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# CAMBRIA COMMUNITY SERVICES DISTRICT

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**Thursday, February 13, 2020 - 2:00 PM**

1000 Main Street Cambria, CA 93428

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## **AGENDA**

### **REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS**

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the District Clerk, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at [www.cambriacsd.org](http://www.cambriacsd.org). The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

#### **1. OPENING**

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Establishment of Quorum**
- D. Report from Closed Session**
- E. Agenda Review: Additions/Deletions**

#### **2. ACKNOWLEDGMENTS**

- A. Toni Artho - Wastewater Department**

#### **3. COMMISSION REPORT**

- A. PROS Chairman's Report**

#### **4. PUBLIC SAFETY**

- A. CCSD Fire Chief Special Report**

#### **5. PUBLIC COMMENT**

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

with the Brown Act, the Board cannot discuss or act on items not on the agenda. Each speaker has up to three minutes. Speaker slips (available at the entry) should be submitted to the District Clerk.

## **6. REGULAR BUSINESS**

- A.** DISCUSSION AND CONSIDERATION OF AN ASSISTANCE BY HIRE AGREEMENT BETWEEN CAL FIRE SAN LUIS OBISPO UNIT AND CAMBRIA COMMUNITY SERVICES DISTRICT
- B.** DISCUSSION AND CONSIDERATION TO FILL VACANT SEAT ON THE POLICY COMMITTEE
- C.** DISCUSSION AND CONSIDERATION OF ANNUAL REVIEW OF BOARD OF DIRECTORS BYLAWS
- D.** DISCUSSION AND CONSIDERATION OF ESTABLISHMENT OF A POLICY REGARDING RETENTION OF EMAILS
- E.** DISCUSSION AND CONSIDERATION REGARDING TASKING THE RESOURCES AND INFRASTRUCTURE COMMITTEE WITH RESEARCHING OFFSITE WATER STORAGE POSSIBILITIES
- F.** DISCUSSION AND REVIEW OF STATUS OF VAN GORDON CREEK PROPERTY (APN: 013-051-024) AND CONSIDER OPTIONS RELATED TO SAME
- G.** DISCUSSION AND CONSIDERATION REGARDING AGENDA PUBLICATION AND NUMBER OF ITEMS FOR FUTURE BOARD MEETINGS

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

Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct staff to place a matter of business on a future agenda by majority vote.

## **8. ADJOURN TO CLOSED SESSION**

- A.** Public Comment
- B.** CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6 Agency Designated Representatives: General Manager, John F. Weigold, IV and Che Johnson; Employee Group: International Association of Fire Fighters (IAFF)

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: William Hollingsworth, Fire Chief

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Meeting Date: February 13, 2020      Subject: DISCUSSION AND CONSIDERATION  
OF AN ASSISTANCE BY HIRE  
AGREEMENT BETWEEN CAL FIRE  
SAN LUIS OBISPO UNIT AND  
CAMBRIA COMMUNITY SERVICES  
DISTRICT

**RECOMMENDATIONS:**

Staff recommends that the Board discuss and consider approval of an Assistance by Hire (ABH) Agreement between CAL Fire and the Cambria Community Services District, specific to the use and staffing of the Water Tender resource.

**FISCAL IMPACT:**

Costs for use of the Water Tender and hiring personnel are fully reimbursed (see attachments) and intended to be pre-planned with off-duty personnel. Some personnel costs may be incurred in back-filling personnel if they are sent while on-duty; however, those back-fill costs should also be reimbursable and completely offset by the fees for apparatus and equipment use.

**DISCUSSION:**

CAL Fire San Luis Obispo Unit partners with local government agencies by using ABH agreements to allow both the pre-planned and immediate utilization of local firefighting resources to augment State resources. This varies from the existing California Fire Assistance Agreement and mutual aid requests through the State Office of Emergency Services (CAL OES). Currently, all mutual aid requests are free and non-reimbursable for the first 12-hour period. With the proposed ABH Agreement, after two hours, the entire commitment time, retroactive to the time of dispatch or hire, would be reimbursed. The primary use of this agreement would be to augment local resources, with the opportunity for the equipment to be staffed and stationed in Cambria if not committed to an active incident. This ABH Agreement is non-binding. All requests for use, both in and out of County, must be approved by the Cambria CSD Fire Chief. Issues related to staffing, equipment, anticipated weather patterns, and other mitigating circumstances will be considered for each request. Any ABH request for hire will not compromise our existing staffing level or ability to respond to local emergencies. In the extreme example of a large-scale emergency demanding immediate deployment with on-duty personnel, a forced hire of off-duty personnel would occur and/or neighboring resources would be sent to provide emergency response for the community, ensuring continuous coverage.

