



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, April 13, 2023 - 1:00 PM

1000 Main Street Cambria, CA 93428

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

In person at:

**Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428**

AND via Zoom at:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82602291818?pwd=R2NoY2srcG4vaVpCOEpoS09EMGhnQT09>

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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 Administrative Analyst at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Administrative Analyst will answer any questions regarding the agenda.

1. OPENING

A. Call to Order

- B. Pledge of Allegiance**
- C. Establishment of Quorum**
- D. Report from Closed Session**
- E. President's Report**
- F. Agenda Review**

2. Acknowledgements

- A. Swearing in of New SAFER Firefighter**

3. BOARD MEMBER COMMUNICATIONS

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

4. COMMISSION REPORT

- A. PROS Chairman's Report**

5. 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.

6. CONSENT AGENDA

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

- A. Consideration of Adoption of Resolution 16-2023 Declaring a Public Nuisance for the Annual Fire Hazard Fuel Reduction Program**
- B. Consideration of Adoption of Resolution 17-2023 Updating the Assignment of Banking Powers for Cambria Community Services District**
- C. Consideration of Adoption of Resolution 18-2023 Amending the District Salary Schedule and Establishing a Pay Schedule for the Position of Administrative Manager**
- D. Consideration to Terminate the Agreement for Consultant Services with William Avery & Associates**

6C won't be considered on 4/13

7. HEARINGS AND APPEALS

- A. Discussion and Consideration to Fix Water and Wastewater Standby or Availability Charges as Provided in Government Code §61124(b) and Consideration of Adoption of Resolution 19-2023 Fixing Water and Wastewater Standby or Availability Charges for Fiscal Year 2023/2024**
- B. Public Hearing and Consideration of Adoption of Ordinance 01-2023 - An Ordinance of the Board of Directors of the Cambria Community Services District Amending Chapter 6.04 of the Cambria Community Services District's Municipal Code and Adopting and Amending the 2022 California Fire Code and the 2021 International Wildland Urban Interface Code**

8. REGULAR BUSINESS

- A. Discussion and Consideration of Strategic Plan Update**
- B. Discussion and Consideration of San Simeon Community Service District's Use of the Veterans' Memorial Hall**

- C. Discussion and Consideration of Ratification of the CCSD Emergency Actions in Assisting the San Simeon Community Services District in its Water Supply Emergency
- D. Discussion and Consideration Regarding PROS Commission Application and Appointment Process for Current Vacancies

9. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

- A. Finance Committee's Report
- B. Policy Committee's Report
- C. Resources and Infrastructure Committee's Report
- D. Other Liaison Reports and Ad Hoc Committee Reports

10. 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

11. ADJOURN TO CLOSED SESSION

- A. PUBLIC EMPLOYMENT Pursuant to Government Code Section 54957(b)(1)
Title: Interim General Manager/General Manager
- B. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6
Agency designated representative: District Counsel and Administrative Analyst
Unrepresented employee: Interim General Manager/General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**FROM: Ray Dienzo, Acting General Manager
Justin Vincent, Fire Chief

Meeting Date: April 13, 2023

Subject: Consideration of Adoption of
Resolution 16-2023 Declaring a
Public Nuisance for the Annual
Fire Hazard Fuel Reduction
Program**RECOMMENDATIONS:**

1. Adopt Resolution 16-2023 declaring weeds and other hazardous wildland fuels a public nuisance within the Cambria Community Services District (CCSD).
2. Direct staff to proceed with mailing notices to abate and remove hazardous wildland fuels, to maintain community defensible space.
3. Direct staff to proceed with issuing a Request for Proposal ("RFP") to contractors to abate and remove the fuels and vegetation.

FISCAL IMPACT:

All costs are billed directly to the property owners via the San Luis Obispo County property tax rolls.

DISCUSSION:

Each year the Fire Department conducts a Fire Hazard Fuel Reduction Program (FHFRP) to abate vegetation and hazardous wildland fire fuels.

The FHFRP is carried out pursuant to the authority contained in Government Code Sections 61100(d) and (t) and Health and Safety Code Sections 14875 et seq. and is initiated by the Board's adoption of a resolution declaring the vegetation and hazardous wildland fire fuels on the identified properties to be a public nuisance. In this respect it should be noted that the definition of "weeds" in Health and Safety Code Section 14875 includes, "Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard."

There are approximately 1,901 vacant parcels within the CCSD that Fire Department staff has identified for inclusion in the 2023 FHFRP. Notices are then sent to those property owners whose properties require abatement. The abatement deadline is July 14, 2023. In accordance with the procedures in the Health and Safety Code, a public hearing is being scheduled to be held on August 10, 2023. Thereafter, all parcels that were inspected and found to be non-compliant after the July 14, 2023 deadline are placed on a contract list and are abated by the CCSD's contractor. The number of properties requiring annual clearance by the CCSD's contractor typically varies from 50 to 150 parcels.

RESOLUTION 16-2023
DATED: APRIL 13, 2023

RESOLUTION OF THE BOARD OF DIRECTORS
DECLARING A PUBLIC NUISANCE WITHIN THE
CAMBRIA COMMUNITY SERVICES DISTRICT

WHEREAS, the Cambria Community Services District (the "CCSD" or "District") is a duly formed community services district which has the power to provide fire protection services; and

WHEREAS, pursuant to the authority in Government Code Sections 61100(d) and (t) and Health and Safety Code Section 14875 et seq., community services districts may declare vegetation and wildland fire fuels a public nuisance for the purpose of proceeding with Weed Abatement/Fire Hazard/Fuel Reduction Programs; and

WHEREAS, it is in the public interest that vegetation and hazardous live and dead fire fuels within said District be abated as a critical aid to wildfire prevention and community defensible space, as well as for protection of the fragile Cambria ecosystem.

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

Section 1. That the recitals set forth herein above are true, correct, valid and incorporated herein by this reference.

Section 2. That the vegetation and hazardous wildland fire fuels located on the private properties described on the attached document marked Exhibit A, which is incorporated herein by this reference as though here fully set forth, all of which are located within said District, are hereby declared a public nuisance.

Section 3. In accordance with Health & Safety Code Section 14890, the CCSD Fire Chief is hereby designated as the person to give the notice to destroy, modify, abate and remove vegetation and other fire hazard fuels; said notice shall include that abatement be performed by property owners or locally certified contractors.

Section 4. That said public nuisance, unless timely abated, shall be abated by the CCSD, with the cost thereof to be assessed upon the parcels from which said nuisance is abated.

Section 5. That a public hearing shall be held on the proposed abatement of vegetation and hazardous wildland fire fuels on August 10, 2023 at 1:00 P.M. at the following address: Cambria Veterans' Memorial Building, 1000 Main Street, Cambria, California, 93428 to provide an opportunity for all property owners having any objections to the proposed removal of such weeds to be heard and given due consideration. In the event that the August 10, 2023 meeting is conducted via teleconference, information regarding how to participate in the public hearing by call-in number or Zoom video link will be

provided on the agenda for the meeting, which can be found on the District's website (www.cambriacsd.org).

Section 6. That the Administrative Analyst be, and hereby is authorized and directed to mail notice of said public hearing to property owners as their names and addresses appear from the last equalized assessment roll, as authorized by Health & Safety Code Section 14896.

By unanimous vote on the motion of Director _____, seconded by Director _____, Resolution No. 16-2023 is hereby adopted.

Karen Dean
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Administrative Analyst

Timothy J. Carmel
District Counsel

**Exhibit A to Resolution 16-2023
2023 FHFRP
Master Parcel List**

Parcel	Use Code	A=All	B=Break				
		013.264.022	B	022.052.041	A	022.093.012	A
		013.264.023	A	022.052.050	A	022.093.013	A
		013.292.009	A	022.052.051	A	022.093.014	A
		013.292.012	A	022.053.009	A	022.093.015	A
013.084.005	A	013.292.018	A	022.053.041	A	022.093.016	A
013.084.006	A	013.294.005	A	022.053.046	A	022.093.018	A
013.084.011	A	013.294.024	A	022.063.001	B	022.093.023	A
013.084.017	A	013.301.018	A	022.071.002	A	022.093.024	A
013.084.018	A	013.301.047	A	022.071.027	A	022.093.025	A
013.084.028	A	013.311.001	A	022.071.041	A	022.093.027	B
013.084.035	A	013.311.008	A	022.071.042	A	022.093.028	B
013.084.036	A	013.313.014	A	022.071.043	A	022.093.029	B
013.084.039	A	013.321.001	A	022.071.046	A	022.093.030	A
013.084.041	A	013.323.007	A	022.071.047	A	022.093.042	A
013.084.042	A	013.323.008	A	022.071.057	A	022.093.043	A
013.084.046	A	013.323.009	A	022.071.059	A	022.093.051	A
013.084.052	A	013.331.007	A	022.071.067	A	022.093.052	A
013.084.054	A	013.331.041	A	022.071.078	A	022.093.056	A
013.085.009	B	013.341.011	A	022.071.084	A	022.123.003	A
013.101.046	A	013.341.022	A	022.071.085	A	022.123.022	A
013.101.054	A	013.341.023	A	022.072.034	A	022.131.005	A
013.101.061	A	013.341.025	A	022.072.036	A	022.131.015	A
013.101.063	A	013.351.005	A	022.083.025	A	022.131.016	A
013.101.072	A	013.351.010	A	022.083.030	A	022.131.017	A
013.101.082	B	013.351.014	A	022.083.031	A	022.131.018	A
013.122.005	A	013.351.039	A	022.083.033	A	022.131.019	A
013.131.038	B	013.351.046	A	022.083.055	A	022.131.020	A
013.141.005	A	013.371.021	A	022.083.063	A	022.131.029	A
013.141.018	B	013.371.024	A	022.084.008	A	022.131.032	A
013.151.034	B	022.022.037	A	022.084.020	A	022.131.044	A
013.151.038	B	022.023.012	A	022.084.046	A	022.131.045	A
013.151.039	B	022.023.025	A	022.084.051	A	022.131.049	A
013.151.041	B	022.026.035	A	022.091.017	A	022.131.051	A
013.151.044	A	022.031.020	A	022.091.019	A	022.131.054	A
013.151.045	A	022.031.021	A	022.091.036	A	022.131.055	A
013.221.017	B	022.035.004	A	022.091.038	A	022.141.002	A
013.232.004	A	022.041.002	A	022.093.004	A	022.141.012	A
013.232.010	B	022.042.047	A	022.093.007	A	022.141.047	A
013.251.011	A	022.043.017	A	022.093.009	A	022.151.010	A
013.264.019	A	022.046.001	A	022.093.011	A	022.151.012	A

022.151.013	A	022.202.001	A	022.242.031	A	022.341.037	A
022.151.014	A	022.202.002	A	022.243.029	A	022.341.040	A
022.151.015	A	022.202.003	A	022.243.030	A	022.342.008	A
022.151.017	A	022.202.004	A	022.261.002	A	022.342.016	A
022.151.027	A	022.202.005	A	022.261.011	A	022.342.028	A
022.151.030	A	022.202.015	A	022.261.017	A	022.342.031	A
022.151.033	A	022.202.017	A	022.261.028	A	022.342.034	A
022.151.034	A	022.202.018	A	022.261.067	A	022.343.002	A
022.151.040	A	022.202.025	A	022.271.001	A	022.343.010	A
022.151.045	A	022.212.007	A	022.271.004	A	022.343.013	A
022.151.050	A	022.212.008	A	022.271.008	A	022.343.020	A
022.151.051	A	022.212.010	A	022.271.015	A	022.343.026	A
022.151.058	A	022.212.011	A	022.271.023	A	022.343.036	A
022.151.061	A	022.212.012	A	022.271.024	A	022.343.037	A
022.151.065	A	022.212.013	A	022.271.036	A	022.351.003	A
022.151.066	A	022.212.014	A	022.271.041	A	022.351.008	A
022.151.068	A	022.212.015	B	022.271.042	A	022.371.005	A
022.151.074	A	022.212.016	B	022.271.043	A	022.371.011	A
022.151.079	A	022.212.017	B	022.271.044	A	023.013.013	A
022.151.080	A	022.212.018	A	022.271.045	A	023.013.019	A
022.171.027	A	022.212.036	A	022.271.046	A	023.013.025	A
022.171.045	A	022.212.037	A	022.271.047	A	023.015.018	A
022.171.046	A	022.212.038	A	022.271.048	A	023.015.019	A
022.172.008	A	022.212.040	A	022.271.052	A	023.015.020	A
022.172.032	A	022.212.041	A	022.282.011	A	023.015.021	A
022.172.035	A	022.212.042	A	022.283.017	A	023.015.022	A
022.181.008	A	022.212.043	A	022.291.024	A	023.016.024	A
022.181.022	A	022.212.045	A	022.292.003	A	023.016.026	A
022.181.038	A	022.223.005	A	022.302.020	A	023.016.033	A
022.182.054	A	022.225.001	A	022.302.021	A	023.016.037	A
022.191.028	A	022.225.002	A	022.312.007	A	023.016.040	A
022.191.031	A	022.225.004	A	022.312.033	A	023.016.041	A
022.191.032	A	022.225.011	A	022.312.035	A	023.016.043	A
022.191.033	A	022.226.009	A	022.312.036	A	023.017.003	A
022.192.010	A	022.226.016	A	022.312.038	A	023.017.004	A
022.192.011	A	022.226.024	A	022.313.033	A	023.017.027	A
022.192.025	A	022.227.001	A	022.321.001	A	023.017.036	A
022.192.031	A	022.227.005	A	022.322.020	A	023.017.041	A
022.192.042	A	022.227.022	A	022.323.032	A	023.018.005	A
022.192.046	A	022.227.027	A	022.331.022	A	023.018.006	A
022.193.012	A	022.231.008	A	022.331.032	A	023.018.009	A
022.193.020	A	022.231.019	A	022.332.004	A	023.018.026	A
022.201.002	A	022.231.022	A	022.333.010	A	023.018.029	A
022.201.065	A	022.232.039	A	022.341.011	A	023.019.005	A
022.201.077	A	022.241.036	A	022.341.031	A	023.019.006	A

023.019.011	A	023.045.007	A	023.066.011	A	023.076.021	A
023.019.022	A	023.045.009	A	023.066.021	A	023.076.025	A
023.019.039	A	023.045.010	A	023.066.022	A	023.076.026	A
023.021.011	A	023.045.034	A	023.067.005	A	023.076.027	A
023.021.019	A	023.045.036	A	023.067.008	A	023.083.015	A
023.021.023	A	023.045.044	A	023.067.009	A	023.085.009	A
023.022.002	A	023.046.009	A	023.067.010	A	023.085.017	A
023.022.021	A	023.046.039	A	023.067.018	A	023.086.001	A
023.022.025	A	023.046.040	A	023.068.003	A	023.086.002	A
023.023.020	A	023.046.041	A	023.068.010	A	023.086.006	A
023.025.001	A	023.047.007	A	023.068.017	A	023.086.013	A
023.025.002	A	023.047.010	A	023.068.018	A	023.086.018	A
023.025.013	A	023.047.017	A	023.068.019	A	023.086.026	A
023.025.019	A	023.047.020	A	023.068.020	A	023.086.027	A
023.025.020	A	023.047.026	A	023.068.028	A	023.086.028	A
023.025.022	A	023.047.030	A	023.071.009	A	023.086.033	A
023.025.027	A	023.047.031	A	023.071.013	A	023.086.037	A
023.025.040	A	023.047.032	A	023.071.016	A	023.086.039	A
023.026.008	A	023.048.010	A	023.072.017	A	023.086.041	A
023.032.004	A	023.048.022	A	023.072.019	A	023.086.047	A
023.032.005	A	023.048.027	A	023.072.020	A	023.087.002	A
023.034.004	A	023.048.032	A	023.072.021	A	023.087.003	A
023.034.008	A	023.048.046	A	023.072.022	A	023.087.013	A
023.034.012	A	023.048.048	A	023.073.003	A	023.087.019	A
023.034.013	A	023.048.059	A	023.073.008	A	023.087.027	A
023.035.005	A	023.049.010	A	023.073.009	A	023.087.032	A
023.035.008	A	023.049.012	A	023.073.018	A	023.087.033	A
023.035.012	A	023.049.032	A	023.073.021	A	023.087.034	A
023.035.013	A	023.049.034	A	023.073.022	A	023.087.040	A
023.035.014	A	023.051.025	A	023.073.023	A	023.087.041	A
023.035.021	A	023.052.002	A	023.073.024	A	023.087.046	A
023.036.004	A	023.052.006	A	023.073.025	A	023.088.011	A
023.036.009	A	023.062.015	A	023.073.028	A	023.088.012	A
023.036.010	A	023.063.004	A	023.074.019	A	023.088.016	A
023.036.017	A	023.063.022	A	023.074.028	A	023.088.017	A
023.036.020	A	023.064.010	A	023.074.037	A	023.088.034	A
023.036.021	A	023.064.011	A	023.074.040	A	023.088.043	A
023.036.030	A	023.064.014	A	023.075.007	A	023.088.044	A
023.036.031	A	023.064.016	A	023.075.010	A	023.088.046	A
023.036.036	A	023.064.020	A	023.075.018	A	023.088.047	A
023.042.016	A	023.064.026	A	023.075.019	A	023.089.003	A
023.043.015	A	023.065.002	A	023.075.024	A	023.089.004	A
023.044.018	A	023.065.013	A	023.075.034	A	023.089.027	A
023.045.001	A	023.065.014	A	023.075.036	A	023.089.033	A
023.045.006	A	023.066.010	A	023.076.008	A	023.090.002	A

023.090.003	A	023.107.011	A	023.117.014	A	023.143.025	A
023.091.009	A	023.107.018	A	023.118.014	A	023.143.026	A
023.091.010	A	023.107.025	A	023.118.021	A	023.151.043	A
023.091.015	A	023.107.027	A	023.118.031	A	023.151.045	A
023.091.020	A	023.107.029	A	023.119.003	A	023.151.053	A
023.091.029	A	023.111.005	A	023.119.005	A	023.151.055	A
023.091.031	A	023.111.024	A	023.119.011	A	023.161.004	A
023.091.039	A	023.111.029	A	023.119.014	A	023.161.006	A
023.092.026	A	023.111.030	A	023.119.017	A	023.161.018	A
023.092.028	A	023.111.032	A	023.119.018	A	023.161.046	A
023.092.036	A	023.111.035	A	023.119.022	A	023.161.047	A
023.092.038	A	023.113.001	A	023.119.023	A	023.163.023	A
023.093.003	A	023.113.031	A	023.119.024	A	023.163.028	A
023.093.011	A	023.114.008	A	023.121.005	A	023.163.029	A
023.093.013	A	023.114.017	A	023.121.013	A	023.163.030	A
023.093.028	A	023.114.023	A	023.121.024	A	023.163.031	A
023.093.036	A	023.115.003	A	023.122.014	A	023.163.033	A
023.094.007	A	023.115.007	A	023.131.014	A	023.171.015	A
023.094.012	A	023.115.009	A	023.131.015	A	023.171.028	A
023.094.023	A	023.115.011	A	023.132.008	A	023.172.013	A
023.094.028	A	023.115.012	A	023.132.012	A	023.172.023	A
023.094.032	A	023.115.013	A	023.132.014	A	023.172.026	A
023.094.036	A	023.115.014	A	023.133.002	A	023.172.043	A
023.095.011	A	023.115.016	A	023.133.017	A	023.172.051	A
023.095.020	A	023.115.018	A	023.133.024	A	023.172.053	A
023.095.027	A	023.115.024	A	023.134.001	A	023.181.022	A
023.096.011	A	023.115.025	A	023.134.016	A	023.181.033	A
023.096.044	A	023.115.027	A	023.134.017	A	023.181.037	A
023.096.049	A	023.115.029	A	023.134.018	A	023.181.038	A
023.096.050	A	023.116.003	A	023.134.019	A	023.182.004	A
023.096.051	A	023.116.010	A	023.134.020	A	023.182.013	A
023.102.002	A	023.116.011	A	023.134.021	A	023.182.028	A
023.103.014	A	023.116.012	A	023.141.018	A	023.182.030	A
023.104.003	A	023.116.013	A	023.141.028	A	023.182.032	A
023.104.004	A	023.116.017	A	023.141.042	A	023.182.037	A
023.104.010	A	023.116.020	A	023.142.009	A	023.182.044	A
023.104.011	A	023.116.021	A	023.142.011	A	023.191.005	A
023.104.015	A	023.116.022	A	023.142.015	A	023.191.029	A
023.104.021	A	023.116.025	A	023.142.023	A	023.191.030	A
023.104.023	A	023.116.030	A	023.142.028	A	023.192.004	A
023.105.001	A	023.116.032	A	023.142.030	A	023.192.010	A
023.105.027	A	023.116.033	A	023.143.003	A	023.192.020	A
023.106.013	A	023.117.006	A	023.143.004	A	023.192.021	A
023.107.002	A	023.117.008	A	023.143.008	A	023.192.023	A
023.107.004	A	023.117.010	A	023.143.020	A	023.192.026	A

