428
805.706.0401

August 9, 2024
Job Number: 22-011.1

James Green, Utilities Department Manager
Cambria Community Services District
5500 Heath Lane
Cambria, CA 93428

Subject: Proposal for Civil Engineering
Cambria Skate Park - Construction Document Preparation
Main St
Cambria, CA 93428

Dear James,

Thank you for requesting this proposal from Civil Design Studio, Inc. to provide civil engineering services for the project located at Main St in Cambria. Pursuant to your request we have prepared this proposal outlining services and associated fees. We are excited about the opportunity to work with you on this project.

Please find enclosed in this proposal the following:

- Section 1: Proposal and Agreement for Civil Engineering Services
- Section 2: Project Fee Summary
- Section 3: Project Scope
- Section 4: Additional Services
- Section 5: Term and Conditions

If you have questions regarding the scope, fees or any other items included in this proposal, please call.

Sincerely,

Civil Design Studio, Inc.

Monte R. Soto, PE 74736
Principal Engineer

Exhibit A

Cambria Skate Park - Construction Document Preparation / 22-011.1
August 9, 2024

SECTION 1: PROPOSAL AND AGREEMENT FOR CIVIL ENGINEERING SERVICES

Between Client: Cambria Community Services District phone: 805-927-6119
5500 Heath Lane

Contact: Cambria, CA 93428
James Green, Utilities Department Manager email: jgreen@cambriacsd.org

And Consultant: Civil Design Studio, Inc. phone: 805.706.0401
P.O. Box 199
Cambria, CA 93428

Project Manager: Monte Soto, PE email: monte@civil-studio.com

For the following Project: Cambria Skate Park - Construction Document Preparation
Located at: Main St
Cambria, CA 93428
APN Number(s): 013-101-072

ACCEPTED

Commencement of civil engineering services may begin within 2 weeks after the receipt of this signed proposal, the initial payment amount indicated in Section 2, and required information to be provided by Client per Section 3.

I have read the above, Section 2: Project Fee Summary, Section 3: Project Scope, Section 4: Additional Services and Section 5: Terms and Conditions, incorporated herein by reference, and agree to the terms and conditions set forth in this Proposal and Agreement and Attachments.

Civil Design Studio, Inc.

Monte R. Soto, PE 74736
Principal Engineer

Date

CLIENT

James Green, Utilities Department Manager
Cambria Community Services District

Date

Exhibit A

Cambria Skate Park - Construction Document Preparation / 22-011.1
August 9, 2024

SECTION 2: PROJECT FEE SUMMARY

Code	Scope of Service	Fee Type	Hourly or Estimated Fee	Fixed Fee
Planning and Management				
100	Project Management	TM	\$2,280	
110	Planning Services	X		
120	Site Investigation Report	X		
130	Design Development	X		
140	Tentative Map / Development Plan	X		
220	Demolition Plan	X		
Pre-Construction Documents				
200	Topographic Survey	X		
	1 Aerial Topographic Survey	X		
	2 ALTA Survey	X		
210	Corner record	X		
	1 Record of Survey	X		
	2 Final Map	X		
	3 Construction Staking	X		
	4 Condo Mapping	X		
220	Miscellaneous Survey	X		
Construction Documents				
300	Miscellaneous Engineering – Landscape Arch	F		\$2,760
301	Structural Engineering	X		
310	Preliminary Grading / Drainage Plan	X		
320	Preliminary Utility Plan	X		
330	Onsite Improvement Plans	X		
	1 Grading / Drainage Plan	X		
	2 Retaining Wall Plan	X		
	3 Horizontal Control Plan	X		
340	Onsite Utility Plans	X		
	1 Composite Utility Plan	X		
	2 Onsite Storm Drain Plan	X		
	3 Septic System Design	X		
	4 Fire Supply Design	X		
350	Public Improvement Plans	X		
	1 Street Improvement Plans	F		\$3,000
	2 Striping and Signage Plans	X		
	3 Traffic Control Plans	X		
360	Public Utility Plans	X		
	1 Public Water Line Plan	X		
	2 Public Sewer Plan	X		
	3 Public Storm Drain Plan	X		
370	Engineers Cost Estimate(s)	X		
380	Hydrology / Hydraulic Analysis	X		

Exhibit A

Cambria Skate Park - Construction Document Preparation / 22-011.1
August 9, 2024

Code	Scope of Service	Fee Type	Hourly or Estimated Fee	Fixed Fee
1	Preliminary Analysis	X		
2	Stormwater Control Plan	F		\$2,000
		X		
Environmental Permitting				
400	NPDES and Dust Control Documents	X		
1	SWPPP Booklet	X		
2	Water Pollution / Erosion Control Drawings	X		
3	Dust Control Plans	X		
4	Site Inspections / WPCM	X		
5	Rain Event Action Plan	X		
6	Annual Report	X		
7	Water Quality Testing	X		
8	Stormwater Management Plans / Details	X		
410	Environmental Permit Assistance	X		
1	404 - Army Corp	X		
2	401 - Dept of Fish and Game	X		
Construction and Other Services				
500	Construction Inspection	X		
1	Bidding Assistance	X		
510	Construction Administration	X		
520	Engineers Certification / Letter	X		
530	Expert Witness / Court or Deposition	X		
Sub-Totals			\$2,280	\$7,760
Total Engineering Services			\$10,040	
Initial Payment Required to Commence Work			\$ 0	

Legend: X = Not in Contract Scope TM = Time and Materials (Not to Exceed) F = Fixed Fee
E=Estimated Fee ✓= Included above

Additional services per Section 4 of this agreement will be provided per the following rate schedule:

Principal	\$ 190.00
Expert Witness/Depositions	\$ 275.00
Construction Inspection	\$ 145.00
Project Engineer	\$ 145.00

Exhibit A

Cambria Skate Park - Construction Document Preparation / 22-011.1
 August 9, 2024

SECTION 3: PROJECT SCOPE

The following scope assumptions and clarifications identify the services Civil Design Studio, Inc. will perform in conjunction with this project. If you feel any of the steps are unwarranted or our assumptions are inaccurate, please do not hesitate to request further clarification or revision to the proposal and agreement.

CODE 100 – Project Management	
Assumptions	<ul style="list-style-type: none"> ▪ The project management scope of work includes an estimate of 12 hours of work to prepare applications, coordinate with SLO county and client meetings as necessary.
Work Included in Scope	<ul style="list-style-type: none"> ▪ Coordination with: <ul style="list-style-type: none"> ○ Surveyor and other consultants ○ Client ○ County Public Works ○ Public Meetings ▪ Design Team Conference Calls as required ▪ Prepare applications for a construction permit and submit plans to SLO County building department.
Items and Services to be Provided to Civil Design Studio	<ul style="list-style-type: none"> ▪ Project Schedule and Updates ▪ Meeting Schedule and Updates ▪ Request for attendance at meetings ▪ Signed agent authorization form
Items not included in scope	<ul style="list-style-type: none"> ▪ If required meeting attendance exceeds the budget provided in this scope of the proposal, the Client will be notified and meetings will be attended at the Client's request on a time and materials basis.
Estimated Products	<ul style="list-style-type: none"> ▪ As noted above

Exhibit A

Cambria Skate Park - Construction Document Preparation / 22-011.1
 August 9, 2024

CODE 300 – Miscellaneous Engineering – Landscape Architecture	
Assumptions	<ul style="list-style-type: none"> ▪ The project landscape architect is required to provide construction level plans, which will require updates to the previously prepared landscape architecture plan. ▪ Sub-consultant work will be billed at cost plus 15%
Work Included in Scope	<ul style="list-style-type: none"> ▪ Prepare construction level landscape architecture plan for the skate park project. ▪ Irrigation Plan ▪ Planting Plan ▪ Specifications and Details ▪ Response to Plan Check Comments (1 round)
Items and Services to be Provided to Civil Design Studio	<ul style="list-style-type: none"> ▪
Items not included in scope	<ul style="list-style-type: none"> ▪ Construction observation ▪ Construction administration
Estimated Products	<ul style="list-style-type: none"> ▪ Construction Documents for Landscape Architectur

Exhibit A

Cambria Skate Park - Construction Document Preparation / 22-011.1
 August 9, 2024

CODE 351 – Street Plans	
Assumptions	<ul style="list-style-type: none"> ▪ The project may be required to extend frontage improvements on Main Street across the project frontage. This section of the proposal will only be billed if the County Public Works requires this design as a condition of approval. ▪ Additional survey may be required to determine cross slopes of the street widening. The previous survey provided by Spohn Ranch did not extend to the street centerline. CCSD would contract separately with a surveyor
Work Included in Scope	<ul style="list-style-type: none"> ▪ Prepare Public Improvement plan and Profile displaying the following: ▪ Cross slopes of proposed pavement ▪ Curb Gutter and Sidewalk along project frontage ▪ Transitions to existing pavement north of the project. ▪ Pavement minimum design calculations ▪ Profile of top of curb elevation, sawcut elevation, and street centerline (if applicable) ▪ Prepare striping and signage plans as required by County Public Works
Items and Services to be Provided to Civil Design Studio	<ul style="list-style-type: none"> ▪ Topographic survey of the project site in CAD format. ▪ Record drawings of any utilities within the public right of way
Items not included in scope	<ul style="list-style-type: none"> ▪ Traffic control plans (can be added to scope for additional fee if requested by county)
Estimated Products	<ul style="list-style-type: none"> ▪ 2 Sheets – 20 Scale – Street Improvement Plans

Exhibit A



Cambria Skate Park - Construction Document Preparation / 22-011.1
 August 9, 2024

CODE 382 – Stormwater Control Plan	
Assumptions	<ul style="list-style-type: none"> ▪ The project will create additional impervious area and stormwater runoff, which will be addressed in the stormwater runoff design ▪ The project is within an MS4 area. Therefore, Central Coast Post Construction Requirements do apply.
Work Included in Scope	<ul style="list-style-type: none"> ▪ Rational method study comparing proposed and existing site conditions ▪ calculations to compare pre to post project runoff ▪ Review FEMA elevations / Maps ▪ Calculate and specify any structural control measures required based on the design impervious area
Items and Services to be Provided to Civil Design Studio	<ul style="list-style-type: none"> ▪
Items not included in scope	<ul style="list-style-type: none"> ▪ Regional hydrology or basin studies ▪ Design of project detention / retention basin
Estimated Products	<ul style="list-style-type: none"> ▪ Post Construction Stormwater Control Plan report. ▪ If required, hydrology calculations will be provided on the grading plan

Exhibit A

Cambria Skate Park - Construction Document Preparation / 22-011.1
August 9, 2024

SECTION 4: ADDITIONAL SERVICES

Examples of Additional Services include, but or not limited to:

- Duplication of Efforts: Revisions to our plans, details or calculations due to Architectural changes.
- Additional Plan Checks: Services include two submittals and plan check revisions. Excessive changes requested / required by agencies will be billed hourly. Changes required to Civil Engineering plans due to comments made on other consultants plans will be billed hourly.
- Additional Scope: Perform work outside of the original services such as revisions required by additional site plan or building elements not in original documents specified in Section 3. Construction Observations, if required or requested that are in excess of those included in Section 3.
- Unforeseen Conditions: Unanticipated site conditions requiring changes to the civil design or conflicts with existing facilities.
- Construction Support: Assistance provided during the construction phase such as all meetings, site visits, or correspondence via telephone, fax or email. Additional examples of assistance include, but not are limited to, evaluation of alternate product or systems, review of testing data and required submittals, shop drawings, contractor requests for substitution, etc. Visits will be billed as Additional Services including travel time to/from with a 3 hr. minimum.
- Code Upgrades: Revisions required due to a code changes that occur during the course of the project.

These services will be performed at the Owner's request and on a monthly cycle at the current hourly as shown in Section 2.

SECTION 5: TERMS AND CONDITIONS

INSURANCE: Consultant carries both professional and general liability insurance. Certificates will be issued upon request.

EXPIRATION: This proposal is valid for 60 days from the above date.

ADDITIONAL CLIENT EXPENSES: Will be charged at 1.15 times the actual cost, may include printing, title report fees, UPS or mailing charges, and other reasonable and customary charges and fees necessary to accomplish this work.

TRAVEL & EXPENSES: Reasonable and customary business expenses, such as telephone, delivery costs, mileage, airfare, taxicabs, auto rentals, meals and lodging will be included on invoices.

BILLING: An initial payment (as indicated in Section 2) is required to initiate work. The initial payment is not a retainer and will be credited against the project billing. Hourly project scope will be billed monthly, with payment being due and payable upon your receipt of our billing invoice. Fixed fee project scope will be billed to 80% at first submittal of documents and 100% when documents are signed. Signed documents will not be provided until all payments are current. If an invoice remains unpaid sixty (60) days after the date of the invoice, you agree that Civil Design Studio, Inc. has the right to discontinue services. Furthermore, Civil Design Studio, Inc. may require a new initial payment before resuming services.

LATE PAYMENTS: Payment is expected upon the receipt of invoice. If we do not receive payment in full on any invoice within 60 days, late charges at 1.25% interest per month (15% per year) will be imposed on your unpaid balance after 60 days. Your unpaid balance is determined by taking the beginning balance of your account for each month, adding any new charges and subtracting any payments made to your account. We will then multiply this amount by the 1.25% monthly periodic interest rate to compute the late charge for your account for that month.

CIVIL ENGINEERING SERVICES: The Consultant provides only civil engineering design services. Any non-civil issue (including but not limited to surveying, structural engineering, architecture, landscape architecture, etc.) shall need to be addressed by another consultant qualified in the respective field and may be sub-contracted via this agreement for your convenience. The work of others, including sub-consultants is not reviewed or approved by the Consultant. The Client acknowledges that issues arising from the work of others (including but not limited to leaks, mold etc.) are non-civil and not the result of services provided by the Consultant. The Client further acknowledges all such non-civil issues are not cause for legal action against the Consultant and agrees to indemnify the Consultant against any lawsuit arising from such allegations.

STANDARD OF CARE: In rendering these services, the Consultant shall apply the skill and care ordinarily exercised by civil engineers at the time and place the services are rendered.

SUPPORTING DOCUMENTATION: The Client shall provide all the supporting information and documentation (e.g. geotechnical investigations, title reports, environmental reports, etc.) necessary for performance of the Consultant's services.

DOCUMENT OWNERSHIP: All documents including, but not limited to calculations, computer files, drawings, specifications, and reports prepared by the Consultant pursuant to this Agreement are instruments of professional service intended for the one-time use in construction of this Project. Said documents are and shall remain the property of the Consultant. Any reuse without prior written approval from the Consultant is prohibited. Any future reuse of documents, only if approved by the

Exhibit A

Cambria Skate Park - Construction Document Preparation / 22-011.1
August 9, 2024

Consultant, may be subject to additional fees.

SUCCESSOR AND ASSIGNS: The Consultant and Client agree that the services performed by the Consultant pursuant to this Agreement are solely for the benefit of the Client and are not intended by either the Consultant or the Client to benefit any other person or entity. To the extent that any other person or entity, including but not limited to the Contractor and/or any of its Subcontractors and other Design Professionals, is benefited by the services performed by the Consultant pursuant to this Agreement, such benefit is purely incidental and such other person or entity shall not be deemed a third party beneficiary to this Agreement.

Neither the Client nor the Consultant shall assign, sublet or transfer any rights under or interest in (including but without limitations, monies that may be due or monies that are due) this Agreement, without the written consent of the other, except as stated in the paragraph above, and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the Consultant from employing such independent consultants, associates and subcontractors as he or she may deem appropriate to assist in the performance of services hereunder.

MEANS & METHODS OF CONSTRUCTION: The Consultant will not supervise, direct, or have control over the Contractor's work. The Consultant shall not be responsible for the Contractor's means, methods, procedures, techniques, or sequences of construction, nor for safety programs or procedures employed by the Contractor on the job site. The Consultant shall not be responsible for the Contractor's failure to carry out work in accordance with the Contract Documents. Review of submittals by the Consultant shall be for general conformance with the information given and design concept expressed in the Contract Documents, and shall not be considered certification of submittals accuracy.

INDEMNIFICATION: The Client shall indemnify and hold harmless the Consultant and its personnel, from and against all claims, damages, losses and expenses due to negligent acts, errors or omissions arising out of or resulting from the performance of others.

FORCE MAJEURE. If the performance of the Agreement, or of any obligation hereunder is prevented, restricted or interfered with by reason of fires, equipment breakdown, labor disputes, government ordinances or requirements, civil or military authorities, acts of God or the public enemy, acts or omissions of carriers, or other causes beyond the reasonable control of the party whose performance is affected, then the party affected, upon giving prompt notice to the other party, shall be excused from such performance on a day-for-day basis to the extent of such prevention, restriction, or interference (and the other party shall likewise be excused from performance of its obligations on the day-for-day basis to the extent such party's obligations relate to the performance so prevented, restricted or interfered with); provided that the party so affected shall use its best efforts to avoid or remove such causes.

LIMITATION OF LIABILITY: In no event will Engineer be liable for consequential damages, including lost profits, loss of investment, or other incidental damages incurred from Owner's investment based on the Scope of Work to be performed by Engineer under this Agreement. The Consultant's total liability for work performed shall never exceed the amount paid by the Owner for services performed under this Agreement, which includes any liability for any design defects pursuant to Civil Code § 2782.5.

MEDIATION / DISPUTE RESOLUTION: Owner and Engineer agree to mediate any dispute arising under this contract. In the event of any dispute, the parties, within thirty (30) days of a written request for mediation, shall attend, in good faith, a mediation in order to make a good faith reasonable effort to resolve any dispute arising under this contract.

TERMINATION: This agreement may be terminated upon 30 days written notice by either party, with or without cause. In the event of termination, the Client shall pay the Consultant for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.



BLANKET ADDITIONAL INSURED AND LIABILITY EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM
BUSINESSOWNERS COMMON POLICY CONDITIONS

TABLE OF CONTENTS	
I.	Blanket Additional Insured Provisions
A.	Additional Insured – Blanket Vendors
B.	Miscellaneous Additional Insureds
C.	Additional Provisions Pertinent to Additional Insured Coverage
1.a.	Primary – Noncontributory provision
1.b.	Definition of "written contract"
2.	Additional Insured – Extended Coverage
II.	Liability Extension Coverages
A.	Bodily Injury – Expanded Definition
B.	Broad Knowledge of Occurrence
C.	Estates, Legal Representatives and Spouses
D.	Fellow Employee First Aid
E.	Legal Liability – Damage to Premises
F.	Personal and Advertising Injury – Discrimination or Humiliation
G.	Personal and Advertising Injury – Broadened Eviction
H.	Waiver of Subrogation – Blanket

I. BLANKET ADDITIONAL INSURED PROVISIONS

A. ADDITIONAL INSURED – BLANKET VENDORS

Who Is An Insured is amended to include as an additional insured any person or organization (referred to below as vendor) with whom you agreed under a "written contract" to provide insurance, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

1. The insurance afforded the vendor does not apply to:
 - a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - b. Any express warranty unauthorized by you;
 - c. Any physical or chemical change in the product made intentionally by the vendor;
 - d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
 - g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

10020005140315570516468



- h. **"Bodily injury"** or **"property damage"** arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
- (1) The exceptions contained in Subparagraphs **d.** or **f.**; or
 - (2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
2. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.
 3. This provision 2. does not apply to any vendor included as an insured by an endorsement issued by us and made a part of this Policy.
 4. This provision 2. does not apply if **"bodily injury"** or **"property damage"** included within the **"products-completed operations hazard"** is excluded either by the provisions of the Policy or by endorsement.

B. MISCELLANEOUS ADDITIONAL INSURED

1. **Who Is An Insured** is amended to include as an insured any person or organization (called additional insured) described in paragraphs 3.a. through 3.j. below whom you are required to add as an additional insured on this policy under a **"written contract."**
2. However, subject always to the terms and conditions of this policy, including the limits of insurance, we will not provide the additional insured with:
 - a. A higher limit of insurance than required by such **"written contract;"**
 - b. Coverage broader than required by such **"written contract"** and in no event greater than that described by the applicable paragraph a. through k. below; or
 - c. Coverage for **"bodily injury"** or **"property damage"** included within the **"products-completed operations hazard."** But this paragraph c. does not apply to the extent coverage for such liability is provided by paragraph 3.j. below.

Any coverage granted by this endorsement shall apply only to the extent permitted by law.

3. Only the following persons or organizations can qualify as additional insureds under this endorsement:

a. Controlling Interest

Any persons or organizations with a controlling interest in you but only with respect to their liability arising out of:

- (1) such person or organization's financial control of you; or
- (2) Premises such person or organization owns, maintains or controls while you lease or occupy these premises;

provided that the coverage granted to such additional insureds does not apply to structural alterations, new construction or demolition operations performed by or for such additional insured.

b. Co-owner of Insured Premises

A co-owner of a premises co-owned by you and covered under this insurance but only with respect to the co-owners liability for **"bodily injury," "property damage"** or **"personal and advertising injury"** as co-owner of such premises.

c. Grantor of Franchise

Any person or organization that has granted a franchise to you, but only with respect to such person or organization's liability for **"bodily injury," "property damage,"** or **"personal and advertising injury"** as grantor of a franchise to you.

d. Lessor of Equipment

Any person or organization from whom you lease equipment, but only with respect to liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" caused in whole or in part by your maintenance, operation or use of such equipment, provided that the "**occurrence**" giving rise to such "**bodily injury**" or "**property damage**" or the offense giving rise to such "**personal and advertising injury**" takes place prior to the termination of such lease.

e. Lessor of Land

Any person or organization from whom you lease land, but only with respect to liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of the ownership, maintenance or use of that specific part of the land leased to you, provided that the "**occurrence**" giving rise to such "**bodily injury**" or "**property damage**" or the offense giving rise to such "**personal and advertising injury**," takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

f. Lessor of Premises

An owner or lessor of premises leased to you, or such owner or lessor's real estate manager, but only with respect to liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of the ownership, maintenance or use of such part of the premises leased to you, and provided that the "**occurrence**" giving rise to such "**bodily injury**" or "**property damage**" or the offense giving rise to such "**personal and advertising injury**," takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

g. Mortgagee, Assignee or Receiver

A mortgagee, assignee or receiver of premises but only with respect to such mortgagee, assignee, or receiver's liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of the ownership, maintenance, or use of a premises by you. This insurance does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

h. State or Political Subdivisions

A state or government agency or subdivision or political subdivision that has issued a permit or authorization, but only with respect to such government agency or subdivision or political subdivision's liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of:

- (1) The following hazards in connection with premises you own, rent, or control and to which this insurance applies:
 - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistaway openings, sidewalk vaults, street banners, or decorations and similar exposures; or
 - (b) The construction, erection, or removal of elevators; or
 - (c) The ownership, maintenance or use of any elevators covered by this insurance; or
- (2) The permitted or authorized operations performed by you or on your behalf. But the coverage granted by this paragraph does not apply to:
 - (a) "**Bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of operations performed for the state or government agency or subdivision or political subdivision; or
 - (b) "**Bodily injury**" or "**property damage**" included within the "**products-completed operations hazard**."

With respect to this provision's requirement that additional insured status must be requested under a "**written contract**," we will treat as a "**written contract**" any governmental permit that requires you to add the governmental entity as an additional insured.

10020005140315570516469



i. Trade Show Event Lessor

With respect to your participation in a trade show event as an exhibitor, presenter or displayer, any person or organization whom you are required to include as an additional insured, but only with respect to such person or organization's liability for **"bodily injury," "property damage,"** or **"personal and advertising injury"** caused by:

- a. Your acts or omissions; or
- b. Acts or omissions of those acting on your behalf;

in the performance of your ongoing operations at the trade show premises during the trade show event.

j. Other Person or Organization

Any person or organization who is not an additional insured under paragraphs **a.** through **i.** above. Such additional insured is an insured solely for **"bodily injury," "property damage"** or **"personal and advertising injury"** for which such additional insured is liable because of your acts or omissions.

The coverage granted by this paragraph does not apply to any person or organization:

- (1) For **"bodily injury," "property damage,"** or **"personal and advertising injury"** arising out of the rendering or failure to render any professional services;
- (2) For **"bodily injury"** or **"property damage"** included in the **"products-completed operations hazard."** But this provision (2) does not apply to such **"bodily injury"** or **"property damage"** if:
 - (a) It is entirely due to your negligence and specifically results from your work for the additional insured which is the subject to the **"written contract"**; and
 - (b) The **"written contract"** requires you to make the person or organization an additional insured for such **"bodily injury"** or **"property damage"**; or
- (3) Who is afforded additional insured coverage under another endorsement attached to this policy.

C. ADDITIONAL PROVISIONS PERTINENT TO ADDITIONAL INSURED COVERAGE

1. With respect only to additional insured coverage provided under paragraphs **A.** and **B.** above:

- a. The **BUSINESSOWNERS COMMON POLICY CONDITIONS** are amended to add the following to the Condition entitled **Other Insurance**:

This insurance is excess of all other insurance available to an additional insured whether primary, excess, contingent or on any other basis. However, if a **"written contract"** requires that this insurance be either primary or primary and noncontributing, then this insurance will be primary and non-contributory relative solely to insurance on which the additional insured is a named insured.

- b. Under **Liability and Medical Expense Definitions**, the following definition is added:

"Written contract" means a written contract or agreement that requires you to make a person or organization an additional insured on this policy, provided the contract or agreement:

- (1) Is currently in effect or becomes effective during the term of this policy; and
- (2) Was executed prior to:
 - (a) The **"bodily injury"** or **"property damage;"** or
 - (b) The offense that caused the **"personal and advertising injury"**;
 for which the additional insured seeks coverage.

2. With respect to any additional insured added by this endorsement or by any other endorsement attached to this Coverage Part, the section entitled **Who Is An Insured** is amended to make the following natural persons insureds.

If the additional insured is:

- a. An individual, then his or her spouse is an insured;

- b. A partnership or joint venture, then its partners, members and their spouses are insureds;
- c. A limited liability company, then its members and managers are insureds;
- d. An organization other than a partnership, joint venture or limited liability company, then its executive officers, directors and shareholders are insureds; or
- e. Any type of entity, then its employees are insureds;

but only with respect to locations and operations covered by the additional insured endorsement's provisions, and only with respect to their respective roles within their organizations. Furthermore, employees of additional insureds are not insureds with respect to liability arising out of:

- (1) "**Bodily injury**" or "**personal and advertising injury**" to any fellow employee or to any natural person listed in paragraphs a. through d. above;
- (2) "**Property damage**" to property owned, occupied or used by their employer or by any fellow employee; or
- (3) Providing or failing to provide professional health care services.

II. LIABILITY EXTENSION COVERAGES

It is understood and agreed that this endorsement amends the **Businessowners Liability Coverage Form**. If any other endorsement attached to this policy amends any provision also amended by this endorsement, then that other endorsement controls with respect to such provision, and the changes made by this endorsement to such provision do not apply.

A. Bodily injury – Expanded Definition

Under **Liability and Medical Expenses Definitions**, the definition of "**Bodily injury**" is deleted and replaced by the following:

"**Bodily injury**" means physical injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury by that person at any time which results as a consequence of the physical injury, sickness or disease.

B. Broad Knowledge of Occurrence

Under Businessowners Liability Conditions, the Condition entitled Duties In The Event of Occurrence, Offense, Claim or Suit is amended to add the following:

Paragraphs a. and b. above apply to you or to any additional insured only when such "**occurrence**," offense, claim or "**suit**" is known to:

- (1) You or any additional insured that is an individual;
- (2) Any partner, if you or an additional insured is a partnership;
- (3) Any manager, if you or an additional insured is a limited liability company;
- (4) Any "**executive officer**" or insurance manager, if you or an additional insured is a corporation;
- (5) Any trustee, if you or an additional insured is a trust; or
- (6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

This paragraph applies separately to you and any additional insured.

C. Estates, Legal Representatives and Spouses

The estates, heirs, legal representatives and spouses of any natural person insured shall also be insured under this policy; provided, however, coverage is afforded to such estates, heirs, legal representatives and spouses only for claims arising solely out of their capacity as such and, in the case of a spouse, where such claim seeks damages from marital common property, jointly held property, or property transferred from such natural person insured to such spouse. No coverage is provided for any act, error or omission of an estate, heir, legal representative or spouse outside the scope of such person's capacity as such, provided however that the spouse of a natural person Named Insured and the spouses of members or partners of joint venture or partnership Named Insureds are insureds with respect to such spouses' acts, errors or omissions in the conduct of the Named Insured's business.

10020005140315570516470



D. Fellow Employee First Aid Coverage

In the section entitled **Who Is An Insured**, paragraph **2.a.1.** is amended to add the following:

The limitations described in subparagraphs **2.a.1.(a)**, **(b)** and **(c)** do not apply to your **"employees"** for **"bodily injury"** that results from providing cardiopulmonary resuscitation or other first aid services to a co-**"employee"** or **"volunteer worker"** that becomes necessary while your **"employee"** is performing duties in the conduct of your business. Your **"employees"** are hereby insureds for such services. But the insured status conferred by this provision does not apply to **"employees"** whose duties in your business are to provide professional health care services or health examinations.

E. Legal Liability – Damage To Premises

1. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, Exclusion **k. Damage To Property**, is replaced by the following:

k. Damage To Property

"Property damage" to:

1. Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;
2. Premises you sell, give away or abandon, if the **"property damage"** arises out of any part of those premises;
3. Property loaned to you;
4. Personal property in the care, custody or control of the insured;
5. That particular part of any real property on which you or any contractors or subcontractors working directly or indirectly in your behalf are performing operations, if the **"property damage"** arises out of those operations; or
6. That particular part of any property that must be restored, repaired or replaced because **"your work"** was incorrectly performed on it.

Paragraph **2** of this exclusion does not apply if the premises are **"your work"** and were never occupied, rented or held for rental by you.

Paragraphs **1**, **3**, and **4**, of this exclusion do not apply to **"property damage"** (other than damage by fire or explosion) to premises:

- (1) rented to you;
- (2) temporarily occupied by you with the permission of the owner, or
- (3) to the contents of premises rented to you for a period of 7 or fewer consecutive days.

A separate limit of insurance applies to Damage To Premises Rented To You as described in Section D – Liability and Medical Expenses Limits of Insurance.

Paragraphs **3**, **4**, **5**, and **6** of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph **6** of this exclusion does not apply to **"property damage"** included in the **"products-completed operations hazard."**

2. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, the following paragraph is added, and replaces the similar paragraph, if any, beneath paragraph **(14)** of the exclusion entitled **Personal and Advertising Injury**:

Exclusions **c**, **d**, **e**, **f**, **g**, **h**, **i**, **k**, **l**, **m**, **n**, and **o**, do not apply to damage by fire to premises while rented to you or temporarily occupied by you with permission of the owner or to the contents of premises rented to you for a period of 7 or fewer consecutive days. A separate limit of insurance applies to this coverage as described in **Section D. Liability And Medical Expenses Limits Of Insurance**.