Cambria CSD already actively participates in mutual aid responses, secondary to the California Fire Assistance Agreement. By formalizing this agreement, we can increase our level of participation, assist through the County and State as necessary, and gain valuable experience while funding this opportunity through existing State money dedicated for this purpose.

**Attachments:**

- Exhibit A: ABA Letter
- Exhibit B: AGA Agreement
- Exhibit C: Salary Survey



## DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P.O. Box 944246  
 SACRAMENTO, CA 94244-2460  
 (916) 653-7772  
 Website: www.fire.ca.gov



August 20<sup>th</sup>, 2019

**To:** **CAL FIRE** San Luis Obispo Unit and Cambria CSD Fire Department

**Subject:** Assistance by Hire Agreement for use of Cambria CSD FD equipment by **CAL FIRE** SLU

### **CAL FIRE - SAN LUIS OBISPO UNIT** **ASSISTANCE BY HIRE AGREEMENT WITH CAMBRIA FIRE DEPARTMENT**

#### **I. INTENT**

*The San Luis Obispo Unit in cooperation with local government agencies utilizes Assistance by Hire (ABH) to allow for the immediate utilization of local government firefighting resources to augment State resources. The procedure is intended to provide direction for CAL FIRE Incident Commanders and cooperating for utilization of local resources on CAL FIRE controlled incidents within the San Luis Obispo Unit's State Responsibility Areas (SRA). If the SRA incident is outside of the San Luis Obispo Unit, it will require the approval of the Cambria CSD's Fire Duty Chief as the intent of this agreement is for use with in the CALFIRE-SLU Unit. This agreement does not apply to SRA incidents within the Cambria CSD jurisdictional boundary. This procedure does not cover mutual aid requests placed through the State Office of Emergency Services under the California Fire Assistance Agreement.*

#### **II. DEFINITIONS**

**WET HIRED APPARATUS-** herein referred to as "WET"- A local government apparatus that is staffed consistent with ICS standards by local agency personnel. Wet engines will be used to supplement state resources on incidents, for station coverage and are considered available for state response when hired.

**CAL FIRE OFFICIAL-** A CAL FIRE Chief Officer from the San Luis Obispo Unit.

**REQUIRED TRAINING-** All personnel hired under ABH shall be certified for the position they were hired for by CAL OES/CICCS (red card) standards, as a minimum. All apparatus operators shall have the appropriate California driver's license for the apparatus they are operating. It is the sending agencies responsibility to maintain records of the required training and licensing.

#### **III. REQUIREMENTS**

##### **APPARATUS**

Must be in good mechanical condition and able to sustain arduous fireline assignments.

##### **PERSONNEL**

When hired under ABH shall comply with the following:

- Meet the required training for the position they were hired for by CAL OES/CICCS standards.
- Shall have all mandated personnel protective equipment for all risk incident response.
- Shall be in their respective agencies uniform when under hire.

## **STAFFING**

Water tender minimum staffing shall be staffed with two personnel. Minimum one qualified apparatus operator/company officer and one firefighter for each operational period.

## **COMMUNICATIONS**

It is the responsibility of the sending agency to ensure the apparatus has adequate communications capability. All radios will be narrow band capable and programmable.

## **ORDER**

A CAL FIRE official shall be responsible for determining when ABH will be utilized. Until that determination had been made by a CAL FIRE official local resources will be considered mutual aid. The CAL FIRE official will be responsible for providing the ECC with the resources identifier, time of hire and obtaining a request number from the ECC for each resource hired.

## **IV. RATES AND REIMBURSEMENT**

Timeframes for payment for equipment and personnel will be portal to portal once the designated thresholds have been met. The following applies to response on SRA fires not within the boundaries of the Cambria CSD. SRA within the Cambria CSD boundaries is not covered by this agreement.

### **WATER TENDERS**

- **INCIDENTS** - After 2 hours of service on an incident, payable back to the time of assignment. This includes travel time to return to the station and up to one hour to place the apparatus back into service.
- **STATION COVERAGE** - If apparatus is ordered/requested through ABH for station coverage payment will begin when the engine is staffed and available for assignment. Request for station coverage utilization ABH are generated by the San Luis Obispo Duty Chief.

