



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, July 20, 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/85678014248?pwd=aHdVWkJicE53TXM2Rkt2SFB2VzVIUT09>

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Or One tap mobile:

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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. President's Report****E. Agenda Review****2. BOARD MEMBER COMMUNICATIONS**

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

3. PUBLIC SAFETY**A. Sheriff's Department Report****B. CCSD Fire Chief's Report****4. PUBLIC COMMENT**

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

5. MANAGER REPORTS**A. General Manager's Report****B. Finance Manager's Report****C. Utilities Report****6. CONSENT AGENDA**

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

A. Consideration to Adopt the June 2023 Expenditure Report**B. Consideration to Adopt the June 8, 2023 and June 15, 2023 Regular Meeting Minutes****C. Consideration of Approval of Fourth Amendment to Agreement for Consultant Services with Moss, Levy & Hartzheim LLP for Professional Auditing Services in Performance of the District's FY2022/23 Audit****D. Consideration of Approval of Agreement for Consultant Services with Municipal Resource Group, LLC for for Human Resources Coaching and Consulting Services****E. Consideration of Adoption of Resolution 41-2023 Amending the District Salary Schedule****F. Consideration of Approval of an Agreement for Consultant Services with Complete Paperless Solutions, LLC and to Authorize General Manager to Execute the Agreement****7. REGULAR BUSINESS****A. Discussion and Consideration to Request the Chairs of the Resources & Infrastructure and Finance Committees Meet to Update the Capital Improvement Project (CIP) List****B. Discussion and Consideration of Approval of Amendment for Consultant Services with Stillwater Sciences for an Expanded Scope of Work for the Instream Flow Study****C. Discussion and Consideration of Introduction of Ordinance 01-2023 Repealing Chapter 7.08 of the Cambria Community Services District Municipal Code****D. Discussion and Consideration to Approve President Dean's Attendance at the California Special District Association's (CSDA) Annual Conference & Exhibitor Showcase**

8. FUTURE AGENDA ITEM(S)

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

9. ADJOURN TO CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Designated Representative: District Counsel Timothy Carmel and General Manager Matthew McElhenie

Unrepresented Employee: Fire Chief Justin Vincent

CAMBRIA COMMUNITY SERVICES DISTRICT

Tuesday, July 4, 2023

Time Period: (Month)	June 1 – June 30	Avila	Cayucos	Cambria	Los Osos	San Simeon
Calls For Service:	292			47		
CFS: Last Year	271			49		
Assault/Battery:						
CFS	0					
Disturbance:						
CFS	26					
Burglary:						
CFS	2					
Theft:						
CFS	0					
Vandalism						
CFS	1					
Mail Theft:						
CFS	0					
Phone Scam:						
CFS	0					
Suspicious Circs:						
CFS	5					
Enforcement Stops:						
CFS	38					
Preventative Patrol Activity:						
CFS	11					

Notable:

Statistics for June 2023

June 2023 Call Volume

Call Type	# Of Responses	% Of Call Volume
Fires	1	1.47 %
Rescue & EMS	41	60.29%
Hazardous Condition (No Fire)	0	0 %
Service Calls	16	23.53%
Good Intent Calls	11	16.18 %
False Alarms	5	7.35%
Severe Weather /Disaster	0	0 %
Special Incident Type	0	0 %
Total:	74	100 %

EMS Patients (Residents vs. Non-Resident)

Resident	Non- Resident
25	15

Call Type Details

Incident Type: Fire

Outside rubbish fire, other (1)

Incident Type: Good Intent Call

Dispatched and cancelled en route (4)

Cancelled at scene (7)

Incident Type: Rescue & Emergency Medical Service Incident

Medical assist, assist EMS crew (12)

Emergency medical service, other (10)

EMS call, excluding vehicle accident with injury (19)

Incident Type: False Alarm & False Call

False alarm or false call, other (2)

Commercial Fire Alarm (1)

Carbon monoxide detector activation, no CO (2)

Incident Type: Service Call

Public service assistance, other (6)

Public service assistance, other (6)

Public service (1)

Assist invalid (3)

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 20, 2023

Subject: General Manager's Report

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

Land and Water Conservation Fund (LWCF) Grant Application

The District has successfully submitted the grant application for the skate park project before the June 1 deadline. The LWCF contacted the District requesting more information which we are currently compiling. Our prompt response will ensure the District is considered for future project funding.

EV Charging Stations

The District has met with Thoma Electric, who is formulating a quote for the potential movement of the EV charging station.

General Manager Leadership Summit

I recently attended the General Manager Leadership Summit, which provided networking and professional development opportunities for special district general managers throughout California. The schedule of events was as follows:

- So, you want to be a General Manager?
- Finding Funding: Grants, Financing & Initiative Campaigns
- Command Your Mindset
- Are you a destination employer? Attract, hire, and retain the best
- Leadership with an Agile Mindset
- Keeping up with CalPERS: Common Compliance Findings and New and Emerging Interpretations
- Employee Engagement: Lessons from the Mouse House
- Managing a Hybrid Workplace
- Designing a Well-Balanced Liquidity Strategy in the Face of Uncertainty
- State of CA Pensions & the Latest and Greatest from Inside our State and Federal Capitols

Webinars

On July 11, 2023, I attended CSDA's How to Build a Better Multi-Year Strategic Plan webinar.

Meet the GM

On Wednesday, August 9, 2023, from 8:30 am to 7:00 pm, I will be working out of the Cambria Veterans' Memorial Hall and would love to meet any interested members of the public and hear your thoughts on everything, Cambria. We will provide coffee, snacks, and the ability to engage in dialogue about everything Cambria.

Fire Department

The Fire Department received (3) three new Satellite phones, which have been placed in service. These devices will be critical during a major disaster in Cambria. If Cambria has a prolonged power outage, as we did with the recent storms, all Cambrians, including the Fire Department, could lose cell phone service. In that case, the Fire Department can be left without cellphones and radio transmission capability, isolating us from coordinating rescue and emergency response efforts to Cambria and the North Coast. These phones are crucial pieces to solving potential communications issues.

Administration

Ms. Fritz and Ms. Dodson are working on the following projects:

- Researching an electronic billing portal through Tyler Technologies
- Researching vendors for accepting electronic payments
- Researching vendors for Laserfiche records management integration
- Updating the current records retention schedule
- Updating Novus Agenda to Peak Agenda Management

Water & Wastewater

Global Water Innovations is working through the process with the granting agencies. National Alliance for Water Innovations (NAWI) has approved the statement of project objectives. The project has now gone to the Dept of Energy for their review. The piloting agreement would follow afterward.

The District will meet with Senator John Laird on July 25 to discuss some of Cambria's more pressing issues. Following in mid-August, District staff will meet with the California Coastal Commission representatives. This meeting will include Executive Director Dr. Hucklebrige and other key staff members. The participants will engage in constructive dialogue on many important issues, including the status of the District's Coastal Development Permit for the Water Reclamation Facility.

The 2022 Annual Consumer Confidence Report (CCR) is available. The "Safe Drinking Water Act" requires this annual water quality report and is available to all CCSD customers in July of each year. To obtain a printed copy of the 2022 Consumer Confidence Report, please email engineering@cambriacsd.org.

Facilities & Resources

Mr. Garcia and Mr. Novas have done a phenomenal job keeping our Facilities and Resources Department moving forward. They have completed several firebreaks along Highway 1, mowing around the Santa Rosa Church, and fire breaks on the West Ranch along Huntington and Windsor Blvd. Lastly, as of last weekend, the entire Fiscalli Ranch has been mowed and is in a good position for the fire season.

Regulatory Compliance

The District continues to provide all required regulatory reporting on or ahead of schedule.

Office Hours

The Cambria Community Services District Administration Office is open Monday - Thursday and every other Friday from 10:00 am to 4:00 pm or by appointment only. The

Administration Office is closed for lunch daily from 12:00 pm - 1:00 pm. If you have questions or need to schedule an appointment, please contact the Administration Office at 805-927-6223.

Attachments: Public Record Requests and Responses
2022 Annual Consumer Confidence Report (CCR)

Public Record Requests and Responses

The Cambria Community Services District received three (3) Public Record Act Requests since June 8, 2023, by the following individuals:

1. **6/23/2023 Berea Blackie** – Hello! I am reaching out regarding 400 Hastings St, Cambria, CA 93428. I am looking to find out what year this home was originally built, and if any significant renovations have been done since that date. Please email me all building records/permits for this property at your earliest convenience. Thanks so much, I appreciate your help!

On 7/3/2023, the CCSD responded to Berea Blackie's 6/23/2023 Public Records Request with the following:

Enclosed are the following documents which are responsive to your request:

- Application and permit
- Water service application
- Connection and inspection fees

2. **6/27/2023 Maria Maternowski** – I would like to request records for 8610 Green Valley Road, Cambria, San Luis Obispo County, California (APN): 014-191-059 Terracon has been contracted to perform an environmental site assessment of the above-mentioned property in San Luis Obispo County. We would like to review environmental information (i.e. hazardous material responses/ inventory, records of soil and water contamination, LUST/UST, any permits or certificate of occupancies that may be on-file from the Building or Planning Divisions, etc.) that your office may have on file for the property.

On 6/27/2023, the CCSD responded to Maria Maternowski's 6/27/2023 Public Records Request with the following:

There are no documents responsive to your request.

3. **7/13/2023 Shaquille Cruz** - We are requesting a copy of **Cambria Community Services District's** Employee Compensation Report for the 2022 calendar year under the provisions of California Gov. Code § 7920, the California Public Records Act. The purpose of this request is to obtain records which provide a complete and comprehensive account of Cambria Community Services District's total costs associated with employee full names and compensation. Specifically, this request seeks an accounting, by full name and job title, of total gross wages paid to each employee and the total cost incurred by the employer for providing retirement and health benefits.
Note that the State Controller's Government Compensation in California report does not contain the names of employees and therefore does not satisfy this request. A copy of that report without names will be insufficient to satisfy the nature of this request and will delay the process. Further, saving the original spreadsheet in the form of a PDF is not the original data format that we are requesting and will also cause a delay in the process. As a reminder, per Gov. Code § 7922.585(a) "Nothing in this section is intended to affect the public record

status of information merely because it is stored in a computer. Public records stored in a computer shall be disclosed as required by this chapter.” In an effort to standardize how this information is reported, please include the following categories in your response:

- Employee Name (full name, including first and last)
- Position/Job Title (“City Manager”, “Police Officer”, etc.)
- Annual Salary Minimum & Maximum
- Total Regular Pay
- Overtime Pay
- Other Pay (any additional forms of pay that are not reported in Regular Pay)
- Retirement Contribution Costs - All forms of employer-paid retirement contributions, deferred compensation, etc., including Unaccrued Actuarial Liability if applicable. Please split out per the standard State Controller’s Office categories.
- Healthcare Contribution Costs - All forms of employer-paid health and welfare benefits, such as health, dental and vision insurance benefits.

In the event **Cambria Community Services District** is not in possession of a record of this nature, we request copies of any other record or records that contain information, even if only in part, that is responsive to the purpose of this request — employee name in conjunction with their compensation data for the period requested. Please provide the requested materials or, per Gov. Code § 7922.535, a timeline along which they will be made available by, no later than ten days from the date of this request. Per Gov. Code § 7922.570(a), we ask that you provide the records in an **Excel spreadsheet format**. As a reminder, Gov. Code § 7922.600(a) instructs public agencies to "assist requester in finding records and information that are responsive to the request or to the purpose of the request."To expedite the process, we are happy to accept a simple response with the estimated date you will be able to provide the complete data requested. It is not necessary to prepare a boilerplate PDF document response sent to us as an attachment to email in order to respond with your ETA. We will be able to close this request with upon receipt of the employee compensation information, including corresponding names, in a workable excel format. Please feel free to contact us with any questions that you might have.

CAMBRIA COMMUNITY SERVICES DISTRICT

2022 CONSUMER CONFIDENCE REPORT

*Este informe contiene información muy importante sobre su agua para beber.
Favor de comunicarse CCSD a 1316 Tamsen St, Ste 201 para asistirlo en español.*

QUALITY FOR THE COMMUNITY

The Cambria Community Services District (“CCSD”) is pleased to present our 2022 Consumer Confidence Report (“CCR”) as required by the Safe Drinking Water Act (“SDWA”). This annual water quality report is designed to provide details about where your water comes from, what it contains, and how it compares to standards set by regulatory agencies. We are committed to providing you with this information because informed consumers are our best allies. We test the drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 - December 31, 2022 and may include earlier monitoring data.

DO I NEED TO TAKE PRECAUTIONS?

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791.

WHERE DOES MY WATER COME FROM?

The State Water Resources Control Board (“SWRCB”) references the source of CCSD’s water system as Groundwater. The Source Water Assessments conducted by the SWRCB used the Default Groundwater System Method.

Your water comes from 5 sources: San Simeon (“SS”) Wells 1, 2 and 3, and from 2 treated locations (filtration with iron and manganese removal): Santa Rosa (“SR”) Wells 3 & 4.

For more information about the Source Water Assessments, see page 4.



WATER USE EFFICIENCY RAIN OR SHINE!

Cambria has both rejoiced in and suffered through this past wet season. The rain has brought our emerald hills into full view but also created significant damage.

Unfortunately, a wet winter and spring, even as wet as this past year, does not erase the effects of three dry years.

In addition, the water sources on which we rely are shallow aquifers with limited capacity. Once their capacity has been reached the excess flows into the ocean.

The Water Reclamation Facility is only permitted for use during water shortage stages 5 & 6; TRUE health and safety emergencies.

This leaves us with water use efficiency...**RAIN OR SHINE!**

Our well levels will always decrease during the summer months as we drawdown our “bathtub” of supply but how much they are drawn down and how quickly is up to us!

TERMS USED IN THIS REPORT

13

Maximum Contaminant Level (MCL):

The highest level of contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG):

The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (USEPA).

Public Health Goal (PHG):

The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the CA Environmental Protection Agency.

Maximum Residual Disinfectant Level (MRDL):

The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG):

The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standards (PDWS):

MCLs and MRDLs for the contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWS):

MCLs for the contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

Treatment Technique (TT):

A required process intended to reduce the level of a contaminant in drinking water.

Regulatory Action Level (AL):

The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

ANALYTICAL RESULT ACRONYMS

ND: not detectable at testing limit

ppm: parts per million or milligrams per liter (mg/L)

ppb: parts per billion or micrograms per liter ($\mu\text{g/L}$)

pCi/L: picocuries per liter (a measure of radiation)

NTU: Nephelometric Turbidity Units

umhos/cm: micro mhos per centimeter

The mission of the Cambria Water Department is to provide high-quality water to the citizens of Cambria in a safe, environmentally sensitive, and economical manner.



14 ABOUT OUR WATER SUPPLY

Cambria's water comes from five wells drilled into aquifers in the San Simeon Creek and Santa Rosa Creek basins. Cambria's aquifers are narrow and shallow with relatively small storage, which results in late dry season draw-down and rapid recharge after adequate seasonal rainfall. The State of California mandates how much water the CCSD can pump from both creeks. Currently, the primary source of Cambria's water supply is the San Simeon Creek Well Field (wells SS 1, SS 2, and SS 3), three miles north of Cambria. Santa Rosa Well 4 (SR 4), one mile east of Cambria's East Village, and Santa Rosa Well 3 (SR 3), located less than 20 feet from the Santa Rosa Creek near Tin City, are supplemental sources which provide relief to the San Simeon Creek aquifer. The District also maintains Well SR 1, located near the Cambria Dog Park, which was separated from the potable water distribution system and is used for non-potable applications only. The CCSD's Water Reclamation Facility, an indirect potable reuse project, is also located near the San Simeon Well

ABOUT OUR LEAD

Lead-Specific Language: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The CCSD is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water

has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline (1-800-426-4791) or at <http://www.epa.gov/lead>.



SOURCE WATER ASSESSMENT & AVAILABILITY

A source water assessment was conducted for SS Wells 1—3 and SR-4 in April and May 2003, respectively. A source water assessment for SR-3 is in process, as well as a Source Water Protection Plan.***

The activities to which the San Simeon Wells 1, 2, and 3 are most vulnerable include the existence of: animal operations, crops (irrigated & non-irrigated), fertilizer, pesticide/herbicide application, surface water streams, agricultural drainage, artificial recharge projects, and spreading basins. The activities to which the Santa Rosa Well 4 is most vulnerable include the existence of: crops (irrigated), agricultural drainage, wells (agricultural/irrigation), septic systems, parking lots, wells (water supply), historic gas stations, and known contaminant plumes. No contaminants associated with the above activities have been detected in the groundwater and CCSD continues a regular monitoring program.

A copy of the complete assessment may be viewed at the State Water Resources Control Board District 6 Offices: 1180 Eugenia Pl., Ste 200, Carpinteria, CA 93013.

To request a summary of the assessment be sent to you, contact Jeff Densmore's office at (805) 566-1326.



HOW TO GET INVOLVED

Regularly scheduled Board of Directors meetings are held at the Cambria Veterans Memorial Building at 1000 Main Street and streamed online at www.cambriacsd.org/board-meetings.

Public participation is also welcome at our Parks, Recreation & Open Space (PROS) Commission meetings, as well as at the Finance, Resources & Infrastructure, and Policy Committee meetings.

Subscribe to receive email communications from the CCSD by visiting our website and selecting "Join our mailing list" at the bottom of any webpage.

WANT TO LEARN MORE?

For questions related to your drinking water, please call us at (805) 927-6250 and ask for James Green, Water Systems Superintendent, or visit us online at www.cambriacsd.org/water.

WATER DEPARTMENT PERSONNEL

James Green

Water Systems Superintendent

Ben Grosskreutz

Water Systems Operator T3/D2

Adam Steventon

Water Systems Operator T4/D3

Andrew Lyman

Water Treatment Operator II

Steven "Cody" Meeks

Water Treatment Operator T3/D2

ENGINEERING DEPARTMENT PERSONNEL

Ray Dienzo, P.E.

Utilities Department Manager/
District Engineer

Tristan Reaper

Program Manager

Leah Reedall

Admin Technician II



© Paul Cleveland

WHY ARE THERE CONTAMINANTS IN MY DRINKING WATER?

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, that can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, that may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, agricultural application, and septic systems.
- Radioactive contaminants, that can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U.S. EPA and the State Water Resources Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. State Board regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

Tables 1, 2, 3, 4, 5, 6, and 7 list all of the drinking water contaminants that were detected during the most recent sampling for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of the data, though representative of the water quality, are more than one year old.

TABLE 1. SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER¹

	Sample Date	90th % level detected	Sites Above AL/Total Sites	AL	PHG	Violation	No. of Schools Requesting Lead Sampling	Typical Sources of Contaminant
Lead (ppb)	2022	3.3	0/20	15	0.2	No	0	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers, erosion of natural deposits
Copper (ppm)	2022	0.35	0/20	1.3	0.3	No	N/A	Internal corrosion of household water plumbing systems; erosion of natural deposits; leaching from wood preservatives

TABLE 2. SAMPLING RESULTS FOR SODIUM AND HARDNESS

	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Violation	Typical Sources of Contaminant
Sodium (ppm)	2020	29	20 - 49	none	none	No	Salt present in the water is generally naturally occurring
Hardness (ppm)	2020	400	304 - 539	none	none	No	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

TABLE 3. DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD

	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Violation	Typical Sources of Contaminant
Arsenic (ppb)	2020	ND	ND - 2	10	0.004	No	Erosion of natural deposits; orchard runoff, glass & electronics production wastes
Barium (ppm)	2020	0.16	0.13 - 0.22	1	2	No	Discharge from oil drilling wastes, metal refineries; erosion of natural deposits
Hexavalent Chromium (ppb)	2017	ND	ND - 1.6	—	0.02	No	Discharge from electroplating factories, leather tanneries, wood preservation, chemical synthesis, refractory production, and textile manufacturing facilities; erosion of natural deposits.
Fluoride (ppm)	2020	0.1	0.1 - 0.2	2	1	No	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories
Nitrate as N (ppb)	2022	ND	ND - 0.6	10	10	No	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Nitrate + Nitrite as N (ppm)	2022	ND	ND - 0.4	10	10	No	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Gross Alpha (pCi/L)	2014 - 2022	1.096	ND - 1.77	15	(0)	No	Erosion of natural deposits.

TABLE 4. TREATED DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD

	Sample Date	Level Detected	Range of Detections	MCL (MRDL)	PHG (MCLG) [MRDLG]	Violation	Typical Sources of Contaminant
Hexavalent Chromium (ppb)	2014	ND	ND - 1.3	10	0.02	No	Discharge from electroplating factories, leather tanneries, wood preservation, chemical synthesis, refractory production, and textile manufacturing facilities; erosion of natural deposits.

1. Tap water samples collected for lead and copper analyses from sample sites throughout the community.

TABLE 5. DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD

	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Violation	Typical Sources of Contaminant
Chloride (ppm)	2020	29	19 - 56	500	n/a	No	Runoff/leaching from natural deposits; seawater influence
Color (Units)	2020	2	ND - 10	15	n/a	No	Naturally-occurring organic materials
Iron (ug/L)	2020	ND	ND - 180	300	n/a	No	Leaching from natural deposits; Industrial wastes
Specific Conductance (umhos/cm)	2020	855	650 - 1160	1600	n/a	No	Substances that form ions when in water; seawater influence
Sulfate (ppm)	2020	83.5	52.2 - 130	500	n/a	No	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (ppm)	2020	506	380 - 690	1000	n/a	No	Runoff/leaching from natural deposits
Turbidity (NTU)	2020	0.3	ND - 0.9	5	n/a	No	Soil runoff

TABLE 6. DETECTION OF UNREGULATED CONTAMINANTS AND OTHER CONSTITUENTS

	Sample Date	Level Detected	Range of Detections	Notification Level	Violation	Typical Sources of Contaminant
Boron (ppm)	2020	0.2	0.2 - 0.3	1	No	The babies of some pregnant women who drink water containing boron in excess of the notification level may have an increased risk of developmental effects, based on studies in laboratory animals.
Vanadium (ppm)	2020	ND	ND - 0.003	0.05	No	The babies of some pregnant women who drink water containing vanadium in excess of the action level may have an increased risk of developmental effects, based on studies in laboratory animals.
Calcium (mg/L)	2020-2021	65	24-95	N/A	N/A	Not applicable; normal constituent
Magnesium (mg/L)	2020-2021	46	15-74	N/A	N/A	Not applicable; normal constituent
pH (units)	2020	7.2	7.0 - 7.5	N/A	N/A	Not applicable; normal constituent
Alkalinity (mg/L)	2020	316	240 - 440	N/A	N/A	Not applicable; normal constituent
Aggressiveness Index	2020	11.9	11.5 - 12.5	N/A	N/A	Not applicable; normal constituent
Langelier Index	2020	0.06	-0.03 - 0.6	N/A	N/A	Not applicable; normal constituent

TABLE 7. DETECTION OF DISINFECTANT/DISINFECTANT BYPRODUCT RULE

	Sample Date	Level Detected	Range of Detections	MCL (MRDL)	Violation	Typical Sources of Contaminant
Total Trihalomethanes (TTHMs) (ppb)	2021 - 2022	43	12.0-72	80	No	By-product of drinking water disinfection
Haloacetic Acids (five) (ppb)	2021 - 2022	22	4-33	60	No	By-product of drinking water disinfection



Cambria Community Services District
PO Box 65
Cambria, CA 93428

Address Service Requested

2022 Annual Water Quality Report



June 2023

NEWS & UPDATES

2023 Water Projects

- ◇ Apply for the EPA Community Grant to obtain our earmarked funds for the Stuart Street Tanks Refurbishment.
- ◇ Complete the design and engineering of the Transmission Main and Effluent Pipeline through CA State Parks wetlands.
- ◇ Procure new meters for our AMI meter upgrade project and contract installation.
- ◇ SCADA Upgrade
- ◇ Santa Rosa Well 3 clear well replacement

Visit our **Drought** website for all the latest water conservation news and resources.

- ⇒ Check out our current water shortage stage and response actions.
- ⇒ See the next date the Water Conservation booth will be staffed at the Farmer's Market. Come out and chat with the conservation staff and pick up free water efficient devices.
- ⇒ Schedule an irrigation assessment or a WUE Walk-Through.
- ⇒ Request water conservation promotional materials such as yard signs, vacation rental and commercial property materials, visitor placards and more.
- ⇒ Let us know how we are doing through our Water Conservation Survey

www.cambriacsd.org/drought

BOARD OF DIRECTORS' MEETING –JULY 20, 2023

FINANCE MANAGER'S REPORT

EXPENDITURE REPORT FOR THE MONTH OF JUNE 2023

The Expenditure Report for the month of June 2023 is being submitted to the CCSD Board of Directors in today's meeting (see Agenda Item 6.A.). The report includes a detailed listing and monthly sub-total for each Accounts Payable Vendor, and a summary of each department's monthly expenditures.

At the time this report was pulled, staff were still in the process of closing out Fiscal Year 2022/2023, so this expenditure report may not be complete.

CCSD DIRECTOR MEETINGS & COMPENSATION FOR THE MONTH OF JUNE 2023

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

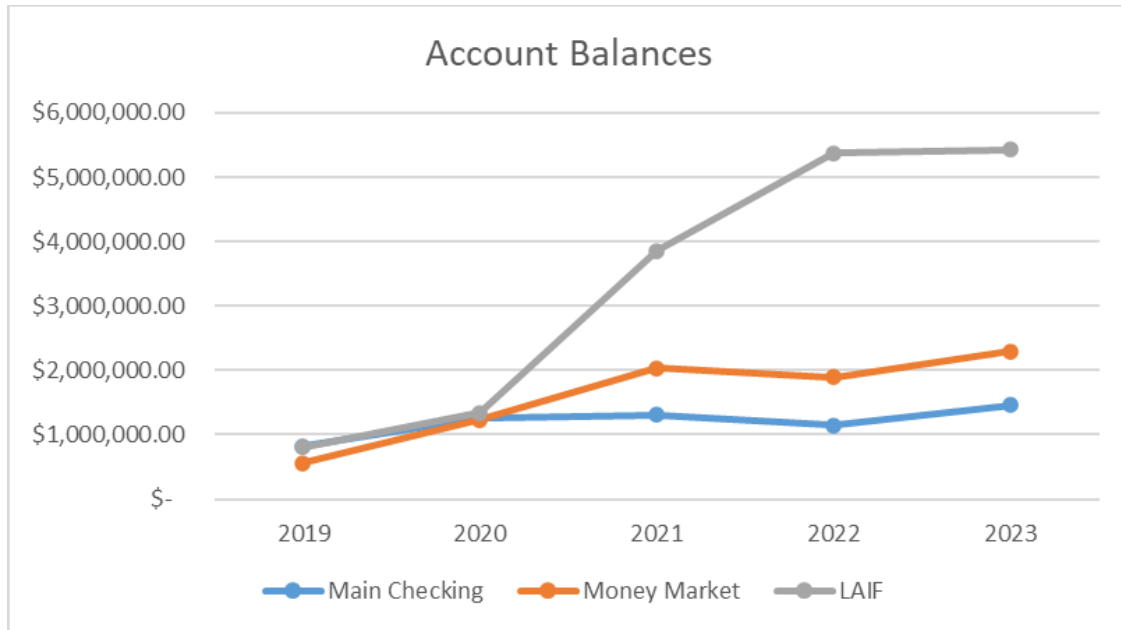
Director Name	Meeting Month	Number of Compensated Meetings	Amt Per Meeting	Total
Farmer, Harry	MARCH/APRIL	12	\$ 100.00	\$ 1,200.00
Thomas, Michael	MAY	6	\$ 100.00	\$ 600.00
Scott, Debra	MAY	5	\$ 100.00	\$ 500.00
Dean, Karen	APRIL/MAY	4	\$ 100.00	\$ 400.00
Gray, Tom	APRIL/MAY	8	\$ 100.00	\$ 800.00
Total		35		\$ 3,500.00

AVAILABLE CASH BALANCES AS OF JUNE 30, 2023

The total available cash is listed as follows:

Account Type	Balance
Main Checking	\$ 1,305,683.44
Money Market	\$ 2,893,280.26
Local Agency Investment Fund (LAIF)	\$ 5,467,500.55
Total	\$ 9,666,464.25

Available cash is defined as the balance in the Main Checking Account, less outstanding checks, plus Money Market Account, plus Local Agency Investment Fund (LAIF). The total available cash as of June 30, 2023 was \$9,666,464.25



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

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

Account Type (Restricted)	Balance
The Bank of New York Mellon	\$ 10,358,716
Payroll	\$ 85,687.58
Veterans Hall	\$ 5,250.05
Health Reimbursement Account (HRA)	\$ 48,894.10
Total	\$ 10,498,547.73

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

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

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

San Luis Obispo County has been included in the Major Disaster Declaration, FEMA-4699, for the March 2023 storms. District staff first met with FEMA on July 18, 2023, regarding the March 2023 storm damage.

LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)

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

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

Utilities Report for Department Activities During the Month of June 2023

Wastewater Treatment Plant (WWTP)

Outcomes from meetings with Southland for the PG&E project anticipate completion of 70% of drawings by early August.

The South Digester was taken offline for inspection/cleaning and evaluation of sludge processing. The department is currently using only the North Digester. The solenoid valve has been replaced for sludge make-up water to automate the shutdown of the screw press. The aluminum grating has been received from San Luis Obispo WWRF, which will replace corroded grating on the digesters.

We have been working on replacing the influent isolation valves for the past few months, awaiting receipt of backordered



valves which have recently arrived. Toni started by breaking all the bolts loose and retightening them so that when the time came for the replacement, the valves would be easy to remove. We have also installed bypasses on the end pump, which will be used during the construction of the SST project. More importantly, when the plant receives more water than it can pump through the 12-inch discharge line, we will be able to use one pump to bypass directly into the aeration basin.

Art Garney has completed confined space training and now works as an active member of our confined space team.

Weed abatement is still ongoing around the WWTP and lift stations.

Collections System

The camera van upgrade is complete, and 2660 feet of pipe was camera inspected.

A dark sludge blanket has returned to LSA1 after being cleaned in May. We recleaned the Wet Well in June. There is concern that construction debris is being washed into the sewer system from remodeling activity.

Vac-con was taken to Switzer's for the repair of the Air Brake blow-off. Repairs on the hose reel were completed in-house by our operators.

A camera inspection on Pickwick noted a root ball from a lateral. Staff Jetted the line, removed the root ball, and noted our records in Diamond Maps (our Geographic Information System software) for future service.

We received a rebuild kit for lift station A. One of the pump's rotating assemblies has been replaced, and the next pump should be done before the rains. See the photo of one new



impeller and one old impeller. As you can see, this was way overdue. This lift station also was cut from the SST project.



The Lift Station B3 bracket for the ultrasonic sensor failed and caused failure in both pumps. Replaced bracket sensor and reprimed both pumps. Vibrations due to cavitation loosened flange bolts caused a vacuum leak in suction, and flanges were retightened. A Vacuum pump used to assist in drawing the initial vacuum was rebuilt for future use.

The photo at left is of concrete removed from one of the manholes here in town. This concrete has been holding up the flow in the line for decades and we have been lucky it was not responsible for a blockage in that line.

Cleaning lines and lines inspected by camera

Line ID	Street	Length (ft)	Activity Date	Activity
LE-2010 to LE-2011	Somerset Way	153.3	6/22/2023	Jetted & Camera Inspected
TW-10066 to TW-10062	Hudson Ave.	198.2	6/14/2023	Jetted & Camera Inspected
TW-CO-1069 to TW-10069	Green St.	239.1	6/19/2023	Jetted & Camera Inspected
TW-10069 to TW-10070	Green St.	213.9	6/19/2023	Jetted & Camera Inspected
TW-10070 to TW-10071	Green St.	224.7	6/19/2023	Jetted & Camera Inspected
TW-10066 to TW-10075	Pickwick Ln.	269.2	6/14/2023	Jetted & Camera Inspected
TW-10075 to TW-10074	Pickwick Ln.	292.8	6/14/2023	Jetted & Camera Inspected
TW 10050 to TW-10051	Spencer St.	353.9	6/6/2023	Jetted & Camera Inspected
TW-10052 to TW-10051	Spencer St.	400.5	6/7/2023	Jetted & Camera Inspected
TW-10067 to TW-10075	Roscoe Pl	315.1	6/14/2023	Jetted & Camera Inspected
Total		2660.7		

Line ID	Street	Length (ft)	Activity Date	Activity
LE-2012 to LE-2013	Chelsea Ln.	260.9	6/20/2023	Jetted
LE-CO-209 to LE-2012	Chelsea Ln.	59.8	6/20/2023	Jetted
LE-2007 to LE-2014	Chiswick Way	94.2	6/20/2023	Jetted
LE-2014 to LE-2015	Chiswick Way	384.4	6/20/2023	Jetted
LH-12149 to LH-12154	Strawberry Canyon	265.7	6/19/2023	Jetted
LE-2011 to LE-2012	Chelsea Ln.	163.3	6/20/2023	Jetted
LE-CO-103 to LE-2013	Brighton Ln	224.7	6/20/2023	Jetted
TW-10051 to TW-10055	Bradford Rd	209.5	6/6/2023	Jetted
LH-12247 to LH-12149	Kay St.	256.3	6/19/2023	Jetted
LH-12248 to LH-12247	Kay St.	147	6/19/2023	Jetted
LH-12150 to LH-12149	Burton Dr	411.7	6/19/2023	Jetted
MT-11055 to MT-11058	Marlborough Ln.	318.6	6/13/2023	Jetted
MT-11058 to MT-11065	Marlborough Ln.	352.2	6/13/2023	Jetted
MT-11065 to MT-11066	Marlborough Ln.	298.8	6/13/2023	Jetted
MT-CO-167 to MT-11067	Windsor Blvd. South	116.4	6/13/2023	Jetted
MT-11067 to MT-11063	Windsor Blvd South	188.4	6/13/2023	Jetted
MT-11060 to MT-11063	Windsor Blvd. South	192	6/13/2023	Jetted
TW-1002 to TW-10074	Linden Ct	261	6/14/2023	Jetted
		4204.9		
		2660.7		
Total		6865.6		

Water Department

Distribution System Activities

The water main on Moonstone was struck during the excavation and grading process for the State Parks. A contractor operating an excavator made contact with an Air-Vac just off the main. These devices release air entrapped within the pressurized water system. The project for State Parks is a handicapped parking accessibility improvement development. Water staff worked with the contractor to isolate and repair. Working together, a plan was developed to relocate the device to a location adjacent that would maintain the hydraulics of the distribution system and remain safe and out of harm's way.

Department staff have been busy repairing water service line leaks. Multiple leaks surfaced in the third week of June alone, and staff repaired all 5 leaks without interruptions in service to surrounding homes. As leaks continue to emerge, employees will address them concisely to minimize water loss.



Santa Rosa Well #3 rehabilitation continues with the finishing touches in the electrical panel. A new variable frequency drive (VFD) was installed to replace the device damaged during the storms. Photos below show the well active and pumping. Also pictured are staff receiving training from Alpha Electrical on operating the new device.



Other Maintenance Activities

Additional refurbishment to the Santa Rosa clear well processing tank continues. Removal has been scheduled, and construction of the new tank for replacement began mid-month. During their recent Sanitary Survey evaluation, the Division of Drinking Water suggested inspecting the tank. The inspection proved some failing structural integrity of the tank and the need for a foundation to meet current building code requirements, which were previously known. The replacement for this 10,000-gallon tank has been budgeted and replaces the current tank, which is over 25 years of age and due for upgrade.



With the recent road repairs to Windsor Blvd. as performed by County Roads, staff took the opportunity to install safety bollards surrounding a vault near the road. The structural integrity of the traffic-rated vault lid was damaged during the recent storm events. Concern regarding vehicles driving or parking on the vault prompted this cautionary measure. The vault contains a 10" transmission main, isolation valving and pressure reducing device for the Park Hill area.

In an effort to reduce lead acid battery waste, staff replaced eight AGM (Absorbent Glass Mat) batteries with one lithium-ion battery. The AGM batteries were the originals installed eight years ago. The single lithium battery can handle the same supply and charge load as the previous eight batteries. The off-grid solar supplies power to communications for water and wastewater systems from the furthest endpoint in the community.



Water Supply Status

As of May 31st, the CCSD has diverted 25% and 11% of the annual San Simeon Creek and Santa Rosa Creek allocations, respectively, with 90% of total production coming from the San Simeon Creek aquifer. Due to the storm events of this past Spring, we will enter the dry season at fully recharged well levels. Additional well-level data and production summary reports are available on the website at www.cambriacsd.org/water-data.

Other Water Department activities for the Reporting Period are listed below.