3. The first Paragraph under item 5. **Damage To Premises Rented To You Limit** of the section entitled **Liability And Medical Expenses Limits Of Insurance** is replaced by the following:

The most we will pay under Business Liability for damages because of "property damage" to any one premises, while rented to you or temporarily occupied by you with the permission of the owner, including contents of such premises rented to you for a period of 7 or fewer consecutive days, is the Damage to Premises Rented to You Limit. The Damage to Premises Rented to You Limit is the greater of:

- a. \$1,000,000; or
- b. The Damage to Premises Rented to You Limit shown in the Declarations.

F. Personal and Advertising Injury – Discrimination or Humiliation

1. Under **Liability and Medical Expenses Definitions**, the definition of "personal and advertising injury" is amended to add the following:

h. Discrimination or humiliation that results in injury to the feelings or reputation of a natural person, but only if such discrimination or humiliation is:

(1) Not done intentionally by or at the direction of:

- (a) The insured; or
- (b) Any "executive officer," director, stockholder, partner, member or manager (if you are a limited liability company) of the insured; and

(2) Not directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person or person by any insured.

2. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, the exclusion entitled **Personal and Advertising Injury** is amended to add the following additional exclusions:

(15) Discrimination Relating to Room, Dwelling or Premises

Caused by discrimination directly or indirectly related to the sale, rental, lease or sub-lease or prospective sale, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured.

(16) Employment Related Discrimination

Discrimination or humiliation directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person by any insured.

(17) Fines or Penalties

Fines or penalties levied or imposed by a governmental entity because of discrimination.

3. This provision (**Personal and Advertising Injury – Discrimination or Humiliation**) does not apply if **Personal and Advertising Injury** Liability is excluded either by the provisions of the Policy or by endorsement.

G. Personal and Advertising Injury - Broadened Eviction

Under **Liability and Medical Expenses Definitions**, the definition of "Personal and advertising injury" is amended to delete Paragraph c. and replace it with the following:

- c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room dwelling or premises that a person or organization occupies committed by or on behalf of its owner, landlord or lessor.

H. Waiver of Subrogation – Blanket

We waive any right of recovery we may have against:

- a. Any person or organization with whom you have a written contract that requires such a waiver.

All other terms and conditions of the Policy remain unchanged.

10020005140315570516471



Form 2366 (02/11) M_CL

Blanket Additional Insured Endorsement

This endorsement modifies insurance provided by the Commercial Auto Policy, Motor Truck Cargo Legal Liability Coverage Endorsement, and/or Commercial General Liability Coverage Endorsement, as appears on the **declarations page**. All terms and conditions of the policy apply unless modified by this endorsement.

If **you** pay the fee for this Blanket Additional Insured Endorsement, **we** agree with **you** that any person or organization with whom **you** have executed a written agreement prior to any **loss** is added as an additional **insured** with respect to such liability coverage as is afforded by the policy, but this insurance applies to such additional **insured** only as a person or organization liable for **your** operations and then only to the extent of that liability. This endorsement does not apply to acts, omissions, products, work, or operations of the additional **insured**.

Regardless of the provisions of paragraph a. and b. of the "Other Insurance" clause of this policy, if the person or organization with whom **you** have executed a written agreement has other insurance under which it is the first named **insured** and that insurance also applies, then this insurance is primary to and non-contributory with that other insurance when the written contract or agreement between **you** and that person or organization, signed and executed by **you** before the **bodily injury** or **property damage** occurs and in effect during the policy period, requires this insurance to be primary and non-contributory.

In no way does this endorsement waive the "Other Insurance" clause of the policy, nor make this policy primary to third parties hired by the **insured** to perform work for the **insured** or on the **insured's** behalf.

ALL OTHER TERMS, LIMITS, AND PROVISIONS OF THE POLICY REMAIN UNCHANGED.

Form 2367 (06/10)M_CL

Blanket Waiver of Subrogation Endorsement

This endorsement modifies insurance provided by the Commercial Auto Policy, Motor Truck Cargo Legal Liability Coverage Endorsement, and/or Commercial General Liability Coverage Endorsement, as appears on the **declarations page**. All terms and conditions of the policy apply unless modified by this endorsement.

If **you** pay the fee for this Blanket Waiver of Subrogation Endorsement, **we** agree to waive any and all subrogation claims against any person or organization with whom a written waiver agreement has been executed by the named insured, as required by written contract, prior to the occurrence of any **loss**.

ALL OTHER TERMS, LIMITS AND PROVISIONS OF THE POLICY REMAIN UNCHANGED.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 04 03 06
(Ed. 4-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

With respect to all employees subject to the workers' compensation laws of the state of California, any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

This policy is subject to a minimum charge of \$250 for the issuance of waivers of subrogation

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective 04/30/2024 at 12:01 AM standard time, forms a part of
Policy No. EIG 4745276 03 Of the EMPLOYERS PREFERRED INS. CO.
Carrier Code 00920

Issued to CIVIL DESIGN STUDIO INC

Endorsement No.

Premium \$1,246

Countersigned at _____ on _____

By: 
Authorized Representative

WC 04 03 06



AMENDMENT TO MEMORANDUM OF UNDERSTANDING SKATEPARK FUNDING

This Amendment to Memorandum of Understanding (“Amendment”) is made this 11th day of May, 2023 by and between the Cambria Community Services District (the “District”), a California special district, and the Cambria Community Council (the “Council”), a nonprofit 501(c)3 organization, collectively referred to herein as the “Parties.”

WITNESSETH:

WHEREAS, the District has a public works project underway to design and develop a new skatepark for the community (the “Skatepark,” “Skatepark Project” or “Project”); and

WHEREAS, the Council is acting as the entity managing the donations for the Skatepark Project; and

WHEREAS, the District and the Council entered into a Memorandum of Understanding (“MOU”) on March 28, 2022 to set forth the manner in which the funds raised for the Skatepark Project will be disbursed by the Council to the District as the various phases, which include design, permitting, bidding and construction, and operation and maintenance, are undertaken; and

WHEREAS, the District and Council desire to amend the MOU to address issues related to potential grant funding for the Project.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Section 1.c. of the MOU is hereby amended in its entirety to read as follows:

The representatives of Skate Cambria have agreed that the costs of the design and permitting phases of the Skatepark Project shall be shared equally between the funds committed by the District (until they are

exhausted) and the funds raised by Skate Cambria. Skate Cambria also understands that the bidding and construction phase of the Skatepark Project is contingent upon, and will not commence until, all of the funds necessary to construct the Project have been raised and have been deposited with the Council. This shall include funds sufficient to create a reserve fund for operation and maintenance of the Skatepark, in an amount determined by the District's Board of Directors, as recommended by District staff. The reserve funds may be held by the District or the Council, allowing for agreements to meet the needs of the determined reserves. Should the District apply for and obtain grant funding for the Skatepark Project, as determined by the District Board of Directors, said grant funds shall be used to develop the Project, consistent with the grant terms and conditions. If the grant requires matching funds from the District, those funds may be appropriated from either Skate Cambria funds transferred and deposited with the District by the Council or from any remaining unexpended District funds previously committed to the Project or a combination of both, as determined by the District Board of Directors.

- 2. All other provisions of the MOU shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed the day and year first above written.

CAMBRIA COMMUNITY SERVICES

DocuSigned by:
Karen Dean
By: _____
41DFC83456B4446...
Karen Dean, President of the Board of Directors

CAMBRIA COMMUNITY COUNCIL

DocuSigned by:
Dick Clark
By: _____
5C3A4C4ABDEB49B...
Dick Clark, President of the Board of Directors

ATTEST:
DocuSigned by:
Haley Dodson

A9BEC4CBA9044B3...
Haley Dodson, Administrative Manager

Approved As To Form:

DocuSigned by:
Timothy Carmel
B64D40A30AA141E...
Timothy J. Carmel, District Counsel

DOC #	1901438934
DEPT	admin
DATE	10/10/23
APPROVAL	SC Mhee

AGREEMENT FOR LOCAL AREA GRANT FUNDING

This Agreement is entered into this 14th day of September, 2023, by and between the County of San Luis Obispo, a body corporate and politic, hereinafter referred to as "County" on behalf of the San Luis Obispo County Tourism Business Improvement District, hereinafter referred to as "CBID", and the Cambria Community Services District, hereinafter referred to as "Applicant".

WHEREAS, Applicant has applied to the CBID for a grant of Cambria local area funds for the following project detailed in the attached Exhibit "A" attached hereto and by the descriptive title: **Skatepark bathroom**; and

WHEREAS, Applicant has applied to the CBID for a grant of Cambria local area funds to offset the cost of **building a bathroom at the skatepark**; and

WHEREAS, the CBID finds that the project is eligible for Cambria local area funds as a local area community project; and

WHEREAS, the CBID Advisory Board has approved this project and has authorized a local area grant to Applicant.

NOW, THEREFORE, it is mutually agreed between the parties hereto, as follows:

1. County, on behalf of the CBID, agrees to pay over, as a grant of local area funds, the total sum of **\$47,500** from the Cambria local area funds for the purpose of funding the aforesaid project as a local area community project available for public use.
2. That the **Cambria** local area funds will be used for expenses associated with the **building a bathroom at the skatepark** per the attached Exhibit A, and said expenses will be approved by the Cambria Local Area Advisory Board.
3. Applicant agrees to apply the aforesaid grant funds solely to the project for which the funds have been granted, as a local community project available for public use.
4. Applicant agrees to diligently pursue the completion of this project, and to complete this project within one year from the date of this agreement.
5. Applicant agrees that within 45 days from the date of the improvements, a report shall be provided to the **Cambria** Local Area Advisory Board, with a copy to the CBID, which outlines the results and outcomes of the improvements.
6. Applicant agrees to abide by all laws and regulations applicable to the expenditure of County Grant Funds, including, but not limited to, the audit of the expenditure of these funds for compliance with regulations, the inclusion of provisions guaranteeing

Exhibit A

8/29/2023

Skatepark Sources & Uses

Funding Sources

Multi-year Skatepark Design (Budgeted)	General Fund	21,696
Cambria Community Council	Donations	431,216
CBID Tourism Grant	Grant Funds	47,500
CSD Contribution	General Fund	178,000
	Community Funding Sources	678,412
	Grant Funds	600,000
	Total Funding	1,278,412

Estimated Project Costs

Skatepark Design costs	41,367
Skate Park Application costs	696
Skate Park Engineering Costs	4,105
Skatepark Conceptual Plan	850,385
Additional Project Costs - Permitting, Contingencies, materials, etc)	170,077
Project Inflation & Contingency Estimates	133,370
	Estimated Project Costs 1,200,000

Total Surplus/(Deficit) 78,412

* Additional pledges of \$75,000 outstanding

GF Reserve Restriction \$ 721,284

Reserve Estimation

General Fund Reserves Estimated 6/30/2023	2,500,000
Commitment of Reserves for Skate Park- Estimated	(721,284)
General Fund Balance - Estimated	<u>1,778,716</u>

** The reserve estimation is an estimate based upon information known up to this date. It is included to help inform the decision making process and will fluctuate based upon actual activities.

Resolution No. 31-2023

RESOLUTION OF THE CAMBRIA COMMUNITY SERVICES DISTRICT APPROVING THE APPLICATION FOR THE LAND AND WATER CONSERVATION FUND CAMBRIA SKATE PARK PROJECT

WHEREAS, the Congress under Public Law 88-578 has authorized the establishment of a federal Land and Water Conservation Fund Grant-In-Aid program, providing matching funds to the State of California and its political subdivisions for acquiring lands and developing Facilities for public outdoor recreation purposes; and

WHEREAS, the California Department of Parks and Recreation is responsible for administration of the program in the State, setting up necessary rules and procedures governing applications by local agencies under the program; and

WHEREAS, the applicant certifies by resolution the approval of the application and the availability of eligible matching funds prior to submission of the application to the State; and

NOW, THEREFORE, BE IT RESOLVED that the Cambria Community Services Board of Directors hereby:

1. Approves the filing of an application for Land and Water Conservation Fund assistance for the proposed Cambria Skate Park Project
2. Certifies that the applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
3. Agrees to abide by 54 U.S.C. §200305(f)(3), which requires, "No property acquired or developed with assistance under this section shall, without the approval of the National Secretary of the Interior, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then-existing comprehensive statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location."
4. Certifies that said the agency has matching funds from eligible source(s) and can finance 100 percent of the project, which up to half may be reimbursed; and
5. Agrees to comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and guidelines.
6. Appoints the General Manager as an agent of the applicant to conduct all negotiations and execute and submit all documents, including, but not limited to, applications, contracts, amendments, payment requests, and compliance with all applicable current state and federal laws which may be necessary for the completion of the aforementioned project.

Approved and Adopted on the 25th day of May 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Cambria Community Services District following a roll call vote:

Ayes: 4 - Dean, Gray, Farmer & Scott

Noes: 0

Absent: 1-Thomas

DocuSigned by:

41DFC83456B4446...
Karen Dean, President

Board of Directors

APPROVED AS TO FORM:

DocuSigned by:

Timothy Carmel

B64D40A50AA141E...

Timothy J. Carmel
District Counsel

ATTEST:

DocuSigned by:

Haley Dodson

A9BEC4CBA9044B3...

Haley Dodson
Administrative Analyst

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.E**

FROM: Matthew McElhenie, General Manager

Meeting Date: March 13, 2025

Subject: Discussion and Consideration to Adopt the District Strategic Plan Update

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

On March 3, 2025, the Board of Directors held a daylong Special Meeting workshop for the Strategic Plan Update ("Workshop") facilitated by Dick Clark, which the community was able to attend and participate in. The Board of Directors adjourned the Special Meeting Workshop to March 4, 2025. The Board of Directors updated the District's Mission Statement, Core Values, Core Areas, Five-Year Goals, and Objectives Status Report. The Board reviewed the Vision Statement but provided no revisions.

It is recommended that the Board of Directors adopt the District's updated Mission Statement, Core Values, Core Areas, Five-Year Goals, and Objectives Status Report.

ATTACHMENTS:

1. [CCSD Strategic Plan - Mission Statement, Vision Statement, Core Values, Core Areas, and Five-Year Goals](#)
2. [Objectives Status Report](#)

CCSD STRATEGIC PLAN

Board Revised on March 3, 2025

MISSION STATEMENT

The Cambria Community Services District provides water, wastewater, fire protection and emergency services, parks, recreation, and open space, for our community in a safe, cost-effective, and environmentally sensitive manner.

VISION STATEMENT

Our vision is to serve our community by delivering sustainable, cost-effective services while practicing environmental stewardship and preserving the unique charm and atmosphere that make Cambria special.

CORE VALUES

➤ CUSTOMER SERVICE

We provide exemplary services and support with the focus on the needs of our community.

➤ FISCAL RESPONSIBILITY

We manage our finances prudently to meet the needs of the community and avoid undue economic burdens on current and future Cambrians.

➤ PREPAREDNESS

We commit to proactive planning and readiness to ensure resilience, collaboration, and the protection of Cambria's people, homes, businesses, and natural beauty.

➤ RESPECT

In all of our interactions with each other and with members of the public, we act with civility, integrity, honesty, and patience.

➤ SAFETY

We follow the highest level of safety policies, procedures, and regulations to protect our district personnel, our facilities, and the community.

➤ TEAMWORK

We recognize the qualities, abilities, and contributions of others and seek to work collaboratively across departments to carry out the District's Mission and Strategic Plan.

➤ TRANSPARENCY

We strive to conduct the business of the District in an open, honest, and direct manner while encouraging input and feedback from our Community.

➤ STEWARDSHIP

We strive to leave our infrastructure, community, and environment in better condition for future generations.

CCSD STRATEGIC PLAN

Board Revised on March 3, 2025

FIVE-YEAR GOALS

(2025–2030 Not in Priority Order)

- Core Area:** ***WATER SERVICES - GENERAL***
Strategic Goal: MEET THE ONGOING CHALLENGES OF EFFECTIVELY MANAGING WATER RESOURCES TO PROVIDE A RELIABLE SUPPLY OF POTABLE WATER TO SERVE PRESENT AND FUTURE COMMUNITY NEEDS
- Core Area:** ***WASTEWATER SERVICES***
Strategic Goal: ENSURE RELIABLE PERFORMANCE OF THE WASTEWATER TREATMENT SYSTEM FOR DECADES TO COME
- Core Area:** ***FIRE PROTECTION AND EMERGENCY SERVICES***
Strategic Goal: MAINTAIN AND ENHANCE EMERGENCY PREPAREDNESS AND COMMUNITY EDUCATION WHILE PROVIDING OPTIMAL AND ADAPTIVE ALL-HAZARD RESPONSE
- Core Area:** ***FACILITIES AND RESOURCES***
Strategic Goal: MANAGE AND PROVIDE STEWARDSHIP OF DISTRICT ASSETS, IN A TIMELY, COST-EFFECTIVE, AND ENVIRONMENTALLY SENSITIVE MANNER
- Core Area:** ***ADMINISTRATION & FINANCE***
Strategic Goal: DEVELOP REALISTIC PLANS & PROCESSES FOR FUNDING AND EXECUTION OF THE STRATEGIC GOALS

Cambria Community Services District

Five-Year Strategic Goals 2025-2030

Objectives Status Report

Updated March 4 & 5, 2025

CORE AREA: Water Services - General

STRATEGIC GOAL: Meet the Ongoing Challenges of Effectively Managing Water Resources to Provide a Reliable Supply of Potable Water to Serve Present and Future Community Needs

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Implement and Execute the Advanced Metering Infrastructure (AMI) Upgrade	Utilities Manager	1/31/2023	Not established	Third Quarter 2025	Board approved on 8/10/2023 and procurement of materials in progress. Completed the contract for billing integration and training. In progress with an estimated completion date of the Third Quarter of 2025.
Complete the Stuart Street Tank Construction	Utilities Manager	1/31/2023	Not established	First Quarter 2026	The Board approved the MKN & Associates contract on 1/11/2024. The timeline was extended due to permitting difficulties. Tanks needed to be reoriented to meet County setback requirements.
↳ Present to the Board the Implementation Plan for the Stuart Street Tank construction.	Utilities Manager	6/28/2022	4/15/2025	May 8, 2025	Staff received 90% of design/build in the Fourth Quarter of 2024.
↳ Develop a Funding Plan.	General Manager, Utilities Manager & Administrative Department Manager	3/3/2025	Second Quarter 2025		
Permanent Replacement of San Simeon Water Line & Effluent Line	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2025	Board approved on 8/10/2023. Consultants are working with CalTrans to establish the necessary permits for the geotechnical report. 90% drawings by the Second Quarter of 2025.
↳ Engineering and RFP for the Construction of the Water Line and Effluent Line.	Utilities Manager & Program Manager	3/3/2025	Second Quarter 2025		

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
↳ Develop a Funding Plan.	General Manager, Utilities Manager & Administrative Department Manager	3/3/2025	Second Quarter 2025		
Research Long-Term Water Supply & Storage Solutions	Utilities Manager with R&I Committee	1/31/2023	Not established		Ongoing. The Ad Hoc Committee and staff are currently reviewing all possibilities for increasing our water portfolio.
↳ Identify and assess Long-Term Water Supply & Storage solutions.	Utilities Manager with R&I Committee	6/8/2023	Not established		The Ad Hoc Committee provided a thorough report at the R&I Committee meeting. Board received Long-Term Water Supply & Storage Alternatives Report from the Ad Hoc Committee on 11/9/2023. Research and funding are ongoing.
↳ Update, as needed, the Residential and Commercial Water Conservation Plan.	Utilities Manager & Program Manager	3/3/2025			Ongoing.
Gain Approval of Coastal Development Permit (CDP)	General Manager & Utilities Manager	3/3/2025	Fourth Quarter 2025		
Resolve the Brine Waste Disposal Issue	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2025	The Zero Liquid Discharge made it through the Department of Energy review, and we are now waiting on specifics on the accounting processes based on grant requirements. Staff worked collaboratively with compliance agencies to develop a monitoring plan during the temporary pilot projection operation.
↳ Investigate and complete a study for new cost-effective options and technologies for the reduction/disposal of Brine Waste, including costs. Present a report to the Board upon conclusion of the Study.	Utilities Manager with R&I Ad Hoc Committee	6/28/2022	9/8/2022	Fourth Quarter 2025	Staff is in the process of scheduling a pilot program based on alternatives analysis for the Zero Liquid Discharge Program.
↳ Board approval of Zero Liquid Discharge Pilot Testing Program.	General Manager	6/8/2023	Not established	Second Quarter 2025	Pilot testing program update to Finance & R&I Committees before Board approval.
↳ Submit the addendum to the SEIR and additional scope.		6/28/2022	December 2022	Second Quarter 2025	
Relocate Rodeo Grounds Pump Station	Utilities Manager & Program Manager	3/3/2025	Fourth Quarter 2028		

CORE AREA: Wastewater Services

STRATEGIC GOAL: Ensure Reliable Performance of the Wastewater Treatment System for Decades to Come

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Monitor Project Expenditures and Performance during the Construction Phase	Utilities Manager & Finance Manager	1/31/2023	Not established	Ongoing	Ongoing monthly review of project expenditures with the Utilities Department Manager, Wastewater Systems Superintendent, and Water Systems Superintendent.
↳ Quarterly report supplement to Finance and Resources & Infrastructure Committees.		1/31/2023		Ongoing	Quarterly reports to Finance and Resources & Infrastructure Committees and Board of Directors.
Establish Priorities and an Implementation Plan for CIP wastewater Projects not in the SST	Utilities Manager	6/28/2022	Not established	Fourth Quarter 2025	Ongoing.
Define the Extent of Repairs Needed to Reduce the Inflow and Infiltration	Utilities Manager	3/4/2024	Second Quarter 2025	Fourth Quarter 2025	RFP for a consultant from an engineering firm to evaluate the current wastewater distribution collection system.

CORE AREA: Fire Protection and Emergency Services

STRATEGIC GOAL: Maintain and Enhance Emergency Preparedness and Community Education While Providing Optimal and Adaptive All-Hazard Response

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Engage All County Agencies to Include CAL FIRE, County OES, Sheriff, CHP, and State Parks to Update Cambria’s Fire Evacuation, Emergency Operations, Hazard Mitigation, and Pre-Plans	Fire Chief and Administrative Department Manager	3/4/2024	Third Quarter 2024	Fourth Quarter 2025	Ongoing.
↳ Execute the plans.	Fire Chief	3/3/2025	Fourth Quarter 2025		
↳ Identify potential fiscal impact and funding sources of plan development.	Fire Chief and Administrative Department Manager	3/3/2025	Fourth Quarter 2025		
Adopt Weed Abatement Ordinance	General Manager & Fire Chief	3/3/2025	Second Quarter 2025		
↳ Provide budget and funding alternatives for the ordinance.	Fire Chief and Administrative Department Manager	3/3/2025	Second Quarter 2025		
Identify Training Resources Needed to Meet State & Federal Mandates for Emergency Personnel	General Manager, Fire Chief & Finance Manager	3/4/2024	Second Quarter 2024	First Quarter 2025	
↳ Present a report to the Board of Directors.	General Manager, Fire Chief & Finance Manager	3/4/2024	Second Quarter 2024	First Quarter 2025	
Identify Facility Needs Including Primary Station and Training Facilities	General Manager, Fire Chief, Administrative Department Manager, and Facilities & Resources Manager	3/3/2025	Third Quarter 2025		
Identify Apparatus Replacement Needs	General Manager, Fire Chief and Administrative Department Manager	3/3/2025	Second Quarter 2025		

CORE AREA: Facilities and Resources

STRATEGIC GOAL: Manage and Provide Stewardship of District Assets, in a Timely, Cost-Effective, and Environmentally Sensitive Manner

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Define Future Use and Funding for the Veterans' Hall	General Manager, Facilities & Resources Manager, working with a Board Ad Hoc Committee	6/28/2022	10/20/2022	Fourth Quarter 2025	Ongoing.
↳ Seeking non-CCSD funding sources for maintenance and operations.		1/31/2023	Second Quarter of 2023	Second Quarter 2025	Working with 501c3 groups for fundraising.
↳ Improving outreach to promote more community use.		1/31/2023	Second Quarter of 2023	Fourth Quarter 2025	
↳ Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall.		1/31/2023	Second Quarter of 2023	Ongoing	Pending fundraising from 501c3
↳ Review of rental rates.		1/31/2023	Second Quarter of 2023	Fourth Quarter 2025	Staff is working with Bartle Wells on updating the CCSD Fee Schedule, which will include reviewing and updating the rental rates.
Complete Skatepark Project	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2025	
↳ Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed.		1/31/2023	Third Quarter of 2023	Second Quarter 2025	We've presented the final construction estimates to the Ad Hoc Committee.
↳ Receive update on status of grant.	General Manager	7/13/2023	11/10/2022	First Quarter 2024	The Land and Water Conservation Fund grant application was submitted on 6/1/2023. Grant awards are expected in late 2025. On December 4, 2023, the CCSD was selected as one of the sixteen projects to proceed with post-selection federal requirements to create a new skatepark facility. The \$600,000 will be used to create a new skatepark facility with a seating section, shade structure, landscaping, parking lot, and restroom stall.
↳ Explore alternatives to current plans for the Skatepark.	General Manager	3/3/2025	Fourth Quarter 2028		
↳ Explore alternatives to the current plan with the Board.	General Manager	3/3/2025	Fourth Quarter 2028		

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Board Approval of Community Park Plan	General Manager	3/3/2025	Unknown		
↳ Present updated Community Park Plan to the Board of Directors.	PROS Committee	3/4/2024	Fourth Quarter 2024	2/13/2025	
Develop a Management Plan for CCSD-Owned Undeveloped Parcels	General Manager, Fire Chief, Facilities & Resources Manager and Fire Safe Focus Group	3/4/2024	Fourth Quarter 2024	Fourth Quarter 2025	While working with the Forest Health Grant and a Board Ad Hoc Committee, staff will present to the Board a plan for divestiture of some CCSD-owned undeveloped parcels.
↳ Develop an Evaluation Plan for the divestiture of some CCSD-owned undeveloped parcels.	General Manager & Facilities Manager	3/4/2025	Fourth Quarter 2026		
Relocation of Rodeo Grounds Facilities	General Manager and Facilities & Resources Manager	3/4/2025	Fourth Quarter 2027		
↳ Obtain engineering estimates.	Utilities Manager	3/4/2025	Fourth Quarter 2025		
↳ Obtain funding.	General Manager, Utilities Manager, Facilities & Resources Manager, and Administrative Department Manager	3/4/2025	Fourth Quarter 2026		
Public Restrooms	Facilities & Resources Manager	3/4/2025	Fourth Quarter 2025		
↳ Remodeling.	Facilities & Resources Manager	3/4/2025	Fourth Quarter 2025		

CORE AREA: Administration & Finance

STRATEGIC GOAL: Develop Realistic Plans & Processes for Funding and Execution of the Strategic Goals

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Explore the Opportunities Related to the Dissolution of the San Simeon CSD	General Manager & Utilities Department Manager	3/4/2025	Third Quarter 2025		
↳ Contact the County of SLO and appropriate agencies.	General Manager & Utilities Department Manager	3/4/2025	Third Quarter 2025		
Investigate the Revenue Model of the General Fund	General Manager & Administrative Department Manager	3/4/2025			
↳ Bring agenda item to discuss alternatives.	General Manager & Administrative Department Manager	3/4/2025			
Explore Ways to Retain Staff	General Manager, Utilities Department Manager, Fire Chief, Facilities & Resources Manager, and Administrative Department Manager	3/4/2025			
Develop a Framework for Long-Term Financial Planning	General Manager & Administrative Department Manager	3/4/2025			
Explore How to Incorporate Project Management Principles into District Operations	General Manager & Administrative Department Manager	3/4/2025			

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.F**

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

Meeting Date: March 13, 2025 Subject: Discussion and Consideration of an Annual Review
of the Affordable Housing Unit Allocation

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

It is recommended that the Board of Directors review the Affordable Housing Program (AHP) unit allocations in accordance with CCSD Municipal Code Section 8.04.110. The recommended Board action is to maintain the current allocation of 56 units.

Background

CCSD Municipal Code Section 8.04.110.B previously provided for the allocation of 6 residential housing units per calendar year under the AHP, with unused AHP units carried forward to the next year. Since few such projects were completed over several decades, an accumulation of 56 unused AHP unit allocations resulted, which staff concluded were more units than necessary to meet the projected needs for affordable housing projects in Cambria for the foreseeable future. At its January 17, 2013 meeting, the Board of Directors, after considering the status of AHP and the number of units that had been accumulated, concluded that it was unnecessary to continue adding more AHP unit allocations beyond the 56 that had already been accumulated.

Thereafter, in April 2013, the Board amended Section 8.04.110.B to provide that “The Board of Directors has determined that these fifty-six (56) units are an adequate number for the foreseeable future, and therefore no additional units shall be added to the affordable housing unit allocation unless otherwise determined by the board.” That Section also now provides that “The board of directors shall annually review the status of the affordable housing program and determine whether the affordable housing unit allocation contains a sufficient number of units to meet the needs of the community.” Subsequent annual reviews have determined that the current AHP allocation is sufficient. Accordingly, this report is being presented to the Board for review of the AHP unit allocations.

Current Status of AHP

As of this report's writing, the AHP remains on hiatus while ongoing water resource planning efforts, including permitting for the Water Reclamation Facility, continue.

Due to the foregoing, it is recommended that the Board maintain the current allocation of 56 units.

ATTACHMENTS:

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.G**

FROM: Matthew McElhenie, General Manager

Meeting Date: March 13, 2025 Subject: Discussion and Consideration of Adoption of
Resolution 16-2025 Amending the Board and
Standing Committee Bylaws

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

On February 13, 2025, the Board of Directors directed the CCSD Staff and District Counsel to review the Board and Standing Committee Bylaws. The Board of Director Bylaws and Standing Committee Bylaws are attached for consideration with suggested revisions shown in redline.

It is recommended that the Board of Directors adopt Resolution 16-2025, amending the Board and Standing Committee Bylaws.

ATTACHMENTS:

1. [Resolution 16-2025](#)
2. [Exhibit A](#)
3. [Exhibit B](#)

RESOLUTION NO. 16-2025
March 13, 2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT AMENDING THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD AND STANDING COMMITTEE BYLAWS

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

1. The Cambria Community Services District Board Bylaws attached hereto as Exhibit A and incorporated herein by this reference are hereby approved.
2. The Cambria Community Services District Standing Committee Bylaws attached hereto as Exhibit B and incorporated herein by this reference and are hereby approved.

PASSED AND ADOPTED this 13th day of March, 2025.

Debra Scott, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Haley Dodson
Confidential Administrative Assistant



Exhibit A

Cambria Community Services District Board of Director Bylaws

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in all matters, except as specified herein.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December, and the term of office shall be for one year and commence immediately upon election and continue until replaced.
 - (a) Board members shall rotate into the positions of Board President and Vice President with the President being a Board Member who has not held the position of President during the last 4 years and who has previously served as Vice President. A Board member shall have served a minimum of one year on the Board prior to becoming eligible for the position of Vice President. Following one year of service as President, that Board Member shall rotate back to the position of Board Member. Any Board Member may decline their appointment as President or Vice President. The appointment of officers shall be subject to the affirmative vote of the full Board.
- 1.5 The President or his or her designee is the official spokesperson for the Board in response to communications regarding the position of the Board on relevant District issues and is the point person and contact for intergovernmental relations.