**PERSONNEL RATES:** Personnel rates will be based on the current CAL OES Salary Survey on file. If a department does not have an established CAL OES Salary Survey, their personnel will be reimbursed based on the established rates on the CAL OES Rate Letter. All personnel rates will be reimbursed at time and a half.

**WATER TENDER RATES:** An hourly rate will be calculated for each apparatus utilizing the current CAL OES Rate Letter based on the apparatus GPM. The apparatus will be reimbursed for the total hours documented on the FC-33 and the CAL FIRE dispatch record up to a maximum of 24 hours per calendar day. These rates apply to any ICS apparatus type.

**OTHER EQUIPMENT:** All other equipment not listed will be included on an attached ABH agreement.

**ADMINISTRATIVE RATE:** The default administrative fee is 10.00%. If you have provided your actual administrative rate, you are required to update this rate by July 1<sup>st</sup>, of each year. After this date, the rate will default back to base of 10% until an actual rate has been received. It is up to the local government agency to pay their individual firefighters.

## **V. GENERAL**

**APPARATUS LIABILITY:** CAL FIRE assumes no liability for any damage to any local government equipment. No local government official or fire department may obligate the state to financial liability.

For **WET** hired equipment, any loss or damage to local agency apparatus or support equipment while traveling to or from and incident, and repairs due to normal wear and tear or due to negligent or unlawful operation by the operator, shall be the responsibility of the local agency. Minor damage caused by the incident or operating conditions may be reimbursed by CAL FIRE and documented on a ME-107. Major damage will be addressed through the Department of General Services Government Claims Program.

**CONSUMABLES:** CAL FIRE will replace consumable items such as fuses, rations, drinking water, radio and headlamp batteries, chainsaw, portable pump and drip torch fuel, and Class A foam. The items consumed will be documented on a Material Requisition or Transfer (F-72) and Incident Replacement Requisition (OF-315).

**FUEL:** Apparatus may obtain fuel at no charge from a CAL FIRE facility or incident base, documented on form AO-78a with the incident number, for fuel used while under CAL FIRE's control. If there is no fuel available, the local government agency will be reimbursed for fuel purchased by agencies fuel card. A copy of the receipt will be turned into CAL FIRE.

**MEALS:** Personnel on apparatus assigned to station coverage may obtain meals at the CAL FIRE facility, documented on the meal sheet with names, dates and incident numbers at no cost to the personnel.

## **VI. DOCUMENTATION**

**DOCUMENTATION:** Local government agencies hired under ABH will need to submit the following documentation to San Luis Obispo Headquarters.

- CAL FIRE FC-33 documenting personnel times, apparatus (ICS Type, year make and model, license, GPM)
- Current CAL OES Salary Survey on file.
- Fuel receipts if fuel was purchased by agency fuel card.
- CAL FIRE 20

The documentation shall be submitted to:

CAL FIRE- San Luis Obispo Unit  
635 N. Santa Rosa St.  
San Luis Obispo, CA 93405  
Attn: ABH Billing

If a Finance Section is assigned to an incident with ABH resources the local agency shall bring the completed documents to the Finance Section for processing.

CAL FIRE finance will generate the pay document using a CAL FIRE 93 for payment of local government resources. It will be sent to the agency providing the ABH for review and signature.

Scott M. Jalbert  
Unit Chief  
CAL FIRE SLU

William Hollingsworth  
Fire Chief  
Cambria CSD Fire Department

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**CAMBRIA FIRE DEPARTMENT ABH AGREEMENT FOR EQUIPMENT NOT COVERED BY OES RATE LETTER**