023.192.027	A	023.211.001	A	023.215.050	A	023.233.077	A
023.192.030	A	023.211.008	A	023.215.051	A	023.234.002	A
023.201.001	B	023.211.009	A	023.215.054	A	023.234.003	A
023.201.002	B	023.211.010	A	023.215.055	A	023.234.009	A
023.201.039	A	023.211.012	A	023.215.057	A	023.234.062	A
023.201.040	A	023.211.053	B	023.215.058	A	023.241.037	A
023.201.041	A	023.211.064	A	023.215.059	A	023.241.042	A
023.201.053	A	023.213.004	A	023.215.063	A	023.241.048	A
023.202.009	A	023.213.007	A	023.215.070	A	023.243.001	A
023.202.011	A	023.213.021	A	023.221.030	A	023.243.003	A
023.202.018	A	023.213.027	A	023.221.037	A	023.243.004	A
023.202.019	A	023.213.028	A	023.221.040	A	023.243.007	A
023.202.021	A	023.213.029	A	023.221.058	A	023.243.008	A
023.202.030	A	023.213.031	A	023.222.006	A	023.243.013	A
023.202.031	A	023.213.033	A	023.222.026	A	023.243.014	A
023.202.038	A	023.213.038	A	023.222.029	A	023.243.016	A
023.202.039	A	023.213.039	A	023.222.033	A	023.243.024	A
023.202.055	A	023.213.040	A	023.222.034	B	023.243.028	A
023.202.062	A	023.214.002	A	023.222.047	A	023.243.037	A
023.202.067	A	023.214.010	A	023.222.051	A	023.243.038	A
023.202.069	A	023.214.017	A	023.222.052	A	023.243.039	A
023.202.071	A	023.214.022	A	023.223.013	A	023.243.040	A
023.203.001	A	023.214.023	A	023.223.017	A	023.243.041	A
023.203.004	A	023.214.028	A	023.223.024	A	023.244.001	A
023.203.020	A	023.214.029	A	023.233.001	A	023.244.002	A
023.203.021	A	023.214.032	A	023.233.003	A	023.244.006	A
023.203.039	A	023.214.033	A	023.233.006	A	023.244.008	A
023.204.012	A	023.214.039	A	023.233.017	A	023.244.009	B
023.204.018	A	023.214.041	A	023.233.018	A	023.244.010	A
023.204.022	A	023.214.047	A	023.233.019	A	023.244.011	A
023.204.060	A	023.214.048	A	023.233.020	A	023.244.012	B
023.204.072	A	023.215.002	A	023.233.021	A	023.244.013	A
023.204.085	A	023.215.003	A	023.233.022	A	023.251.005	A
023.205.013	A	023.215.004	A	023.233.029	A	023.251.021	A
023.205.019	A	023.215.007	A	023.233.038	A	023.251.026	A
023.205.056	A	023.215.008	A	023.233.040	A	023.251.045	A
023.205.057	A	023.215.010	A	023.233.046	A	023.251.046	A
023.205.058	A	023.215.015	A	023.233.054	A	023.253.017	A
023.206.016	A	023.215.018	A	023.233.056	A	023.261.003	A
023.206.037	A	023.215.019	A	023.233.058	A	023.261.015	A
023.207.008	A	023.215.020	A	023.233.062	A	023.261.030	A
023.208.023	A	023.215.021	A	023.233.067	A	023.261.032	A
023.208.026	A	023.215.022	A	023.233.068	A	023.261.039	A
023.208.028	A	023.215.032	A	023.233.075	A	023.261.040	A
023.208.037	A	023.215.049	A	023.233.076	A	023.261.043	A

023.271.006	A	023.282.070	A	023.332.013	A	023.353.003	A
023.271.010	A	023.282.072	B	023.332.020	A	023.353.004	A
023.271.011	A	023.291.003	A	023.332.021	A	023.353.005	A
023.271.013	A	023.291.014	A	023.332.023	A	023.353.007	A
023.271.014	A	023.291.016	A	023.332.024	A	023.353.012	A
023.271.023	A	023.291.031	A	023.332.028	A	023.353.013	A
023.271.025	A	023.291.032	A	023.333.002	A	023.353.014	A
023.271.027	A	023.291.062	A	023.333.007	A	023.353.018	A
023.271.033	A	023.292.042	A	023.333.008	A	023.353.023	A
023.271.035	A	023.293.045	A	023.333.024	A	023.353.024	A
023.271.042	A	023.302.001	A	023.333.029	A	023.353.025	A
023.271.045	A	023.303.028	A	023.333.033	A	023.353.033	A
023.271.047	A	023.303.045	A	023.333.034	A	023.353.034	A
023.271.049	A	023.311.006	A	023.333.035	A	023.353.045	A
023.271.050	A	023.312.007	A	023.333.036	A	023.353.049	A
023.271.051	A	023.312.012	A	023.333.037	A	023.353.057	B
023.271.052	A	023.312.018	A	023.333.038	A	023.361.020	A
023.271.053	A	023.312.020	A	023.333.042	A	023.361.041	A
023.271.059	A	023.312.021	A	023.341.013	A	023.361.052	A
023.272.001	A	023.312.024	A	023.341.019	A	023.362.008	A
023.272.002	A	023.313.018	A	023.341.020	A	023.363.001	A
023.272.013	B	023.313.020	A	023.341.021	A	023.363.002	A
023.272.014	B	023.321.012	A	023.341.022	A	023.363.020	A
023.272.015	B	023.321.013	A	023.341.023	A	023.371.005	A
023.272.016	A	023.321.014	A	023.341.024	A	023.371.012	A
023.272.017	A	023.321.033	A	023.341.027	A	023.372.004	A
023.272.021	A	023.321.034	A	023.341.028	A	023.372.008	A
023.272.022	A	023.322.001	A	023.341.029	A	023.373.005	A
023.272.033	A	023.322.006	A	023.341.030	A	023.373.008	A
023.272.037	A	023.322.010	A	023.341.031	A	023.373.009	A
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023.281.029	A	023.322.024	A	023.341.056	A	023.373.012	A
023.281.033	A	023.322.025	A	023.341.065	A	023.373.034	A
023.282.004	A	023.331.001	A	023.341.069	A	023.373.035	A
023.282.009	A	023.331.002	A	023.341.070	A	023.373.039	A
023.282.011	A	023.331.007	A	023.341.074	A	023.373.040	A
023.282.019	A	023.331.014	A	023.341.077	A	023.373.041	A
023.282.027	A	023.331.015	A	023.341.078	A	023.381.042	A
023.282.033	A	023.331.023	A	023.341.084	B	023.381.049	A
023.282.034	B	023.331.031	A	023.341.086	A	023.381.056	A
023.282.036	A	023.331.032	A	023.352.030	A	023.382.018	A
023.282.040	A	023.331.037	A	023.352.034	A	023.382.020	A
023.282.064	A	023.331.058	A	023.352.038	A	023.382.021	A
023.282.065	A	023.332.007	A	023.353.002	A	023.382.028	A

023.382.031	A	023.401.024	A	023.425.002	A	023.481.015	A
023.382.032	A	023.402.001	A	023.425.060	A	023.482.004	A
023.382.033	A	023.402.006	A	023.425.061	A	023.492.001	A
023.382.034	A	023.402.007	A	023.432.005	A	023.492.002	A
023.382.038	A	023.402.014	A	023.432.011	A	023.492.003	A
023.382.044	A	023.402.015	A	023.432.020	A	023.492.004	A
023.382.046	A	023.402.018	A	023.432.022	A	023.492.005	A
023.382.050	A	023.403.008	A	023.441.008	A	023.492.006	A
023.382.055	A	023.403.019	A	023.451.008	A	023.492.007	A
023.382.056	A	023.403.024	A	023.451.009	A	023.492.008	A
023.383.013	A	023.403.026	A	023.451.011	A	023.492.009	A
023.383.014	A	023.411.002	A	023.451.015	A	023.492.010	A
023.383.039	A	023.411.003	A	023.451.016	A	023.492.011	A
023.383.041	A	023.411.004	B	023.451.019	A	023.492.012	A
023.383.057	A	023.411.005	B	023.451.020	A	023.492.013	A
023.383.059	A	023.411.008	B	023.451.021	A	023.492.014	A
023.383.060	A	023.411.009	B	023.451.026	B	023.492.015	A
023.383.061	A	023.411.019	A	023.451.027	B	023.492.016	A
023.391.001	A	023.411.020	A	023.451.028	B	023.492.017	A
023.391.004	A	023.411.024	B	023.451.029	B	023.492.018	A
023.391.009	A	023.411.028	B	023.451.031	B	023.492.019	A
023.391.011	A	023.422.023	A	023.451.032	B	023.492.020	A
023.391.016	A	023.422.028	A	023.451.036	A	023.492.021	A
023.391.018	A	023.422.029	A	023.452.008	A	023.492.022	A
023.391.019	A	023.422.032	A	023.452.016	A	023.492.023	A
023.391.021	A	023.423.001	A	023.452.017	A	023.492.024	A
023.391.026	A	023.423.002	A	023.453.002	A	023.492.025	A
023.391.027	A	023.423.003	A	023.453.004	A	023.492.026	A
023.391.028	A	023.423.004	A	023.461.002	A	023.492.027	A
023.391.035	A	023.423.005	A	023.461.012	A	023.492.028	A
023.391.036	A	023.423.006	A	023.461.020	A	023.492.029	A
023.391.048	A	023.423.007	A	023.461.021	A	023.492.030	A
023.391.049	A	023.423.008	A	023.461.024	A	023.492.031	A
023.391.050	A	023.423.009	A	023.461.028	A	023.492.032	A
023.391.051	A	023.423.018	A	023.462.009	A	023.492.033	A
023.391.052	A	023.423.019	A	023.462.012	A	024.011.001	A
023.391.053	A	023.423.020	A	023.462.013	A	024.011.008	A
023.391.054	A	023.423.037	A	023.462.015	A	024.011.017	A
023.391.058	A	023.424.004	A	023.462.016	A	024.011.019	A
023.392.001	A	023.424.005	A	023.462.022	A	024.011.021	A
023.392.013	A	023.424.006	A	023.471.001	A	024.011.035	A
023.392.028	A	023.424.007	A	023.471.018	A	024.011.043	A
023.401.005	A	023.424.008	A	023.471.027	A	024.011.044	A
023.401.020	A	023.424.009	A	023.481.001	A	024.011.047	A
023.401.023	A	023.424.028	A	023.481.010	A	024.011.049	A

024.011.055	A	024.031.009	A	024.042.030	A	024.062.014	A
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024.011.057	A	024.031.019	A	024.042.045	A	024.062.023	A
024.011.060	A	024.031.020	A	024.042.046	A	024.062.029	A
024.011.061	A	024.031.023	A	024.042.047	A	024.062.035	A
024.012.004	A	024.031.028	A	024.042.052	A	024.062.038	A
024.012.005	A	024.032.009	A	024.043.007	A	024.062.040	A
024.012.008	A	024.032.011	A	024.043.008	A	024.062.042	A
024.012.009	A	024.032.012	A	024.043.009	A	024.062.043	A
024.012.010	A	024.032.016	A	024.043.018	A	024.062.045	A
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024.012.014	A	024.033.003	A	024.043.021	A	024.063.085	A
024.012.015	A	024.033.005	A	024.043.023	A	024.071.021	A
024.012.018	B	024.033.009	A	024.052.004	A	024.071.029	A
024.013.016	A	024.033.010	A	024.053.002	A	024.081.002	A
024.013.022	A	024.033.012	A	024.053.003	A	024.081.005	A
024.013.023	A	024.033.014	A	024.053.005	A	024.081.014	A
024.013.025	A	024.033.015	A	024.053.006	A	024.081.015	A
024.013.027	A	024.033.021	A	024.053.011	A	024.081.017	A
024.013.032	A	024.033.034	A	024.054.010	A	024.081.020	A
024.013.039	A	024.033.036	A	024.061.009	A	024.081.021	A
024.013.040	A	024.033.037	A	024.061.010	A	024.081.028	A
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024.021.015	A	024.033.049	A	024.061.027	A	024.081.053	A
024.021.017	A	024.033.050	A	024.061.028	A	024.082.002	A
024.021.021	A	024.033.051	A	024.061.032	A	024.082.003	A
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024.021.043	A	024.034.043	A	024.061.046	A	024.082.018	A
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024.022.038	A	024.034.056	A	024.061.053	A	024.091.004	A
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024.031.007	A	024.042.017	A	024.062.007	A	024.092.004	A
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024.092.009	A	024.123.023	A	024.143.028	A	024.162.023	A
024.092.012	A	024.123.028	A	024.151.007	A	024.162.027	A
024.092.013	A	024.123.042	A	024.151.009	A	024.162.029	A
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024.092.024	A	024.123.056	A	024.151.011	A	024.162.032	A
024.092.026	A	024.131.009	A	024.151.014	A	024.171.015	A
024.093.011	A	024.131.010	A	024.151.018	A	024.171.017	A
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024.101.023	A	024.131.035	A	024.151.024	A	024.171.026	A
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024.122.015	A	024.142.038	A	024.161.029	A	024.181.053	A
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024.123.004	A	024.143.015	A	024.162.010	A	024.182.025	A
024.123.005	A	024.143.016	A	024.162.011	A	024.182.028	A
024.123.006	A	024.143.018	A	024.162.013	A	024.182.029	A
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024.123.012	A	024.143.021	A	024.162.016	A	024.182.041	A
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024.123.014	A	024.143.023	A	024.162.019	A	024.182.046	A
024.123.016	A	024.143.024	A	024.162.020	A	024.182.053	A
024.123.019	A	024.143.027	A	024.162.021	A	024.182.054	A

024.191.005	A	024.212.023	A	024.252.038	A	024.273.006	A
024.191.006	A	024.221.007	A	024.252.042	A	024.273.013	A
024.191.007	A	024.221.014	A	024.252.043	A	024.273.016	A
024.191.013	A	024.221.018	A	024.252.046	A	024.273.017	A
024.191.024	A	024.221.038	A	024.253.001	A	024.273.019	A
024.191.037	A	024.222.007	A	024.253.002	A	024.273.020	A
024.191.038	A	024.222.014	A	024.253.003	A	024.273.025	A
024.191.052	A	024.222.017	A	024.253.006	A	024.273.026	A
024.191.056	A	024.222.020	A	024.253.007	A	024.273.027	A
024.191.057	A	024.222.023	A	024.253.010	A	024.273.028	A
024.191.058	A	024.231.001	A	024.253.011	A	024.281.003	A
024.191.059	A	024.231.020	A	024.253.012	A	024.281.008	A
024.191.061	A	024.231.022	A	024.253.014	A	024.281.010	A
024.191.062	A	024.231.023	A	024.253.016	A	024.281.017	A
024.191.063	A	024.231.028	A	024.253.017	A	024.281.021	A
024.201.005	A	024.231.035	A	024.253.019	A	024.281.024	A
024.201.011	A	024.231.037	A	024.253.020	A	024.281.031	A
024.201.012	A	024.231.045	A	024.261.007	A	024.281.032	A
024.201.020	A	024.241.004	A	024.261.013	A	024.282.003	A
024.201.021	A	024.241.008	A	024.261.017	A	024.282.007	A
024.201.022	A	024.241.015	A	024.261.025	A	024.282.019	A
024.202.010	A	024.241.019	A	024.261.027	A	024.282.020	A
024.202.011	A	024.241.025	A	024.261.040	A	024.282.025	A
024.202.012	A	024.241.026	A	024.261.041	A	024.282.032	A
024.202.015	A	024.242.025	A	024.262.003	A	024.291.006	A
024.211.013	A	024.242.039	A	024.262.014	A	024.291.007	A
024.211.021	A	024.242.054	A	024.262.017	A	024.291.010	A
024.211.023	A	024.242.055	A	024.262.020	A	024.291.011	A
024.211.024	A	024.243.008	A	024.262.021	A	024.291.012	A
024.211.026	A	024.243.009	A	024.262.023	A	024.291.013	A
024.211.028	A	024.243.010	A	024.262.024	A	024.291.015	A
024.211.029	A	024.243.045	A	024.262.025	A	024.291.017	A
024.211.032	A	024.243.054	A	024.262.032	A	024.291.020	A
024.211.034	A	024.243.056	A	024.262.036	A	024.291.021	A
024.212.002	A	024.243.058	A	024.262.038	A	024.291.028	A
024.212.003	A	024.243.059	A	024.262.043	A	024.291.029	A
024.212.007	A	024.252.003	A	024.262.044	A	024.291.031	A
024.212.009	A	024.252.004	A	024.271.006	A	024.291.032	A
024.212.011	A	024.252.005	A	024.271.010	A	024.301.004	A
024.212.013	A	024.252.013	A	024.271.011	A	024.301.009	A
024.212.015	A	024.252.022	A	024.271.019	A	024.301.010	A
024.212.017	A	024.252.023	A	024.271.020	A	024.301.015	A
024.212.019	A	024.252.024	A	024.271.021	A	024.301.024	A
024.212.020	A	024.252.035	A	024.271.022	A	024.301.030	B
024.212.021	A	024.252.037	A	024.272.014	A	024.301.032	A

024.301.034	A	024.321.024	A	024.332.026	A	024.361.016	A
024.311.002	A	024.321.025	A	024.341.029	A	024.361.021	A
024.311.003	A	024.321.026	A	024.341.033	A	024.361.025	A
024.311.004	A	024.321.032	A	024.342.010	A	024.361.027	A
024.311.005	A	024.321.033	A	024.342.017	A	024.361.028	A
024.311.006	A	024.321.034	A	024.342.022	A	024.361.029	A
024.311.007	A	024.321.037	A	024.342.023	A	024.361.030	A
024.311.008	A	024.321.039	A	024.352.006	A	024.361.031	A
024.311.011	A	024.322.002	B	024.352.008	A	024.361.033	A
024.311.012	A	024.322.004	B	024.352.013	A	024.362.020	A
024.311.029	A	024.322.008	B	024.353.005	A	024.371.004	A
024.311.035	A	024.322.010	B	024.353.010	A	024.371.009	A
024.311.036	A	024.322.012	B	024.353.014	A	024.371.022	A
024.311.037	A	024.322.013	B	024.353.022	A	024.371.024	B
024.312.001	A	024.322.014	B	024.353.023	A	024.372.008	A
024.312.002	A	024.322.015	B	024.353.025	A	024.372.010	A
024.312.016	A	024.322.017	B	024.353.029	A	024.372.013	A
024.312.018	A	024.322.018	B	024.353.030	A	024.372.015	A
024.312.022	A	024.322.019	B	024.353.031	A	024.372.017	A
024.312.023	A	024.322.020	B	024.353.041	A	024.372.019	A
024.312.026	A	024.331.005	A	024.354.002	A	024.381.008	A
024.312.029	A	024.331.011	A	024.354.006	A	024.382.002	A
024.312.030	A	024.331.017	A	024.354.012	A	024.382.003	A
024.312.034	A	024.331.019	A	024.354.013	A	024.382.014	A
024.312.035	A	024.331.023	A	024.354.014	A	024.382.019	A
024.312.037	A	024.331.029	A	024.354.015	A	024.383.009	A
024.321.003	A	024.331.032	A	024.354.016	A	024.383.011	A
024.321.004	A	024.332.011	A	024.354.019	A	024.383.014	A
024.321.005	A	024.332.013	A	024.354.020	A	024.383.015	A
024.321.006	A	024.332.015	A	024.354.021	A		
024.321.010	A	024.332.019	A	024.354.022	A	Total	1901
024.321.019	A	024.332.024	A	024.354.023	A		

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

KAREN DEAN, President
 TOM GRAY, Vice President
 HARRY FARMER, Director
 DEBRA SCOTT, Director
 MICHAEL THOMAS, Director



OFFICERS:

RAY DIENZO, Acting General Manager
 TIMOTHY J. CARMEL, District Counsel

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

2023 FIRE HAZARD FUEL REDUCTION PROGRAM SCHEDULE

- | | |
|-----------|--|
| 4/13/2023 | Declaration of Public Nuisance |
| 4/17/2023 | Notices sent to parcel owners; parcel cutting starts |
| 7/14/2023 | Abatement Deadline
Final Inspections |
| 8/1/2023 | CCSD Contract List for Abatement Completed |
| 8/10/2023 | CCSD Public Hearing/Contract List for Abatement Considered by Board for Approval |
| 8/11/2023 | CCSD Contractor Starts Lot Clearing |
| 9/18/2023 | CCSD Contractor Deadline
Final Inspections |

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April 17, 2023

APN: <<INSERT APN>>

Owner Name
Mailing Address
City, State, Zip Code

Dear Property Owner:

NOTICE TO DESTROY WEEDS

**Per California Health & Safety Code Section 14875 et seq.
CCSD Resolution 16-2023**

Notice is hereby given that on April 13, 2023 the Cambria Community Services District ("CCSD") Board of Directors passed Resolution 16-2023 declaring that noxious, dangerous, seasonal and/or recurring weeds were growing upon or in front of your property, and more particularly described in said Resolution and that the same constitute a public nuisance which must be abated by the removal of said noxious, dangerous, seasonal and/or recurring weeds, otherwise they will be removed and the nuisance abated by the CCSD Fire Department authorities, in which case the cost of such removal shall be assessed upon the lots and lands from which or in front of which such weeds are removed and such cost will constitute a lien upon such lots or lands until paid. Reference is hereby made to said Resolution for further particulars.

All property owners having any objections to the proposed removal of such weeds are hereby notified to attend a meeting of the Board of Directors of Cambria Community Services District, to be held **August 10, 2023, 1:00 PM**, Veterans Memorial Building, Cambria, when their objections will be heard and given due consideration.

If the August 10, 2023 meeting will be conducted by teleconference, information regarding how to participate in the public hearing by call-in number or Zoom video link will be provided on the agenda for the meeting, which can be found on the District's website (www.cambriacsd.org).