Activity	# Completed
Manual Meter Reads/Locates for Billing Purposes (tamper, re-read)	471
Customer assists for high water usage on customer side of meter	6
Locking/Unlocking Water Meters	6
Meter Shut-Off/Turn-On at Owner's Request	3
Repairs of distribution system leaks	12
After-Hours System Alarm Responses	127
USA Locations	29
Water Service Line Information Requests	6
Service angle stop/ Valves Replaced	3
Hydrant Service	1
Air Vac Replacement	1
Water Meter relocations	3

Water Reclamation Facility (WRF)

Routine maintenance continued throughout the facility during June. Maintenance activities are focused on the Micro Filtration (MF) train and the Reverse Osmosis (RO) train to minimize biological growth within the plant. Tasks for the MF train consisted of manual valve exercising, backwash, air scour, and filter cleaning chemicals. The chemical is necessary to prevent biological growth and fouling. The RO trains received weekly circulation of a preservative that helps extend the life of the membrane elements. The condition of the newly replaced media is excellent.

Engineering

Project	Description	Status
Coastal Development Permit for the Water Reclamation Facility	Land Use Application DRC2013-00112 for the regular permitting of the Water Reclamation Facility.	District and County staff met to discuss current need to extend the schedule due to the inclusion of Instream Flow Study Task 1 results and the Section 7 consultation. County staff acknowledges and will continue to work with the District
Instream Flow Study Task 1	Study of the Lower San Simeon Watershed from Palmer Flats to the lagoon. Follows the California Department of Fish and Wildlife's methodology to establish instream flow needs for critical species and habitat.	The Technical Advisory Committee met to review the Draft IFS on 03/02/2023. IFS documents are now available at www.cambriacsd.org/instream-flow-study Additional scope to include Van Gordon Creek analysis and agricultural pumping from our percolation ponds was requested.
Instream Flow Study Task 2	Completion of the Annual Adaptive Management Plan report and supporting groundwater modeling and monitoring.	The 2022 draft AMP Annual Report can be read at www.cambriacsd.org/instream-flow-study 2023 monitoring continues and additional modeling is in progress to better define lagoon level thresholds and triggers for AMP.
Endangered Species Act Section 7 Consultation	Federal consultation process to ensure that WRF project activities are not likely to jeopardize the continued existence of listed species or destroy or adversely modify designated critical habitats. Includes permitting assistance, reporting, and technical support.	Data from Instream Flow Study Task 1 is being considered to inform this Consultation. This effort is on hold until the additional scope of work for the Instream Flow Study is completed.

San Simeon Well Field (SSWF) Transmission Main Project	Developing a permanent repair of the San Simeon Water Main. This project will also include solutions for the Sewer Effluent Main that runs parallel.	R&I Committee approved to award the engineering and permitting efforts to Cannon Engineering at the June 26 th special meeting. Financial options will be presented to the Finance Committee in July.
Water Meter Replacement Project – AMI	Upgrades system to Advanced Metering Infrastructure (AMI) with new meters and real-time water analytics.	Staff and legal counsel are reviewing the contracting approach Staff will present a sole source approach to R&I on July 10 th .
EV Charging Station	Installation and operation of two EV charging stations at the Vets Hall.	Efforts to engage the County to move this station are in process. The possibilities to contract with a project manager to do the design and permitting were discussed.
Cambria Skatepark Project	Design and construction of a new skatepark facility at the old skatepark location on Main St across from the Vets Hall.	The Board approved commencing with the permitting process during the Nov 17 th meeting. The application package was submitted to the County on Nov 28. The Board approved staff to apply for the LWCF grant in the May 25, 2023 special meeting.
Community Park Restroom	Design and construction of a restroom facility located near the Dog Park on the Fiscalini Ranch Preserve.	Generating building specifications to respond to the County comments. Resubmittal to address comments is anticipated by August 2023
Pilot project for Zero Liquid Discharge for Brine in WRF	Pilot study project to test innovative technology for brine reduction with the goal of zero liquid discharge	Next phase is the Piloting agreement. Global Water Innovations is working through the process with the granting agencies. National Alliance for Water Innovations (NAWI) has approved the statement of project objectives. The project has now gone to the Dept of Energy for their review. The piloting agreement would follow afterwards.
Stuart Street Tank Project	Critical water infrastructure project to rebuild the Stuart Street tanks which have reached their useful operational life	Our EPA representative acknowledge receipt of our submitted NEPA CATEX form (the Federal version of a categorical exemption) which is under review. Staff will present an update to R&I on July 10 th to explain the need for design and geotechnical efforts.

Coastal Commission Notice of Violation	Coastal Commission issued a Notice of Violation on 4/19/22 regarding CCSD intent to serve letters, water service to Tract 1804, and alleged violations of existing water extractions.	<i>No change from last month.</i> Staff submitted a formal response to the Commission and is awaiting the next steps. A follow-up communication was sent to Commission staff on June 20, 2022. The General manager met with the Coastal Commission informally to discuss the CCSD's response; no formal response from the Coastal Commission has been received.
Annual Water Supply and Demand Assessment	The AWSDA is required by the California Water Code to analyze current water supply and demand conditions as well as project water supply reliability over the next year.	This report is due to the California Department of Water Resources on July 1. Staff submitted this report on June 27, 2023.
COVID-19 Wastewater Surveillance	The District introduced COVID-19 wastewater surveillance to the County in March 2020. Participating in Centers for Disease Control (CDC) National Wastewater Surveillance System (NWSS) sponsored program till summer 2023. No cost to the District.	Monitoring ongoing.

Conservation & Permits

Water Supply & Demand

Net diversion in June 2023 was .08 acre-feet higher than the same month last year. The demand reduction goal was 7.7 acre-feet (compared to anticipated unconstrained demand); however, the actual demand reduction achieved was 4.7 acre-feet. The cumulative supply surplus for the reporting period of July 1, 2022, through June 30, 2023, is estimated to be 1.5 acre-feet or .037 %. Supplies have been augmented by above-average precipitation this past spring and we will remain in a Stage 1 Baseline Condition.

Permit Counter Monthly Summary

ASSIGNMENT OF POSITION APPLICATIONS – 12 YTD

013.231.010	Bridge St	Position #8C
023.047.007	Emmons Rd	Position #96

RETROFIT APPLICATIONS -19 YTD

022.322.027	465 Worcester Dr
013.371.015	6258 Somerset Wy
013.312.018	1105 Pinewood Dr
023.251.020	2285 Yorkshire Dr
023.462.011	2742 Smith Ct

TRANSFER OF POSITION APPLICATIONS - 1 YTDVOLUNTARY LOT MERGER APPLICATIONS - 2 YTDVACATION RENTAL REGISTRATIONS (WILL SERVES) - 10 YTDWATER LINE INSTALLATION OR UPGRADE APPLICATIONS - 0 YTDWILL SERVES ISSUED -21 YTD

024.371.010	1329 Pineridge Dr	Rebuild upper-level deck and railing
023.018.036	2430 Windsor Blvd	Bathroom remodel, add toilet/sink
022.323.028	484 Worcester Dr	Deck addition connecting front/back decks
023.042.019	249 Drake St	Deck repair, windows/doors replaced

WATER USE EFFICIENCY WALK-THROUGHS COMPLETED - 2 YTD

CAMBRIA COMMUNITY SERVICES WELL LEVELS

7/3/2023

Well Read Date

SANTA ROSA CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
23R	High School	38.34	83.42	45.08	
SR4*	CCCD Production	33.37	82.00	48.63	
SR3	CCSD Production	18.88	54.30	35.42	
SR1	CCSD	17.22	46.40	29.18	
21R3	County Parks	7.31	12.88	5.57	Meter Read (CF): 46911
WBE	Windsor Bridge East	11.08	16.87	5.79	
WBW	Windsor Bridge West	11.46	17.02	5.56	

SR4 **48.63**
AVG SR1 & SR3 32.30

SAN SIMEON CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
16D1	Van Gorden Creek Bridge	7.86	11.36	3.50	
MW4	Monitoring at Lagoon Entrance	12.19	15.95	3.76	
MW1	Monitoring at Blowers	11.79	42.11	30.32	
MW2	Monitoring at Influent	12.45	38.10	25.65	
MW3	Monitoring at Pond Gate	15.75	49.56	33.81	
9M1	Warren's Van Gorden Creek	25.70	65.63	39.93	
9P2	Gradient Monitoring	10.48	19.11	8.63	
9P7	WRF Intake	10.45	20.69	10.24	
9L1	Abandoned Irrigation	15.67	27.33	11.66	
RIW	WRF Injection Well	11.68	25.41	13.73	
SS4	CCCD	14.35	25.92	11.57	
MIW	WRF Injection Monitoring	12.11	29.89	17.78	
SS3*	CCSD Production	14.78	33.73	18.95	
SS2*	CCSD Production	13.79	33.16	19.37	
SS1*	CCSD Production	12.81	32.37	19.56	
11B1	Pedotti	17.83	105.43	87.60	
11C1	Pedotti	13.11	98.20	85.09	
PFNW	Palmer Flats	12.50	93.22	80.72	
10A1	Pedotti's Recorder	25.94	78.18	52.24	
10G2	New Rock Plant	18.86	62.95	44.09	
10G1	Old Rock Plant	17.05	59.55	42.50	
10F2	Warren	25.00	66.92	41.92	
10M2	Pedotti	26.29	55.21	28.92	
9J3	Pedotti	15.36	43.45	28.09	
Lagoon	Creek Pedestrian Bridge	20.25			Mitigation Erosion: None

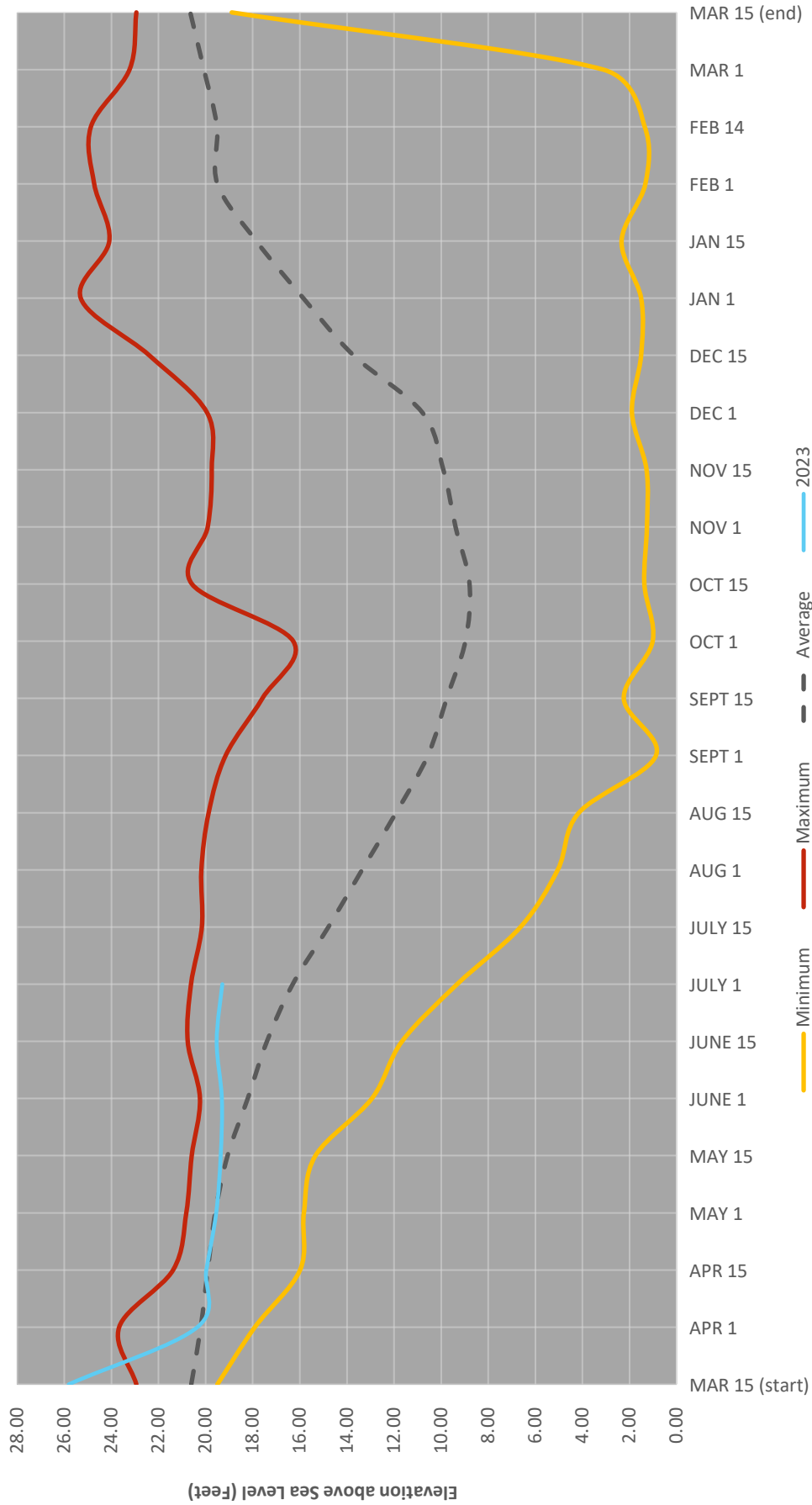
AVG S1, SS2 & SS3 **19.29**
SS4/9P2 Gradient **2.94**

*Above Mean Sea Level (AMSL)

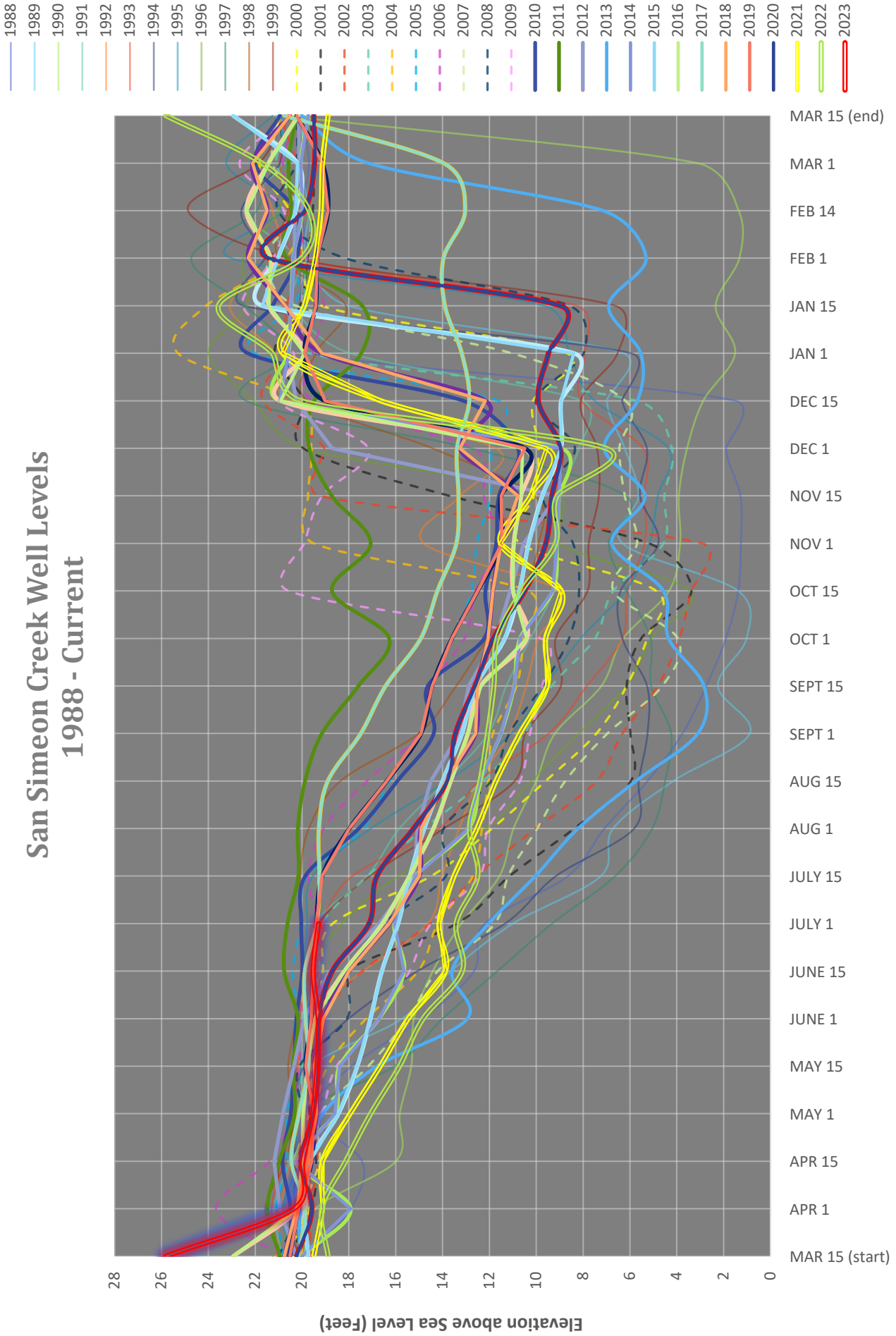
*CCSD's Production Wells

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

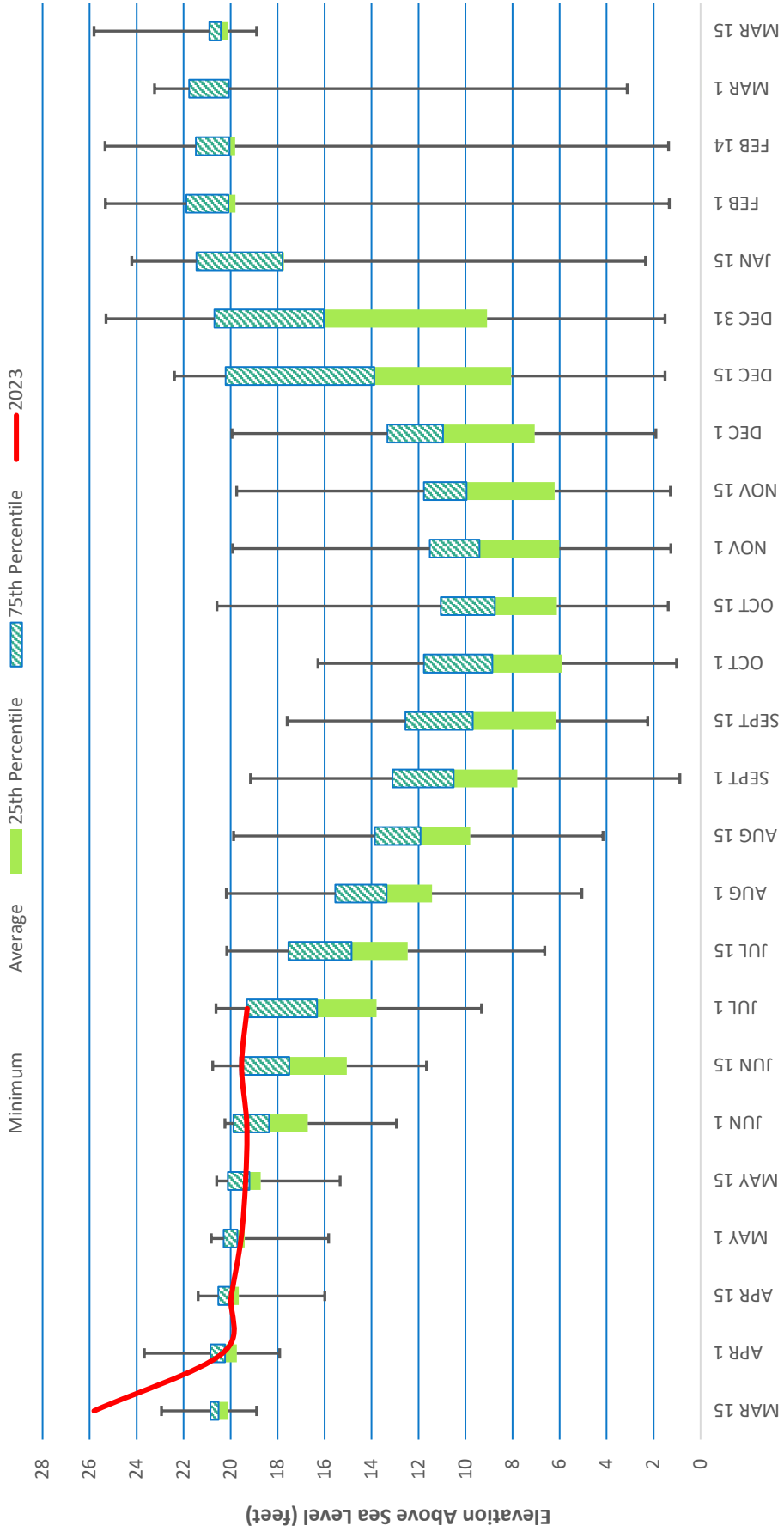
San Simeon Creek Well Levels 1988 to Current Min, Max, & Average March 2023-2024



San Simeon Creek Well Levels 1988 - Current



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



	Start Year: 2022												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Potable Water Shortage Assessment¹													AF
Anticipated Unconstrained Demand	52	52	48	48	44	44	39	39	39	39	49	49	542
Actual Demand	50.6	48.2	43.3	44.0	39.3	36.9	35.4	33.7	34.5	38.4	40.6	44.5	489.3
Supply Adjustment													
Anticipated Total Water Supply	45	45	42	42	37	44	39	39	39	37	40	42	491
Accrued Surplus/Shortage from Previous Month		-5.6	-3.2	-1.3	-2.0	-2.3	7.1	3.6	5.3	4.5	-1.4	-0.6	
Anticipated Surplus/Shortage w/o WSCP Action	-7.0	-12.6	-9.2	-7.3	-9.0	-2.3	7.1	3.6	5.3	2.5	-10.4	-7.6	-46.9
Anticipated % Surplus/Shortage w/o WSCP Action	-13%	-24%	-19%	-15%	-21%	-5%	18%	9%	14%	6%	-21%	-16%	-9%
State Standard Shortage Level	2	3	2	2	3	1	1	1	1	1	3	2	1
Planned WSCP Actions													
Anticipated Benefit from WSCP: Supply Augmentation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Anticipated Benefit from WSCP: Demand Reduction	10.4	15.6	9.6	9.6	13.2	4.4	3.9	3.9	3.9	3.9	9.8	7.7	95.9
Actual Benefit from WSCP Action	1.4	3.8	4.7	4.0	4.8	7.1	3.6	5.3	4.5	0.6	8.4	4.5	52.7
Anticipated Surplus/Shortage w/WSCP Action	3.4	3.0	0.4	2.3	4.2	2.2	11.0	7.5	9.2	6.4	-0.6	0.1	49.0
Anticipated % Surplus/Shortage w/WSCP Action	7%	6%	1%	5%	9%	5%	28%	19%	24%	16%	-1%	0%	9%
Actual Surplus/Shortage	-5.6	-3.2	-1.3	-2.0	-2.3	7.1	3.6	5.3	4.5	-1.4	-0.6	-2.5	1.7
Actual % Surplus/Shortage	-11%	-7%	-3%	-5%	-6%	19%	10%	16%	13%	-4%	-2%	-6%	0%
State Standard Shortage Level Achieved	2	1	1	1	1	1	1	1	1	1	1	1	1

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

Definitions for Terms Used in This Table

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

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

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

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

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

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

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

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

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

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

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

Revised Anticipated % Surplus/Shortage w/WSCP Action: Difference between the anticipated surplus/shortage w/o WSCP action and the actual total demand.

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

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

WSCP: Water Shortage Contingency Plan

2023
CAMBRIA COMMUNITY SERVICES DISTRICT
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YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
	DIFFERENCE (Current YR - Previous YR)	-2.02	-2.32	-6.24	-1.57	-2.70	0.08								
2023	S.S.	34.88	33.18	30.27	37.48	35.36	32.09	3.94	0.00	0.00	0.00	0.00	0.00	207.19	2023
	S.R.	0.40	0.48	4.22	0.94	5.22	12.21	1.27	0.00	0.00	0.00	0.00	0.00	24.74	
	SS & SR TOTAL	35.28	33.66	34.50	38.42	40.57	44.30	0.00	0.00	0.00	0.00	0.00	0.00	231.93	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2022	S.S.	13.35	35.93	40.71	39.95	43.22	33.05	26.13	19.40	13.74	17.92	31.27	36.45	351.11	2022
	S.R.	23.95	0.04	0.03	0.04	0.05	11.17	23.27	27.59	28.77	25.30	7.44	0.32	147.98	
	SS & SR TOTAL	37.30	35.97	40.74	39.99	43.27	44.22	49.41	46.98	42.50	43.22	38.71	36.77	499.09	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2021	S.S.	31.92	26.91	34.69	36.88	36.41	34.84	31.03	30.49	31.75	27.27	27.28	21.16	370.62	2021
	S.R.	9.00	10.22	8.91	9.05	12.02	14.41	20.65	16.40	11.30	14.52	11.69	16.81	155.00	
	SS & SR TOTAL	40.92	37.14	43.60	45.93	48.43	49.25	51.68	46.89	43.05	41.79	38.97	37.97	525.61	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2020	S.S.	34.86	34.07	30.68	26.63	36.29	40.67	33.16	35.23	34.60	39.39	31.34	13.98	390.90	2020
	S.R.	4.10	5.37	6.32	8.97	7.21	7.77	19.10	17.85	14.22	10.67	12.61	27.85	142.04	
	SS & SR TOTAL	38.96	39.43	37.00	35.60	43.50	48.44	52.25	53.08	48.82	50.06	43.95	41.83	532.93	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2019	S.S.	34.49	23.50	24.82	33.30	35.07	36.17	41.98	39.45	36.02	37.32	33.64	26.26	402.00	2019
	S.R.	3.25	9.73	13.89	8.50	7.75	10.16	10.80	10.45	11.12	11.42	11.15	13.78	122.00	
	SS & SR TOTAL	37.74	33.23	38.71	41.80	42.81	46.33	52.78	49.91	47.13	48.74	44.78	40.05	524.00	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2018	S.S.	14.65	15.73	24.97	32.09	38.50	38.30	32.13	21.54	17.99	12.97	12.65	30.43	291.97	2018
	S.R.	30.09	23.61	13.23	6.96	5.02	7.89	22.00	30.88	27.67	31.81	30.59	10.11	239.85	
	SS & SR TOTAL	44.74	39.34	38.20	39.05	43.52	46.19	54.13	52.42	45.67	44.78	43.24	40.54	531.82	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2017	S.S.	31.85	18.62	40.94	45.34	46.26	34.05	22.86	16.93	23.78	26.18	20.90	22.54	350.25	2017
	S.R.	6.97	14.54	6.02	9.89	18.14	28.49	32.63	32.27	16.96	12.25	20.29	21.27	219.72	
	SS & SR TOTAL	38.82	33.17	46.95	55.23	64.40	62.55	55.49	49.20	40.74	38.43	41.19	43.81	569.97	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2016	S.S.	16.21	8.82	19.61	21.27	24.30	28.06	28.37	26.49	26.02	6.49	5.66	21.53	232.83	2016
	S.R.	18.10	27.70	16.92	15.76	15.92	13.96	20.53	18.31	16.92	34.50	31.75	18.46	248.83	
	SS & SR TOTAL	34.31	36.53	36.52	37.03	40.21	42.02	48.90	44.80	42.94	40.99	37.42	39.98	481.66	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.33	7.04	5.70	23.07	
2015	S.S.	19.95	16.65	17.16	17.79	16.18	14.14	15.14	17.39	20.36	26.17	23.74	21.23	225.89	2015
	S.R.	14.77	14.90	20.53	20.68	20.99	26.51	29.51	27.78	21.94	16.05	13.57	13.90	241.13	
	SS & SR TOTAL	34.72	31.55	37.69	38.47	37.17	40.65	44.65	45.17	42.30	42.22	37.31	35.13	467.02	
	AWTP	5.55	14.34	12.49	7.61	0.00	0.00	0.00	0.00	3.68	8.07	6.29	10.89	68.92	
2014	S.S.	22.93	16.97	24.90	25.03	19.39	14.40	11.94	0.00	0.76	24.32	13.74	23.81	198.17	2014
	S.R.	34.69	19.85	10.00	10.44	18.88	24.19	30.89	43.09	36.26	12.06	18.63	9.62	268.59	
	SS & SR TOTAL	57.62	36.82	34.90	35.47	38.27	38.59	42.82	43.09	37.01	36.37	32.36	33.44	466.76	
	AWTP														
2013	S.S.	50.55	47.40	54.72	55.27	63.18	46.01	60.82	72.32	57.73	29.84	26.72	28.61	593.16	2013
	S.R.	0.00	0.00	0.00	4.27	5.28	27.57	18.12	3.50	7.62	22.56	25.38	25.61	139.91	
	SS & SR TOTAL	50.55	47.40	54.72	59.54	68.45	73.58	78.94	75.82	65.35	52.40	52.11	54.22	733.07	
	AWTP														
2012	S.S.	50.12	48.09	52.60	50.52	60.06	56.53	48.17	41.12	36.72	42.22	48.70	50.88	585.73	2012
	S.R.	3.54	0.79	0.00	0.66	1.44	11.14	27.95	33.22	29.98	21.43	8.86	0.00	139.01	
	SS & SR TOTAL	53.66	48.88	52.60	51.18	61.50	67.67	76.12	74.34	66.70	63.65	57.56	50.88	724.74	
	AWTP														
1	S.S.	48.05	43.36	45.17	52.11	53.94	49.27	60.52	55.52	45.40	45.67	46.28	51.87	597.16	1

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YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
201	S.R.	0.00	0.70	0.00	0.76	6.65	11.03	12.97	14.82	19.45	14.15	5.19	0.00	85.72	201
	SS & SR TOTAL	48.05	44.06	45.17	52.87	60.59	60.30	73.49	70.34	64.85	59.82	51.47	51.87	682.88	
2010	S.S.	45.44	40.48	47.48	48.39	56.26	55.29	50.73	44.58	35.05	37.61	36.14	36.45	533.90	2010
	S.R.	0.00	0.00	0.77	0.62	0.68	8.74	21.96	27.30	32.52	21.71	14.48	9.73	138.51	
SS & SR TOTAL	45.44	40.48	48.25	49.01	56.94	64.03	72.69	71.88	71.88	67.57	59.32	50.62	46.18	672.41	
2009	S.S.	28.17	37.57	50.95	58.52	48.56	37.47	48.80	40.69	31.99	44.62	53.05	46.55	526.94	2009
	S.R.	24.83	3.81	0.00	0.00	13.53	26.06	25.21	34.10	32.64	11.02	0.00	1.34	172.54	
SS & SR TOTAL	53.00	41.38	50.95	58.52	62.09	63.53	74.01	74.79	64.63	55.64	53.05	47.89	699.48		
2008	S.S.	43.35	45.35	51.55	52.59	40.45	33.03	40.15	47.57	47.24	41.53	21.47	25.41	489.69	2008
	S.R.	2.33	0.67	0.71	2.20	24.69	33.55	32.94	24.87	18.26	21.03	32.21	24.46	217.92	
SS & SR TOTAL	45.68	46.02	52.26	54.79	65.14	66.58	73.09	72.44	65.50	62.56	53.68	49.87	707.61		
2007	S.S.	57.70	47.45	56.47	60.50	56.11	51.21	55.95	63.48	58.72	37.58	34.83	38.61	618.61	2007
	S.R.	0.00	0.00	0.60	1.81	14.47	22.24	23.47	12.37	5.29	18.70	21.20	9.42	129.57	
SS & SR TOTAL	57.70	47.45	57.07	62.31	70.58	73.45	79.42	75.85	64.01	56.28	56.03	48.03	748.18		
2006	S.S.	50.81	49.10	48.82	49.65	60.58	65.65	56.12	59.67	52.49	42.86	34.46	42.75	612.96	2006
	S.R.	0.00	0.78	0.00	0.62	0.74	2.56	23.58	20.72	20.17	23.88	26.46	13.63	133.14	
SS & SR TOTAL	50.81	49.88	48.82	50.27	61.32	68.21	79.70	80.39	72.66	66.74	60.92	56.38	746.10		
2005	S.S.	50.05	46.16	51.09	55.01	65.70	68.81	80.52	61.60	48.71	47.08	40.83	36.70	652.26	2005
	S.R.	0.00	0.62	0.93	0.76	0.76	0.73	1.64	17.32	20.25	21.69	16.92	7.36	88.98	
SS & SR TOTAL	50.05	46.78	52.02	55.77	66.46	69.54	82.16	78.92	68.96	68.77	57.75	44.06	741.24		
2004	S.S.	55.83	51.40	58.56	64.33	67.98	52.62	47.04	39.68	41.06	34.80	49.30	49.92	612.52	2004
	S.R.	0.00	0.61	1.17	4.84	8.68	22.08	30.80	36.30	27.32	24.95	1.73	1.63	160.11	
SS & SR TOTAL	55.83	52.01	59.73	69.17	76.66	74.70	77.84	75.98	68.38	59.75	51.03	51.55	772.63		
2003	S.S.	52.73	49.97	57.35	58.32	62.82	68.22	65.05	63.34	58.91	67.08	56.20	48.84	708.83	2003
	S.R.	0.70	1.11	0.48	0.94	1.84	5.63	19.77	22.04	16.00	6.58	3.12	5.84	84.05	
SS & SR TOTAL	53.43	51.08	57.83	59.26	64.66	73.85	84.82	85.38	74.91	73.66	59.32	54.68	792.88		
2002	S.S.	54.43	52.23	60.70	65.43	60.75	55.13	66.79	73.35	66.59	62.03	56.36	53.98	727.77	2002
	S.R.	1.28	1.27	1.10	1.11	14.82	22.79	19.54	9.67	3.52	4.02	2.04	0.55	81.71	
SS & SR TOTAL	55.71	53.50	61.80	66.54	75.57	77.92	86.33	83.02	70.11	66.05	58.40	54.53	809.48		
2001	S.S.	56.16	48.05	55.92	60.69	73.30	77.51	85.01	78.50	53.45	56.21	48.16	52.29	745.25	2001
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.78	21.08	16.87	8.06	0.89	52.68	
SS & SR TOTAL	56.16	48.05	55.92	60.69	73.30	77.51	85.01	84.28	74.53	73.08	56.22	53.18	797.93		
2000	S.S.	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	2000
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SS & SR TOTAL	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82		
1999	S.S.	56.40	45.26	52.16	57.40	70.43	71.35	85.41	82.68	69.45	68.04	57.78	57.69	774.05	1999
	S.R.	0.01	0.01	0.01	0.04	0.02	0.07	0.01	0.02	0.32	0.02	0.00	0.00	0.53	
SS & SR TOTAL	56.41	45.27	52.17	57.44	70.45	71.42	85.42	82.70	69.77	68.06	57.78	57.69	774.58		
1998	S.S.	44.39	46.36	47.00	50.53	56.43	63.43	77.75	80.30	68.35	66.58	54.06	52.13	707.31	1998
	S.R.	0.01	0.01	0.01	0.01	0.00	0.01	0.01	0.09	0.01	0.00	0.00	0.00	0.16	
SS & SR TOTAL	44.40	46.37	47.01	50.54	56.43	63.44	77.76	80.39	68.36	66.58	54.06	52.13	707.47		
1997	S.S.	50.61	49.20	65.66	68.65	76.18	79.14	82.31	57.02	37.32	27.50	38.96	45.96	678.51	1997
	S.R.	0.02	0.08	0.02	0.02	0.02	0.02	0.38	25.92	31.54	36.85	12.41	0.01	107.29	
SS & SR TOTAL	50.63	49.28	65.68	68.67	76.20	79.16	82.69	82.94	68.86	64.35	51.37	45.97	785.80		
996	S.S.	46.66	43.40	47.39	56.95	66.18	70.83	75.70	77.27	68.23	65.58	50.37	49.43	717.99	996
	S.R.	0.01	0.03	0.03	0.03	0.03	0.01	0.03	0.02	0.01	0.02	0.02	0.02	0.26	