<b>1. ORDERING OFFICE (name and address)</b> CALFIRE – SAN LUIS OBISPO UNIT 635 N. SANTA ROSA SAN LUIS OBISPO, CA 93405 (805) 543-4244		<b><u>VENDOR NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT</u></b>				
		<b>2. VENDOR NUMBER</b> 072476-00				
		<b>3. EFFECTIVE DATES</b> a. Beginning July 1, 2019      b. Ending June 30, 2020				
<b>4. VENDOR a. Name and Address</b> CAMBRIA COMMUNITY SERVICES DISTRICT PO BOX 65 CAMBRIA, CA 93428 (805)-927-6240		<b>5. POINT OF HIRE (location when hired)</b> 2850 Burton Dr, Cambria, CA 93428			<b>6. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY:</b>	
		<b>7. OPERATOR(s) FURNISHED BY</b> <input checked="" type="checkbox"/> VENDOR <input type="checkbox"/> GOVERNMENT				
<b>b. Dispatch Telephone No.</b> (805) 543-4243	<b>c. Business Telephone No.</b> (805) 927-6240	<b>8. TYPE OF VENDOR (Certified Small Business (CSB) or Disabled Veteran Business Enterprise (DVBE))</b> <input type="checkbox"/> CERTIFIED SB      Certificate No. <input type="checkbox"/> CERTIFIED DVBE      Certificate No.				
<b>9. ITEM DESCRIPTION</b> <i>(include make, model, year, serial number and accessories)</i>	<b>10. NUMBER OF OPERATORS</b>	<b>11. WORK OR DAILY</b>		<b>12. SPECIAL</b>		<b>13. GUARANTEE RATE</b> <i>(8 or more hrs.)</i>
a. WATER TENDER, TYPE 2 – 500 GPM		a. rate	b. unit	a. rate	b. unit	
b. WATER TANK, PORTABLE – 2,100 GAL		105.00	DAY	HR	SEE OES RATE	
c. WATER PUMP, PORTABLE - 187 GPM HONDA WT20X		80.00	DAY			
d. <small>2,100 gallon portable tank</small>						
e.						
f.						
g.						
<b>14. SPECIAL PROVISIONS</b> Agreed upon rates are subject to change as provided by the Department per Policy Handbook Section 3934.						
<b>15. VENDOR'S OR AUTHORIZED AGENT'S SIGNATURE</b>		<b>16. DATE</b>	<b>17. CONTRACTING OFFICER'S SIGNATURE</b>		<b>18. DATE</b>	
<b>19. PRINT NAME AND TITLE</b>			<b>20. PRINT NAME AND TITLE</b>			

**DISTRIBUTION:** OF CAL FIRE-294 AND ATTACHMENTS: **ORIGINAL** OF ALL PAGES TO THE UNIT'S HIRED EQUIPMENT COORDINATOR; **COPY** OF ALL PAGES TO THE VENDOR. **IF PREPARED AT AN INCIDENT:** ORIGINAL TO THE FINANCE SECTION AND COPY OF ALL PAGES TO THE VENDOR AND TO THE GROUND SUPPORT UNIT LEADER.

NOTE: CAL-Card is not an acceptable payment mechanism for Hired Equipment Services.

**GENERAL CLAUSES ATTACHED TO  
EMERGENCY EQUIPMENT RENTAL AGREEMENT FORM – CAL FIRE–294**

Since the equipment needs of the State and availability of Vendor's equipment during an emergency incident cannot be determined in advance, it is mutually agreed that, upon request of the State, the Vendor shall furnish the equipment listed hereon to the extent the Vendor is willing and able at the time of order. At time of dispatch, an Incident Order Number and Request Number will be assigned. Vendor must furnish this number upon arrival and check in at the incident. When such equipment is furnished to the State, the following provisions shall apply:

- CLAUSE 1.** Condition of Equipment - All equipment furnished under this agreement must be in good working order and safe to operate. The State reserves the right to reject equipment which is not in safe and operative condition. No payment will be made for rejected equipment.
- CLAUSE 2.** Time Under Hire - The time under hire shall start at the time agreed upon when equipment is ordered by the State and end by notification to the Vendor by the State that equipment is released back to its point of hire per Handbook Section 7761.3.1, except as provided in Clause 8.
- CLAUSE 3.** Transportation of Equipment - Equipment will be transported at State expense from point of hire to the site of work and return, except as provided in Clause 8.
- CLAUSE 4.** Operating Supplies - Operating supplies include fuel, oil, filters, and lube/oil changes. Even though the agreement may specify that all operating supplies are to be furnished by the Vendor (wet), the State may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be deducted from payment to the Vendor.
- CLAUSE 5.** Repairs - Repairs to equipment shall be made and paid for by the Vendor. The State may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from payment to the Vendor.
- CLAUSE 6.** Timekeeping - Time will be recorded by the State Agent responsible for ordering and/or directing use of each piece of equipment. Time will be recorded as follows:
- Hourly Rate - to nearest quarter hour.
  - Daily Rate - by calendar day except for first and last day, this will be recorded to nearest hour.
  - Mileage Rate - to nearest mile.
- CLAUSE 7.** Payments
- a. Rates of payments: Rates for equipment hired with operator(s) include all operator(s) expenses except those items provided by the State under Clause 9. Payment for equipment and operator(s) furnished will be at rates specified and, except as provided in Clause 8, shall be in accordance with the following:
- Work Rates (column 11 above): Shall apply when equipment is under hire as ordered by the State and on shift, including travel to and from the incident, 1 round trip and relocation of equipment..
  - Special Rates (column 12 above): Shall apply as specified.
  - Guarantee: For each calendar day that equipment is under hire at least 8 hours, the State will pay not less than the amount shown in Column 13. If equipment is under hire for less than 8 hours during a calendar day, the amount earned for that day will be calculated at actual hours worked or not less than one-half the amount specified in Column 13, whichever is greater. The guarantee is not applicable to equipment hired under the Daily Rate. Equipment under transport is compensated at the appropriate hourly work rate.
  - Daily Rate (column 11): Payment will be made on basis of calendar days. Single (1) operator rates are based on 16 hours under hire. 8 hours or more under hire will be compensated at a full daily rate. Less than 8 hours under hire will be compensated at ½ the daily rate. Two (2) operator rates are based on 24 hours under hire. 12 hours or more under hire will be compensated at a full daily rate. Less than 12 hours under hire will be compensated at ½ the daily rate.
- b. Method of Payment: Lump-sum payment will normally be processed at the end of the emergency incident. Payment for each calendar day will be made for (1) actual units ordered and performed under Work or Daily and/or Special Rates or (2) the guarantee earned, whichever is the greatest amount. CAL-Card is not an acceptable payment mechanism for Hired Equipment Services.
- CLAUSE 8.** Exceptions
- No further payment under Clause 7 will accrue during any period that equipment under hire is not in a safe or operable configuration or when Vendor furnished operator(s) is (are) not available.
  - If the Vendor withdraws equipment and/or operator(s) prior to being released by the State, no further payment under Clause 7 shall accrue and the Vendor shall bear all costs of returning equipment and/or operator(s) to the point of hire.
  - After inspection and acceptance for use, equipment and/or furnished operator(s) that cannot be replaced or equipment that cannot be repaired at the site of work by the Vendor or by the State in accordance with Clause 5, within 24 hours, may be considered as being withdrawn by the Vendor in accordance with Paragraph 8.b. above, except that the State will bear all cost of returning equipment and/or operator(s) to the point of hire as promptly as emergency conditions will allow.

**CLAUSE 9.** Prompt Payment Clause - Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927. In the event of an emergency, as defined in section 927.11, late payment penalties may not apply. **Specific to the California Department of Forestry and Fire Protection (CAL FIRE), if an invoice from a business under contract with CAL FIRE becomes subject to late payment penalties during the annually declared fire season, then the required payment approval date shall extend thirty (30) calendar days beyond the initial forty-five (45)-day period, except in the case of a contract with a certified small business, a certified Disabled Veteran Business Enterprise, a non-profit organization, or a non-profit public benefit corporation.**

**CLAUSE 10.** Meals and Bedding - When an incident base or camp is established, meals and bedding for the Vendor's operator(s) will be furnished without charge at the incident base. When enroute to or from the incident, meals and lodging are the responsibility of the vendor.

**CLAUSE 11.** Loss, Damage, or Destruction - Damage to hired equipment resulting from exposure to fire or from firefighting activities will be investigated by the Compensation and Claims Unit at the incident. The documented damage will be addressed through appropriate action at the incident or through the California Victim Compensation and Government Claims Board claims process.

**CLAUSE 12.** Vendor's Responsibility - The parties intend that Vendor be an independent vendor and the Vendor and its employees are not agents or employees of State; Vendor shall indemnify State against all liability, loss, damage, or expense caused by reason of acts or neglect of Vendor, his/her employees, or agents in connection with the performance of the Agreement; Vendor shall furnish, at its own expense, public liability and Workers Compensation insurance. Theft, fire, and other insurance Vendor deems necessary for its protection shall be at Vendor's expense. Vendor certifies under the penalty of perjury under the laws of the State of California to have, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and California Code of Regulations, Title 2, Section 8103.

**CLAUSE 13.** Deductions - Unless specifically stated elsewhere in this agreement the cost of any commissary items, supplies, materials, or services provided for the Vendor by the State will be deducted from the payment to the Vendor.

**CLAUSE 14.** Personal Protective Equipment - Operators employed by Vendor shall be provided with safety equipment specified in CAL FIRE handbook section 3833 by Vendor. Operators shall be issued additional personal safety equipment by the Vendor when required by the State. Equipment issued by the State shall be turned in on release from the emergency incident. Cost of safety equipment not returned will be deducted from final payment to Vendor.