Dated: April 17, 2023

This annual requirement is an effort to reduce the fire hazard caused by the accumulation of combustible materials on vacant parcels. Keep in mind that the forest helps define Cambria and it is important that we reduce the fire hazard without destroying its ability to regenerate. **Make every effort to protect seedlings, young native trees, ferns and bushes by marking them prior to cutting. Property owners are required to clear all combustible vegetation and/or debris from their property by the July 14, 2023 deadline.**

The following are guidelines to help you comply:

- Remove combustible construction materials, and trash from the property.
- Trim weeds and annual grasses to 4 inches in height. Avoid exposing bare soil or creating a situation that would encourage erosion.
- All downed trees and rounds, or dead limbs within 30 feet of any structure must be removed. Tree stumps fallen over shall be cut and retain no more than six feet of the log within this 30-foot zone.
- All downed trees beyond 30 feet from any structure 12 inches in diameter or greater may remain on the parcel. However, the entire trunk must be completely on the ground. Materials less than 12 inches in diameter shall be cut and removed from the property.
- All standing dead trees that pose a safety risk to improved property and/or infrastructure shall be removed.
- Remove ladder vegetation from under trees and shrubs, maintaining 6 feet of vertical clearance for trees greater than 20 feet in height.
- All Poison Oak, Scotch/Irish/French or other broom type plants, Pampas grass, Jubata grass and (Crocoshmia) also known as Fire Weed, shall be removed. Isolated specimens may be left with greater than ten (10) feet separation and all dead material is removed.
- Please refer to the informational flyer available on-line for additional clearance information and restrictions at www.cambriacsd.org.

The owner of record of the property at the time of notification is responsible for clearance of the parcel. Property owners having clearance done by local contractors will need to work closely with their contractor to ensure your parcel gets inspected by the CCSD Fire Department. Those parcels not in compliance by the July 14, 2023 deadline will be placed on a list to be abated by the CCSD's contractor. Cost for abatement for each parcel includes the contractor's charge for services, plus a \$100.00 administrative charge if paid within 90 days of receiving a bill, or a \$200.00 administrative charge if paid later. The CCSD is not responsible for the contractor's charges.

If you own property that no longer requires abatement (e.g., a parcel that has been developed or merged with an improved property), please call (805) 927-6240 and we will remove the parcel number from our list.

Your cooperation is greatly appreciated. Thank you for doing your part to keep Cambria a fire-safe community with a healthy urban forest.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**

FROM: Ray Dienzo, Acting General Manager
Denise Fritz, Finance Manager

Meeting Date: April 13, 2023

Subject: Consideration of Adoption of Resolution
17-2023 Updating the Assignment of
Banking Powers for Cambria
Community Services District

RECOMMENDATIONS:

Staff recommends that the Board of Directors adopt Resolution 17-2023 updating the banking powers authority, as listed in Exhibit A to the Resolution.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

Staff recommends revising the assignment of banking powers by adopting Resolution 17-2023, which includes the following changes:

- Remove: Pamela Duffield, Administrative Department Manager
- Remove: Dianne Greenstein, Administrative Technician III

Attachments: Resolution 17-2023 and Exhibit A

RESOLUTION 17-2023

April 13, 2023

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

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

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

WHEREAS, it is necessary to update the assignment of banking powers for the CCSD’s bank and investment accounts.

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

PASSED AND ADOPTED this 13th day of April, 2023.

Karen Dean, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Administrative Analyst

Timothy J. Carmel
District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXHIBIT “A” TO RESOLUTION 17-2023
April 13, 2023
AUTHORIZED BANKING POWERS**

AGENT’S NAME AND TITLE OR POSITION

A Karen A. Dean, Director
 B Debra Scott, Director
 C Harry Farmer, Director
 D Michael Thomas, Director
 E Thomas S. Gray, Director
 F Vacant, General Manager
 G Denise Fritz, Finance Manager
 H Vacant, Administrative Dept. Manager
 I Vacant, Administrative Technician III
 J Raymond Dienzo, Utilities Department Manager/District Engineer
 K Vacant, Finance Specialist
 L Miriam Orozco, Administrative Technician III
 M Haley Dodson, Administrative Analyst – HR & IT
 N Justin Vincent, Fire Chief

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

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

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: Ray Dienzo, Acting General Manager

Meeting Date: April 13, 2023

Subject: Consideration of Adoption of Resolution 18-2023 Amending the District Salary Schedule and Establishing a Pay Schedule for the Position of Administrative Manager

RECOMMENDATIONS:

Staff recommends that the Board of Directors adopt Resolution 18-2023 amending the CCSD salary schedule and establishing a pay schedule for the Administrative Manager position to take effect following the District meet and confer on April 21, 2023 regarding impacts.

FISCAL IMPACT:

The overall impact to the Administrative Department Budget would be an annual salary savings of approximately \$27,707, plus any benefits.

The proposed salary range for the Administrative Manager is \$133,046-\$161,718 annually, with each step as follows:

Step A	Step B	Step C	Step D	Step E
\$133,046	\$139,698	\$146,683	\$154,017	\$161,718

DISCUSSION

The General Manager has continued to reorganize the Administration Department and created the Administrative Manager position, which will be part of the Management Exempt employees' group. The positions of Administrative Analyst – HR & IT and Board Secretary will be eliminated and subsumed by the position of Administrative Manager. The Administrative Department Manager position will be eliminated during the Fiscal Year 2023/2024 budget process.

Haley Dodson will be assigned to the position of Administrative Manager. She has been employed with the District since May 2016 and has a Master of Education degree in Business Education & Information Technology. This reorganization more efficiently addresses the needs of the District. The Administrative Manager will be under the direction of the General Manager and will serve in an administrative capacity with management responsibilities and oversee Human Resources, Information Technology, Records Management, Risk Management and Board Secretary duties. The position description is attached.

Staff recommends the Board of Directors adopt Resolution 18-2023 approving the amended salary schedule and establishing a pay schedule for the position of Administrative Manager.

Attachments: Resolution 18-2023
Exhibit A to Resolution 18-2023 Amended Salary Schedule
Administrative Manager Position Description
2022/23 District Organizational Chart

RESOLUTION 18-2023
April 13, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT'S SALARY SCHEDULE AND
ESTABLISHING A PAY SCHEDULE FOR THE
POSITION OF ADMINISTRATIVE MANAGER

WHEREAS, the General Manager has determined that it is in the best interests of the District to reorganize the Administration Department and has created the Administrative Manager position, which will be part of the Management Exempt employees group; and

WHEREAS, the position of Administrative Analyst—HR & IT and Board Secretary will be eliminated and its duties subsumed by the position of Administrative Manager; and

WHEREAS, CalPERS requires that pay amounts be established pursuant to publicly available schedules; and

WHEREAS, publicly available salary schedules are required to comply with California Code of Regulations (CCR) Section 570.5; and

WHEREAS, by this Resolution the Board of Directors will establish the pay rate and pay schedule of the position of Administrative Manager.

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

1. The foregoing recitals are true, correct and are incorporated herein by reference.
2. The revised Cambria Community Services District Salary Schedule, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.
3. In accordance with CalPERS regulation CCR §570.5, the pay rate and pay schedule for the position of Administrative Manager shall be at the scheduled rates of Step A thru E annually, as follows:

Step A	Step B	Step C	Step D	Step E
\$133,046	\$139,698	\$146,683	\$154,017	\$161,718

4. This Resolution and the salaries contained in Exhibit A shall constitute a publicly available pay schedule as required by Government Code Section 20480. Pursuant to CCR §570.5, it shall be immediately

accessible and available for public review during the District's normal business hours.

5. This pay schedule shall be effective immediately on the date of the adoption of this Resolution. This Resolution and the pay schedule contained herein shall be retained by the District in its official records on a permanent basis.

Resolution 18-2023 was adopted at a Regular Meeting of the Cambria Community Services District on April 13, 2023.

Karen Dean
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Administrative Analyst

Timothy J. Carmel
District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023
Updated April 6, 2023**

POSITION TITLE	STEP A	STEP B	STEP C	STEP D	STEP E	10 YEARS	15 YEARS	20 YEARS
						SERVICE	SERVICE	SERVICE
						STEP E+5%	STEP E+7.5%	STEP E+10%
SERVICE EMPLOYEES INTERNATIONAL UNION (ANNUAL AMOUNTS) - Wage Increases Effective 1st Full Payroll Following January 16, 2023								
Administration (Includes 1.5% Wage Increase)								
Clerical Assistant	37,158	39,016	40,967	43,015	45,166	47,424	48,553	49,683
Administrative Technician I	44,322	46,538	48,865	51,308	53,874	56,567	57,914	59,261
Administrative Technician II	52,775	55,414	58,184	61,094	64,148	67,356	68,959	70,563
Board Secretary	52,775	55,414	58,184	61,094	64,148	67,356	68,959	70,563
Administrative Technician III	64,107	67,313	70,678	74,212	77,923	81,819	83,767	85,715
Finance Specialist-Payroll/Benefits	64,107	67,313	70,678	74,212	77,923	81,819	83,767	85,715
Facilities & Resources (Includes 1.5% Wage Increase & 1.0% Equity Adjustment)								
Maintenance Technician	48,941	51,388	53,957	56,655	59,488	62,462	63,949	65,436
Water, WRF & Wastewater Operations (Includes 1.5% Wage Increase & 1.0% Equity Adjustment)								
Water Treatment OIT	48,697	51,132	53,688	56,373	59,191	62,151	63,631	65,110
Water Treatment Operator I	50,932	53,479	56,153	58,960	61,908	65,004	66,552	68,099
Water Treatment Operator II	57,696	60,581	63,610	66,791	70,130	73,637	75,390	77,143
Water Systems Operator T3/D2	65,358	68,626	72,057	75,660	79,443	83,415	85,401	87,387
WasteWater Collection System Worker	51,114	53,669	56,353	59,170	62,129	65,235	66,789	68,342
WasteWater Systems OIT	53,804	56,495	59,319	62,285	65,399	68,669	70,304	71,939
WasteWater Systems Operator I	56,556	59,384	62,353	65,471	68,745	72,182	73,901	75,619
Laboratory Technician	62,489	65,614	68,894	72,339	75,956	79,754	81,653	83,552
WasteWater Systems Operator II	63,748	66,935	70,282	73,796	77,486	81,360	83,297	85,234
WasteWater Systems Operator III	70,435	73,957	77,655	81,537	85,614	89,895	92,035	94,176
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (ANNUAL AMOUNTS) 4% Wage Increases Effective 1st Full Payroll Following December 31, 2022								
Fire Captain	83,349	87,516	91,892	96,487	101,311	106,376	108,909	111,442
Fire Engineer	69,125	72,581	76,210	80,020	84,021	88,223	90,323	92,424
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (HOURLY AMOUNTS) 4% Wage Increases Effective 1st Full Payroll Following December 31, 2022								
Firefighter (SAFER Grant)	19.69	20.67	21.71	22.79	23.93	N/A	N/A	N/A
Firefighter	19.69	20.67	21.71	22.79	23.93	25.13	25.72	26.32
CAMBRIA RESERVE FIREFIGHTERS (HOURLY RATE: NO STEPS) \$.50 salary increase, effective January 1, 2023								
Reserve Recruit Firefighter **	15.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Firefighter **	15.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Fire Engineer **	16.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Lieutenant **	17.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CAMBRIA EXEMPT EMPLOYEES (ANNUAL AMOUNTS) 2% Wage Increases Effective November 19, 2022								
Administrative Analyst - HR & IT	86,662	90,995	95,545	100,322	105,339	N/A	N/A	N/A
Facilities & Resources Manager	93,174	97,833	102,724	107,860	113,254	N/A	N/A	N/A
Program Manager	93,174	97,833	102,724	107,860	113,254	N/A	N/A	N/A
Water Systems Superintendent	104,766	110,005	115,505	121,280	127,344	N/A	N/A	N/A
Finance Manager	114,504	120,229	126,241	132,553	139,181	N/A	N/A	N/A
District Engineer/Utilities Department Manager	127,101	133,456	140,129	147,136	154,492	N/A	N/A	N/A
Fire Chief	127,101	133,456	140,129	147,136	154,492	N/A	N/A	N/A
Administrative Manager	133,046	139,698	146,683	154,017	161,718	N/A	N/A	N/A
General Manager	173,400	173,400	173,400	173,400	173,400	N/A	N/A	N/A



CAMBRIA COMMUNITY SERVICES DISTRICT POSITION SPECIFICATION

Position	Administrative Manager
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	General Manager
Website	www.cambriacsd.org

ABOUT THE DISTRICT

In 1976, following a reorganization of several independent agencies, the Cambria Community Services District (CCSD) was formed. This facilitated the expansion of CCSD services to include water, wastewater, fire protection, lighting, refuse, and Parks, Recreation, and Open Space. The CCSD is governed by a five-member board of directors elected by Cambria voters for four-year overlapping terms.

A special district is a very basic form of local government, special to the state of California. There are approximately 2,300 independent special districts in California. When residents or landowners want new services or higher levels of existing services, they can form a special district to pay for and administer them.

The CCSD is primarily funded by utility fees augmented by a small amount of property tax revenue. Today, there are three independent special districts in Cambria: The Cambria Community Services District, Cambria Healthcare District, and Cambria Cemetery District.

ABOUT CAMBRIA

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air, and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking, and a sense of community.

DEFINITION:

Under the direction of the General Manager, the Administrative Manager serves in an administrative capacity with management responsibilities for the Administration Department. The Administrative Manager manages human resources, risk management, information technology records management and board secretary duties.

This is a position within the Management and Confidential Employee group.

ESSENTIAL DUTIES AND RESPONSIBILITIES:**Administration & Management Duties:**

- Performs project research and report preparation.
- Performs complex and confidential clerical and administrative support duties.
- Receives guidance from the General Manager and responds to sensitive personnel issues.
- Coordinates various communications and activities among District staff, vendors and the public.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering, and coordinating supplies.
- Performs departmental fiscal tasks such as assisting in budget preparation, tracking budget line items, coding invoices, and purchase orders for payment approval.
- Prepares a variety of routine reports, memoranda, correspondence, and documents.
- Handles liability and property claims.
- Perform special research projects or other administrative tasks as assigned.
- All other duties as assigned.

Human Resources Duties:

- Implements and manages the District's human resources and labor relations programs and projects, including preparation, updating and administration of the District's compensation and benefit plans and policies, personnel policies and procedures, classification plans and labor relations policies.
- Oversees the recruitment, hiring and orientation process.
- Manages the Vector Solutions training program for new employees, directors, committee members and commission members.
- Manages employee personnel files and records.
- Manages the District's Department of Motor Vehicle Employer Pull Notice Program.

Information Technology Duties:

- Supervises and oversees the Information Technology vendor and provides support to assure proper functionality and alignment of system with CCSD policies and procedures. Arranges for equipment purchases and maintenance.
- Supervises and oversees the telephone contract vendor and provides support to assure proper functionality and alignment of system with CCSD policies and procedures. Arranges for equipment purchases and maintenance.
- Manages the CCSD website and website vendor and assures functionality and alignment of system with CCSD policies and procedures.

- Supervises and oversees the Verizon and AT&T/CALNET vendors and assures functionality and alignment of phones with CCSD policies and procedures.
- Supervises and oversees contract insurance review with the District's insurance company.

Records Management Duties:

- Provides office support by filing and indexing materials alphabetically and numerically; conducts file and record searches.
- Manages the records retention and permanent repository, works with other departments on records retention and destruction.

Risk Management:

- Administers the District's workers' compensation program.
- Prepares and maintains accurate records of numerous reports related to workers compensation and benefits.
- Performs duties relating to the CCSD's administration of employer-employee relations.

Board Secretary:

- Provide prompt, professional and courteous customer service to the public, elected and appointed officials and District employees.
- Ensures that District board, standing committees and commission meetings comply with the requirement of the Brown Act.
- Administers recruitment and selection process for members of the standing committees and commission; ensures members receive proper orientation and training; administer and files oath of office forms.
- Coordinates the production of District staff reports, resolutions, ordinances, legal notices, agendas, agenda packets and supporting materials.
- Attends Board meetings, takes minutes and disseminates information related to District actions; ensures legal notification has been given; follows up on the agenda items after every meeting.
- Acts as District's election official to administer and conduct municipal elections when required and coordinates with the County for certain responsibilities during consolidated elections.
- Administers the provisions of various State laws, including the Public Records Act and responds to Public Records Act requests.
- Serves as the Filing officer for State and District mandated campaign statements, statements of economic interest and other similar filings; facilitates the biennial review and update of the District's Conflict of Interest Code.
- Manages the processing, indexing, codification, certification, recordation and maintenance of vital records including ordinances, resolutions, deeds, contracts and other documents in accordance with statutory requirements.
- Updates and maintains a variety of District regulations, policies and handbooks, interprets said documents for staff and the general public, and facilitates training to ensure compliance with these documents.
- Updates the District's website with agendas, agenda packets, notices, executed ordinances, executed resolutions, bylaws and goals and objectives.
- Digitize and scan all District records, including resolutions and ordinances to

Laserfiche.

- Create electronic versions of various documents for the District's use.
- Provide monthly Cambria meeting reminders to the Board of Directors and General Manager.

KNOWLEDGE/SKILLS/ABILITIES

- Operate standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
- Communicate clearly and concisely, both orally and in writing.
- Conduct transactions with the public and CCSD employees; answers questions, provides information and schedules appointments.
- Prepare business letters, reports and various correspondence.
- Correct English usage, grammar, spelling, punctuation, and basic math.
- Knowledge of computer applications, including Microsoft Office Suite, Adobe, Streamline and Laserfiche.
- Records management and filing principles and practices.
- Ability to learn specialized departmental computer software and web-based applications.
- Prioritize and organize multiple work activities to effectively meet deadlines
- Work with minimal supervision.
- Learn, interpret, and apply departmental and CCSD personnel policies and procedures; learn basic federal, state and local laws, codes, regulations, policies and procedures.
- Maintain confidentiality of personnel records and files.
- Exercise discretion and tact in processing documents and information of a confidential or sensitive nature.
- Participate in developing reports and recommendations. Establish and maintain accurate records and reports.
- Use independent judgment and discretion.

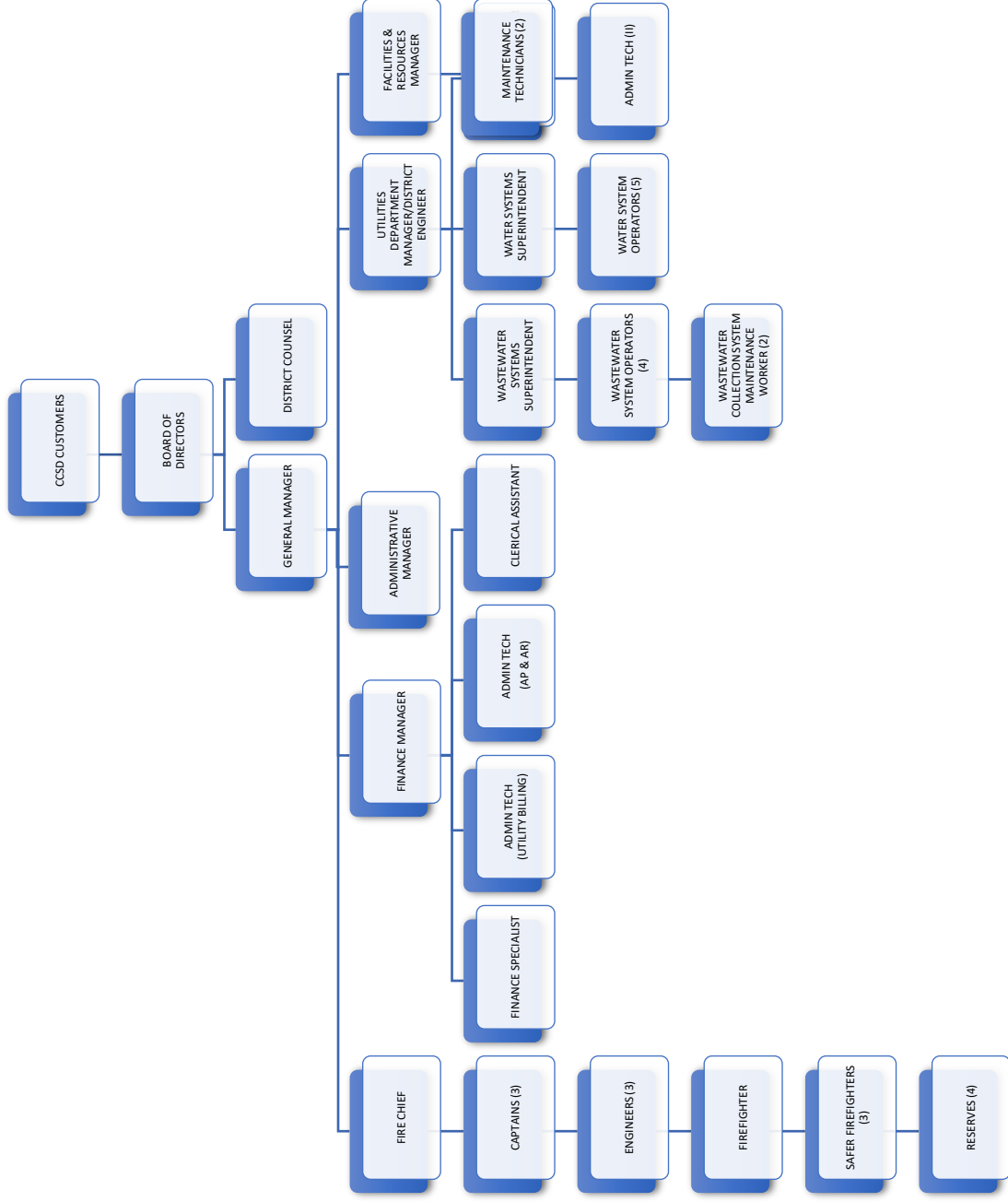
REQUIRED QUALIFICATIONS:

EXPERIENCE: Any combination of experience and/or education that is likely to provide the required knowledge and skills necessary to satisfactorily perform all essential duties and responsibilities. Experience with a public agency is highly desirable.