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

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



Expenditure Report

By Vendor Name

Payment Dates 6/1/2023 - 6/30/2023

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: 12751 - 45DB ACOUSTICS LLC					
45DB ACOUSTICS LLC	77838	06/15/2023	PROS/SKATE PARK NOISE EVAL, MODELING & REPORT	01-61700-16	4,800.00
Vendor 12751 - 45DB ACOUSTICS LLC Total:					4,800.00
Vendor: 10046 - ACCURATE MAILING SERVICE					
ACCURATE MAILING SERVICE	77855	06/16/2023	ADM/MAILING & POSTAGE FOR RATE INCREASE LETTER	01-60510-09	1,274.49
ACCURATE MAILING SERVICE	77855	06/16/2023	ADM/MAILING & POSTAGE FOR RATE INCREASE LETTER	01-6080M-09	821.86
Vendor 10046 - ACCURATE MAILING SERVICE Total:					2,096.35
Vendor: 10064 - AGP VIDEO					
AGP VIDEO	77856	06/16/2023	ADM/VIDEO CONF SVC 5/11, 5/17 & 5/25/2023	01-60860-09	5,600.00
AGP VIDEO	77898	06/26/2023	ADM/VIDEO PRODUCTION SERVICES 3/9, 3/16 & 3/29/23	01-60860-09	5,480.00
Vendor 10064 - AGP VIDEO Total:					11,080.00
Vendor: 10080 - ALL WAYS CLEAN					
ALL WAYS CLEAN	77839	06/15/2023	F&R/MONTHLY CLEANING OF VETS HALL- JUNE 23	01-6033V-02	755.00
ALL WAYS CLEAN	77839	06/15/2023	WD/WW/MONTHLY CLEANING OF WATER/WW FAC- JUNE 23	11-6033B-11	425.00
ALL WAYS CLEAN	77839	06/15/2023	WD/WW/MONTHLY CLEANING OF WATER/WW FAC- JUNE 23	12-6033B-12	425.00
ALL WAYS CLEAN	77839	06/15/2023	ADM/MONTHLY CLEANING OF ADMIN OFFICE- JUNE 23	01-6033B-09	347.00
ALL WAYS CLEAN	77839	06/15/2023	F&R/MONTHLY CLEANING OF RESTROOMS - JUNE 2023	01-6080M-02	2,550.00
Vendor 10080 - ALL WAYS CLEAN Total:					4,502.00
Vendor: 11108 - ALLCHIN, JOHN					
ALLCHIN, JOHN	77773	06/07/2023	WW/MONTHLY CELL PHONE & INTERNET ALLOWANCE	12-6060C-12	100.00
Vendor 11108 - ALLCHIN, JOHN Total:					100.00
Vendor: 12703 - ALLSTAR INDUSTRIAL SUPPLY					
ALLSTAR INDUSTRIAL SUPPLY	77881	06/21/2023	WW/BALDOR CONDUIT BOX AND PARTS	12-6032T-12	491.44
Vendor 12703 - ALLSTAR INDUSTRIAL SUPPLY Total:					491.44
Vendor: 10091 - ALPHA ELECTRICAL SERVICE					
ALPHA ELECTRICAL SERVICE	77882	06/21/2023	WW/SERVICE CALL- TRBLESHOOT LIFT STATION B1 MOTOR	12-6032L-12	469.00
ALPHA ELECTRICAL SERVICE	77882	06/21/2023	WW/SERVICE CALL- TRBLESHOOT RECIRC PUMP#2 & LS#4	12-6032L-12	802.82
Vendor 10091 - ALPHA ELECTRICAL SERVICE Total:					1,271.82
Vendor: 10092 - ALPHA FIRE & SECURITY ALARM CORP					
ALPHA FIRE & SECURITY ALARM CORP	77857	06/16/2023	F&R/INSPECTION OF VET'S HALL FIRE HALL	01-6033V-02	195.00
Vendor 10092 - ALPHA FIRE & SECURITY ALARM CORP Total:					195.00
Vendor: 12671 - AMAZON CAPITAL SERVICES, INC.					
AMAZON CAPITAL SERVICES, INC.	DFT0002285	06/27/2023	ALL DEPTS/CABINETS WITH DIGITAL LOCKS & MISC SUPP	01-6033B-01	85.78
AMAZON CAPITAL SERVICES, INC.	DFT0002285	06/27/2023	ALL DEPTS/CABINETS WITH DIGITAL LOCKS & MISC SUPP	01-6033B-02	85.78
AMAZON CAPITAL SERVICES, INC.	DFT0002285	06/27/2023	ALL DEPTS/CABINETS WITH DIGITAL LOCKS & MISC SUPP	01-6033B-09	85.79
AMAZON CAPITAL SERVICES, INC.	DFT0002285	06/27/2023	ALL DEPTS/CABINETS WITH DIGITAL LOCKS & MISC SUPP	01-60500-09	13.90
AMAZON CAPITAL SERVICES, INC.	DFT0002285	06/27/2023	ALL DEPTS/CABINETS WITH DIGITAL LOCKS & MISC SUPP	11-6033B-11	28.60
AMAZON CAPITAL SERVICES, INC.	DFT0002285	06/27/2023	ALL DEPTS/CABINETS WITH DIGITAL LOCKS & MISC SUPP	12-6033B-12	28.60

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
AMAZON CAPITAL SERVICES, INC.	DFT0002285	06/27/2023	ALL DEPTS/CABINETS WITH DIGITAL LOCKS & MISC SUPP	39-6033B-25	28.61
AMAZON CAPITAL SERVICES, INC.	DFT0002286	06/27/2023	FD/FILTER REPLACEMENT & HAND TOWELS	01-60900-01	224.09
AMAZON CAPITAL SERVICES, INC.	DFT0002287	06/27/2023	FD//WATER, TRASH BAGS & HAND TOWELS	01-60900-01	670.98
AMAZON CAPITAL SERVICES, INC.	DFT0002288	06/27/2023	F&R/WALL CLOCKS FOR VET'S HALL MAIN HALL	01-6033B-02	27.30
AMAZON CAPITAL SERVICES, INC.	DFT0002289	06/27/2023	WD/H2O METER & TRASH PUMP	11-60900-11	962.10
AMAZON CAPITAL SERVICES, INC.	DFT0002290	06/27/2023	WW/DISPOSABLE FOAM EARPLUGS	12-6032C-12	57.80
AMAZON CAPITAL SERVICES, INC.	DFT0002291	06/27/2023	FD/SMALL GEAR PROTECTOR & MISC KITCHEN SUPPLIES	01-6033B-01	189.18
AMAZON CAPITAL SERVICES, INC.	DFT0002292	06/27/2023	ADM/OFFICE SUPPLIES	01-60500-09	25.74
AMAZON CAPITAL SERVICES, INC.	DFT0002293	06/27/2023	ADM/OFFICE COFFEE	01-60500-09	43.11
AMAZON CAPITAL SERVICES, INC.	DFT0002294	06/27/2023	ADM/BOARD MEETING TABS	01-61150-09	27.86
AMAZON CAPITAL SERVICES, INC.	DFT0002295	06/27/2023	WD/DISPOSABLE COVERALLS & RESPIRATOR KIT	11-60480-11	638.43
AMAZON CAPITAL SERVICES, INC.	DFT0002296	06/27/2023	ADM/FINANCE DEPT BOXES	01-60500-09	31.63
AMAZON CAPITAL SERVICES, INC.	DFT0002297	06/27/2023	WW/CAM & GROVE FITTING	12-6032T-12	96.20
AMAZON CAPITAL SERVICES, INC.	DFT0002298	06/27/2023	WW/SINGLE WHEEL CHOCK	12-6041V-12	38.52
Vendor 12671 - AMAZON CAPITAL SERVICES, INC. Total:					3,390.00
Vendor: 10114 - ANDREW THOMSON					
ANDREW THOMSON	77744	06/05/2023	WD/INSTALL UPS AT SSWF	11-6031W-11	2,266.18
ANDREW THOMSON	77744	06/05/2023	WD/WW/UPDATE COMM RADIOS FOR WD & WW	11-60630-11	1,593.65
ANDREW THOMSON	77744	06/05/2023	WD/WW/UPDATE COMM RADIOS FOR WD & WW	12-60630-12	1,593.65
ANDREW THOMSON	77744	06/05/2023	WD/NEW IP ADDRESS, ROUTER, EXTERNAL ANTENNA	11-60630-11	3,775.97
ANDREW THOMSON	77744	06/05/2023	WW/REINITIATE PLC	12-6032L-12	185.00
ANDREW THOMSON	77744	06/05/2023	WD/CELLULAR CONNECTION	11-60630-11	925.00
ANDREW THOMSON	77744	06/05/2023	WD/DEVELOPMENT OF SCADA & REPORTING FOR SR4	11-6031R-11	4,645.10
ANDREW THOMSON	77744	06/05/2023	WD/CONNECTIVITY TEST	11-60630-11	370.00
ANDREW THOMSON	77744	06/05/2023	WD/SR4	11-60370-11	9,226.34
ANDREW THOMSON	77870	06/20/2023	WD/TRBLESHOOT & RESOLVE SCADA NETWORK ISSUE	11-60630-11	3,515.00
Vendor 10114 - ANDREW THOMSON Total:					28,095.89
Vendor: 10135 - ASAP REPROGRAPHICS					
ASAP REPROGRAPHICS	77745	06/05/2023	F&R/CONSTRUCTION DRAWINGS	01-6033R-02	39.67
Vendor 10135 - ASAP REPROGRAPHICS Total:					39.67
Vendor: 10144 - AT&T/CALNET3					
AT&T/CALNET3	77884	06/21/2023	WW/ALARM AT LIFT STN A	12-6060P-12	27.17
AT&T/CALNET3	77884	06/21/2023	WW/ALARM AT LIFT STN B3	12-6060P-12	26.99
AT&T/CALNET3	77884	06/21/2023	WD/PINE KNOLLS TANK SCADA	11-6060P-11	16.21
AT&T/CALNET3	77884	06/21/2023	FD/FAX LINE	01-6060P-01	18.19
AT&T/CALNET3	77884	06/21/2023	WW/ALARM AT LIFT STN B	12-6060P-12	26.99
AT&T/CALNET3	77884	06/21/2023	WW/ALARM AT LIFT STN B2	12-6060P-12	19.97
AT&T/CALNET3	77884	06/21/2023	WW/ALARM AT LIFT STN B	12-6060P-12	26.80
AT&T/CALNET3	77884	06/21/2023	WW/ALARM AT LIFT STN 9	12-6060P-12	26.83
AT&T/CALNET3	77884	06/21/2023	WW/ALARM AT LIFT STN A1	12-6060P-12	26.79
AT&T/CALNET3	77884	06/21/2023	WW/FAX LINE	12-6060P-12	26.76
AT&T/CALNET3	77884	06/21/2023	WD/TELEMETRY SYSTEMS	11-6060P-11	27.07
AT&T/CALNET3	77884	06/21/2023	F&R/FIRE ALARMS AT VET'S HALL	01-6060P-02	52.20
AT&T/CALNET3	77884	06/21/2023	WW/ALARM AT LIST STN 4	12-6060P-12	26.90
AT&T/CALNET3	77884	06/21/2023	WW/ALARM AT LIFT STN 8	12-6060P-12	26.94
AT&T/CALNET3	77884	06/21/2023	WD/LEIMERT PUMP STN	11-6060P-11	27.03
AT&T/CALNET3	77884	06/21/2023	ADM/OFFICE FAX LINE	01-6060P-09	27.04
AT&T/CALNET3	77884	06/21/2023	F&R/RODEO GROUNDS	01-6060P-02	24.44
Vendor 10144 - AT&T/CALNET3 Total:					454.32
Vendor: 10140 - AT&T					
AT&T	77883	06/21/2023	WD/WELL HEAD ZONE TO ZONE TRANSMISSION-PAST DUE	11-6060P-11	61.99

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
			AMT		
Vendor 10140 - AT&T Total:					61.99
Vendor: 10178 - BATTERY SYSTEMS, INC.					
BATTERY SYSTEMS, INC.	77886	06/21/2023	WD/LITHIUM BATTERY FOR SOLAR PWR @ FISC TANK	11-6033B-11	1,608.74
Vendor 10178 - BATTERY SYSTEMS, INC. Total:					1,608.74
Vendor: 12574 - BAVCO BACKFLOW APPARATUS & VALVE CO INC					
BAVCO BACKFLOW APPARATUS	77746	06/05/2023	WD/BACKFLOW DEVICE CALIBRATION	11-6031D-11	90.02
Vendor 12574 - BAVCO BACKFLOW APPARATUS & VALVE CO INC Total:					90.02
Vendor: 12752 - BLANCA PUERTO					
BLANCA PUERTO	1186	06/15/2023	F&R/REFUND OF VET'S HALL SEC DEP FOR 06.03.23	01-24200-02	1,000.00
Vendor 12752 - BLANCA PUERTO Total:					1,000.00
Vendor: 10249 - BOUND TREE MEDICAL, LLC					
BOUND TREE MEDICAL, LLC	77840	06/15/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	606.43
BOUND TREE MEDICAL, LLC	77840	06/15/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	73.36
Vendor 10249 - BOUND TREE MEDICAL, LLC Total:					679.79
Vendor: 10260 - BRENNTAG PACIFIC, INC.					
BRENNTAG PACIFIC, INC.	77747	06/05/2023	WD/CHEMICALS	11-6091C-11	358.10
BRENNTAG PACIFIC, INC.	77858	06/16/2023	WD/CHEMICALS	11-6091C-11	358.10
BRENNTAG PACIFIC, INC.	77858	06/16/2023	WD/CHEMICALS	11-6091C-11	2,022.57
BRENNTAG PACIFIC, INC.	77858	06/16/2023	WD/CHEMICALS	11-6091C-11	301.20
Vendor 10260 - BRENNTAG PACIFIC, INC. Total:					3,039.97
Vendor: 10263 - BREZDEN PEST CONTROL, INC					
BREZDEN PEST CONTROL, INC	77748	06/05/2023	ADM/PEST CONTROL	01-6033B-09	106.00
BREZDEN PEST CONTROL, INC	77748	06/05/2023	F&R/CHECK SQUIRREL CONTROL DEVICES	01-6033V-02	80.00
BREZDEN PEST CONTROL, INC	77871	06/20/2023	F&R/CHECK SQUIRREL CONTROL DEVICES AT VET'S HALL	01-6033V-02	80.00
BREZDEN PEST CONTROL, INC	77887	06/21/2023	F&R/RODENT CONTROL DEVICES - RODEO GRNDS	01-6033B-02	133.00
BREZDEN PEST CONTROL, INC	77887	06/21/2023	ADM/SPRAY & DEWEB TAMSON DRIVE	01-6033B-09	106.00
Vendor 10263 - BREZDEN PEST CONTROL, INC Total:					505.00
Vendor: 10288 - BURKEY, MICHAEL A					
BURKEY, MICHAEL A	77774	06/07/2023	FD/MONTHLY CELL PHONE ALLOWANCE	01-6060C-01	45.00
Vendor 10288 - BURKEY, MICHAEL A Total:					45.00
Vendor: 10317 - CAL-COAST MACHINERY INC.					
CAL-COAST MACHINERY INC.	77872	06/20/2023	F&R/MISC SUPPLIES- COTTER & FASTNER PINS	01-6041N-02	349.19
Vendor 10317 - CAL-COAST MACHINERY INC. Total:					349.19
Vendor: 10315 - CALIFORNIA WATER ENVIRONMENT ASSN					
CAL WATER ENVIRONMENT ASSN	77749	06/05/2023	WW/MECHANICAL TECHNOLOGIST GRADE 4 CERT	12-60540-12	110.00
Vendor 10315 - CALIFORNIA WATER ENVIRONMENT ASSN Total:					110.00
Vendor: 10340 - CAMBRIA AUTO SUPPLY LLC					
CAMBRIA AUTO SUPPLY LLC	77794	06/12/2023	FD/FUSE	01-6041L-01	4.19
CAMBRIA AUTO SUPPLY LLC	77794	06/12/2023	F&R/BRAKE PARTS CLEANER	01-6033B-02	46.78
CAMBRIA AUTO SUPPLY LLC	77794	06/12/2023	WD/FHP POWDERED BELT	11-60900-11	38.43
CAMBRIA AUTO SUPPLY LLC	77794	06/12/2023	FD/ANTIFREEZE	01-6041L-01	22.81
Vendor 10340 - CAMBRIA AUTO SUPPLY LLC Total:					112.21
Vendor: 10356 - CAMBRIA HARDWARE CENTER					
CAMBRIA HARDWARE CENTER	77895	06/26/2023	WD/PVC FITTINGS FOR REPAIR OF R/O LINES	39-60900-25	28.68
CAMBRIA HARDWARE CENTER	77895	06/26/2023	WD/RUBBING ALCOHOL FOR CAULKING PREP	11-6031S-11	3.74
CAMBRIA HARDWARE CENTER	77895	06/26/2023	WD/CAULKING FOR EXTERIOR BASE ON TANK	11-6031S-11	28.93
CAMBRIA HARDWARE CENTER	77895	06/26/2023	WD/HITCH PINS	11-6033G-11	12.85
CAMBRIA HARDWARE CENTER	77895	06/26/2023	WD/MISC SUPPLIES	11-6033G-11	13.90

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
CAMBRIA HARDWARE CENTER	77896	06/26/2023	F&R/GALV TRASH CAN	01-6033R-02	39.67
CAMBRIA HARDWARE CENTER	77896	06/26/2023	F&R/MISC SUPPLIES	01-6033R-02	9.13
CAMBRIA HARDWARE CENTER	77896	06/26/2023	F&R/COUPLINGS & BUSHINGS	01-6033R-02	16.36
CAMBRIA HARDWARE CENTER	77896	06/26/2023	F&R/HICH & LYNCH PINS	01-60900-02	23.13
CAMBRIA HARDWARE CENTER	77896	06/26/2023	F&R/AA BATTERIES	01-6033B-02	13.93
CAMBRIA HARDWARE CENTER	77896	06/26/2023	F&R/GLOVES & CABLE TIES	01-6033B-02	35.89
CAMBRIA HARDWARE CENTER	77897	06/26/2023	FD/MISC SUPPLIES	01-60900-01	23.20
CAMBRIA HARDWARE CENTER	77897	06/26/2023	FD/TOTES WITH LIDS & MISC SUPPLIES	01-6033G-01	84.50
CAMBRIA HARDWARE CENTER	77903	06/26/2023	ADM/SCREWS FOR MAGNET	01-6033B-01	2.51
CAMBRIA HARDWARE CENTER	77905	06/26/2023	WW/FLUORSCENT BULB	12-6032L-12	10.71
CAMBRIA HARDWARE CENTER	77905	06/26/2023	WW/PAINT & PRIMER	12-6032T-12	34.28
CAMBRIA HARDWARE CENTER	77905	06/26/2023	WW/WHITE VINEGAR & BLEACH	12-6032T-12	18.31
CAMBRIA HARDWARE CENTER	77905	06/26/2023	WW/DIESEL EXHAUST FLUID	12-6041V-12	19.29
CAMBRIA HARDWARE CENTER	77905	06/26/2023	WW/WOODEN STAKES	12-6032C-12	15.64
CAMBRIA HARDWARE CENTER	77905	06/26/2023	WW/DRILL BIT	12-6032T-12	11.79
CAMBRIA HARDWARE CENTER	77905	06/26/2023	WW/RAKE, BROOM & GAL TRASH CAN	12-6032T-12	131.87
Vendor 10356 - CAMBRIA HARDWARE CENTER Total:					578.31
Vendor: 10366 - CAMBRIA TOWING					
CAMBRIA TOWING	77841	06/15/2023	F&R/FORD F-350 WHITE - 2021 RODEO GRDS/UNION RD	01-6041L-02	300.00
CAMBRIA TOWING	77841	06/15/2023	F&R/FORD F-350 WHITE- 2021 RODEO GRDS/UNION ST	01-6041L-02	375.00
Vendor 10366 - CAMBRIA TOWING Total:					675.00
Vendor: 10368 - CAMBRIA VILLAGE SQUARE					
CAMBRIA VILLAGE SQUARE	77775	06/07/2023	MONTHLY RENT - TAMSON ST	01-60750-09	2,680.69
Vendor 10368 - CAMBRIA VILLAGE SQUARE Total:					2,680.69
Vendor: 10375 - CARMEL & NACCASHA LLP					
CARMEL & NACCASHA LLP	77842	06/15/2023	ADM/LEGAL FEES	01-6080K-09	6,771.00
Vendor 10375 - CARMEL & NACCASHA LLP Total:					6,771.00
Vendor: 10384 - CASTELLANOS, MICHAEL					
CASTELLANOS, MICHAEL	77776	06/07/2023	FD/MONTHLY CELL PHONE ALLOWANCE	01-6060C-01	45.00
CASTELLANOS, MICHAEL	77859	06/16/2023	FD/REIMB FOR EMPLOYEE TRAVEL - M. CASTELLANOS	01-6120E-01	130.00
Vendor 10384 - CASTELLANOS, MICHAEL Total:					175.00
Vendor: 10427 - CHARTER COMMUNICATIONS					
CHARTER COMMUNICATIONS	DFT0002243	06/07/2023	F&R/ADM/WD/WW/ETHERNET SVCS	01-6060I-02	388.54
CHARTER COMMUNICATIONS	DFT0002243	06/07/2023	F&R/ADM/WD/WW/ETHERNET SVCS	01-6060I-09	218.11
CHARTER COMMUNICATIONS	DFT0002243	06/07/2023	F&R/ADM/WD/WW/ETHERNET SVCS	11-6060I-11	268.11
CHARTER COMMUNICATIONS	DFT0002243	06/07/2023	F&R/ADM/WD/WW/ETHERNET SVCS	12-6060I-12	268.11
CHARTER COMMUNICATIONS	DFT0002244	06/07/2023	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	01-6060I-01	162.50
CHARTER COMMUNICATIONS	DFT0002244	06/07/2023	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	01-6060I-09	162.50
CHARTER COMMUNICATIONS	DFT0002244	06/07/2023	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	11-6060I-11	162.50
CHARTER COMMUNICATIONS	DFT0002244	06/07/2023	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	12-6060I-12	162.50
CHARTER COMMUNICATIONS	DFT0002245	06/07/2023	WD/WW/BUSINESS INTERNET	11-6060I-11	39.99
CHARTER COMMUNICATIONS	DFT0002245	06/07/2023	WD/WW/BUSINESS INTERNET	12-6060I-12	149.98
Vendor 10427 - CHARTER COMMUNICATIONS Total:					1,982.84
Vendor: 10443 - CIO SOLUTIONS, LP					
CIO SOLUTIONS, LP	77750	06/05/2023	ADM/MONTHLY COMPUTER SUPPORT	01-60440-09	2,432.72
CIO SOLUTIONS, LP	77843	06/15/2023	ADM/MONTHLY COMPUTER SUPPORT	01-60440-09	217.50
Vendor 10443 - CIO SOLUTIONS, LP Total:					2,650.22
Vendor: 10474 - CLEVELAND BIOLOGICAL, LLC					
CLEVELAND BIOLOGICAL, LLC	77860	06/16/2023	WRF/BIO MONITORING, SURVEY & REPORTING	39-6091E-25	3,860.00

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor 10474 - CLEVELAND BIOLOGICAL, LLC Total:					3,860.00
Vendor: 12468 - DATAPROSE LLC					
DATAPROSE LLC	77795	06/12/2023	WD/WW/MAR - APR 2023 CCR NOTICE MAILING & POSTAGE	11-60510-11	977.66
DATAPROSE LLC	77795	06/12/2023	WD/WW/MAR - APR 2023 CCR NOTICE MAILING & POSTAGE	11-6080M-11	261.52
DATAPROSE LLC	77795	06/12/2023	WD/WW/MAR - APR 2023 CCR NOTICE MAILING & POSTAGE	11-6080M-11	38.69
DATAPROSE LLC	77795	06/12/2023	WD/WW/MAR - APR 2023 CCR NOTICE MAILING & POSTAGE	12-60510-12	977.67
DATAPROSE LLC	77795	06/12/2023	WD/WW/MAR - APR 2023 CCR NOTICE MAILING & POSTAGE	12-6080M-12	261.51
Vendor 12468 - DATAPROSE LLC Total:					2,517.05
Vendor: 10571 - DAVID KEITH TODD CONSULTING					
DAVID KEITH TODD CONSULTING	77751	06/05/2023	WRF/PERIT RENEWAL	40-61700-30	844.68
Vendor 10571 - DAVID KEITH TODD CONSULTING Total:					844.68
Vendor: 11709 - DIENZO, RAY					
DIENZO, RAY	77777	06/07/2023	WD/WW/WRF/CELL PHONE & INTERNET ALLOWANCE	11-6060C-11	33.00
DIENZO, RAY	77777	06/07/2023	WD/WW/WRF/CELL PHONE & INTERNET ALLOWANCE	12-6060C-12	33.00
DIENZO, RAY	77777	06/07/2023	WD/WW/WRF/CELL PHONE & INTERNET ALLOWANCE	39-6060C-25	34.00
Vendor 11709 - DIENZO, RAY Total:					100.00
Vendor: 10624 - DIGITAL DEPLOYMENT, INC					
DIGITAL DEPLOYMENT, INC	77778	06/07/2023	STREAMLINE WEB W/ENGAGE MEMBER FEE	01-6011W-09	260.00
Vendor 10624 - DIGITAL DEPLOYMENT, INC Total:					260.00
Vendor: 12539 - DIGITAL WEST					
DIGITAL WEST	77888	06/21/2023	ALL DEPTS/PHONE SERVICE 6/1-6/30/2023	01-6060P-01	506.00
DIGITAL WEST	77888	06/21/2023	ALL DEPTS/PHONE SERVICE 6/1-6/30/2023	01-6060P-02	74.00
DIGITAL WEST	77888	06/21/2023	ALL DEPTS/PHONE SERVICE 6/1-6/30/2023	01-6060P-09	168.26
DIGITAL WEST	77888	06/21/2023	ALL DEPTS/PHONE SERVICE 6/1-6/30/2023	01-6060P-09	304.00
DIGITAL WEST	77888	06/21/2023	ALL DEPTS/PHONE SERVICE 6/1-6/30/2023	11-6060P-11	132.00
DIGITAL WEST	77888	06/21/2023	ALL DEPTS/PHONE SERVICE 6/1-6/30/2023	11-6060P-11	88.50
DIGITAL WEST	77888	06/21/2023	ALL DEPTS/PHONE SERVICE 6/1-6/30/2023	12-6060P-12	103.00
DIGITAL WEST	77888	06/21/2023	ALL DEPTS/PHONE SERVICE 6/1-6/30/2023	12-6060P-12	88.50
Vendor 12539 - DIGITAL WEST Total:					1,464.26
Vendor: 10927 - DODSON, HALEY					
DODSON, HALEY	77779	06/07/2023	ADM/MONTHLY CELL PHONE & INTERNET ALLOWANCE	01-6060C-09	100.00
Vendor 10927 - DODSON, HALEY Total:					100.00
Vendor: 12720 - DREW KANNER					
DREW KANNER	77780	06/07/2023	FD/MONTHLY CELL PHONE ALLOWANCE	01-6060C-01	45.00
Vendor 12720 - DREW KANNER Total:					45.00
Vendor: 10650 - DRIVE CUSTOMS					
DRIVE CUSTOMS	77752	06/05/2023	FD/CHIEF VEHICLE UPLIFT	01-61700-01	2,258.44
Vendor 10650 - DRIVE CUSTOMS Total:					2,258.44
Vendor: 12549 - ELGIN, CLIFFORD					
ELGIN, CLIFFORD	77781	06/07/2023	FD/MONTHLY CELL PHONE ALLOWANCE	01-6060C-01	45.00
Vendor 12549 - ELGIN, CLIFFORD Total:					45.00
Vendor: 12538 - EVERS, CHRISTIAN					
EVERS, CHRISTIAN	77782	06/07/2023	FD/MONTHLY CELL PHONE ALLOWANCE	01-6060C-01	45.00
EVERS, CHRISTIAN	77873	06/20/2023	FD/REIMB EMT RECERT & AIRWAY SKILLS LAB REG	01-6120E-01	89.00

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor 10751 - FGL ENVIRONMENTAL INC. Total:					3,611.00
Vendor: 12540 - FNBO					
FNBO	77796	06/12/2023	ADMIN/LATE FEE	01-60520-09	35.00
FNBO	77796	06/12/2023	ADMIN/INTREST CHARGE	01-60520-09	50.00
FNBO	77796	06/12/2023	ADM/MONTHLY ZOOM SUBSCRIPTION	01-61150-09	140.00
FNBO	77796	06/12/2023	WD/BONI'S TACO - MEETING	01-61150-16	32.50
FNBO	77796	06/12/2023	WW/COLLECTION SYSTEM MAINT. WORKER REC AD	12-61250-12	25.00
FNBO	DFT0002212	06/02/2023	ADM/MONTHLY ZOOM WEBINAR	01-61150-09	272.00
FNBO	DFT0002213	06/02/2023	F&R/LANDFILL CHARGES	01-6033B-02	44.89
FNBO	DFT0002213	06/02/2023	F&R/RENTAL OF DUM ROLLER FOR SANTA ROSA CRK TRAIL	01-6033Z-02	1,130.59
FNBO	DFT0002213	06/02/2023	ADM/4K HDMI ADAPTER	01-60450-09	319.57
FNBO	DFT0002213	06/02/2023	ADM/COMPUTER FOR GENERAL MANAGER	01-60450-09	1,307.91
FNBO	DFT0002213	06/02/2023	ADM/TRAVEL EXP FOR GM LEADERSHIP SUMMIT	01-6120E-09	192.60
FNBO	DFT0002213	06/02/2023	ADM/TRAVEL FOR GM TRAVEL TO CSDA LEADERSHIP SUMMIT	01-6120E-09	847.85
FNBO	DFT0002216	06/02/2023	FD/RADIO REPAIR	01-60440-01	545.00
FNBO	DFT0002216	06/02/2023	FD/FULCRUM	01-60500-01	31.00
FNBO	DFT0002216	06/02/2023	FD/BANK CHARGES	01-60520-01	25.34
FNBO	DFT0002216	06/02/2023	FD/EMP TRAINING	01-6120E-01	711.67
FNBO	DFT0002216	06/02/2023	FD/IDENTIFIRE FACEPIECE NAMEPLATE	01-6220B-01	194.87
FNBO	DFT0002216	06/02/2023	FD/IDENTIFIRE	01-6220B-01	21.99
FNBO	DFT0002216	06/02/2023	FD/IDENTIFIRE SCA FACEPIECE NAMEPLATE	01-6220B-01	14.99
FNBO	DFT0002216	06/02/2023	FD/FIRELINE SHIELDS	01-6220D-01	1,085.00
FNBO	DFT0002216	06/02/2023	FD/FIRE HELMETS	01-6220P-01	1,025.00
FNBO	DFT0002246	06/07/2023	ADM/MONTHLY ZOOM INVOICE	01-61150-09	114.40
FNBO	DFT0002246	06/07/2023	ADM/HOTEL STAY FOR GM LEADERSHIP TRAINING	01-6120E-09	286.26
FNBO	DFT0002246	06/07/2023	WW/PUBLIC CONTRACTING LAWS WORKSHOP	11-6120E-11	200.00
FNBO	DFT0002246	06/07/2023	WD/JOB POSTING WATER TREATMENT OPERATOR II	11-61250-11	25.00
FNBO	DFT0002246	06/07/2023	WD/WATER TREATM,ENT OPERATOR RECRUITMENT AD	11-61250-11	199.00
FNBO	DFT0002246	06/07/2023	WW/WASTEWATER II OPERATOR	12-61250-12	25.00
FNBO	DFT0002246	06/07/2023	WW/COLLECTION SYSTEM RECRUITMENT AD	12-61250-12	199.00
Vendor 12540 - FNBO Total:					9,101.43
Vendor: 12499 - FORD MOTOR CREDIT COMPANY					
FORD MOTOR CREDIT COMPANY	77844	06/15/2023	F&R/LEASE PAYMENT - 2021 FORD F-350	01-6180H-02	102.23
FORD MOTOR CREDIT COMPANY	77844	06/15/2023	F&R/LEASE PAYMENT - 2021 FORD F-350	01-6180J-02	833.76
Vendor 12499 - FORD MOTOR CREDIT COMPANY Total:					935.99
Vendor: 10816 - FRANK'S MACHINE WORKS					
FRANK'S MACHINE WORKS	77755	06/05/2023	WW/LIFT STATION A ROTATING ASSEMBLY SHAFT REPAIR	12-6032L-12	630.00
Vendor 10816 - FRANK'S MACHINE WORKS Total:					630.00
Vendor: 12602 - FRITZ, DENISE					
FRITZ, DENISE	77783	06/07/2023	ADM/MONTHLY CELL PHONE ALLOWANCE	01-6060C-09	100.00
Vendor 12602 - FRITZ, DENISE Total:					100.00
Vendor: 10829 - G.F. GARCIA & SONS, INC.					
G.F. GARCIA & SONS, INC.	77756	06/05/2023	WW/LIFT STATION B STORM REPAIR	12-6033Z-12	11,602.04
G.F. GARCIA & SONS, INC.	77756	06/05/2023	WW/MAINLINE REPAIR	12-6032C-12	46,234.14
G.F. GARCIA & SONS, INC.	77797	06/12/2023	F&R/EMERGENCY WORK AT LIFT STATION B- STORM REPAIR	01-6033Z-02	12,654.02
Vendor 10829 - G.F. GARCIA & SONS, INC. Total:					70,490.20

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: 12521 - GARNEY, ARTHUR					
GARNEY, ARTHUR	77757	06/05/2023	WW/CWEA COLLECTION SYSTEM MAINTENANCE TEST	12-60540-12	185.00
Vendor 12521 - GARNEY, ARTHUR Total:					185.00
Vendor: 10863 - GOLD COAST ENVIRONMENTAL					
GOLD COAST ENVIRONMENTAL	77798	06/12/2023	WW/CALIBRATION OF FLOW METER	12-6032T-12	3,935.00
Vendor 10863 - GOLD COAST ENVIRONMENTAL Total:					3,935.00
Vendor: 10883 - GRAINGER					
GRAINGER	77758	06/05/2023	WW/TRANSIT VAN REPAIR	01-6041L-12	625.85
GRAINGER	77845	06/15/2023	WD/PUMP FOR CHEMICAL TRANSFER	11-60900-11	557.03
GRAINGER	77845	06/15/2023	WW/WELDING RODS	12-6032T-12	46.94
GRAINGER	77845	06/15/2023	WW/WELDING RODS	12-6032T-12	160.65
GRAINGER	77876	06/20/2023	WW/CAM & GROOVE ADAPTER	12-6032T-12	44.98
Vendor 10883 - GRAINGER Total:					1,435.45
Vendor: 12501 - GRAVES, KAYLA					
GRAVES, KAYLA	77784	06/07/2023	FD/MONTHLY CELL PHONE ALLOWANCE	01-6060C-01	45.00
GRAVES, KAYLA	77861	06/16/2023	FD/REIMB FOR EMPLOYEE TRAVEL - K. GRAVES	01-6120E-01	262.88
GRAVES, KAYLA	77861	06/16/2023	FD/REIMB FOR EMPLOYEE TRAVEL - K.GRAVES	01-6120E-01	200.00
GRAVES, KAYLA	77889	06/21/2023	F&D/REIMB FOR EMPLOYEE TRAVEL - K. GRAVES	01-6120E-01	465.45
Vendor 12501 - GRAVES, KAYLA Total:					973.33
Vendor: 10896 - GREEN, JAMES R					
GREEN, JAMES R	77785	06/07/2023	WD/WRF/MONTHLY CELL PHONE & INTERNET ALLOWANCE	11-6060C-11	83.00
GREEN, JAMES R	77785	06/07/2023	WD/WRF/MONTHLY CELL PHONE & INTERNET ALLOWANCE	39-6060C-25	17.00
Vendor 10896 - GREEN, JAMES R Total:					100.00
Vendor: 12338 - GREGORIO A. CELEDON					
GREGORIO A. CELEDON	77759	06/05/2023	F&R/SALVAGE SHED, CLEAN AND REPAIR SIDING	01-6033Z-02	2,600.00
GREGORIO A. CELEDON	77759	06/05/2023	F&R/CHIP TREES AND DEBRIS SANTA ROSA TRAIL	01-6033Z-02	1,750.00
GREGORIO A. CELEDON	77759	06/05/2023	F&R/CLEAN UP HOMELESS CAMPS POCKET PARK	01-6033E-02	1,200.00
Vendor 12338 - GREGORIO A. CELEDON Total:					5,550.00
Vendor: 10924 - HACH COMPANY					
HACH COMPANY	77760	06/05/2023	WD/DISINFECTION ANALYSIS CHEMICAL	11-6091C-11	898.93
Vendor 10924 - HACH COMPANY Total:					898.93
Vendor: 10958 - HARTMAN, CHAD					
HARTMAN, CHAD	77890	06/21/2023	F&R/DIAGNOSE & REPAIR DAMAGED WIRING ON SOLENOID	01-6041N-02	464.00
Vendor 10958 - HARTMAN, CHAD Total:					464.00
Vendor: 10962 - HARVEY'S HONEYHUTS					
HARVEY'S HONEYHUTS	77846	06/15/2023	F&R/PORTABLE TOILET RENTAL & HNDWSH STATION	01-6033B-02	185.15
HARVEY'S HONEYHUTS	77877	06/20/2023	F&R/TOILET & HANDWASH STATION RENTAL	01-6033Z-02	185.15
Vendor 10962 - HARVEY'S HONEYHUTS Total:					370.30
Vendor: 10985 - HERC RENTALS, INC.					
HERC RENTALS, INC.	77847	06/15/2023	WD/BACKHOE RENTAL FOR MOWING WELL FIELD	11-6033G-11	1,920.15
Vendor 10985 - HERC RENTALS, INC. Total:					1,920.15
Vendor: 11005 - HOME DEPOT CREDIT SERVICE					
HOME DEPOT CREDIT SERVICE	77848	06/15/2023	WW/PARTS FOR NEW TRANSIT VAN	12-61700-12	589.70
HOME DEPOT CREDIT SERVICE	77848	06/15/2023	WD/WEED ABATEMENT STRING FOR TRIMMERS	11-6033G-11	69.70