2. MEETINGS

- 2.1 The Board shall comply with the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.) concerning calling and conducting public meetings.
- 2.2 The regular meeting of the Board of Directors shall be on the second Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.3 For regular meetings, a block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion. During general public comment:
 - a) Board Members may briefly respond to statements or questions from the public;
 - b) At the President's discretion, Board Members may, on their initiative or in response to public

questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and

- c) The President of the Board or a Board majority in an open session may take action to direct staff to place a matter on a future agenda.

- 2.4 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed session, shall be conducted for no more than a six-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the six-hour period, the Board may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.
- 2.5 Board Members shall attend all regular and special meetings of the Board unless excused for emergencies or other good cause.
 - a) Good cause for absence includes circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board-authorized meeting absences, such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.
 - b) A Board Member who is absent for good cause may notify the President by electronic transmission, telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.
 - c) A Board Member vacancy shall occur upon the happening of any of the events set forth in Government Code Section 1770.
- 2.6 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board and shall announce the Board's decision on all subjects. On roll call, the maker of the motion shall be called first, the Board Member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made or seconded the motion.
- 2.7 A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is sufficient to do business; however, all actions require a unanimous vote if only three attend. When there is no quorum for a regular meeting, the President, Vice President, or any Board Member shall adjourn such meeting, or, if no Board Member is present, the Confidential Administrative Assistant shall adjourn the meeting.
- 2.8 A roll call vote, if required by law, shall be taken upon votes on ordinances and resolutions and shall be entered in the minutes of the Board showing those Board Members voting aye, voting no, and those abstaining or absent. Unless a Board Member states that they are not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, their silence shall be recorded as a vote of abstention.
- 2.9 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video recording device in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.10 All video recording devices shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The President retains the discretion to alter

these guidelines, including the authority to require that all recording devices be located in the back of the room.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager in cooperation with the President and Vice President. Any Director's request to place an item on the agenda must be approved by the Board President or a majority of the Board Members acting in open session.
- 3.2 Those items considered to be of a routine and noncontroversial nature are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.
 - a) Board Members may request any item listed on the Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
 - b) A Board Member may ask a question for clarification on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
 - c) When a Board Member wishes to pull an item simply to register a dissenting vote, the Board Member shall inform the presiding officer that he or she wishes to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the Confidential Administrative Assistant will register a "no" vote in the minutes.
- 3.3 No Board action may be taken on an item not on a posted agenda, except as set forth in Government Code Section 54954.2(b).

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the Confidential Administrative Assistant.
- 4.2 The Confidential Administrative Assistant shall be required to make a record only of such business as was actually voted upon by the Board and, except as provided in Sections 4.3 and 4.6 below, shall not be required to record any remarks of Board Members or any other person.
- 4.3 Any Board Member may request for inclusion in the minutes brief comments pertinent to an agenda item only at the meeting in which the item is discussed.
- 4.4 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record.
- 4.5 The Confidential Administrative Assistant shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks are related.
- 4.6 Whenever the Board acts in a quasi-judicial proceeding, the Confidential Administrative Assistant shall create a record of a summary of the testimony of the witnesses.

5. MEMBERS OF THE BOARD OF DIRECTORS

- 5.1 Information that is exchanged before meetings shall be distributed through the Confidential Administrative Assistant, and all Board Members will receive all information being distributed.
- 5.2 Board Members shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.
- 5.3 At the President's discretion, District Counsel shall act as parliamentarian. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent) shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Board may adopt and any statutes applicable to the CCSD that do not authorize the provisions of these Bylaws to take precedence.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Board Members have no individual authority. As individuals, Board Members may not commit the CCSD to any policy, act, or expenditure.
- 6.2 All members of the Board of Directors shall exercise their independent judgment on behalf of the interests of the entire District, including the residents, property owners, and the public as a whole. Board Members do not represent any fractional segment of the community, but are instead a part of the body which represents and acts for the community as a whole.
- 6.3 The Board of Directors shall adopt policies for the operation of the District, including, but not limited to, administrative policies, fiscal policies, personnel policies, and purchasing policies.
- 6.4 The primary responsibilities of the Board of Directors are:
 - a) The formulation and evaluation of policy;
 - b) Monitoring the CCSD's progress in attaining its goals and objectives;
 - c) Appointment, oversight, and evaluation of a General Manager to handle all matters concerning the operational aspects of the CCSD; and
 - d) Appointment, oversight, and evaluation of a District Counsel to handle all matters concerning the legal aspects of the CCSD.

7. BOARD MEMBER GUIDELINES

- 7.1 Board Members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner, the General Manager shall inform the individual Board Member why the information is not or cannot be made available.
 - (a) When a Board Member requests information, the path of communication shall be Board to General Manager, then General Manager to Staff.
 - (b) For posted agenda items, if a substantial amount of information that would take a significant amount of time to compile is being requested by an individual Board Member for agenda items, and the information being provided either in a written staff report or verbally at the

Board meeting is not deemed sufficient to make a decision on that agenda item, a request by a Board Member can be made to bring that agenda item back to a future Board meeting by making a motion and receiving an affirmative vote for that action to be placed back on an agenda as soon as reasonably possible.

- 7.2 Individual Board Members should not involve themselves in the day-to-day operations of the District. Their primary role is to participate in the process of establishing the District's policies and goals. The General Manager is responsible for implementing those policies and goals.
- 7.3 Personnel matters and other operational issues that may be of concern to individual Board Members should be addressed through the General Manager. Individual Board Members shall not involve themselves or interfere in personnel matters.
- 7.4 The General Manager shall take direction and instruction from the Board of Directors as a body when it is sitting in a duly convened meeting. Individual Board Members should refrain from giving orders or instruction to the General Manager or any subordinates of the General Manager.
- 7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board Members should listen to the concerns expressed and either (1) confer with the General Manager or District Counsel, as appropriate, or (2) refer the individual to the General Manager for resolution of their concerns.

8. BOARD MEMBER COMPENSATION

- 8.1 Board Members may receive compensation of one hundred dollars (\$100.00) for each authorized day of service rendered as a Board Member.
- 8.2 The following are authorized meetings for which a Board Member may be compensated:
 - a) Regular Board meetings.
 - b) Special Board meetings.
 - c) Standing Committee meetings of which the Board Member is a Committee member.
 - d) Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the Member's participation at a Board meeting and that the Member delivers a written report to the Board regarding the Member's participation at the next Board meeting following the training program.
 - e) Representation of the District at a public event, provided that the Board of Directors has previously approved the Member's representation at a Board meeting and that the Member delivers a written report to the Board regarding the Member's representation at the next Board meeting following the public event.
 - f) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the Member's representation at a Board meeting and that the Member delivers a written report to the Board regarding the Member's representation at the next Board meeting following the public meeting or public hearing.
 - g) Representation of the District at a meeting of a public benefit non-profit corporation on whose Board the District has membership, provided that the Board of Directors has previously approved the Member's representation at a Board meeting and that the Member delivers a written report to the Board regarding the Member's representation at the next Board meeting following the corporation's meeting.
- 8.3 Board Member compensation shall not exceed six days of service in any calendar month.
- 8.4 Board Member compensation shall not exceed \$100.00 per day or \$600.00 per month.

- 8.5 Each Board Member is entitled to reimbursement for travel, meals, lodging, and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2.
- 8.6 Board Members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. STANDING COMMITTEES

- 9.1 Standing committees are those committees created by formal Board action that have continuing subject matter jurisdiction, regularly established meeting schedules, and one Board Member as a non-voting chairperson who does not count toward a quorum. The General Manager is an ex-officio non-voting member of all standing committees and does not count toward a quorum.
- 9.2 The following shall be the standing committees of the District:
 - a) Finance;
 - b) Resources & Infrastructure;
 - c) Parks, Recreation and Open Space;
 - d) Fire Protection.
- 9.3 Committee Rules:
Members' terms and method of appointment, along with detailed rules and procedures for committees, are contained in the Standing Committee Bylaws, a Board-approved set of guidelines and expectations for committees.
- 9.4 Meetings:
 - a) All committees shall comply with the provisions of the Ralph M. Brown Act concerning the calling of public meetings and with the Board and Standing Committee Bylaws.
 - b) A written report shall be prepared for each committee meeting by the Chair and forwarded to the Board of Directors. A recording of each meeting will be made available on the District's website.
 - c) With the exception of the Board Member serving as a non-voting Committee Chair, Board Members may attend meetings of the District's standing committees as observers only and shall not participate in such meetings.

10. AD HOC COMMITTEES AND LIAISON APPOINTMENTS

- 10.1 The President or a majority of the Board may create ad hoc committees consisting of two Board members in accordance with the provisions of the Brown Act from time to time with specific focus and duration, as required. Ad hoc committees shall meet on an as-needed basis.
- 10.2 The tasks of the ad hoc committee shall be outlined at the time of appointment, along with expected deliverables and an estimated completion date. The committee shall be considered dissolved when its final report has been made.
- 10.3 The President or a majority of the Board may appoint a liaison to an organization, group, non-profit, or other agency. The role of the liaison is to observe the meetings of those entities to which they are appointed as liaison and report back to the Board on the discussions and actions taken during those meetings on topics that relate to the community and the District. The liaison is not an official spokesperson of the Board at these meetings and shall not speak as such without prior

Board approval. Any personal opinions or comments made by the liaison shall include the statement that it is their own personal opinion and does not reflect the opinion of the entire Board. Their comments shall not undermine the decisions adopted by the Board or commit the Board to any action or policy.

- 10.4 The Board-appointed liaison may prepare and submit a written report for each meeting attended and forward it to the Confidential Administrative Assistant for inclusion in the appropriate agenda.

11. BOARD BYLAW REVIEW POLICY

- 11.1 Subject to Section 3.1, the Board Bylaws shall be reviewed at the Board's discretion~~annually at the first regular meeting in January~~, after which amendments to the Bylaws may be considered for adoption by the Board.

12. COMPLIANCE WITH FEDERAL AND STATE LAW

- 12.1 If it is determined any of these Bylaws conflict with Federal or State rules or statutes, the Federal or State rules or statutes will apply.
- 12.2 These Bylaws are for the purpose of providing guidance to the Cambria Community Services District Board of Directors in the performance of their duties.
- 12.3 These Bylaws are not intended to amend any laws governing the behavior of any individual Board member in a private capacity. All Board members will comply with all Federal and State laws governing their conduct in the performance of their duties.



Exhibit B

Cambria Community Services District Standing Committee Bylaws

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The Committees shall gather information, explore alternatives, examine implications, and offer options for review and deliberation by the Board of Directors. Committee members are expected to stay current on the issues under discussion by the Board of Directors.

1.2 Each Standing Committee shall consider only District-related issues approved and assigned to it by the Board of Directors, or issues within the purview of each Committee as defined in “Standing Committee Statements of Purpose and Responsibilities” below.

1.3 Apart from their normal function as part of an advisory resource, Committees and the individual members have no authority and may not verbally or by action represent the Committee or the CCSD in any policy, act, or expenditure.

1.4 The Committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or its ad hoc committees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the Committee.

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Administrative Department Manager-Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding potential funding sources available to the District from private, public, County, State or federal entities; and
- (e) Support other standing committees’ fiscal review needs.

1.6.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and

resource needs of the community;

- (b) Support and work directly with the CCSD General Manager and Utilities Department Manager in identifying/defining plans to meet the infrastructure needs of the community, working within the bounds of current and potential resources and priorities of the District;
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs; and
- (d) Support other standing committees' resource and infrastructure review needs.

1.6.3 The Parks, Recreation and Open Space Committee shall:

- (a) Assess existing resources and gather information regarding the parks, open space, and recreational needs of the community;
- (b) Establish collaborative working relationships with relevant public and private organizations;
- (c) Support and work directly with the CCSD General Manager and Facilities & Resources Manager to create plans for meeting the needs of the community within the bounds of current and potential resources;
- (d) Recommend plans of action to the Board regarding meeting the community needs for parks, recreation, and open space; and
- (e) Facilitate communication with the residents of Cambria both to update community priorities for parks, recreation, and open space and to obtain community support for planned actions.

1.6.4 The Fire Protection Committee shall:

- (a) Assess Cambria's fire protection needs and assist the CCSD Board and Staff in developing policies, ordinances, and procedures to address them.
- (b) In collaboration with the CCSD General Manager and Fire Chief, develop funding priorities and long-range financial plans to optimize fire protection services and meet current and future needs within existing budget constraints.
- (c) Assist the CCSD Board and Staff in gathering public input, developing public education programs, and maximizing community participation in fire prevention and preparedness activities.
- (d) Develop and maintain working relationships with all public and private entities responsible for fire protection and other emergency services in and around Cambria.

(e) —

- (e) Work with other Standing Committees to help ensure alignment of fire protection-related efforts across all CCSD departments.

2. COMMITTEE MEMBERS

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as a non-voting Chairperson who does not count toward a quorum. Additionally, the General Manager is an ex-officio non-voting member of all Standing Committees and does not count toward a quorum.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries. No Committee member shall serve on more than one (1) Committee at a time.

2.3 Method of appointment:

- (a) Volunteer Committee members shall serve two-year terms. Such terms shall begin in February of odd-numbered years.

(b) At the end of a term of office, a Committee member wishing to continue for another term shall fill out an application as specified in 2.3(d) below and will be considered for appointment along with the other applicants.

(c) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for Committee membership. Such invitation shall be advertised on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted to the website or the Administrative Offices during regular business hours during the application period.

(d) Any applications received per 2.3(d) above shall be retained by the District and remain active for two years.

(e) Committee members shall be appointed from the pool of applicants (see 2.3(d) above) by recommendation of the Committee Chairperson and approved by a majority vote of the CCSD Board of Directors.

(f) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4 Committee members shall attend all regular and special meetings of the Committee unless excused for emergencies or other good cause:

(a) Good cause for absence includes circumstances of which the Chairperson of the Committee is notified prior to the meeting. Good cause also includes Board-authorized or Committee-authorized meeting absences, such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

(b) A Committee member who is absent for good cause may notify the Chairperson by electronic transmission (e.g., email), telephone communication, or letter. The minutes shall indicate whether an absence was excused.

(c) A vacancy shall occur if a Committee member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board of Directors.

2.5. Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3(d) above) and appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

3.1. The Chairperson shall be chosen annually from members of the Board of Directors by a majority vote of the Board. A Director may not serve as Chairperson of more than one Standing Committee at the same time.

3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.

3.3. No member of the Committee shall hold more than one office.

3.4. Chairperson duties:

(a) Preside over meetings,

(b) Supervise, provide guidance, and act as a liaison between the Board and the Committee,

(c) Establish committee meeting agendas,

(d) Appoint appropriate ad hoc committees of two (2) Committee members.

- (e) To avoid any appearance of unduly influencing voting Committee members, the Chairperson shall not attend ad hoc committee meetings or meet with two voting Committee members outside of a meeting to discuss Committee business,
- (f) Sign reports,
- (g) Represent the Committee at regular CCSD Board meetings,
- (h) Coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,

3.5. Vice Chairperson duties:

- (a) Perform the duties of the Chairperson in their absence,
- (b) Act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.

3.6. Secretary duties:

- (a) Record the minutes of the meetings in action form, ensuring the accuracy of when, how, and by whom the Committee's business was conducted.
- (b) Submit the draft written minutes and recording to CCSD staff for the public record.
- (c) Minutes should include, at a minimum:
 - The date, time, and location of the meeting,
 - A list of the Committee members present and absent,
 - A record of reports presented and by whom,
 - The text of motions adopted along with a count of yes and no votes and the Committee members dissenting,
 - List of items considered for future agenda,
 - Time of meeting adjournment.

4. **COMMITTEE MEMBER GUIDELINES**

- 4.1. Members of the Committee and their activities are bound by all applicable provisions of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff, and to members of the audience present at Committee meetings. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.
- 4.5. Committee members shall complete AB 1234 (Government Code Section 53235 et seq.) ethics training every two (2) years.

5. **AGENDA PROCEDURE**

- 5.1. Members shall provide input on the agenda to the Chairperson.

- 5.2. The Chair shall develop the draft agenda with input from the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas on the District's website and at the District Administrative Office and distribute to all Committee members and the agenda distribution list.

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the Confidential Administrative Assistant, and Committee members will receive all information being distributed as part of the meeting agenda.
- 6.3. The Committee shall hold regular meetings as often as once a month and at least quarterly, on dates set annually by the Committee. The Committee may call special meetings as needed, with required 24-hour public notice.
- 6.4. A majority of the five (5) voting Committee members shall constitute a quorum as required to hold a meeting. Any action taken by the Committee shall require at least three (3) votes.
- 6.5. The business at regular meetings of the Committee shall be conducted for no more than a two-hour period, unless extended by a four-fifths vote of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. The CCSD General Manager may determine a staff liaison to the Committee if needed for facilitating communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent) shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Committee may adopt, and statutes applicable to the Committee that do not authorize the provision of these Bylaws to take precedence.

8. AMENDMENTS TO BYLAWS

- 8.1. These Standing Committee Bylaws shall be reviewed ~~at the Board's discretion annually at the first regular Board of Directors meeting in January~~, after which amendments may be considered for adoption by the Board.
- 8.2. The CCSD Board of Directors retains sole authority to amend these Bylaws. A majority of the CCSD Board of Directors must approve any amendments.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.H**

FROM: Matthew McElhenie, General Manager
David Aguirre, Facilities & Resources Manager

Meeting Date: March 13, 2025 Subject: Discussion and Consideration of Adoption of
Resolution 18-2025 Amending the Fiscal Year
2024/2025 Final Budget to Fund Repairs for Main
Street Streetlights

FISCAL IMPACT:

The proposed budget amendment would allocate \$8,000 funds from the General Fund Reserves to cover the costs associated with repairing streetlights.

DISCUSSION:

The CCSD has malfunctioning and inoperable streetlights on Main Street. Proper street lighting is essential for public safety, reducing crime, and enhancing visibility for pedestrians and drivers. The repairs will address general maintenance and electrical issues, as well as removing and replacing photocells and upgrading to energy-efficient LED fixtures.

It is recommended that the Board of Directors adopt Resolution 18-2025, amending the Fiscal Year 2024/2025 Final Budget.

ATTACHMENTS:

1. [Resolution 18-2025](#)
2. [Exhibit A](#)

RESOLUTION NO. 18-2025
March 13, 2025

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE FISCAL YEAR 2024/2025 FINAL BUDGET

WHEREAS, on August 15, 2024, the Board of Directors adopted Resolution 27-2024 approving the Final Budget for Fiscal Year 2024/2025; and

WHEREAS, Government Code Section 61111(a) authorizes the board of directors of a community services district to amend the budget by resolution; and

WHEREAS, the Board of Directors desires to amend the Final Fiscal Year 2024/2025 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Cambria Community Services District Board of Directors that the Fiscal Year 2024/2025 Final Budget is hereby amended as shown on Exhibit "A," attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 13th day of March 2025.

Debra Scott
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Confidential Administrative Assistant

Timothy J. Carmel
District Counsel

Exhibit A

CAMBRIA COMMUNITY SERVICES DISTRICT
 2024-2025 FISCAL YEAR BUDGET
 PROPOSED BUDGET ADJUSTMENT
 Resolution 18-2025

Budget Adjustment

Fund	Purpose	Sources	Uses
GF	GENERAL FUND - RESERVES	\$ 8,000	\$ -
F&R	MAIN ST - STREET LIGHT REPAIRS	\$ -	\$ 8,000
	Fund Sub-Total	\$ 8,000	\$ 8,000
	Difference (unidentified sources of funding)	\$ -	

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.I**

FROM: Matthew McElhenie, General Manager

Meeting Date: March 13, 2025

Subject:

Discussion and Consideration of Appointment of an Ad Hoc Committee for the Development of an Evaluation Plan for CCSD-Owned Undeveloped Parcels

FISCAL IMPACT:

The formation of an ad hoc committee has no immediate fiscal impact. There are likely to be both potential financial benefits and costs associated with the divestiture of parcels.

DISCUSSION:

During the March 4, 2025, adjourned Special Board Meeting, the Board identified the evaluation and potential divestiture of certain undeveloped CCSD-owned parcels as an objective within the Facilities & Resources core area. The formation of an Ad Hoc Committee will provide a structured approach to evaluating CCSD's undeveloped parcels for potential divestiture. This effort aligns with the Board's strategic objectives and will ensure a comprehensive and transparent review process.

It is recommended that the Board of Directors appoint an Ad Hoc Committee to develop an Evaluation Plan for CCSD-owned undeveloped parcels.

ATTACHMENTS:

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.J**

FROM: Matthew McElhenie, General Manager

Meeting Date: March 13, 2025

Subject: Discussion and Consideration to Submit a Ballot
for Election for LAFCO Special District Member

DISCUSSION:

A nomination period for two vacant LAFCO Regular Member Special District seats ran from December 9, 2024, to February 7, 2025. On January 16, 2025, the Board of Directors nominated CCSD Board President Debra Scott to serve as a Special District Representative for the San Luis Obispo Local Agency Formation Commission (LAFCO). A total of five nominations were received. Three individuals have been nominated for the Regular Special District seat term through December 2026, and two individuals have been nominated for the Regular Special District seat term through December 2028. As such, an election is required. The candidates are as follows, with resumes and statements of interest attached:

- LAFCO Seat Term Through December 2026:
 - Owen Davis, San Miguel Community Services District
 - Ed Eby, Nipomo Community Services District
 - Debra Scott, Cambria Community Services District

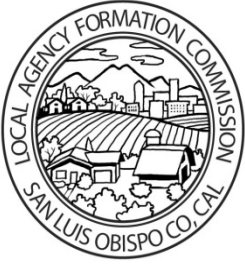
- LAFCO Seat Term Through December 2028:
 - Robert Enns, Cayucos Sanitary District
 - Navid Fardanesh, Templeton Community Services District

Election Voting Instructions: Each district may submit a total of two ballots, that is, one ballot for each of the open seats, see the attached ballots for your use. The election period will commence on February 19, 2025, and end on April 18, 2025. Ballots are due April 18, 2025, at 5:00 PM. Ballots will be tallied at the end of the voting period within 7 days. Eighteen ballots are required for a quorum. If a quorum is not met, the Executive Officer must extend the balloting for 60 days. If a quorum is not met after the extension period, the Executive Officer may extend the balloting period again or may use alternative methods such as only counting the ballots received if less than 18, for example, tallying the result from 12 ballots instead of 18.

It is recommended that the Board of Directors discuss and consider submitting a ballot for Election for LAFCO Special District member.

ATTACHMENTS:

1. [Election for LAFCO Special District Member Memo & Ballot](#)



San Luis Obispo Local Agency Formation Commission

Serving the Area of San Luis Obispo County

COMMISSIONERS

Chair

STEVE GREGORY
City Member

Vice-Chair

HEATHER MORENO
County Member

DAWN ORTIZ-LEGG
County Member

ROBERT ENNS
Special District Member

VACANT
Special District Member

ED WAAGE
City Member

DAVID WATSON
Public Member

ALTERNATES

BRUCE GIBSON
County Member

CARLA WIXOM
City Member

ED EBY
Special District Member

MICHAEL DRAZE
Public Member

STAFF

ROB FITZROY
Executive Officer

IMELDA MARQUEZ-VAWTER
Analyst

MORGAN BING
Analyst

MELISSA MORRIS
Commission Clerk

HOLLY WHATLEY
Legal Counsel

TO: EACH INDEPENDENT SPECIAL DISTRICT

FROM: ROB FITZROY, EXECUTIVE OFFICER

DATE: FEBRUARY 19, 2025

RE: ELECTION FOR LAFCO SPECIAL DISTRICT MEMBER

Summary: A nomination period for two vacant LAFCO Regular Member Special District seats ran from December 9, 2024, to February 7, 2025. A total of five nominations were received. Three individuals have been nominated for the Regular Special District seat term through December 2026, and two individuals have been nominated for the Regular Special District seat term through December 2028. As such, an election is required. The candidates are as follows, with resumes and statement of interest attached:

- **LAFCO Seat Term Through December 2026:**
 - Owen Davis, San Miguel Community Services District
 - Ed Eby, Nipomo Community Services District
 - Debra Scott, Cambria Community Services District
- **LAFCO Seat Term Through December 2028:**
 - Robert Enns, Cayucos Sanitary District
 - Navid Fardanesh, Templeton Community Services District

Election Voting Instructions: Each district may submit a total of two ballots, that is, one ballot for each of the open seats, see the attached ballots for your use. The election period will commence on February 19, 2025, and end on April 18, 2025. **BALLOTS ARE DUE APRIL 18, 2025, at 5:00 PM.** If your District wishes to submit ballots, please place this item on the agenda at a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board, you may submit a ballot on behalf of your district.

Ballots will be tallied at the end of the voting period within 7 days. Eighteen ballots are required for a quorum. If a quorum is not met, the Executive Officer must extend the balloting for 60 days. If a quorum is not met after the extension period, the Executive Officer may extend the balloting period again or may use alternative methods such as only counting the ballots received if less than 18, for example tallying the result from 12 ballots instead of 18.

The completed ballot forms may be submitted to the LAFCO office via mail, or e-mail: mmorris@slo.lafco.ca.gov. Please make sure the form is signed by the Board President or General Manager.

Thank you and please contact us with any questions.

Attachments: Ballots & Supplemental Nominee Information

cc. Holly Whatley, LAFCO Legal Counsel
Members of the Local Agency Formation Commission



**San Luis Obispo
Local Agency Formation Commission**

1042 Pacific Street, Suite A, San Luis Obispo, CA 93401

Tel: (805) 781-5795 | www.slo.lafco.ca.gov

**BALLOT FOR LAFCO
SPECIAL DISTRICT MEMBER ELECTION
FOR SEAT TERM THROUGH DECEMBER 2026**

The _____
(Insert Name of Special District)

hereby selects the following individual for the Special District Member seat term through December 2026 on the San Luis Obispo Local Agency Formation Commission (choose one):

- Owen Davis, San Miguel Community Services District
- Ed Eby, Nipomo Community Services District
- Debra Scott, Cambria Community Services District

The Board of Director's action was taken on an agenda item on:

Insert Date of Board Agenda and Action Item

General Manager or Chairman/President Signature

Date



**San Luis Obispo
Local Agency Formation Commission**

1042 Pacific Street, Suite A, San Luis Obispo, CA 93401

Tel: (805) 781-5795 | www.slo.lafco.ca.gov

**BALLOT FOR LAFCO
SPECIAL DISTRICT MEMBER ELECTION
FOR SEAT TERM THROUGH DECEMBER 2028**

The _____
(Insert Name of Special District)

hereby selects the following individual for the Special District Member seat term through December 2028 on the San Luis Obispo Local Agency Formation Commission (choose one):

- Robert Enns, Cayucos Sanitary District
- Navid Fardanesh, Templeton Community Services District

The Board of Director's action was taken on an agenda item on:

Insert Date of Board Agenda and Action Item

General Manager or Chairman/President Signature

Date

Attachment A

Owen Davis Statement of Interest
San Miguel Community Services District
LAFCO Seat Term through December 2026

To: Rob Fitzroy
SLO, LAFCO, CA, 900
2-13-25

Hello Fellow CITIZENS,

I Am very INTERESTED IN GAINING A SEAT
ON LAFCO SPECIAL DISTRICT.

I Feel I could Ad very much, WITH MY
VAST Experience, Agriculture, IRRIGATION,
Design, Building, FARM MANAGEMENT.

Served U S Army December 1963 Til December 1966
Served IN Korea AS A TANKER June 1964-July 1965

I HAVE BEEN A DIRECTOR ON THE SAN MIGUEL CSD
Board From December 2022 To cURRENT.

MY GOAL HAS BEEN TO CONTROL THE WHAT
I Feel IS unnecessary AND OUT OF CONTROL
SPENDING OF THE PEOPLE OF SAN MIGUEL'S MONEY

FROM
Owen DAVIS
P.O. Box 391
SAN MIGUEL, CA.
93451
(805) 674-5429

Thank You
Owen Davis
2-13-25

EMAIL
ONODAVIS@Gmail.com.

Attachment B

Ed Eby Statement of Interest
Nipomo Community Services District
LAFCO Seat Term through December 2026

Ed Eby

Nominee for LAFCO Special District Member



San Luis Obispo County Activities

- 15 years as LAFCO Special District Member and Alternate
- 18 years as Nipomo Community Services District (NCSD) Director and current Board President
- 18 years as Member and Alternate, Water Resources Advisory Committee (WRAC)

Statement of Interest and Background

My primary interest on LAFCO has been to assure that annexations are supported by robust municipal services and provide benefits to the annexing parties.

The NCSD successfully reached an agreement with a developer to completely reimburse us for our infrastructure costs to support 1,300-1,400 new homes in a recent annexation. For that annexation, we were successful in negotiating a property tax sharing agreement with the County opposing their initial position that special districts had no claim to property taxes from newly annexed parcels.

At the Nipomo Community Services District, I have supported and directed a multi-million-dollar project to bring an additional 3,000 acre-feet of water per year to the Nipomo Mesa, totally rebuilding our sewer plant, and merging the Black Lake Village and Town sewer plants.

Prior to my 1999 retirement from Hughes Space and Communications Co., I spent 35 years as a design engineer and program manager in Southern California's aerospace industry. I am a UCLA graduate with Bachelor of Science and Master of Science in Engineering degrees, and post-graduate studies in technical and management programs. I have lived in Nipomo for the last 24 years. In my spare time, I enjoy hiking and growing fruits, vegetables, and native plants.

Attachment C

Debra Scott Resume
Cambria Community Services District
LAFCO Seat Term through December 2026

Debra S. Scott, M.S.N., A.P.R.N., F.R.E.