EDUCATION: A Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Business Management, or a closely related field as defined by the appointing authority at the time of recruitment.

LICENSE: Must possess a valid California class "C" driver's license and maintain insurability.

Cambria Community Services District Organizational Chart Amended Fiscal Year 2022/2023



Current Vacant Positions
 1-Clerical Assistant (part-time)
 1-Finance Specialist
 1-Admin Tech AP & AR
 1-Firefighter

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D.**

FROM: Haley Dodson, Administrative Analyst

Meeting Date: April 13, 2023

Subject: Consideration to Terminate the Agreement for Consultant Services with William Avery & Associates

RECOMMENDATIONS:

It is recommended that the Board of Directors terminate the Agreement for Consultant Services ("Agreement") with William Avery & Associates ("Avery") dated February 14, 2023, for non-performance, pursuant to Section 8(a), Default of Consultant.

FISCAL IMPACT:

Termination of the Agreement will result in a cost savings of \$10,000.

DISCUSSION:

The Board of Directors and staff are extremely disappointed with Avery's performance under the Agreement, a copy of which is attached, and its failure to perform or follow any part of the Recruitment Plan and Services Provided described in Avery's Proposal for The Cambria Community Services District for the Recruitment of the Executive Director transmitted by letter dated December 20, 2022. Section 8 of the Agreement provides the following:

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.

It is recommended that the Board take action to terminate the Agreement and to direct Haley Dodson, the CCSD Agreement Administrator, to provide Avery with a formal Notice of Termination.

Attachment: Agreement for Consultant Services dated February 14, 2023

AGREEMENT FOR CONSULTANT SERVICES

This AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of February 14, 2023, between **WILLIAM AVERY & ASSOCIATES, INC.** (“Consultant”), and the **CAMBRIA COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California (“District”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on February 14, 2023 and shall remain and continue in effect until December 31, 2023, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the tasks described and comply with all terms and provisions set forth in Consultant’s proposal dated December 20, 2022, attached hereto as Exhibit “A,” and incorporated herein by this reference.

3. PERFORMANCE

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

4. AGREEMENT ADMINISTRATION

Haley Dodson, Administrative Analyst – Human Resources, shall represent the District in all matters pertaining to the administration of this Agreement. William Avery shall represent Consultant in all matters pertaining to the administration of this Agreement.

5. PAYMENT

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

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;
or
- (e) 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 Administrative Analyst – Human Resources 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 Counsel 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. The Consultant shall indemnify, defend, and hold harmless District, its elected and appointed officers, employees, agents, and volunteers (“District Indemnitees”) from and against any and all liability, loss, expense (including reasonable attorney’s fees), including claims for personal injury or death arising out of Consultant’s performance of this Agreement, subject to the right of contribution, and in proportion to and to the extent such liability, loss, expense, reasonable attorney’s fees, or claims for personal injury or death are caused by the negligent or intentional acts or omissions of Consultant, its officers, directors, agents, independent contractors or employees.

(b) 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.

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 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: Haley Dodson
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: William Avery & Associates, Inc.
16 Lyndon Avenue, Suite 200
Los Gatos, CA 95030

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. Should the terms of the proposal conflict with 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.

[Remainder of page left intentionally blank.]

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:

WILLIAM AVERY & ASSOCIATES, INC.

DocuSigned by:
Karen Dean
41DFC83256B4446...

Karen Dean, Board President

DocuSigned by:
Bill Avery
6E210D91F5374CF...

William Avery, Principal

ATTEST:

DocuSigned by:
Haley Dodson
A9BEC4CBA9044B3...

Haley Dodson, Administrative Analyst

Approved As To Form:

DocuSigned by:
Timothy Carmel
B64D407A30AA141E...

Timothy J. Carmel, District Counsel

EXHIBIT A
CONSULTANT'S PROPOSAL



December 20, 2022

Karen Dean, Board President
Cambria Community Services District
1316 Tamsen Street, Suite 201
Cambria, CA 93428

Dear Ms. Dean:

Thank you for the opportunity to submit our recruitment proposal for the position of Executive Director for the Cambria Community Services District. We feel well suited to fulfill your executive search requirements based on our track record of successful recruitments, our service approach, and overall recruitment expertise.

We have an extensive background with the disciplines of Community Services, Water and Wastewater. We've completed assignments for the Director of Community Services Bureau for Contra Costa County; Director of Library and Community Services for the City of Sunnyvale; Community Services Director for the City of Stockton; Director of Parks, Recreation and Community Services for the City of Culver City; and Director of Housing and Community Development Services for San Diego County.

Additionally, we're currently conducting a recruitment for a Public Works Superintendent for the City of Marina. Most recently we also completed searches for Deputy Director of Public Works/City Engineer for the City of Richmond; Deputy Director of Public Works - Operations for the City of Gilroy, Utilities Assistant General Manager/Energy Delivery and Utilities Assistant General Manager/Water Delivery both for the City of Riverside Public Utilities, Executive Director for the San Luis Obispo County Integrated Waste Management Authority, and a Water Pollution Control Manager for the City of San Leandro. We are also very familiar with your District, having performed various HR duties for you in the past. This experience, combined with our proven ability to understand the unique needs of our clients and a strong focus on service, leads to exceptional results for our clients.

If you have any questions regarding our services or this proposal, please do not hesitate to call me at 408.399.4424 or 408.472.7873 (cell).

Sincerely,
William Avery
William H. Avery

WHA:jmc

William Avery & Associates, Inc.
Consultants to Management

16 Lyndon Ave., Suite 200
Los Gatos, CA 95030
408.399.4424
Fax: 408.399.4423
www.averyassoc.net

PROPOSAL FOR THE CAMBRIA COMMUNITY SERVICES DISTRICT FOR THE RECRUITMENT OF THE EXECUTIVE DIRECTOR

William Avery & Associates, Inc. – Our Profile

William Avery & Associates, Inc. (Avery Associates) is a successful and service focused Management Consulting firm based in Los Gatos, California. Incorporated in 1982, the firm specializes in Executive Search, Labor Relations and Human Resources/Management Consulting.

The firm currently includes two Principals and several key consultants. Bill Avery, the founder of Avery Associates, heads and manages the firm. He oversees the Labor Relations practice and is heavily involved in the search business including leading key searches. Paul Kimura focuses on and manages the Executive Search and Recruitment practice. Key staff members include Bill Lopez and Kristi Ward, who support the search practice and the firm's administrative staff includes Tomi Ewing and Jackie Collins. Temporary staff as needed augments the team.

Mr. Avery, having served in the past as a City Manager, provides the firm with direct experience and knowledge of city administration. Mr. Kimura's expertise in executive, technical and business recruitment, which he gained during his nineteen years of high technology experience, provides the basis for many of the recruitment strategies and tactics utilized by the firm. Their profiles are included. Collectively and combined, the firms Principals offer exceptional expertise in the area of public sector recruitment and consulting. Their profiles are attached as part of this proposal.

Firm Qualifications – What Differentiates Avery Associates

Exceptional service delivery and a very high quality work product provide excellent results for our clients. This begins with the initial client meetings, which lead to detailed timelines for deliverables followed by weekly recruitment status updates following initiation of the search. Our candidate outreach efforts are professionally and confidentially conducted. The evaluation materials we provide clients are routinely characterized as accurate, comprehensive and of very high quality. We believe more so than any other public sector recruitment firm. This is largely based on our interview system utilizing behavioral interview techniques. This leads to a quality product with excellent end results for our clients.

The service element is based on two factors: The first is the collective service philosophy from all of our organizational team members. They are each dedicated to providing service and support to clients. The second factor is based on the high level of engagement and participation from the firm Principals in every search assignment. This hands-on involvement includes client interface, identifying and developing the ideal candidate profile and position specification, development of the search strategy, candidate outreach, interviewing and assessment, completion of reference interviews, candidate presentation, final interview facilitation and when desired, negotiation of employment terms with the successful candidate.



Recruitment Team for the Cambria Community Services District

Bill Avery will serve as the Principal in charge of this project and will be assisted by Bill Lopez. Mr. Avery will be personally involved in the initial client meetings, development of the ideal candidate profile and search strategy, interview and assessment of candidates, referencing and presentation of candidates, attendance at final interviews, and will be available throughout the search process to provide other related consulting services.

Recruitment Plan and Services Provided

I. Position Profile and Organizational Assessment

The initial assessment phase is a critical component of the search process. Mr. Avery will individually meet with the Board of Directors to discuss the organizational needs and position requirements. Additionally, we would meet with any key staff members recommended by the District. If the District Board feels it important to secure community input we have several outreach efforts we've successfully utilized to engage and secure that input. For a community such as Cambria, we feel a computer based survey linked to your community website would be an ideal approach. We would develop and implement a community survey at no additional cost to the District.

Following our initial meetings with the Board, our goal for this aspect of the recruitment process is to:

- Understand the District's priorities for this position.
- Develop a clear understanding and consensus on the expertise, experience, education, performance attributes and operational style of the ideal candidate.
- Discuss the goals, objectives, deliverables, and challenges related to this position.
- Gain insight of the various organizational dynamics and departmental issues that exist within the organization.
- Identify the compelling aspects to this opportunity.

II. Development of the Search Strategy and Candidate Outreach

Our search strategy will be developed in conjunction with the organizational assessment. For this assignment, we feel it is critical to develop a high level of visibility with a comprehensive outreach program supplemented by a focused targeted recruitment approach. We would incorporate the following elements into this search:



- Development and contact of a targeted candidate list. This list would be based on previous recruitment contacts, referrals and recommendations from key sources and from our recruitment database would be an excellent starting point.
- Extensive utilization of Internet-based job boards and association-based websites.
- Original research, which begins with identification and contact of individuals currently in the profession or other candidates who meet the profile but are not actively seeking employment. This is the crux of our direct and aggressive phone and email outreach approach.
- Development and electronic distribution of the comprehensive position announcement.
- Utilization of print advertising in various periodicals related to the various position being recruited.

III. Candidate Assessment

Our assessment process involves several “tiers” of evaluation. All candidates responding to this position will initially, be evaluated based on their resume and if appropriate, an extensive phone “screening” by a firm Consultant. Candidates who pass the initial “qualifying” criteria are then scheduled for a formal interview with Mr. Avery. These extended personal interviews typically take one hour and a thorough discussion of their experience, accomplishments, management philosophy and interpersonal style takes place.

In interviewing candidates, we utilize a methodology based on “behavioral” interview techniques. Fundamentally, this approach explores a candidate’s past accomplishments and experiences. The philosophy here is that the best indicator of future performance is assessing past behavior. This methodology allows the firm to “project” how a candidate would approach and address challenges in the new position.

Those individuals who best fit the position requirements will have a Candidate Assessment Report developed by the Principal who conducted the interview. Additionally, two initial reference interviews are performed on these candidates. The reference interviews provide our clients with additional insights on the candidate’s “behavior” and style.

IV. Candidate Presentation

Upon completion of formal interviews and initial reference interviews, a selection of candidates for presentation is made. We feel our extensive screening, interview, and reference process; combined with the knowledge gained during our initial assessment period, enable our client to proceed with fewer rather than more finalists.



The final candidates are presented in our candidate presentation “book.” Each finalist will have a file consisting of a candidate summary sheet, a resume, the Candidate Assessment Report (based on the formal interview), and initial candidate reference reports.

V. Selection Process

Once the final candidate interview group is identified, the District will handle interviews.

Consulting Fee

Based on the services described in our proposal, the professional services consulting fee for this recruitment will be \$15,900. If awarded the search, we would request an initial retainer of \$5,900 at the outset of the search. A second invoice of \$5,000 would be submitted upon the Clients acceptance of a finalist candidate group. The final balance of \$5,000 would be invoiced upon acceptance of a job offer constituting completion of the search. Our invoicing models ensures the firm will remain totally committed to the District throughout the duration of the search as the final invoice is not submitted until the District has an accepted candidate. The consulting fee will be inclusive of all services defined within this proposal unless otherwise stated.

In addition to the Professional Services Fee, normal and direct out-of-pocket expenses associated with the search are charged back to the client. Expenses for this assignment would be a not-to-exceed amount of \$5,900 without the express consent of the District. These expenses include: advertising, clerical time, supplies, printing, telephone, postage, background checks, and consultant travel for client discussions, meetings and local or out-of-area candidate interviews. All expense items are reimbursed “at cost” and will be detailed and billed on a monthly basis.

Guarantees and Ethics

Whenever William Avery & Associates, Inc. is retained; we make several guarantees and commitments to a client. Due to our experience, knowledge and success within the management-consulting field, we assure a client that we will only present candidates who meet a substantial majority of the ideal qualifications that you have outlined. We are also committed to continue our search efforts until a successful candidate is employed.

It is also our practice to replace a candidate who may voluntarily resign during the first year of his/her employment. This same commitment applies if the client finds it necessary to terminate or to request the resignation of the selected individual in the first year for any reason. In either case, we invoice a client only for out-of-pocket expenses incurred in identifying a replacement.



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. Best's 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.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**FROM: Ray Dienzo, Acting General Manager
Denise Fritz, Finance Manager

Meeting Date: April 13, 2023

Subject: Discussion and Consideration to Fix Water and Wastewater Standby or Availability Charges as Provided in Government Code §61124(b) and Consideration of Adoption of Resolution 19-2023 Fixing Water and Wastewater Standby or Availability Charges for Fiscal Year 2023/2024

RECOMMENDATION:

1. Receive staff report and review the Financial Report on Water and Wastewater Standby or Availability Charges.
2. Open Public Hearing.
3. Take Public Testimony.
4. Close Public Hearing.
5. Discussion.
6. Make appropriate findings and adopt Resolution 19-2023 establishing water and wastewater standby or availability charges for Fiscal Year 2023/2024.

FISCAL IMPACT:

<u>Standby/Availability Charge</u>	<u>Estimated Revenue for FY 2023/2024</u>
Water	\$ 178,000
Wastewater	\$ 116,000

DISCUSSION:

Attached is a Financial Report and proposed Resolution 19-2023 for review and adoption after the public hearing is closed. Resolution 19-2023 establishes the Water and Wastewater Standby or Availability Charges for FY 2023/2024 and directs staff to notify the affected property owners. Action to confirm the charges and authorize collection on the tax roll will be considered by the Board after a noticed public hearing on May 11, 2023.

Attachments: Water and Wastewater Standby or Availability Charges Financial Report
Resolution 19-2023

Water and Wastewater Standby or Availability Charges

Financial Report

Legislative Background

State Government Code §61124 allows the Cambria Community Services (CCSD) to annually levy a maximum of \$45 for water standby or availability charges per acre of land within the CCSD service area, and a maximum of \$30 for wastewater standby or availability charges per acre of land within the CCSD service area. The CCSD has determined that the following fee schedule is consistent with the legal standard that the fee not be discriminatory or excessive and does not exceed the reasonable cost of the proportional benefit received by each parcel from the improvements funded by the fees:

Water Standby or Availability Charges

- a. For all parcels of one (1) acre or less: \$45.00
- b. For all un-subdivided land of more than one (1) acre:
\$45.00 plus \$1.35 per acre over one acre.
- c. For all subdivided land of more than one (1) acre:
 - (1) For the first ten (10) acres, \$45.00 per acre.
 - (2) For all such land over the first ten (10) acres, \$1.35 per acre.

Wastewater Standby or Availability Charges

- a. For all parcels of one (1) acre or less: \$30.00
- b. For all un-subdivided land of more than one (1) acre:
\$30.00 plus \$0.90 per acre over one (1) acre.
- c. For all subdivided land of more than one (1) acre:
 - (1) For the first ten (10) acres: \$30.00 per acre.
 - (2) For all such land over the first ten (10) acres: \$0.90 per acre.

These charges do not exceed what the CCSD was charging in November 1996. Therefore, the imposition of the fees is exempt from the requirements of Proposition 218.

Estimated revenues from these sources during the CCSD's Fiscal Year 2023/2024 are as follows:

➤ Water	\$ 178,000
➤ Wastewater	\$ 116,000

The revenue projections are based on charging all improved property owners within the CCSD and all unimproved property owners that have been issued intent to serve letters or connection permits.

CCSD Policy Summary

In 1987, Government Code §61765.12 did not restrict the use of the standby/availability charges, but Proposition 218 indicates they must be used for “the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.” (California Constitution, Article XIII D, § 4.) In 1990, the Board established a policy whereby the standby and availability charges help fund the CCSD’s Capital Improvement Program (CIP). On January 19, 2012, the Board amended this policy so that “Water and Wastewater Standby or Availability revenue is to be spent on maintaining, repairing and/or improving the respective Fund’s infrastructure. Specifically, these funds shall be spent on CIP, Major Maintenance or Capital Outlay Projects.”

FY 2021/2022 Actual and FY 2022/2023 Projected Revenues & Expenditures

A summary follows of FY 2021/2022 actual and 2022/2023 projected Water and Wastewater revenues and expenditures for CIP, Major Maintenance or Capital Outlay projects.

As indicated, standby or availability revenue is needed to finance the maintenance and improvements of the Funds’ infrastructure, particularly since connection fee revenue declined sharply due to the implementation of the Water Code 350 Water Moratorium in 2001 and has been virtually non-existent in the most recent years.

Eliminating the standby and availability charges would eliminate a critical source of funding for infrastructure projects.

Fiscal Year 2021/2022 infrastructure funding sources and expenditures were as follows:

	WATER FUND	WASTEWATER FUND
Standby Availability Revenue	\$177,699	\$115,547
Revenue from Operations	\$ 15,742	\$ 13,117
Transfer from Reserves	- 0 -	- 0 -
Connection Fee Revenue	- 0 -	- 0 -
Total Funding Sources	\$193,441	\$128,664
Infrastructure Expenditures*	\$193,441	\$128,664
Transfer to Reserves	- 0 -	- 0 -

*Represents sum of dCapital/Capital Outlay and Major Maintenance Projects

Fiscal Year 2022/2023 estimated infrastructure funding sources and expenditures are as follows:

	WATER FUND	WASTEWATER FUND
Standby Availability Revenue	\$178,000	\$116,000
Revenue from Operations	\$383,500	\$ 72,000
Transfer from Reserves	- 0 -	- 0 -
Connection Fee Revenue	\$ 10,000	- 0 -
Total Funding Sources	\$571,500	\$188,000
Infrastructure Expenditures *	\$571,500	\$188,000
Transfer to Reserves	- 0 -	- 0 -

*Represents sum of Capital/Capital Outlay and Major Maintenance Projects

The CCSD has identified a few priority Water and Wastewater CIP, Major Maintenance and Capital Outlay Projects, including:

- SCADA System SR4
- Water Meter Replacement/Upgrade
- Rodeo Grounds Pump Station Replacement
- Vehicle & Equipment Replacements
- Stuart Street Tank Replacement
- Lift Station Improvements

The proposed project list underscores the importance of having the maximum standby and availability charges in place. Failure to do so further restricts an already slim revenue stream and may result in the inability of the CCSD to support current and future debt service associated with capital projects and/or limits the CCSD's ability to obtain long term financing of its projects in addition to being unable to fund infrastructure maintenance and improvements.

Failure to adopt Resolution 19-2023 will result in an estimated reduction of \$178,000 in Water Enterprise revenues and \$116,000 in Wastewater Enterprise revenues for Fiscal Year 2023/2024.

RESOLUTION 19-2023
APRIL 13, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT
FIXING CCSD WATER AND WASTEWATER STANDBY
OR AVAILABILITY CHARGES

WHEREAS, pursuant to Government Code Section 61124(b), the Board of Directors may, by resolution, continue to collect water and wastewater standby and availability charges in successive years at the same rate; and

WHEREAS, notice was provided and a public hearing scheduled for April 13, 2023 concerning said water and wastewater standby or availability charges; and

WHEREAS, any person interested, including all persons owning property within the CCSD, were given the opportunity to appear and be heard concerning said CCSD water and wastewater standby or availability charges at the April 13, 2023 CCSD regular Board meeting; and

WHEREAS, it is hereby found that the water and wastewater standby fees or availability charges charged confer a special benefit upon the property assessed, and the amount being assessed does not exceed the reasonable cost of the proportional benefit received by each parcel from the improvements funded by the fees; and

WHEREAS, it is hereby found and determined that the water and wastewater standby or availability charges and the different rate structure for subdivided and un-subdivided land as set forth hereinafter are not discriminatory or excessive and will be in compliance with the law; and

WHEREAS, it is hereby found and determined that the water and wastewater standby or availability charges hereinafter set forth be fixed by the CCSD Board of Directors as the CCSD's water and wastewater standby or availability charges.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CCSD as follows:

1. The recitals set forth hereinabove are true, correct and incorporated herein.
2. The Board of Directors of the CCSD hereby fixes the Water Standby or Availability Charges for the CCSD for the Fiscal Year 2022/2023 as follows:
 - a. For all parcels of one (1) acre or less: \$45.00.