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor 11005 - HOME DEPOT CREDIT SERVICE Total:					659.40
Vendor: 12750 - JAMES L. BURROWS					
JAMES L. BURROWS	77849	06/15/2023	PROS/SKATE PARK COMPLETE CONCEPTUAL PLAN	01-61700-16	1,280.00
Vendor 12750 - JAMES L. BURROWS Total:					1,280.00
Vendor: 11072 - JB DEWAR INC.					
JB DEWAR INC.	77743	06/05/2023	F&R/GASOLINE 221 GAL	01-60960-02	1,075.05
JB DEWAR INC.	77743	06/05/2023	F&R/GASOLINE 150GAL	01-60960-02	709.02
JB DEWAR INC.	77743	06/05/2023	F&R/VJP SEF PREMIX	01-60960-02	115.55
JB DEWAR INC.	77793	06/07/2023	F&R/GASOLINE 210 GAL	01-60960-02	1,043.49
JB DEWAR INC.	77793	06/07/2023	F&R/GASOLINE 370 GAL DIESEL 200 GAL	01-60960-02	2,711.47
JB DEWAR INC.	77793	06/07/2023	FD/VP 94 SEF	01-60960-01	342.94
JB DEWAR INC.	77869	06/16/2023	F&R/170.00 GAL GASOLINE	01-60960-02	840.51
JB DEWAR INC.	77894	06/21/2023	F&R/74.00 GAL OF GAS	01-60960-02	848.20
JB DEWAR INC.	77894	06/21/2023	FD/71.00 GAL OF GAS & 230.00 GAL OF DIESEL	01-60960-01	1,510.38
Vendor 11072 - JB DEWAR INC. Total:					9,196.61
Vendor: 11098 - JESUS G. NUNEZ					
JESUS G. NUNEZ	77799	06/12/2023	F&R/MARCH STORM REPAIR- CRUSHER SAND	01-6033Z-02	8,755.00
Vendor 11098 - JESUS G. NUNEZ Total:					8,755.00
Vendor: 12650 - JUSTIN VINCENT					
JUSTIN VINCENT	77786	06/07/2023	FD/MONTHLY CELL PHONE ALLOWANCE	01-6060C-01	100.00
Vendor 12650 - JUSTIN VINCENT Total:					100.00
Vendor: 10543 - KITZMAN WATER					
KITZMAN WATER	77862	06/16/2023	FD/RO WATER SOFTNER SERVICE	01-6033B-01	105.00
KITZMAN WATER	77878	06/20/2023	WD/WW/MONTHLY DRINKING WATER	11-60500-11	57.00
KITZMAN WATER	77878	06/20/2023	WD/WW/MONTHLY DRINKING WATER	12-60500-12	57.00
Vendor 10543 - KITZMAN WATER Total:					219.00
Vendor: 11199 - L.N. CURTIS & SONS					
L.N. CURTIS & SONS	77761	06/05/2023	FD/WATER RESCUE GEAR	01-60930-01	5,151.85
L.N. CURTIS & SONS	77761	06/05/2023	FD/WATER RESCUE AND STORM GEAR	01-60930-01	6,985.10
L.N. CURTIS & SONS	77761	06/05/2023	FD/STORM GEAR AND EQUIPMENT	01-60930-01	1,730.58
L.N. CURTIS & SONS	77761	06/05/2023	FD/STORM GEAR AND EQUIPMENT	01-60930-01	378.13
Vendor 11199 - L.N. CURTIS & SONS Total:					14,245.66
Vendor: 11241 - LIEBERT CASSIDY WHITMORE					
LIEBERT CASSIDY WHITMORE	77762	06/05/2023	ADM/LEGAL FEES CLIENT MATTER CA131-00001	01-6080L-09	6,374.50
Vendor 11241 - LIEBERT CASSIDY WHITMORE Total:					6,374.50
Vendor: 11242 - LIFE-ASSIST, INC.					
LIFE-ASSIST, INC.	77763	06/05/2023	FD/REFUND MEDICAL SUPPLIES	01-60890-01	(189.06)
LIFE-ASSIST, INC.	77763	06/05/2023	FD/MEDICAL SUPPLIES	01-60890-01	673.63
LIFE-ASSIST, INC.	77850	06/15/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	249.70
Vendor 11242 - LIFE-ASSIST, INC. Total:					734.27
Vendor: 11296 - MALONEY, RYAN S					
MALONEY, RYAN S	77787	06/07/2023	FD/MONTHLY CELL PHONE ALLOWANCE	01-6060C-01	45.00
Vendor 11296 - MALONEY, RYAN S Total:					45.00
Vendor: 11326 - MATTHEW M. McELHENIE					
MATTHEW M. McELHENIE	77899	06/26/2023	ADM/MONTHLY INTERNET ALLOWANCE - 5/1 & 6/1/2023	01-6060C-09	110.00
Vendor 11326 - MATTHEW M. McELHENIE Total:					110.00
Vendor: 12472 - MCCLATCHY COMPANY LLC					
MCCLATCHY COMPANY LLC	77800	06/12/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-01	212.44

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
MCCLATCHY COMPANY LLC	77800	06/12/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-01	312.55
MCCLATCHY COMPANY LLC	77800	06/12/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-01	208.18
MCCLATCHY COMPANY LLC	77800	06/12/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-01	159.19
MCCLATCHY COMPANY LLC	77800	06/12/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-02	233.74
MCCLATCHY COMPANY LLC	77800	06/12/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-09	229.48
MCCLATCHY COMPANY LLC	77800	06/12/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	11-60100-11	212.72
MCCLATCHY COMPANY LLC	77800	06/12/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	12-60100-12	212.72
MCCLATCHY COMPANY LLC	77800	06/12/2023	WW/RECRUITMENT AD	12-61250-12	645.00
Vendor 12472 - MCCLATCHY COMPANY LLC Total:					2,426.02
Vendor: 11345 - MCKARNEY, NANCY					
MCKARNEY, NANCY	77879	06/20/2023	ADM/BUSINESS CARDS - MMCELHENIE	01-60500-09	102.96
Vendor 11345 - MCKARNEY, NANCY Total:					102.96
Vendor: 11350 - MCMASTER-CARR SUPPLY CO					
MCMASTER-CARR SUPPLY CO	77764	06/05/2023	WW/MISC SUPPLIES	12-6032T-12	285.67
Vendor 11350 - MCMASTER-CARR SUPPLY CO Total:					285.67
Vendor: 11357 - MEDSTOP MEDICAL CLINIC, INC					
MEDSTOP MEDICAL CLINIC, INC	77765	06/05/2023	ADM/WW/PHYSICAL	01-61250-09	175.00
MEDSTOP MEDICAL CLINIC, INC	77765	06/05/2023	ADM/WW/PHYSICAL	12-6080M-12	200.00
MEDSTOP MEDICAL CLINIC, INC	77863	06/16/2023	FD/DMV/DOT PHYSICAL	01-6080M-01	200.00
MEDSTOP MEDICAL CLINIC, INC	77863	06/16/2023	FD/DMV/DOT PHYSICAL	12-6080M-12	200.00
Vendor 11357 - MEDSTOP MEDICAL CLINIC, INC Total:					775.00
Vendor: 11365 - MEL'S LOCK & KEY					
MEL'S LOCK & KEY	77864	06/16/2023	ADM/REKEY FOR GENERAL MANAGER'S DESK	01-6033B-09	69.39
Vendor 11365 - MEL'S LOCK & KEY Total:					69.39
Vendor: 11372 - MENDOZA, CARLOS					
MENDOZA, CARLOS	77789	06/07/2023	F&R/MONTHLY CELL PHONE & INTERNET ALLOWANCE	01-6060C-02	100.00
Vendor 11372 - MENDOZA, CARLOS Total:					100.00
Vendor: 11385 - MICHAEL D. TINDELL					
MICHAEL D. TINDELL	77766	06/05/2023	FD/HELMET DECALS	01-60940-01	144.79
Vendor 11385 - MICHAEL D. TINDELL Total:					144.79
Vendor: 12603 - MICHAEL KERKORIAN					
MICHAEL KERKORIAN	77900	06/26/2023	ADM/ELECTRICITY SERVICE MONITORING	39-6080M-25	97.89
Vendor 12603 - MICHAEL KERKORIAN Total:					97.89
Vendor: 11474 - NAVIA BENEFIT SOLUTIONS, INC.					
NAVIA BENEFIT SOLUTIONS, INC.	77865	06/16/2023	ADM/MONTHLY CAFETERIA PLAN ADMINISTRATION MAY 2023	01-60860-09	352.50
Vendor 11474 - NAVIA BENEFIT SOLUTIONS, INC. Total:					352.50
Vendor: 11492 - NOBLE SAW, INC.					
NOBLE SAW, INC.	77767	06/05/2023	WRF/WEED ABATEMENT TOOL/PROTECTIVE EQUIP	39-6033G-25	590.40
NOBLE SAW, INC.	77767	06/05/2023	WD/CUTTING SAW FOR ROAD REPAIR & LEAK EXCAVATION	11-6035R-11	1,213.64
NOBLE SAW, INC.	77801	06/12/2023	WD/THROTTLE CABLE REPAIR FOR MOWER	11-6033G-11	16.20
NOBLE SAW, INC.	77851	06/15/2023	FD/CHAINSAW SERVICING & CHAIN REPLACEMENT	01-60930-01	83.51
Vendor 11492 - NOBLE SAW, INC. Total:					1,903.75
Vendor: 11517 - OASIS EQUIPMENT RENTAL					
OASIS EQUIPMENT RENTAL	77880	06/20/2023	ADM/CARPET BLOWER & DEHUMIDIFER FOR FLOOD AT ADMIN	01-60700-09	748.00
Vendor 11517 - OASIS EQUIPMENT RENTAL Total:					748.00
Vendor: 11520 - OFFICE1					
OFFICE1	77768	06/05/2023	ADM/MONTHLY COPIER CHARGES	01-60440-09	853.69

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
OFFICE1	77768	06/05/2023	FD/MONTHLY COPIER CHARGES	01-60440-01	80.06
OFFICE1	77852	06/15/2023	ADM/MONTHLY COPIER CHARGES	01-60440-09	1,337.35
OFFICE1	77852	06/15/2023	FD/MONTHLY COPIER CHARGES	01-60440-01	96.75
Vendor 11520 - OFFICE1 Total:					2,367.85
Vendor: 11530 - ORKIN					
ORKIN	77866	06/16/2023	FD/PEST CONTROL	01-6033B-01	75.00
Vendor 11530 - ORKIN Total:					75.00
Vendor: 12541 - P. TERENCE SCHUBERT, ESQ.					
P. TERENCE SCHUBERT, ESQ.	77901	06/26/2023	ADM/LEGAL SVC- CIO SOLUTIONS STAFF REPORT	01-6080L-09	1,040.00
Vendor 12541 - P. TERENCE SCHUBERT, ESQ. Total:					1,040.00
Vendor: 12715 - PACIFIC GAS & ELECTRIC COMPANY					
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-01 GENERAL CONDITIONS	12-61701-12	11,936.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-01 EQUIPMENT ORDER	12-61701-12	83,067.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-01 RETENTION	12-61701-12	(5,372.95)
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-01 DESIGN SUBMITTALS PRECONSTRUCTION	12-61701-12	12,456.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-02 GENERAL CONDITIONS	12-61702-12	11,936.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-02 RETENTION	12-61702-12	(605.23)
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-02 DESIGN AND PRECONSTRUCTION ACTIVITIES	12-61702-12	169.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-03 RETENTION	12-61703-12	(1,032.66)
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-03 GENERAL CONDITIONS	12-61703-12	11,936.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-03 DESIGN AND PRECONSTRUCTION COSTS	12-61703-12	8,717.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-04 DESIGN AND PRECONSTRUCTION	12-61704-12	2,171.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-04 GENERAL CONDITIONS	12-61704-12	11,936.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-04 RETENTION	12-61704-12	(705.37)
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-05 DESIGN AND PRECONSTRUCTION	12-61705-12	4,632.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-05 GENERAL CONDITIONS	12-61705-12	11,936.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-05 EQUIPMENT ORDER	12-61705-12	24,959.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-05 RETENTION	12-61705-12	(2,076.38)
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-07 DESIGN AND PRECONSTRUCTION	12-61706-12	1,987.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-07 RETENTION	12-61706-12	(696.13)
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-07 GENERAL CONDITIONS	12-61706-12	11,936.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-08 GENERAL CONDITIONS	12-61707-12	11,936.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-08 RETNETION	12-61707-12	(762.28)
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-08 DESIGN AND PRECONSTRUCTION	12-61707-12	3,309.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-09 DESIGN AND PRECONSTRUCTION	12-61708-12	4,116.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-08-RETENTION	12-61708-12	(802.00)
PACIFIC GAS & ELECTRIC COMPANY	DFT0002215	06/02/2023	WW/ECM-09 GENERAL CONDITIONS	12-61708-12	11,933.00
Vendor 12715 - PACIFIC GAS & ELECTRIC COMPANY Total:					229,015.00
Vendor: 11566 - PASO ROBLES FORD					
PASO ROBLES FORD	77769	06/05/2023	WD/REPLACE FRONT AND REAR BRAKES	11-6041L-11	1,173.75
PASO ROBLES FORD	77769	06/05/2023	WRF/WATER TRUCK REPAIR	39-6041L-25	1,550.21
PASO ROBLES FORD	77769	06/05/2023	WW/2019 SUPER DUTY F-360 REPAIR	12-6041L-12	90.25
Vendor 11566 - PASO ROBLES FORD Total:					2,814.21
Vendor: 12753 - PEACHY STUART ARCHITECTS, INC.					

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
PEACHY STUART ARCHITECTS, INC.	77891	06/21/2023	PROS/SCHEMATICS & PLANNING: CAMBRIA SKATE PARK	01-61700-16	1,231.45
Vendor 12753 - PEACHY STUART ARCHITECTS, INC. Total:					1,231.45
Vendor: 12452 - PITNEY BOWES GLOBAL FINANCIAL SVCS LLC					
PITNEY BOWES GLOBAL	77902	06/26/2023	ADM/POSTAGE MACHINE LEASE PMT 4/12 - 7/11/2023	01-60700-09	148.20
Vendor 12452 - PITNEY BOWES GLOBAL FINANCIAL SVCS LLC Total:					148.20
Vendor: 11627 - PLACER TITLE COMPANY					
PLACER TITLE COMPANY	77906	06/29/2023	WD/VLM DEPOSIT ON ACCOUNT - APN 023.271.057	11-6080V-10	671.74
Vendor 11627 - PLACER TITLE COMPANY Total:					671.74
Vendor: 11645 - POTTER PLUMBING, INC					
POTTER PLUMBING, INC	77867	06/16/2023	WD/LABOR & PARTS - REPLACE WATER SOFTENER	11-6080M-11	4,760.00
Vendor 11645 - POTTER PLUMBING, INC Total:					4,760.00
Vendor: 11713 - REAPER, TRISTAN					
REAPER, TRISTAN	77803	06/12/2023	WD/WW/WRF/MONTHLY CELL PHONE ALLOWANCE	11-6060C-11	33.00
REAPER, TRISTAN	77803	06/12/2023	WD/WW/WRF/MONTHLY CELL PHONE ALLOWANCE	12-6060C-12	33.00
REAPER, TRISTAN	77803	06/12/2023	WD/WW/WRF/MONTHLY CELL PHONE ALLOWANCE	39-6060C-25	34.00
Vendor 11713 - REAPER, TRISTAN Total:					100.00
Vendor: 11731 - RETIREE00					
RETIREE00	77805	06/13/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	563.03
Vendor 11731 - RETIREE00 Total:					563.03
Vendor: 11732 - RETIREE01					
RETIREE01	77806	06/13/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	563.03
Vendor 11732 - RETIREE01 Total:					563.03
Vendor: 11733 - RETIREE02					
RETIREE02	77807	06/13/2023	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	440.54
Vendor 11733 - RETIREE02 Total:					440.54
Vendor: 11735 - RETIREE04					
RETIREE04	77808	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
Vendor 11735 - RETIREE04 Total:					206.02
Vendor: 11736 - RETIREE05					
RETIREE05	77809	06/13/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	206.02
Vendor 11736 - RETIREE05 Total:					206.02
Vendor: 11737 - RETIREE06					
RETIREE06	77810	06/13/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	206.02
Vendor 11737 - RETIREE06 Total:					206.02
Vendor: 11738 - RETIREE07					
RETIREE07	77811	06/13/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	206.02
Vendor 11738 - RETIREE07 Total:					206.02
Vendor: 11739 - RETIREE08					
RETIREE08	77812	06/13/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	103.73
Vendor 11739 - RETIREE08 Total:					103.73
Vendor: 11740 - RETIREE09					
RETIREE09	77813	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
Vendor 11740 - RETIREE09 Total:					206.02
Vendor: 11741 - RETIREE10					
RETIREE10	77814	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
Vendor 11741 - RETIREE10 Total:					206.02

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: 11742 - RETIREE11 RETIREE11	77815	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
Vendor 11742 - RETIREE11 Total:					206.02
Vendor: 11743 - RETIREE12 RETIREE12	77816	06/13/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	1,032.08
Vendor 11743 - RETIREE12 Total:					1,032.08
Vendor: 11744 - RETIREE13 RETIREE13	77817	06/13/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	206.02
Vendor 11744 - RETIREE13 Total:					206.02
Vendor: 11745 - RETIREE14 RETIREE14	77818	06/13/2023	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	206.02
Vendor 11745 - RETIREE14 Total:					206.02
Vendor: 11746 - RETIREE15 RETIREE15	77819	06/13/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	206.02
Vendor 11746 - RETIREE15 Total:					206.02
Vendor: 11747 - RETIREE16 RETIREE16	77820	06/13/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	563.03
Vendor 11747 - RETIREE16 Total:					563.03
Vendor: 11748 - RETIREE17 RETIREE17	77821	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	563.03
Vendor 11748 - RETIREE17 Total:					563.03
Vendor: 11750 - RETIREE19 RETIREE19	77822	06/13/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	563.03
Vendor 11750 - RETIREE19 Total:					563.03
Vendor: 11752 - RETIREE21 RETIREE21	77823	06/13/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	206.02
Vendor 11752 - RETIREE21 Total:					206.02
Vendor: 11753 - RETIREE22 RETIREE22	77824	06/13/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	516.61
Vendor 11753 - RETIREE22 Total:					516.61
Vendor: 11755 - RETIREE24 RETIREE24	77825	06/13/2023	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	206.02
Vendor 11755 - RETIREE24 Total:					206.02
Vendor: 11757 - RETIREE26 RETIREE26	77826	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	1,075.02
Vendor 11757 - RETIREE26 Total:					1,075.02
Vendor: 11758 - RETIREE27 RETIREE27	77827	06/13/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	1,032.08
Vendor 11758 - RETIREE27 Total:					1,032.08
Vendor: 11759 - RETIREE28 RETIREE28	77828	06/13/2023	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	563.03
Vendor 11759 - RETIREE28 Total:					563.03
Vendor: 11761 - RETIREE30 RETIREE30	77829	06/13/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	440.54
Vendor 11761 - RETIREE30 Total:					440.54
Vendor: 11762 - RETIREE31 RETIREE31	77830	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
Vendor 11762 - RETIREE31 Total:					206.02

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: 11763 - RETIREE32					
RETIREE32	77831	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	552.10
Vendor 11763 - RETIREE32 Total:					552.10
Vendor: 11764 - RETIREE33					
RETIREE33	77832	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	440.54
Vendor 11764 - RETIREE33 Total:					440.54
Vendor: 11765 - RETIREE34					
RETIREE34	77833	06/13/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	103.73
Vendor 11765 - RETIREE34 Total:					103.73
Vendor: 11767 - RETIREE36					
RETIREE36	77834	06/13/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	774.34
Vendor 11767 - RETIREE36 Total:					774.34
Vendor: 11768 - RETIREE37					
RETIREE37	77835	06/13/2023	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	59.15
RETIREE37	77835	06/13/2023	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	769.00
Vendor Name	Payment Nun	Payment Date	Description (Item)	Account Number	Amount
RETIREE37	77835	06/13/2023	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	354.92
Vendor 11768 - RETIREE37 Total:					1,183.07
Vendor: 11769 - RETIREE38					
RETIREE38	77836	06/13/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	1,387.01
Vendor 11769 - RETIREE38 Total:					1,387.01
Vendor: 11003 - RETIREE40					
RETIREE40	77837	06/13/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	1,387.01
Vendor 11003 - RETIREE40 Total:					1,387.01
Vendor: 11863 - SAN LUIS POWERHOUSE					
SAN LUIS POWERHOUSE	77770	06/05/2023	WW/RADIATOR REPLACEMENT ON THE GEN LIFT STATION B	12-6032G-12	7,797.23
Vendor 11863 - SAN LUIS POWERHOUSE Total:					7,797.23
Vendor: 11966 - SLO COUNTY ENVIRONMENTAL HEALTH					
SLO COUNTY ENVIRONMENTAL HEALT	77868	06/16/2023	WD/CROSS-CONNECTION CONTROL SVC MAR - APRIL 2023	11-60550-11	980.00
Vendor 11966 - SLO COUNTY ENVIRONMENTAL HEALTH Total:					980.00
Vendor: 12478 - SO CAL GAS					
SO CAL GAS	DFT0002299	06/26/2023	FD/GAS SVC 5490 HEATH LANE	01-6060G-01	4.78
SO CAL GAS	DFT0002300	06/26/2023	FD/GAS SVC 2850 BURTON DRIVE	01-6060G-01	354.50
SO CAL GAS	DFT0002301	06/26/2023	FD/GAS SVC 5500 HEATH LANE	01-6060G-01	31.83
SO CAL GAS	DFT0002302	06/26/2023	WD/WW/GAS SVC 5500 HEATH LANE	11-6060G-11	37.44
SO CAL GAS	DFT0002302	06/26/2023	WD/WW/GAS SVC 5500 HEATH LANE	12-6060G-12	37.44
SO CAL GAS	DFT0002303	06/26/2023	F&R/GAS SVC VET'S HALL	01-6060G-02	239.56
Vendor 12478 - SO CAL GAS Total:					705.55
Vendor: 12702 - STUART MAHONEY					
STUART MAHONEY	77790	06/07/2023	FD/CELL PHONE ALLOWANCE	01-6060C-01	45.00
Vendor 12702 - STUART MAHONEY Total:					45.00
Vendor: 12645 - SYNAGRO WEST, LLC					
SYNAGRO WEST, LLC	77853	06/15/2023	WW/BIOSOLIDS TO LIBERTY COMPOST/MONTHLY TRAILER	12-6032S-12	6,799.47
SYNAGRO WEST, LLC	77853	06/15/2023	WW/BIOSOLIDS TO LIBERTY COMPOST/MONTHLY TRAILER	12-6032S-12	6,491.12
Vendor 12645 - SYNAGRO WEST, LLC Total:					13,290.59
Vendor: 10688 - TORLANO, EMILY A.					
TORLANO, EMILY A.	77791	06/07/2023	FD/MONTHLY CELL PHONE ALLOWANCE	01-6060C-01	45.00

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor 10688 - TORLANO, EMILY A. Total:					45.00
Vendor: 11644 - U.S POST OFFICE					
U.S POST OFFICE	77771	06/05/2023	ADM/ANNUAL RENEWAL OF PO BOX 65 7/1/23-06/30/24	01-60500-09	388.00
Vendor 11644 - U.S POST OFFICE Total:					388.00
Vendor: 12249 - UNITED RENTALS (NA) INC.					
UNITED RENTALS (NA) INC.	77804	06/12/2023	ww/training	12-6120E-12	175.00
UNITED RENTALS (NA) INC.	77854	06/15/2023	F&R/RENTAL TRUCK	01-60700-02	1,747.11
Vendor 12249 - UNITED RENTALS (NA) INC. Total:					1,922.11
Vendor: 12261 - US BANK EQUIPMENT FINANCE					
US BANK EQUIPMENT FINANCE	77792	06/07/2023	FD/ADM/MONTHLY COPIER CHARGES	01-60440-01	229.94
US BANK EQUIPMENT FINANCE	77792	06/07/2023	FD/ADM/MONTHLY COPIER CHARGES	01-60440-09	417.66
Vendor 12261 - US BANK EQUIPMENT FINANCE Total:					647.60
Vendor: 12286 - VERIZON WIRELESS					
VERIZON WIRELESS	DFT0002214	06/02/2023	ALL/MONTHLY CELL PHONE BILL	01-6060C-01	203.98
VERIZON WIRELESS	DFT0002214	06/02/2023	ALL/MONTHLY CELL PHONE BILL	01-6060C-02	76.92
VERIZON WIRELESS	DFT0002214	06/02/2023	ALL/MONTHLY CELL PHONE BILL	01-6060C-09	681.72
VERIZON WIRELESS	DFT0002214	06/02/2023	ALL/MONTHLY CELL PHONE BILL	11-6060C-11	134.36
VERIZON WIRELESS	DFT0002214	06/02/2023	ALL/MONTHLY CELL PHONE BILL	12-6060C-12	104.17
VERIZON WIRELESS	DFT0002272	06/23/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-01	203.98
VERIZON WIRELESS	DFT0002272	06/23/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-02	76.92
VERIZON WIRELESS	DFT0002272	06/23/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-09	230.07
VERIZON WIRELESS	DFT0002272	06/23/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	11-6060C-11	134.36
VERIZON WIRELESS	DFT0002272	06/23/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	12-6060C-12	104.17
Vendor 12286 - VERIZON WIRELESS Total:					1,950.65
Vendor: 12293 - VITAL RECORDS CONTROL					
VITAL RECORDS CONTROL	77892	06/21/2023	ADM/DOCUMENT STORAGE	01-6080M-09	1,005.34
Vendor 12293 - VITAL RECORDS CONTROL Total:					1,005.34
Vendor: 12343 - WESTERN EQUIPMENT FINANCE					
WESTERN EQUIPMENT FINANCE	77772	06/05/2023	F&R/TORO TX 1000 DINGO MONTHLY PAYMENT	01-61800-02	334.38
WESTERN EQUIPMENT FINANCE	77772	06/05/2023	F&R/TORO TX 1000 DINGO MONTHLY PAYMENT	01-6180H-02	5.47
Vendor 12343 - WESTERN EQUIPMENT FINANCE Total:					339.85
Vendor: 12419 - ZOLL MEDICAL CORPORATION					
ZOLL MEDICAL CORPORATION	77893	06/21/2023	F&D/REPLACEMENT CORD FOR EK6 HEART MONITOR	01-60890-01	237.29
Vendor 12419 - ZOLL MEDICAL CORPORATION Total:					237.29
Grand Total:					529,008.39

Fund Summary

Fund	Payment Amount
01 - GENERAL FUND	139,419.79
11 - WATER FUND	53,188.62
12 - WASTEWATER FUND	329,314.51
39 - WRF OPERATIONS	6,240.79
40 - WRF CAPITAL	844.68
Grand Total:	529,008.39

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
Vendor: 10103 - AMERITAS LIFE INSURANCE G					
AMERITAS LIFE INSURANCE G	DFT0002274	06/20/2023	DENTAL PREMIUM	01-21500-00	3,737.33
AMERITAS LIFE INSURANCE G	DFT0002274	06/20/2023	DENTAL PREMIUM	01-21500-00	570.34
AMERITAS LIFE INSURANCE G	DFT0002274	06/20/2023	DENTAL PREMIUM	01-51020-01	(35.50)
AMERITAS LIFE INSURANCE G	DFT0002274	06/20/2023	DENTAL PREMIUM	01-51020-02	(144.64)
AMERITAS LIFE INSURANCE G	DFT0002274	06/20/2023	DENTAL PREMIUM	01-51020-09	16.31
Vendor 10103 - AMERITAS LIFE INSURANCE G Total:					4,143.84
Vendor: 10350 - CAMBRIA COMMUNITY SERVICE					
CAMBRIA COMMUNITY SERVICE	DFT0002229	06/09/2023	MEDICAL REIMBURSEMENT	01-21710-00	1,500.00
CAMBRIA COMMUNITY SERVICE	DFT0002229	06/09/2023	MEDICAL REIMBURSEMENT	01-51220-01	250.00
CAMBRIA COMMUNITY SERVICE	DFT0002229	06/09/2023	MEDICAL REIMBURSEMENT	01-51220-02	50.00
CAMBRIA COMMUNITY SERVICE	DFT0002229	06/09/2023	MEDICAL REIMBURSEMENT	01-51220-09	250.00
CAMBRIA COMMUNITY SERVICE	DFT0002229	06/09/2023	MEDICAL REIMBURSEMENT	11-51220-11	200.00
CAMBRIA COMMUNITY SERVICE	DFT0002229	06/09/2023	MEDICAL REIMBURSEMENT	12-51220-12	150.00
CAMBRIA COMMUNITY SERVICE	DFT0002258	06/23/2023	MEDICAL REIMBURSEMENT	01-21710-00	1,450.00
CAMBRIA COMMUNITY SERVICE	DFT0002258	06/23/2023	MEDICAL REIMBURSEMENT	01-51220-01	250.00
CAMBRIA COMMUNITY SERVICE	DFT0002258	06/23/2023	MEDICAL REIMBURSEMENT	01-51220-02	50.00
CAMBRIA COMMUNITY SERVICE	DFT0002258	06/23/2023	MEDICAL REIMBURSEMENT	01-51220-09	250.00
CAMBRIA COMMUNITY SERVICE	DFT0002258	06/23/2023	MEDICAL REIMBURSEMENT	11-51220-11	200.00
CAMBRIA COMMUNITY SERVICE	DFT0002258	06/23/2023	MEDICAL REIMBURSEMENT	12-51220-12	150.00
Vendor 10350 - CAMBRIA COMMUNITY SERVICE Total:					4,750.00
Vendor: 10691 - EMPLOYMENT DEVELOPMENT DP					
EMPLOYMENT DEVELOPMENT DP	DFT0002240	06/09/2023	STATE TAX WITHHOLDING	01-21100-00	5,204.74
EMPLOYMENT DEVELOPMENT DP	DFT0002241	06/09/2023	SDI	01-21300-00	1,168.21
EMPLOYMENT DEVELOPMENT DP	DFT0002269	06/23/2023	STATE TAX WITHHOLDING	01-21100-00	9,217.33
EMPLOYMENT DEVELOPMENT DP	DFT0002270	06/23/2023	SDI	01-21300-00	1,377.89
EMPLOYMENT DEVELOPMENT DP	DFT0002282	06/23/2023	STATE TAX WITHHOLDING	01-21100-00	3,887.88
EMPLOYMENT DEVELOPMENT DP	DFT0002283	06/23/2023	SDI	01-21300-00	886.78
Vendor 10691 - EMPLOYMENT DEVELOPMENT DP Total:					21,742.83
Vendor: 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC.					
IAFF LOCAL 4635	DFT0002217	06/09/2023	DUES-FIRE IAFF	01-21600-00	360.00
IAFF LOCAL 4635	DFT0002247	06/23/2023	DUES-FIRE IAFF	01-21600-00	320.00
Vendor 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC. Total:					680.00
Vendor: 11069 - IRS/FEDERAL PAYROLL TAXES					
IRS/FEDERAL PAYROLL TAXES	DFT0002238	06/09/2023	FEDERAL TAX WITHHOLDING	01-21000-00	13,895.50
IRS/FEDERAL PAYROLL TAXES	DFT0002239	06/09/2023	MEDICARE TAX WITHHOLDING	01-21200-00	4,092.96
IRS/FEDERAL PAYROLL TAXES	DFT0002242	06/09/2023	SOCIAL SECURITY TAX	01-21200-00	17,500.82
IRS/FEDERAL PAYROLL TAXES	DFT0002267	06/23/2023	FEDERAL TAX WITHHOLDING	01-21000-00	25,585.58
IRS/FEDERAL PAYROLL TAXES	DFT0002268	06/23/2023	MEDICARE TAX WITHHOLDING	01-21200-00	4,754.16
IRS/FEDERAL PAYROLL TAXES	DFT0002271	06/23/2023	SOCIAL SECURITY TAX	01-21200-00	20,328.24
IRS/FEDERAL PAYROLL TAXES	DFT0002280	06/23/2023	FEDERAL TAX WITHHOLDING	01-21000-00	11,645.88
IRS/FEDERAL PAYROLL TAXES	DFT0002281	06/23/2023	MEDICARE TAX WITHHOLDING	01-21200-00	3,009.30
IRS/FEDERAL PAYROLL TAXES	DFT0002284	06/23/2023	SOCIAL SECURITY TAX	01-21200-00	12,867.24
Vendor 11069 - IRS/FEDERAL PAYROLL TAXES Total:					113,679.68
Vendor: 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457					
MISSION SQUARE RETIREMENT	DFT0002224	06/09/2023	457 YEE CONTRIBUTION	01-21410-00	3,124.00
MISSION SQUARE RETIREMENT	DFT0002225	06/09/2023	457 YEE CONTRIBUTION	01-21410-00	1,045.45
MISSION SQUARE RETIREMENT	DFT0002226	06/09/2023	DC 457 MGMT MATCH	01-21410-00	800.00
MISSION SQUARE RETIREMENT	DFT0002227	06/09/2023	DD ICMA SEIU MATCH	01-21410-00	275.00
MISSION SQUARE RETIREMENT	DFT0002228	06/09/2023	401A YEE CONTRIBUTION	01-21410-00	979.57
MISSION SQUARE RETIREMENT	DFT0002254	06/23/2023	457 YEE CONTRIBUTION	01-21410-00	3,509.00
MISSION SQUARE RETIREMENT	DFT0002255	06/23/2023	457 YEE CONTRIBUTION	01-21410-00	773.56
MISSION SQUARE RETIREMENT	DFT0002256	06/23/2023	DC 457 MGMT MATCH	01-21410-00	800.00
MISSION SQUARE RETIREMENT	DFT0002257	06/23/2023	401A YEE CONTRIBUTION	01-21410-00	979.57
MISSION SQUARE RETIREMENT	DFT0002279	06/23/2023	457 YEE CONTRIBUTION	01-21410-00	12,825.00
Vendor 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457 Total:					25,111.15
Vendor: 11652 - PPBI DIRECT DEPOSIT					
PPBI-DIRECT DEPOSIT	20,057.00	45,086.00	Check	01-21520-00	2,036.17
PPBI-DIRECT DEPOSIT	EFT0000063	45,086.00	EFT	01-21520-00	91,247.60

Vendor Name	Payment Number	Payment Date	Description (Item)	Account Number	Amount
PPBI-DIRECT DEPOSIT	20,058.00	45,100.00	Check	01-21520-00	2,186.36
PPBI-DIRECT DEPOSIT	EFT0000064	45,100.00	EFT	01-21520-00	96,771.80
PPBI-DIRECT DEPOSIT	20,059.00	45,100.00	Check	01-21520-00	91.77
PPBI-DIRECT DEPOSIT	EFT0000065	45,100.00	EFT	01-21520-00	65,641.94
Vendor 11652 - PPBI-DIRECT DEPOSIT Total:					257,975.64

Vendor: 11593 - PERS HEALTH BENEFIT SERV

PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	01-21510-00	8,314.20
PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	01-21510-00	32,712.33
PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	01-51030-09	138.72
PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	01-51210-01	906.00
PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	01-51210-02	604.00
PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	01-51210-09	84.66
PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	01-51210-09	1,661.00
PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	01-51210-09	1,009.00
PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	11-51210-11	1,057.00
PERS HEALTH BENEFIT SERV	DFT0002273	06/20/2023	HEALTH PREMIUM	12-51210-12	755.00
Vendor 11593 - PERS HEALTH BENEFIT SERV Total:					47,241.91

Vendor: 11594 - PERS RETIREMENT SYSTEM

PERS RETIREMENT SYSTEM	DFT0002218	06/09/2023	PERS RETIREMENT	01-21400-00	1,389.29
PERS RETIREMENT SYSTEM	DFT0002219	06/09/2023	PERS RETIREMENT	01-21400-00	3,724.12
PERS RETIREMENT SYSTEM	DFT0002220	06/09/2023	PERS RETIREMENT	01-21400-00	529.29
PERS RETIREMENT SYSTEM	DFT0002221	06/09/2023	PERS RETIREMENT	01-21400-00	1,226.43
PERS RETIREMENT SYSTEM	DFT0002222	06/09/2023	PERS RETIREMENT	01-21400-00	2,575.61
PERS RETIREMENT SYSTEM	DFT0002223	06/09/2023	PERS RETIREMENT	01-21400-00	2,531.98
PERS RETIREMENT SYSTEM	DFT0002230	06/09/2023	PERS RETIREMENT	01-21400-00	910.57
PERS RETIREMENT SYSTEM	DFT0002231	06/09/2023	PERS RETIREMENT	01-21400-00	1,772.98
PERS RETIREMENT SYSTEM	DFT0002232	06/09/2023	PERS RETIREMENT	01-21400-00	1,987.97
PERS RETIREMENT SYSTEM	DFT0002233	06/09/2023	PERS RETIREMENT	01-21400-00	2,482.46
PERS RETIREMENT SYSTEM	DFT0002234	06/09/2023	PERS RETIREMENT	01-21400-00	2,439.82
PERS RETIREMENT SYSTEM	DFT0002235	06/09/2023	PERS RETIREMENT	01-21400-00	2,700.09
PERS RETIREMENT SYSTEM	DFT0002248	06/23/2023	PERS RETIREMENT	01-21400-00	1,111.34
PERS RETIREMENT SYSTEM	DFT0002249	06/23/2023	PERS RETIREMENT	01-21400-00	2,976.16
PERS RETIREMENT SYSTEM	DFT0002250	06/23/2023	PERS RETIREMENT	01-21400-00	529.29
PERS RETIREMENT SYSTEM	DFT0002251	06/23/2023	PERS RETIREMENT	01-21400-00	1,226.43
PERS RETIREMENT SYSTEM	DFT0002252	06/23/2023	PERS RETIREMENT	01-21400-00	2,416.35
PERS RETIREMENT SYSTEM	DFT0002253	06/23/2023	PERS RETIREMENT	01-21400-00	2,375.49
PERS RETIREMENT SYSTEM	DFT0002259	06/23/2023	PERS RETIREMENT	01-21400-00	910.57
PERS RETIREMENT SYSTEM	DFT0002260	06/23/2023	PERS RETIREMENT	01-21400-00	1,772.98
PERS RETIREMENT SYSTEM	DFT0002261	06/23/2023	PERS RETIREMENT	01-21400-00	2,087.47
PERS RETIREMENT SYSTEM	DFT0002262	06/23/2023	PERS RETIREMENT	01-21400-00	2,605.13
PERS RETIREMENT SYSTEM	DFT0002263	06/23/2023	PERS RETIREMENT	01-21400-00	2,449.96
PERS RETIREMENT SYSTEM	DFT0002264	06/23/2023	PERS RETIREMENT	01-21400-00	2,711.28
PERS RETIREMENT SYSTEM	DFT0002276	06/20/2023	ACCRUED LIAB-MISC & SAFETY	01-51090-01	13,067.50
PERS RETIREMENT SYSTEM	DFT0002276	06/20/2023	ACCRUED LIAB-MISC & SAFETY	01-51090-02	3,506.66
PERS RETIREMENT SYSTEM	DFT0002276	06/20/2023	ACCRUED LIAB-MISC & SAFETY	01-51090-09	13,087.80
PERS RETIREMENT SYSTEM	DFT0002276	06/20/2023	ACCRUED LIAB-MISC & SAFETY	11-51090-11	8,809.78
PERS RETIREMENT SYSTEM	DFT0002276	06/20/2023	ACCRUED LIAB-MISC & SAFETY	12-51090-12	10,235.79
PERS RETIREMENT SYSTEM	DFT0002276	06/20/2023	ACCRUED LIAB-MISC & SAFETY	39-51090-25	2,040.05
PERS RETIREMENT SYSTEM	DFT0002277	06/23/2023	PERS RETIREMENT	01-21400-00	866.84
PERS RETIREMENT SYSTEM	DFT0002278	06/23/2023	PERS RETIREMENT	01-21400-00	2,287.62
Vendor 11594 - PERS RETIREMENT SYSTEM Total:					101,345.10

Vendor: 11911 - SEIU LOCAL 620

SEIU LOCAL 620	DFT0002236	06/09/2023	SEIU UNION DUES	01-21600-00	194.82
SEIU LOCAL 620	DFT0002237	06/09/2023	SEIU UNION DUES	01-21600-00	175.60
SEIU LOCAL 620	DFT0002265	06/23/2023	SEIU UNION DUES	01-21600-00	194.82
SEIU LOCAL 620	DFT0002266	06/23/2023	SEIU UNION DUES	01-21600-00	175.60
Vendor 11911 - SEIU LOCAL 620 Total:					740.84

Vendor: 12175 - THE LINCOLN NATIONAL LIFE

THE LINCOLN NATIONAL LIFE	DFT0002275	06/20/2023	LIFE INSUR-GROUP	01-21640-00	278.36
Vendor 12175 - THE LINCOLN NATIONAL LIFE Total:					278.36

Grand Total: 577,689.35

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, June 8, 2023 1:00 pm

1. OPENING

A. Call to Order

President Dean called the meeting to order at 1:04 pm.