[REDACTED]
Cambria, California 93428
[REDACTED]
[REDACTED]

PROFESSIONAL WORK HISTORY

2016-current SELF EMPLOYED
Nurse Consultant, Nurse Psychotherapist, Educator
Scott Consulting and Investments, LLC
California and Nevada LLC

1996-2016 NEVADA STATE BOARD OF NURSING, Reno, Nevada
2002-2016 Executive Director
1996-2002 Associate Executive Director for Nursing Practice

1994-2002 PRIVATE PRACTICE, Nurse Psychotherapist

1994-1996 BHC WILLOW SPRINGS RESIDENTIAL CENTER FOR
ADOLESCENTS AND CHILDREN, Reno, Nevada
Director of Clinical Services/Nurse Executive

1993-1994 NME MILL CREEK HOSPITAL, Visalia, California
Director of Clinical Services

1989-1993 CPC SIERRA GATEWAY HOSPITAL, Fresno, California
Director of Clinical Services, 1993
Director of Nursing Services, 1990-1993
Adolescent Nursing Coordinator, 1989-1990

1985-1991 Faron's Viking Market
Co-owner, Financial officer

1985-1989 KINGSVIEW CENTER, Reedley, California
Supervising RN

1984-1985 VALLEY MEDICAL CENTER, Fresno, California
Staff RN I

EDUCATION

Master of Science in Nursing, Clinical Specialty in Psychiatric Nursing, California State University, Fresno (1994)
Bachelor of Science in Nursing, California State University, Fresno (1985)
Graduated Cum Laude - California State University, Fresno
Fellow, Institute of Regulatory Excellence, National Council of State Boards of Nursing (2008)

LICENSURE, CERTIFICATIONS

California Registered Nursing License: #RN378009
Nevada Registered Nursing License: #RN25195
Nevada Advanced Practice Registered Nurse License: #291
Council on Licensure, Enforcement and Regulation, Certified Investigator-Level II
Continuing Education Provider: #NV000737

PROFESSIONAL ASSOCIATIONS, RECOGNITIONS

Nursing Institute of Nevada, Charter member
Nevada Action Coalition, co-lead, 2013-present
Alumni Association, California State University, Fresno, member
Sigma Theta Tau, previous member
Nevada Nurses Association, Member
NNA Legislative Committee, Member
Nevada Nurses Foundation, Endowed Member
National Council of State Boards of Nursing (NCSBN), Board of Directors,
Director at Large, 2009-2011
Area I Director, 2011-2013
International Council of Nurses, Global Nursing Leadership Institute 2009,
Participant, Geneva, Switzerland
Nevada Alliance for Nursing Excellence, Member
Treasurer, 2010-2013
NCSBN Regulatory Achievement Award, 2013
Nevada Nurses Foundation Acknowledgement, 2014
Nevada Women's Fund, Debra Scott Scholarship, Recognition, 2015
American Association of Nurse Practitioners (AANP), Member
AANP 2013 State Award for Excellence Recipient
Nevada Action Coalition, founding member, 2015-present

COMMITTEES, COUNCILS, TASK FORCES, VOLUNTEER WORK

Cambria Community

Cambria Community Chorale, member since 2017, Board treasurer 2022-present
Cambria Community Presbyterian Church, member, serve on Worship Team
Cambria Community Services District, Policy Committee member since 2021, Chair 2023-25
Cambria Community Services District, Board of Directors 2022, President, 2024-present
Cambria Arts Center, member and volunteer since 2020
Cambria Joselyn Center, member since 2017
Cambria Homeless Animal Rescue Team (HART) volunteer/foster 2022

Nevada State Board of Nursing

1994-1996 Disability Advisory Committee, Member
1996-2002 Disability Advisory Committee, Chair

1996-2014 Nurse Practice Advisory Committee, Chair
2002-2016 Advanced Practice Advisory Committee, Chair
2016-2017 Disability Advisory Committee, Member

California Board of Registered Nursing

1991-1993 Diversion Program Consultant

National Council of State Boards of Nursing

2003-2004 Practice, Regulation, and Education Model Revision Subcommittee
2006-2007 Continued Competence Advisory Panel Member
2008-2009 Continued Competence Committee, Chair
2009 Committee on Regulatory Excellence, Board Liaison
2010 Committee on Nurse Licensure Models, Board Liaison
2012 Executive Officer Leadership Succession Committee
2013-2014 NCSBN Leadership Academy Committee
2014-2015 Nurse Licensure Compact Legislative Strategy Team
2015-2016 Nurse Licensure Compact Regulatory Work Group

Nevada State

2004-2016 Nevada Health Professions Council, coordinator
2007 Nevada Legislative Healthcare Advisory Task Force
2008 Nevada Attorney General’s Regulatory Boards Blue Ribbon Task Force
2011-2016 Governors Workforce Investment Board – Health Care Sector Council, Vice Chair
2013-2014 National Governors Association Veterans’ Licensing and Certification Policy Academy
2014 Nevada Division of Public Health, Behavioral Health Pipeline Committee
2013-2016 Nevada Organization of Nurse Leaders, Ex-officio board member
2015-2016 Nevada Ebola Task Force, Chair
2018-2020 Governor’s Commission on Behavioral Health, Commissioner
2018-2020 System of Care Subcommittee of the Commission on Behavioral Health, Co-chair
2019-2020 Nevada Alliance for Nursing Excellence, northern co-chair
2019-2020 Nevada Nurses Association, Board member, Director at Large

References upon request.

Attachment D

Robert Enns Bio
Cayucos Sanitary District
LAFCO Seat Term through December 2028

Mr. Enns has served on LAFCO since 2013 and has made significant contributions to LAFCO in that time. Mr. Enns graduated from California Polytechnic State University in 1968 with a degree in Industrial Technology from the School of Engineering. He is licensed in California as General Engineering Contractor, General Building Contractor, and Pipeline Contractor with extensive experience in commercial and residential construction and development. He has owned and operated Robert B. Enns Construction, Inc., for the past 40 years.

Mr. Enns has been serving on the Cayucos Sanitary District Board since 1991, most of those years as President. He is very involved in his community and is part of several local organizations including the Cayucos Rotary and LAFCO.

Attachment E

Navid Fardanesh Statement of Interest & Resume
Templeton Community Services District
LAFCO Seat Term through December 2028

My name is Navid Fardanesh and I am a director on the Templeton Community Services District (TCSD) Board. I am also a former city planning commissioner in Ripon, California for six years, and had the opportunity to participate in the development of policies to facilitate thoughtful commercial and residential development. As a passionate advocate for creating and implementing well-designed growth plans, I was humbled and excited to receive the LAFCO nomination from my fellow TCSD directors. During my nine years with the TCSD board, including currently as the chairperson, I have gained a thorough understanding of the various challenges that special districts encounter. If elected to LAFCO, one of my goals is to communicate these challenges to the fellow commission members. I would also like to help the special districts utilize LAFCO services through increased communication to achieve their goals. As the representative for the special districts, I would support input from each special district. I would also encourage the commission to discuss each district's goals and then facilitate an efficient process for allocating our limited resources to develop our communities in a manner that our residents will be proud to call San Luis Obispo County their home.

My family and I have lived in our wonderful county since 2012. My wife, Cynthia, is the CFO for the Paso Robles Housing Authority and our children are proud alumni of Templeton High School and Cal Poly San Luis Obispo. As a retired dentist, I am grateful to live in this community. Outside my TCSD director position, I am a proud member of Templeton Lions Club, a volunteer barista at Atascadero Bible Church's Sunroom cafe, and a hobby winemaker with my amazing neighbors. I would like to be your voice on LAFCO and would appreciate your vote. If you have any questions, please email me at navidfardanesh@gmail.com.

Navid Fardanesh, D.D.S.
Templeton, CA
navidfardanesh@gmail.com

Civic Service Experience

Templeton Community Services District Board, 2016 - current
Chairperson, 2023 - current

Atascadero Ground Basin Sustainability Agency Committee, 2018 - current
Chairperson, 2024 - current

Ripon Planning Commission, 2009 - 2014
Chairperson, 2012 - 2014

Professional Work Experience

Dentist, CHC of Central Coast, San Luis Obispo County, CA, 2017 - 2019

Oral Health Program Manager, San Luis Obispo Public Health, 2015 - 2017

Dentist / Practice Owner, Ripon, CA, 2003 - 2014

Dentist / Practice Owner, Danville, CA, 1999 - 2003

Associate Dentist, Fairfield, CA, 1997 - 1999

Education

University of California, San Francisco, 1997
Doctorate of Dental Surgery
Bachelors of Science, Dental Sciences

University of California, Davis, 1993
Bachelors of Science, Biological Sciences

Community Service

Atascadero Bible Church, Sunroom Cafe, Volunteer Barista, 2024 - current

Templeton Lions Club, 2014 - current
Club President, 2016 - 2019

Templeton 4-H Club, Community Service Project Leader, 2014 - 2016

Templeton Chamber of Commerce, 2014 - 2017

Ripon Lions Club, 2006 - 2014

Board Treasurer, 2010 - 2014, Board Director, 2008 - 2010

Ripon Chamber of Commerce, 2003 - 2012

Board President, 2004 - 2007, Board Vice President, 2008

Other Interests

Gardening, hobby winemaking hiking, reading

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.K**

FROM: Matthew McElhenie, General Manager

Meeting Date: March 13, 2025 Subject: Discussion and Consideration of Adoption of Resolution 19-2025 Approving a Second Amendment to Lease Agreement with Linnvestments, LLC and Adoption of Resolution 20-2025 Amending the Fiscal Year 2024/2025 Final Budget

FISCAL IMPACT:

The rent for proposed office Space #1-A is \$4,250 monthly or \$51,000 in year one. Rent increases annually by 3%.

The current fiscal year budget includes \$35,000 for office rent. With the relocation of the administrative offices to the Main Street location, we were able to reduce the annual expenditure for office space to \$23,424. With the addition of square footage to the current lease, our annual expense for office space would be \$51, 000, requiring a budget adjustment of \$16,000 in the current fiscal year.

DISCUSSION:

On August 8, 2024, the Board of Directors unanimously approved Resolution 25-2024 to terminate the General Lease with Cambria Village Square Shopping Center for the Cambria Community Services District ("CCSD") Administrative Office Building I, Suite 201, and approved a Standard Commercial Lease Agreement ("Lease") with Linnvestments, LLC ("Linnvestments"), for the CCSD Administrative Office, located at 2150 Main Street, #1-B, Cambria, from October 1, 2024, through September 30, 2034, and authorized the General Manager to execute the Lease Agreement and oversee the transition to the new office and adopted Resolution 26-2024 for a Budget Adjustment of \$25,000.

On September 19, 2024, the Board of Directors unanimously approved Resolution 32-2024 to amend the Standard Commercial Lease Agreement with Linnvestments, LLC, to change the space CCSD is leasing from Space #1-B to Space #1-A.

On March 4, 2025, the Board of Directors added Relocation of the Rodeo Grounds Facilities to the Five-Year Objectives Status Report. Following the March 3-4, 2025, Strategic Plan Workshop, the management staff discussed possibly relocating the Facilities & Resources Department Staff and Utilities Department staff to the administrative office. The landlord was contacted regarding the availability of additional office space, and he has expressed interest in renting the remainder of the office space to the District.

The proposed relocation aims to foster a more unified team environment by bringing essential personnel closer, improving direct communication, and streamlining workflows. By consolidating staff within the main office, the District can improve service delivery, response times, and resource sharing across departments. This move aligns with broader organizational goals of increasing synergy among divisions that frequently collaborate on infrastructure, maintenance, and emergency response efforts.

Additionally, this relocation strategy considers financial sustainability by reducing the need for future investment in maintaining separate office space for Facilities & Resources. The long-term costs associated with leasing, maintaining, or upgrading separate locations for the Facilities & Resources office space can burden the District with an ongoing, unfunded financial hardship. Consolidation at the main office provides an opportunity to optimize District-owned assets, minimize redundant operational expenses, and allow for better financial planning. Hence, future financial liabilities would be focused on equipment storage only, which will be significantly less expensive to construct.

An amendment to the Lease changing the space leased by CCSD is attached for the Board's consideration. It is recommended that the Board of Directors adopt Resolution 19-2025 approving the Amendment, and adopt Resolution 20-2025 amending the Fiscal Year 2024/2025 Final Budget.

ATTACHMENTS:

1. [Resolution 25-2024 Approving a Ten-Year Standard Commercial Lease Agreement with Linnvestments, LLC](#)
2. [Resolution 32-2024 Amendment to Standard Commercial Lease Agreement](#)
3. [Resolution 19-2025](#)
4. [Exhibit A](#)
5. [Resolution 20-2025](#)
6. [Exhibit A](#)


RESOLUTION 25-2024


A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING A TEN-YEAR STANDARD COMMERCIAL LEASE AGREEMENT WITH
LINNVESTMENTS, LLC FOR THE CCSD ADMINISTRATIVE OFFICES
FOR THE PERIOD OCTOBER 1, 2024, THROUGH SEPTEMBER 30, 2034


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

1. The ten-year Standard Commercial Lease Agreement (“Lease”) with Linnvestments, LLC, attached hereto as Exhibit “A” and incorporated herein by this reference, for the period of October 1, 2024, through September 30, 2034, for a CCSD Administrative Office located at 2150 Main Street, #1-B, Cambria, CA 93428, at the initial monthly rental rate of \$1,952.00 is hereby approved; and
2. The CCSD General Manager is hereby authorized to sign the Lease and shall oversee the transition to the new office.

PASSED AND ADOPTED THIS 8th day of August, 2024.

DocuSigned by:

 0F50D9AD3BC745F...
 Tom Gray
 President, Board of Directors

ATTEST:
 DocuSigned by:

 27CDBD8EE42E4C4...
 Haley Dodson
 Confidential Administrative Assistant

APPROVED AS TO FORM:
 DocuSigned by:

 B64D40A50AA141E...
 Timothy J. Carmel
 District Counsel

STANDARD COMMERCIAL LEASE AGREEMENT

Linnvestments, LLC., herein called Lessor, hereby leases to Cambria Community Services District, herein called Lessee, those certain premises in the County of San Luis Obispo, State of California, described as follow: Cambria Medical Building, located at 2150 Main St., #1-B, Cambria, CA 93428 upon the following terms and conditions:

Terms of Lease

The lease shall be for a term of 10 years, commencing on October 1, 2024, and ending on September 30, 2034, unless terminated as herein provided.

Should Lessee fully and faithfully perform all the terms and conditions of this lease for the full term specified, Lessee may extend this lease for a further term of 5 years, commencing on expiration of the full term specified herein, after giving Lessor written notice of intent to renew at least ninety days prior to expiration of term specified herein. At renewal, monthly rent must be renegotiated.

Should Lessee hold over and continue in possession of said premises after expiration of the term of this lease or any extension thereof, continued occupation of said premise shall be considered a month-to-month tenancy and shall remain subject to all the terms and conditions of this lease, except that Lessor may at their discretion raise the rental rate by up to 125% of the rent in effect on expiration of the lease.

Possession

Should Lessor for any reason be unable to deliver possession of said premises to Lessee on the date specified above, this lease shall not be void or voidable, nor shall Lessor be liable to Lessee for any loss or damage resulting from such failure to deliver possession so long as Lessor has exercised and continues to exercise diligence in the delivery of possession to said Lessee. No rent shall, however, accrue or become due from Lessee to Lessor under this lease until the actual physical possession of said premises is delivered, or the right to physical possession of said premises under this lease is tendered, by Lessor to Lessee. The term of this lease shall not be extended by Lessor's failure to deliver possession on the date set for commencement.

Rental

Lessee agrees to pay to Lessor as rent for the use and occupancy of said premises, the sum of \$1,952 per month on or before the first day of each month, commencing October 1, 2024, at 2535 Village Ln, Ste A, Cambria, CA 93428, or such other place as Lessor may designate to Lessee. Lessee also agrees to pay to Lessor the sum of \$1,952 as a security deposit on the premises. Security deposit will be returned to Lessee upon vacation of the premises, if premises are left in condition equal to or better than when occupied. Rental shall increase annually on the anniversary date of this lease by 3%.

Use of Premises

Leased premises shall, during the term of this lease and any extensions thereof, be used for the purpose of operating and conducting a business, office and/or professional use, consistent with the other uses on the premises, and for no other purpose.

Lessee shall not commit or permit the commission of any acts on said premises that do not comply with all statutes, ordinances, regulations and requirements of governmental agencies whether municipal, county, state or federal, whether now in force or hereinafter enacted.

Taxes and Utilities

Lessee shall pay and hold Lessor harmless and free from all charges for the furnishing of gas, electricity, telephone, cable or internet services and other public utilities to said premises during the term of this lease. Lessor will provide water, trash service and common area heating and maintenance for all the building tenants at premises address. For those units with no separate meters for gas and electricity, Lessor will charge those tenants an estimated proportional amount approximating tenants' individual usage of these costs.

Personal Property

Lessee shall pay, before they become delinquent, all taxes, assessments of other charges levied or imposed by any governmental entity on the furniture, trade fixtures, appliances and other personal property placed by the Lessee in, on, or about said premises in a timely manner and will hold Lessor harmless from liability for such changes.

Real Property

All real property taxes and assessments against said premises by any governmental entity shall be paid by the Lessor.

Alterations and Repairs

Lessee accepts said premises, including improvements thereon and the facilities appurtenant thereto, in this present condition and stipulates with Lessor that said premises are in good, clean, safe and tenantable condition as of the date of this lease. Lessee agrees to maintain the leased area at Lessee's own expense, including fixtures present at lease commencement.

Assignment and Subletting

Lessee shall not assign this lease or sublet any portion of the premises without prior written consent of Lessor. Any such assignment or subletting without such consent shall be void and, at the option of the Lessor, may terminate this lease.

Entry and Inspection

Lessee shall permit Lessor or Lessor's agents to enter upon the leased premises at reasonable times and upon reasonable notice for the purpose of inspecting same and will permit Lessor at any time within 30 days prior to the expiration of this lease to place upon premises and normal "space for rent" signs and will permit persons desiring to lease the same to inspect the premises at reasonable times.

Default

Should Lessee default in timely payment of rent hereunder, such rent shall bear a penalty of 10% from the sixth day after its due date. Rent is delinquent the sixth day after it is due. All other obligations, benefits, and monies which may become due to Lessor from the Lessee, or which are paid by Lessor due to Lessee's default hereunder, shall bear the same penalty from the date due until paid, or, in the case of sums paid by Lessor because of Lessee's default hereunder,

from the date such payments were made by Lessor until the date Lessor is reimbursed by Lessee therefore. Such default, if allowed to persist beyond thirty days without reimbursement, may result in termination of the lease by Lessor.

Indemnification of Lessor — Insurance

Lessor shall not be liable for any damage or injury to Lessee or any other person, or to any property, occurring on the demised premises or any part thereof, except for such damage or injury caused by the sole negligence or willful misconduct of Lessor. Lessee agrees to hold Lessor harmless from any claims for damages, no matter how caused, in respect to leased premises, except for such damage or injury caused by the sole negligence or willful misconduct of Lessor.

Lessee, at their own expense, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee, and Lessor as additional insured. Lessee shall provide Lessor with Certificate of Insurance showing Lessor as additional insured. Certificate shall provide for written notice of at least ten days prior to cancellation or material change of coverage. To the maximum extent permitted by insurance policies which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights to subrogation, which might otherwise exist.

Destruction of Premises

In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the premises. If such repairs cannot be made within said sixty (60) days, Lessor, at their option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate the lease.

Attorney's Fees

In case suit should be brought for recovery of the premises or for any sum due hereunder, or because of any act which may arise out of the possession of the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.

Waiver & Notices

No failure of Lessor to enforce any term hereof shall be deemed to be a waiver, Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Lessee at the premises, or Lessor at the address specified above, or at such other places as may be designated by the parties from time to time.

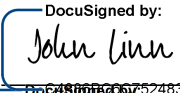
Heirs, Assigns, Successors

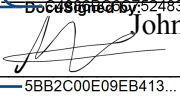
This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.

Entire Agreement

This Agreement contains all the terms agreed to by the parties relating to its subject matter including any attachments or addendums. This Agreement replaces all previous discussions, understandings, and oral agreements. The Lessor and Lessee agree to the terms and conditions and shall be bound until the end of the Lease Term.

The parties have agreed and executed this agreement on October 1, 2024.

Lessor's Signature  DocuSigned by: John Linn

Lessee's Signature  DocuSigned by: John Linn
5BB2C00E09EB413...

Lessee's Name: Cambria Community Services District

Initial Payment: \$ 3,904

Security Deposit: \$ 1,952

First Month Rent: \$ 1,952

RESOLUTION 32-2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT APPROVING AN AMENDMENT TO
THE STANDARD COMMERCIAL LEASE AGREEMENT WITH LINNVESTMENTS, LLC
FOR THE CCSD ADMINISTRATIVE OFFICES

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

1. The First Amendment to Standard Commercial Lease Agreement (“Amendment”) with Linnvestments, LLC, attached hereto as Exhibit “A” and incorporated herein by this reference, is hereby approved.
2. The CCSD General Manager is hereby authorized to sign the Amendment.

PASSED AND ADOPTED THIS 19th day of September, 2024.

DocuSigned by:

Tom Gray

OF50D9AD3BC745F...

Tom Gray

President, Board of Directors

ATTEST:

DocuSigned by:

Haley Dodson

27CD8D8EE42E4C4...

Haley Dodson

Confidential Administrative Assistant

APPROVED AS TO FORM:

DocuSigned by:

Timothy Carmel

B64D40A50AA141E...

Timothy J. Carmel

District Counsel

Exhibit A

**FIRST AMENDMENT TO
STANDARD COMMERCIAL LEASE AGREEMENT**

This First Amendment to Standard Commercial Lease Agreement ("Amendment") by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT** ("CCSD") and **LINVESTMENTS, LLC.** ("Lessor") is made and entered into this 19th day of September, 2024.

WHEREAS, CCSD entered into a Standard Commercial Lease Agreement ("Lease") with Lessor for real property located at 2150 Main St., Space #1-B, Cambria, CA and known as the "Cambria Medical Building," commencing on October 1, 2024, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, Lessor has requested and CCSD has agreed to lease Space #1-A of the Cambria Medical Building instead of Space #1-B, on the same terms and conditions contained in the Lease; and

WHEREAS, the parties hereby intend to amend the Lease to change the space leased by CCSD to Space #1-A.

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

1. The recitals set forth above are true, correct and are hereby incorporated by reference.
2. The parties hereby agree that the Lease shall be amended to reflect that CCSD is leasing Space #1-A of the Cambria Medical Building.
3. Except as modified herein, all other terms and conditions set forth in the Lease, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, CCSD and **LESSOR** have executed this Amendment the day and year first above written.

CAMBRIA COMMUNITY SERVICES

DISTRICT:

DocuSigned by:

03DA2B7CA89B440...

Matthew McElhenie, General Manager


LINVESTMENTS, LLC:

DocuSigned by:

C4886BC6C752483...


By: John Linn

ATTEST:

DocuSigned by:

27CDBB8EE42E4C4...

Haley Dodson, Confidential Administrative Assistant

APPROVED AS TO FORM:

DocuSigned by:

B84D4DA50AA141E...

Timothy J. Carmel, District Counsel

RESOLUTION 19-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT APPROVING AN AMENDMENT TO
THE STANDARD COMMERCIAL LEASE AGREEMENT WITH LINNVESTMENTS, LLC
FOR THE CCSD ADMINISTRATIVE OFFICES

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

1. The Second Amendment to Standard Commercial Lease Agreement (“Amendment”) with Linnvestments, LLC, attached hereto as Exhibit “A” and incorporated herein by this reference, is hereby approved.
2. The CCSD General Manager is hereby authorized to sign the Amendment.

PASSED AND ADOPTED THIS 13th day of March, 2025.

Debra Scott
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Confidential Administrative Assistant

Timothy J. Carmel
District Counsel

Exhibit A

**SECOND AMENDMENT TO
STANDARD COMMERCIAL LEASE AGREEMENT**

This Second Amendment to Standard Commercial Lease Agreement ("Amendment") by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT** ("CCSD") and **LINVESTMENTS, LLC.** ("Lessor") is made and entered into this ___ day of March, 2025.

WHEREAS, CCSD entered into a Standard Commercial Lease Agreement with Lessor for real property located at 2150 Main St., Space #1-B, Cambria, CA and known as the "Cambria Medical Building," commencing on October 1, 2024, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, CCSD entered into a First Amendment to Standard Commercial Lease Agreement (the Standard Commercial Lease Agreement and First Amendment to Standard Commercial Lease Agreement are collectively referred to herein as the "Lease") with Lessor to change the space leased by CCSD from Space #1-B to a portion of Space #1-A, a copy of which is attached hereto as Exhibit "B" and incorporated herein by this reference; and

WHEREAS, Lessor has offered and CCSD has agreed to lease additional space within Space #1-A of the Cambria Medical Building, on the same terms and conditions contained in the Lease; and

WHEREAS, the parties hereby intend to further amend the Lease to enlarge the space leased by CCSD to include all of Space #1-A.

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

1. The recitals set forth above are true, correct and are hereby incorporated by reference.
2. The parties hereby agree that the Lease shall be amended to reflect that CCSD is leasing all of Space #1-A of the Cambria Medical Building.
3. Except as modified herein, all other terms and conditions set forth in the Lease, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, CCSD and LESSOR have executed this Amendment the day and year first above written.

**CAMBRIA COMMUNITY SERVICES
DISTRICT:**

LINVESTMENTS, LLC:

Matthew McElhenie, General Manager

By: John Linn

ATTEST:

Haley Dodson, Confidential Administrative
Assistant

APPROVED AS TO FORM:

Exhibit A

Timothy J. Carmel, District Counsel

RESOLUTION NO. 20-2025
March 13, 2025

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE FISCAL YEAR 2024/2025 FINAL BUDGET

WHEREAS, on August 15, 2024, the Board of Directors adopted Resolution 27-2024 approving the Final Budget for Fiscal Year 2024/2025; and

WHEREAS, Government Code Section 61111(a) authorizes the board of directors of a community services district to amend the budget by resolution; and

WHEREAS, the Board of Directors desires to amend the Final Fiscal Year 2024/2025 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Cambria Community Services District Board of Directors that the Fiscal Year 2024/2025 Final Budget is hereby amended as shown on Exhibit "A," attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 13th day of March 2025.

Debra Scott
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Confidential Administrative Assistant

Timothy J. Carmel
District Counsel

Exhibit A

CAMBRIA COMMUNITY SERVICES DISTRICT
 2024-2025 FISCAL YEAR BUDGET
 PROPOSED BUDGET ADJUSTMENT
 Resolution 20-2025

Budget Adjustment

Fund	Purpose	Sources	Uses
GF	GENERAL FUND - RESERVES	\$ 16,000	\$ -
ADMIN	OFFICE SPACE - MAIN STREET	\$ -	\$ 16,000
	Fund Sub-Total	\$ 16,000	\$ 16,000
	Difference (unidentified sources of funding)	\$ -	

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 7.A.

FROM: Matthew McElhenie, General Manager

Meeting Date: March 13, 2025

Subject: General Manager's Report

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

Meet the General Manager

On Monday, April 7, 2025, from 8:30 a.m. to 7:00 p.m., I will be working out of the Cambria Veterans' Memorial Hall and would love to meet you and hear your thoughts on everything, Cambria. We will provide coffee and snacks, and as always, we welcome your feedback and ideas.

East Ranch Restroom Installation

We are thrilled to announce that on February 26, 2025, the Board of Directors held a special meeting to observe the installation of the East Ranch Restroom at the Cambria Dog Park. No action was discussed or considered during this meeting.

The crane and truck successfully maneuvered and placed the restroom in its designated location. Over the next month, additional work, including plumbing, electrical, and final inspection, will take place. Please note that the restroom will not be fully operational until all work is completed.

This project was included in the Strategic Plan Core Area for Facilities and Resources. District Staff was tasked with completing the East Ranch Restroom Project, which involved obtaining the necessary construction permit, presenting the construction RFP to the Board for consideration, and overseeing the restroom's construction. **A huge shout-out to ALL the CCSD Staff**, specifically Utilities Department Manager Jim Green, Program Manager Tristan Reaper, and Administrative Technician Eric Johnson, for all the RFP and installation management required to complete the project.

CCSD Response to Information Hold Letter No 2 DRC2013-00112 (Cambria Community Services District) Development Plan/Coastal Development Permit

The Cambria Community Services District (CCSD) is pleased to inform you that today, we have officially submitted our responses to the [Information Hold Letters for our Coastal Development Permit \(CDP\) for the Water Reclamation Facility \(WRF\)](#). This marks a significant step forward in our ongoing efforts to secure the necessary approvals for this critical project, which is designed to enhance long-term water sustainability and reliability for our community.

Over the past several months, CCSD staff and consultants have worked diligently to address all outstanding items requested by the County of San Luis Obispo. Our submission includes comprehensive land use, environmental protection, infrastructure, and regulatory compliance responses. We have carefully evaluated and incorporated necessary updates, including assessments on hazardous waste reporting, road and drainage considerations, flood zone compliance, and unique findings required under the Coastal Zone Land Use

Ordinance (CZLUO). Additionally, CCSD will enter a contract for an updated feasibility study to further the project's development and compliance with all permitting requirements.

The WRF remains a vital component of Cambria's long-term water resilience strategy, helping to provide a reliable, drought-resistant water source while protecting our natural resources. We appreciate the community's continued support and engagement as we work through this regulatory process. CCSD will provide updates as we move through the next review phases, and we remain committed to transparency and collaboration with our residents.

While we anticipate that there may be follow-up questions and subsequent information holds as the County continues its review of our Coastal Development Permit application, we expect these to be minimal moving forward. The Cambria Community Services District (CCSD) has worked diligently to comprehensively respond to all outstanding requests, addressing key regulatory and environmental considerations. We remain committed to working closely with the County and other stakeholders to ensure a smooth review process. We will continue to provide any necessary clarifications or supplemental information as needed.

**Cambria Community Services District
Public Record Requests**

The Cambria Community Services District has received eight Public Record Requests since February 7, 2025.

- 1. 2/12/2025 Claudia Harmon Worthen:** Will the CSD be installing electric lighting inside and out of the toilets? If they do, they must comply with the outdoor lighting code and should be turned off at night. The bathrooms will be in a preserve and as such should not have lights at night. Could you send me a photo and plan for the bathroom?

2/13/2025 District Response: Thank you for your public records request. The California Public Records Act (CPRA) is designed to provide the public with access to identifiable records and documents that are maintained by government agencies. The CPRA does not provide a process for answering questions or conducting research. Instead, it is intended to provide access to existing, identifiable records that are in the possession of the agency. The information you are requesting has always been readily available on our website at the links below.

<https://www.cambriacsd.org/community-park-projects>

<https://www.cambriacsd.org/2024-04-11-board-meeting>

<https://www.cambriacsd.org/2024-02-20-parks-recreation-open-space-pros-committee-meeting>

<https://www.cambriacsd.org/district-policies>

- 2. 2/13/2025 Mike Rice:** I would like the before and after pictures of this parcel 024.322.013.

2/13/2025 District Response: The requested photos are attached. However, after a thorough search, the district has determined that it does not possess any 2024 after photos provided by Paradise Tree Service.

- 3. 2/18/2025 Claudia Harmon Worthen:** Thank you for sending the drawing. I was hoping for the mechanical plans. Are those available on the CSD website? The outdoor light does not conform to the CZLUO lighting ordinance. It also violates the requirements of the preserve. There is no need for an outdoor light because activities are not allowed after dark. Lights must be fully shielded and not trespass onto other property. There should not be any electrical lights. Solar tubes are a much better solution for indoor lighting. They provide more light than a single light bulb and do not create expensive maintenance. Rate payers should not be paying for unneeded energy. Please let me know who to contact to correct this problem.

2/21/2025 District Response: Thank you for your public records request. The responsive documentation is attached for your review. However, we would like to clarify that your statement, "*The outdoor light does not conform to the CZLUO lighting ordinance. It also violates the requirements of the preserve.*" is inaccurate. The District could not obtain a permit from County Planning without adhering to the dark sky guidelines. Additionally, the exterior fixtures will be controlled by a timer for their operation.