- b. For all un-subdivided land of more than one (1) acre:
\$45.00 plus \$1.35 per acre over one (1) acre.
- c. For all subdivided land of more than one (1) acre:
 - (1) For the first ten (10) acres: \$45.00 per acre,
 - (2) For all such land over the first ten (10) acres:
\$1.35 per acre.

Such charges shall be made to all such lands within the CCSD, or outside its territorial limits, to which water is made available by the CCSD for any purpose, whether or not the water is actually used. Unimproved properties that have not been issued an "Intent to Serve" letter or connection permit shall be exempt from this charge.

3. The Board of Directors of the CCSD hereby fixes the Wastewater Standby or Availability Charges for the CCSD for the Fiscal Year 2023/2024 as follows:
 - a. For all parcels of one (1) acre or less: \$30.00.
 - b. For all un-subdivided land of more than one (1) acre:
\$30.00 plus \$0.90 per acre over one (1) acre.
 - c. For all subdivided land of more than one (1) acre:
 - (1) For the first ten (10) acres: \$30.00 per acre,
 - (2) For all such land over the first ten (10) acres:
\$0.90 per acre.

Such charges shall be made to all such lands within the CCSD, or outside its territorial limits, to which wastewater is made available by the CCSD for any purpose, whether the water is actually used or not. Unimproved properties that have not been issued an "Intent to Serve" letter or connection permit shall be exempt from this charge.

4. The CCSD Board of Directors intends to hold a public hearing confirming the itemized reports describing each parcel and the amount of Water and Wastewater Standby or Availability Charges to be assessed against each parcel on May 11, 2023, at 1:00 p.m. at the following address: Cambria Veterans Memorial Building, 1000 Main Street, Cambria, California. Said public hearing shall also be accessible via teleconference or other electronic format and additional notice shall be provided, including posting notice on the District's website: <https://www.cambriacsd.org>.
5. The CCSD Administrative Analyst is hereby authorized and directed to publish a notice of said public hearing prior to the date set for hearing, in a newspaper of general circulation printed and published in the County; and mail to each assessed property owner a notice of the filing of the reports.

6. This Resolution shall take effect immediately upon its adoption.
7. This Resolution shall be available for public inspection in the offices of the CCSD Administrative Analyst at the following address: Cambria Community Services District, 1316 Tamsen Street, Suite 201, Cambria, California and on the CCSD website:
<https://www.cambriacsd.org/2023-04-13-board-meeting>

PASSED AND ADOPTED THIS 13th day of April, 2023, by the following roll call votes:

Ayes:
Nays:
Absent:

Karen Dean
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Administrative Analyst

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.B.**FROM: Ray Dienzo, Acting General Manager
Justin Vincent, Fire Chief

Meeting Date: April 13, 2023

Subject: Public Hearing and Consideration of Adoption of Ordinance 01-2023 – An Ordinance of the Board of Directors of the Cambria Community Services District Amending Chapter 6.04 of the Cambria Community Services District’s Municipal Code and Adopting and Amending the 2022 California Fire Code and the 2021 International Wildland Urban Interface Code

RECOMMENDATIONS:

Staff recommends that the Board of Directors:

1. Open the Public Hearing.
2. Receive public testimony on the adoption of Ordinance 01-2023 Amending Chapter 6.04 of the Cambria Community Services District’s Municipal Code and Adopting and Amending the 2022 California Fire Code and the 2021 International Wildland Urban Interface Code.
3. Close the Public Hearing
4. Read by title only, waive further reading, and adopt Ordinance 01-2023.
5. Direct that Ordinance 01-2023 and all appropriate and required documentation be submitted to the County of San Luis Obispo for ratification by the Board of Supervisors, as required by the California Health and Safety Code.

FISCAL IMPACT:

No fiscal impact is anticipated related to the adoption of the updated California Fire Code, International Wildland Urban Interface Code or associated local amendments.

DISCUSSION:

As part of the process of adopting and amending the 2022 California Fire Code and the 2021 International Wildland Urban Interface Code at its February 16, 2023 meeting, the Board of Directors adopted Resolution 13-2023 and introduced Ordinance 01-2023 (copies attached). In accordance with the requirements of Health and Safety Code Sections 13869.7, 17958.7 and 18941.5, Resolution 13-2023 made certain required findings based upon climatic, geographical and topographical conditions in Cambria in support of the adoption of more restrictive fire and life safety standards and requirements than those contained in the State’s Fire Code. Ordinance 01-2023, which will adopt and amend the 2022 California Fire Code and the 2021 International Wildland Urban Interface Code, is now being presented to the Board of Directors for adoption. The new State Fire Code went into effect on January 1, 2023.

Community service districts are authorized by Government Code Section 61100(d) to provide fire protection services, pursuant to the provisions of Health and Safety Code Section 13800, et seq.

Health and Safety Code Section 13869.7 provides the procedure for adopting amendments to the State codes, which includes the requirement that the ordinance be submitted to the County prior to noticing a proposed ordinance for public hearing, as well as submittal of the ordinance after adoption to the County Board of Supervisors for formal ratification. The adoption of codes by reference is also subject to the requirements of Government Code Section 50022.1, et seq. The adoption procedure is somewhat different than the procedure that otherwise applies to the adoption of an ordinance. Pursuant to Government Code Section 50022.3, after the introduction of the ordinance, a noticed public hearing is to be scheduled and held. Resolution 13-2023 and proposed Ordinance 01-2023 were submitted to the County after the Board's March 16, 2023 meeting and a notice of public hearing has been published for today's public hearing as required by law.

Ordinance 01-2023 amends provisions in Chapter 6.04 of the CCSD Municipal Code, readopts prior and pertinent amendments to the previous version of the California Fire Code, the International Wildland Urban Interface Code, and makes a number of technical amendments that were also adopted by San Luis Obispo County as part of their adoption of the 2022 California Fire Code — this was to ensure that the CCSD's Code is consistent with the County's requirements.

Adoption of Ordinance 01-2023 will be followed by a submittal to the County for ratification by the Board of Supervisors. Thereafter, it will be sent to the California Building Standards Commission for official filing. Upon filing with the State, the new regulations and standards will be fully enforceable within the Cambria Community Services District.

Attachments: Ordinance 01-2023
Exhibit A to Resolution 13-2023

ORDINANCE NO. 01-2023

BOARD OF DIRECTORS
CAMBRIA COMMUNITY SERVICES DISTRICT
DATE: APRIL 13, 2023

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT AMENDING CHAPTER 6.04 OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE AND
ADOPTING AND AMENDING THE 2022 CALIFORNIA FIRE CODE AND THE
2021 INTERNATIONAL WILDLAND URBAN INTERFACE CODE**

The Board of Directors of the Cambria Community Services District (CCSD) ordains as follows:

Section 1. Findings.

The Board of Directors of the Cambria Community Services District, (hereinafter referred to as "District"), hereby makes the following findings of fact:

- A. Section 13869 of the Health and Safety Code of the State of California, Article 2 (commencing with section 50022) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code, and 61100(d) of the Government Code, authorize the Cambria Community Services District to adopt an Ordinance, which incorporates by reference fire prevention codes, and amendments.
- B. The California Code of Regulations/CA Buildings and Standards Code, Title 24, Part 9 which includes the California Fire Code, is adopted by order of the California Legislature with supplements published in intervening years.
- C. The latest edition of the California Buildings and Standards Code was published in 2022 and has the force of law beginning January 1, 2023.
- D. This Ordinance will repeal the current fire codes and all other previously adopted fire codes and amendments. This Ordinance will adopt and amend the 2022 California Fire Code, and the 2021 International Wildland Urban Interface Code as published by the International Code Council, and will include annual supplements and State amendments and errata.
- E. Pursuant to California Health and Safety Code Sections 13869.7, 17958.7 and 18941.5 the Board has adopted Resolution No. 13-2023 making specific findings that because of unique climatic, geological, and topographical conditions that exist in Cambria, that the amendments to the adopted codes are necessary to protect life, health, property and the environment of the citizens of Cambria.

Section 2. Section 6.04.010 of the Cambria Community Services District Municipal Code is hereby amended as follows:

"6.04.010 -- Adoption of the 2022 edition of the California Fire Code and the 2021 International Wildland Urban Interface Code.

Except as provided in 6.04.040, all articles and appendices of the 2022 California Fire Code and the 2021 edition of the International Wildland Urban Interface Code are adopted, including annual supplements, State amendments and errata.”

Section 3. Section 6.04.040 of the Cambria Community Services District Municipal Code is hereby amended as follows:

“Section 6.04.040 -- Amendments and Exceptions to the 2022 California Fire Code (CFC) and the 2021 International Wildland Urban Interface Code (IWUIC).

Pursuant to Resolution No. 13-2023, the Board of Directors of the Cambria Community Services District found that because certain unique local climatic, geological and topographical conditions exist within the District, more stringent building standards relating to fire and public safety than those standards adopted by the State Fire Marshal, and contained in the California Building Standards Code are necessary for adequate fire protection within the District. Resolution No. 13-2023 and the findings contained therein are hereby incorporated herein by this reference. The following amendments and exceptions to the California Fire Code, 2022 edition, are therefore hereby made:

CFC SECTION 101 SCOPE AND GENERAL REQUIREMENTS

CFC Section 101.1 is hereby amended to read as follows: 101.1 Title These regulations shall be known as the Fire Code of the Cambria Community Services District.

CFC SECTION 107 FEES

CFC Section 107.1 is hereby amended to read as follows: 107.1 Fees. Fees are specified in the Cambria Community Services District Fee Schedule for District Services, as previously adopted by the Board of Directors.

CFC SECTION 111 MEANS OF APPEALS

CFC Section 111.1 is hereby amended to read as follows: 111.1 Board of appeals established. In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there shall be and hereby created a board of appeals. The board of appeals shall be the Cambria Community Services District Board of Directors. The fire chief, or their designated official, shall be an ex officio member, but will not be permitted to vote on any issues before the board. The board shall adopt rules of procedure for conducting the appellate process and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official. The appeals process requires a four-to-six-week period to allow for scheduling of a public hearing.

CFC SECTION 202 GENERAL DEFINITIONS

CFC Section 202 General Definitions, the definition of “Floor Area”, is added to read as follows: Floor Area. For the purpose of calculating square footage for the application of fire sprinkler requirements and fire flow requirements, the floor area shall

include all combustible areas attached to the structure, including garages, patio covers, workshops and alterations, additions and remodel square footage will be considered a combined and cumulative sum of floor area.

CFC Section 202 General Definitions, the definition of “Fuel Modification”, is added to read as follows: Fuel Modification. A method of modifying fuel load by reducing the amount of non-fire resistive vegetation or altering the type of vegetation to reduce the fuel load.

CFC SECTION 311 VACANT PREMISES

CFC Section 311.1.3 is hereby added to read as follows: 311.1.3 Securing Premises. The owner, occupant or other persons having under their control of any property, or materials on property, damaged by fire, when access by the public is possible, shall secure the property either by boarding up all openings, fencing, barricading or other appropriate measures as directed the fire chief, or his/her designee, within 24 hours of the incident.

CFC SECTION 405 EMERGENCY EVACUATION DRILLS

CFC Section 405.8 is hereby amended to read as follows: 405.8 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. Prior to initiating an alarm, the person initiating the alarm shall contact the fire alarm monitoring company and advise the company’s dispatcher of the fire drill. In cases where the fire alarm system is not monitored by a central station, notification shall be provided to the fire department dispatch center.

CFC SECTION 503 FIRE APPARATUS ACCESS ROADS

CFC Section 503.1.2.1.1 is hereby added to read as follows: 503.1.2.1.1 Developments of multi-dwelling units. Where the number of dwelling units exceeds 30, two separate and approved fire apparatus access roads shall be provided when located in a state responsibility area or a very high fire hazard severity zone.

CFC Sections 503.2.9, 503.2.9.1, 503.2.9.2 and 503.2.9.3 are hereby added to read as follows:

503.2.9 Driveway. Driveway specifications shall be provided for the fire plan review process.

503.2.9.1 Driveway width:

LENGTH	REQUIRED WIDTH
0-199 Feet	12 Feet
Greater than 200 Feet	14 feet

503.2.9.2 Turnarounds. Turnarounds must be provided if driveway exceeds 300 feet and shall be within 50 feet of the building. For driveways exceeding 300 feet, a turnaround shall be at the building site and must be within 50 feet of the dwelling.

Section 503.2.9.3 Turnouts. For driveways exceeding 800 feet, turnouts shall be provided no more than 400 feet apart. Driveways exceeding 150 feet in length, but less than 800 feet in length, shall provide a turnout near the midpoint of the driveway. A turnout shall be provided near the midpoint and shall be a minimum of 10 feet wide and 30 feet long with a minimum 25-foot taper on each end.

CFC SECTION 505 PREMISES IDENTIFICATION

CFC Section 505.1 is hereby amended to read as follows: Section 505.1 Address Identification. New and existing buildings shall have approved address Identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their back grounds and be reflective material. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be a minimum of: 6" inches for residential, 8" inches for commercial, and 10" inches in height for industrial with a minimum stroke width on ½ inch. Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure.

CFC SECTION 605 FUEL-FIRED APPLIANCES

CFC Section 605.5 is hereby amended to read as follows: 605.5 Portable unvented heaters. Portable unvented fuel-fired heating equipment shall be prohibited in all occupancies and in all groups. All flammable and combustible fueled heaters that are not vented to the outside of a building are included in this section.

CFC SECTION 903 AUTOMATIC SPRINKLER SYSTEMS

CFC Sections 903.2 is hereby amended to read as follows, including the following Table 903.2.1, 903.2.1 References, 903.2.2 and 903.2.2 Reference:

903.2 Where required:

TABLE 903.2.1 – AUTOMATIC FIRE SPRINKLER SYSTEM REQUIREMENTS FOR NEW CONSTRUCTION

STRUCTURE TYPE	SPRINKLERS REQUIRED 2	DESCRIPTION	SQUARE FOOTAGE 1		MIN. DISTANCE BETWEEN STRUCTURES AND PROPERTY LINE (PL)	REQUIREMENTS	USE EXAMPLES	EXCEPTIONS
			MIN	MAX				
New Construction	Yes	New buildings including mobile homes and commercial coaches 1	0		Per CBC, CRC	Throughout new buildings	All new construction and dwellings	Exceptions 2, 3, 4

Residential Accessory Structure	Yes	Accessory structures as defined in CRC	1,000	3,000	50 feet from PL	No heating, cooling, living or 30 feet between any structure on site	One story garage, workshop, studio, residential storage building	Exception 1
Agricultural Structure	Yes	Accessory to agricultural operation, livestock, crops. Agricultural operations in accordance with AGLUO & CBC definition	3,000	5,000	100 feet from PL, 50 feet from other structures	Primary usage must be 75% livestock or crops	One story barn or stables	Exception 1
Pole barn, Covered arena, Greenhouse	No	One story hay storage, covered riding arena, greenhouses	Unlimited if 60 feet on all sides per CBC		100 feet from PL, 50 feet from other structures	No public use or access	See description	None
Agricultural Exempt (no permit required)	No	LUOA Ag Exempt & Signed affidavit	0	3,000	100 feet from PL, 50 feet from other structures	Per Ag exempt agreement	Ag - Barn on Ag zoned land over 20 acres	See Title 19

Table 903.2.1 References:

CRC: California Residential Code

CFC: California Fire Code

CBC: California Building Code

LUO: Land Use Ordinance (San Luis Obispo County)

Footnotes:

- For the purpose of calculating square footage for the application of fire sprinkler requirements and fire flow requirements, the floor area shall include all combustible areas attached to the structure, including garages, patio covers, and workshops.
- Automatic Fire Sprinklers installed at exterior locations shall be approved corrosion resistant devices when environmental or operational conditions warrant.

Exceptions:

- Structures between the minimum and the maximum square footage must meet all the above table criteria and all the following are required in lieu of fire sprinklers:
 - no conditioned or habitable space,
 - no second stories (lofts 1/3 the floor area and open to below are allowed),
 - minimum two exits including one pedestrian door (side hinge swinging door),
 - workshops or offices limited to 10% of floor area,
 - dedicated fire water storage minimum of 5,000 gallons steel tank in full compliance

with NFPA 1142 (see fire safety plan) if there is no community provided fire hydrant within 500 ft., ▪ structure complies with the California Wildland Urban-Interface Ignition Resistant Construction Requirements, ▪ Cannot be used as a place of employment or for public assemblage/events. ▪ Cannot be used as a commercial building.

2. A single-story building or commercial coach where floor area does not exceed 1000 square feet and the occupancy is not a Group A, E Daycare, F1 Woodworking, group R, Group H, Group I occupancy or any occupancy where cellulose nitrate film, pyroxylin plastics or any hazardous materials manufactured, stored or handled in quantities in excess of Tables in CBC, CFC and the fire flow from a hydrant is less than 750gpm at 20psi.
3. Mobile/manufactured or factory-built homes or commercial coaches constructed or altered on or before March 12, 2011 which were not manufactured with automatic fire sprinklers.
4. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

TABLE 903.2.2 – AUTOMATIC FIRE SPRINKLER SYSTEM REQUIREMENTS FOR EXISTING CONSTRUCTION

OCCUPANCY OR STRUCTURAL MODIFICATION TYPE	SPRINKLERS REQUIRED 3	Description	SQURES FOOTAGE 1	REQUIREMENTS	USE EXAMPLES	EXCEPTIONS
Alterations 1	Yes, if...	Alteration includes modifications to the structure	50% or more of existing floor area 2	Alterations, additions and remodel square footage will be considered a combined and cumulative sum of floor area	Interior remodels Rehabilitations	Exceptions 1, 2, 3, 4
Additions 1	Yes, if...	Additions cumulative from January 01, 2008 regardless of any change of ownership	1,000 square feet or 50% of floor area 2	Alterations, additions and remodel square footage will be considered a combined and cumulative sum of floor area	Any addition	Exception 4
Hazard Category and Occupancy Classification Changes	Yes	Change results in higher hazard or as deemed necessary by fire code official and building official	Any	Hazard classification rating as determined by the fire code official, and occupancy classification as determined by the building official.	Any change of occupancy defined in Chapter 3 of the CBC	None
Hazardous Materials Inside Buildings	Yes	Cellulose nitrate film or pyroxylin plastic or any hazardous materials manufactured,	Any	Building and any portion of a building must also include requirements as	Any occupancy	None

		stored or handled in quantities in excess of Tables in CBC, CFC		listed in CFC Chapter 50		
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Table 903.2.2 References:

CRC: California Residential Code	CFC: California Fire Code	CBC: California Building Code
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Footnotes:

1. For the purpose of calculating square footage for the application of fire sprinkler requirements and fire flow requirements, the floor area shall include all combustible areas attached to the structure, including garages, patio covers and workshops.
2. Fire sprinklers are required when all ceiling coverings are removed, or a project reaches the threshold of 50% of addition or alteration; determination of fire sprinklers shall be made by one of the following methods: 1) By net floor area: Any room(s) or area(s) that are added, altered, rehabilitated or repaired shall have their net floor area calculated and compared to the total net floor area of the existing structure to find the calculated percentage. 2) By surface area: Surface area shall be defined as surfaces of walls and ceilings. Any room(s) or area(s) that are added, altered, rehabilitated or repaired shall have their surface area calculated compared to the total wall and ceiling surface area of the existing structure to find the calculated percentage. Note: Change(s) in project scope after the plan review process shall require that the fire sprinkler calculation be revised and submitted for review and approval.
3. Automatic Fire Sprinklers installed at exterior locations shall be approved corrosion resistant devices when environmental conditions warrant.
4. Mobile/manufactured or factory-built homes or commercial coaches constructed or altered on or before March 12, 2011 which were not manufactured with automatic fire sprinklers are not subject to fire sprinkler requirements.

Exceptions:

1. Alterations limited to only one of the following: replacement of exterior coverings and windows, roofing, electrical services, sewer laterals, retaining walls, or routine plumbing, electrical and mechanical repairs.
2. A loft open to the floor below and no more than one third of the floor area of the room below may be added without requiring sprinklers.
3. REPAIR is the reconstruction or renewal for the purpose of maintenance.
4. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence. Footnote 2 determination is required.

CFC SECTION 907 FIRE ALARM AND DETECTION SYSTEMS

CFC Section 907.10.1 is hereby added to read as follows: 907.10.1 False Alarms. False alarms exceeding 3 per calendar year are subject to citation and cost recovery.

CFC SECTION 4907 DEFENSIBLE SPACE

CFC Section 4907.1 is hereby added to read as follows: 4907.1.1 Fuel modification on driveways. Fuel modification on driveways: 10 feet of fuel modification is required on both sides of driveway on private parcels.

Exception:

Single specimens of trees, ornamental shrubbery, or cumulative groundcover such as green grass, ivy, succulents or similar plants used as groundcover provided they do not form a means of readily transmitting fire.

CFC SECTION 5609 SEIZURE OF FIREWORKS

CFC Section 5609.1 is hereby amended to read as follows: Section 5609.1 General. The fire chief or his/her designee shall have authority to seize, take and remove fireworks stored, sold, offered for sale, used or handled in violation of the provisions of Title 19, California Code of Regulations, Chapter 6 and the California Health and Safety Code, Chapter 9. This shall include Safe and Sane fireworks as well as specified in amended section 5601.

IWUIC SECTION 504 CLASS 1 IGNITION-RESISTANT CONSTRUCTION

IWUIC Section 504.1 is hereby amended to read as follows: 504.1 General. Class 1 ignition-resistant construction shall be required for all new and remodel construction and shall be in accordance with Sections 504.2 through 504.11.