B. Pledge of Allegiance

President Dean led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

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

Director Harry Farmer arrived at 1:10 pm.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz, and Administrative Analyst – HR & IT Haley Dodson.

Staff present via Zoom: District Counsel Timothy Carmel.

D. President's Report

President Dean reported on attending a Chumash Tribal Council Wind Farm boat tour with General Manager McElhenie.

E. Agenda Review

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

2. BOARD MEMBER COMMUNICATIONS

Director Thomas reported dressing more colorful than usual in celebration of Cambria Pride. A work party at Cambria Dog Park is scheduled for next Saturday, June 17, 2023. They will be working with Friends of the Dog Park. Information is available on Friends of the Fiscalini Ranch Preserve and Cambriaca's websites.

3. COMMISSION REPORT

A. PROS Chairman's Report

PROS Chairman Steve Kniffen and General Manager McElhenie provided a report for the PROS Commission.

Vice President Gray suggested reviewing the 2009 Community Park Plan as a future agenda item.

4. PUBLIC COMMENT

Public Comment:

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

David Pierson, Cambria

Laura Swartz, Cambria

Elizabeth Bettenhausen, Cambria

Donald Archer, Cambria (the Administrative Analyst read a written comment into the record)

5. CONSENT AGENDA

A. Consideration of Adoption of Resolution 32-2023 Approving Award of Fire Hazard Fuel Reduction Program Agreement

B. Consideration of Resolution 36-2023 Amending the Board and Standing Committee Bylaws

Director Scott stated that on agenda item 5B for the Board of Director Bylaws (page 27), we discussed removing "for agenda items" on 7.1 (b).

The Board of Directors agreed that it should be removed.

Vice President Gray moved to approve the consent agenda.

Director Thomas seconded the motion.

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

6. HEARINGS AND APPEALS

A. Public Hearing to Discuss and Consider Adoption of Resolution 33-2023 Confirming the 2022 Fire Hazard Fuel Reduction Itemized Cost Report of the Cambria Community Services District

General Manager McElhenie introduced the item and provided a summary.

President Dean opened the public hearing.

Public Comment:

None.

President Dean closed the public hearing.

Vice President Gray moved to adopt Resolution 33-2023 confirming the 2022 Fire Hazard Fuel Reduction Itemized Cost Report of the Cambria Community Services District.

Director Scott seconded the motion.

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

- B.** Public Hearing to Discuss and Consider Adoption of Resolution 34-2023 Approving a Fire Suppression Benefit Assessment Consumer Price Index (CPI) Adjustment at the Rate of 4.2% for FY 2023/2024 and Confirming the Itemized Report to Collect the Assessment on the County Tax Rolls

General Manager McElhenie introduced the item and provided a summary.

President Dean opened the public hearing.

Public Comment:
None.

President Dean closed the public hearing.

Director Thomas moved to adopt Resolution 34-2023 approving a Fire Suppression Benefit Assessment Consumer Price Index (CPI) Adjustment at the Rate of 4.2% for Fiscal Year 2023/2024 and confirming the Itemized Report to collect the Assessment on the County Tax Rolls.

Vice President Gray seconded the motion.

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

- C.** Public Hearing to Discuss and Consider Adoption of Resolution 35-2023 Confirming the Itemized Report to Collect Delinquent Solid Waste Collection and Disposal Charges on the County Tax Rolls

General Manager McElhenie introduced the item and provided a summary.

President Dean opened the public hearing.

Public Comment:
None.

President Dean closed the public hearing.

Vice President Gray moved to adopt Resolution 35-2023, confirming the Itemized Report to collect delinquent solid waste collection and disposal charges on the County tax rolls.

Director Scott seconded the motion.

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

7. REGULAR BUSINESS

- A.** Discussion and Consideration of Strategic Plan Update

General Manager McElhenie introduced the item and provided a summary.

The Board of Directors reviewed the Strategic Plan status report.

Public Comment:

Dennis Dudzik, Cambria

Vice President Gray moved to accept the updates to the Strategic Plan.

Director Scott seconded the motion.

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

8. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

A. Finance Committee's Report

A written report was included in the agenda packet.

Public Comment: none.

Director Farmer asked about the subcommittee researching incorporation for Cambria.

The Board of Directors briefly discussed the concept of incorporating Cambria.

B. Policy Committee's Report

President Dean stated there was no Policy Committee meeting, but it is on the July 13, 2023 Board meeting agenda to review and update the scope and to appoint a new chair potentially. There won't be a Policy Committee meeting until after that discussion.

C. Resources & Infrastructure Committee's Report

A written report was included in the agenda packet.

President Dean stated they thoroughly reviewed the San Simeon Water Main and Effluent Project Request for Proposals (RFP) for the consultant services for the preliminary engineering evaluation design, environmental permit compliance, surveying geotechnical investigation, preparation of final plans and specifications, etc. of project manager services at the last Resources & Infrastructure Committee meeting.

The Resources and Infrastructure Committee will review the 2023-2024 annual water supply and demand report at the next meeting. It is available on the district website. They will also review the updated Standing Committee Bylaws, which all the standing committees should do.

D. Other Liaison Reports and Ad Hoc Committee Reports

Written reports were included in the agenda packet.

Director Thomas stated that the FFRP report references PROS Commissioner Alternate Jim Bahringer and ex officio representative Juli Amodei meeting with County representatives regarding a minor use permit.

Vice President Gray reported on the Coastal Commission's vote to approve the vegetation treatment program on the four forested parcels. The vote was unanimous.

Public Comment:
Juli Amodei, Cambria

Director Thomas stated he misspelled David Pierson's last name in his NCAC liaison report.

Director Scott pointed out that the NCAC report states that NCAC voted in Area 1; those were the previous San Simeon CSD members who resigned.

9. FUTURE AGENDA ITEM(S)

President Dean asked for any future agenda items.

Vice President Gray suggested revisiting the instructions to the PROS Commission for an update of the recreational plan and specifying what is wanted regarding the East Ranch development.

President Dean stated two Board members requested to discuss the PROS Commission recreated as a standing committee.

10. ADJOURN

President Dean adjourned the meeting at 2:51 pm.

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

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, June 15, 2023 1:00 pm

1. OPENING

A. Call to Order

President Dean called the meeting to order at 1:02 pm.

B. Pledge of Allegiance

President Dean led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

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

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz, Utilities Department Manager/District Engineer Ray Dienzo, Fire Chief Justin Vincent, and Administrative Analyst Haley Dodson.

Staff present via Zoom: District Counsel Timothy Carmel, Wastewater Systems Superintendent John Allchin, Water Systems Superintendent Jim Green, Facilities & Resources Manager Carlos Mendoza, and Program Manager Tristan Reaper.

D. President's Report

President Dean announced the unexpected passing of former CCSD Director and Finance Committee member Cindy Steidel and provided a summary of her many valuable contributions to the community of Cambria.

Vice President Gray praised Cindy Steidel as a friend and colleague and summarized her many valuable contributions to the community of Cambria.

Director Thomas praised Cindy Steidel's hard work, dedication, and sense of humor and remembered her laughter.

Director Farmer praised Cindy Steidel and stated she had a laugh that could fill the room and provided a summary of her many valuable contributions to the community of Cambria.

Director Scott stated Cindy's death reminds us that every day is precious and we need to take advantage of the time we have, do good work and love our family, friends, neighbors, and colleagues.

District Counsel stated that he was lucky enough to spend significant time with Cindy. Cindy was a very bright and caring person with a great thirst for knowledge, and she gave greatly to this community and will be truly missed.

Public Comment:

Ted Siegler, Cambria

Steve Kniffen, Cambria

Amanda Rice, Cambria

Tina Dickason, Cambria

Donn Howell, Cambria (the Administrative Analyst read a written comment into the record)

Suzy Siegler, Cambria (the Administrative Analyst read a written comment into the record)

E. Agenda Review

President Dean asked for any changes to the agenda. Items 8B and 8C were tabled for the July 13th meeting, and President Dean stated that agenda item 6C will be discussed after Public Safety.

2. BOARD MEMBER COMMUNICATIONS

Director Thomas announced a Friends of the Fiscalini Ranch Preserve and Friends of Cambria Dog Park gathering for Saturday, June 17, 2023, at 8 am and 9 am.

Director Farmer stated that former County Clerk-Recorder Tommy Gong is now the Chief Deputy Clerk-Recorder for Contra Costa County and will be the keynote speaker tomorrow at the League of Women's Voters meeting via Zoom.

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

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

B. CCSD Fire Chief's Report

Chief Vincent provided a brief report of recent Fire Department activities in Cambria for May and a PowerPoint presentation.

Public Comment:

Tina Dickason, Cambria

The Board of Directors discussed consent agenda item 6C.

4. PUBLIC COMMENT**Public Comment:**

Kitty Connolly, Cambria

Tina Dickason, Cambria

Janis Krechter, Encinitas (the Administrative Analyst read a written comment into the record)

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

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

B. Facilities & Resources Manager's Report

Facilities & Resources Manager Mendoza provided a summary of the Facilities & Resources Report.

Public Comment:

Elizabeth Bettenhausen, Cambria

Tina Dickason, Cambria

The Board of Directors took a break at 2:35 pm.

The Board of Directors reconvened the meeting at 2:45 pm.

C. Finance Manager's Report

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

D. Utilities Report

Utilities Department Manager/District Engineer Dienzo provided a summary of the Utilities Report.

Public Comment:

Elizabeth Bettenhausen, Cambria

6. CONSENT AGENDA

A. Consideration to Adopt the May 2023 Expenditure Report

B. Consideration to Adopt the May 11, 2023 and May 18, 2023 Regular Meeting Minutes and May 25, 2023 Adjourned Regular Meeting Minutes

C. Consideration to Approve a Consultant Services Agreement with CIO Solutions and Authorize the General Manager to Execute the Agreement

D. Consideration of Approval of Notice of Exemption for the Cambria Skate Park Project Under the California Environmental Quality Act

Consent agenda item 6C was considered after Public Safety.

District Counsel announced that he has a conflict of interest on item 6.C., as CIO Solutions is a client and source of income to his law firm and stated that Attorney Terry Schubert is available to answer any questions.

General Manager McElhenie introduced the item and provided a summary. Design Desk Team Lead Jeff Franklin and Attorney Schubert provided an overview.

Public Comment:

Amanda Rice, Cambria

Tina Dickason, Cambria

Director Thomas moved to approve consent agenda item 6C.

Vice President Gray seconded the motion.

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

Vice President Gray moved to approve consent agenda items 6A, 6B, and 6D with corrections to the minutes.

Director Scott seconded the motion.

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

7. HEARINGS AND APPEALS

- A.** Public Hearing to Discuss and Consider Adoption of Resolution 38-2023 Approving the CCSD Preliminary Budget for Fiscal Year 2023-2024 and Resolution 39-2023 Establishing the Fiscal Year 2023-2024 Appropriations Limit

General Manager McElhenie introduced the item and provided a summary.

President Dean opened the public hearing.

Public Comment: none.

President Dean closed the public hearing.

At 3:57 pm, the Board of Directors agreed to extend the meeting to 4:45 pm.

Vice President Gray moved to adopt Resolution 38-2023 approving the CCSD Preliminary Budget for Fiscal Year 2023-2024, and Resolution 39-2023 establishing the Fiscal Year 2023-2024 appropriations limit.

Director Scott seconded the motion.

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

The Board of Directors took a break at 4:07 pm.

The Board of Directors reconvened the meeting at 4:14 pm.

8. REGULAR BUSINESS

- A.** Discussion and Consideration of Approval of Agreement for Legal Services

General Manager McElhenie introduced the item and provided a summary.

Public Comment:

Amanda Rice, Cambria

Christine Heinrichs, Cambria

Director Farmer moved to approve an Agreement for Legal Services with Carmel & Naccasha.

Director Thomas seconded the motion.

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

B. Discussion and Consideration of Strategic Plan Process

This item was pulled from the agenda.

C. Discussion and Consideration of Ad Hoc Committee Report for Strategic Plan

This item was pulled from the agenda.

D. Discussion and Consideration of the 2023-2024 Annual Water Shortage Assessment Report

General Manager McElhenie introduced the item, provided a summary, and turned it over to Utilities Department Manager Dienzo.

Public Comment:

Elizabeth Bettenhausen, Cambria

At 4:44 pm, the Board of Directors agreed to extend the meeting to 5:00 pm.

Public Comment:

Crosby Swartz, Cambria

Vice President Gray moved to approve the 2023-2024 Annual Water Shortage Assessment Report.

Director Thomas seconded the motion.

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

E. Discussion and Consideration of 2023/2024 Rate Adjustments to Water and Sewer Rates and Adoption of Resolution 37-2023 Establishing Said Rates

General Manager McElhenie introduced the item and provided a summary.

At 4:58 pm, the Board of Directors agreed to extend the meeting to 5:10 pm.

Vice President Gray moved to adopt 2023/2024 Rate Adjustments to Water and Sewer Rates and adopt Resolution 37-2023, establishing said rates.

Director Thomas seconded the motion.

Motion Passed Ayes – 4 (Dean, Gray, Farmer & Thomas) Nays – 1 (Scott) Absent – 0

9. FUTURE AGENDA ITEM(S)

President Dean asked for any future agenda items. She stated that the July 13th agenda includes discussing and considering the Policy Committee's scope of work and appointing a new chair. At some point soon, the Board will discuss and consider converting PROS to a standing committee.

Director Scott asked if regular business items 8B and 8C would be on the agenda.

President Dean responded yes.

Mrs. Dodson announced the future agenda items for the July board meetings.

10. ADJOURN

President Dean adjourned the meeting at 5:08 pm.

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

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**FROM: Matthew McElhenie, General Manager
Denise Fritz, Administrative Department Manager

Meeting Date: July 20, 2023	Subject: Consideration of Approval of Fourth Amendment to Agreement for Consultant Services with Moss, Levy & Hartzheim LLP for Professional Auditing Services in Performance of the District's FY 2022/23 Audit
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RECOMMENDATIONS:

Staff recommends the Board approve the Fourth Amendment to Agreement for Consultant Services (Fourth Amendment) with Moss, Levy & Hartzheim LLP (MLH) and authorize the General Manager to execute the amendment.

FISCAL IMPACT:

The FY 2023/24 Cambria Community Services District Administrative Department budget includes \$23,848 for professional financial auditing services. The cost of the proposed professional audit services by MLH is \$21,405, which is within the budgeted amount for this line item. No budget adjustment is required.

DISCUSSION:

On June 30, 2020, an Agreement for Consultant Services (Agreement) was entered into with MLH for professional financial auditing services for the FY 2018/19 reporting period. The Agreement was extended by amendment dated January 14, 2021, for the FY 2019/20 reporting period. The Agreement was amended on January 12, 2021, September 9, 2021, and August 18, 2022, to extend the term and increase the amount of compensation. The attached Fourth Amendment is presented for Board consideration to continue professional financial auditing services with MLH for the FY 2022/23 reporting period. The Fourth Amendment will increase the consideration by \$21,405, from \$78,910 to \$100,315, and extend the term to June 30, 2024.

Staff recommends that the Board approve the Fourth Amendment to the Agreement for Consultant Services with MLH for professional financial auditing services for the FY 2022/23 reporting period.

Attachments: Fourth Amendment to Agreement for Consultant Services
Exhibit A – Moss, Levy & Hartzheim LLP Proposal

**FOURTH AMENDMENT TO
AGREEMENT FOR CONSULTANT SERVICES**

This Fourth Amendment to Agreement for Consultant Services ("Amendment") by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT** ("CCSD") and **MOSS, LEVY & HARTZHEIM, LLP** ("Consultant") is made and entered into this ____ day of July, 2023.

WHEREAS, the parties entered into an Agreement for Consultant Services dated June 30, 2020 (the "Agreement"), wherein the Consultant was to provide audit services to the CCSD. The Agreement was amended on January 14, 2021, September 9, 2021, and August 18, 2022, to extend the term; and

WHEREAS, the parties desire to further amend the Agreement to extend the term and increase the amount of consideration set forth herein.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Exhibit "A" of the Agreement, as amended, shall be replaced with Consultant's proposal dated May 26, 2023, attached hereto as Exhibit "A" and incorporated herein by this reference.
2. The term of the Agreement shall be extended to June 30, 2024.
3. Except as modified herein, all other terms and conditions set forth in the Agreement, as amended, shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, **CCSD** and **CONSULTANT** have executed this Amendment the day and year first above written.

**CAMBRIA COMMUNITY SERVICES
DISTRICT:**

MOSS, LEVY & HARTZHEIM, LLP:

By: _____
Matthew McElhenie, General Manager

By: _____
Ronald A. Levy, CPA

ATTEST:

Haley Dodson, Administrative Analyst

APPROVED AS TO FORM:

Timothy J. Carmel, District Counsel



Moss, Levy & Hartzheim LLP

Certified Public Accountants

May 26, 2023

RE: Request for cost proposal

To whom this may concern,

This is a response to the Cambria Community Services District's request for cost proposal of audit services for the fiscal year ending June 30, 2023.

Our all-inclusive price for the District's audit services are as follows:

FY 22-23
\$20,405

Our all-inclusive price for the Financial Transaction Report is as follows:

FY 22-23
\$1,000

If you have any questions, please contact us at our office.

Moss, Levy & Hartzheim LLP

Moss, Levy & Hartzheim LLP
Santa Maria, CA

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 20, 2023	Subject: Consideration of Approval of Agreement for Consultant Services with Municipal Resource Group, LLC for Human Resources Coaching and Consulting Services
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RECOMMENDATIONS:

Staff recommends the Board consider and approve an Agreement for Consultant Services with Municipal Resource Group, LLC (MRG) for Human Resources Coaching and Consulting Services for the District and authorize the General Manager to execute the agreement.

FISCAL IMPACT:

The attached Agreement for Consultant Services with Municipal Resource Group, LLC is in the amount of \$32,400. The Final Budget request would need to include an adjustment to the FY 23/24 Budget.

DISCUSSION:

This scope of work is to provide Human Resources Coaching and Consulting Services for the District. Historically, Human Resource (HR) activities have been performed internally with District staff and by outside legal services.

Staffing shortages and historical challenges in recruiting efforts have led the Administration Department to analyze current business practices and organizational structure to develop ways to streamline processes and gain efficiencies. Certain functions in the HR area have been identified as better managed by a consultant.

The advantages of outsourcing HR are:

- Time savings: Managing HR functions can be time-consuming, especially for small companies with limited resources. Outsourcing specific HR tasks can refocus time and energy on core operations and strategic activities.
- Strategic guidance: Small organizations can benefit from the insights and guidance of professionals, helping align HR practices with their overall business objectives.
- Compliance with regulations: HR regulations and labor laws can be complex and are constantly evolving. Outsourcing HR functions to professionals well-versed in employment laws helps small organizations ensure compliance with legal requirements and minimize the risk of penalties or lawsuits.
- Confidentiality and objectivity: HR outsourcing can provide additional confidentiality and objectivity to sensitive HR matters such as employee grievances, disciplinary actions, or terminations. External HR professionals can handle these situations impartially and discreetly, minimizing internal conflict or bias.

The HR functions that will be transitioned to the consultant are recruitment, workers' compensation program, interactive process, and policy development and review.

Training compliance, record management, personal action forms, benefits management, and other administrative tasks will remain in-house with District staff.

AGREEMENT FOR CONSULTANT SERVICES

This AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of July 20, 2023, between **MUNICIPAL RESOURCE GROUP, LLC** (“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 July 20, 2023 and shall remain and continue in effect until 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 June 20, 2023 (the “Proposal”), attached hereto as Exhibit “A” and incorporated herein by this reference.

3. PERFORMANCE

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

4. AGREEMENT ADMINISTRATION

District’s General Manager shall represent District in all matters pertaining to the administration of this Agreement. Consultant’s CEO, Mary Egan, 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) Bankruptcy or insolvency of any party;
- (b) Sale of Consultant's business;
- (c) Assignment of this Agreement by Consultant without the consent of District.

8. **DEFAULT OF CONSULTANT**

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

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

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

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

(b) Keep itself fully informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders, and decrees which may affect those engaged or

employed under this Agreement, any materials used in Consultant's performance under this Agreement, or the conduct of the services under this Agreement;

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

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

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

10. **OWNERSHIP OF DOCUMENTS**

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

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

11. **INDEMNIFICATION**

(a) Indemnification for Professional Liability. When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless District and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and

all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this agreement.

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

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

12. INSURANCE

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

13. INDEPENDENT CONSULTANT

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

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

14. **UNDUE INFLUENCE**

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

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

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

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

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

(b) Consultant shall promptly notify District should Consultant, its officers, employees, agents, or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any

project or property located within the District. District retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with District and to provide the opportunity to review any response to discovery requests provided by Consultant. However, District's right to review any such response does not imply or mean the right by District to control, direct, or rewrite said response.

17. **NOTICES**

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

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

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

To Consultant: Mary Egan, CEO
Municipal Resource Group, LLC
PO Box 561
Wilton, CA 95693

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**

MUNICIPAL RESOURCE GROUP, LLC

Matthew McElhenie, General Manager

By: _____
Mary Egan, CEO

ATTEST:

Haley Dodson, Administrative Analyst

Approved As To Form:

Timothy J. Carmel, District Counsel

EXHIBIT A
CONSULTANT'S PROPOSAL

EXHIBIT B

INSURANCE REQUIREMENTS

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

Consultant shall provide the following types and amounts of insurance:

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

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

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

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

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

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

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

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

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

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

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

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

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

and to pay the premium. Any premium so paid by District shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at District option.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

22. Consultant agrees to provide immediate notice to District of any claim or loss against Consultant arising out of the work performed under this agreement. District

assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve District.



June 20, 2023

Dr. Matthew McElhenie, General Manager
Cambria Community Services District
1316 Tamsen Street, Suite 201
Cambria, CA 93428

Subject: On Demand Human Resources Coaching and Consulting Services

Dear Mr. McElhenie:

Municipal Resource Group, LLC ("MRG") is pleased to submit this proposal to the Cambria Community Services District ("District") to provide On Demand Human Resources Coaching and Consulting Services.

We can support a variety of human resources or training requests. We have built our practice around helping clients rethink historic or bureaucratic practices and create new processes that align with their vision, and values, and are forward-thinking. We consider these engagements an opportunity to work with staff, to help them grow and develop. We are "no surprises" consultants and work with the leadership and other stakeholders to define a path for desired outcomes, recommending programs and processes that reflect the District's mission, vision, and values.

Our team has provided similar ongoing services to client agencies including Greater Vallejo Recreation District, Santa Clara Valley Water District, SolTrans, Yuba Water Agency, Oakland Housing Authority, Marin Housing Authority, the cities of San Rafael, Palo Alto, Napa, Novato, Merced, Manteca, Davis, and Walnut Creek, as well as Solano County, Contra Costa Housing Authority, Cameron Park CSD, El Dorado CSD, and Alameda County Mosquito Abatement District. With more than 70 affiliated experts in every operational and organizational area, we can contribute to the success of your projects. MRG is a true full-service firm focused on your success.

Respectfully submitted,

A handwritten signature in blue ink that reads "Mary Egan". The signature is fluid and cursive, with the first name "Mary" and last name "Egan" clearly distinguishable.

Mary Egan
CEO
MRG, LLC
egan@solutions-mrg.com
916-261-7547



MRG INFORMATION

The MRG team is a centralized resource for all Human Resources, staff development and organizational excellence needs. We can assess and improve HR functions including, but not limited to, professional development, training, succession planning, workplace investigations, organizational assessments and implementation plans, employee relations, mentoring and coaching, project management, recruitment, and selection. MRG team members have led successful transformational efforts in our client agencies and fully understand the real-world challenges they face in making meaningful and long-term changes.

Firm Name: Municipal Resource Group, LLC (“MRG”)
 Physical Address: 8788 Elk Grove Blvd., Suite L, Elk Grove, CA 95624
 Mailing Address: PO Box 561, Wilton CA 95693
 Website: www.Solutions-MRG.com
 (866) 774-3222
 Project Manager: Patty Francisco
 E-Mail: pfrancisco@solutions-mrg.com
 Telephone Number: (949) 500-0436

MRG’s Consulting Philosophy

As a consulting firm, MRG brings talented consultants to assignments to meet clients’ needs. MRG differentiates its work based on the following principles.

Trusted Advisors

MRG prides itself on building long-term relationships with clients who turn to MRG for guidance and expertise. We work as “trusted advisors,” working directly with the leadership of organizations to help them manage their complex organizations and to adjust to change that is constantly knocking on the door.

Commitment to Public Service

We have also chosen to focus our work on local, regional & state agencies that are delivering public service to communities. We understand that our client’s work is important and impactful – and our goal is to help organizations do that work with more grace and better effectiveness and efficiency.

Partnership for Impact

As seasoned executive leaders ourselves, we have no interest in writing reports that sit on shelves or are not reality-based for action. MRG needs to work in a consultative partnership directly with management for organizational impact to occur. We see our role as true partners with the leadership team to work productively to help you find solutions for actionable impact in your organization.





Team of Management Practitioners + Executive Leadership Coach

Today's organizations require a robust understanding of people and teams, plus talented management, and leadership. The key to an organization's success is the integration of control, which creates value (efficiency, effectiveness, empowerment), and leadership which inspires change and a collective vision. By bringing a consultant team with management plus leadership coaching expertise, MRG can deliver tools, perspectives, and paradigms for the continued growth and support of an organization's leadership team.

Strategic Organizational Development

Organizations are complex, multi-faceted organisms that take time and strategy to develop and shape. While employees are focused on delivering services, there is "care and feeding" of the organization, structure, and systems that need to be done to support the workforce, mold culture, and deliver services/mission. MRG brings the deep organizational development and human resources experience to transform and help organizations continue to invest in their operations' strategic, and hands-on development.

MRG TEAM

Mary Egan is the Managing Partner who oversees our practice and provides high-level leadership for all our projects, as she would for this engagement with the Cambria Community Services District. Our affiliated lead consultant who would primarily support the District's needs is Patty Francisco.

Mary Egan (Managing Partner) - Mary, MRG CEO, collaborates with organizations and their executive leadership, and in some cases appointed or elected Boards to achieve their full potential. Mary's specialties are facilitating performance evaluations and organizational analysis as well as coaching employers to address deficiencies and maximize their impact. She is a certified professional executive coach and uses these skills to help clients increase their level of performance and identify potential limiting blind spots. She also advises clients regarding investigations, employment-related risk mitigation, strategic planning, and interest-based problem resolution. Mary is a Certified Professional with the Society for Human Resources Management (SHRM) and is a founding member of the Association of Workplace Investigators (AWI).



Patty Francisco (Lead Consultant and Project Manager) - Patty has over 30 years of public sector human resources experience and is primarily responsible for the consulting practice in the Southern California region. Patty focuses on strategic human resources advice and counsel to help organizations achieve successful results. She provides expert consulting services on various HR functions including organizational strategy and staffing design, labor relations and MOU administration, employee benefits, training and professional development, classification, and compensation. Through collaboration and partnership with clients, Patty works well in identifying issues and offering meaningful recommendations to ensure sustainable outcomes.



Patty received her bachelor's degree in Public Administration from the University of Southern California, and then went on to earn her master's degree in Human Resources Design from Claremont Graduate University. Patty earned her Ph.D. in Organizational Leadership from The Chicago School of Professional Psychology. Her research focused on: *Informal Leaders: Linking Transformational Leadership, Psychological Empowerment and Personal Power*. Patty has taught graduate courses on *Individual*



Interviewing and Assessment and Talent Management and Succession Planning at the Chicago School of Professional Psychology.

Our partners and consultants have over three hundred years of combined experience working as executives and consultants, providing essential services and support to local, regional, and state government agencies. MRG prides itself in providing consulting services based on our hands-on experience in managing local, regional, and state governments as well as our experience in delivering products that meet and exceed our clients' expectations.

REFERENCES

MRG is a great partnering resource for the District. MRG has over thirteen years of experience providing consulting services for agencies and understands that each organization is unique. MRG strives to understand its client's expectations, organization, and practices.

MRG consultants are experienced professionals with subject matter expertise to support and provide transformational services, forward-thinking recommendations, and focused implementation plans that are effective, practical, and sustainable. As you will hear from our references, we deliver modern, thoughtful, and strategic recommendations that reflect our clients' values and priorities. Below, please find the contact information for five clients, as well as one private agency client for whom we have provided similar Human Resources assistance:

City of Palo Alto

Libraries – City of Palo Alto

Agency Type - Public Sector, City

Gayathri Kanth, Library Services Director

Gayathri.Kanth@CityofPaloAlto.org

650-329-2668

Marin Housing

Service Area - Marin County

of Employees - 45

Agency Type - Public Sector, Public Housing

Anna Semenova, HR Coordinator

asemenova@marinhousing.org

415-510-2553

City of Novato

Service Area - Novato, CA

of Employees - 180



Agency Type - Public Sector, City
 Jessica Deakyne, Assistant City Manager
jdeakyne@novato.org
 415-899-8903

Cameron Park Community Services District

Service Area – El Dorado County
 # of Employees – 14 Full time & 50 Part time and Seasonal
 Agency Type - Public Sector, Special District
 Andre Pichly, General Manager
apichly@cameronpark.org
 (530) 677-2231

University Medical Partners

Service Area - Bay Area
 # of Employees - 350
 Agency Type - Private CA Corporation
 Dr. Sakhet Shah
 Chief of Professional Affairs and Supportive Services
saketshah@stanfordhealthcare.org
 925.314.2310

HUMAN RESOURCES EXPERIENCE

Client name	Oakland Housing Authority								
Type of Entity	Housing Authority								
Project name	Human Resources Professional Consulting Services								
Point of contact	<table> <tr> <td>Name</td> <td>Patricia Wells</td> </tr> <tr> <td>Title</td> <td>Executive Director</td> </tr> <tr> <td>Phone</td> <td>(510) 874-1512</td> </tr> <tr> <td>Email</td> <td>pwells@oakha.org</td> </tr> </table>	Name	Patricia Wells	Title	Executive Director	Phone	(510) 874-1512	Email	pwells@oakha.org
Name	Patricia Wells								
Title	Executive Director								
Phone	(510) 874-1512								
Email	pwells@oakha.org								
Dates of service	3/29/2020 – 03/18/2022								

Scope of services: Assist the Authority with Human Resources consulting, on an as-needed basis. Services included executive coaching, conflict resolution, risk mitigation, strategic planning,



performance evaluations, organizational analysis, staff retreats, team-based problem solving, recruitment, professional development and training, and investigative services.

Results: MRG has successfully completed two executive recruitments, leadership training is complete with additional focused training requests underway, executive support and leadership coaching has assisted the ED in resolving management issues, and implementation of legislative workflow software is being evaluated.

Client name	City of Novato
Type of Entity	City
Project name	Organizational Assessment in HR Department
Point of contact	Name Jessica Deakyne
	Title Assistant City Manager
	Phone 415-899-8903
	Email jdeakyne@novato.org
Dates of service	02/04/2021-07/04/2021

Scope of services: MRG conducted a high-level assessment of the HR department's functions and organizational structure; identify processes needing improvement, restructuring, or adjustment; ascertain missing processes; and provide service delivery recommendations. The assessment focuses on recognizing the strengths within the HR Department as well as identifying areas where improvement could be made based on best practices and a desired culture of continuous improvement and HR excellence.

Results: HR consultants completed the HR assessment on time and assisted in the hiring of the new HR Manager. MRG provided Risk support and is currently developing the City's budget, the budget calendar, submission guidelines and providing reports for Council consideration.