- 4. 2/24/2025 Carole Deem:** I paid the unexpected and debatable bill for the Paradise service that I deny was done on my property. After some consultation it was suggested to me that I request to view the public records for my lot 024-281-003.

3/4/2025 District Response: The requested photos and bill are attached. The documentation for the 2024 Fire Hazard Fuel Reduction Program (FHFRP) has always been readily available on our website at the links provided below. The CCSD has been transparent in its FHFRP processes, including:

- Sending [2024 FHFRP reminders and Important Notices Regarding No Extensions for Weed Abatement Deadlines](#) to individuals subscribed to the Cambria CSD Fire Department News & Updates subscription list.
- Detailing the FHFRP process in the General Manager's [Letters from the General Manager](#).

Below are key updates and actions from CCSD Board meetings and other FHFRP-related efforts:

- **[February 8, 2024, Board Meeting](#)**: The CCSD Board of Directors approved the 2024 FHFRP process and deadlines.
- **[April 11, 2024, Board Meeting](#)**: The CCSD Board of Directors adopted Resolution 04-2024 declaring a public nuisance for the FHFRP. Notices were sent on April 12 and June 12, 2024, with a compliance deadline of July 15, 2024. An RFP for abatement services was issued. Non-compliant parcels will be abated by the CCSD's contractor.
- **[May 9, 2024, Board Meeting](#)**: Paradise Tree Service was selected as the contractor following a thorough evaluation process, and the CCSD Board of Directors adopted Resolution 08-2024 to award the contract.
- **[July 25, 2024, Board Meeting](#)**: The CCSD Board of Directors adopted Resolution 24-2024, ordering the abatement of public nuisances. Non-compliant parcels were abated by the CCSD's contractor.
- **[2024 Fire Hazard Fuel Reduction Program \(FHFRP\)](#)**
- **[CCSD Fire Department Seeking Contractor Proposals for FHFRP](#)**
- **[General Manager's Letters Regarding FHFRP](#)**

We have also successfully enrolled your email in the following CCSD website subscription lists:

- Board Agendas: To receive emails related to Board agendas and Letters from the General Manager.
- Cambria CSD Fire Department News & Updates: To receive emails related to Cambria CSD Fire Department and 2025 FHFRP weed abatement.

5. **2/26/2025 Craig Penner**: I would like any information about permits requested or granted for the property at 1810 Saint Thomas Ave, Cambria, 93428

2/28/2025 District Response: The requested information has been uploaded to OneDrive at the link below.

[Penner PRR](#)

6. **2/27/2025 John Woolum and Louis Nixon**: We paid Patrick Neil of Coyote Tractor Services \$300.00 to perform the weed abatement before the 7/15/2024 deadline. Attached is a copy of the canceled check paid after the work was done. He was to have cleared the lot to Fire Department standards. The first we heard of any problem with our weed abatement was with your letter dated 12/20/2024. We had no idea our property was on your list. We were never notified of your July 25, 2024 Special Board Meeting or any other Board meetings. Your letter included a bill from Paradise Tree Service dated **8/22/23** for a total of **\$833.50**. It did not include any photos (although there was a \$36 charge) nor did it include any explanation of the work that they actually did. On 1/14/25 I spoke with, and emailed, Logan Wais of Paradise Tree Service. I asked him to send me whatever documents, notes, notices, descriptions of work, photos, etc. that he had regarding parcel APN: **013-101-063** in Cambria. On 1/17/25 Logan emailed me a note and photo of another bill – dated **8/22 and no year**. The total amount on that bill is **\$711**. Again, there were no photos of the lot and it is not clear exactly what was done. In a separate email, I will forward you some email correspondence with Logan, including a copy of that bill. On 1/21/25, 2/3/25, and 2/7/25 I emailed Logan asking him to send the photos that he told me he took. As of this date, I have not received them. We need some clarification: Exactly why our lot did not pass inspection. Why we were not notified and given an opportunity to correct any problem *before* Paradise worked on it.

Why there is a bill from Paradise for **\$833.50** dated 8/22/2023 and why there is different bill from Paradise for **\$711** dated **8/22 and no year**. With all this confusion, these charges do not seem fair to us. We have owned and had the lot cleared every year for many years – without incident. Please consider removing all charges.

- 7. **2/27/2025 Jack Posemsky:** Need a copy of the 2024 Weed Abatement Invoice for APN 024.081.030 for a client.

2/28/2025 District Response: The Fire Department and Administrative Department have been receiving a high volume of inquiries regarding weed abatement pictures, invoices, and related matters. ***Please note that the Fire Department is not the appropriate contact for obtaining documentation related to weed abatement concerns.*** I received your email below through the website, I will treat it as a public records request and will respond within 10 days. In the meantime, the 2024 Fire Hazard Fuel Reduction Program information is posted on the District's [website](#).

2/27/2025 2:36 PM

[Contact Fire Department](#)

submitted

Unassigned

Full Name: Jack Posemsky

Company: Jack Posemsky Real Estate

Address: 718 Main St.

Email: jack@jackposemsky.com

Phone: 805-235-4926

Help us direct your inquiries to the appropriate personnel: General Inquiry

Comments: Need a copy of the 2024 Weed Abatement Invoice for APN 024.081.030 for a client

[Show Less](#)

[View / Edit](#)

- 8. **3/3/2025 Jack Posemsky:** APN: 023-182-028, invoice for 2024 weed abatement.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 7.C.

FROM: Denise Fritz, Administrative Department Manager

Meeting Date: March 13, 2025

Subject: Finance Manager’s Report

EXPENDITURE REPORT FOR THE MONTH OF FEBRUARY 2025

The Expenditure Report for February 2025 is being submitted to the CCSD Board of Directors in today’s meeting (see Agenda Item 5.A.). The report includes a detailed listing and monthly sub-total for each Accounts Payable Vendor and a summary of each department’s monthly expenditures.

CCSD DIRECTOR MEETINGS & COMPENSATION FOR THE MONTH OF FEBRUARY 2025

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

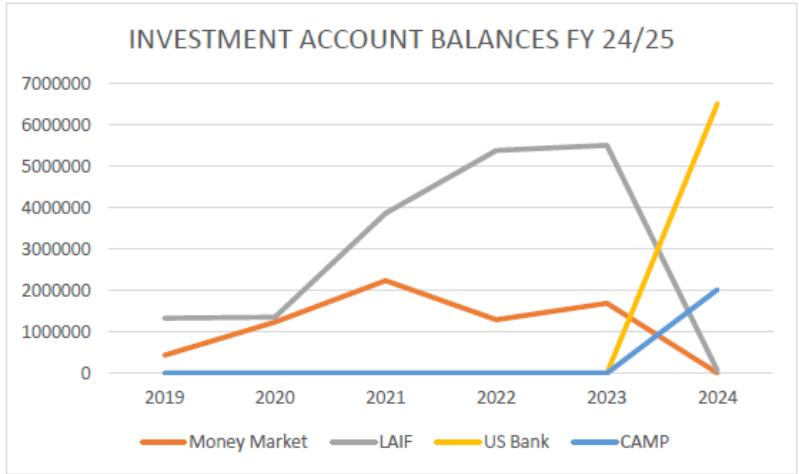
Director Name	Meeting Month	Number of Compensated Meetings	Amount Per Meeting	Total
Dean, Karen	FEB	3	\$100.00	\$300
Farmer, Harry	DEC/JAN/FEB	8	\$100.00	\$800
Gray, Tom	JAN/FEB	5	\$100.00	\$500
Scott, Debra	JAN/FEB	4	\$100.00	\$400
Thomas, Michael			\$100.00	\$0
Total				\$2,000

AVAILABLE CASH BALANCES AS OF FEBRUARY 28, 2025

The total available cash is listed as follows:

Account Type - Operating	Balance
Main Checking	\$877,992.90
Total	\$877,992.90
Account Type - Investments	Balance
Money Market	\$4,428.13
Local Agency Investment Fund (LAIF)	\$61,754.42
CAMP	\$3,181,076.35
US Bank – Investment Fund	\$6,679,611.97
Total	\$9,926,570.87

Available cash is the balance in the Main Checking Account and the Investment Funds. As of February 28, 2025, the total available cash was \$10,804,563.77



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

Account Type - Restricted	Balance
The Bank of New York Mellon	\$7,820,757.00
Payroll	\$18,061.46
Veterans' Hall	\$15,110.11
Health Reimbursement Account (HRA)	\$63,766.60
Total	\$7,917,695.17

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

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



Fund: 12 - WASTEWATER FUND

Revenue

12-43980-12 LOAN PROCEEDS - WW COP 2022A BONDS 12,100,000 445,597 3,833,646 4,279,243 7,820,757

Expense

12-61701-12 CAP ASSET - WW ECM 1 FLOW EQUAL IMPV 3,791,224 268,308 1,175,753 1,444,061 2,347,163
12-61702-12 CAP ASSET - WW ECM 2 INFLUENT LIFT STN IMPV 46,512 - 56,662 56,662 (10,150)
12-61703-12 CAP ASSET - WW ECM 3 MLW AERATION BASIN UPGRD 2,419,093 - 823,574 823,574 1,595,519
12-61704-12 CAP ASSET - WW ECM 4 BLOWER REPLACEMENT 603,329 75,562 245,568 321,130 282,199
12-61705-12 CAP ASSET - WW ECM 5 RAS & WAS IMPV 1,290,972 - 602,989 602,989 687,983
12-61706-12 CAP ASSET - WW ECM 7 ELECTRICAL IMPV SERVICE PANEL 554,687 101,727 144,400 246,127 308,560
12-61707-12 CAP ASSET - WW ECM 8 GENERATOR REPLACEMENT 925,404 - 377,332 377,332 548,072
12-61708-12 CAP ASSET - WW ECM 9 SCADA SYSTEM UPGRADE 1,148,557 - 352,857 352,857 795,700
12-61709-12 CAP ASSET - WW ECM 12 IMPV TO WW LIFT STATIONS 1,320,222 - 54,511 54,511 1,265,711

Expense Total: 12,100,000 445,597 3,833,646 4,279,243 7,820,757

Net - - - - -



Utilities Report for Department Activities February 2025

Please note that an "Acronyms and Explanations" section has been added to this report and can be found at the end of this document. This list will be augmented as new terms are discussed. Please let us know if we can supply any additional information.

Wastewater Treatment Plant ("WWTP") Report

WWTP Maintenance and Repairs:

Wastewater Plant Operator inspected and replaced the flapper valve in Influent Pump #1. The air release valve was also inspected, but no changes were needed. The air release valve for Influent Pump #2 was inspected and cleaned.

The Return Activated Sludge (RAS) Pump #1 shut down overnight without any alarm notifications. This resulted in an imbalance in flow and partial drainage of Clarifier 2. The Wastewater Team successfully restored the treatment processing balance in the system.

Additionally, the staff collaborated with the automation contractor to program a low-flow alarm for RAS Pumps 1 and 2 when the Hands-Off-Automatic (HOA) switches are set to "On" or "Auto."

Wastewater Staff cleared and prepped the Treatment Plant DI (Drain Inlet) system connections for stormwater area drains before the storm events in February.

Personnel were staged in town overnight due to a forecasted high wind advisory and a potential atmospheric river event. Staff's chief concern leading up to the storm was the looming possibility of PG&E power loss due to downed poles and infrastructure failure. Fortunately, no issues occurred during the storm.

Additionally, Wastewater staff prepared the Treatment Plant's Drain Inlet (DI) system connections for the stormwater area drains ahead of the storm events in February.

The Wastewater Plant continues to face problems with wipes building up on the de-ragging unit screen, which has caused flow into the bypass. We'd like to remind the community to observe the restrictions about what to allow and what not to allow down their sinks, drains, and toilets.

No wipes down the pipes.



Utilities Report for Department Activities February 2025

Wastewater Treatment Plant (“WWTP”) Report (Continued)

SST Program Update:

PG&E and Southland have approved a proposal for Cushman Construction to replace FRM as the contractor responsible for the civil and mechanical components of the SST contract. Additionally, Alpha Electric has signed an agreement to install the primary distribution system, site generator, transfer switch, and meter cabinet. Tough Automation is scheduled to transfer control of the influent and effluent pump stations, return-activated sludge pump operations, and wasting pump controls during March and April.

Collections System:

During the monthly testing, the generator at Lift Station B triggered a high-temperature alarm. The Wastewater Team contacted a service vendor, San Luis Powerhouse, to address the issue. Upon inspection, San Luis Powerhouse discovered that frayed wiring to the temperature sensor intermittently grounded to the metal frame components. The wiring was replaced, and the sensor mechanism was tightened to resolve the problem.



Figure 1: Vac Truck clearing and cleaning



Figure 2: Inspection of manhole for Inflow and Infiltration (I&I)



Figure 3: Stormwater infiltration



Utilities Report for Department Activities February 2025

Wastewater Treatment Plant (“WWTP”) Report (Continued)

Jetting Activity

Activity Date	Street	Type	Length (Dynamic) (ft)
02/05/25	Spencer St	Sewerline	298.2
02/05/25	Spencer St	Sewerline	353
02/05/25	Spencer St.	Sewerline	346.7
02/05/25	Spencer St.	Sewerline	313.2
02/05/25	Spencer St	Sewerline	363.6
02/05/25	Wilcombe Rd	Sewerline	404.1
02/05/25	Wilcombe Rd	Sewerline	348.4
02/05/25	Wilcombe Rd.	Sewerline	396.6
02/12/25	Ogden Dr.	Sewerline	402.4
02/12/25	Ogden Dr.	Sewerline	342.1
02/12/25	Ogden Dr.	Sewerline	260.8
02/12/25	Ogden Dr.	Sewerline	418
02/12/25	Ogden Dr.	Sewerline	412
02/12/25	Newhall Ave to Ogden Dr Easement	Sewerline	189.4
02/12/25	Ogden Dr.	Sewerline	397.1
02/19/25	Marjorie Pl.	Sewerline	363.6
02/19/25	Malvern St	Sewerline	176.4
02/19/25	Malvern St	Sewerline	204.9
02/19/25	Malvern St.	Sewerline	397.6
02/20/25	Malvern St	Sewerline	190.6
02/20/25	Malvern St	Sewerline	331.4
		Total	6910.1

Camera Inspection

Activity Date	Street	Type	Length (Dynamic) (ft)
02/12/25	Randal Drive	Sewerline	398
02/12/25	Ogden Drive	Sewerline	397
02/12/25	Ogden Drive	Sewerline	342
02/12/25	Ogden Drive	Sewerline	402
		Total	1539



Utilities Report for Department Activities February 2025

Water Department Report (Continued)

Water Leaks:

Moonstone Beach Drive: (Ongoing repair from last month's report)

Last month's report, Water Department Staff detailed the initial phase of repairs concerning a leak on Moonstone Beach Drive. The Water Superintendent contacted several contractors to assist with a permanent repair of the service line. Potholing was used to locate the leak, which appeared to be related to a prior repair that involved a dissimilar metal coupling of brass to steel. The steel line was removed, and a new HDPE service line was connected from the main to the meter as a replacement.

Water Department Staff collaborated with the contractor who was scheduled to replace the entire line. Department Staff worked with the contractor to expedite installation for the service line to the hotel. Only one side of the road could be repaired while Department Staff managed traffic. Steel plates were used to keep one lane of traffic open.

After exposing the saddle and attempting to isolate the service, it was discovered that the saddle corporation stop was inoperable due to corrosion. Consequently, both the saddle and corporation stop needed replacement. Preparations for an emergency saddle swap included notifying emergency services and isolating the primary transmission mainline completely.



Figure 4: Rusted and leaking pipes on Moonstone

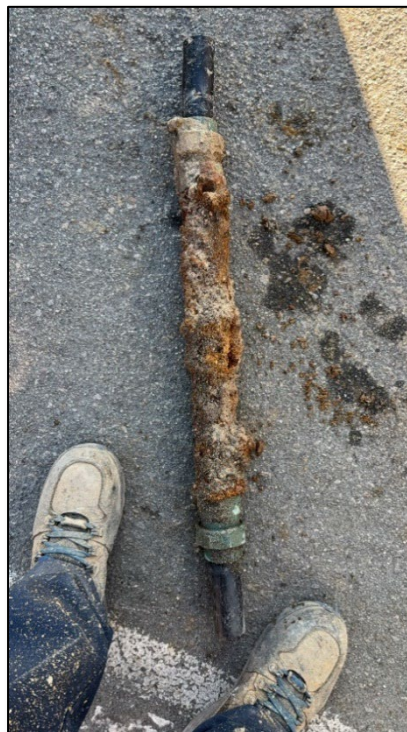


Figure 5: Corroded steel pipe



Utilities Report for Department Activities February 2025

Water Department Report (Continued)

Department staff shut down the transmission line to allow the old saddle to be cut out mechanically by hand. After isolating the section of the transmission line, a new saddle and corporation stop were installed. Water Service was then restored. The installation of the new service line was completed and backfill of the excavation site was commenced. Placing the heavily trafficked road back into full service on the same day was a priority.



Figure 5: Rusted saddle



Figure 4: Replacement HDPE service line



Figure 6: Rusted saddle connection



Utilities Report for Department Activities February 2025

Water Department Report (Continued)

Final road repairs were performed in accordance with the District's Encroachment Permit from SLO County Public Works. The SLO County Public Works Encroachment Inspector conducted a final evaluation of the road surface complete.



Figure 7: End of the day clean up to keep the Moonstone Drive in service



Utilities Report for Department Activities February 2025

Water Department Report (Continued)

Road Patches

A contractor was selected to perform final repairs at previous leak sites from July 2025 to January 2026. Final road repairs were performed in accordance with the District's Encroachment Permit from SLO County Public Works.

Final repairs were completed at 24 sites, covering over 1,300 square feet of asphalt.



Figure 8: Patching on Main Street



Utilities Report for Department Activities February 2025

Water Department Report (Continued)

Pembroke Water Main

The Gas company notified staff of a leak on the 400 block of Pembroke. Upon excavation, staff realized it was a linear crack in the water main. Staff shut down to replace a section of the water main. They cut out the egg-shaped overtightened pipe (Sch 40 pipe) and replaced it with a new section of C900 and a new saddle. They flushed the pipe, and service was restored. This was done entirely by staff, with no additional assistance from contractors. Utility Staff is evaluating the cost and priority of replacing the existing one-thousand feet section of PVC distribution pipe.



Figure 9: Cracked water main



Figure 10: Water Main repair in progress



Figure 11: Finished repair before fill



Utilities Report for Department Activities February 2025

Water Department Report (Continued)

Fire flow installation

Water staff worked together with contractors to install a fire-flow residential service. Staff saw-cut the installation area the day before and coordinated with county roads to arrange a road shutdown. A new 1-inch hot-tapped water service was installed, followed by excavation backfill and compaction testing, which achieved over 95% compaction. Final road repairs were performed in accordance with the District's Encroachment Permit from SLO County Public Works.

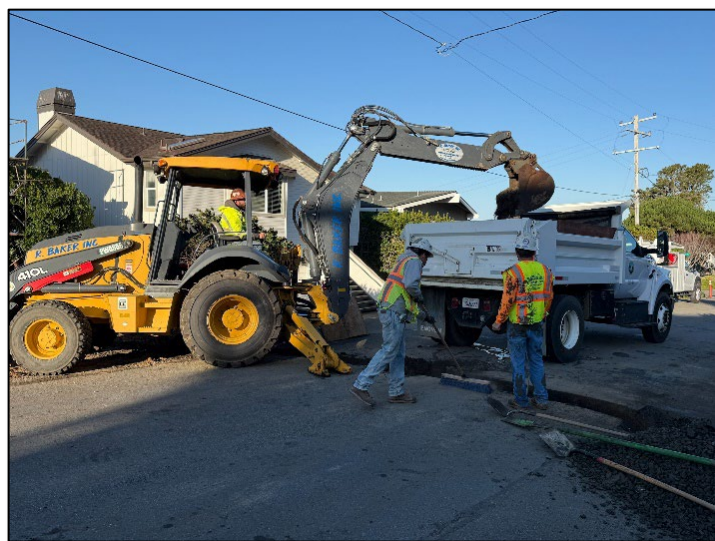


Figure 12: Excavation

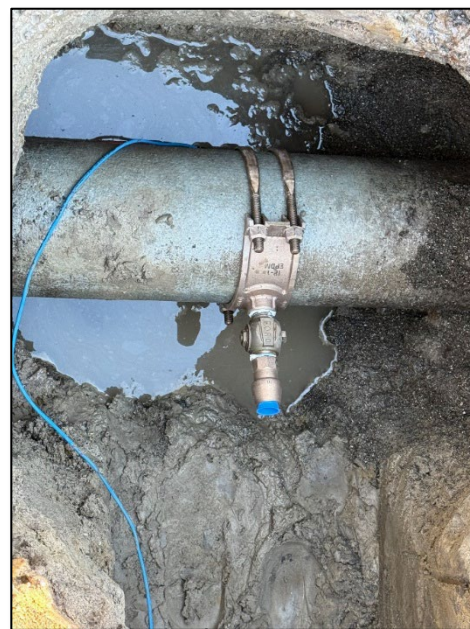


Figure 13: Tap into main



Figure 14: Roadway cut



Utilities Report for Department Activities February 2025

Water Department Report (Continued)

Concerned about a particular hydrant? Please let us know at:

<https://www.cambriacsd.org/report-a-fire-hydrant-issue>

Report a Fire Hydrant Issue

If you have encountered a problem with a fire hydrant in Cambria, please submit your inquiry below. Our team will review your report and take necessary action as soon as possible.

Common Issues:

- ✓ Leaking hydrant
- ✓ Damaged or missing cap
- ✓ Obstructed or inaccessible hydrant

Submit Report:

Your Name (required)

Phone Number (required)

Email Address (required)

Location of Hydrant (Address or Landmark) (required)

Describe the Issue (required)



Utilities Report for Department Activities

February 2025

Water Department Report (Continued)

San Simeon Creek Percolation Ponds and Title 27 Pond landscape maintenance

Sheep and goats were hired to help manage weeds and maintain the landscape as an initial effort to control excessive growth in the upcoming spring season. Including sheep and goats in a weed management strategy can contribute to a healthier and more sustainable landscape.

1. **Natural Weed Control:** Sheep and goats naturally graze on various weeds, including tough species like thistles, poison ivy, and brush. Their grazing can significantly reduce weed populations without the need for chemical herbicides.
2. **Reduced Chemical Use:** By using livestock for weed control, you can cut down or eliminate the need for chemical herbicides, which can harm the environment, water sources, and non-target species.
3. **Soil Health:** Goats and sheep grazing can improve soil health by breaking up compacted soil, fertilizing it with manure, and enhancing biodiversity. Their droppings also help improve the soil's organic content.
4. **Cost-Effective:** Once established, livestock can provide a low-cost method of weed control. Although you need to invest in infrastructure (fencing, watering systems), ongoing costs are often lower than purchasing and applying herbicides.
5. **Targeted Grazing:** Goats are particularly adept at eating woody and invasive plants like brush and saplings, which are more challenging to manage with mechanical or chemical methods. Sheep typically prefer grasses but will also eat some weeds.
6. **Reduced Soil Erosion:** Properly managed grazing can help maintain vegetation cover, which reduces soil erosion. The animals' hooves can help aerate the soil, promoting plant growth while controlling unwanted weeds.
7. **Sustainability:** Using sheep or goats for weed control is a more sustainable, eco-friendly alternative to mechanical or chemical methods. It supports natural ecosystems and reduces the carbon footprint associated with herbicide use and machinery.
8. **Multi-Use Benefits:** Beyond weed control, sheep and goats can also provide other products such as wool, meat, milk, or fiber, making them a valuable resource for small farms or homesteads.
9. **Minimal Environmental Impact:** Livestock grazing, when managed properly, tends to have a minimal negative impact on the environment compared to other weed control methods. It encourages biodiversity and maintains the ecological balance of the area.



Utilities Report for Department Activities February 2025

Water Department Report (Continued)

San Simeon Creek Percolation Ponds and Title 27 Pond landscape maintenance



Figure 16: New sheep at the pond



Figure 15: Sheep clearing the property



Figure 17: James Green's new friend



Figure 18: Treats wanted



Utilities Report for Department Activities February 2025

Water Department Report (Continued)

Water Meter Upgrades

The district's contractor for the AMI Project, Grace Environmental Services, is actively installing and upgrading AMI residential meter services. They are currently ahead of schedule in their daily installation goals. It's important to highlight that using a contractor for this project has enabled progress to continue without interruption while the Water Department addressed the issues mentioned in this month's report.

As a reminder, we ask that the community keep a three-foot area around their meter box clear. Installers can find access difficult, and isolating a service in an emergency can cost crucial time and water resources.



Figure 19: Meter box in need of clearing



Utilities Report for Department Activities February 2025

Project Status Summaries (Continued)

(Purple text indicates new information)

Note: The status of current CCSD projects can also be found on the CCSD website via the following link. <https://www.cambriacsd.org/district-project-updates>

Project:

Adaptive Management Plan (AMP)

Description:

The AMP is a surface water, groundwater, and biological monitoring program designed to detect potential impacts on sensitive biological resources, requiring groundwater modeling and monitoring while the WRF is in operation.

Current Status Update:

The 2017 AMP is available on the District website.

www.cambriacsd.org/files/f15b73f09/01_cambria-swf-amp_july-2017.pdf

AMP monitoring is ongoing. Per methods described in the AMP, quarterly surveys are conducted at eight (8) survey sites to collect data and to describe survey conditions, habitats, stream flows, surface water quality, 9P7 soil moisture, and observed species.

The CCSD's biologist has submitted the second and third-quarter 2024 AMP environmental monitoring reports. The twenty-four-page document encompasses background information for the project location, a methodology for surveying, and recommendations for future operations. The report can be located on the CCSD website at

www.cambriacsd.org/amp-annual-reports-amp-monitoring-reports

The General Manager, utility staff, and the biologist met late in December and discussed the goals and objectives of the AMP for 2025.

Project:

San Simeon Well Field (SSWF) Transmission Main Project

Description:

Developing a permanent repair of the San Simeon Water Main. This project will also include solutions for the parallel Sewer Effluent Main.

Current Status Update:

The project is currently in the design phase. The District's consultant, Cannon, is working on the plans, which are between 30% and 50% complete.

In November, the consultant applied for a Caltrans Encroachment Permit. However, on January 13, 2025, the Caltrans District 05 Encroachment Permits Office issued a letter indicating that the application was incomplete. The District's consultant is expected to respond to Caltrans by January 31, 2025. Caltrans has indicated that the lead time for obtaining a permit is approximately six to nine months.



Utilities Report for Department Activities February 2025

Project Status Summaries (Continued) (Purple text indicates new information)

San Simeon Well Field (SSWF) Transmission Main Project (Continued)

While Caltrans permitting and the design of the 65% plan set are ongoing, permitting with other State Agencies has also begun. A streambed alteration (SA) application with the California Department of Fish and Wildlife (CDFW) is being prepared for submission. A determination under the California Environmental Quality Act (CEQA) is required, and an Initial Study Mitigated Negative Declaration (ISMND) is also being prepared for submission.

The permitting processes for CDFW and CEQA will be conducted concurrently while the Caltrans permit is finalized. Obtaining a Streambed Alteration Permit from CDFW typically takes five to six months. Potholing for utilities and soil analysis will be performed once an encroachment permit has been issued.

All environmental surveys have been completed, except for the historical and cultural surveys, which are not seasonally dependent.

District staff and consultants aim for a late summer or early fall date for the groundbreaking.

State Parks staff are currently reviewing the preliminary proposed layout for the pipeline through State Parks property.

Project: Water Meter Replacement Project – AMI

Description: This project will upgrade the CCSD metering system to an Advanced Metering Infrastructure (AMI) with new meters that provide real-time water analytics.

Current Status Update:

Progress is ongoing

Please see detail listed earlier in the Water Report

Project: Cambria Skatepark Project

Description: Design and construct a new skatepark facility at the old skatepark location on Main St across from the Vets Hall.

Current Status Update:

The minor use permit portion of the permitting process is complete. The National Park Service requested additional project information, which was supplied via an updated Land and Water Conservation Fund (LWCF) A&R Form 10-904 and an updated LWCF Site Boundary map. Staff anticipate receiving funding in January 2025. On 10/30/2024, staff received confirmation that all information required for the application completion was confirmed and that no additional information was needed.



Utilities Report for Department Activities February 2025

Project Status Summaries (Continued) (Purple text indicates new information)

Project: Community Park Restroom

Description: Design and construct a restroom facility near the Dog Park on the Fiscalini Ranch Preserve.

Current Status Update:

The restroom structure arrived and was installed on Wednesday February 26th. Work continues to finalize water systems, electrical systems, and hardscaping before it can be made accessible by the public.



Figure 20: The big lift



Figure 21: The swing into place



Utilities Report for Department Activities February 2025

Project Status Summaries (Continued) (Purple text indicates new information)

Project: Pilot project for Zero Liquid Discharge for Brine in WRF

Description: Pilot study project to test innovative technology for brine reduction with the goal of zero liquid discharge

Current Status Update:

The updated Wastewater Permit has incorporated future ZLD pilot operations or full-time operations. ZLD pilot operations have been postponed until the Fall of 2025.

Project: Stuart Street Tank Project

Description: Critical water infrastructure project to rebuild the Stuart Street tanks, which have reached their useful operational life

Current Status Update:

District staff and consultants presented the updated project in a pre-application meeting with San Luis Obispo County Planning. County Planning confirmed that a Coastal Development Permit (CDP) would be required due to the Project's expanded scope. The project must be submitted to County Planning for review, followed by a hearing in front of the Planning Commission. The CDP application was successfully submitted to SLO County Planning on 8/27/2024. Staff and consultants are prepared for the March 7, 2025, Project hearing. The CDP application number is P-APP2024-00206. Staff and consultants anticipate a groundbreaking date in spring for the construction phase.

In February, staff met onsite with a construction manager to talk through the project.