Section 4. Repeal of Conflicting Ordinances:

All former ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance or the Code or Standards that were previously adopted are hereby repealed.

Section 5. Severability:

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

Section 6. Effective Date:

This Ordinance shall take effect and be in force from and after its approval, as provided by law. Within **thirty (30)** days of passage, this Ordinance shall be published one time in a newspaper of general circulation published within the Cambria Community Services District's jurisdictional boundaries, together with the names of said Board Members voting for and against the Ordinance.

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

AYES:

NOES:

ABSENT:

Ordinance No. 01-2023 is hereby adopted.

Karen Dean

President, Board of Directors

ATTEST:

Haley Dodson

Administrative Analyst

APPROVED AS TO FORM:

Timothy J. Carmel

District Counsel

**“EXHIBIT A” to Resolution 13-2023
CAMBRIA COMMUNITY SERVICES DISTRICT FIRE DEPARTMENT
2022 CALIFORNIA FIRE CODE FINDINGS**

Pursuant to Sections 13869.7, 17958.7 and 18941.5 of the California Health and Safety Code, the report contained herein shall be facts and the findings document to support proposed Cambria Community Services District Ordinance No. 01-2023. Under said ordinance, specific amendments have been established which are more restrictive in nature than those sections adopted by the State of California and contained in Title 24 of the California Code of Regulations.

The amendments to the 2022 edition of the California Fire Code (which is part of the California Code of Regulations/California Buildings and Standards Code, Title 24, Part 9), and the 2021 edition of the International Wildland Urban Interface Code will apply to the Cambria Community Services District. The amendments address the unique fire problems, concerns, and future directions, by which this District can establish and maintain an environment which will deliver an adequate level of fire and life safety protection to its citizens and visitors.

Under the provisions of Sections 13869.7, 17958.7 and 18941.5 of the Health and Safety Code, local amendments shall be based on climatic, geographical, or topographical conditions. The findings contained herein shall address each of these situations and shall present the local situation, which, either singularly or in combination, cause the need for the amendments to be adopted.

CAMBRIA COMMUNITY PROFILE

In 1866, the Town of Cambria was established. Cambria encompasses an area of approximately 5 square miles, with a residential population of approximately 6,000. The physical location of Cambria is 1 mile north of Highway 46 West on California Highway 1 and immediately south of San Simeon Creek Road and California Highway 1, immediately adjacent to the Pacific Ocean. The majority of Cambria contains single-family residential housing, two distinct business areas, numerous hotels, motels and bed and breakfasts, as well as an elementary school, a middle school and a high school, and a small commercial business area. Housing areas are spread across Cambria at elevations ranging from 10 to 600 feet above sea level.

Traversing through Cambria is California State Highway 1 and the Pacific Ocean to the West. Another unique factor that can create a barrier is the possibility of an earthquake collapsing the Santa Rosa Creek bridges and San Simeon Creek Bridge, which would restrict access for emergency equipment.

Based on this profile of Cambria, the Cambria Community Services District Fire Department (CCSDFD) established certain requirements to increase the level of fire safety to the citizens and visitors of Cambria, as well as the buildings and property within its boundaries. The following points are factors which cause concern to the CCSDFD and are herein established and submitted as the findings:

1. **CLIMATIC**

The climate and weather patterns within Cambria are considered to be directly affected by the onshore winds from the Pacific Ocean, located immediately to the West. Normal rainfall

averages 20-25 inches annually. During the winter rainy periods Cambria has the potential to experience flooding. The West business district flooded several years ago, interrupting emergency service response to this area and other parts of the community. During these flooding events it would be imperative that the community has automatic fire suppression systems to extinguish or control a fire to which the CCSDFD has a delayed response. During the summer and fall months, temperatures average approximately 68 degrees and can exceed 80 degrees for a period of days. Dry winds can remove the moisture from vegetation. Cambria has also experienced periods of drought which push fuel moisture levels to significantly low levels for long periods of time. It is well documented that coastal fuel models do not respond well to long periods of drought and low fuel moisture. Secondary to recent drought activity, it is estimated that there exists a greater than 60 percent tree mortality rate in the Cambria Pine Forest. During late summer and fall, winds can move a fire quickly across the hills and/or through residential and commercial areas of Cambria.

Because of weather patterns and limited water sources Cambria (like few other California communities) has long established and participated in water conservation programs to prevent water rationing. During some years water rationing and limitations on water use has been instituted and required. Water availability may be further limited in the future due to limited storage Capacity and increased consumption, as well as the climatic conditions which further impact the already minimal annual rainfall. Cambria's present water storage capacity is adequate for response to a single structure fire. Cambria experiences periods of low humidity, high temperature and winds each year. The age of the Cambria Pine Forest combined with diseases such as Pine Pitch Canker and infestations from Bark Beetle, create an environment where catastrophic wildland and resultant structural fires can occur. These conditions can create a situation where the Fire Department would commit limited resources to attempt to control and extinguish fire(s). The coastal fuel model types that are prevalent in and around Cambria are GR-6, GR-7, and TU-5. As mentioned above, these fuel model types have a scientific history of poor recovery from drought or low humidity and warm, dry wind conditions. In these known fuel types, it is well documented and observed that flying brands or burning embers from any fire can and will ignite many new fires. Since this is an obvious risk to our community, we must embrace ignition resistant exterior building construction features that protect the occupants as well as the surrounding wildland urban interface and intermix areas from this ever-present fire threat. These climatic conditions set the stage for potentially disastrous wildfire occurrences and threaten the public safety of the community. Cambria has not experienced a significant wildfire in over 130 years. While sound management of the water resources is possible, actual demands on our water supply have and will most assuredly increase.

2. GEOLOGICAL

The geologic features offered by Cambria give residents and visitors alike great scenic appeal. The coastline along the Pacific Ocean is emerging and is a rocky coast. The area in and around Cambria has considerable evidence of prior seismic activity. During the last several years earthquakes centered in Parkfield, San Simeon and Templeton have caused significant seismic activity within Cambria. Several active faults are located to the East of Cambria and could result in damage occurring to the community. The disruption of streets and roadways due to seismic damage could delay the arrival of emergency fire response and allow fires to quickly escalate beyond the fire department's ability to suppress them. The

installation of automatic fire suppression systems will allow the ability for the system to take action prior to the fire department's arrival. The potential for severe damage does exist for the entire built environment in the community but respective distances to such faults may limit damage in new construction where damage to older existing structures could be serious.

Although the CCSDFD and water system in Cambria are currently rated Class-4/4x by the Insurance Services Offices (ISO) it is possible that major fire flow requirements could be disrupted and automatic fire suppression systems requiring much less water would be the only means of extinguishment. Recent improvements to the community's water storage system have occurred. However, our community remains below current acceptable standards for the required amount for fire protection. The Cambria Community Services District (CCSD) is currently working toward a multi-year plan to improve the community water storage shortfall. Until a more reliable and permanent supplemental water supply is secured, Cambria is in and will remain in a water shortage emergency.

The potential for earthquakes influences fire protection planning. A major seismic event would create a community-wide demand on fire protection services, which would be beyond the response capability of the fire department. Near shore and long-distance Tsunami's can and would flood and damage large sections of Cambria. During flooding events it is well documented that building and other fires can and often do occur. This potential problem can be partially mitigated by requiring initial fire control through the installation of automatic fire protection systems. Extinguishing systems are instrumental in controlling or extinguishing fires in buildings in the event the water system is operating and undamaged by the seismic event. This increases the availability of firefighting resources to handle other emergencies during and after seismic events.

The geological layout of Cambria's hillside areas creates hazardous conditions should a storm or earthquake cause trees to fall and block roadways making access difficult or impossible until properly cleared. Landslides also frequently occur which can block ingress and egress. These conditions have occurred in the past and will happen again.

3. TOPOGRAPHIC

The topographic element of this report is associated closely with the geological element noted above. While the geological features create the topographic conditions, the areas of findings in this Section are a result of the construction and design of Cambria.

As the tourism activity in Cambria increases and parking lots fill with customers, delivery vehicles tend to double-park and add to congestion, which increases response times for emergency equipment. Most of the roadway system in Cambria is below current access standards and pose challenges for responding emergency vehicles. Vegetation grows near or over the roadways' edge and are prone to erosion, landslides, and blockages by falling trees. These conditions have impacted the timely delivery of emergency fire response to the community. Local residents and visitors parking on or adjacent to already sub-standard streets create access problems and blockages for fire and emergency services. The requirement for automatic fire suppression systems, defensible space, ignition resistant exterior construction features and improved fire access would support the fire and life safety response.

California Highway 1 completely traverses Cambria, creating a potential “barrier” to emergency response teams. All roads must pass over Highway 1, which could be sensitive to collapse in the event of an earthquake. In this instance, Cambria could be physically divided.

The value of the land in Cambria is near the top in the County. Maximum usage of the land is important to property owners, investors and developers. The most effective method of achieving this is to allow large homes on small lots with Pine trees and vegetation all around the structures. In numerous cases property is very sparingly cleared and a single residential dwelling is built in its place.

The town of Cambria is currently designated by Cal Fire’s updated 2022 Fire Hazard Severity Zones mapping system as Very High as it relates to wildland fire hazard probabilities. The rural nature of the town and the fact that a significant wildland fire has not occurred here in over 133 years places the community and visitors at significant risk. Narrow roads and steep hillsides increase response times and delay fire suppression efforts. The accumulation of combustible trees, dead vegetation, brush and grass create significant hazards and pose a severe burden on emergency response by the fire department. The potential for multiple fires would quickly overtax the CCSDFD ability to adequately provide service. The hillside location of homes, and the grouping together of numerous homes in a small area, also creates service delivery problems for the department. Fires occurring in these homes have a greater potential to spread to the wildland and therefore would expose additional structures to loss by fire.

The physical isolation of the town of Cambria places neighboring fire departments significant distances away. When fire mutual aid is needed, the 30-minute average response time for neighboring jurisdictions to arrive from the East and South allows a significant amount of time for fires to grow and exceed the resource capability of the responding adjacent fire equipment. Therefore, requirements for built-in fire protection, defensible space, fuel reduction, ignition resistant exterior building features and improved access would significantly improve the fire and life safety for the residents and visitors of Cambria.

STATEMENT OF THE PROBLEM

The CCSDFD is charged with the task of providing a reasonable degree of fire and life safety protection to the citizens and visitors to our town. The continued development and growth of Cambria, as it relates to the delivery of fire protection, are of major concern if we are to continue to provide even a minimum level of fire protection to our community.

These findings address the problem of community cost of fire control while offering an alternative approach to the continually growing demand for publicly funded fire protection services.

A report by the Institute for Local Self-Government entitled “Alternative to Traditional Public Safety Delivery Systems,” finds that a fire chief must move toward built-in private fire protection equipment and systems if they are to control the fire department’s operational budget, and adequately address the community fire protection problem.

This study, using guidelines from the Institute for Local Self-Government and the National Fire Protection Association, proposed that the fire department control fires in all new structures built within their jurisdiction. This could be accomplished by using an established emergency response assignment that will not create a deficiency in the fire protection services currently offered to the already established community.

The CCSDFD's emergency response assignment varies, depending on Reserve Firefighter availability and FEMA SAFER grant funded Firefighters. Most Fire Departments, within San Luis Obispo County, consider three engine companies, a truck company, an EMS unit (paramedics), breathing support unit and a Chief Officer to be a minimum emergency response assignment for a single-family structure fire.

The CCSDFD's current daily staffing, for immediate emergency response, includes three-to-four personnel on a single Engine Company, a Fire Chief during daily business hours, and an Automatic Aid response of a three-to-four-person Engine Company from CAL Fire/San Luis Obispo County Fire Station 10 (when available). Other agency resources within San Luis Obispo County are also available for mutual aid response, however, there is a significant time delay due to Cambria's isolation from these additional resources. It then seems only reasonable that new structures constructed or added onto, in Cambria, be protected by built-in fire protection systems. The criteria for controlling the cost of fire protection in the CCSD is to cause (by ordinance) new structures, regardless of type of construction or occupancy, to be equipped with automatic fire sprinklers.

The amending and adoption of the 2022 California Fire Code, and the 2021 International Wildland Urban Interface Code, will help provide an increased level of protection from fire to the public. The adoption of these Codes, together with the amendments, provides a reasonable and established means of adequately protecting life, the environment and property in Cambria.

These findings and future fire code provisions of the same kind reduce the need for large additions to publicly funded fire protection and allow the CCSD to grow with reasonable expansion of the CCSDFD. They also place fire protection and prevention in the community where the benefit can be realized much quicker and with greater benefit.

While smoke detectors are intended to provide an early warning that allows occupants to escape or defend themselves from the hazard of fire, automatic sprinklers are meant to control or extinguish a developing fire and to enable occupants to better escape. Automatic sprinklers are designed to respond quickly to suppress a fire early in the fire's development stages. This will allow for the suppression or extinguishment of a fire, and still leave a breathable atmosphere for occupants to safely exit the building. Automatic fire sprinklers can also contain the fire to the building of origin, and therefore potentially keep the fire from spreading to the exterior wildland environment.

Based on these findings, Ordinance No. 01-2023 will provide effective protection of the residents, the environment, as well as property, and help reduce the ravages of fire.

It should also be noted these findings are only a part of the total CCSD master fire protection plan. This may be one of the single most important elements toward the progressive improvement of the delivery of fire and life safety/protection services.

While the adoption of stringent regulations may not prevent all incidents of fire or deaths from fire, the implementation of the various codes and/or requirements will reduce the severity and potential for the loss of life, damage to the environment and property damage in our community.

Prepared and submitted by: Dr. Justin Vincent, Cambria CSD Fire Chief

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

FROM: Ray Dienzo, Acting General Manager

Meeting Date: April 13, 2023Subject: Discussion and Consideration of
Strategic Plan Update

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider the monthly updates to the Strategic Plan.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board held a special meeting on January 30th and adjourned to January 31st to update the Strategic Plan, then adopted the updated plan on February 16th. This effort included a review of underlying objectives to be largely accomplished over the next six months. The Mission Statement and Three-year Goals will not be updated since these were developed on June 28, 2022 with the intention that they would not be re-evaluated until June 2025. But the Objectives within each Goal will be discussed and updated as needed. Staff recommends that the Board discuss and consider a status report from the Strategic Plan Ad Hoc Committee and update the Strategic Plan as necessary.

Staff recommends the Board review, discuss, and consider the monthly updates to the Strategic Plan Objectives.

CAMBRIA COMMUNITY SERVICES DISTRICT
SIX-MONTH STRATEGIC GOALS & OBJECTIVES STATUS REPORT

June 28, 2022 – March 15, 2023

Updated January 31, 2023

CORE AREA: WATER SERVICES - GENERAL						
STRATEGIC GOAL: MEET THE ONGOING CHALLENGES OF EFFECTIVELY AND RELIABLY MANAGING WATER RESOURCES IN OUR SENSITIVE ECOSYSTEM						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the August 18, 2022 Board meeting	Utilities Mgr. – lead, R and I Committee, Melissa Bland	Clarify with the community the monitoring and evaluating drought stages.	X			Completed at R&I Committee meetings and with Board at its 8/18 meeting, as part of implementation of Stage 3 water conservation condition
2. At a March 2023 Board meeting	Utilities Mgr.	Implement the Water Meter Replacement Program <ul style="list-style-type: none"> • Present to the Board the implementation plan for the previously-approved Water Meter Replacement Program. 			X	
3. First quarter 2023 at a Board meeting	Utilities Mgr.	Complete the Stuart Street Tank Construction <ul style="list-style-type: none"> • Present to the Board the implementation plan for the Stuart Street tank construction (dependent upon receipt of appropriations monies). 			X	
4. Summer 2023	Utilities Mgr.	Permanent replacement of San Simeon water line and effluent line <ul style="list-style-type: none"> • Present to the Board of the Results of the RFP. 				
5. April 2023	Utilities Mgr. working with the R&I Committee	Research long-term water storage solutions <ul style="list-style-type: none"> • To revitalize the R&I Ad Hoc Committee concerning long-term storage. 				

CORE AREA: WATER SERVICES – WATER RECLAMATION FACILITY
STRATEGIC GOAL: ADVANCE COASTAL DEVELOPMENT PERMIT (CDP)
TO ACHIEVE COUNTY AND COASTAL COMMISSION APPROVAL

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Future Objective	Utilities Mgr., working with the ad hoc committee of the R and I Committee	Resolve the Brine Waste Disposal Issue <ul style="list-style-type: none"> Investigate and complete study for new cost-effective options and technologies for reduction/disposal of brine waste, including costs. Present a report to the Board upon conclusion of the study. 			X	Pilot program update tentatively scheduled for R&I early 2023.
2. Second quarter 2023 Board meeting or earlier.	Utilities Mgr.	Complete the Task 1 In-Stream Flow Study <ul style="list-style-type: none"> Report results to the Board. 			X	
3. Second quarter 2023	Utilities Mgr.	Complete the CDP Application <ul style="list-style-type: none"> Revisit the CDP project description to our CDP application. Submit the data needed to complete the CDP application for the County. 			X	In-Stream Flow Study Task 1 information to be included in the data set to the County.

CORE AREA: WASTEWATER SERVICES

**STRATEGIC GOAL: EXECUTE PHASED REPAIRS AND UPGRADES
FOR THE WASTEWATER TREATMENT SYSTEM**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Aug. 18, 2022 Board meeting	General Mgr. – lead, Utilities Mgr., Finance Mgr., CCSD Counsel	Present to the Board for review and consideration the agreement with PGE to move forward with the work on the wastewater treatment system.	X			Completed at August 31, 2022 Special Board meeting.
2. At the Sept. 8, 2022 Board meeting	General Mgr. – lead, Utilities Mgr., Finance Mgr., CCSD Counsel	Complete the financing package for the wastewater treatment system's PGE/IGA projects and present the results to the Board for consideration	X			Completed at August 31, 2022 Special Board meeting
3. First Quarter 2023	WWTP Financing Working Group - President Dean (Lead), VP Gray, General Mgr, Admin Dept Mgr, Finance Mgr	<p>Define methodology for identification of required reporting to dissemination agent</p> <ul style="list-style-type: none"> Hold initial meeting of WWTP Financing Working Group to determine methodology for review and identification of reporting documentation and agreements related to CSDA, Trustee and Underwriter. Establish a reporting system. Conduct Working Group review of contractual documents and formally document required actions, timelines and recommended internal processes. 			X	Draft for Board consideration
4. Quarterly report supplement to Board of Directors	Utilities Mgr and Finance Mgr.	<p>Monitor project expenditures and performance during the construction phase</p> <ul style="list-style-type: none"> Quarterly report supplement to Finance and Resources & Infrastructure Committees 				
5. FUTURE OBJECTIVE	TBD	<p>Revise any District Policies or Procedures to incorporate findings, as appropriate based on learnings from tracking project</p>			X	
6. FUTURE OBJECTIVE	Utilities Mgr.	<p>Establish priorities and an implementation plan for CIP wastewater projects not in the SST.</p>				

CORE AREA: FIRE PROTECTION AND EMERGENCY SERVICES

**STRATEGIC GOAL: PROVIDE OPTIMAL FIRE PROTECTION, WATER RESCUE,
AND EMERGENCY MEDICAL SERVICES ON A 24/7 BASIS**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the October 20, 2022 Board meeting or earlier	General Mgr.	Hire the replacement for the retiring Fire Chief and report to the Board.	X			Recruitment process complete. Fire chief started work on 11/2.
2. Second Quarter 2023	Fire Chief and CCHD Ops Dir.	Update Multijurisdictional Hazard Mitigation Plan for Cambria. <ul style="list-style-type: none"> • Review and update the adopted Multi-Jurisdictional Hazard Mitigation Plan for Cambria. • Report results to CCSD Board for consideration and approval. 			X	
3. Quarterly report	CCSD Directors Tom Gray and Karen Dean (co-leads), working with the Fire Chief and the coordinator of the Fire Safe Focus Group	Update the CCSD Board to any and all changes to evacuation planning within the District. <ul style="list-style-type: none"> • • Report on development of procedures for evacuation of residents needing extra help. • Report on development of evacuation routes. • Report on progress of safe haven locations. 		X		Report to the Board by committee report
4. Third Quarter 2023	Fire Chief, working with the General Mgr, District Counsel and Fire Safe Focus Group	Prepare and provide to the Board a Fire Prevention Plan for Cambria for Board consideration <ul style="list-style-type: none"> • Provide organizational chart. • Provide defensible space ordinance. • Provide budget and funding alternatives for the plan. 				
5. Second Quarter 2023	Fire Chief	Report on the progress of implementing the Zonehaven System and the emergency alert system.			X	Early 2023

6. First Quarter 2023	Finance Committee	Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund. <ul style="list-style-type: none">• Review of Budget Policy.				
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CORE AREA: FACILITIES AND RESOURCES

**STRATEGIC GOAL: MANAGE AND PROVIDE STEWARDSHIP OF DISTRICT ASSETS,
PARKS, RECREATION, AND OPEN SPACE IN A TIMELY, COST-EFFECTIVE,
AND ENVIRONMENTALLY SENSITIVE MANNER**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the July 21, 2022 Board meeting	General Mgr.	Request the Board to appoint a Cambria Veterans' Memorial Hall ad hoc committee.	X			Completed at the 8/11 Board meeting.
2. At the October 20, 2022 Board meeting	Facilities and Resources Mgr. – lead, General Mgr, Finance Mgr.	Pursue identified and potential grant funding sources for Veterans' Hall capital improvement projects and report results to the Board.	X			Identified and applied for grant through T-Mobile - This T-Mobile grant was rejected
3. At the October 13, 2022 Board meeting	Facilities and Resources Mgr – lead, PROS Commission	Present to the Board for review and consideration the PROS Commission's recommended options for East Ranch recreational expansion.	X			
4. Second Quarter 2023	General Mgr., Facilities and Resource Mgr., working with a Board ad hoc committee	Define future use and funding for the Veterans' Hall <ul style="list-style-type: none"> • Seeking non-CCSD funding sources for maintenance and operations • Improving outreach to promote more community use • Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall • Review of rental rates 			X	Ad hoc committee assisting

5. Third quarter 2023	District Engineer	Complete Skatepark project <ul style="list-style-type: none"> • Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark (completed 11.17.2022). • Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed. 			X	
6. First quarter 2023	District Engineer	Complete the East Ranch Restroom project <ul style="list-style-type: none"> • Obtain construction permit and present to the Board for consideration the construction RFP for the East Ranch restrooms. • Construct the restroom. 			X	Addressing SLO County comments. Require soils report.
7. Third quarter 2023	PROS Commission	Present options and estimated construction and maintenance costs and possible funding sources for future Community Park projects to the Board <ul style="list-style-type: none"> • Frisbee golf • Exercise circuit • Multi-use trail • Picnic tables 				Address at next strategic planning update
8. First Quarter 2023	Finance Committee	Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund <ul style="list-style-type: none"> • Review of Budget Policy. 				