Client name	City of Palo Alto
Type of Entity	City
Project name	Organizational Development Services
Point of contact	Name Ed Shikada
	Title City Manager
	Phone 650-329-2280
	Email ed.shikada@cityofpaloalto.org
Dates of service	03/04/2019-Current

Scope of services: The City-wide work plan is available for current functional analysis and recommending the effectiveness of City structures, operational efficiencies, and performance measures to ensure departments are operating at a high level of efficiency and effectiveness. MRG is contracted for Organizational Effectiveness Assessments and Implementation, Performance



Management Development, Leadership Development, Succession Planning and Knowledge Transfer and Individual and Team Accountability, Rewards and Recognition.

Results: MRG has facilitated the Appointed Official's evaluations for over 7 years in time for compensation adjustments. The transportation support resulted in leadership advancement and readiness as well as project completion. Several investigations were completed timely. Executive support resulted in improved CMO communications. MRG has completed compensation and classification studies as needed for specific departmental needs.

SCOPE OF WORK

MRG proposes to provide the District with HR On Demand Services performed by our team of qualified Human Resources consultants. We can assist with virtually any Human Resources issue including policy review and updates, compensation and classification studies, workplace investigations, staff development programs, training, and coaching. MRG team members have led successful Human Resources efforts and fully understand the real-world challenges agencies face.

We are flexible. If our project's core team does not include the technical experience of a department, we will augment the team as needed. We can easily zero-in on a particular service or function.

We have a strong bias toward creating a sustainable organization versus one supported by consultants. Toward this end, we would promote consultants working with staff and not exclusively working for staff.

Serving as a trusted advisor to HR and executive leadership, MRG Consultant Patty Francisco provides guidance from simple to more complex HR issues on a regular basis. With further review and research, Patty assists organizations in determining which concerns are escalated for legal review.

HR On-Demand Services (Monthly)

MRG will provide Human Resources support and services as needed for the District. The following list illustrates the types of services to be included in the monthly retainer arrangement:

- Preliminary intake of issues and determining next steps.
- Tracking of cases and status updates of issues.
- Drafting of communication/letter responses upon request Coordinating with legal counsel on next steps.
- Documentation of intake, review, and analysis of issues, and provide preliminary recommendations on next steps.
- Reasonable Accommodation due process through interactive process meetings as needed.
- Review of HR policies and procedures.
- Basic coaching/scripting for HR and District Manager on next steps.
- Providing guidance on basic and complex HR issues
- Meeting facilitation and training
- Coordination with HR (other HR within Cambria Community Services District)



Intake/Investigation Services

MRG shall provide an initial intake in coordination with the District to determine the need for personnel action or further investigation. At the conclusion of the intake, the assigned MRG investigator will confirm the scope and provide an estimate for the investigation process. The District will assist in scheduling interviews and other internal protocols required. MRG will:

- Conduct various types of investigative services, including but not limited to investigative research, interviews, and background investigations.
- Perform services in compliance with state and federal laws, regulations, and best practices.
- Provide the appropriate scope of services based on the District's case goals for each engagement.
- Perform said services for and on behalf of the District, and do all things necessary, appropriate, or advisable in performing said services for and in the best interest of the District. To perform our services effectively, we require the full cooperation and support of all representatives from the District. You can assist us by keeping us fully informed as to facts and developments relevant to our investigative services. It is essential that we receive accurate and complete information, including written materials when requested, and that involved personnel are available to the extent required.
- As an independent investigator, MRG has the right to determine the means, manner, and findings related to the investigation. The District agrees to allow MRG full discretion to undertake the investigations and otherwise make findings without influencing or interfering with the outcome. The District understands and acknowledges that this Agreement is not dependent on MRG making or failing to make a particular determination, finding of fact, or conclusion.

COST SECTION

MRG uses a variety of processes to ensure effective project communications and project management. If preferred by the client, MRG will conduct regular project meetings, in person or via conference/video call, and/or distribute a regular project report. We work cooperatively with the leadership and other stakeholders to incorporate the values, vision, and mission of the greater organization.

The HR On Demand Services will be invoiced on a monthly basis for the tiered retainer amount as provided below. MRG will invoice at the rate of \$225 an hour for HR Services that go above 20 hours a month.

Hours Per Month	Retainer Fee
12	\$2,700
16	\$3,600
20	\$4,500

Retainer fees and hours may be reviewed and adjusted accordingly after 90 days following contract initiation.



MRG will provide a specific scope for each investigative matter and the District agrees to pay MRG at the rate of \$325.00 per hour for work done regarding investigations. When appropriate, MRG uses a research assistant at \$95.00 per hour to handle work commensurate with his/her experience and expertise. Time charged will include, for example, time spent interviewing witnesses, writing the report of findings, and performing necessary research. The time charged will also include the time MRG spends on telephone calls relating to your matter, including calls with witnesses, potential witnesses, or counsel representing any of the parties. MRG will invoice for actual hours worked.

MRG may incur minor costs and expenses in performing services under this Agreement. The invoice for this matter will include all costs and expenses incurred, in addition to the hourly fee. Reimbursable expenses include but are not limited to; mileage reimbursement at the current IRS rate per mile, postage, document production costs, transcripts, parking, tolls, and travel accommodations (such as hotel and airfare) as needed, and electronic files (zip drive) as needed. All costs and expenses will be charged at MRG's cost. MRG will invoice for all fees upon delivery of the final written report or two weeks after delivery of the draft report, whichever is sooner.

Each engagement shall be considered concluded after MRG has provided a final invoice for an investigation. After the conclusion of each engagement, should a need arise for MRG to respond to any subpoena, or to otherwise provide deposition or trial testimony about the matter, the District shall compensate MRG at its then applicable rates for time expended, including time involved in preparing for such deposition or testimony, or responding to any subpoena.

At all times during this project engagement, MRG will be an independent contractor. Both agencies confirm the specialized services are distinct from tasks customarily performed by the Agency. The services of consultant specifically do not include hiring, firing, or supervising of any Agency personnel. Also, Consultant shall not have contracted or signing authority or act in the position of a Director or represent a management position at commission, Board or Council meetings.

www.Solutions-MRG.com

TO: Board of Directors

AGENDA NO. **6.E.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 20, 2023

Subject: Consideration of Adoption of Resolution
41-2023 Amending the District Salary
Schedule**RECOMMENDATIONS:**

Staff recommends that the Board of Directors consider adopting Resolution 41-2023 amending the CCSD Salary Schedule.

FISCAL IMPACT:

The FY 2023/2024 Budget includes the wage increases approved by the Board for Service Employees International Union, Local 620 (SEIU) and the International Association of Fire Fighters, Local 4635 (IAFF) represented employees. There is also a reorganization of Administration Department functions, which resulted in an overall decrease of approximately \$190,000 in salary costs.

DISCUSSION:

The Board approved the SEIU Memorandum of Understanding (MOU) on January 16, 2020. This SEIU MOU includes a five-year wage increase ranging from 1.25%-1.5% and 1.0% equity adjustment for Water, Wastewater, and Maintenance classifications. The fifth year of the wage increase is 1.5%, plus certain classes of employees receive an equity adjustment of 1%, effective January 28, 2024.

The Board approved the IAFF MOU on March 12, 2020. This IAFF MOU includes a five-year wage increase ranging from 3%-4%. The fifth year of the wage increase is 4%, effective January 14, 2024.

The General Manager has continued to reorganize the Administration Department. The goal of management has been to assess the Administration Department functions and streamline operations to try to create efficiencies in operations to address continued staffing shortages and maximize resources where possible. All positions under SEIU have been streamlined under an Administrative Technician Series, which changes the classification standards between positions, creating consistencies between departments and clearly outlines to staff the knowledge, skills, and abilities that each step requires. The clerical assistant and financial analyst positions were eliminated, and the Administrative Technician Series was rewritten to include an Admin Tech IV classification. Adjustments in salary ranges within the Administrative Technician series compensate for the increased skills and abilities for the Admin Tech IV position and help recruit and retain staff. With these changes and elimination of the Finance Manager position, the Administration Department has cost savings in salaries of approximately \$190,000 in Fiscal Year 23/24. This reorganization more efficiently addresses the needs of the District.

The other changes in the Salary Schedule are aligning the Confidential Administrative Assistant Position and Utilities Department Manager/District Engineer within the Management salaries. The Confidential Administrative Assistant position performs the Board Secretary duties, managing IT operations and organizing and managing large-scale projects for the General Manager and the District.

Staff recommends the Board adopt Resolution 41-2023 amending the District Salary Schedule for the previously negotiated wage increases of SEIU and IAFF represented employees, as well as the changes in the Administrative Technician Series, Confidential Administrative Assistant, and Utilities Department Manager/District Engineer salaries.

Attachments: Resolution 41-2023 and Exhibit A
Utilities Department Manager/District Engineer Position Description
Confidential Administrative Assistant Position Description
Class Specification Administrative Technician I/II/III/IV

RESOLUTION 41-2023
JULY 20, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT'S SALARY SCHEDULE

WHEREAS, the Board of Directors adopted a revised CCSD Salary Schedule on April 20, 2023; and

WHEREAS, the CCSD's Salary Schedule is required to be amended to implement the fourth year term of the Service Employees International Union, Local 620 Memorandum of Understanding to increase wages by 1.5% and a 1% equity adjustment for Water, Wastewater and Maintenance classifications, effective January 28, 2024; and

WHEREAS, the CCSD's Salary Schedule is required to be amended to implement the fourth year term of the International Association of Firefighters, Local 4635 Memorandum of Understanding to increase wages by 4%, effective January 14, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that the Cambria Community Services District Salary Schedule, attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved.

Resolution 41-2023 was adopted at a Regular Meeting of the Cambria Community Services District on July 20, 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, 2023 THROUGH JUNE 30, 2024
Updated July 20, 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, 2024								
Administration (Includes 1.5% Wage Increase)								
Clerical Assistant	36,609	38,439	40,361	42,380	44,498	46,723	47,836	48,948
Administrative Technician I	44,987	47,236	49,598	52,078	54,682	57,416	58,783	60,150
Administrative Technician II	53,382	56,051	58,854	61,796	64,886	68,130	69,753	71,375
Administrative Technician III	65,069	68,322	71,738	75,325	79,091	83,046	85,023	87,000
Finance Specialist Payroll/Benefits	64,107	67,312	70,678	74,212	77,922	81,819	83,767	85,715
Administrative Technician IV	79,051	83,004	87,154	91,512	96,087	100,892	103,294	105,696
Facilities & Resources (Includes 1.5% Wage Increase & 1.0% Equity Adjustment)								
Maintenance Technician	50,165	52,673	55,306	58,072	60,975	64,024	65,548	67,073
Water, SWF & Wastewater Operations (Includes 1.5% Wage Increase & 1.0% Equity Adjustment)								
Water Treatment OIT	49,914	52,410	55,031	57,782	60,671	63,705	65,222	66,738
Water Treatment Operator I	52,205	54,816	57,556	60,434	63,456	66,629	68,215	69,801
Water Treatment Operator II	59,138	62,095	65,200	68,460	71,883	75,477	77,274	79,071
Water Systems Operator T3/D2	66,992	70,342	73,859	77,552	81,429	85,501	87,536	89,572
WasteWater Collection System Worker	52,392	55,011	57,762	60,650	63,683	66,867	68,459	70,051
WasteWater Systems OIT	55,149	57,907	60,802	63,842	67,034	70,386	72,062	73,737
WasteWater Systems Operator I	57,970	60,868	63,912	67,107	70,463	73,986	75,747	77,509
Laboratory Technician	64,051	67,254	70,616	74,147	77,855	81,747	83,694	85,640
WasteWater Systems Operator II	65,342	68,609	72,039	75,641	79,423	83,394	85,380	87,366
WasteWater Systems Operator III	72,196	75,806	79,596	83,576	87,755	92,142	94,336	96,530
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (ANNUAL AMOUNTS) 4% Wage Increases Effective 1st Full Payroll Following December 31, 2023								
Fire Captain	86,683	91,017	95,568	100,346	105,364	110,632	113,266	115,900
Fire Engineer	71,890	75,485	79,259	83,222	87,383	91,752	7	96,121
CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (ANNUAL AMOUNTS) 4% Wage Increases Effective 1st Full Payroll Following December 31, 2023								
Firefighter (SAFER Grant)	59,631	62,612	65,743	69,030	72,482	N/A	N/A	N/A
Firefighter	59,631	62,612	65,743	69,030	72,482	N/A	N/A	N/A
CAMBRIA RESERVE FIREFIGHTERS (HOURLY RATE: NO STEPS)								
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
CAMBRIA EXEMPT EMPLOYEES (ANNUAL AMOUNTS)								
Administrative Analyst - HR, IT & Board Secretary	86,662	90,995	95,545	100,322	105,338	N/A	N/A	N/A
Facilities & Resources Manager	93,174	97,833	102,724	107,861	113,254	N/A	N/A	N/A
Program Manager	93,174	97,833	102,724	107,861	113,254	N/A	N/A	N/A
Confidential Administrative Assistant	104,766	110,004	115,505	121,280	127,344	N/A	N/A	N/A
Water Systems Superintendent	104,766	110,004	115,505	121,280	127,344	N/A	N/A	N/A
Wastewater Systems Superintendent	104,766	110,004	115,505	121,280	127,344	N/A	N/A	N/A
District Engineer/Utilities Department Manager	127,101	133,456	140,129	147,135	154,492	N/A	N/A	N/A
Fire Chief	127,101	133,456	140,129	147,135	154,492	N/A	N/A	N/A
District Engineer/Utilities Department Manager	134,265	140,978	148,027	155,429	163,200	N/A	N/A	N/A
Administrative Department Manager	134,265	140,978	148,027	155,429	163,200	N/A	N/A	N/A
General Manager	175,000	175,000	175,000	175,000	175,000	N/A	N/A	N/A

Red denotes a change



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Utilities Department Manager-District Engineer
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	General Manager
Website	www.cambriacsd.org

ABOUT THE DISTRICT

The Cambria Community Services District, formerly named the Cambria Water District, which was formed in 1967. Cambria Water District provided sewer services to the community. In 1976, 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 3,400 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

Reporting to the General Manager, the Utility Manager is responsible for the supervision of fourteen employees, including a management analyst, six employees in the water department and seven employees in the wastewater department. The Utility Manager will be responsible for all District utility operations, including administration of consultant and construction contracts, managing, planning, organizing, developing, directing and reviewing programs related to CCSD water supply, production, treatment, storage, control, distribution, conservation, metering and customer service programs; and wastewater collection, treatment, and reclamation programs. The Utility Manager provides supervision of all the professional services provided to the District relating to permitting, planning, design and construction of the District's capital improvement program and for any environmental studies, analysis, investigations, or technical assistance required in the utilities operation of the District or for providing reports and information to regulatory agencies.

This is an exempt management position.

Water Department

CCSD Water Department serves a population of approximately 6500 with 4032 service connections through a 60-mile network of buried pipe. All of Cambria's water comes from wells drilled into aquifers in the San Simeon and Santa Rosa Creek basins. The water system includes a water reclamation facility (WRF), six water tanks, three ground water wells, two surface water treatment wells, and nine pressure zones. The WRF system treats impaired groundwater to recharge the San Simeon well field aquifer with treated water. The groundwater includes a blend of creek underflow, percolated wastewater treatment plant effluent, and a mix of the lower seawater wedge where it blends with freshwater. The WRF is currently permitted to operate under an emergency coastal development permit, and CCSD is applying for the WRF's Regular CDP with San Luis Obispo County.

Wastewater Department

The CCSD operates a one-million-gallon per day extended aeration activated sludge secondary facility in Cambria. Treatment and disposal services are provided to approximately 6,000 residents, with 72 miles of collection lines and ten lift stations. The original treatment plant was constructed in 1970. In 1995, a major upgrade was completed to improve the plant's ability to reliably meet the discharge requirements required by the California Regional Water Quality Control Board. The upgraded facility includes new concrete aeration basins and secondary clarifiers, which are sized to handle peak hydraulic and biological loads and allow maintenance without an interruption in service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Utility Manager will:

- Manage and oversee the operations of utilities departments; monitor workload, output, and efficiency of operations; plans, schedules, supervises, reviews, trains, and evaluates the work of assigned staff; holds regular meetings with assigned staff to communicate expectations, receive feedback, resolve problems, and provide required resources for work assignments.
- Responsible for oversight of CCSD permit compliance including water rights permitting, water supply treatment and distribution requirements, and wastewater treatment and discharge permit requirements established by regional, state, and federal regulatory agencies; and interprets applicable policies and procedures.
- Oversees the provision of contracted services; prepares specifications and requests for proposals; reviews bids and makes recommendations for contract award; administers and monitors consultant service agreements and public works contracts to ensure compliance.

- Analyzes the District's needs, and develops and prioritizes projects for the capital improvement program; presents findings and recommendations to the General Manager; provides project management and construction management capital improvement projects; enforces design standards, construction plans and specifications, adherence to project and construction schedules, compliance with project budgets including change-order review and recommendations, and recommendation of approval of contract payments based on progress of the work.
- Oversees and assumes responsibility for the District's asset management and inventory programs in collaboration with the Finance Manager and supervisory staff in the utilities departments.
- Provides analysis and reports as directed by the General Manager; may make presentations of findings and recommendations as required; supervises and participates in the preparation of monthly reports to the General Manager covering activities within the utilities departments.
- Oversees the District's permit and conservation programs including issuance of Intent to Serve letters and management of the retrofit points bank.
- Manages preparation of the CCSD's budget and financial planning as it relates to utilities operations and capital improvements; reviews Water and Sewer fund revenue and expenditures and works with the Finance Manager to recommend appropriate adjustments to rates and fees based on established CCSD policy.
- Represents the CCSD in work with other agencies and organizations to promote regional program development, including the Integrated Regional Water Management program and the Water Resources Advisory Committee.
- Keeps abreast of current principles and practices, technology, regulations and literature that apply to the District's utilities operations and projects.
- Attends Board of Directors and community meetings as required.
- Reviews reports and other documents submitted by subordinates or other District personnel for completeness and accuracy.
- Responds to public inquiries regarding projects, plans and District policies.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices as applied to the field of water and wastewater system design, construction, and operations; laws, codes, and regulations applicable to municipal utility operations; professional, technical, legal, and financial problems involved in municipal programs and projects.
- Skilled in; project management techniques including scheduling, budgeting, enforcement of contract articles, documentation and good contractor-owner relations; cost estimating for public works type projects; specification writing for construction projects; and plan preparation and development for construction projects.
- Ability to establish and implement goals, objectives, procedures, and priorities; administer the work of multiple functions of the utilities operations organization; prepare and present statistical and descriptive reports; develop and monitor complex capital and operating budgets; provide sound customer service; provide accurate and thorough oral presentations to the public; operate a computer and applicable software; write clear and meaningful correspondence to convey ideas in non-technical terms and to provide technical documentation to back-up recommendations.

PROFESSIONAL EXPERIENCE AND REQUIRED QUALIFICATIONS

- A minimum of five years of experience in the field of wastewater and/or water systems.

- A minimum of five years of supervisory or management work in water and/or wastewater systems and projects.
- An Undergraduate degree is required, preferably in Civil Engineering:
Master's Degree in Engineering, business or public administration preferred
- Licensed to drive a motor vehicle in the State of California.



CAMBRIA COMMUNITY SERVICES DISTRICT POSITION SPECIFICATION

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

ABOUT THE JOB

Under the direction of the General Manager, the Confidential Administrative Assistant serves in an administrative capacity for the Administration Department and provides direct support to the General Manager. The Confidential Administrative Assistant manages information technology, records management, and board secretary duties and assists in negotiations and costing.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

- Provides direct support to the General Manager.
- Oversees the analysis, maintenance, and communication of records required by law, local governing bodies, or other departments, including confidential communications related to negotiations.
- Analyzes wage and salary reports and data to determine competitive compensation plans and to assist with negotiations and proposals.
- Receive and process requests for documents; create, update and maintain lists, charts, spreadsheets, calendars, forms, certificates, and related documents used to assist the General Manager in negotiations and other employee-related matters.
- Assist the department; gather, interpret, and prepare data for studies, reports, recommendations, and negotiations; coordinate department activities with other departments and agencies as needed.
- Performs complex and confidential clerical and administrative support duties to assist General Manager with oversight of the District and negotiations.

- Coordinates various communications and activities among District staff, vendors, and the public.
- Attends to office administrative duties, 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 purchasing orders for payment approval.
- Prepares a variety of routine reports, memoranda, correspondence, and documents.
- Handles liability and property claims.
- Performs special research projects and other administrative tasks as assigned.
- Manages the Vector Solutions training program for employees, directors, committee members, and commission members.
- Manages the District's Department of Motor Vehicle Employer Pull Notice Program.
- Supervises and oversees vendor contracts for Information Technology and ensures proper functionality and alignment of the system with CCSD policies and procedures.
- Arranges for equipment purchases and maintenance.
- CCSD website administrator.
- Supervises and oversees contract insurance review with the District's insurance company.
- Maintains District records in the Administration Department by filing and indexing materials alphabetically and numerically; conducts file and record searches.
- Manages the records retention and permanent repository and works with other departments on records retention and destruction.
- Provide prompt, professional, and courteous customer service to the public, elected and appointed officials, and District employees as the Board Secretary.
- Ensures that the 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; administers and files oath of office forms.
- Assists the General Manager and District Attorney in preparing agendas, notices, minutes, and resolutions for the District Board.
- Assists and prepares agenda items relating to personnel matters; assists in preparing documents used in the collective bargaining process and/or negotiations, including, but not limited to, bargaining proposals.
- 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.
- 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.
- Composes, types, edits, and proofreads various correspondence, including reports, memoranda, negotiation proposals, and other material requiring judgment regarding content, accuracy, and completeness. Assists with typing notes during negotiation meetings and grievance-related matters and prepares related documents.
- Performs related duties as required.

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, provide information, and schedule 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 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 likely to provide the knowledge and skills necessary to perform all essential duties and responsibilities satisfactorily. 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, or Business Management.

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

CLASS SPECIFICATION ADMINISTRATIVE TECHNICIAN I/II/III/IV

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of clerical, technical, and routine administrative, and programmatic work of a general or specialized nature in support of assigned programs, divisions, or departments; relieves assigned staff of clearly defined and delegated administrative or technical detail; and provides information and assistance to other District staff and the general public regarding assigned programs, policies, and procedures.

DISTINGUISHING CHARACTERISTICS

Administrative Technician I – This is the entry-level class in the Administrative Technician series providing responsible and difficult clerical and technical duties of a general and specialized nature in support of the assigned department, division, or program area. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions in the Administrative Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and/or fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to a position in the Admin Tech “II” level is based on performing the full range of journey-level duties identified in the Admin Tech II job descriptions, demonstrating proficiency in performing the assigned functions, and is at the discretion of higher-level supervisory or management staff.

Administrative Technician II – This is the journey-level class within the Administrative Technician series performing the full range of responsible and difficult clerical and technical duties of a general and specialized nature with only occasional instruction or assistance. Positions at this level require a combination of training, education, or experience in the tasks assigned and are distinguished from the Administrative Technician I level by the performance of the full range of duties as assigned, working independently, applying well-developed technical and office support knowledge, and exercising judgment and initiative. Assigned work requires the use of judgment in selecting appropriate procedures, conducting transactions with customers and the public, and solving routine and non-routine problems based on knowledge gained through experience. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are normally filled by advancement from the Administrative Technician I level.

Administrative Technician III – This is the advanced journey-level class of this series and may include lead-level responsibility for Administrative Technician I and II positions. This class is distinguished from Administrative Technician I and II by the performance of complex technical assignments or program responsibilities and works with minimal supervision. This class performs professional-level duties involving the gathering and interpretation of data/information, developing options, making recommendations, and reporting data dealing with complex problems including detailed financial analysis and budget development.

Administrative Technician IV – This is the highest level within the classification series. This class is distinguished from Administrative Technician I, II and III by the performance of complex technical assignments or program responsibilities, works with minimal supervision and may supervise personnel.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of secretarial, advanced clerical, and routine administrative and programmatic work of a general or specialized nature in support of assigned programs, divisions, or departments; relieve supervisor of administrative work including investigating and answering complaints and aiding in resolving operational and administrative problems.
2. Type, word process, format, edit, revise, proofread, and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft dictation, modified standard format, and brief verbal instructions; develop, revise, and maintain standardized and master documents; compose correspondence and other documents.
3. Screen office calls, visitors, and mail; provide information and assistance including responding to requests for information and assistance; research information related to District regulations and office policies; refer callers to the proper authority; assist the public and other District staff in interpreting and applying District policies, procedures, codes, and ordinances; may sort and distribute mail.
4. Maintain a calendar of activities, meetings, and various events for assigned staff; coordinate activities and meetings with other District departments, the public, and outside agencies; coordinate and arrange special events as assigned.
5. Verify and review materials, applications, records, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, and reports; provide information and forms to the public; collect and process appropriate information.
6. Maintain accurate and up-to-date office files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information including manual and computer logs of documents processed.
7. Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer-based tracking information and reports including assigned databases, records, and lists; create standard statistical spreadsheets; input corrections and updates; verify data for accuracy and completeness.
8. Perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records.
9. Participate with special projects as assigned; assist in planning, coordinating and implementing assigned programs and events; assist in monitoring assigned programs.

10. Participate in the collection and compilation of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports and various other documents.
11. Assist in assembling and preparing the annual budget for area of assignment; monitor expenditures against budget; prepare purchase requisitions and requests for payment.
12. Recommend improvements in workflow, procedure, and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required.
13. Ensure that all required supplies are available as needed and that the facility and equipment are in proper working order; maintain and order office supplies; prepare purchase requisitions; receive invoices and checks for accuracy; process payments.
14. Operate a variety of office equipment including a computer, copier, facsimile machine, and adding machine.
15. Utilize various computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software.
16. As assigned, arrange and coordinate meetings; assist in preparing and distributing agenda packets and correspondence; attend meetings and take, transcribe, and assure proper distribution of minutes and verbatim transcripts.
17. May provide lead supervision to lower-level clerical staff; review work for accuracy and completeness.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job or be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

- Organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and basic report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Basic accounting principles and practices.
- Basic principles and practices of budget preparation and administration.
- Methods and techniques of proper phone etiquette.
- Basic Mathematical arithmetic principles.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.

Ability to:

- Perform a variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data accurately at net 50 words per minute.
- Interpret and apply applicable federal, state, and local laws, codes, regulations, and procedures.
- Participate in researching, compiling, analyzing, and interpreting data.
- Participate in the preparation of a variety of administrative and financial reports.
- Establish and maintain a variety of specialized files and records.
- Independently prepare correspondence and memoranda from brief instructions.
- Perform routine mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, and other agencies.
- Utilize public relations techniques in responding to inquiries and complaints.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES**Administrative Technician I**Education/Training:

High school diploma or equivalent. Additional specialized or college-level course work in secretarial science, office procedures, business administration, or a related field is desirable.

Experience and Requirements:

One year of responsible clerical, secretarial, and office administrative support experience is desirable.

Valid California Class C driver's license. Must maintain satisfactory DMV record and ability to maintain insurability.

Administrative Technician II

Education/Training:

High school diploma or equivalent. Additional specialized or college-level course work in secretarial science, office procedures, business administration, or a related field is desirable.

Experience:

Three years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to an Administrative Technician I.

Valid California Class C driver's license. Must maintain satisfactory DMV record and ability to maintain insurability.

Administrative Technician III

Education/Training:

High school diploma or equivalent. Additional specialized or college-level course work in secretarial science, office procedures, business administration, or a related field is desirable.

Experience and Requirements:

Five years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to an Administrative Technician II.

Administrative Technician IV

Education/Training:

High school diploma or equivalent. Additional specialized or college-level course work in secretarial science, office procedures, business administration, or a related field is desirable.

Experience and Requirements:

Five years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to an Administrative Technician III.

Valid California Class C driver's license. Must maintain satisfactory DMV record and ability to maintain insurability.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environment: Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions. The noise level in the work environment is quiet to moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

Positions in this class typically require: Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

FLSA: Non-Exempt

Adopted:

Revised:

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short-term basis to provide job enrichment opportunities or to address emergency situations.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.F.**

FROM: Matthew McElhenie, General Manager
Denise Fritz, Administrative Department Manager
Haley Dodson, Administrative Analyst

Meeting Date: July 20, 2023

Subject: Consideration of Approval of an Agreement for Consultant Services with Complete Paperless Solutions, LLC and to Authorize General Manager to Execute the Agreement

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider approval of an Agreement for Consultant Services with Complete Paperless Solutions, LLC for Laserfiche support and authorizing the General Manager to execute the agreement.

FISCAL IMPACT:

Moving Laserfiche services from CDI to Complete Paperless Solutions, LLC costs \$14,380.00. This includes software licensing, Laserfiche Cloud Professional DocuSign integration, the configuration of DocuSign integration, unlimited remote training, and ongoing maintenance and support. This is budgeted in the FY 23/24 Budget. The ongoing expense for using the software is \$6,990.00 annually and will be included in the District's operating budget for FY 23/24 and beyond.

DISCUSSION:

There are currently paper documents residing within the District, many of which are significant historically or legally and are required to be preserved. In addition, the regular flow of documents is substantial, from registration forms to monthly Board materials to payroll and Human Resources documents, all of which have unique retention requirements and varying confidentiality restrictions. Staff began exploring the possibility of acquiring content management software to address these varying needs in the summer of 2019 and determined that Laserfiche was the best fit for the District's needs. Staff met with a representative of Laserfiche several times to see demonstrations of the software and discuss how it would fit the District's requirements, and hired CDI for Laserfiche services through June 30, 2023. In anticipation of that contract ending in June, staff began the competitive bid process and received two proposals; both were the same amount, but Complete Paperless Solutions includes increased access and unlimited remote training. Staff is requesting to move Laserfiche services from CDI to Complete Paperless Solutions to have increased access to Laserfiche services and unlimited remote training.

Laserfiche will enable the District to digitize historical documents and preserve them. Additionally, they will be quickly and readily available to the public through a District website

portal. Board materials, financial information, and other documents that provide vital District transparency to the public will also be correctly indexed and available to staff and the public with a simple computer search. This will save hours of staff time and enable the District to serve the public more efficiently and with greater transparency. Laserfiche will also allow the District to set up electronic forms for things like Cambria Veterans' Memorial Hall rentals, agreements, and forms, eliminating or significantly reducing paper accumulation and waste. Combined with Laserfiche's workflow system, forms will be automatically routed to the appropriate designated signers; work efficiency will improve, and the audit trail will provide historical data on the District's processes. As part of the agreement, Laserfiche will work with staff to set up metadata, filing workflows, retention schedules, and naming conventions specific to Human Resources records. Automating retention schedules keeps the District's records up to date and in compliance with State legal retention requirements.

Staff recommends that the Board of Directors approve an Agreement for Consultant Services with Complete Paperless Solutions, LLC for Laserfiche support and authorize the General Manager to execute the Agreement.

Attachment: Agreement for Consultant Services

AGREEMENT FOR CONSULTANT SERVICES

This AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of July 20, 2023, between **COMPLETE PAPERLESS SOLUTIONS, LLC**, a California Corporation (“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 July 20, 2023 and shall remain and continue in effect until June 30, 2026, unless sooner terminated pursuant to the provisions of this Agreement (“the Term”).

2. SERVICES

Consultant shall perform the tasks described and comply with all terms and provisions set forth in the Laserfiche Document Management Proposal dated June 27, 2023 (“Proposal”), attached hereto as Exhibit “A,” and incorporated herein by this reference.

3. PERFORMANCE

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

4. AGREEMENT ADMINISTRATION

District’s General Manager, Matthew McElhenie, shall represent District in all matters pertaining to the administration of this Agreement. Consultant’s Vice President of Sales, Jamie Dunn, 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 “B,” attached hereto and incorporated herein by this reference, in monthly progress payments based on time spent on each task.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

(a) Notwithstanding any language in this Agreement to the contrary, the District may at any time, for any reason, with or without cause, suspend or terminate

this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the District suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

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

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

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

- (a) Bankruptcy or insolvency of any party;
- (b) Sale of Consultant's business (defined as a sale of substantially all of Consultant's assets or a cumulative sale or transfer of more than 50% of the corporate shares of Consultant);
- (c) Assignment of this Agreement by Consultant, or the Consultant's subcontracting, to a third party, of any of the services to be provided to the District by the Consultant under this Agreement, without the prior written consent of District; or
- (d) End of the Agreement Term specified in Section 1.

8. **DEFAULT OF CONSULTANT**

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

(b) If the District Manager or his/her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the District shall have the right,

notwithstanding any other provision of this Agreement to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

9. **LAWS TO BE OBSERVED.** Throughout the Term of this Agreement Consultant shall:

(a) Procure and maintain 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 and in compliance with all federal, State and local statutes and 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, and/or the providing of the services rendered under this Agreement; and

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

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

10. **OWNERSHIP OF DOCUMENTS**

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

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the District and may be used, reused, or otherwise disposed of by the District without the

permission of the Consultant. With respect to computer files, Consultant shall make available to the District, at the Consultant's office and upon reasonable written request by the District, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

11. **INDEMNIFICATION**

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

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

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

(d) Indemnification for Design Professional Services. Notwithstanding anything herein to the contrary, to the fullest extent permitted by law for all design professional services arising under this Agreement, Consultant shall indemnify, protect, defend and hold harmless District and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs

and expenses, including attorney's fees and costs which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

12. **INSURANCE**

Consultant shall maintain prior to the beginning of and for the duration of the Term of this Agreement insurance coverage as specified in Exhibit "C," 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

services provided under this Agreement 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 and/or services provided under this Agreement.

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

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

(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:	Matthew McElhenie, General Manager Cambria Community Services District PO Box 65 Cambria, CA 93428
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With a Concurrent Copy to: Timothy J. Carmel
Carmel & Naccasha, LLP
694 Santa Rosa Street
San Luis Obispo, CA 93401

To Consultant: Complete Paperless Solutions, LLC
5130 East La Palma Avenue, #206
Anaheim, CA 92807

18. **ASSIGNMENT**

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

19. **GOVERNING LAW; VENUE**

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 Court of the State of California in the County of San Luis Obispo.

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 any of the terms of the Proposal conflict with the terms of 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 a writing executed by the parties to this Agreement and shall be made only with the mutual written consent of all of the parties to this Agreement.

25. **AUTHORITY TO EXECUTE THIS AGREEMENT**

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

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

**CAMBRIA COMMUNITY SERVICES
DISTRICT**

Complete Paperless Solutions, LLC

By: _____
Matthew McElhenie, General Manager

By: _____
Jamie Dunn, Vice President of Sales

ATTEST:

Haley Dodson, Administrative Analyst

Approved As To Form:

Timothy Carmel, District Counsel

EXHIBIT A
CONSULTANT'S PROPOSAL

EXHIBIT B

FEES

EXHIBIT C

INSURANCE REQUIREMENTS

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

Consultant shall provide the following types and amounts of insurance:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



BY: Complete Paperless Solutions (CPS)

6/27/2023

Laserfiche Document Management Proposal



Laserfiche
Premier Partner



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Ongoing Maintenance and Support 7



866-661-2425

sales@cps247.com

www.cps247.com



INTRODUCTION LETTER

June 27th, 2023

Denise,

Complete Paperless Solutions, LLC (CPS), is located in Anaheim, CA and is a **Platinum Certified Solution Provider (SP)** of the award-winning Laserfiche™ Enterprise Content Management solution as well as a respected systems integrator and consultancy. The CPS staff focuses its business on helping California Municipalities meet the challenge of providing a great public service to your citizens while working in a high-demand, electronic records-intensive environment. Our customer-centric business model promotes long-term relationships stemming from excellent service, fair pricing and good old-fashioned know how. **CPS has the highest ratio of support engineers per customer in California compared to all other Laserfiche resellers.** CPS is also a proud sponsor of **MISAC, CCUG, CLEARs, CLETS and CCAC.**

Our Corporate Office is located in Anaheim, CA, with 2 satellite offices located in Vista, CA and Temecula, CA. These offices are led by our CFO, Claude Schott, and me, as the VP of Sales. I am confident that it is well-suited to aid the Cambria CSD with our support and professional services team that has been representing Laserfiche™ since 1996. CPS's business model is based on the deployment, customization, and support of Laserfiche rather than the "deploy and depart" model of some resellers.