Utilities Report for Department Activities February 2025

REGULATORY COMPLIANCE REPORTING

State of California regulatory reporting requirements for Water and Wastewater

Water Department (Monthly/Quarterly Reporting)

- SAFER Drought & Conservation Data Collection monthly and quarterly report
- Title 22 monthly, quarterly, and annual monitoring report to the State Water Resources Control Board
- Disinfection By-Products Analysis Qtr. 3
- DDW: Surface Water Treatment Regulation (SWTR) for Santa Rosa Well 3 and Well 4;

San Simeon Wells 1-3 Testing/Reporting

Ground Water Regulation (GWR) for San Simeon Wells 1-3 (Monthly)

Total Coliform Regulation Reporting (Monthly)

Bacterio-logical distribution system reporting (Monthly)

Disinfection by-products (DBP) reporting (Quarterly)

Additional Water Department Reporting (Annually/Semi-Annual)

- Haz Mat Business Plan (Completed January 2024)
- Discharge Monitoring Report (Completed January 2024)
- Consumer Confidence Report (CCR) submittal to DDW and release to the public
- Annual Volumetric Discharge Report
- Annual Water Shortage Assessment (start April/due July 1)
- CCR final data posting by July 1
- Annual Stormwater Report (July 15)
- **California Lead and Copper Rule inventory and report** (Completed October 2024)
- Advanced Clean Fleets Report

Wastewater Department Reporting

Monthly/Quarterly

- CIWQS Spill Report Requirement
- RWQCB Report (Feb/Aug)



Utilities Report for Department Activities February 2025

REGULATORY COMPLIANCE REPORTING (Continued)

Annually/Semi-Annually

- Volumetric Annual Report (Jan)
- CERS (Feb) – California Environmental Reporting System
 - <https://cers.calepa.ca.gov/>
- APCD Generator Report (Mar) – SLO County **Air Pollution Control District**
 - <https://www.slocleanair.org/>
- Biosolids Report (Apr/Oct)
- CIWQS (Apr) – **California Integrated Water Quality System Project**
 - <https://www.waterboards.ca.gov/ciwqs/>
- RWQCB Report (semi-annual May/Nov; annual Jan)
 - Regional Water Quality Control Board
 - <https://www.waterboards.ca.gov/centralcoast/>
- SMARTS Stormwater (Jul/Dec)
 - California Water Boards
 - <https://smarts.waterboards.ca.gov/smarts/>
- CUPA HazMat Plan Update – (Certified Unified Program Agency)
 - San Luis Obispo Department of Environmental Health Services
 - [https://www.slocounty.ca.gov/departments/health-agency/public-health/environmental-health-services/cupa-program-\(hazardous-materials-and-waste\)](https://www.slocounty.ca.gov/departments/health-agency/public-health/environmental-health-services/cupa-program-(hazardous-materials-and-waste))



Utilities Report for Department Activities February 2025

Water Resources, Conservation, & Permits Report

Water Supply Status Summary

As of February 26:

Source	Acre-feet (YTD)	Annual Allocation	Percentage of Allocation Diverted (YTD)
San Simeon Basin	73.22	799	9%
Santa Rosa	1.17	218	0.5%

Additional well-level data and production summary reports are available on the website at www.cambriacsd.org/water-data

Santa Rosa Basin

As of February 26, 2025, we have diverted 1.17 acre-feet, or 0.5%, of our 218 acre-feet per year (AFY) allocation. With the recent storms, the groundwater levels measured at the wells are within normal ranges for this time of year.

San Simeon Basin

As of February 26, 2025, we have diverted 73.22 acre-feet, or 9%, of our 799 AFY allocation. With the recent storms, the groundwater levels measured at the wells are within normal ranges for this time of year.

Water Supply & Demand

Net diversion in February 2025 (estimated for the remaining two (2) days of February for the Potable Water Shortage Assessment Table using production numbers from the same 2-day period in 2024) was 0.15 acre-feet higher than last year. The demand reduction goal was 3.5 acre-feet (compared to anticipated unconstrained demand); however, the actual demand reduction achieved was 0.9 acre-feet. The cumulative supply surplus for the reporting period of July 1, 2024, through June 30, 2025, is estimated to be 17.1 acre-feet or 4.91%. Note: The net diversion number of 33.80 acre-feet may differ from the one in the Net Production sheet attached to this report due to this number being estimated for the remaining two (2) days of February and the Net Production number being the actual consumption through the end of February.

For additional information, see the charts, graphs, and production summary at the end of this report.



Utilities Report for Department Activities February 2025

Acronyms and Explanations

Permit Counter Monthly Summary (YTD Counts Audited 01/28/2025)

(Please note that not all applications for the month may be present at the time of report submission)

ASSIGNMENT OF POSITION APPLICATIONS - 4 YTD

023.104.004 (#499)

RETROFIT APPLICATIONS - 5 YTD

023.086.035 - 345 IVAR STREET - RESALE

TRANSFER OF POSITION/EDU APPLICATIONS - 0 YTD

VOLUNTARY LOT MERGER APPLICATIONS (ELIGIBILITY) - 3 YTD

023.213.026 / 023.213.027 – In Progress

VACATION RENTAL CONDITIONAL APPROVAL APPLICATIONS - 3 YTD

022.333.016 - 498 Huntington Road

VACATION RENTAL FINAL APPROVAL - 1 YTD

WATER SERVICE INSTALLATION OR UPGRADE APPLICATIONS - 1 YTD

INTENT-TO-SERVES ISSUED - 0 YTD

WAITLIST WITHDRAWALS - 0 YTD

WILL SERVE APPLICATIONS (INCLUDING FIRE PLAN / SPRINKLER REVIEWS) - 7 YTD

022.014.039 - 201 Chatham Lane - Addition of Sprinkler System

013.151.042 - 2835 School House Lane – Addition of Cell Based Fire Alarm

023.425.020 – 2825 Burton Drive – Outdoor kitchen and entertaining area

023.052.004 – 2190 Emmons Road – Demolish existing house and replace

WATER USE EFFICIENCY WALK-THROUGHS COMPLETED - 0 YTD



Utilities Report for Department Activities

February 2025

Acronyms and Explanations

AMI - Advanced Metering Infrastructure

AMP - Adaptive Management Plan (Re. Emergency Water Supply Project)

APCD - "SLO County" Air Pollution Control District

- <https://www.slocleanair.org/>

AQMD - "South Coast" Air Quality Management District
(As opposed to the Bay Area AQMD, aka BAAQMD)

CCR - Consumer Confidence Report

CDP - Coastal Development Permit

CEQA - California Environmental Quality Act

- <https://ceqaportal.org/>

CUPA - Certified Unified Program Agency

- San Luis Obispo Department of Environmental Health Services
- [https://www.slocounty.ca.gov/departments/health-agency/public-health/environmental-health-services/cupa-program-\(hazardous-materials-and-waste\)](https://www.slocounty.ca.gov/departments/health-agency/public-health/environmental-health-services/cupa-program-(hazardous-materials-and-waste))

DDW - Drinking Water Program (State Water Resources Control Board)

- https://www.waterboards.ca.gov/drinking_water/programs/

ECM - Energy Conservation Module

- Technology that helps save energy by making smart adjustments to a system or device.

EDU - Equivalent Dwelling Unit (Water Allocation Unit)

- <https://www.cambriacsd.org/will-serves-and-retrofits>

EIR - Environmental Impact Report (See CEQA and MND's)

LAFCO (CALAFCO) - Local Agency Formation Commission - <https://calafco.org/>

LCP - Local Coastal Program

- Coastal planning documents that allow California's 76 coastal zone cities and counties to implement the Coastal Act at the local level.
- <https://www.coastal.ca.gov/lcp/lcp-info/>



Utilities Report for Department Activities

February 2025

Acronyms and Explanations (Continued)

Lift Station

- A pump that moves wastewater from a lower elevation to a higher elevation, so that it can reach a wastewater treatment plant. They are installed in low-lying areas or places with deep pipes.

NCAC - North Coast Advisory Council

- <https://www.ncacslo.org/>

NOE - Notice of Exemption

NOFO - Notice of Funding Opportunity

NPDES - National Pollutants Discharge Elimination System

- Permit for discharge to water

MCL – Maximum Contaminant Level

MND - Mitigated Negative Declaration (Re: CEQA and EIR's)

- A mitigated negative declaration (MND) is a document that states that a project will not have a significant environmental impact.

MOU – Memorandum of Understanding: Non-binding agreement between two or more parties that outlines their intentions and roles

Potholing – Creating holes to locate and map the path of underground pipes or conduit.

RAS – Return-Activated Sludge

- Settled activated sludge that is collected in the secondary clarifier and returned to the aeration basin to mix with incoming raw wastewater.

SCADA - Supervisory Control and Data Acquisition (Method of machine control)

- <https://en.wikipedia.org/wiki/SCADA>

SGMA - Sustainable Groundwater Management Act

- <https://water.ca.gov/programs/groundwater-management/sgma-groundwater-management>



Utilities Report for Department Activities February 2025

Acronyms and Explanations (Continued)

SWCA - Steven W Carothers Associates (Environmental Consulting Firm)

- <https://www.swca.com/>

TDS - Total Dissolved Solids

TMDL - Total Maximum Daily Load

- A TMDL is the calculation of the maximum amount of a pollutant allowed to enter a waterbody

VFD - Variable Frequency Drive

- A type of motor controller that regulates the speed and torque of an electric motor by changing the frequency and voltage of the power supply.

WAS – Waste Activated Sludge

- Excess biomass removed from the system and sent for further treatment or disposal.

WDR - Waste Discharge Requirements

- Permit for discharge to land

ZLD - Zero Liquid Discharge

- https://en.wikipedia.org/wiki/Zero_liquid_discharge

CAMBRIA COMMUNITY SERVICES WELL LEVELS

2/14/2025

Well Read Date

SANTA ROSA CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
23R	High School	29.00	83.42	54.42	
SR4*	CCCD Production	26.28	82.00	55.72	
SR3	CCSD Production	17.19	54.30	37.11	
SR1	CCSD	15.42	46.40	30.98	
21R3	County Parks	7.09	12.88	5.79	Meter Read (CF): 49497
WBE	Windsor Bridge East	10.66	16.87	6.21	
WBW	Windsor Bridge West	11.11	17.02	5.91	

SR4 **55.72**
AVG SR1 & SR3 34.05

SAN SIMEON CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
16D1	Van Gordon Creek Bridge	5.55	11.36	5.81	
MW4	Monitoring at Lagoon Entrance	9.41	15.95	6.54	
MW1	Monitoring at Blowers		42.11		
MW2	Monitoring at Influent		38.10		
MW3	Monitoring at Pond Gate		49.56		
9M1	Warren's Van Gordon Creek		65.63		
9P2	Gradient Monitoring	7.26	19.11	11.85	
9P7	WRF Intake		20.69		
9L1	Abandoned Irrigation	13.00	27.33	14.33	
RIW	WRF Injection Well		25.41		
SS4	CCCD	11.74	25.92	14.18	
MIW	WRF Injection Monitoring		29.89		
SS3*	CCSD Production	12.25	33.73	21.48	
SS2*	CCSD Production	11.29	33.16	21.76	Unable to read SS2. Depth AMSL calculated as an average of SS3 & SS1. 11.29 is not accurate.
SS1*	CCSD Production	10.33	32.37	22.04	
11B1	Pedotti		105.43		
11C1	Pedotti	11.04	98.20	87.16	
PFNW	Palmer Flats		93.22		
10A1	Pedotti's Recorder		78.18		
10G2	New Rock Plant		62.95		
10G1	Old Rock Plant		59.55		
10F2	Warren		66.92		
10M2	Pedotti	20.02	55.21	35.19	
9J3	Pedotti		43.45		
Lagoon	Creek Pedestrian Bridge	18.63			Mitigation Erosion: None

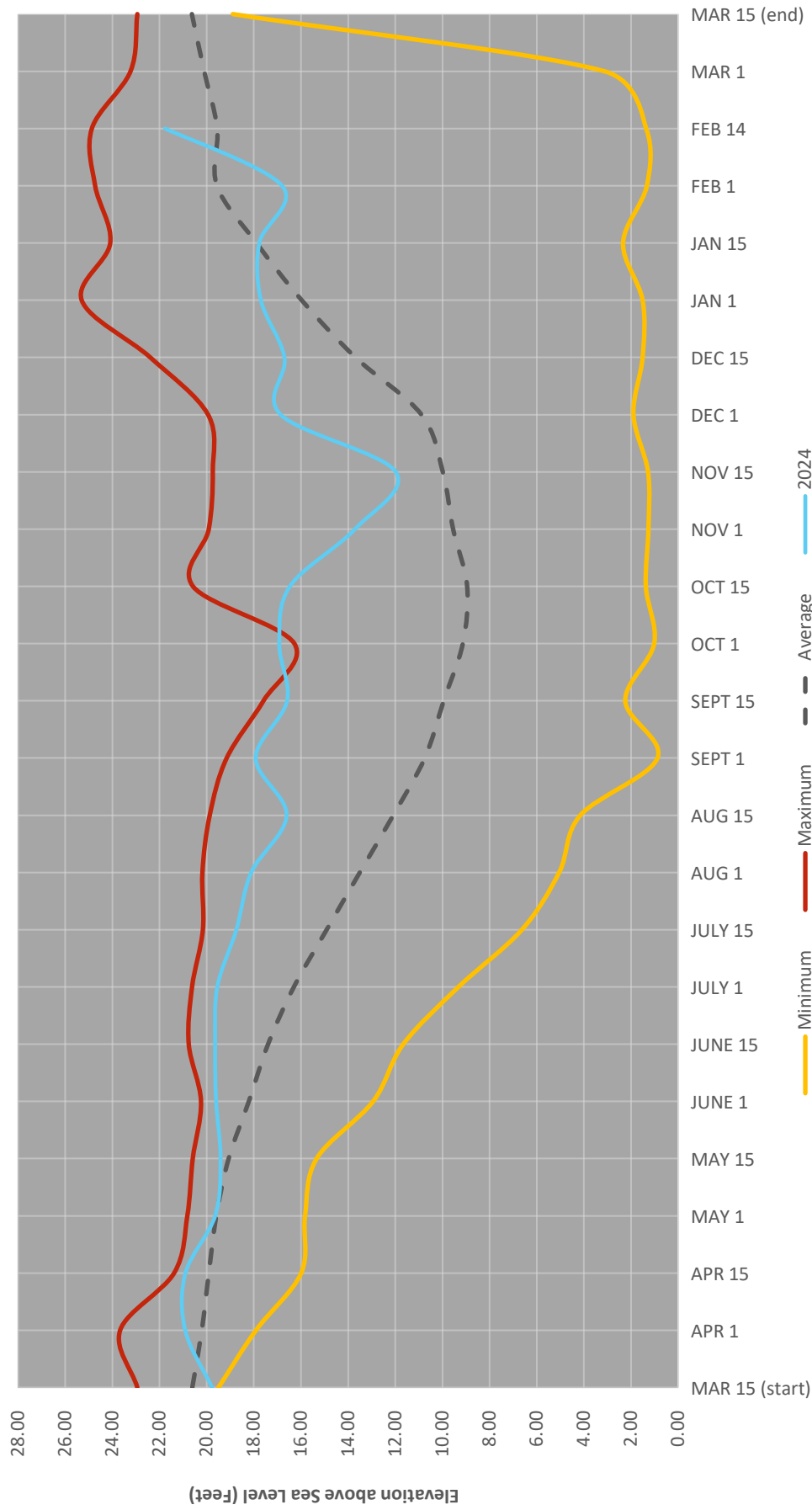
AVG S1, SS2 & SS3 **21.76**
SS4/9P2 Gradient **2.33**

*Above Mean Sea Level (AMSL)

*CCSD's Production Wells

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

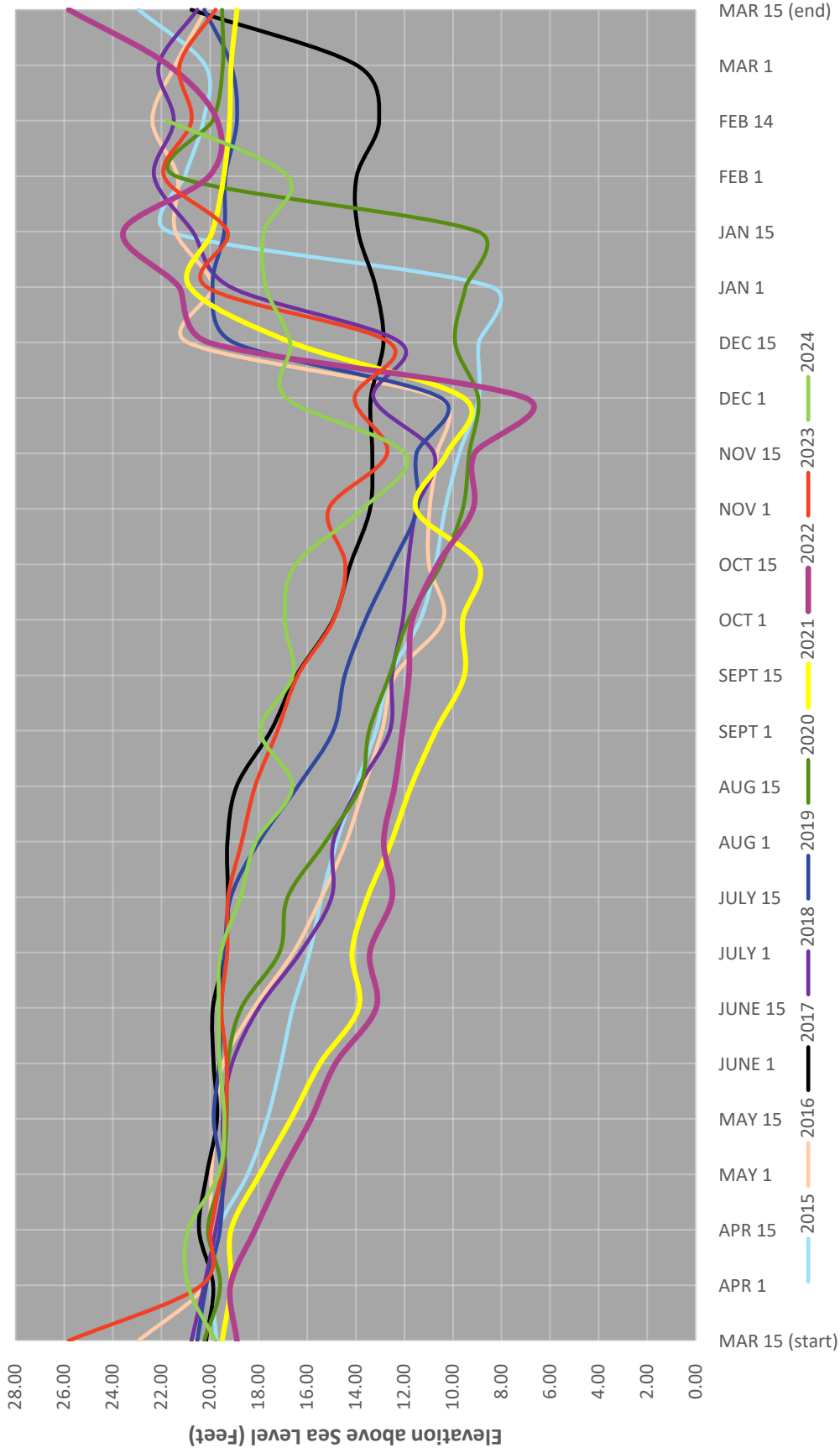
San Simeon Creek Well Levels Mid-March 2024 Levels to Date and 1988 to Current, Min, Max, & Average



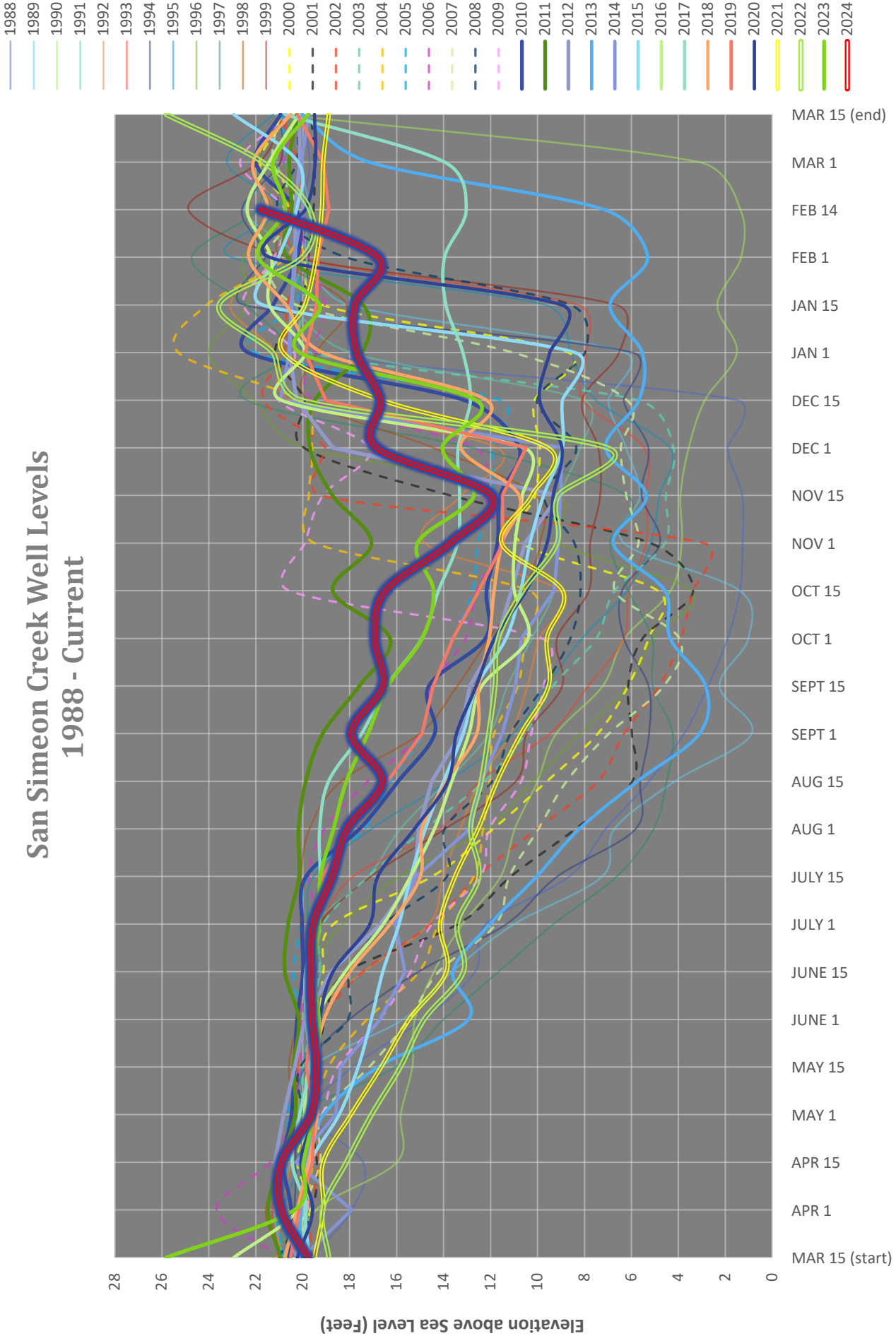
San Simeon Creek Well Levels

Last 10 years

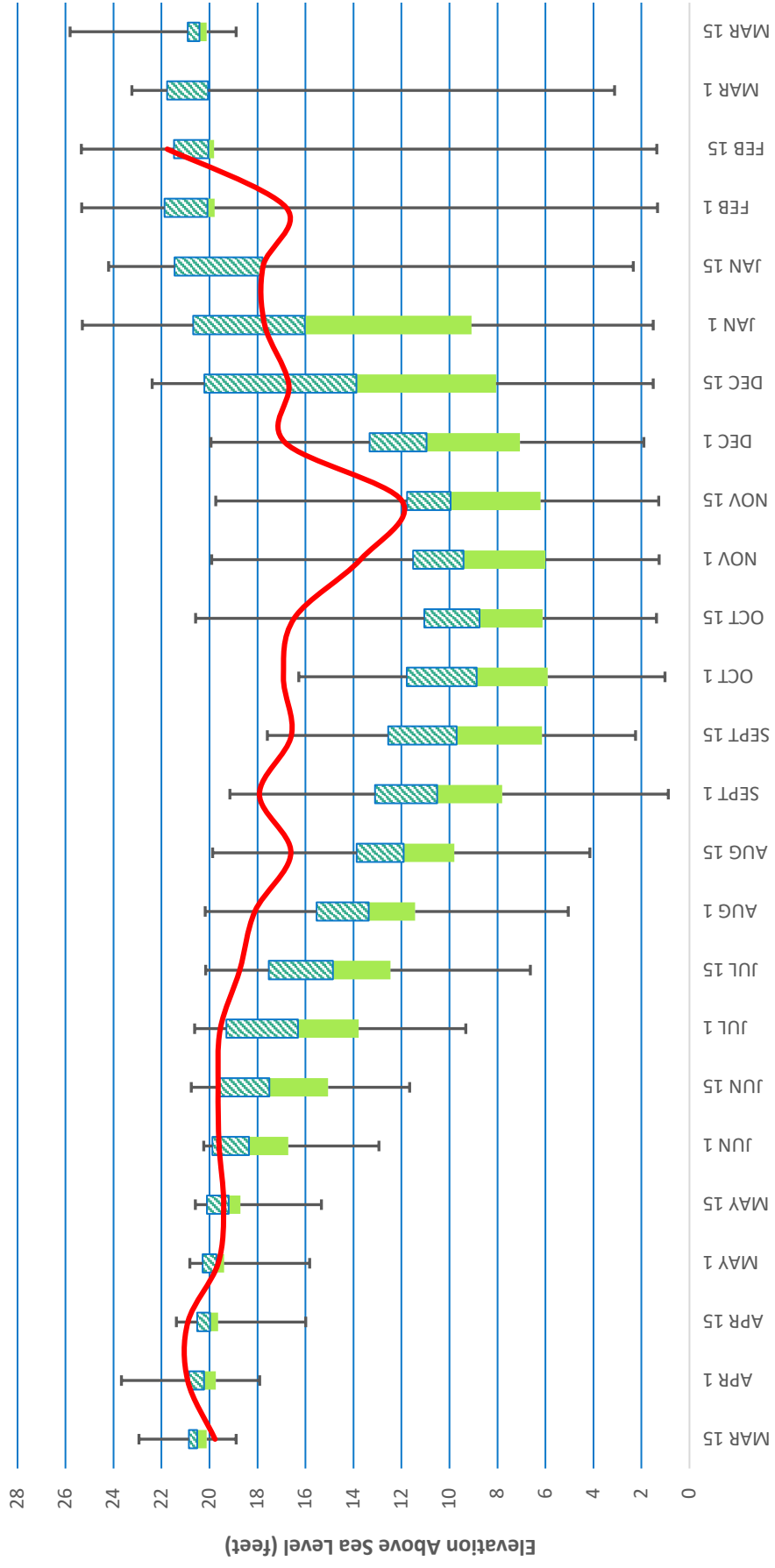
March 2015 - Current



San Simeon Creek Well Levels 1988 - Current

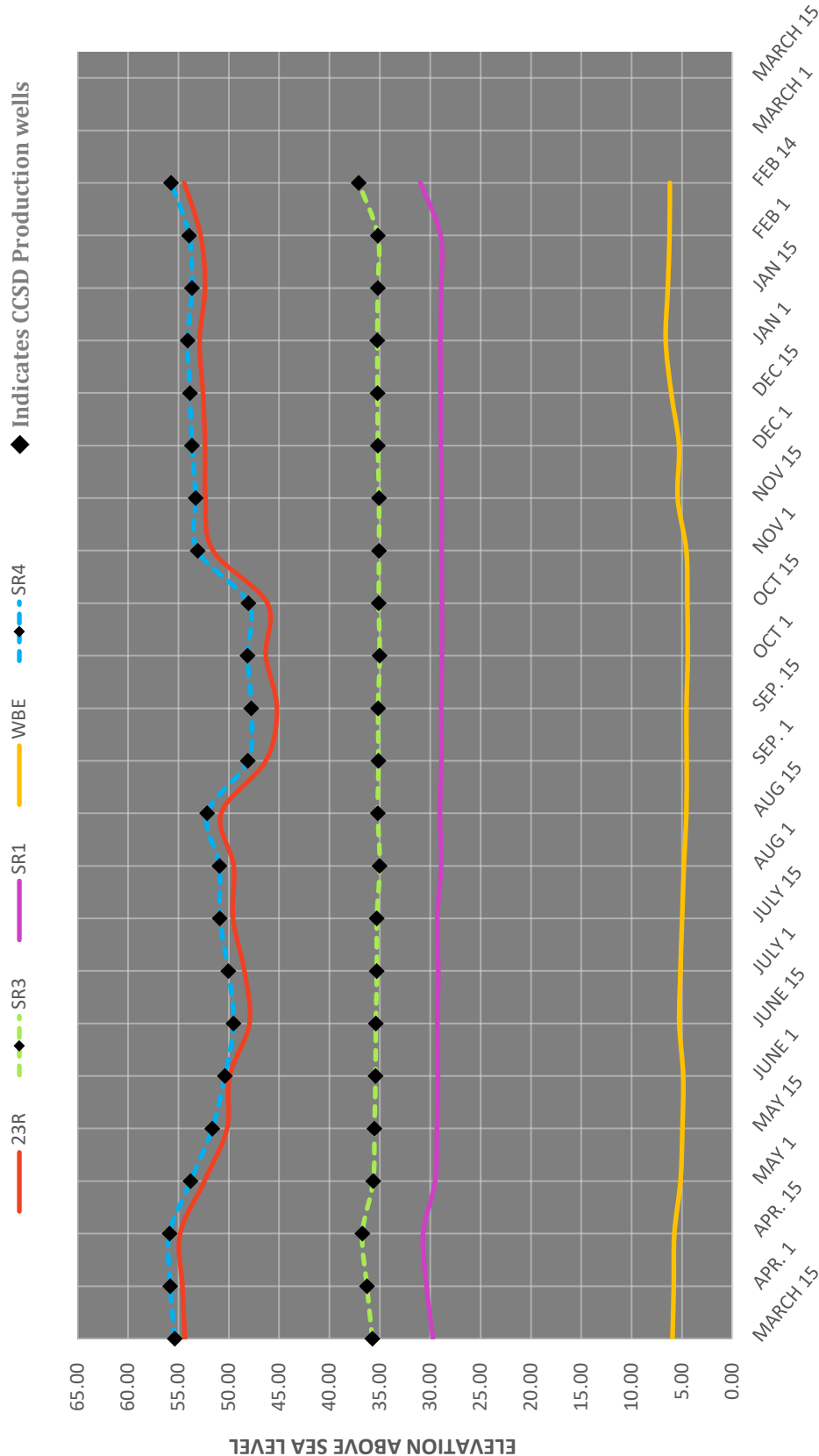


1988 to Current Statistical San Simeon Well Level Summary by Month
showing Minimums, Maximums, 25 % Percentile, 75% Percentile
Average Level is the line between the Blue (hatched) and Green (solid) bars
2024