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.B.**

FROM: Ray Dienzo, Acting General Manager

Meeting Date: April 13, 2023

Subject: Discussion and Consideration of San Simeon Community Service District's Use of the Veterans' Memorial Hall

RECOMMENDATIONS:

Staff recommends the Board of Directors discuss and consider the San Simeon Community Services District's ("SSCSD") continued use of the Cambria Veteran's Memorial Hall for their Board and Committee meetings.

FISCAL IMPACT:

The SSCSD is charged the non-profit civic organization rental rate per the Cambria Veteran's Memorial Hall fee schedule.

DISCUSSION:

The SSCSD reached out to CCSD staff in late February of this year to request use of the Cambria Veteran's Memorial Hall ("Vets Hall") for their Board and Committee meetings. Since their previous location within San Simeon was no longer available, CCSD staff agreed to help and scheduled some dates for their meetings. Since this use involved another local public entity's legislative body, the Acting General Manager allowed SSCSD to temporarily hold their Board and Committee meetings at the Vets Hall through May 2023; which at the time gave them three months to find a permanent meeting place within the "boundaries of the territory over which the local agency exercises jurisdiction," as specified in Government Code Section 54954.b. SSCSD staff has searched for a meeting location within its boundaries, but to date has not found a suitable place. There is also a provision in Section 54954 b.4 to allow the body to "Meet in the closest meeting facility if the local agency has no meeting facility within the boundaries of the territory over which the local agency exercises jurisdiction."

Since CCSD Board Meetings, Special Meetings, and Standing Committee Meetings are also held in the Vets Hall, CCSD meetings will take precedence over the SSCSD meetings. There are currently no scheduling conflicts through May 2023. SSCSD will not use any of the CCSD Board meeting equipment (dais equipment, microphones, electronic equipment) for their meetings. They will bring in their own sound system, computers and cameras, but will use the CCSD projector screen, tables, and chairs.

The CCSD Acting General Manager has advised SSCSD staff to continue to search for a permanent location within the territory over which it has jurisdiction. No SSCSD meetings have been scheduled past May 2023.

Staff recommends the CCSD Board of Directors discuss and consider the future scheduling of SSCSD Board and Committee meetings at the Vets Hall.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.C.**

FROM: Ray Dienzo, Acting General Manager

Meeting Date: April 13, 2023

Subject: Discussion and Consideration of Ratification of the CCSD Emergency Actions in Assisting the San Simeon Community Services District in its Water Supply Emergency

RECOMMENDATIONS:

Staff recommends the Board of Directors discuss and consider ratifying the emergency actions taken by CCSD in assisting San Simeon Community Services District ("SSCSD") in mitigating its water supply emergency.

FISCAL IMPACT:

It is proposed that the SSCSD pay for the cost of CCSD water supplied per the Tier 1 Residential Rate of \$9.33 per hundred cubic foot.

DISCUSSION:

On the afternoon of Wednesday, March 22, 2023, SSCSD staff reached out to CCSD staff to request emergency assistance to provide potable water to help sustain their water supply as they attempted to fix a serious problem. Based on regulatory permitting determined by the Regional Water Quality Control Board, SSCSD's source water exceeded the regulatory turbidity level as defined by their operating permit. Turbidity is the measurement of water clarity. High turbidity is a common problem for creek aquifers during sustained storm events.

CCSD Water Department staff gladly helped. Since there is no direct water main that connects the two communities, potable water was collected and delivered through trucking. The potable water was collected at one of the fire hydrants by the Vets Hall, because that location offered the least impact to the CCSD water distribution system (good flow and pressure). A CCSD Water Operator was on-site at the Vets Hall for the majority of Thursday, March 23rd and Friday, March 24th to oversee filling and metering of domestic water being transferred to SSCSD. A Chain of Custody Report was executed and documented water quality and quantity for each load delivered. San Simeon staff verbally contacted Division of Drinking Water staff to initiate and obtain approval for this inter district water transfer. Fortunately, the SSCSD water quality improved by late Friday afternoon. In total 74,200 gallons of CCSD water was delivered to the SSCSD.

Staff acknowledges and congratulates the teamwork between the SSCSD and the CCSD water operations staff to remedy this emergency. As water service has health and safety implications, their quick action is commended.

Staff recommends the Board of Directors approve Resolution 20-2023 ratifying the actions in assisting the SSCSD in their water emergency.

Attachments: Resolution 20-2023 & Exhibit A

RESOLUTION NO. 20-2023
April 13, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
RATIFYING THE ACTIONS ASSISTING THE SAN SIMEON CSD IN THEIR
WATER EMERGENCY

WHEREAS, on Wednesday, March 22, 2023, the San Simeon CSD reached out to Cambria staff to request emergency assistance to provide potable water to help sustain their water supply as they attempt to fix the problem; and

WHEREAS, Acting General Manager directed Cambria CSD water staff to assist in providing potable water from the Cambria CSD water supply to help sustain San Simeon CSD through this water emergency; and

WHEREAS, San Simeon CSD staff requested purchasing this emergency potable water through this emergency.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that these emergency actions is ratified and the potable water volume delivered and cost of water is adopted as shown on Exhibit "A," attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 13th day of April, 2023

Karen Dean
Board President

ATTEST:

APPROVED AS TO FORM:

Haley Dodson
Administrative Analyst

Timothy J. Carmel
District Counsel

Exhibit A - Volume of Water and Cost Calculations

3/23/2023

METER START	METER END	VOLUME PER 1000 GALLONS	VOLUME UNITS PER HUNDRED CUBIC FEET (ccf)
31.20	35.40	4.20	5.61
35.40	39.20	3.80	5.08
39.20	43.00	3.80	5.08
43.00	46.90	3.90	5.21
46.90	51.00	4.10	5.48
51.00	54.90	3.90	5.21
54.90	58.80	3.90	5.21
58.80	62.60	3.80	5.08
62.80	66.50	3.70	4.95
66.50	70.40	3.90	5.21
70.40	74.20	3.80	5.08
74.20	78.00	3.80	5.08
78.00	81.70	3.70	4.95

50.30 **67.25**

3/24/2023

METER START	METER END	VOLUME PER 1000 GALLONS	VOLUME UNITS PER HUNDRED CUBIC FEET (ccf)
81	85.1	4.10	5.48
85.1	89.2	4.10	5.48
89.2	93	3.80	5.08
93	96.9	3.90	5.21
96.9	100.6	3.70	4.95
100.6	104.9	4.30	5.75

23.90 **31.95**

TOTAL VOLUME (ccf) 99.20

COST CALCULATION

DESCRIPTION	QUANTITY	UNIT COST (PER CCF)	COST
COST OF WATER (TIER 1 RESIDENTIAL RATE)	99.2 ccf	\$ 9.33	\$ 925.52
COST OF WATER OPERATOR STAFF TIME	17 hours	in-kind service	\$ -

TOTAL COST \$ 925.52

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.D.**

FROM: Ray Dienzo, Acting General Manager

Meeting Date: April 13, 2023

Subject: Discussion and Consideration
Regarding PROS Commission
Application and Appointment Process
for Current Vacancies**RECOMMENDATIONS:**

Staff recommends that the Board discuss and consider the PROS Commission application and appointment process and direct staff to proceed with advertising for the PROS Commission and PROS Commission Alternate positions.

FISCAL IMPACT:

There is no fiscal impact identified with this item.

DISCUSSION:

Staff recommends that the Board consider how they would like to fill the vacancies on the PROS Commission. The term expirations and current vacancies are as follows:

One (1) PROS Commission term vacancy due to Joyce Renshaw's resignation on March 29, 2023.

One (1) PROS Commission Alternate (Stanley Cooper resigned in November 2022).

Resolution 71-2005 (set forth below) discusses the existing PROS Commission appointment procedure.

PROS Commission Appointment Procedure:

According to the PROS Commission appointment procedure approved by Resolution 71-2005, "Upon commissioner term expiration, vacancy or resignation, the PROS Chairman shall inform the CCSD Manager of Parks and Recreation of the pending vacancy, and CCSD staff will implement standard advertising procedures for commissioner candidate applications. The CCSD Board Parks and Recreation Ad Hoc Committee shall review the applications received and recommend qualified candidates to the CCSD Board of Directors for appointment. The Board of Directors will be provided an opportunity to review all applications prior to appointment. Appointments will be made in open session at a regularly scheduled CCSD Board Meeting.

According to PROS Commission Chair Kniffen, the appointment process set forth in Resolution 71-2005 has never been used. Staff recommends using the appointment procedure set forth in

Section 2.3 of the Standing Committee Bylaws (set forth below), as that procedure is simpler and more expedient.

2.3 Method of appointment:

- a) The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board.
- b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.
- c) 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.
- d) 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 for a minimum of two weeks in the local newspaper, 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 normal business hours during the application period.
- e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.
- f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.
- g) 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.

Staff recommends that the Board provide direction to staff to begin a new application process.

Report to CCSD Board of Directors on the March 28, 2023 Regular Meeting of the Finance Standing Committee

The March 28, 2023, Regular Meeting of the CCSD Board of Directors Finance Standing Committee was called to order by Chairperson Tom Gray at 10:00 a.m. In attendance, along with Chairperson Gray, were Committee Vice Chair Cindy Steidel and members David Pierson, Karen Chrisman, Cheryl McDowell and Aimee Wyatt.

Present from CCSD Staff were Acting General Manager Ray Dienzo, Finance Manager Denise Fritz, Facilities & Resources Manager Carlos Mendoza, Administration Department Manager Pamela Duffield and Administrative Analyst Haley Dodson.

In public comment for items not on the Agenda, the Committee received two items of written comment from Linda Prentiss.

The Committee's Regular Business consisted of the following items:

Discussion and Consideration of Land and Water Conservation Fund Grant Application for Cambria Skatepark Project. The Committee discussed an updated Staff proposal to apply for a state Land and Water Conservation Fund (LWCF) grant for 50% matching funds to construct the Skate Park on Main Street. The Committee had begun discussion at its Feb. 28, 2023 meeting on the proposed grant application, which had previously been endorsed by the Parks, Recreation and Open Space (PROS) Commission on Feb. 14, 2023.

Public comment was received from:

Juli Amodei
Linda Prentiss (written comment)
Anonymous (written comment)
Donn Howell
Dick Clark
Chelsie Foster

The Committee discussed and considered whether to recommend that the CCSD Board of Directors proceed to seek grant funding for the Skate Park project, and also whether to raise the estimated cost for the project to a proposed \$1.2M that Staff felt was more reasonable for the project. An increase in project cost would also require CCSD to set aside a larger share of general funds in restricted reserves until this project is completed and grant funds are fully paid to the district for reimbursement. Also discussed and considered was a proposed amendment to the Memorandum of Understanding (MOU) between the CCSD and the Cambria Community Council that would apply to this or any future grant funding.

Key topics of discussion included the potential risks of setting aside funds for an estimated 2-3 years until the project completion, the possible alternative needs for funds that could impact the feasibility of investing and committing funds for such a lengthy time, and the potential impact of cost overruns and unresolved permitting issues. Staff representatives pointed to the contingency included in current cost estimates as a buffer against the uncertainty of future costs. The Committee also discussed the possibility that other projects may require additional funding from reserves in the near term, such as modernizing the Vets hall or dealing with emergencies such as the recent flood damage to CCSD facilities.

During the Committee's discussion, Ms. Amodei and Mr. Clark stated that Skate Cambria will continue fundraising to minimize district liability and minimize the use of General Fund revenue, especially in case of potential construction cost overruns.

On a motion by Committee member Pierson, seconded by Vice Chair Steidel, the Committee voted 5-0 to approve the proposed amendment to the MOU between the CCSD and the Cambria Community Foundation.

On a motion by Committee member Wyatt, seconded by member McDowell, the Committee voted 4-1 (Vice Chair Steidel dissenting) to recommend that the CCSD Board apply for the 50% matching grant based on an updated project cost of \$1.2 million.

Discussion and Appointment of Ad Hoc Subcommittee Regarding Review of Reserve Policy.

Vice Chair Steidel and Committee member Chrisman volunteered to serve on this committee. They will review the restricted and unrestricted reserves and report back next month.

Review and Discussion of Report from Ad Hoc Subcommittee on Budget Policy Review.

Committee member Pierson reported on progress of the subcommittee and outlined a proposal for review and updates to the overhead allocation process. The committee will meet again during the week of April 10th to work with staff and refine this proposal.

Discussion and Consideration to Amend Wastewater Fund-General Fund Interfund Repayment Agreement with Recommendation to the Board.

Due to past loans between accounts that didn't have full documentation, Ms. Duffield requested the committee review and approve a proposed loan repayment schedule to take to the board. On a motion by Committee member Pierson, seconded by Vice Chair Steidel, the Committee voted 5-0 to recommend that the CCSD board amend the Wastewater Fund-General Fund Interfund Repayment Agreement as recommended by Staff.

Discussion and Consideration of Water Fund-General Fund Interfund Repayment Agreement, with Recommendation to the Board. This item is related to old loan repayments and interfund loan amounts between accounts, and whether or not interest must be charged between accounts. Some agreements for interfund loans had interest specified in the repayment schedules and some did not specify, so Ms. Duffield sought clarification from the Finance Committee on this issue. There was discussion about having a specific review of interfund loan policies in the future.

On a motion by Committee member Pierson, seconded by Vice Chair Steidel, the Committee voted 5-0 to recommend to the CCSD Board that the repayment agreement as submitted by the Staff be approved, with the exception that the interest on this specific loan be forgiven.

The meeting was adjourned at 12:15 p.m.

**Respectfully submitted by Tom Gray
April 5, 2023**

Resources & Infrastructure Committee Report for April 13, 2023 CCSD Meeting

The Standing Committee on Resources & Infrastructure meeting held their regular meeting, via a hybrid format, in the Vets Hall dining room on March 13, 2023. Committee members present were Chair Karen Dean, Vice Chair Steven Siebuhr, Secretary Derrik Williams, James Webb, Juli Amodei, and Mark Meeks. Staff member present was Administrative Analyst HR&IT Haley Dodson. There were two members of the public present in person, and two attendees via Zoom. Acting GM/Utilities Manager/District Engineer Ray Dienzo was not present.

The meeting was called to order at 2:00pm. During Committee Member Communications, James Webb updated the committee on the proposed addition of the California Marine Protected Areas (MPA) to the International Union for the Conservation of Nature (IUCN) green list.

Public comment was received from attendee Ms Dickason regarding other companies that provide ZLD technology, and regarding the San Simeon WWTP Coastal Hazard Response Plan. Mr Dudzik gave verbal public comment via Zoom regarding his interest as a lot owner in finding a water storage solution, and offered his professional expertise towards that effort. Committee Secretary Williams read a written public comment from Ms Ludwigson regarding the use of social media by members of standing committees.

The Ad Hoc Committees and Ad Hoc Committee appointees were reviewed and updated. Mark Meeks and Juli Amodei volunteered to take on the Climate Policy Needs and Parameters AdHoc.

Steven Siebuhr, Jim Webb, and and Derrik Williams volunteered to work on the Brine Waste Disposal AdHoc.

The Long Term Offsite Water Storage AdHoc was reactivated per the Strategic Plan, and James Webb and Derrik Williams volunteered to work on that AdHoc. The AdHoc on informational videos was disbanded, and the AdHoc Committee assignments on Water Conservation, the UWMP, and Water Demand Offset had been completed so those committees were disbanded as well.

Discussion regarding review and updates on the AdHoc Committees on CIP Prioritization, Asset Management, and the San Simeon Coastal Hazard Response

Plan (CHRP) were postponed to the April meeting when Mr Dienzo was expected to be present.

Committee member Williams moved to accept the AdHoc Committee changes as proposed, Committee member Amodei seconded the motion, and the vote was unanimous.

The remaining agenda items, Discussion Regarding the Water Reclamation Facility Permit Process and Discussion on the PG&E SST Project were also tabled to the April meeting when Mr Dienzo could be available to provide the background information on these two topics for the new committee members.

The Committee voted unanimously to cancel the April 10 regular meeting, due to the unavailability of one of the members on that date, and to reschedule as a Special Meeting on April 17.

The meeting was adjourned at 2:50 pm.

Respectfully submitted,
CCSD Board President Karen Dean
Resources & Infrastructure Committee Chair

Report from the February 2023 CSDA Special District Leadership Academy 9D

Sunday 2/26 through Wednesday 3/1/2023, CCSD Director Michael Thomas attended the CSDA Special District Leadership Academy (SDLA). In my opinion, this was a very useful workshop. The instructors were excellent, a great opportunity to learn from approximately 100 fellow Directors and General Managers from all sorts of special districts, and the workshop materials provide as excellent resource. My intent in this report is to highlight a few nuggets, key learnings in each of the segments, takeaways that I intend to use in my work on the Board, as well as opportunities from my fellow Directors to consider.

Building a Foundation for Good Governance; Instructor: Scott Carroll, Costa Mesa Sanitary District GM for 17 years.

- The primary purpose of the Board is to **ensure the District is doing what it was formed to do**. Page 8, slide 14,
- **Horizontal relationships** in a CSD Board are unique in many ways and require different practices and behaviors than other types of relationships.
- Special Districts are the most ubiquitous form of local governance, with 58 counties, 400 cities, and 2000 special districts in California. Page 10, Slide 18,
- Unity of purpose, a common focus, goals, core values, beliefs and principles, is essential to enable the Board to achieve the goals and objectives of the district. Page 13...
- **It's OK to disagree**. It is not important that votes be unanimous. However, after the vote is taken, it is essential that **every Board member support the decision**, be able to explain the basis upon which the Board made the decision. Page 16, slide 30
- Several discussions about **effective dialogue** on the Board. Page 22, slide 42
 - Recognize that others have information and perspectives essential to every decision we make.
 - Ask questions, and really listen, seek first to understand.
 - Share assumptions, information, reasoning.
 - Identify common ground, areas of agreement and disagreement.
 - Reframe the issue when appropriate, seek alternatives that address all perspectives.
 - Even when we disagree, respect and value others' perspectives.
- Always be aware of **nonverbal** communication, body language, etc. page 24, slide 46
- Strategic planning, setting the district's future, page 29, slide 56...
 - Clearly and honestly define the current reality,
 - Establish a vision of the desired future (perhaps a missing element of our strategic planning process),
 - The rest of the strategic plan is establishing a path to get there.
- When evaluating GM performance, in general, don't punish the GM for failing to meet goals and objectives, focus on improvement.
- The instructor encourages Board involvement reviewing and discussing organization structure, job descriptions and salary structure.
- Book recommendation: **The Infinite Game** by Simon Sinek, 2018.

The Board's Roles in Human Resources; Instructor: Attorney Mark Meyerhof, Partner with Liebert, Cassidy, Whitmore.

- Regarding the adage we often hear that the Board focuses on the “**what**” not the “**how**,” the intent is to for the Board to avoid interfering with day-to-day activities. But **the Board definitely should set behavioral/ interpersonal and expectations for the GM regarding how the district conducts its business**, and reinforce getting results the right way through GM performance evaluations. Page 293, slide 9
- The question was raised regarding whether the Board should see performance evaluations of staff reporting to the GM. The advice and consensus was a resounding no. Page 295, slide 14
- Excellent discussion regarding **determining the HR health of our district**, examples of positive and red flag indicators that can be included in the **district scorecard** we use to evaluate the GM, as well as to evaluate progress towards achieving the strategic plan. Page 298, slides 19-20
- **Regarding Board member interaction with staff**, the instructor encourages Board members to visit departments, meet with staff, just inform the GM in advance, and don't provide direction. Page 308, slide 39
- I inquired **regarding Board decision-making processes/ practices**. The Instructor recommends:
 - Establish a decision-making policy,
 - Address decision making practices as a GM expectation and reinforce through performance evaluations, and
 - Recognize that different board members have different decision-making styles and needs. page 312, slide 48
- Excellent discussion regarding **GM performance evaluation** on pages 318-322, slides 59-68, plus sample GM performance evaluation checklists in the resources section, pages 325-332
 - All aspects of GM performance evaluations are to be performed in closed session. The written performance evaluations are not to be shared with the public.
 - An effective way to communicate GM performance to the public is by using the strategic planning process, indicating completion of goals and objectives, and through a balanced scorecard of district performance measures.