CPS is an **Employee-Owned Company**, so we all have the highest level of interest to make sure you are thrilled with your experience from the very beginning and each day after. Every single one of our technical staff members have **minimally 20+ years of direct Laserfiche experience** dealing with organizations of your caliber. You will not have to experience the pain of working with staff who are just getting started with Laserfiche Support and may be learning while on the call with you trying to figure something out. Every single technician at CPS is a master at their craft and are filled with a vast amount of knowledge readily available to put to great use. We are proud of our [Customer Choice Award](#) which is given out to only one Laserfiche Reseller in the world that has the highest retention of clients and with highest customer satisfaction ratings as well. Lastly, we are also recognized as a [Laserfiche Premier Partner](#) by continuing rigorous testing on the product and by submitting proof of client service excellence.

We would be pleased to discuss any aspect of this proposal and to provide additional information related to our proposed solution or ability to deliver. We look forward to your positive review of this proposal and to answering any questions that may arise.

Sincerely,

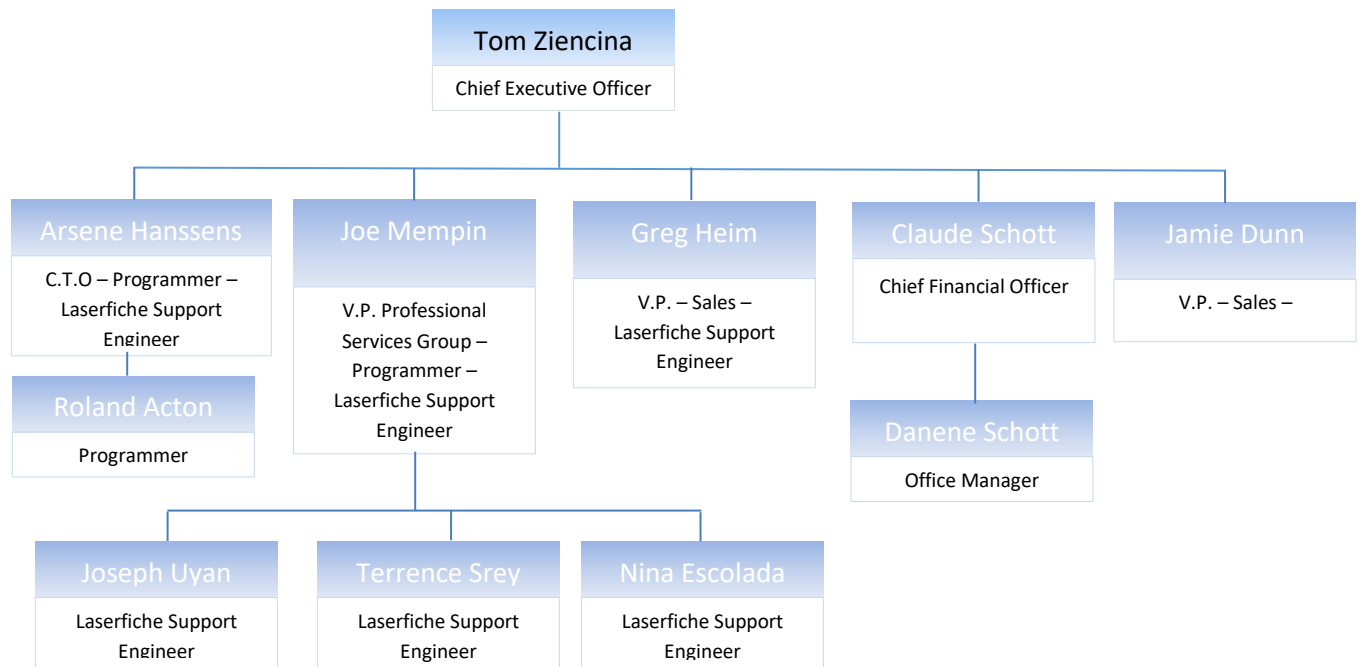
Jamie Dunn

Vice President of Sales

Cell: 760-419-3446

Email: jdunn@cps247.com

ORGANIZATION CHART AND SCHEDULE



CPS's Professional Services team lead by Joseph Mempin will assist Cambria CSD.

Joe Mempin: Manager of Professional Services Group (PSG) – Certified Laserfiche Professional

Over fifteen (15) years of software programming and Laserfiche experience, including integrations and customizations of client software systems, legacy programs, and Laserfiche. Mr. Mempin has been managing the CPS team for the past ten (10) years. Previously he spent five (5) years developing application systems for Allgeier Computer (previous Laserfiche VAR).

CPS's Development team lead by Arsene Hanssens will assist Cambria CSD.

Arsene Hanssens: Chief Technical Officer – Certified Laserfiche Professional

Arsene and his team are responsible for integrations, customizations, and software development. Arsene joined the CPS team in 2006 but has been working with CPS since 2001. Arsene has Electronic Content Management System (ECMS) programming experience since 1980. Arsene worked with the development of one of the very first document page scanners "Copiscan" which was then purchased by Bell & Howell in 1985.

Our projects are managed with a focus on over preparation. Our implementations always start with a project plan and a preview of the implementation. We provide a pre-Statement of Work step which will accomplish the following:

1. Provide documentation on how we intend to implement the system. This will give stakeholders and end users a starting point conceptually and visually.
2. Provide a training preview. Seeing the system in action makes for better decisions.
3. Part of the project plan is a breakdown of the folder structure and naming convention of existing shared drives. This will provide insight to see if any information can be used for metadata when documents are converted into Laserfiche.

The outcome of steps 1 through 3 are the building blocks for our true Statement of Work. All modified and contended items use the following rules:

- CPS Project Manager will document the issue as soon as a change which impacts project scope, schedule, staffing, or spending is identified.
- The CPS Project Manager will review the change and determine the associated impact to the project and will forward the issue, along with recommendation, to all interested parties for review and discussion.
- If required due to lack of consensus, the Project Sponsor shall review the issue(s) and render a final decision on the approval or denial of a change.
- Following an approval or denial, the CPS Project Manager will notify the original requestor of the action taken.

Finally, after some discussion regarding steps 1 through 3, we provide a Statement of Work. Our Statements of Work always come with a Warranty Period. During this warranty period we provide free modifications (which are considered in scope for the Statement of Work), break-fixes, and minor requests (out of scope). The warranty period also guarantees response times for issues encountered during the warranty period. Response times are usually 1 hour for business days and 4 hours for non-business days.

TRAINING

CPS has a reputation for meeting you where YOU are when it comes to training. Beginner, we got you, Expert, we can help you deepen your skillset. We'll record the training to document it so that you can refer back. And we don't just train the IT staff, we'll all staff are well-versed in Laserfiche. While we're happy to build workflows and forms for you, we can train you to do that also.

Training can be performed on-premises or remotely. Training will be done prior, during and after implementation. You will see in our chart below that taking advantage of our VIP Support option allows for unlimited training which many of our clients greatly enjoy.

CPS also has an entire webpage dedicating to training resources which is available online 24/7 and can be found at <https://www.cps247.com/bpm>. We are constantly updating and refining our training materials on this page as new features and requests come in.

SYS CHECK

Every organization that transitions to CPS for their Laserfiche Support will receive a complimentary Sys Check. CPS's Sys Check brings organization and systemic health to your Laserfiche installation with professional recommendations for:

- Folder structure organization
- Increased security
- Document and folder naming convention consistency
- Template/Field data consistency
- Control of large unmanageable volumes
- Excess number of templates
- Insufficient disk space

Identifying system weaknesses and shortcomings will improve your process, taking pressure off your operations budget.

Every Sys Check consultation culminates with the delivery of a detailed recommendations report on your environment with best practices recommendations for system design, system utilization and overall functionality.

SOFTWARE PRICING

Description	Quantity	Public Price
Laserfiche Cloud Professional Users	3	\$2,490.00
Laserfiche Cloud Participant Users	10	\$1,200.00
Laserfiche Cloud Forms Portal 1,000 Views/Month	1	\$1,800.00
CPS Unlimited Remote Training	1	Included
Total		\$5,490.00

Optional Products

Description	Quantity	Public Price
Laserfiche Cloud Professional DocuSign Integration	1	\$300.00
Configuration of DocuSign Integration	1	\$1,600.00
Total		\$1,900.00

ONGOING MAINTENANCE AND SUPPORT

CPS offers 3 different levels of ongoing support and maintenance which is explained below.

	Basic	Priority	VIP
Laserfiche Cloud Professional	Included (\$5,490.00)	\$6,990.00	\$8,490.00

Customers will receive unlimited telephone technical support and software updates automatically with a cloud system. Technical support includes unlimited email, telephone and remote access to address problems related to system configuration or performance. While guaranteed response times are dictated by the terms of the support agreement, most support calls are taken live and resolved within a single call.

All support calls are logged in a case management system and assigned priority and severity levels that will be escalated (if necessary) to the development team and what lengths are necessary to address them such as providing hotfixes or point releases of the software. All customers are granted access to the Laserfiche Support Site where an abundance of knowledgebase documents can be used to support your internal IT team and Laserfiche users.

Note: Ninety-five (95) percent of support issues taken by our team have “*First Call*” resolution and are usually resolved within one hour.

i. Support Contact Information

- Support services are provided directly by CPS
- Our toll-free support number: 866-661-2425
- Non-emergency support calls can be directed to (support@cps247.com) or via our website (<http://www.cps247.com/Support/SubmitTicket.aspx>)

ii. Basic Support Level

- Monday to Friday during normal business hours from 8:00AM to 5:00PM PST
- Next business day guaranteed response time
- Unlimited Access to CPS Webinars
- Quarterly Newsletter

iii. Priority Support Level

- Monday to Friday during normal business hours from 7:00AM to 6:00PM PST.
- 2 hours guaranteed response time
- Free remote upgrades
- Dedicated engineer

iv. CPS VIP Support Level

To create the least amount of burden on the IT staff, and to optimize the benefits of your Laserfiche software we recommend our VIP support package. Our VIP program offers the following:

- Monday to Friday during normal business hours from 7:00AM to 6:00PM PST.
- 2 hours guaranteed response time
- Free onsite upgrades
- A dedicated support engineer will serve as the primary contact for Laserfiche
- support through a direct telephone line.
- Unlimited onsite training
- Next day onsite support guaranteed if remote issue non-resolved
- Unlimited onsite support
- Preventive Maintenance: 2 on-site visits per year to ensure optimum system functionality
- Preferred pricing on specific integration and development projects
- Free enrollment to the Laserfiche Conference (unlimited access)
- No travel cost

Development Work (configuration and customization)

Description	Basic Support/Hr.	Priority Support/Hr.	VIP Support/Hr
Workflow/eForm Design	\$225.00	\$200.00	\$175.00
Development – Conversion	\$275.00	\$250.00	\$225.00
Any other professional services	\$225.00	\$200.00	\$125.00

Customer Training

Description	Basic Support	Priority Support	VIP Support
Training	\$200.00	\$175.00	Free - Unlimited

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 20, 2023Subject: Discussion and Consideration to
Request the Chairs of the Resources &
Infrastructure and Finance Committees
Meet to Update the Capital
Improvement Project (CIP) List

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider directing the Resources & Infrastructure and Finance Committees Chairs to review and update the Capital Improvement Project (CIP) list.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board President requested that staff add this item to a future agenda to request that Resources & Infrastructure Committee Chair Dean and Finance Committee Chair Gray review and update the District's Capital Improvement Project (CIP) list.

Attachment: Capital Improvement Project (CIP) List

	B	C	D	E
1	General Fund CIP (FY 23/24 Revised 05/31/23)			
2	General Fund Projects	Ranking	FY Project Cost	10-Yr Cost
3	Administration Department Projects			
4	Replace District Car	3	\$ -	\$ 30,000
5				
6		Subtotal	\$ -	\$ 30,000
7	Facilities & Resources/PROS Projects			
8	Electric Vehicle Charging Station (East Village Parking Lot)	1	\$ -	\$ 17,000
9	Skate Park Improvements	1	\$ -	\$ 1,200,000
10	Restroom Facilities @ Fiscalini Ranch Preserve	1	\$ -	\$ 371,480
11	Replace Dump Trailer	1	\$ -	\$ 15,000
12	Replace 2012 F-350	1	\$ -	\$ 45,000
13	New Office Space and Shop Space	1	\$ -	\$ 500,000
14	Replace Wood Chipper	1	\$ -	\$ 70,000
15	Vets Hall Sewer Line	1	\$ -	\$ 40,000
16	Vets Hall Electrical Emergency (Generator & Equipment)	1	\$ -	\$ 80,000
17	Vets Hall Water Line	2	\$ -	\$ 10,000
18	Re-Roof - Entire Vets Hall Building	1	\$ -	\$ 55,000
19	Vets Hall Kitchen Improvements (Replace cabinets, countertops, sinks)	3	\$ -	\$ 20,000
20	Vets Hall Restroom Improvements (Replace particians, countertops, sinks & flooring)	3	\$ -	\$ 17,500
21		Subtotal	\$ -	\$ 2,440,980
22	Fire Department Projects			
23	Radio System Upgrade Phase 2	1	\$ -	\$ 68,000
24	Fire Marshal Vehicle (pending approval for a Fire Marshal Position)	1	\$ -	\$ 71,000
25	Fire Station Dry Rot repair/Rain Gutter Repair/Paint	1	\$ -	\$ 40,000
26	Fire Station Turnout lockers and storage room	1	\$ -	\$ 45,000
27	Ballistic Vests for Active Shooter response	1	\$ -	\$ 15,000
28	Fire Station Sleeping Quarters Addition	1	\$ -	\$ 450,000
29	Fire Department Metal Building (Apparatus Bays/Storage/and Gym Relocation)	1	\$ -	\$ 220,000
30	Replace Water Tender (21 Year old)	1	\$ -	\$ 600,000
31	Fire Apparatus Rust Repair and Paint	1	\$ -	\$ 35,000
32	Sattelite Phones	1	\$ -	\$ 6,000
33	Fire Hose and Nozzles	1	\$ -	\$ 32,000
34	Fire Station Bathrooms Remodel x3	2	\$ -	\$ 45,000
35	Fire Training Building	2	\$ -	\$ 475,000
36	Replace old rescue boat with Rescue ski	2	\$ -	\$ 21,000
37	4 Gas Detector	2	\$ -	\$ 5,000
38	Fire Station Computers upgrades	2	\$ -	\$ 6,000
39	Fire Department Gate and Fencing	2	\$ -	\$ 40,000
40	Fire Station Kitchen Remodel	2	\$ -	\$ 70,000
41	Fuel Station Computer Replacement	2	\$ -	\$ 7,000
42	CERT Team Response Vehicle	3	\$ -	\$ 40,000
43	Refurbish Antique Fire Engine	3	\$ -	\$ 30,000
44	Replace Rescue Boat	3	\$ -	\$ 14,000
45		Subtotal	\$ -	\$ 2,335,000
46			GRAND TOTAL	\$ 4,805,980
47			Priority 1 Total	\$ 3,975,480
48			Priority 2 Total	\$ 679,000
49			Priority 3 Total	\$ 151,500
50			Priority 4 Total	\$ -
51				\$ -

	B	C	D	E
1	General Fund CIP (FY 23/24 Revised 05/31/23)			
2	General Fund Projects	Ranking	FY Project Cost	10-Yr Cost
52	Completed Projects	Ranking	FY Project Cost	10-Yr Cost
53	Tyler InCode	1		\$ 76,050
54	F350 Truck - Replace 1999 F150 Truck	1	\$ -	\$ 40,000
55	Electric Vehicle Charging Station (Vets Hall)	1	\$ 11,267	\$ 22,272
56	Re-Roof - Vets Hall American Legion Kitchen Area	1	\$ -	\$ -

	A	C	D	E
1	Water CIP (FY 23/24 Revised 5/28/23)			
2		Ranking	FY Project Cost	10-Yr Cost
3	Water Distribution System Projects			
4	Advanced Metering Infrastructure (AMI)	1	\$ -	\$ 2,220,000
5	Meter install	1	\$ -	\$ 597,000
6	Design and Permitting for SSWF Transmission Main at State Park Wetlands	1	\$ -	\$ 200,000
7	San Simeon Well Field Transmission Main at State Park Wetlands	1	\$ -	\$ 5,000,000
8	SR4 Generator	1	\$ -	\$ 80,000
9	Piney Way Erosion Control - Design, Permitting and Relocation	3	\$ -	\$ 20,000
10	Well site pump replacements	3	\$ -	\$ 532,141
11	Vault upgrades (Rodeo Grounds, Charing, and Windsor)	1	\$ -	\$ 60,000
12	District Metered Areas (Phased - Design and Permitting, Implementation cost TBD)	2	\$ -	\$ 150,000
13	Cover for Sheltering of Equipment @ Plant (50%)	1	\$ -	\$ 15,000
14	Modular Office Building @ Plant	2	\$ -	\$ 10,000
15	Upgrading undersized water mains	3	\$ -	\$ 130,000
16	Pine Knolls - Iva Court zone 1 pipeline expansion	4	.	\$ 165,000
17	Demo Van Gordon House (Water Portion)	3	\$ -	\$ 50,000
18		Subtotal	\$ -	\$ 9,229,141
19	Tank & Booster Pump Station Projects			
20	Stuart Street Tank Rehabilitation	1	\$ -	\$ 550,000
21	Electrical transfer switch and conduit to well SS-3	1	\$ -	\$ 25,000
22	SCADA System - Phased Upgrades (Phase III-Alarms, Flow Data, Monitoring Wells)	2	\$ -	\$ 225,000
23	Rodeo Grounds Pump Station Replacement (aka Zone 2 Booster pump station)	1	\$ -	\$ 2,200,000
24	Rodeo Grounds booster A pump	2	\$ -	\$ 25,000
25	Stuart Street and Leimert Booster Pump Replacement	3	\$ -	\$ 500,000
26	Third Stuart Street Tank Installation	4	\$ -	\$ 600,000
27		Subtotal	\$ -	\$ 4,125,000
28	Vehicles and Trailer-Mounted Equipment			
29	Replacement 2005 F-150 Truck with F-250 (for towing Ditch Witch)	1	\$ -	\$ 35,000
30	Truck Replacement Program (annual cost to build reserves)	3	\$ -	\$ 55,000
31	Dump trailer for storing and hauling spoils from road repairs	3	\$ -	\$ 15,000
32		Subtotal	\$ -	\$ 105,000
33	Programs and Plans			
34	Hydraulic System Model Update	2	\$ -	\$ 75,000
35	Asset Management Plan	2	\$ -	\$ 25,000
36	Water Master Plan Amendment	3	\$ -	\$ 35,000
37	Source Water Assessment	1	\$ -	\$ 10,000
38	Service line inventory	1	\$ -	\$ 10,000
39	Database for water conservation program/tracking with parcel links & APN file conversion	3	\$ -	\$ 10,000
40		Subtotal	\$ -	\$ 165,000
41				
42		GRAND TOTAL	\$ 13,624,141	
43				
44		Priority 1 Total	\$ 8,787,000	
45		Priority 2 Total	\$ 2,650,000	
46		Priority 3 Total	\$ 2,022,141	
47		Priority 4 Total	\$ 165,000	
48				
49	Completed Projects	Ranking	FY Project Cost	10-Yr Cost
50	Pressure Zone 2 to Zone 7 transmission main replacement @ SR Creek pedestrian bridge	1	\$ -	\$ 215,527
51	SR4 submersible pump replacement			\$ 50,338
52	SS2 Electrical Panel Upgrade			\$ 25,000
53	SCADA System - Phase I and II Upgrades			\$ 99,371
54	Replacement Dump Truck		\$ -	\$ 74,871
55	Trailer-Mounted Air Compressor		\$ -	\$ 22,557
56	Trailer-Mounted Vacuum Extractor		\$ -	\$ 46,169
57	San Simeon well field generator replacement		\$ -	\$ 50,449
58				

	A	C	D	E
59	SWF CIP (FY 23/24 Revised 05/28/23)			
60		Ranking	FY Project Cost	10 yr Cost
61	Permitting & Planning			
62	Groundwater modeling and consulting for CDP	1	\$ -	\$ 250,000
63	EIR consulting (follow up agency discussions to support the SWF's Regular CDP)	1	\$ -	\$ 28,609
64	Section 7 ESA consulting, annual AMP report, & AMP update	1	\$ -	\$ 100,000
65		Subtotal	\$ -	\$ 128,609
66	Interim, short-term SWF Modifications			
67	Brine Tank Secondary Containment, Grading, Rock	1	\$ -	\$ 20,000
68		Subtotal	\$ -	\$ 20,000
69	Advanced Water Treatment Plant			
70	Membrane and Filter Replacement Program (annual cost to build reserves)		\$ -	\$ 30,000
71	Replace CIP Tank (leaking)		\$ -	\$ 15,000
72	Replace discontinued chemical pumps	2		\$ 30,000
73	Replace chemical storage tank (leaking)		\$ -	\$ 10,000
74	Replace Trojan UV bulbs and ballasts	2	\$ -	\$ 40,000
75	Miscellaneous instrumentation / monitoring upgrades	2	\$ -	\$ 25,000
76		Subtotal	\$ -	\$ 150,000
77	Long-Term Improvement Modifications			
78	Consulting assistance for coordination with Army Corps on WRDA grant (meetings, redefine work plan, &	1	\$ -	\$ 40,000
79	Future permanent mods at WRF for trailer fill station [transfer tanks, piping, & spill containment/loading pad]	2	\$ -	\$ 200,000
80	AWTP pull-barn style covers for outdoor equipment & control panels (1,2)	2	\$ -	\$ 50,000
81	Sems, Hach WIMS, or custom programmer for logging/reporting software and tablets	3	\$ -	\$ 25,000
82	Installation of remote sensing instrumentation at SS creek (needs ROE agreement with State Parks)	3	\$ -	\$ 10,000
83	Solar Array System	3	\$ -	\$ 375,000
84		Subtotal	\$ -	\$ 700,000
85				
86			GRAND TOTAL	\$ 998,609
87				
88			Priority 1 Total	\$ 188,609
89			Priority 2 Total	\$ 275,000
90			Priority 3 Total	\$ 410,000
91			Priority 4 Total	-
92				
93	Completed Projects	Ranking	FY Project Cost	10 yr Cost
94	Filters / membrane replacements and build reserves for future		\$ -	\$ 59,639
95	Short-term flood damage mitigation		\$ -	\$ 12,566
96	Hauling of last 18" of water and cleaning impoundment		\$ -	\$ 94,515
97	Urban Water Management Plan - CDP Portion		\$ 1	\$ -
98	Groundwater modeling/piezometer installation/monitoring		\$ 1	\$ -

	A	B	C	D
1	Wastewater CIP (FY 23/24 Revised 5/28/23)			
2	Wastewater Projects	Ranking	FY Project Cost	10-Yr Cost
3	Report)			
4	Investment Grade Audit (30% Design for all ECMs)	1	\$ -	\$ 528,404
5	(ECM 1) Influent Flow Equalization	1	\$ -	\$ 1,534,421
6	(ECM 2) Influent Lift Station	1	\$ -	\$ 18,261
7	(ECM 3) Modified Ludzak-Ettinger Process Upgrade	1	\$ -	\$ 1,223,778
8	(ECM 4) Blower Improvements	1	\$ -	\$ 258,372
9	(ECM 5) RAS and WAS Pumping Improvements	1	\$ -	\$ 637,716
10	(ECM 7) Electrical Upgrades	1	\$ -	\$ 293,783
11	(ECM 8) Backup Power	1	\$ -	\$ 423,327
12	(ECM 9) SCADA System	1	\$ -	\$ 551,012
13	(ECM 10) Secondary Water System (3W) Improvements	1	\$ -	\$ 318,202
14	Pads for electrical ECMs	1	\$ -	\$ 313,893
15	Final Design	1	\$ -	\$ 308,394
16	Project Duration/General Condition Costs	1	\$ -	\$ 1,117,904
17	(ECM 11) Effluent Pump Station Improvements	2	\$ -	\$ 374,580
18	(ECM 12) Sewer Lift Stations	1	\$ -	\$ 2,128,564
19	(ECM 6) Sludge Thickening	2	\$ -	\$ 1,393,341
20	(ECM 2) Influent Lift Station Modifications	2	\$ -	\$ 2,110,000
21	Tertiary Treatment	4	\$ -	\$ 889,436
22	Storm Drain	2	\$ -	\$ 130,521
23	Demolish Old Tanks	2	\$ -	\$ 567,815
24			\$ -	\$ 15,121,724
25	Treatment Plant Projects			
26	PFAS Treatment (Design Phase)	2	\$ -	\$ 50,000
27	Security Improvements	1	\$ -	\$ 15,000
28	Van Gordon House Demolition (Split with Water)	2	\$ -	\$ 50,000
29	Redundant Blower for Plant	3	\$ -	\$ 400,000
30	New polymer skid for sludge press	1	\$ -	\$ 50,000
31	Repaint the handrails on the digester	4	\$ -	\$ 30,000
32	Walkway Grating on Digester Tanks	1	\$ -	\$ 30,000
33	Cargo Box for Storage	1	\$ -	\$ 10,000
34	Clarifier Improvements			
35	Eastern clarifier - Replace chain drive	1	\$ -	\$ 40,000
36	Eastern clarifier - Replace drive unit's metallic hubs with non-corrosive hubs	1	\$ -	\$ 35,000
37	Eastern clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2	\$ -	\$ 40,000
38	Western clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2	\$ -	\$ 40,000
39	Cover for Sheltering of Equipment @ Plant (50%)	2	\$ -	\$ 15,000
40	Secondary Water System	1	\$ -	\$ 4,100
41	Blower Replacement	1	\$ -	\$ 9,200
42			\$ -	\$ 818,300

	A	B	C	D
1	Wastewater CIP (FY 23/24 Revised 5/28/23)			
2	Wastewater Projects	Ranking	FY Project Cost	10-Yr Cost
43	Collection System Projects			
44	Lift Station A (Nottingham & Leighton/Park Hill)			
45	New Submersible Pumps, MCC, Bypass Piping, Control Panel at Grade Elevation	1	\$ -	\$ 490,000
46	Lift Station A-1 (Sherwood & Harvey/Marine Terrace)			
47	New Submersible Pumps, Bypass Piping	1	\$ -	\$ 265,000
48	Lift Station B - (SR Creek/Behind Park Hill)			
49	New Control Panel, Generator, Wet Well, Submersible Pumps, and Valve Vault	3	\$ -	\$ 435,000
50	Engineering for gravity replacement of lift station B-1	1		\$ 100,000
51	Lift Station B-1 (Burton Dr at Tin City)			
52	Convert to gravity flow	1	\$ -	\$ 600,000
53	Lift Station B-2 (Wood Dr./E. Lodge Hill)			
54	New Control Panel at Grade Elevation	1	\$ -	\$ 425,000
55	Lift Station B-3 (Green St./W. Lodge Hill)			
56	New Control Panel	1	\$ -	\$ 125,000
57	New Submersible Pumps, MCC, Bypass Piping	3	\$ -	\$ 250,000
58	Lift Station 4 and 8			
59	Replace Pumps	1	\$ -	\$ 200,000
60	Phased Manhole and Sewer Main Replacement	2	\$ -	\$ 1,000,000
61	New generators at LS 4, 8	2		\$ 5,000
62	Push camera	2		\$ 35,000
63	Portable Generator	2	\$ -	\$ 65,000
64	Asset Management Software	2	\$ -	\$ 10,000
65	Engineering for effluent line	2	\$ -	\$ 100,000
66	Reroute effluent line around State Parks	2	\$ -	\$ 2,500,000
67	Bioremediation to the collection system for grease control.	1	\$ -	\$ 10,000
68			\$ -	\$ 6,615,000
69				
70	Replace 2005 F250	3	\$ -	\$ 65,000
72				\$ 22,620,024
74			Priority 1 Total	\$ 2,258,300
75			Priority 2 Total	\$ 3,820,000
76			Priority 3 Total	\$ 1,180,000
77			Priority 4 Total	
78			SST Total	\$ 15,121,724
80		Ranking	FY Project Cost	10-Yr Cost
81	Replacement of 1999 John Deere Loader and Backhoe Tractor		-	\$ 75,000.00
82	Replace Tractor		-	\$ 40,000
83	Replace Van - Transport of Sewer Video Camera System		-	\$ 55,000
84	Replace F150		-	\$ 30,000
85	Pearpoint or equal TV inspection camera (removed cost from mid year total to meet reduced funding balance, 11/20/2018.)		-	\$ 75,000
86	F-350 Service Truck with Crane Body		-	\$ 57,040
87	Vactor truck - replace with new \$430K truck that meets emssion requirements (7 yr loan @ 4.5%)			\$ 518,000
88	Replacement Rack Truck (F-150)		-	\$ 24,193
89	Influent screen, support platform design, & installation		-	\$ 164,509
90	Lift Station A-1 MCC, SCADA Improvements		-	\$ 45,000

- Development of an Instream Flow Study Plan for San Simeon Creek that meets the standards of the CDFW to identify instream flow criteria.
- Mobilization of a Technical Advisory Committee (TAC) consisting of qualified staff from California State Parks, California Coastal Commission, CDFW, County of San Luis Obispo, and the Upper Salinas Las Tablas Resource Conservation District. Other agencies not listed here may also be invited to participate.
- Assistance and guidance to District staff in researching and completing applications to applicable grant and financing opportunities to supplement the project budget.
- Preparation of a technical report summarizing the results of the Instream Flow Study (IFS) that will include a monitoring plan for long-term sustainable environmental stewardship.

After a more than yearlong effort: the data collection, analysis, TAC coordination, and review were completed but still need to be finalized. Though staff employed a pragmatic approach to separate the Instream Flow Study as a two-task approach, the timetable of the two efforts merged and made it feasible to combine them as one Instream Flow Study. Both the County of San Luis Obispo (SLO) and the Coastal Commission staff agree to this approach.

During the review process, both Coastal Commission and County of SLO staff have expressed concerns about the effects of Van Gordon Creek and its relation to WRF operations. Since these concerns were not included in the original scope of work (dated June 1, 2021), the proposal for this work is now brought before you today for discussion and consideration. Should this new scope be approved, the additional work will be performed, included in the study, and reviewed by the TAC. After review and comments are received for the added portion, the completed Instream Flow Study will be presented to the Board of Directors and available for public comment. After all appropriate comments are incorporated, the Instream Flow Study will be finalized. The results of the Instream Flow Study will provide the District and its partner resource agencies with the information necessary to manage instream flows to maintain healthy conditions for coastal resources dependent on the watershed and will be made available to inform the CDP process for the WRF.

The proposal (Attachment 1 Exhibit A) discusses the additional work plan and schedule. The effort will take about five months to complete.

Staff recommends the Board approve the Amendment to Agreement for Consultant Services with Stillwater Sciences for the expanded scope of work for the San Simeon Creek Instream Flow Study and adopt Resolution 42-2023 amending the FY 2023/24 budget.

Attachments: Amendment Stillwater Sciences Proposal
Exhibit A - Expanded Scope of Work for San Simeon Creek Instream Flow Study Plan
Resolution 42-2023 & Exhibit A

**FIRST AMENDMENT TO
AGREEMENT FOR CONSULTANT SERVICES**

This First Amendment to Agreement for Consultant Services ("Amendment") by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT** ("CCSD") and **STILLWATER SCIENCES** ("Consultant") is made and entered into this ___ day of _____, 2023.

WHEREAS, the parties entered into an Agreement for Consultant Services dated August 19, 2021 (the "Agreement") whereby Consultant is providing preparing an Instream Flow Study for the CCSD; and

WHEREAS, the parties now desire to amend the Agreement to expand the scope of work as set forth herein.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Exhibit "A" of the Agreement ("Instream Flow Study Plan dated June 1, 2021") shall be amended to include the expanded scope of work attached hereto as Exhibit "A" ("Expanded Scope of Work for San Simeon Creek Instream Flow Study Plan") and incorporated herein by this reference.
2. Except as modified herein, all other terms and conditions set forth in the Agreement, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, **CCSD** and **CONSULTANT** have executed this Amendment the day and year first above written.

**CAMBRIA COMMUNITY SERVICES
DISTRICT:**

STILLWATER SCIENCES:

Matthew McElhenie, General Manager

Sapna Khandwala, President and CEO

ATTEST:

Haley Dodson, Administrative Analyst

APPROVED AS TO FORM:

Timothy J. Carmel, District Counsel



Ray Dienzo
Utilities Department Manager/District Engineer
Cambria Community Services District
RDienzo@cambriacsd.org

Re: Expanded scope of work for San Simeon Creek Instream Flow Study

Dear Mr. Dienzo,

Thank you for the opportunity to provide additional support for San Simeon Creek Instream Flow Study Plan. Below you will find our scope, that includes analysis of the Cambria Community Services District (CCSD) operations potential effects on aquatic habitat in Van Gordon Creek and effects of pumping on the Warren wells, finalizing the Instream Flow Report, and preparing an Operations Plan for CCSD operations in the San Simeon Creek Groundwater Basin. Specific details are provided by task, along with a budget summary and proposed schedule.

Sincerely,

Ken Jarrett

Fisheries Biologist
895 Napa Avenue, Suite B-3
Morro Bay, CA 93442
ken@stillwatersci.com
805-570-7499 x 502

Berkeley, CA
510.848.8098

Arcata, CA
707.822.9607

Davis, CA
530.756.7550

Morro Bay, CA
805.570.7499

Los Angeles, CA
213.336.0001

Ventura, CA
213.336.0001

Portland, OR
503.267.9006

Boulder, CO
720.656.2330

Fort Collins, CO
720.656.2330

Project Scope - Stillwater Sciences
Expanded Scope for the San Simeon Creek Instream Flow Study

TASKS

Task 1: Meetings and Coordination

This task covers time for internal meetings attended by Ken Jarret and Ethan Bell (Stillwater) and Gus Yates (Todd Groundwater) and meetings with the Technical Advisory Committee (TAC). Internal meetings will be held via video conference to coordinate and plan for finalizing the Instream Flow Study Report and preparing the CCSD Operations Plan for the San Simeon Groundwater Basin. Two meetings with the TAC are included under this task to discuss the revisions to the Instream Flow Study Report for San Simeon Creek and preparation of the CCSD Operations Plan for the San Simeon Groundwater Basin.

Assumptions:

- Includes time for attendance for up to 3 video conference calls with CCSD
- Includes time for attendance for up to 2 video conference calls with the TAC

Task 2: Van Gordon Creek and Warren Wells Assessment

Stillwater will assess the potential effects of CCSD operations on aquatic habitat conditions in Van Gordon Creek. This task includes time to review existing data reported for Van Gordon Creek, conduct a site visit to photograph and qualitatively assess aquatic habitat conditions within Van Gordon Creek, and evaluation of groundwater modeling results as it relates to aquatic habitat in Van Gordon Creek. General recommendations for CCSD operations to protect aquatic habitat for California red legged frog and steelhead in Van Gordon Creek will be developed.

This task also includes time for Stillwater to provide peer review of the draft technical memo summarizing the groundwater modeling results and review of the draft responses letter to Clyde Warren, prepared by Gus Yates. Additional time is included for Yates to conduct groundwater model refinement and testing.

Task 3: Finalize Instream Flow Report

Under this task Stillwater and Gus Yates will provide a revised version of the Instream Flow Study Report for San Simeon Creek. The revised report will (1) address comments received from the TAC on the last version of the report, (2) include results from Van Gordon Creek analysis, and (3) incorporate Gus Yates groundwater modeling analysis results and responses regarding effects on Warren's groundwater wells as an attachment.

Deliverables

An internal draft report will be provided to CCSD for internal review, one draft report will be provided for TAC review, and one final report will be provided under this task.

Task 4: Summary of Recommendations for Operations Plan

Under this task, we will prepare a summary of recommendations based on results of the instream Flow Study Report and results of the groundwater modeling. The summary will be provided to help inform the development of an operations plan prepared by the CCSD. Additional time is included to allow for Stillwater and Gus Yates to review and provide input on the operations plan.

Deliverables

A memo summarizing recommendations for CCSD operations will be provided.

Table 1. Budget Summary

Task Number	Task Description	Budget
1	Meetings and Coordination	\$10,000
2	Van Gordon Creek and Warren Wells Assessment	\$12,000
3	Finalize Instream Flow Study Report	\$18,000
4	Summary of Recommendations for Operations Plan	\$8,000
Total Budget		\$48,000



Proposed Project Schedule

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

X indicates deliverable date.

Assumes TAC comments received within 4 weeks of report submittal.