SANTA ROSA CREEK WELL LEVELS

March 2024 - Current



Potable Water Shortage Assessment ¹	Start Year: 2024												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Anticipated Unconstrained Demand	51.74	48.97	45.82	46.35	42.77	41.06	37.16	34.65	37.79	40.75	43.01	45.70	515.77
Actual Demand	52.17	49.16	45.01	46.77	40.69	40.63	40.58	33.80	0.00	0.00	0.00	0.00	348.81
Supply Adjustment				0.0	3.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	13.0
Anticipated Total Water Supply	55.49	49.20	40.74	38.43	41.19	43.81	44.74	39.34	38.20	39.05	43.52	46.19	519.90
Accrued Surplus/Shortage from Previous Month	0.0	3.3	0.0	-4.3	-8.3	3.5	3.2	4.2					
Anticipated Surplus/Shortage w/o WSCP Action	3.7	3.5	-5.0	-12.2	-9.9	6.2	10.8	8.8	0.4	-1.7	0.5	0.5	5.7
Anticipated % Surplus/Shortage w/o WSCP Action	7%	7%	-11%	-26%	-23%	15%	29%	26%	1%	-4%	1%	1%	1%
State Standard Shortage Level	1	1	2	3	3	1	1	1	1	1	1	1	1
Planned WSCP Actions													
Anticipated Benefit from WSCP: Supply Augmentation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Anticipated Benefit from WSCP: Demand Reduction	5.2	4.9	9.2	13.9	12.8	4.1	3.7	3.5	3.8	4.1	9.8	7.7	82.6
Actual Benefit from WSCP Action	-0.4	-0.2	0.8	-0.4	2.1	0.4	-3.4	0.9					
Anticipated Surplus/Shortage w/WSCP Action	8.9	8.4	4.1	1.7	2.9	10.4	14.5	12.3	4.2	2.4	10.3	8.2	88.3
Anticipated % Surplus/Shortage w/WSCP Action	17%	17%	9%	4%	7%	25%	39%	36%	11%	6%	24%	18%	17%
Actual Surplus/Shortage	3.3	0.0	-4.3	-8.3	3.5	3.2	4.2	15.5					17.1
Actual % Surplus/Shortage	6%	0%	-9%	-18%	9%	8%	10%	46%					4.91%
State Standard Shortage Level Achieved	1	1	1	2	1	1	1	1	1	1	1	1	1

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

Definitions for Terms Used in This Table

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WSCP: Water Shortage Contingency Plan

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

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
DIFFERENCE (Current YR - Previous YR)		5.31	0.49												
2025	S.S.	39.47	34.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.56	2025
	S.R.	1.11	0.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.17	
	SS & SR TOTAL	40.59	34.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.73	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2024	S.S.	35.76	31.01	36.76	36.47	37.36	12.09	35.11	22.00	8.64	20.26	40.59	40.26	356.28	2024
	S.R.	1.60	1.69	0.92	0.65	3.87	34.80	17.64	27.82	37.29	26.46	0.16	0.83	153.71	
	SS & SR TOTAL	37.35	32.69	37.68	37.12	41.23	46.89	52.75	49.81	45.93	46.72	40.69	41.08	510.00	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2023	S.S.	34.88	33.18	30.27	37.48	35.36	32.09	35.66	29.96	29.01	14.94	40.76	43.02	396.61	2023
	S.R.	0.40	0.48	4.22	0.94	5.22	12.21	15.91	18.09	16.06	31.66	2.73	0.89	108.80	
	SS & SR TOTAL	35.28	33.66	34.50	38.42	40.57	44.30	51.57	48.05	45.07	46.60	43.49	43.91	505.42	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2022	S.S.	13.35	35.93	40.71	39.95	43.22	33.05	26.13	19.40	13.74	17.92	31.27	36.45	351.11	2022
	S.R.	23.95	0.04	0.03	0.04	0.05	11.17	23.27	27.59	28.77	25.30	7.44	0.32	147.98	
	SS & SR TOTAL	37.30	35.97	40.74	39.99	43.27	44.22	49.41	46.98	42.50	43.22	38.71	36.77	499.09	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2021	S.S.	31.92	26.91	34.69	36.88	36.41	34.84	31.03	30.49	31.75	27.27	27.28	21.16	370.62	2021
	S.R.	9.00	10.22	8.91	9.05	12.02	14.41	20.65	16.40	11.30	14.52	11.69	16.81	155.00	
	SS & SR TOTAL	40.92	37.14	43.60	45.93	48.43	49.25	51.68	46.89	43.05	41.79	38.97	37.97	525.61	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2020	S.S.	34.86	34.07	30.68	26.63	36.29	40.67	33.16	35.23	34.60	39.39	31.34	13.98	390.90	2020
	S.R.	4.10	5.37	6.32	8.97	7.21	7.77	19.10	17.85	14.22	10.67	12.61	27.85	142.04	
	SS & SR TOTAL	38.96	39.43	37.00	35.60	43.50	48.44	52.25	53.08	48.82	50.06	43.95	41.83	532.93	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2019	S.S.	34.49	23.50	24.82	33.30	35.07	36.17	41.98	39.45	36.02	37.32	33.64	26.26	402.00	2019
	S.R.	3.25	9.73	13.89	8.50	7.75	10.16	10.80	10.45	11.12	11.42	11.15	13.78	122.00	
	SS & SR TOTAL	37.74	33.23	38.71	41.80	42.81	46.33	52.78	49.91	47.13	48.74	44.78	40.05	524.00	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2018	S.S.	14.65	15.73	24.97	32.09	38.50	38.30	32.13	21.54	17.99	12.97	12.65	30.43	291.97	2018
	S.R.	30.09	23.61	13.23	6.96	5.02	7.89	22.00	30.88	27.67	31.81	30.59	10.11	239.85	
	SS & SR TOTAL	44.74	39.34	38.20	39.05	43.52	46.19	54.13	52.42	45.67	44.78	43.24	40.54	531.82	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2017	S.S.	31.85	18.62	40.94	45.34	46.26	34.05	22.86	16.93	23.78	26.18	20.90	22.54	350.25	2017
	S.R.	6.97	14.54	6.02	9.89	18.14	28.49	32.63	32.27	16.96	12.25	20.29	21.27	219.72	
	SS & SR TOTAL	38.82	33.17	46.95	55.23	64.40	62.55	55.49	49.20	40.74	38.43	41.19	43.81	569.97	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2016	S.S.	16.21	8.82	19.61	21.27	24.30	28.06	28.37	26.49	26.02	6.49	5.66	21.53	232.83	2016
	S.R.	18.10	27.70	16.92	15.76	15.92	13.96	20.53	18.31	16.92	34.50	31.75	18.46	248.83	
	SS & SR TOTAL	34.31	36.53	36.52	37.03	40.21	42.02	48.90	44.80	42.94	40.99	37.42	39.98	481.66	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.33	7.04	5.70	23.07	
2015	S.S.	19.95	16.65	17.16	17.79	16.18	14.14	15.14	17.39	20.36	26.17	23.74	21.23	225.89	2015
	S.R.	14.77	14.90	20.53	20.68	20.99	26.51	29.51	27.78	21.94	16.05	13.57	13.90	241.13	
	SS & SR TOTAL	34.72	31.55	37.69	38.47	37.17	40.65	44.65	45.17	42.30	42.22	37.31	35.13	467.02	
	AWTP	5.55	14.34	12.49	7.61	0.00	0.00	0.00	0.00	3.68	8.07	6.29	10.89	68.92	
2014	S.S.	22.93	16.97	24.90	25.03	19.39	14.40	11.94	0.00	0.76	24.32	13.74	23.81	198.17	2014
	S.R.	34.69	19.85	10.00	10.44	18.88	24.19	30.89	43.09	36.26	12.06	18.63	9.62	268.59	
	SS & SR TOTAL	57.62	36.82	34.90	35.47	38.27	38.59	42.82	43.09	37.01	36.37	32.36	33.44	466.76	

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

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
2013	S.S.	50.55	47.40	54.72	55.27	63.18	46.01	60.82	72.32	57.73	29.84	26.72	28.61	593.16	2013
	S.R.	0.00	0.00	0.00	4.27	5.28	27.57	18.12	3.50	7.62	22.56	25.38	25.61	139.91	
	SS & SR TOTAL	50.55	47.40	54.72	59.54	68.45	73.58	78.94	75.82	65.35	52.40	52.11	54.22	733.07	
2012	S.S.	50.12	48.09	52.60	50.52	60.06	56.53	48.17	41.12	36.72	42.22	48.70	50.88	585.73	2012
	S.R.	3.54	0.79	0.00	0.66	1.44	11.14	27.95	33.22	29.98	21.43	8.86	0.00	139.01	
	SS & SR TOTAL	53.66	48.88	52.60	51.18	61.50	67.67	76.12	74.34	66.70	63.65	57.56	50.88	724.74	
2011	S.S.	48.05	43.36	45.17	52.11	53.94	49.27	60.52	55.52	45.40	45.67	46.28	51.87	597.16	2011
	S.R.	0.00	0.70	0.00	0.76	6.65	11.03	12.97	14.82	19.45	14.15	5.19	0.00	85.72	
	SS & SR TOTAL	48.05	44.06	45.17	52.87	60.59	60.30	73.49	70.34	64.85	59.82	51.47	51.87	682.88	
2010	S.S.	45.44	40.48	47.48	48.39	56.26	55.29	50.73	44.58	35.05	37.61	36.14	36.45	533.90	2010
	S.R.	0.00	0.00	0.77	0.62	0.68	8.74	21.96	27.30	32.52	21.71	14.48	9.73	138.51	
	SS & SR TOTAL	45.44	40.48	48.25	49.01	56.94	64.03	72.69	71.88	67.57	59.32	50.62	46.18	672.41	
2009	S.S.	28.17	37.57	50.95	58.52	48.56	37.47	48.80	40.69	31.99	44.62	53.05	46.55	526.94	2009
	S.R.	24.83	3.81	0.00	0.00	13.53	26.06	25.21	34.10	32.64	11.02	0.00	1.34	172.54	
	SS & SR TOTAL	53.00	41.38	50.95	58.52	62.09	63.53	74.01	74.79	64.63	55.64	53.05	47.89	699.48	
2008	S.S.	43.35	45.35	51.55	52.59	40.45	33.03	40.15	47.57	47.24	41.53	21.47	25.41	489.69	2008
	S.R.	2.33	0.67	0.71	2.20	24.69	33.55	32.94	24.87	18.26	21.03	32.21	24.46	217.92	
	SS & SR TOTAL	45.68	46.02	52.26	54.79	65.14	66.58	73.09	72.44	65.50	62.56	53.68	49.87	707.61	
2007	S.S.	57.70	47.45	56.47	60.50	56.11	51.21	55.95	63.48	58.72	37.58	34.83	38.61	618.61	2007
	S.R.	0.00	0.00	0.60	1.81	14.47	22.24	23.47	12.37	5.29	18.70	21.20	9.42	129.57	
	SS & SR TOTAL	57.70	47.45	57.07	62.31	70.58	73.45	79.42	75.85	64.01	56.28	56.03	48.03	748.18	
2006	S.S.	50.81	49.10	48.82	49.65	60.58	65.65	56.12	59.67	52.49	42.86	34.46	42.75	612.96	2006
	S.R.	0.00	0.78	0.00	0.62	0.74	2.56	23.58	20.72	20.17	23.88	26.46	13.63	133.14	
	SS & SR TOTAL	50.81	49.88	48.82	50.27	61.32	68.21	79.70	80.39	72.66	66.74	60.92	56.38	746.10	
2005	S.S.	50.05	46.16	51.09	55.01	65.70	68.81	80.52	61.60	48.71	47.08	40.83	36.70	652.26	2005
	S.R.	0.00	0.62	0.93	0.76	0.76	0.73	1.64	17.32	20.25	21.69	16.92	7.36	88.98	
	SS & SR TOTAL	50.05	46.78	52.02	55.77	66.46	69.54	82.16	78.92	68.96	68.77	57.75	44.06	741.24	
2004	S.S.	55.83	51.40	58.56	64.33	67.98	52.62	47.04	39.68	41.06	34.80	49.30	49.92	612.52	2004
	S.R.	0.00	0.61	1.17	4.84	8.68	22.08	30.80	36.30	27.32	24.95	1.73	1.63	160.11	
	SS & SR TOTAL	55.83	52.01	59.73	69.17	76.66	74.70	77.84	75.98	68.38	59.75	51.03	51.55	772.63	
2003	S.S.	52.73	49.97	57.35	58.32	62.82	68.22	65.05	63.34	58.91	67.08	56.20	48.84	708.83	2003
	S.R.	0.70	1.11	0.48	0.94	1.84	5.63	19.77	22.04	16.00	6.58	3.12	5.84	84.05	
	SS & SR TOTAL	53.43	51.08	57.83	59.26	64.66	73.85	84.82	85.38	74.91	73.66	59.32	54.68	792.88	
2002	S.S.	54.43	52.23	60.70	65.43	60.75	55.13	66.79	73.35	66.59	62.03	56.36	53.98	727.77	2002
	S.R.	1.28	1.27	1.10	1.11	14.82	22.79	19.54	9.67	3.52	4.02	2.04	0.55	81.71	
	SS & SR TOTAL	55.71	53.50	61.80	66.54	75.57	77.92	86.33	83.02	70.11	66.05	58.40	54.53	809.48	
2001	S.S.	56.16	48.05	55.92	60.69	73.30	77.51	85.01	78.50	53.45	56.21	48.16	52.29	745.25	2001
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.78	21.08	16.87	8.06	0.89	52.68	
	SS & SR TOTAL	56.16	48.05	55.92	60.69	73.30	77.51	85.01	84.28	74.53	73.08	56.22	53.18	797.93	
2000	S.S.	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	2000
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SS & SR TOTAL	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	
1999	S.S.	56.40	45.26	52.16	57.40	70.43	71.35	85.41	82.68	69.45	68.04	57.78	57.69	774.05	1999
	S.R.	0.01	0.01	0.01	0.04	0.02	0.07	0.01	0.02	0.32	0.02	0.00	0.00	0.53	
	SS & SR TOTAL	56.41	45.27	52.17	57.44	70.45	71.42	85.42	82.70	69.77	68.06	57.78	57.69	774.58	

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

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR	
1998	S.S.	44.39	46.36	47.00	50.53	56.43	63.43	77.75	80.30	68.35	66.58	54.06	52.13	707.31	1998	
	S.R.	0.01	0.01	0.01	0.01	0.00	0.01	0.01	0.09	0.01	0.00	0.00	0.00	0.16		1998
	SS & SR TOTAL	44.40	46.37	47.01	50.54	56.43	63.44	77.76	80.39	68.36	66.58	54.06	52.13	707.47		
1997	S.S.	50.61	49.20	65.66	68.65	76.18	79.14	82.31	57.02	37.32	27.50	38.96	45.96	678.51	1997	
	S.R.	0.02	0.08	0.02	0.02	0.02	0.02	0.38	25.92	31.54	36.85	12.41	0.01	107.29		1997
	SS & SR TOTAL	50.63	49.28	65.68	68.67	76.20	79.16	82.69	82.94	68.86	64.35	51.37	45.97	785.80		
1996	S.S.	46.66	43.40	47.39	56.95	66.18	70.83	75.70	77.27	68.23	65.58	50.37	49.43	717.99	1996	
	S.R.	0.01	0.03	0.03	0.03	0.03	0.01	0.03	0.02	0.01	0.02	0.02	0.02	0.26		1996
	SS & SR TOTAL	46.67	43.43	47.42	56.98	66.21	70.84	75.73	77.29	68.24	65.60	50.39	49.45	718.25		
1995	S.S.	41.30	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	675.94	1995	
	S.R.	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.90		1995
	SS & SR TOTAL	43.20	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	677.84		
1994	S.S.	47.00	38.60	48.60	52.00	54.60	63.40	69.30	47.80	31.70	30.80	28.20	26.00	538.00	1994	
	S.R.	0.00	0.00	0.00	0.00	0.10	0.00	0.00	25.00	30.20	27.70	21.20	19.90	124.10		1994
	SS & SR TOTAL	47.00	38.60	48.60	52.00	54.70	63.40	69.30	72.80	61.90	58.50	49.40	45.90	662.10		
1993	S.S.	50.10	45.70	52.60	56.30	68.30	68.80	68.10	69.80	59.80	56.10	51.40	43.50	690.50	1993	
	S.R.	0.50	0.30	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90		1993
	SS & SR TOTAL	50.60	46.00	52.60	56.30	68.40	68.80	68.10	69.80	59.80	56.10	51.40	43.50	691.40		
1992	S.S.	45.30	42.20	45.90	55.20	64.00	58.10	44.90	41.80	35.00	32.80	34.00	43.10	542.30	1992	
	S.R.	0.80	0.30	0.10	0.40	0.50	6.10	22.70	28.10	26.30	25.10	19.50	5.50	135.40		1992
	SS & SR TOTAL	46.10	42.50	46.00	55.60	64.50	64.20	67.60	69.90	61.30	57.90	53.50	48.60	677.70		
1991	S.S.	26.90	23.10	32.70	39.60	48.60	44.10	40.10	34.80	30.50	28.00	26.40	30.10	404.90	1991	
	S.R.	15.30	13.10	0.50	0.10	0.10	5.50	15.00	21.60	20.20	21.00	19.70	18.70	150.80		1991
	SS & SR TOTAL	42.20	36.20	33.20	39.70	48.70	49.60	55.10	56.40	50.70	49.00	46.10	48.80	555.70		
1990	S.S.	45.70	47.00	55.28	44.75	31.46	32.34	40.00	38.00	31.91	31.40	29.40	29.90	457.14	1990	
	S.R.	8.70	0.80	0.50	18.03	32.30	26.79	22.30	22.20	20.64	20.20	19.30	14.90	206.66		1990
	SS & SR TOTAL	54.40	47.80	55.78	62.78	63.76	59.13	62.30	60.20	52.55	51.60	48.70	44.80	663.80		
1989	S.S.	51.00	47.90	53.90	61.90	57.20	62.20	69.20	60.90	36.30	38.70	42.60	40.60	622.40	1989	
	S.R.	0.00	0.00	0.00	1.00	13.80	13.50	17.90	28.00	42.00	22.60	17.60	18.20	174.60		1989
	SS & SR TOTAL	51.00	47.90	53.90	62.90	71.00	75.70	87.10	88.90	78.30	61.30	60.20	58.80	797.00		
1988	S.S.	51.20	57.90	63.20	47.30	57.40	44.20	50.00	51.70	41.90	37.40	27.40	36.00	565.60	1988	
	S.R.	0.00	0.00	0.00	16.30	15.70	30.70	31.20	34.90	36.00	34.90	35.20	19.00	253.90		1988
	SS & SR TOTAL	51.20	57.90	63.20	63.60	73.10	74.90	81.20	86.60	77.90	72.30	62.60	55.00	819.50		
1987	S.S.	41.51	41.30	48.40	63.00	68.80	63.80	66.10	62.90	49.90	36.40	32.90	42.30	617.31	1987	
	S.R.	10.20	3.80	0.00	0.00	2.00	13.80	22.40	26.00	28.80	35.60	19.30	6.59	168.49		1987
	SS & SR TOTAL	51.71	45.10	48.40	63.00	70.80	77.60	88.50	88.90	78.70	72.00	52.20	48.89	785.80		

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

FEBRUARY 24, 2025, CCSD SPECIAL FINANCE COMMITTEE MEETING REPORT TO THE BOARD

TO: CCSD Board Members and the public
RESPECTFULLY SUBMITTED by Debra Scott, Chairperson for the Finance Committee

Chairperson Scott called the meeting to order at 10:00 am. A quorum was established.

Committee members present: Chairperson Debra Scott, Keith Hinrichsen, Steven Rau, Karen Chrisman and Alice Wysocki.

Committee members absent: Scott McCann (excused absence).

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz, Confidential Administrative Assistant Haley Dodson, Fire Chief Michael Burkey, Fire Captain Michael Castellanos, and Fire Engineer Ryan Maloney.

Chairperson Scott welcomed the current Committee Members and asked each to introduce themselves. Newly appointed Committee members were Steven Rau and Alice Wysocki. In addition, the staff present introduced themselves with their names and position titles.

Chairperson Scott gave an introduction to the role of the Committee and the Committee members. She reviewed the contents of the CCSD Standing Committee Bylaws, specifically the text that outlines the role of the Finance Committee.

Chairperson Scott outlined the responsibilities of both the Vice-Chairperson and the Secretary for Finance Committee positions. Committee Member Hinrichsen volunteered to fill the Vice Chairperson position. No Committee Member volunteered for the position of Secretary. The position will be filled at the next Regular Meeting of the Finance Committee. It was motioned to elect Mr. Hinrichsen as the Vice-Chairperson for the Committee which was passed unanimously. There was no public comment.

Several Committee Members utilized the Committee Member Report agenda item to ask questions about the Committee process, including how the Committee establishes the work we do. Other questions were asked about some of the components of the CCSD's services in the community.

Public Comment: Tina Dickason made Public Comment clarifying information for the Committee Members

Chairperson Scott informed the Committee that only 2 of the previous Committee members are present at the meeting today so there may be a problem with approving the minutes. This agenda item will be continued until the next Finance Committee Meeting on March 31, 202

REGULAR BUSINESS

4.A Discussion Regarding the Cambria Vet's Hall CIP List and Appoint an Ad Hoc Committee to Address Numerous Projects Needed at the Cambria Vet's Hall

Chairperson Scott asked Ms. Fritz to describe the CIP List components and use. The packet included the CIP listing for Facilities & Resources/PROS Projects which includes the Vets Hall requested improvements. Committee Member Hinrichsen volunteered to be on the Ad Hoc Committee to address this agenda item as did Committee Member Wysocki. The Chair thanked the Committee Members and instructed them to contact David Aguirre to assess the CCSD staff's previous activities in this endeavor and what resources may be

available. There was motion to appoint Committee Members Hinrichsen and Wysocki was passed unanimously

4.B. Discuss Cambria Community Services District Standing Committee Bylaws

Chairperson Scott reviewed the Standing Committee Bylaws with the committee.

FUTURE AGENDA ITEMS

The following items were requested to be on a future agenda.

Election of the Committee's Secretary

January's and February's Finance Committee Meeting minutes for approval

Auditor's Report

Chairperson Scott adjourned the meeting at 11:11 a.m.

Report on the February 20, 2025, Finance Standing Committee meeting, for the March 13, 2025, CCSD Board Agenda

The February 20, 2025, Regular Meeting of the Finance Standing Committee was held at the Veterans' Memorial Hall in person and via Zoom.

Committee Chair Tom Gray **called the meeting to order** at 10:30 a.m.

Other Committee members present were David Pierson, Tony Safford, Ronald De Luca, Arthur Chapman and Gordon Heinrichs.

Staff present were CCSD General Manager Matthew McElhenie, Fire Chief Michael Burkey, Confidential Administrative Assistant Haley Dodson, Facilities & Resources Manager David Aguirre, and Fire Captains Craig Brooks and Michael Castellanos.

Also attending in person were CCSD directors Harry Farmer and Michael Thomas, Tony Church and Dan Turner, executive director of the San Luis Obispo Fire Safe Council.

Among online attendees were Riley McFarlane, Crosby and Laura Swartz, Spencer Gordon (representing the Upper Salinas-Las Tablas Resource Conservation District and Karin Argano (executive director of Greenspace – The Cambria Land Trust).

After establishment of a quorum (all members present) and opening remarks by Chair Gray, the Committee proceeded to appoint officers. David Pierson was appointed Vice President and Arthur Chapman was appointed Secretary, both by unanimous votes.

In **Public Comment**, Dan Turner reported on a Cal Poly course on fire protection in the wildland-urban interface, taught by Professor Chris Dicus. This year, three teams of students will develop community fire protection plans specifically for Cambria.

In **Regular Business**, the Committee took up the following two items:

3.A: Discussion and Consideration Regarding Introduction of Ordinance 01-2025 Adding Chapter 6.05 to the Cambria Community Services District Municipal Code Regarding Weed Abatement Standards and Consider Providing a Recommendation to the CCSD Board of Directors.

Fire Chief Burkey introduced the item, which was referred to the Committee by the CCSD Board or Directors at the Board's February 13 Regular Meeting. (The draft of the proposed ordinance had undergone additional updates since its presentation to the Board at that meeting).

Chief Burkey said the purpose of the proposed ordinance is to extend the requirement for weed abatement and related fire protection measures, now limited to vacant lots, to developed lots as well. He noted that defensible space provisions in the California Fire Code, for vegetation management around structures, are already included by reference into Cambria's Municipal Code. However, he said the current Municipal Code does not cover cases where conditions on the perimeter of some large lots can create hazards for adjoining properties. He said the proposed ordinance would close that gap.

General Manager McElhenie said the CCSD needed the new ordinance to be in effect when the annual Fire Hazard Fuel Reduction Program begins. Board approval of the ordinance in March, followed by the required 30-day period for the ordinance to go into effect, would meet this deadline.

Chief Burkey summarized the changes in the latest draft, which had been sent out the evening before the committee meeting. One highlighted change was in the section on property owners' responsibilities, where these were now summarized by reference to two sections (4906 and 4907) of the California Fire Code.

Committee members had a number of questions and comments. Mr. Chapman said the proposed ordinance lacks enough information about what property owners are supposed to do. Mr. Safford added that the ordinance provides a framework that will need to be filled out with specifics. Mr. Chapman also said that the stated purpose of the ordinance—to extend fire prevention requirements for vacant lots to developed lots – wasn't readily clear from the ordinance text.

In **Public Comment**, Ms. Argano of Greenspace expressed a concern that the proposed ordinance would lead to actions threatening environmentally sensitive habitat. Mr. Turner noted in response that the Coastal Commission has applicable standards that can be followed for weed abatement.

Crosby Swartz summarized comments he had submitted earlier in writing. He stated a concern about how the definition of "weeds" included trees (this was changed in an earlier draft version).

In the Committee discussion that followed, concerns were raised about the late preparation of the current draft, which left members with little time to study the document before considering it. Specific concerns were raised about a provision giving the Fire Chief sole discretion to grant waivers to property owners from the weed abatement requirements, and about inclusion of some non-fire-related factors (such as aesthetics and property values) in the ordinance's recitals.

Chair Gray said the the key issue for him was the narrow one of extending the weed abatement enforcement power to developed lots, and that other aspects of the ordinance could be revised later.

Concluding its discussion, the Committee voted 5-0, on a motion by Mr. Safford, seconded by Mr. Chapman, to recommend Board approval of the proposed ordinance subject to incorporation of comments made at this meeting by Committee members and members of the public.

3.B: Discussion and Consideration Regarding the SLO Monterey Pine Restoration Forest Health Grant Memorandum of Understanding (MOU) and Consider Providing a Recommendation to the CCSD Board of Directors.

This item was presented briefly by Mr. McElhenie, who turned the presentation over to Mr. Turner.

Mr. Turner explained that the requested MOU enables forest management work to go forward on CCSD-owned property, specifically the Fiscalini Ranch Preserve, under a state grant totaling \$6.7 million for forest-health projects in and around Cambria.

The work, expected to start at the Preserve next year, consists of forest-floor clearing, thinning and other steps to improve the health of Monterey pine and other native plant species. The project will be carried out by Auten Resource Consulting (ARC), which has been active in this area for a number of years on forested holdings such as the Covell Ranch.

In **Public Comment**, ARC forester Riley McFarland offered to talk offline with anyone who wants more detailed information about the project. Crosby Swartz also commented.

Mr. Chapman moved to recommend that the Board of Directors enter the MOU. Mr. Safford seconded. The motion was approved 5-0.

In **Future Agenda Items**, Committee members suggested the following topics for consideration:

- Mr. De Luca and Mr. Heinrichs: Evacuation routes and zones (
- Mr. Pierson: Funding for a fire marshal position.
- Mr. Safford: Community training and engagement.
- Mr. Chapman: Setting up a fire prevention website and clarification on weed abatement requirements.

Chairperson Gray **adjourned** the meeting at 12:22 p.m.

PROS Committee Report for the March 13, 2025 CCSD Board Meeting

The CCSD Parks, Recreation and Open Space (PROS) Committee held a meeting Thursday February 20, 2025, 2:02-4:02 PM, in person at the Vets Hall and via Zoom. We had a quorum, with all Committee Members present: Mark Glanzman, Matt Jaffe, Gary Stephenson, Shannon Sutherland and Jeff Wilson. PROS Committee Chair Thomas presided over the meeting.

Staff was represented by GM Matthew McElhenie, F&R Manager David Aguirre and Confidential Administrative Assistant Haley Dodson.

Public Present: Suzanne Fiedler, Shelly Becker, Dennis Dudzik, Tony Church and Kitty Connolly. On Zoom, Director Harry Farmer, Crosby and Laura Schwartz, Karin Argano, Juli Amodei, and Riley McFarland.

Chair Report, Chair Thomas reported on highlights from the February 13 CCSD Board Meeting, and mentioned that on Saturday, April 5, 10 AM to 3 PM, local non-profits are holding a Community Faire at the Pinedorado Grounds to promote their organizations and recruit.

Committee Member Communications, starting at 2:08 PM, since this is the 1st meeting of the 2025-2026 term, the Committee Members introduced themselves, provided a bit of background.

Reports from Affiliated Community Groups:

Forest Committee, starting at 2:19 PM, Laura Swartz reported that the Forest Committee is trying to keep the O in PROS, and the 2nd edition of Cambria's Invasive Weeds, What they are and How to get rid of them, is available now for a \$15 donation.

Friends of the Cambria Dog Park, starting 2:21 PM, Shelly Becker reported they are hoping to purchase a few more benches to honor those who have been involved in the past, and hoping there will be a way to tap into the water supply to reduce the effort needed to refill the dog park water supply tank.

Greenspace the Cambria Land Trust, starting 2:23 PM, Executive Director Karin Argano reported:

- Will be doing some trail work in the riparian areas in Strawberry Canyon.
- Will be part of the Coastal CalVTP Vegetation Treatment Program, fuel reduction and development of a forest management plan, expect August Coastal Commission approval.
- Gearing up for the Earth Day celebration the last weekend in April, the same weekend as the FFRP Wildflower Show.
- Visit the Greenspace website for [educational opportunities](#).

Lampton Cliffs Restoration Project, starting 2:24 PM, Suzanne Fiedler provided a summary of the project. Mrs. Fiedler met with the Rangers from SLO County Parks and Recreation Department Tuesday, and discussed the need for some trail clearing, either by hand using shovels or using a “dingo,” a compact utility loader. Mrs. Fiedler inquired regarding use of the CCSD dingo. F&R Manager Aguirre indicated this is not something CCSD would be able to do.

Regular Business Item 6E, starting at 2:34 PM, Registered Professional Forester (RPF) Riley McFarland from Auten Resource Consulting briefly discussed forest health work planned on Fiscalini Ranch Preserve, Covell Ranch, Cambria Pines Ecological Reserve under California Department of Fish and Wildlife (CDFW) jurisdiction, and the Pico Creek Monterey Pine stand on Hearst Ranch. Mr. McFarland indicated his availability to provide a presentation at the next meeting, similar to the presentation he provided this morning to the Fire Protection Committee.

Public Comment Not on the Agenda, starting at 2:47 PM:

Dennis Dudzik commented, as he has previously, regarding the need for Santa Rosa Creek fire and flood hazard mitigation, and asserted this is within the scope of the PROS Committee. Chair Thomas reminded Mr. Dudzik that previously (at the July 16, 2024 PROS Committee Meeting, in the Chair Report) following discussions with the General Manager and Board President, the PROS Committee does not have flood risk reduction within its

purview, and requested that Mr. Dudzik not continue bringing Santa Rosa Creek flood risk reduction discussions to the PROS Committee.