Report from the February 2023 CSDA Special District Leadership Academy 9D

Fulfilling, your District Mission: Charting the Course; Instructor: Martin Rauch, Rauch Communication Consultants, Inc.

Excellent discussion and resources regarding effective strategic planning processes for special districts. Review in detail as we consider refinements to our strategic planning process.

- The instructor places significant **importance on establishing the vision**, providing clarity on where we want to be, not just at the end of a 1 year, or a 3-5 year planning cycle, but **longer term**.
- Great discussion regarding the interrelationship between strategic planning and establishing sound policies. I made note of that we should consider **more extensively engaging each standing committee as part of the strategic planning process**.
- The instructor described a common shortcoming where board meeting agenda topics are piece meal, 1 step at a time, without context of how they fit in with the larger strategic plan, resulting in a district ending up, step by step, somewhere they may not have planned or wanted. **In effective strategic planning processes, there is a clear line of sight between the strategic plan vision, mission, goals and objectives and Board agenda topics**. Of course, there are many agenda topics which are tactical or administrative in nature, and belong in the consent agenda. This concept applies to agenda topics there are of a more strategic nature.
- The instructor made the point that a Board should not change the vision, mission, and values too often. These overarching plan elements should endure for years, providing constancy of purpose. At the same time, it's a good practice to **take a fresh look at the entire structure of the strategic plan after significant turnover on the Board**.
- The instructor mentioned that some boards read the mission and vision at the start of every meeting. In my opinion, we should **have at least our mission and values printed on a poster board and visible on the wall at every Board meeting**.

Best Practices for Communication and Outreach; Instructor: Martin Rauch

- Every district should have a **communication and engagement plan**. Page 129, slide 26
- Broadly communicate our plans, decisions, and the reasons behind those decisions.
- **Community engagement** is so much more than just 1-way communication of information. **Start engaging the public early, when projects and decision processes first begin to get input**.
- While it is important, and of course legally required, to take public input at board meetings, **Board meetings are not the ideal venues for public engagement**.
- **Listen to and value public input**, regardless of how that input is communicated. While it may be pleasant to hear comments that align with our beliefs and opinions, we often learn more from listening closely to those with whom we disagree. Under no circumstances should Board members discourage public input of any kind.
- I've been thinking, we should **have a flipchart at every Board meeting**, have the Board Secretary **record the names of participants** attending on zoom, as well as those attending in person, so participants can see who's attending when AGP Video pans to the flipchart.

Show Me the Money! What Board Members Need to Know about District Finances;

Instructor: David Becker, Director of Assurance Services for James Marta & Company, a Sacramento-based CPA firm.

- The **Board's primary fiscal responsibilities** are (page 187, slide 21):
 - Understand the budget and basic finance concepts,
 - Adopt appropriate financial policies,
 - Ensure that we receive and review key financial reports,
 - Ask the right questions,
 - Link fiscal activities to the district mission and goals.
- Key **financial reports** the Board should review include (page 190, slide 27):
 - Graphs and trends to enable comparison of current YTD data to 5-10 year trends,
 - Executive dashboards linked to the strategic plan,
 - investment reports showing life cycle costs by year for key projects/ assets.
- A great list of **Red Flag Financial Indicators**, starting on page 202
- Advice regarding **financial audits**, starting on page 211:
 - There is a requirement to change audit partners at least every 6 years. It's OK to stay with the same firm, but we must change the partner leading the audit.
 - The auditor/ audit team should meet with the Finance Committee prior to conducting the audit to identify areas of significant risk and concern.
 - The auditor should present the findings to the Board in open session.
 - Although the audit report is not required by the state until 12 months following fiscal year end (FYE), the instructor recommends finishing the audit within 4 months of FYE.
- Advice regarding **reserves**, starting on page 217:
 - Adequate reserves are essential to ensure timely payment of obligations, provide a buffer against volatility in revenues, ensure a solid credit rating and support future maintenance, replacement, and other projects.
 - A well-defined long term strategic plan is essential to establish the appropriate level of reserves. The linkage should be clear regarding the strategic plan, reserves, and the capital improvement program over at least a 10-year time frame.
- Regarding **risk management**, it would be worth having a presentation to the Board to understand our **insurance policies**.
- The reference materials, starting on page 231, include a useful budget quiz, financial statement quiz, and glossary of key financial terms.
- I picked up extra copies to hand out to the Finance Committee of the CSDA publications:
 - Introduction to Special District Revenues
 - Special District Reserves Guidelines

Respectfully submitted,
Michael Thomas, CCSD Board of Directors

REPORT ON THE CSDA'S 2023 SPECIAL DISTRICT LEADERSHIP ACADEMY (SDLA) CONFERENCE

First-time Attendee

February 26-March 1, 2023

There are many to thank for allowing me to attend this enlightening and informative conference, from our President Dean who recommended that I attend and all of the CCSD Board members, to staff, and to the community members who support our organization. The California Special Districts Association (CSDA) provided valuable content and instruction from knowledgeable, experienced, and interesting presenters. In addition, the CSDA staff were welcoming, enthusiastic, and helpful to us as newly elected Board members. The resources that are provided by the CSDA are invaluable, covering a wide variety of issues that we face in our new role as a Board member. The networking opportunities were many during the conference as well as the new connections that were made as a result of attending the conference. My CCSD cards came in handy as I met new and many times more experienced colleagues.

The Modules included:

SDLA Module 1: Governance Foundations—

Setting a Foundation for Good Governance

Defining Board & Staff Roles and Relationships

SDLA Module 2: Setting Direction/Community—

Fulfilling Your District's Mission, Charting the Course

Get the Word Out! Best Practices for Communication and Outreach

SDLA Module 3: Board's Role in Finance—

Show Me the Money! What Do Board Members Need to Know About District Finances?

I especially want to thank Martin Rauch of Rauch Communication Consultants, Inc. for the information he provided on strategic planning, communication, and outreach. He provided helpful, common sense tools for developing successful direction-setting for special district boards. He provided tips to make a sometimes complex process more understandable and ultimately more useful.

The most valuable aspect of my attending this conference was gaining a better understanding of our role as a special district and how to incorporate that into my individual role as a board member. My knowledge of what resources are available through the CSDA was broadened, both written and people resources.

Thanks to the Board for sending me. I have developed a much greater appreciation of how we can serve our community in the best possible way.

Submitted by: Debra Scott, CCSD Board member

The NCAC held a meeting on March 15, 2023, via Zoom. Agendas with written reports are available at: <https://ncacslo.org/agenda/>, and minutes at: <https://ncacslo.org/minutes-of-meetings/>. This report summarizes some of the more salient points discussed. For further detail, please visit the well organized NCAC website at the links listed above.

Discussion on resources to address a significant fire event in the North Coast area:

- Jeff Kwasny provided an informative presentation, to be available on the NCAC website.
- Fire Chief Vincent reported on the weed abatement program on unimproved parcels and **staffing constraints limiting the ability to provide more enforcement** regarding fuel reduction on unimproved parcels.
- Significant discussion and energy regarding **CCSD funding for fire preventive efforts**.
- Mark your calendars for the **annual wildfire preparedness event Saturday May 6** at the Vets Hall.

NCAC is preparing for **elections for the odd-numbered areas** of representation.

An informative discussion with **SLO County Supervisor Bruce Gibson**, including compliments to Cambria agencies and residents for their response to the recent rainstorms.

CCSD Liaison Michael Thomas summarized a written report, appended to the agenda.

SSCSD Board Member Daniel De La Rosa provided an oral report, including the Coastal Hazard Response Plan for **relocation of the wastewater treatment plant**, mandated by the California Coastal Commission, and the 3 technologies in contention for the new plant.

Cambria Fire Safe Focus Group: David Pierson provided a written report, appended to the agenda.

SLO County Planning: Long Range Planner Kip Morais provided an oral report, answered questions regarding referrals to the Land Use Committee, the planning and permit process, stop work orders, tree removal, and the status of the Daou Ocean and Brambles properties.

CCHD Board President Cecilia Montalvo and Operations Manager Tim Benes provided an oral report, including the increased duties of CCHD crews during the recent rainstorms, a mudslide above the CCHD facility, fortunately with no structural damage, continuing concerns about the safety of the facility, and the arrival of a new ambulance this coming June.

Agricultural Liaison Beth Kendall provided an oral report focused on damage to rural areas during the recent rainstorms.

Land Use Committee Chair Jeff Kwasny summarized his written report, appended to the agenda. The Committee received 3 referrals since the last meeting; it recommended that 2 of them be approved and the 3rd be tabled pending receipt of additional information.

Outreach Committee Chair Karen Chrisman provided an oral report, including her recent appointment as NCAC liaison to the Cambria Chamber of Commerce Board of Directors

The next NCAC Meeting will be April 19, at 6:00 PM via Zoom.

Respectfully submitted,
Michael Thomas, CCSD Board of Directors

Friends of the Fiscalini Ranch Preserve March 14, 2023 meeting summary

The meeting was called to order by Chair John Nixon at 4PM. In attendance were Chair Nixon, Vice Chair Tom Loganbill, Executive Director Kitty Connolly, Secretary Mark Larsen, Treasurer Mary Maher, Board members Joyce Renshaw, Bob Detweiler, Sheryll Ebbs, Dianne Anderson, Ellie Etter, Rusty Burns, Barbara Bronson Gray, Jose Luis Sanchez, staff Barbara Bueche, CCSD Facilities and Resources Supervisor Carlos Mendoza, and CCSD Board Director Harry Farmer.

The first order of business was unanimous approval of the minutes for both the Annual meeting and January monthly meeting held on Saturday, January 28th via Zoom.

Executive Director Kitty Connolly began her Report by noting that Barbara Jean Schrum had left a bequest to FFRP. A resident of Nevada, she once donated \$100 to FFRP, but was not familiar to Kitty or anyone else. Needless to say her donation is greatly appreciated. Kitty also reported that a dog attack recently took place on the bluff trail when a leashed dog bit a woman. At first the owners of the canine denied the incident had even happened, but then acknowledged it had occurred. No further information is known as to how or if this situation is being pursued.

Kitty then showed a graph indicting the difference between the flooding that occurred at the FFRP office on Main St in late January of 2021 versus the recent flooding in early March of 2023, followed by photos of the flooding on the East Ranch, especially the FFRP nursery at the Facilities and Resources grounds. While much damage has taken place, thankfully the pine tree plantings were saved. There were also photos of a mudslide near the trail on Victoria Way on the West Ranch.

Facilities and Resources Supervisor Carlos Mendoza began his report by stating that presently all forest trails were closed, and he and his crew would be checking for fallen trees on the West Ranch tomorrow. He then described and showed photos of the vandalism that took place at his facility two weeks ago. A quite disturbed man came into the area and got his vehicle stuck in mud, damaging his car. It appears he remained on the premises for several hours doing damage to all CCSD vehicles before driving one of the District trucks to Hearst Castle where he was ultimately captured and arrested by law enforcement. This event indicates the need for security improvements at the facility.

The other unfortunate news was that as a result of the recent very heavy rains all of the F&R grounds were underwater, with the yard wiped out, and the inside of the building filled with mud and water. Carlos and his crew had prepared days ahead of time by putting all equipment and other items on higher ground, as well as moving trucks, tractors and trailers just prior to the Friday morning flooding. The on site propane tank broke loose, but fast action by staff in securing the tank by chains saved losing it. Thankfully the District's, and therefore the community's water pumps on site were very seriously threatened but not damaged. However, they will need to be moved at some point in the near future at an estimated cost of \$2.5 million. Also, all the chain link fence surrounding the Facility was washed away, therefore no security. The Fence Factory will be replacing the fence in a couple of days. Essentially there was far more destruction than in January 2021. Most everything is being stored at the District's wastewater facility or the Veteran's Hall. Carlos says he and his crew have a long road ahead of them in the coming weeks and months. As for finding a permanent location, Carlos noted that elsewhere on the East Ranch the water in the parking lot quickly receded, and the dog park did not flood.

Chair John Nixon stated that FFRP will offer whatever assistance possible, and he commended Brian Morgan and Michael Thomas with their offer of volunteer help to assist Carlos.

John then highlighted the recent meeting he and ED Connolly had with Greenspace President John Seed and Executive Director Karin Argano. He feels positive there is now a very cooperative relationship between the two groups moving forward, which is certainly much welcome news for the future.

Education Coordinator Sheryll Ebbs reported on a February tour of the West Ranch by 57 students from Fresno and several docents that went very smoothly. Some of the young folks had never seen the ocean. On May 5th two home school groups will be enjoying a wildflower walk on the Ranch. A positive relationship continues to exist with Santa Lucia Middle School, including students "having a blast" recently removing iceplant. They also showed an interest in learning about the pine tree life cycle, and will be having a tour of the Ranch near the end of the school year. Also, Leffingwell High School students are involved doing community service, and Brian Morgan is putting together an education packed walk for the young folks.

Treasurer Mary Maher reported that the Russ Wiggins bequeathment is moving forward, investments are doing well, and donations increased in late December and early January.

Outreach and Development organizers Dianne Anderson and Ellie Etter reported that despite heavy rain on February 28th, many folks show up for the Open House at the FFRP Main Street office. Some attendees signed up as volunteers, including for the Wildflower Show the last weekend in April, the first in three years due to the Covid 19 pandemic. It's anticipated that due to the heavy rains this could be one of the best wildflower shows ever. Three PopUp events are scheduled for April, including the Earth Day happening at the Greenspace Preserve on Center St Saturday, April 22nd. Looking further down the calendar, a bagpipe concert will take place on the Ranch at the Summer Solstice. The sign at the office by Sandy's Deli is now more visible, plus more folks have volunteered to put in time staffing the office, resulting in it now being open more often. And finally, keeping old members and obtaining new ones is going well, plus cultivating new ways of welcoming newcomers is happening, with Jose Luis Sanchez providing able assistance in this area.

Joyce Renshaw provided a report on the Parks, Recreation and Open Space in person meeting at the Veteran's Hall on March 7th. Among other items, she stated the Ad Hoc committee assigned with developing low impact recreational opportunities on the East Ranch is moving forward. Harry Farmer provided an update on signature taking at the Cambria Farmer's Market, the monthly Saturday meetings at the Chamber of Commerce office, and information gathered regarding the planned activities on the East Ranch including a multi use running, walking and exercise trail and a Frisbee Disc Golf course.

Bob Detweiler then noted FFRP was mainly responsible for the conservation easement, and therefore should not be advocating for any activities on the East Ranch.

Finally, it was noted that, with the lessening of the rains we've been having, that Wednesday weeding on the West Ranch has resumed.

The meeting was adjourned by Chair Nixon at 5:30 PM.

The next meeting of FFRP will be on Tuesday, April 12th at 4 PM via Zoom.

This summary written and submitted by CCSD Board Director and liaison Harry Farmer.

San Simeon Community Services District
Board of Directors Regular Board Meeting, March 14, 2023

The SSCSD Board meeting was held via Zoom only. Four Board Directors were present and the fifth Director attended via Zoom. Several community members were present to offer public comment. Chairperson Jacqueline Diamond called the meeting to order at 5:00 p.m.

Business Action Items of interest to the Cambria Community Services District (CCSD) were as follows:

3.A.v. District Financial Summary – Summary of February Financials

This agenda item was presented by the current General Manager Grace. The report included that the District has a \$97,000 shortfall to date. There was some discussion about ways to decrease expenses. In addition, there was public comment about the availability of grant money for this underserved community.

3.B.iv. AD-HOC & STANDING COMMITTEE REPORTS – Coastal Hazard Response Plan (CHRP)

The Committee Chair reported on this committee's activities reviewing the general content of the Dudek presentation on March 8th. He underscored that there are several options for addressing the CHRP, including residential sites, the Hearst site, and utilizing Cambria's wastewater system. He reported that the Cambria site would probably not be used since it would be 3-4 times as expensive as any of the other options. The costs he included were construction capital, ongoing upkeep, as well as ongoing maintenance.

6. BOARD /STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS –

There was a general discussion about the recent rainfall and the how the runoff might be used to recharge the San Simeon aquifer. This issue was referred to the Water Committee.

PUBLIC COMMENT

At the beginning and throughout the meeting, there were numerous comments from various stakeholders who attended the meeting. Concerns about the direction and internal workings of the District were voiced along with support for some of the actions that the Board is taking.

Thank you for this opportunity to experience another Special District's meetings.

Submitted by: Debra Scott, Director, CCSD

Report on March 20 Meeting of Ad Hoc Committee on COP Reporting Requirements

CCSD Board President Karen Dean and Vice President Tom Gray, acting as an ad hoc committee on reporting requirements for the Wastewater COP financing, met via Zoom on March 20, 2023, at 11 a.m. with Acting General Manager Ray Dienzo, Finance Manager Denise Fritz and Administration Department Manager Pam Duffield.

Background:

On Oct. 4, 2022, the CCSD issued \$12.175 million in Revenue Certificates of Participation (COPs) to finance upgrades to its Wastewater Treatment Plant. The COPs have maturity dates ranging from 2024 to 2052. The Ad Hoc Committee on reporting requirements was formed to ensure that all the relevant records for this debt issue be kept in a form that is readily available to the CCSD Board and the public for the full life of the COPs.

Discussion:

The meeting discussion focused on required disclosures (through the CCSD's dissemination agent, NBS Government Financial Group) and how these disclosures are made accessible to the public and CCSD Board.

Required Disclosures:

On the topic of required reporting, the ad hoc committee reviewed the list of required disclosures in Appendix D (the Disclosure Certificate) of the COP official statement. These include audited annual CCSD financial reports, which must include the following:

- A table showing the revenues, operating and maintenance costs, net revenues and debt service coverage ratio for the COPs and any parity obligations for the prior fiscal year,
- A table showing the number of connections of the wastewater system for the prior fiscal year,
- A table showing the ten largest customers of the wastewater system for the prior fiscal year,
- Adopted rates and charges of the wastewater system for the prior fiscal year.

Disclosure is also required for the following "Listed Events":

- Principal and interest payment delinquencies,
- Non-payment-related defaults, if material,
- Unscheduled draws on debt service reserves reflecting financial difficulties,
- Unscheduled draws on credit enhancements reflecting financial difficulties,
- Substitution of credit or liquidity providers, or their failure to perform,
- Adverse tax opinions and other material events affecting the tax status of the security,

- Modifications to rights of security holders, if material,
- Bond calls, if material, and tender offers,
- Defeasances [provisions that void a bond or loan on a balance sheet when the borrower sets aside cash or bonds sufficient to service the debt],
- Release, substitution or sale of property securing repayment of the securities, if material,
- Rating changes,
- Bankruptcy, insolvency, receivership or similar event of the District,
- A merger, consolidation or acquisition involving the District, or the sale or all or substantially all of the assets of the District other than in the ordinary course of business; also, entry into a definitive agreement to undertake such actions, or the termination of such an agreement,
- Appointment of a successor or additional trustee, or the change of name of a trustee, if material,
- Incurrence of financial obligations, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of financial obligation of the District, any of which affect security holders, if material,
- Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the District, any of which reflect financial difficulties.

In addition to these Listed Events, the District may choose to disclose additional information when a material event occurs. It did so on Nov. 15, 2022 with a posting on the Nov. 1, 2022 dismissal of the *Windeler* lawsuit.

Timing and Recipients of Disclosures:

All disclosures of Listed Events must be made within 10 business days of the occurrence of the event. Annual financial statements must be submitted on or before March 31 for the prior fiscal year (ending June 30).

As was pointed out by Staff at the Ad Hoc Committee meeting, the March 31 deadline for audited annual financials also applies to the WRF loan. Although the deadline under State law for audits to be completed is 12 months after the end of a fiscal year (June 30 in CCSD's case), the deadline is effectively March 31 due to terms of our debt agreements.

Disclosures are filed with two entities, the Municipal Securities Rulemaking Board (MSRB) and the California Debt and Investment Advisory Commission (CDIAC). The MSRB is a regulatory group, overseen by the Securities and Exchange Commission, that writes rules for the municipal securities market. The CDIAC, part of the California State Treasurer's office, provides a clearinghouse for information on all public debt issued in the state since 1982.

Public Access to Disclosures:

The MSRB provides public access to disclosures through EMMA, the Electronic Municipal Market Access website at <https://emma.msrb.org>. The site includes all filings by issuers of municipal debt in the U.S., going back several decades (it includes records of earlier bond issues by Cambria for water and wastewater upgrades, for instance). It is searchable by state, issuer name and/or issuer type. No account name or password is required for access.

The CDIAC website (<https://www.treasurer.ca.gov/cdiac/introduction.asp>) provides data primarily for the benefit of debt issuers. Unlike EMMA, it does not offer easy public access to disclosure filings.

From its discussion at the March 20 meeting, the Ad Hoc Committee learned that Ms. Fritz and Ms. Duffield have already established a very detailed documentation system for all required disclosures, and the Ad Hoc Committee expects the CCSD staff will maintain an in-house historical record of filings mirroring those in EMMA. Annual audited financial reports will continue to be publicly presented for Board approval, and it is expected that any material events affecting the CCSD and/or the COPs will be disclosed publicly at the time they occur, either in reports at CCSD Board meetings or on the CCSD website.

Respectfully submitted,

Karen Dean

Tom Gray

CCSD Board Ad Hoc Committee on COP Reporting Requirements