Berkeley, CA
510.848.8098

Arcata, CA
707.822.9607

Davis, CA
530.756.7550

Morro Bay, CA
805.570.7499

Los Angeles, CA
213.336.0001

Ventura, CA
213.336.0001

Portland, OR
503.267.9006

Boulder, CO
720.656.2330

Fort Collins, CO
720.656.2330

RESOLUTION NO. 42-2023
July 20, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE FISCAL YEAR 2023/2024 BUDGET

WHEREAS, on June 15th, 2023, the Board of Directors adopted Resolution 38-2023 approving the Preliminary Budget for Fiscal Year 2023/2024; and

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

WHEREAS, the Board of Directors desires to amend the Preliminary Fiscal Year 2023/2024 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that the Fiscal Year 2023/2024 Budget is hereby amended as shown on Exhibit "A," attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 20th day of July 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
 2023-2024 FISCAL YEAR BUDGET
 RECOMMENDED BUDGET ADJUSTMENT
 INSTREAM FLOW STUDY

Budget Adjustment

<u>Fund</u>	<u>Date</u>	<u>Agenda Item</u>	<u>Purpose</u>	<u>Sources</u>	<u>Uses</u>
WRF			Funding from WRF Capital Reserves	\$ 48,000	\$ -
WRF			IFS Expanded Scope	\$ -	\$ 48,000
			Fund Sub-Total	\$ 48,000	\$ 48,000
			Difference (unidentified sources of funding)	\$ -	

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 20, 2023Subject: Discussion and Consideration of
Introduction of Ordinance 02-2023
Repealing Chapter 7.08 of the Cambria
Community Services District Municipal
Code

RECOMMENDATIONS:

It is recommended that the Board of Directors introduce the attached Ordinance repealing Cambria Community Services District Municipal Code Chapter 7.08, which, once adopted and effective, will dissolve the Parks, Recreation and Open Space Commission.

FISCAL IMPACT:

There is no fiscal impact associated with the introduction of Ordinance 02-2023.

DISCUSSION:

In order to create a uniform structure of advisory bodies, over the past couple of years the Board has discussed dissolving the Parks, Recreation and Open Space Commission and re-creating it as a standing committee. By doing so, all CCSD advisory bodies will operate under the same set of Bylaws so that the size and composition, method of appointment, agenda procedures and other advisory body rules will be consistently applied. This is the first step in that process. At the August 10, 2023 meeting, the Board will consider completing the process by adoption of this Ordinance and a Resolution that will amend the Board and Standing Committee Bylaws to create the Parks, Recreation and Open Space Committee, and repeal the Parks, Recreation and Open Space Commission By-laws/Guidelines.

Attachment: Ordinance 02-2023

ORDINANCE NO. 02-2023

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

DATED: August 10, 2023

AN ORDINANCE REPEALING CHAPTER 7.08 OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE AND
DISSOLVING THE PARKS, RECREATION AND OPEN SPACE COMMISSION

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

Section 1. Chapter 7.08 of the Cambria Community Services District Municipal Code is hereby repealed in its entirety.

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

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

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

The foregoing Ordinance was adopted at a regular meeting of the Board of Directors of the Cambria Community Services District held on the 10th day of August, 2023.

AYES:
NAYS:
ABSENT:

Karen Dean
President, Board of Directors

APPROVED AS TO FORM:

Haley Dodson
Administrative Analyst

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: Matthew McElhenie, General Manager

Meeting Date: July 20, 2023

Subject: Discussion and Consideration to Approve President Dean's Attendance at the California Special District Association's (CSDA) Annual Conference & Exhibitor Showcase

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider approving President Dean's attendance at the CSDA Annual Conference & Exhibitor Showcase (ACES) from August 28 – August 31, 2023.

FISCAL IMPACT:

The FY 2023/2024 Administrative Department Budget includes \$5,000 for Director training & travel. The estimated cost for President Dean to attend the CSDA ACES is \$1,900, including registration and travel expenses.

DISCUSSION:

The CSDA offers training for members of boards and staff of special districts. The CSDA Annual Conference & Exhibitor Showcase is the most densely packed educational and networking event available to special districts, including special district-specific topics with over 30 breakout session options. The conference schedule is included in the attached brochure.

Staff recommends that the Board discuss and consider approval of President Dean's attendance at the CSDA Annual Conference & Exhibitor Showcase from August 28 – August 31, 2023.

Attachment: CSDA Annual Conference & Exhibitor Showcase Brochure



CSDA

**California Special
Districts Association**

Districts Stronger Together

2023 CSDA annual conference & exhibitor & showcase

The Leadership Conference
for Special Districts

📅 August 28 – 31, 2023 | 📍 Monterey, California

The CSDA Annual Conference & Exhibitor Showcase is the one conference that hits all the right notes for special district leaders! Cultivate new connections this August in Monterey.

Join 800-plus special district professionals and industry experts for a three-day, must-attend education and networking event.

- ✍ Develop new partnerships.
- ✍ Discover new products and services to make your district more efficient.
- ✍ Expand your horizons with inspiring and motivating keynote sessions.
- ✍ Learn about the latest in special district technology, management playbooks, and legal trends.
- ✍ Explore new ideas and best practices. Walk away with practical strategies, new connections, and innovative ideas to move your district forward.

We're getting the band back together in Monterey!

CSDA's 2023 Annual Conference & Exhibitor Showcase is back in Monterey! Attendees can enjoy meandering down Cannery Row and Monterey Old Fisherman's Wharf to indulge in a piping hot bread bowl full of clam chowder, visit the acclaimed Monterey Bay Aquarium to see a spirited sea otter up-close, or book a boat tour, whale watching cruise, or fishing trip to set sail on the open waters of Monterey Bay. In your free time, enjoy the combination of natural beauty and cultural richness of Monterey!



Monterey Marriott | Monterey, CA



Portola Hotel & Spa | Monterey, CA

CSDA room reservations in the CSDA room block at the Marriott and Portola Hotel & Spa are available starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed to the registrant within 24 hours of registration.

One night's non-refundable room and tax will be charged at the time a reservation is made for rooms reserved at the Portola, and charged on August 5, 2023, for rooms reserved at the Marriott.

Monday, August 28, 2023

pre-conference

Workshops, golf tournament, tours, and more

9:00 a.m. – 3:30 p.m.

Pre-Conference Workshop:

Special District Leadership Academy Module 1: Governance Foundations

 **CIP ELIGIBLE**

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

\$250 CSDA Member / \$375 Non-member*

**Price includes continental breakfast and lunch.*

9:00 a.m. – 3:30 p.m.

Pre-Conference Workshop

So, You Want to Be a General Manager?

(Part of the SDLF Essential Leadership Skills Certificate Program)

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skillsets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

\$100 CSDA Member and Non-member*

Sponsored by the Special District Leadership Foundation (SDLF). Price includes continental breakfast and lunch.



9:00 a.m. Shotgun Start

Pre-Conference Activity SDLF Scramble for Scholarships Golf Tournament

Del Monte Golf Course

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

\$110 includes golf with cart, lunch, and prizes!

Hurry, space is limited and is on a first-come, first-served basis.

10:30 a.m. – 1:45 p.m.

Pre-Conference Tour

Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour

Playful sea otters, curious harbor seals, boisterous sea lions, and hundreds of bird species abound as you explore one of California's most spectacular wetlands aboard a stable, 27-foot, U.S. Coast Guard inspected pontoon boat in a 1.5-hour tour. Tour of Moss Landing Harbor District to follow.

\$50 per person includes transportation to/from the Convention Center and tour. (Lunch is not included.)

Early registration is encouraged. Limited to 25 attendees.

SDRMA Credit Incentive Points



Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

10:30 a.m. – 3:00 p.m.

 **NEW! Young Professionals
Pre-Conference Tour
Elkhorn Slough Kayak Tour and
Moss Landing Harbor District**

Join your fellow YPs (Young Professional staff and elected officials under the age of 40) for the best way to experience the wildlife and nature of Elkhorn Slough, via kayak. The 1.5-hour kayak tour will take you to visit sea otters, harbor seals and birds up close. The tour of Moss Landing Harbor District will follow. End your pre-conference day networking with your fellow YPs over appetizers and drinks.

\$90 per person, includes transportation to/from the Convention Center, kayak excursion, and post-tour happy hour.

Early registration is encouraged. Limited to 25 attendees. Due to safety, the max weight is 250 lbs.

1:30 – 3:30 p.m.

**Certified Special District Manager
(CSDM) Exam, Special District
Leadership Foundation**

(optional, must be scheduled prior to conference)

3:45 – 5:15 p.m.

Chapter Roundtable Discussion

(optional, no fee but must be attending the conference)

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.



Calling all Young Professional District Staff, age 40 and younger! Keep an eye out for special sessions and a pre-conference tour especially suited for you. These sessions are noted with a YP icon.

Conference Officially BEGINS!

5:15 – 7:30 p.m.

**President's Reception
with the Exhibitors**

(all registered attendees welcome)

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment are provided.

08.29 - 08.31 schedule

This conference hits all the right notes!

Tuesday, August 29, 2023

7:30 – 8:30 a.m.

CSDA Board Meeting

7:30 a.m. – 6:30 p.m.

Exhibitor Showcase Open

7:30 – 8:30 a.m.

Continental Breakfast in the Exhibit Hall

Breakfast is included in full conference registration.

8:45 – 10:45 a.m.

Opening General Session and Keynote



Seth Mattison

CEO and Founder of
FutureSight Labs

**"The Heart of Leadership:
The Secret & Science to
Influencing & Leading During
Transformation"**

Leadership has always been about one thing: influence. To effectively manage transformation today, leaders must have the understanding and the skill to not only connect with the rational and logical aspects of people's brains but also have the capacity to reach their hearts to understand what ultimately drives human behavior at the deepest level.

In this highly interactive deep-dive discussion, leadership keynote speaker Seth Mattison will add a new perspective to the conversation of leadership today by dissecting the most critical skills and competencies leaders will need to acquire to elevate their impact on the teams they're supporting, the organizations they're leading, and the communities they live in.

Awards Presented:

- ▶ General Manager of the Year
- ▶ Board Member of the Year

- ▶ Staff Member of the Year
- ▶ SDLF New and Renewing Certified Special District Managers
- ▶ SDLF Essential Leadership Skills Certificate

11:00 a.m. – 12:00 p.m.

Scheduled Breakout Sessions

ABCs of Alternative Delivery Models for Capital Improvement Projects (CIPs)

Melanie Mow Schumacher, Soquel Creek Water District

With alternative delivery models being used more frequently for capital improvement projects (CIPs), it's important to know the pros/cons between various procurement methods. Design-build (DB) construction is a delivery method that provides an owner (special district) a single point of contact for both the design and construction phase of the project. Unlike traditional design-bid-build (DBB), the phases overlap, and team members (owner and DB firm) collaborate throughout the process to provide successful project delivery.

Public Agencies' Role in Forest Management and Keys to Successful Grant Applications

Joel Metzger, Utica Water and Power Authority
Andy Fecko, Placer County Water Agency
Mark Egbert, Georgetown Divide and El Dorado Resource Conservation Districts

As landscape-scale forest management becomes increasingly important to protect our communities, water supplies, and timberlands, public agencies have a unique opportunity to take leading roles in being good stewards of our natural resources. Hear from public agency managers who are on the cutting edge of forest management in California, learn about their ongoing projects, and find out how they worked with stakeholders. Local, state, and federal grants / appropriations are critical to public agencies' ability to move forest management projects forward, and the panel will identify preferred funding sources and share

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the keys to successful grant applications. If a public agency in your community is ready to take on a forest management project, you don't want to miss this panel!

Role of the Board, Parliamentary Procedure, Brown Act, and Conflicts of Interest

Oliver Yee, Liebert Cassidy Whitmore

The board has significant fiduciary responsibilities and duties, much of which is guided by the law. This session will cover the essential legal functions and foundational principles surrounding board governance. Specifically, it will cover key provisions of the Brown Act, ethical responsibilities, conflicts of interest, and parliamentary procedures.

Save Money and Time with Programmatic Environmental Impact Reports (EIRs)

Tom Kennedy and Malik Tamimi, Rainbow Municipal Water District

CEQA compliance adds a great deal of time and money to every project. With rapidly aging infrastructure every pipeline will need work sooner or later. Rather than performing a separate CEQA action every time, Rainbow MWD decided to perform a Programmatic EIR (PEIR) to cover every pipeline in the district. Though this process took a bit longer, by evaluating nearly 400 miles of pipeline all at once, over 75% of water and over 90% of sewer pipelines are now fully covered by the action. The remaining pipelines are also covered with pre-defined monitoring and mitigation steps. Attendees will learn how to perform a systemwide PEIR, the cost and time benefits of a systemwide PEIR, and how future projects can be incorporated into the

PEIR via addendums.

Practicing Emotional Intelligence

Sylvette Wake, CPS HR Consulting

There is strong evidence that emotional intelligence is one of the strongest predictors of performance. Some research states that it is responsible for 58% of job performance and 90% of top performers have a high EQ. So, getting more EQ is a good thing. Join us to learn about the four quadrants of emotional intelligence and what you can do to boost your EQ.

Required Ethics AB 1234 Compliance Training (Part 1)*

Richard D. Pio Roda and Alex J. Mog, Meyers Nave

AB 1234 mandates agency officials receive two hours of ethics training every two years. This training covers all required topics, including conflicts, financial gain, prerequisites of office, transparency, and fair process.**

**Must attend both sessions to receive your digital certificate.*

***This presentation has been approved for 2 hours of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416*

LAFCOs – An Additional Resource for Special Districts

Joe Serrano, Santa Cruz LAFCO

Where does a district go to change its jurisdictional boundaries? Who determines when a new district is formed? The answer is the Local Area Formation of Counties (LAFCO). By the end of this session, not only will you understand the synergy between special districts and LAFCOs but you will leave as a LAFCO expert.

12:15 – 1:30 p.m.

Lunch with the Exhibitors

Lunch is included in the full conference registration.

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management to accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!



1:45 – 3:00 p.m.

Scheduled Breakout Sessions

How CUPCCAA Benefits Special Districts in Delivering Public Works Projects

Will Clemens, Oceano Community Services District

The California Uniform Public Construction Cost Accounting Act provides special districts with the ability to implement alternative bidding procedures on public works projects costing less than \$200,000. The Act is voluntary and supports participating special districts with efficient and flexible project delivery. This session will cover key provisions of the act, benefits of participation and how to opt into the Act, pitfalls to avoid, and recent updates.

Public Events to Build Community Equity

Joshua Bonner, Coachella Valley Public Cemetery District
Victoria Llorca, Coachella Valley Water District
CV Strategies

Community equity has never been more important, as districts are increasingly responsible for solving some of the most pressing local issues in your neighborhood. Events and public gatherings can be an important component of your district's communication and public engagement plan. As an interactive experience, events allow your district to engage the community on a positive footing, building your district's image beyond just the service(s) you offer. Learn how to engage the community, build your brand, and recognize valuable partnership opportunities that exist within your community. Use your next event to move from a special district no one understands to a trusted community partner with an interest in giving back.

 Great for Young Professionals!

You Can (Central) Bank On It: The Importance and Impact of the Federal Reserve System to Your District's Investment Program

Brent Turner, California CLASS

How much do you really know about how the Federal Reserve works? While we have all seen "the Fed" in the news, how do its decisions impact the economy and the investor? In this session, attendees will gain a fuller understanding of the role that the Federal Reserve System plays in managing the nation's money supply, influencing the economy, and serving as a lender of last

resort. This session is meant to demystify a subject that is often presented and discussed in unnecessarily incomprehensible jargon, so if you are curious to learn more about the Federal Reserve and monetary policy in plain-English terms, please consider attending.

The Brown Act in a Modern World

Chelsea Straus, Richards Watson Gershon

This presentation will review the following:

- ▶ The Brown Act's new virtual meeting rules, including AB 361, AB 2449, and the Brown Act's traditional teleconferencing options
- ▶ AB 992's rules for commenting on social media about agency business
- ▶ Avoiding constitutional issues when monitoring your social media pages

What's All the Buzz About? How Partnerships Fuel Drone Innovation

Joshua Metz and Sophia Selivanoff, Regional Government Services
Chris Bley, Insight Up Solutions
Becca Fenwick, UCSC CITRIS Institute for Drone Education & Research

Come see what all the buzz is about with this budding industry before it takes off! We're on the cusp of a workforce transformation - and Monterey Bay, industry, governments, and academia have joined forces to chart a path for drones and robotics to automate work while strengthening community. A panel of leaders will share their lessons learned on strategic coalitions and working across organizations and sectors to craft a common vision for the future.

Required Ethics AB1234 Compliance Training (Part 2)*

Richard D. Pio Roda and Alex J. Mog, Meyers Nave

See previous session description.

**Must attend both sessions to receive your digital certificate.*

Hearings, Protests and Elections, Oh My! Implementing a Property-Related Fee

Kevin King, Reclamation District No. 1000
Eric Grotenhuis, Page Design
Greg Ghironzi, NBS

Aging infrastructure and increasing costs of service are common problems for many local agencies and the procedural challenges presented by Prop. 218 for property-related fees can be daunting. With a thoughtful approach to fee setting and

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implementation, funding for operation, maintenance and capital needs is possible to achieve. This session will discuss considerations for the fee-setting process, the approval procedure to include both the hearing and election steps, and public outreach efforts exemplified using a case study of Reclamation District No. 1000's stormwater fee.

3:45 – 4:45 p.m.

Scheduled Breakout Sessions

Leadership of Management

Robert Gutierrez, Rainbow Municipal Water District
Steve Hernandez, WaterWisePro Training LLC

Understanding the critical differences between leadership and management is an essential tool in efficiently operating any organization. Management is a form of control, while leadership is a form of influence. Persons in positions of authority need help to understand the dynamics of these two styles, impacting their ability to get the most out of their staff. This session will explore the concepts of servant leadership and how to leverage this leadership style to increase production, morale, and the willingness to stay with the organization.

 **Great for Young Professionals!**

Pricing Debt: Interest Rates, Fees, and Other Variables

Consultants of CSDA Finance Corporation
Don Bartz, Phelan Pinon Hills Community Services District

When an agency considers financing, interest rates are often the first concern and can vary based on several factors. In this interactive panel discussion, CSDA Finance Corporation consultants explain how financings are priced and interest rates are set in both the bond market and the bank placement market. We'll be joined by a special district general manager who will share insight into the financing process and the importance of communicating to board officials each step of the way.

How to Recruit When No One Knows What You Do

Kylie Sun, Tripepi Smith
Cathy Thompson, Tripepi Smith (TS) Talent Solutions

Many agencies are finding it difficult to not only keep employees engaged, but to find new, motivated talent to join their team. The challenge of finding new

employees increases when it isn't clear what exactly your organization does or what it values. Finding qualified candidates goes hand in hand with your ability to clearly communicate your organization's mission, culture, expectations, and responsibilities.

Presenters will share their tips and tricks for creating a seamless and successful recruiting process that educates the public on your organization and brings in top talent prospects.

Embracing Diversity, Equity, Inclusion, and Belonging as The Cultural Norm

Knickeita V. Bullock, UKG

Implementing Diversity, Equity, Inclusion, and Belonging (DEI&B) initiatives today isn't just the right thing to do. It's a business imperative that positively impacts the workforce and drives employee retention and engagement. To attract and retain talent in the post-pandemic world of work, governmental organizations need to move beyond DEI&B checkboxes and create inclusive cultures where employees feel valued and know they belong. This session will show you how to assess your organization's DEI&B progress, facilitate real organizational change through honest dialogue, and enable true inclusivity. Most importantly, you'll learn how to build a DEI&B practice that lasts.

Privacy and the Need to Share Information in the Workplace

Ryan Quadrel and Rob Cutbirth, Slovak Baron Empey Murphy & Pinkney LLP

Employees regularly provide confidential, personal health information (PHI) to employers and claims administrators through the onboarding process, requests for leaves of absence (LOA) or disability accommodation, and in response to workers' compensation claims. PHI might then be stored, shared, and used by Human Resources, Benefits, Risk Management, Claims Administrators, and others. Even with good intentions, such acts (and omissions) may create risk exposures in terms of statutory privacy violations, may harm or negate your ability to best manage LOA/disability accommodation requests, or result in a loss of defense to claims.



Avoiding Conflicts of Interest and Maintaining Public Trust

Alex J. Mog, Meyers Nave

Maintaining public trust is critical to successfully serving as a public official. Conflicts of interest, both real and perceived, are a quick way for public officials to lose that trust. This session will provide an explanation of the requirements of SB 1439, which establishes significant new conflict of interest rules regarding campaign contributions, as well as tips for maintaining public trust.

This presentation has been approved for 1 hour of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416

Learn How to Make Your Website Accessible Before a Costly Lawsuit Forces You

Martin Rauch, Rauch Communication Consultants, Inc.
Mac Clemmens, Streamline

State and federal laws and a growing number of legal judgments are pushing special districts to make their websites, media, and documents accessible to people with disabilities. If you don't know if your district's website and documents are Americans With Disabilities Act (ADA) compliant, they probably are not. And it could cost your district up to \$4,000 per day in fines. Join us at this fast-paced session where you will learn what is web and document accessibility and how it affects members of your district, why your district should care, and guidance on how your district can get and stay compliant.

5:00 – 6:30 p.m.

Mix and Mingle in the Exhibit Hall

(all registered attendees welcome)

Stop by the exhibit hall for a drink and hors d'oeuvres. Be sure to enter for one more chance to win one of our fabulous prizes!

The exhibit hall closes on Tuesday, August 29th at 6:30 p.m.



Wednesday, August 30, 2023

8:00 – 8:30 a.m.

SDRMA Sponsored Full Plated Breakfast

All registered attendees and exhibitors are welcome.

Breakfast is included in full conference registration.



8:30 – 10:30 a.m.

General Session Keynote



Matthew Luhn

*Formerly with Pixar, Story Artist,
Creativity Expert & Author*

Storytelling for Business

Storytelling is the #1 business skill necessary to connect, motivate, and lead people in today's world. Stories compel us to engage in experiences, learn lessons, and define our values and ourselves within our organization. Matthew Luhn, a 20-year Pixar story veteran, brings his experience creating and developing 10 blockbuster films at Pixar and provides practical strategies that teach and inspire people and teams to connect more effectively with audiences

on an emotional level. Matthew uses the power of storytelling to bridge the gap between business and heart, driving your story toward one unforgettable selling point.

Awards Presented:

- ▶ SDRMA Awards
- ▶ SDLF New and Renewing Transparency Certificate of Excellence
- ▶ SDLF New and Renewing District of Distinction

10:45 a.m. – 12:00 p.m.

Scheduled Breakout Sessions

Understanding Board Member Liability

*Peter Glaessner, Esq., Allen, Glaessner, Hazelwood & Werth
Debbie Yokota, Special District Risk Management Authority*

The goal of this presentation is to provide current and newly elected or appointed board members with a working understanding of the role of an elected official in the day-to-day governance of district operations. Public board members are covered by Public Officials Errors & Omissions policies. This session will inform board members what activities and actions are and are not covered by this policy.

The California Public Records Act: Don't Get Caught Unaware!

Sarah Lustig, Atkinson, Andelson, Loya, Ruud & Romo

It is imperative that public agencies know how to respond to and comply with requests for records under the California Public Records Act (CPRA). This session will provide an overview of the CPRA, including deadlines and methods for responding and a discussion of exemptions and statutory objections. It will also highlight trending legal developments surrounding the California Public Records Act and give tips and advice for responding to requests.

Blueprint for a Changing Workplace

Terri Bianco, CPS HR Consulting

Never has there been a better opportunity to create positive changes in your workplace. Everyone in your organization was affected by recent external events. No one is the same as they were before. People have adapted to working from home. They have become more independent, flexible, and more productive. Now it will change again and keep changing. As a

manager or supervisor, you are in a position to plan, to guide, and to influence the success of a new work culture. But how? This class offers ideas, processes, techniques, and behaviors to move things along in the right direction from the get-go.

Current IRS Audits Focused on Special District Issues

Judith Boyette and Mikaela Habib, Hanson Bridgett, LLP

This session will be focused on current increased IRS audits and compliance reviews dealing with areas that are of concern to California special districts. These IRS actions create the risk of potential large monetary penalties for special districts, as well as risk of damage to the public's perception of the special district.

Difficult Conversations - Ethics Complaints Against a Board Member

Steven Miller, Hanson Bridgett, LLP

Few issues are as sensitive and difficult as how to handle a complaint lodged against a sitting board member. Such a complaint usually raises legal challenges for an agency as well as political and emotional challenges for board members and staff. Maintaining internal cohesion and public trust can be extremely difficult. The process is often shrouded in secrecy, without the transparency often necessary to learn any meaningful lessons. Learn some best practices and identify key issues from an experienced ethics investigator and advisor. This session will explore how to address key legal issues and protect the agency, what an agency's goals should be, and how to establish protocols for the greatest chance of success.

What to Expect from Your Finance Department

Cindy Byerrum, Eide Bailly CPAs

Paul Kaymark, Nigro & Nigro PC

Larry McKenney, Amador Water Agency

This interactive session will help demystify the mysteries of the accounting and auditing world. A special district finance director will walk through what leadership should expect from the finance department, when to expect it, and talk about typical compliance reports expected from your finance professionals and common issues found with each.

10 Best Practices Every Board Member Should Know

Brent Ives, BHI Management Consulting

This session will cover:

- ▶ What correlates as critically important to boards.
- ▶ What are the most difficult aspects of working with the board?
- ▶ What are the most challenging issues of working with your GM and staff?
- ▶ What practices have you learned about being productive in the public environment?
- ▶ What have you learned about yourself in this job?

11:00 a.m. – 12:00 p.m.

SDLF Board and Annual Meeting

12:15 – 2:00 p.m.

Legislative Update Luncheon

(All attendees welcome)

CSDA's legislative and legal affairs team will present attendees with the most up-to-date information on the outcome of the biggest state and federal budgetary, legislative, and legal issues impacting special districts in 2023, as well as a sneak peek of what to expect in 2024. Learn about significant new laws coming your way and what they mean for special districts going forward.



Awards Presented:

- ▶ Innovative Project/Program of the Year Award (large district)
- ▶ Innovative Project/Program of the Year Award (small district)
- ▶ Exceptional Public Outreach & Advocacy Award (large district)
- ▶ Exceptional Public Outreach & Advocacy Award (small district)
- ▶ Recognition of Previous and Outgoing Board Members
- ▶ Ralph Heim Exceptional Outreach & Advocacy Award
- ▶ William Hollingsworth Award of Excellence

Lunch is included in the conference registration.

Wednesday, August 30, 2023

2:15 – 3:30 p.m.

CSDA Finance Corporation Board and Annual Meeting

2:15 – 3:30 p.m.

Scheduled Breakout Sessions

Cal/OSHA Requirements Made Simple

Enriqueta (Henri) Castro, CSP, Special District Risk Management Authority

While the ultimate goal of Cal/OSHA is to protect employees, we recognize how challenging it is to figure out which of the many Cal/OSHA regulations may apply to your district. There are regulations that apply to all employers, there are some that require written programs, there are those that apply only if there is an "occupational exposure", the list goes on and on. During this session we'll focus on Cal/OSHA regulations that commonly apply to special districts. We'll review the requirements based on operations and employee exposures, and then we'll review a step-by-step approach on how to break down the requirements to help simplify implementation. Participants will receive tools to easily navigate the requirements of 20 common regulations, as well as implementation guidance.

Cybersecurity Best Practices for Special Districts

Corey Kaufman, VC3

With ransomware attacks threatening local governments more than any other industry—even more than schools or healthcare organizations—a perfect storm exists as local governments are also often the least-equipped to handle a cyberattack. Many local governments do not even have the "basic basics" in place such as multi-factor authentication (MFA), endpoint detection and response (EDR), and data backup. We will answer the question, "Where do I begin with cybersecurity?" and present a checklist that distills tips, best practices, and recommendations that organizations can use to score themselves, find cybersecurity gaps, and create an action plan.

Surplus Land Act and Special Districts: Know the Impact

*Larry J. Kosmont, Kosmont Financial Services
Matt Cody, Best Best & Krieger LLP*

California is faced with a housing crisis. The State has revved up enforcement to accelerate the

production of affordable housing including the use of public agency-owned land. Effective in 2020, the Surplus Land Act (SLA) requires ALL public agencies including special districts to follow a process to sell or lease any public property by first offering it to a state-controlled list of affordable housing developers. The State Department of Housing & Community Development manages the process and now has an enforcement unit to ensure compliance. Learn how the SLA process will impact re-use of district properties and how to navigate the sale/lease/licensing of special district public agency property.

Leading a Values-Based Organizational Culture

Sean Barclay, Tahoe City Public Utility District

Creating alignment around a shared set of values at an organizational level requires so much more than just adopting a "set of words on a wall." This session will examine one district's journey towards implementing a set of shared values and behaviors that guide decision-making, from strategic planning to everyday customer interactions. The session will share actual experiences along the way towards implementation, including the challenges and real benefits realized over time. Come learn firsthand from our mistakes and successes and take-home practical tips to help you understand if a values-based organizational culture is the right fit for your district.

 Great for Young Professionals!

A Step-by-Step Guide to Building an Effective Multi-Year Strategic Plan

Martin Rauch, Rauch Communication Consultants, Inc

Whatever the challenges facing your district, it is critical to build a realistic and well-supported plan to get there. Whether your district has an existing planning process or is looking to start one for the first time, this session will provide proven methods for evaluating the issues, challenges, and opportunities facing your district, and developing clear and practical direction for the future. It will distinguish the roles of the board and staff in the process. This lively session will also feature sharing of experiences (good and bad) by the participants and presenter, and practical tips that you can bring home. We will also explore how to successfully engage the board, executive team, staff, and public in this process.

Skilled and Trained Workforce: When is it Triggered and What Are My Agency's Responsibilities?

Deborah Wilder, Contractor Compliance and Monitoring, Inc.

Skilled and Trained Workforce (STW) requirements now attach to 15 different types of projects from school lease back contracts to design build contracts of one million dollars or more. As more and more construction projects include STW requirements, join us for an educational session to determine if and when your project will be subject to STW, what the agency's obligation is to monitor and collect monthly reports, and when progress payments should be withheld. Finally, learn the requirements for mandatory reporting of non-compliant contractors to the Department of Industrial Relations.

Sexual Harassment Prevention (Part 1)*

Victoria Danna, Best Best & Krieger LLP

This training satisfies California Assembly Bills 1825, 2053, and 1661 biannual requirements. This training applies to supervisory and private business professionals with 50 or more employees, as well as elected officials. Attendees will learn what constitutes sexual harassment and discrimination in the workplace, how to recognize and prevent harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences of harassment, and a discussion about gender identity and gender expression in the workplace, in compliance with Senate Bill 396.

**Must attend both sessions to receive your digital certificate.*

3:45 – 5:00 p.m.

Scheduled Breakout Sessions

Reserves: What Every Board Member, General Manager, Finance Staff AND Taxpayer Should Know

Tom Scaglione, Grossmont Healthcare District

This interactive session will explore real reserve policies from a variety of California special districts to consider policy provisions worthy of imitation and those to avoid. We'll discuss the foundation provided by California law and industry guidelines and discover how to write a policy that doesn't sound like it was written by an accounting nerd. As stewards of the people's money, we need to communicate effectively on how our reserve

policies meet the unique financial and operational objectives of each district. Participate in this important session and gain the confidence you need to know what reserve policy is best for your district and your customers.

Building an Effective Board Management Team – Here's How

Martin Rauch, Rauch Communication Consultants, Inc.

This session will provide best practices, review case studies, and allow participants to discuss strategies for building an effective board and management team. You will take home ideas for change and improvement, including how to evaluate whether to have committee meetings and if so, how to structure them; how to ensure your board is focusing on the right information and issues; how to provide clear policy direction to the manager; and how to develop a pain-free and productive method for evaluating the manager's performance.

Sexual Harassment Prevention (Part 2)*

Victoria Danna, Best Best & Krieger LLP

See previous session description.

**Must attend both sessions to receive your digital certificate.*

Understanding CEQA's Requirements Regarding Tribal Cultural Resources and AB 52 Tribal Consultation

Amy Hoyt and Sarah Owsowitz, Best Best & Krieger LLP

The California Environmental Quality Act ("CEQA") requires lead agencies to analyze a project's potentially significant impacts on Tribal Cultural Resources. And before releasing any negative declaration, mitigated declaration or environmental impact report to the public, CEQA requires lead agencies to invite any California Native American tribe, who has previously submitted a written request, to consult with the lead agency pursuant to AB 52. AB 52 consultation recognizes that California Native American Tribes have valuable expertise regarding their tribal history and practices that should be considered when studying potentially significant impacts on Tribal Cultural Resources.

This session will discuss CEQA's requirements regarding analysis of Tribal Cultural Resources, including requirements regarding AB 52 consultation.

When the Gavel Strikes: Tips for Efficient and Effective Board Meetings

Craig Steele, Richards Watson Gershon

Public meetings influence how your agency is perceived by the public. Meeting management strategies can make board meetings more effective and promote an image of efficiency and transparency. In this session, we share tips for minimizing disruptions, facilitating public participation, and fostering a thoughtful-yet-convivial atmosphere during board meetings.



6:00 – 9:00 p.m.

Taste of the City

(all registered attendees welcome)

The Dueling Pianos are back to take your requests while you dance the night away, sample local food and beverages, and enjoy a silent auction.



9:00 – 11:00 p.m.

Karaoke After Party

Let's keep the party going... Join us for the ultimate Taste of the City After Party! Belt out your favorite tunes as we let loose to celebrate a great Annual Conference!

\$25 includes admission and 2 drinks. All proceeds support the Special District Leadership Foundation.*



Contracting Do's and Don'ts: Public Works, Services, Materials, Supplies, and Equipment

Gary Bell, Colantuono Highsmith & Whately, PC

All special districts contract for services, materials, supplies, and equipment and frequently public works, too. There are different procedures in principal acts and other provisions of state law for each, required policies for some, and pitfalls if procedures aren't followed. This session will distinguish between the different types of procurement, discuss the rules that apply to each, and provide practical advice for board members and staff regarding these processes.

5:00 – 6:00 p.m.

SDRMA Member Reception

Light appetizers and drinks will be served.

Electronic Invitation to SDRMA Members to follow – approximately one month prior to the event.

Thursday, August 31, 2023

8:00 – 10:00 a.m.

Closing Breakfast: Connect and Collaborate

We've saved the best for last! Join us for a unique and valuable opportunity to spend time with your special district peers, discuss issues unique to your particular district type, trade ideas and best practices, and listen to one another's stories. Continental breakfast will also be provided. It's the perfect way to wrap up the Annual Conference!



Awards Presented:

- ▶ Excellence in Technology
- ▶ Chapter of the Year
- ▶ Beacon Awards

10:00 a.m.

Conference Adjourns





Attendee Registration Form

ONE FORM PER ATTENDEE,
PLEASE PRINT

Hotel Reservations *Marriott and Portola Hotel & Spa*

CSDA room reservations within the CSDA Room Block for the Annual Conference and Exhibitor Showcase are available at the Marriott and Portola Hotel & Spa starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

Full Conference Registration Fees Include:

- ▶ President's Reception with the Exhibitors
- ▶ Keynote Sessions
- ▶ Continental Breakfast with the Exhibitors
- ▶ Lunch with the Exhibitors
- ▶ Mix and Mingle in the Exhibit Hall
- ▶ SDRMA Full Plated Breakfast
- ▶ Legislative Update Luncheon
- ▶ All Breakout Sessions
- ▶ "Taste of the City" Reception
- ▶ Closing Breakfast

Three Ways to Register

- 1** ONLINE by visiting the CSDA Annual Conference website at conference.csda.net.
- 2** FAX your registration form to 916-520-2465. (All faxed forms must include payment)
- 3** MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Special Needs (include dietary):				
Emergency Contact:				
Conference Registration Fees		Early Bird (on/before August 5, 2023)	Regular (after August 5, 2023)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$ 675.00	\$750.00	
<input type="checkbox"/> Non-member - Full Conference		\$ 1,010.00	\$ 1,125.00	
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 350.00	\$ 425.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 525.00	\$ 635.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 375.00 each day	\$ 400.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 560.00 each day	\$ 600.00 each day	
Separate Registration Fees		Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 28		\$ 250.00	\$ 375.00	
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager? - Aug. 28		\$ 100.00 CSDA Member/Non-member		
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Aug. 28		\$ 110.00 (includes lunch)		
<input type="checkbox"/> Pre-Conference Tour: Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour - Aug. 28		\$ 50.00 CSDA Member/Non-member		
<input type="checkbox"/> Young Professionals Pre-Conference Tour: Elkhorn Slough Kayak Tour and Moss Landing Harbor District - Aug. 28		\$ 90.00 CSDA Member/Non-member		
<input type="checkbox"/> "Taste of the City" Reception (Guests only) - Aug. 30		\$ 80.00	\$ 120.00	
<input type="checkbox"/> Karaoke After Party - Aug. 30		\$ 25.00 CSDA Member/Non-member		
			TOTAL	
Payment Information				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:	CVC:	Authorized Signature:		

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Saturday, August 5, 2023. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 5, 2023. Substitutions are acceptable and must be done in writing no later than August 18, 2023 at 5:00 p.m. Please submit any cancellation notice or substitution request to jennifers@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



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