Reports & Project Updates:

4.A Facilities & Resources Manager's Report, starting 2:54 PM, David Aguirre reported:

- Weed abatement and fuel reduction efforts on vacant parcels by owned by CCSD.
- Rock base at the East Ranch to support delivery of the restroom next week.
- Preparations by staff for the recent rainstorms to avoid damage in case of flooding.
- With the grant funding arranged by the Fire Safe Council for vacant CCSD parcels, F&R staff are working on clearing out the larger downed logs and trees.
- F&R Tech Oscar Mora has been selected by the Water Department as an Operator in Training, so Mr. Aguirre is recruiting again to fill the open slot.
- Recently removed a dead pine tree threatening the oak near the Tipton entrance.
- Responding to a question about availability of wood chips, Mr. Aguirre explained that wood chips from the ranch primarily stay on the ranch.
- Plans for signage and other measures to inhibit public access to the bluff on Fiscalini Ranch Preserve, planning to use metal posts rather than wooden posts, less expensive, less disturbance, and reusable.

4.B Friends of the Fiscalini Ranch Preserve Report, starting 3:03 PM, FFRP Executive Director Kitty Connolly reported:

- The benefits of the upcoming forest health work.
- Following recent rains, the trails are in good shape, a testament to the outfalls maintained by the volunteers.
- Recent and ongoing repairs to the boardwalk.
- Removal of invasive weeds is underway, with recent [KSBY news coverage](#).
- In addition to the weekly Wednesday 9-11 AM weeding work parties, planning on work parties the 3rd Saturday every month.
- Progress on the new trailhead signs at the primary entrances.
- FFRP Wildflower Show the last weekend in April.

4.C Skatepark Project Update Report, starting 3:08 PM, GM McElhenie and Juli Amodei reported:

- The \$600k matching Land and Water Conservation LWC Grant was awarded, the District has satisfied all information requirements, awaiting funding in these uncertain times. The other half of the funds are coming from the Cambria Community Council, holding the funds from the Skate Cambria fundraising efforts.
- Inflation is driving up the estimated cost to complete the project resulting in a funding gap, exacerbated by the additional cost for PG&E to run power for the lighting and restroom.
- Pursuing in-kind contributions which will reduce project cost.
- Skate Cambria will be participating in the Monster Skate Series, which begins April 5th.
- Mrs. Amodei reminded the committee that high school students who helped initiate the fundraising efforts in the Spring of 2020 are now graduating from college.

4.D East Ranch Community Park Restroom Project Update Report, starting 3:15 PM, GM McElhenie reported:

- Tuesday, February 25, the parking lot will be closed to allow a delivery of the restroom building.
- Wednesday, February 26, 8:30 AM Special Meeting of the CCSD Board of Directors to observe and celebrate the restroom installation.
- Some further work, electrical, water and sewer connections will be required before the restroom will be operational.
- The exterior lighting will be dark skies compliant

Regular Business Item 6A, PROS Committee Orientation, starting at 3:18 PM, Chair Thomas provided an overview briefing on the context, background and purpose of the PROS Committee, Standing Committee Bylaws, etc. through slide 11 of 24, on page 11 of the agenda packet, on the role of Committee Officers.

Substantial discussion ensued when discussing slide 4, on page 7 of the agenda packet, Table 1: CCSD Profile, from the [2024 LAFCO Municipal Service Review and Sphere of Influence Study](#), p 11. The observation was made that Open Spaces, the OS in PROS, is not listed as an active power of the CCSD. The committee expressed the need to clarify District objectives for the vacant CCSD parcels, to clarify the role of the PROS Committee related to open spaces, and specifically as related to vacant CCSD parcels. Chair Thomas stated that Open Space is not a separate power signed by LAFCO, but rather included in Parks and Recreation power, as indicated in CA Government Code [§61000\(e\)](#).

Regular Business Item 6B, Election of Officers, starting 3:45 PM,

Vice Chair Shannon Sutherland volunteered to continue in the role of Vice Chair, and was unanimously elected.

Secretary Jeff Wilson declined to continue in the role of Secretary. Matt Jaffe volunteered for the role of Secretary, and was unanimously elected. Mr. Wilson will take care of the minutes from today's meeting. Mr. Jaffe will assume the role of Secretary starting with the next meeting.

Future Agenda Items

Upcoming Meetings:

- Chair Thomas discussed upcoming meetings of the CCSD Board of Directors and the scheduled Brown Act training Wednesday, March 12, 2025, 10:00 AM.
- Given schedule conflicts, Chair Thomas plans to cancel the March 20 and the April 17 PROS Committee Meetings, and schedule a Special Meeting Thursday 4/3/2025, starting at 2:00 PM.
- Our June 19 PROS Committee Meeting falls on Juneteenth, a staff holiday, and has been cancelled.

Future Agenda Items:

- Discuss and Update the PROS Goals Progress Report. A more thorough review, additions/ deletions, revisit the assignments, etc.
- Community Park Phase 3 Planning Update.
- Receive a presentation from Riley McFarland, Auten Resource Consulting on forest health work planned on Fiscalini Ranch Preserve.

Respectfully submitted,

Michael Thomas, CCSD Vice President and PROS Committee Chair

Resources and Infrastructure Committee Report for March 13, 2025 CCSD Meeting

The Regular Meeting of the Resources and Infrastructure Meeting was held on Tuesday February 18, 2025, in person at the Veterans Memorial Hall and via Zoom.

Opening (Time 2:00 pm)

The meeting was called to order at 2:00pm by Chair Dean. A quorum was established.

Committee Members present were Chair Karen Dean, Committee Members Steven Siebuhr, Mark Meeks, Jim Webb, Donn Howell, and Jim Grimaud.

Staff present were General Manager Matthew McElhenie (remote), Confidential Administrative Assistant Haley Dodson, Utilities Manager James Green, Program Manager Tristan Reaper, Water Systems Supervisor Cody Meeks, and Administrative Technician Eric Johnson (remote).

Others present were Director Michael Thomas (remote), public members Allan Dean, Dennis Dudzik, and Tina Dickason (remote).

Chair Report (Time 2:01pm)

Chair Dean gave a brief update on the February 13th Board of Directors Meeting. It was reported that the Board unanimously voted to appoint five applicants for each of the four Standing Committees, as recommended by the chairperson of each committee, and the five R&I Committee Members whose terms were beginning with this February meeting were welcomed and thanked for their willingness to serve. Also noted was the swearing in of our new Fire Captain Greg McGill, SAFER Firefighter Henry Wright, the presentation on the WRF AMP Quarterly Biological Baseline Monitoring Report for Summer and Fall of 2024, Presentation from the PROs Adhoc Committee on the East Ranch Community Park Plan, the budget adjustment for the ESRI (Environmental System Research Assistance) GiS Service, approval of the Asterra Satellite Leak Detection Services for Water and Wastewater, and the establishment of the Standing Committee on Fire Protection and appointment of Tom Gray as Chair. Chair Dean then gave a brief overview of the role and responsibilities of the R&I Committee.

Introduction of New Committee Members (Time 2:11pm)

New Committee Members Donn Howell and Jim Grimaud were welcomed, all Committee Members and Staff also individually introduced themselves and spoke of their background experience that would relate to their position.

Election of Vice Chair and Secretary (Time 2:03pm)

Volunteers or nominations were requested for Secretary. Committee Member Webb volunteered. There were no other volunteers or nominations. Motion to elect Committee Member Webb as Secretary was made by Committee Member Howell, seconded by Committee Member Meeks. Motion was passed with 5-Ayes.

Volunteers or nominations were requested for Vice Chair. Committee Member Siebuhr volunteered to continue as Vice Chair. There were no other volunteers or nominations. Motion to elect Committee Member Siebuhr as Vice Chair was made by Committee Member Meeks, seconded by Committee Member Howell. Motion passed with 5-Ayes.

Ad Hoc Subcommittee Reports (Time 2:09pm)

There were no Ad Hoc Committee Reports. All prior Ad Hoc Committees had completed their assignments and there are no current active Ad Hoc Committees at this time.

Committee Member Communications (Time 2:10pm)

Committee Member Webb announced that the Fishing Club will hold it's Annual Fish Fry at the Joslyn Center Saturday February 22 starting at 5:00pm. The dinners will be take out only.

Utilities Department Manager Report (2:22pm)

- Utilities Manager Green reported on recent storm preparations and reported that there were no problems with the Wastewater Plant from the storm. The wastewater plant received 1.2million gallons for that 24hr storm period, and is now back down to the 600k gal per day range. Some manholes are sill having influent and intrusion due to the small holes in the lids which allow up to 5gpm of rainwater during storms to go in.
- Rocky Butte received almost 7" of rain, and our aquifers were topped off with the rain.
- All raw materials for the WWTP SST projects are on site, as well as the new generator. Some underground work needs to be done prior to the installation of the generator, April installation is anticipated. The SST contractor FRM cannot meet their contract, and PGE is finalizing an agreement with a new contractor.
- Water Systems Superintendent Cody Meeks reported that the water department prepared for the storm event, topping of the fuel in generators, checking to make sure no trees were in danger of falling onto water storage infrastructure. A major concern was strong winds saturating trees and bringing down power lines as well.
- Interviews were held for the Operator In Training position. Oscar Mora from the F&R Department was chosen for that position.
- A leak repair of a main water supply line was done on Moonstone Beach Dr over a two day period. There was a corroded section from an old repair, and the whole line was replaced as well as the brass saddle.
- Utilities Manager Green reviewed some Project Updates. About 400 AMI endpoints have been installed in the last ten days, which exceeds the estimate of 27 per day. The contractor has not requested any assistance from staff.
- Regarding the Stuart St Tank Project, the required documents, budget narrative, and work plan for the \$375k matching fund grant are almost completed. There will be a final meeting on the CDP on March 7, and it is anticipated that ground breaking on the project will be late spring. This will be posted on the CCSD website along with community outreach. The tanks will be replaced one at a time, with smaller tank to be replaced first.
- Weed abatement using sheep and goats is taking place around the decommissioned impoundment basin. Once that is completed the sound enclosures will be removed per Coastal Commission request. Committee Member Webb mentioned he had seen some activity around the Van Gordon house. GM McElhenie said that he thought there had been some clean up work done in and around the building at some point.

Public Comment on the above agenda items:

Ms

Dickason asked about the recent budget adjustment of \$100k, which included a quote of \$45k for the removal of the sound enclosures. She asked who would be removing the sound enclosures, what was the rest of the \$100k for, and what were the plans for the decommissioned impoundment basin. Utilities Manager Green stated that they were going to attempt to remove the enclosures in house, and that the rest of the funds budgeted were for a second evaluator for the CDP. Any funds not used would roll over for next year. The District is working with the Coastal Commission regarding the pond liner removal and other mitigation efforts for the CDP.

Public Comment (2:45pm)

Ms Dickason inquired about the status of the Information Hold on the WRF CDP. Utilities Manager Green stated that the documents for the 2020 Info Hold, as well as from the past six months, are prepared and are being put in submittable order. General Manager McElhenie stated that this includes updated documents from SWCA, EIR Addendum, Policy Consistency, etc, and the District is hoping to get the submittal to the County by Thursday.

Consent Agenda (Time 2:49pm).**3.A. Consideration to Approve the January 13, 204 Regular Meeting Minutes**

There were no changes or additions to the minutes. Committee Member Meeks made the motion to approve the minutes as written, seconded by Committee Member Siebuhr. Motion passed with 3-Ayes (Meeks, Siebuhr, Webb), 0-Nays, 2-Abstain (New Committee Members Howell, Grimaud were not yet appointed) O-Absent

Regular Business**4.A. Review 2025 Resources & Infrastructure Committee Meeting Dates (Time 2:50pm)**

The R & I Meeting dates for 2025 were reviewed, all Committee Members indicated they were available for the dates as scheduled. Utilities Manager Jim Green will not be available for the September 15 meeting, but Program Manager Tristan Reaper and Water Systems Superintendent Cody Meeks will be present. It was announced that there will be two Special Joint Meetings of Finance and R & I in addition to the meetings listed. The joint meeting on February 26th at 1:00pm will be held at the WRF on San Simeon Creek Rd for a tour of the WRF and the decommissioned impoundment basin. The joint meeting on March 5th at 10:00am will be held at the WWTP on Heath Ln for a tour of the Wastewater Treatment Facility and a demonstration of an AMI endpoint. Both special meetings will require that attendees sign a waiver.

Public Comment: None

4.B. Receive and Discuss Proposed On-Call Civil Engineering Contract for Water and Wastewater Emergency Repairs and Consider Forwarding Recommendation to the CCSD Board of Directors. (Time 2:55pm)

Utilities Manager Green reviewed the proposed Contract with MKN for on-call civil engineering support services. This agreement will provide the District with consultation, peer review, vetting of draft plans and specifications, as well as review of contractor submittals provided by others, assistance with project management, alternative assessments, efficiencies, etc as requested by District staff. A Fee Schedule was provided for hourly fees based on the category of services provided, but services are not to exceed \$25k annually. Mr Hanlon of MKN Associates has worked with the District in the past on project consultation and design.

Public Comment

Ms Dickason commented that the Fee Schedule listed a wide range of hourly rates, and questioned how they would not exceed the maximum of \$25k annually with those hourly fees. Were they all different departments?

Utilities Manager Green replied that it was all one department, mainly peer review and not senior level.

A motion was made by Committee Member Grimaud to forward the recommendation for this agreement to the Board of Directors, seconded by Committee Member Meeks. Motion passed with 5-Ayes, 0-Nays.

4.C. Receive and Discuss Project Status Update for the San Simeon Water and Wastewater Transmission Line Project. (Time 3:04pm)

Utilities Manager Green explained that the project is currently in the design phase, the District Consultant, Cannon has been working on the plans which are between 30% and 50% complete, and the 65% design is ongoing. Staff is working with CalTrans on the right-of-way and encroachment permits. The geological survey and locating of infrastructure needs to be done, it is not yet determined whether this will be an open trench installation or horizontal drilling for the HDPE pipelines. District Staff are preparing a Streambed Alteration application with CDFW, as well as an Initial Study Mitigated Negative Declaration, and seeking a determination if CEQA will be required. All environmental studies have been completed except for Historic and Cultural Surveys. Administrative Technician Eric Johnson remotely screen shared the plot map of the project, and Utilities Manager Green reviewed the the project from the time of the transmission line break in December 2021 to the current status. He stated that the District is hoping to get the project going before the wet season, possibly an August start. Committee Member Webb asked is management of San Simeon CSD would end up with the CCSD, if there was any thought of coordinating with San Simeon and running an additional pipeline while this project is underway. Utilities Manager Green indicated that he had a conversation with Cannon about the possibility of dropping in a third line and capping it off, but said the results of the geological survey would be needed before any real discussion could be had regarding this as there may not be room for any additional pipelines.

Public Comment.

Ms Dickason asked if the CCSD have any plans of merging with San Simeon, more transparency in front of the public is needed if a third line is being considered.

Ms Dickason also asked what the cost to the ratepayers would be for this project and how it would be paid.

Utilities Manager Green stated the engineering cost estimates were \$4M, approximately \$187k has been spent on consultant services. General Manager McElhenie said he has no update on the project funding, there are several other additional projects needing to be done, including the Stuart St tanks, brass water meter bodies, lift station B4, etc. The total cost of all these critical projects exceeds our reserves, and the District will continue to work on funding options over the next few months. Regarding the San Simeon question, the District has not engaged in any conversations with LAFCO or SLO County other than answering how we have assisted San Simeon in the past by trucking water to them. No discussions have happened about taking over San Simeon, and if or when it does it will be a Board decision. As far as transparency, these meetings are open to the public, they are recorded, available on YouTube and on the CCSD website. Utilities Manager Green stated that any preliminary discussions regarding San Simeon will be with Staff and consultants to see if consideration of any type of agreement would be doable and fundable, and all i's dotted and t's crossed before bringing it before the public.

4.D. Discussion and Consideration of an Instream Flow Study of Santa Rosa Creek and Consider Forwarding a Recommendation to the Board of Directors. (Time 3:22pm)

Utilities Manager Green reviewed the proposed scope of work for an Instream flow study of the Santa Rosa Creek, which would be similar to the study done by Stillwater Sciences of the San Simeon Creek. Stillwater has partnered with Gus Yates of Todd Groundwater as a sub consultant to provide groundwater analysis and expertise for this project. Stillwater will be engaging with the TAC (Technical Advisory Committee) early on in the development of the Instream Flow Study Plan. This Instream Flow Study will assess the stream, stream flows, and sensitive aquatic species and habitat in order to assess the impact of District water diversions from the Santa Rosa Creek, and help guide the District pumping operations. There have been allegations that dry

season pumping would cease flow of the Santa Rosa Creek, however the District pumped 153.5 acre feet of the 155 acre feet dry season allotment between May and October, and the creek continued to flow. Currently the Santa Rosa Creek is only for emergency use and dry season pumping. The dry season pumping helps rest the San Simeon Creek aquifer. Committee Member Meeks commented that the Coastal Commission classifies the Santa Rosa Creek as emergency use, but to the District the threat of salt water intrusion into the San Simeon Creek is an emergency.

Public Comment.

Mr Dudzik gave an overview of Cambria’s previous flood issues, the mitigation project done by the County in 2009, and stated that since that work was done in 2009 the invasives have run rampant contributing to flood risk. He requested that the Instream Flow Study include that lower part of Santa Rosa Creek, where “thousands” of eucalyptus in various stages are growing in the creek and on the creek bank, to study the invasives and habitat.

Ms Dickason questioned why the District is considering an Instream flow study on Santa Rosa Creek with all the issues of getting the CDP for the WRF. She asked why the District is now looking at Santa Rosa Creek when the WRF is supposed to meet drought conditions.

Utilities Manager Green responded that the Santa Rosa Creek instream flow study has nothing to do with the WRF.

Committee Member Howell made the motion to forward the recommendation for the Santa Rosa Creek Instream Flow Study to the Board of Directors, seconded by Committee Member Meeks. Motion passed with 5-Ayes, 0-Nays.

5. Future Agenda Items (Time 3:34pm)

Chair Dean asked for any future agenda items.

- Discussion on manhole influent and intrusion issue
- The Standing Committee Bylaws will be on the next agenda, it was requested that the Committee Members go on the CCSD website and read the Bylaws in preparation for that discussion. Committee Members were also reminded to take the AB1234 Ethics Training.
- Budget item requests from District Department Managers for Capital Improvement Projects list, review of project priorities.

6. Adjourn (Time 3:41pm)

Chair Dean adjourned the meeting at 3:41 pm

Respectfully submitted,

CCSD Director Karen Dean, Resources & Infrastructure Committee Chair

NCAC February 19, 2025 Meeting Summary for the CCSD Board of Directors

The NCAC held a meeting February 19, 2025, 6:00-8:11 PM via Zoom. This report summarizes some of the more salient points discussed. For the convenience of those watching the recorded meetings on [YouTube](#), approximate start times are noted at several points in this report. For further detail, please visit the NCAC website:

- Agendas with written reports: <https://www.ncacslo.org/meeting-agendas>.
- Minutes: <https://www.ncacslo.org/minutes-of-meetings>.

Note: the NCAC is still seeking delegates, candidates, and members on committees. A list of open slots can be found on the [NCAC home page](#).

Public/Council Comment, 6:03 PM,

- Brian Glusovich commented on a property at Orlando at Windsor where it appears the work is beyond the scope of the permit, a Code Enforcement issue.
- Bob McCandless commented on his plans to open a wine tasting business on Burton Drive in East Village, unable to proceed due to permitting delays.

County and Local Agency Reports:

Law Enforcement, 6:11 PM, Commander Hank Abbas provided an oral report:

- Discussed the [Civilian Sheriff's Auxiliary Volunteer Patrol](#) (SAVP) program, available to do vacation checks if you're out of town. They drive marked patrol cars, but without lights. Contact Grace Norris at Crime Prevention, 805-781-4483 for info.
- In response to a question about the possibility of a substation in Cambria, Cmdr. Abbas said there is a report room near the CalFire Station on Weymouth for deputies to use in Cambria, although it is not a substation.

County Supervisor, 6:18 PM, Supervisor Gibson provided an oral report:

- On the upcoming Board of Supervisors meeting agenda: the fire protection strategic plan; funding for mental health services; potential County participation in the Delta Conveyance Project, a state water project; and an update on First 5 Children and Families Commission, which invests in programs for children up to 5 years old.
- Supr. Gibson asked to be included in the County Planning & Building Department's response to Mr. McCandless.

Planning & Building Department Liaison, 6:27 PM, Dane Mueller, the new liaison to the NCAC, provided an oral report:

- Several projects have been recently reassigned.
- Will investigate and follow up on possible code violations at the Marine Terrace property referenced in Public Comment.
- Discussed Mr. McCandless' project.

NCAC Land Use Committee (LUC), 6:36 PM, the LUC provided a written report, and LUC member Galloway summarized the referrals.

- Following substantial discussion, the NCAC voted 4-3 to not approve the recommendation to vacate a portion of public right-of-way (ROW) at the corner of 499 Drake Street and Madison Street.
- The NCAC approved the referral C-DRC2024-00052, at 371 Wedgewood Street, for the demolition and reconstruction of an existing garage and construction of an additional attached garage.

CCSD Liaison Report, 7:10 PM, Michael Thomas provided a written report summarizing recent CCSD Board meetings. There was discussion about strategic goals, budget tradeoffs and funding from the General Fund for projects such as the Community Park.

CCSD General Manager, 7:38 PM, GM McElhenie provided an oral report, and discussed:

- Status of the Coastal Development Permit for the Water Reclamation Facility.
- Upcoming community emergency preparedness meetings.
- Funding for the skatepark.
- Progress of the proposed Community Park on the East Ranch.
- Status of the Zero Liquid Discharge (ZLD) project.

CCSD Fire Chief Report, 7:46 PM, Fire Chief Michael Burkey provided an oral report, and discussed upcoming emergency preparedness meetings, which will probably be the week of March 24-28, and will include the Sheriff's Office, Cal Fire, CHP, California State Parks, and others.

Reports from Standing Committees and Special Interest Representatives:

Business Report, 7:55 PM, Chair Galloway introduced Victoria Rodriguez, the new Membership and Marketing Director at the Cambria Chamber of Commerce and business representative to the NCAC.

Transportation Report, 7:55 PM, Kermit Johansson provided an oral report on upcoming "Pedestrian Safety Walk Through" meetings with Caltrans to discuss safety issues and prioritize funding. The meetings will be held on February 25 at 9:00 AM at San Simeon Lodge and at 1:00 PM at the French Corner Bakery in Cambria. The public is invited.

The next NCAC Meeting will be March 19, 2025, at 6:00 PM via Zoom.

Respectfully submitted, Michael Thomas, CCSD Board of Directors

Cambria Forest Committee February 14, 2025 meeting summary

The meeting was called to order by Chairperson Crosby Swartz at 10:03 AM. Also in attendance are Treasurer Laura Swartz, Board member Julie Jorgensen, Greenspace Vice President Donni Morgan, California Native Plant Society local representative Neil Havlik, Rancho Marino Project Manager Keith Seydel, Upper Salinas-Las Tablas Resource Conservation District Program Director Spencer Gordon, CCSD General Manager Matt McElhenie, Cambria Fire Chief Michael Burkey, NCAC Chairperson Christina Galloway, CCSD Board Director and PROS Chair Michael Thomas, Christine Heinrichs, Dennis Dudzik, and CCSD Board Director and CFC liaison Harry Farmer.

Under Public and Director comments, Michael Thomas informed us that beginning next Wednesday, February 19th, his hardy FFRP group of volunteers will switch from Fiscalini Ranch trails work to weed pulling, which will continue throughout the summer. New volunteers are always welcome and appreciated.

Regarding Minutes of the January meeting. Crosby encouraged folks to read the summary provided by Director Farmer in the 2/13/25 CCSD Agenda Packet.

Laura Swartz then provided her Treasurer's Report. The recent period began with \$2943.70 in the Forest Committee bank account. However, several expenses took place in the past four weeks, beginning with the Cambria PO Box rental of \$210, followed by the annual fee to the CA Secretary of State. CFC also purchased a table to be used at the Greenspace Earth Day activities on Sunday, April 27th at the Creekside Reserve. Always a lot of fun!! And finally, the excellent updated Cambria Weed Guide has been printed and ready for sale and distribution. Payment for the printing services to ASAP Reprographics totaled \$1445.31 for 150 copies. Many thanks are in order to Christine Heinrichs for her colorful photos and very descriptive text, plus the hundreds of hours she has devoted to this most valuable project, as well as the able assistance provided by Crosby and Laura Swartz. Great job, two thumbs up!! 👍 👍

Under Organizational Reports, CNPS representative Neil Havlik stated he had nothing regarding Cambria to report. He said much of the Society's energy remains involved with the very large and controversial Dana Reserve development in Nipomo. He also commented on US-LT RCD projects in San Simeon and Cambria. With David Pierson, President of the Cambria Fire Safe Focus Group not available, Michael Thomas had nothing to report on the recent or upcoming FSFG meeting.

Greenspace Vice President Donni Morgan was delighted to announce the weather would be perfect for this coming Sunday's magical Chinese New Year Cal Poly Lion Dancing event rescheduled from February 16th would be taking place at the Creekside Reserve on Center St from 2-3PM. Also happening will be a rich and engaging presentation by former GS President John Seed on the history of the Chinese Temple on site, restored to all its previous glory by Greenspace. Donni also reported the recent GS Annual Planning Retreat was quite successful. And while it was determined that not much trail work would initially be occurring in Strawberry Canyon, the project remains a top priority for the organization and will be expanded upon in the near future.

Regarding Rancho Marino, Keith Seydel stated that the burn piles on the many acres of RM would be addressed in the near future. Spencer Gordon from the US-LT RCD, who will also be overseeing the project, was happy to elaborate that permitting had been obtained to do the burning, and this would take place weather permitting. There are 450 burn piles on the Rancho that will be lit once rain is taking place. When asked how the piles will be burned while it's raining, Spencer stated that the piles are covered in wax paper so they are actually dry in the center, and will ignite and burn whether dry or wet weather. Also, in following up on a concern by Laura expressed at a previous meeting regarding the availability of respirators to community members when fire takes place and smoke becomes a health threat, Spencer said he's spoken to the SLO County Air Pollution Control District on the matter, and would be sending a list of various products available to Crosby and Laura.

Spencer then further addressed the various Project Specific Analysis endeavors on the horizon being dealt with in conjunction with the California Coastal Commission that will be discussed at the June RCD meeting. He added that these projects were being funded by a Fire Safe Grant funded by the SLO County Fire Safe Council. He then elaborated by saying the entire coastal zone is under the jurisdiction of the US-LT RCD, from Cayucos to the Monterey County line and five miles inland. In responding to a question from Ms Morgan as to who provides these monies, State or Federal Agencies, Spencer said these projects were essentially State funded.

Under New Business, a vigorous discussion then took place as to CCSD Agenda Item 8.E. discussed at the Thursday, February 13th Board meeting considering updating the District Municipal Code regarding Weed Abatement Standards. Due to vague and overly board definition of “Weeds” and other concerns in the proposed Ordinance, the item was tabled to the March 13th Board meeting, while also being referred to the newly formed Fire Protection Standing Committee to discuss at their first ever meeting on Thursday, February 20th. This very significant Ordinance that lacks some clarity at this time gives enforcement authority to the District. An observation was made by Crosby that treatment standards need to be the same for developed and undeveloped lots. Laura stated she was all in favor of public safety in this area, but that enforcement needs to be, “reasonable in all directions”, adding that the potential impact we humans make, such as barbecues and fire places, should be included. Crosby observed it appears Cal Fire has not attended to all of their duties in this area, while CCSD seems to have done so.

Christina Galloway then asked if other communities have developed an ordinance such as this. She also questioned Spencer as to the various types of lots, to which he recommended Christina attend a Fire Safe Focus Group meeting to hopefully obtain this information. Crosby added that Cal Fire defines Defensible Space, while the CCSD also provides guidelines in their Fire Hazard Fuel Reduction Program.

At this point an article was referenced which emphasized removing invasive, non native plants that are flammable. Julie Jorgensen observed that if too much clearing is done in the name of fuel reduction, it’s usually only the invasive plants that return. Christine Heinrichs suggested the best options are to cut off the flowers from the Pride of Madera that quickly go to seed, as well as removing the spikes from Pampas Grass that spread seeds everywhere. Crosby expressed the effectiveness of, “taking the long term perspective”, such as pulling weeds before they go to seed, as well as trimming off the seeds from French Broom before they bloom. Julie spoke to the real problems presented by thistle, especially as it’s become much more abundant in recent years. Laura added to the value of replacing invasive plants with native grasses. Harry Farmer suggested an effective way of dealing with Broom is to pull up the seedlings by the roots after the rain when the ground is damp.

Ms Galloway then asked for further comments on CCSD Ordinances and Cal Fire regulations. Crosby replied it was helpful to use the current Fire Hazard Fuel Reduction guidelines in the proposed new Ordinance that currently only apply to undeveloped lots. He further emphasized the importance of home hardening in the process of preventing fire, and that without doing so efforts at the removal of invasive plants and weeds would overall not be that effective or useful. Ms Heinrichs then again emphasized the importance of cutting back Pampas Grass and removing the blooms from Pride of Madera, and this was a “problem of public education” regarding “removing flammable weeds”

At this point Cambria Fire Chief Michael Burkey, calling in from his vehicle, affirmed the need to revise the proposed Weed Abatement Ordinance. He added that while the District, “now has the authority to enforce defensible space, it is not our intention to ‘moonscape’ Cambria”, and that “a heathy forest needs fire”. He added his Department is working with Cal Fire regarding defensible space. Both Crosby and Laura Swartz expressed concern regarding private property rights and dealing with weed abating, and finding a “middle road”. Chief Burkey emphasized the importance and goal of keeping all residents of Cambria and the

community safe. Crosby added that hopefully the new Fire Protection Standing Committee would be able to fully engage with the issues of Fire Protection in Cambria.

Ms Jorgensen then brought up her concerns regarding adopting "Red Flag Parking" as was done after the Oakland fire of 1991, where parked vehicles prevented fire trucks from getting through on narrow roads, which would be "a recipe for disaster". Mr Farmer stated there were narrow roads in Cambria that have signs posted saying, "Fire Lane No Parking".

Circling back to the new edition of the Cambria "Invasive Weed Guide", a discussion led to making the Weed Guide available to the Wednesday weeder volunteers on the Ranch, as well as providing them for sale at the Friends of the Fiscalini Ranch Preserve office on Main St. The much welcomed \$15 donation will essentially go to the reprinting of the Guide. There is also a portion of the Weed Guide targeted for younger audiences for viewing at the kiosk at the Cambria Historical Museum. Crosby added that, "lessons learned from the Wednesday Weeders" Ranch volunteers added to the quality of the Weed Guide.

Michael Thomas then stated that on Thursday, February 20th, at 10:30AM, the newly formed Fire Protection Standing Committee would be meeting and addressing the proposed Ordinance regarding Weed Abatement Standards. Crosby and Laura intend to be present via Zoom. Christina G added she'd like to meet with Crosby and Laura to more understand the nature of forest health, the idea of various types of lots, and so forth.

The meeting was adjourned by Chair Swartz at 11:11AM.

The next Cambria Forest Committee meeting will be on March 14th, 2025 at 10AM via Zoom.

This summary written and submitted by CCSD Board Director and CFC liaison Harry Farmer.