**CLAUSE 15.** Subject to CAL FIRE Policies and Procedures - Vendor agrees that this agreement is subject to the policies and procedures contained in the following CAL FIRE Handbook sections and included subsections: 3833, 3934, and 7761. Noncompliance with the policies and procedures as defined in section 7761.9.4 will be subject to the actions by CAL FIRE described in that section, which include placement at the bottom of, or removal from rotational list(s) for a specified period of time, removal from list(s) for the remainder of the year, and possible civil and/or criminal action where authorized by law.

**CLAUSE 16.** Darfur Contracting Act Vendor Certification Form CAL FIRE-720 – Under the Darfur Contracting Act (Public Contract Code Sections 10475-10481), if a company that currently, or within the previous three years, has had business activities or other operations outside of the United States submits a bid or proposal for a State of California contract for goods or services, the State agency must require the company to certify that it is not a *scrutinized* company as defined in Public Contract Code Section 10476, or that it is a scrutinized company that has been granted permission by the California Department of General Services to submit a bid or proposal for the contract.

**VENDOR: You MUST INITIAL either line (a) or (b) below, to indicate your company's current certification requirement:**

\_\_\_\_\_ (a) We currently have, or have had within the previous three years, business activities or other operations outside of the United States, and, therefore, are **REQUIRED to and shall complete and submit a form CAL FIRE-720 (Darfur Contracting Act Vendor Certification) with our bid or proposal for this contract for goods or services.**

OR

\_\_\_\_\_ (b) We currently do not have, and have not had within the previous three years, business activities or other operations outside of the United States, and, therefore, are **NOT REQUIRED to complete and submit a form CAL FIRE-720 (Darfur Contracting Act Vendor Certification) with our bid or proposal for this contract for goods or services.**

**CLAUSES INCORPORATED BY REFERENCE**

This Agreement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text.

**VENDOR agrees to these General Clauses.**

Vendor's Initials

Date

**SUPPLEMENTAL GENERAL PROVISIONS ATTACHED TO  
EMERGENCY EQUIPMENT RENTAL AGREEMENT FORM – CAL FIRE-294**

A. **REPAIR BILLING RATE** – The State billing rate for mechanical or repair services shall be deducted at the rate of \$150.00 per hour, plus parts.

B. **SAFETY EQUIPMENT** – Vendors shall be responsible for providing their own personal protective equipment per CAL FIRE Handbook section 3833.

**Water tenders, fuel trucks, and transports shall be equipped with reflectors (1 set of three), fire extinguisher (2A10BC or better), chock blocks of appropriate size for tire diameter, electronic backup alarm (minimum 97 decibels)**

Vendor shall comply with the wildland firefighting requirements as set forth in Title 8, California Code of Regulations, Section 3410 (General Industry Safety Orders).

Safety Requirements - All bulldozers, and motor graders shall be equipped with roll-over protective structures and seat belts pursuant to the requirements of Title 8, Section 1590 through 1596 (Construction Safety Orders) of the California Code of Regulations. Operators shall be instructed in the use of required safety belts.

C. **CONDITION OF EQUIPMENT** – Clause 1 is supplemented as follows: No payment for travel to an Incident or return home will be made for equipment that does not pass inspection.

D. **PAYMENTS** – In accordance with Clause 7.a.(3), for any equipment, payment under the Guarantee may exceed 100 percent of the guarantee on any calendar day if total hours worked exceed 8 hours. CAL-Card is not an acceptable payment mechanism for Hired Equipment Services.

E. **RE-INSPECTION COSTS** - All equipment that does not pass initial inspection at an incident may be given an opportunity for re-inspection. However, the vendor will be charged \$150.00/hour for the second inspection. This cost will be pro-rated in 30 minute increments. This re-inspection charge also applies to any vehicle that carries 15 passengers or more, regardless of gross vehicle weight Rating (GVWR).

F. **WATER TENDER INSPECTIONS** - All privately owned special equipment (SE) plate water tenders and commercial plate water tenders weighing more than 26,001 lbs. GVWR are required to be inspected prior to each fire season; in no event will an inspection be accepted that is older than 12 months. The inspection must have been preformed by California Highway Patrol (CHP) or a facility licensed to operate as a commercial motor vehicle repair and maintenance shop. Neither Forest Service nor CAL FIRE personnel shall perform this service. All costs will be borne by the vendor. The inspection will meet the criteria of Federal Motor Carrier Safety Regulations, Part 393, Parts and Accessories Necessary for Safe Operation, 393.1 through 393.209 and Title 49, Parts 40, 325, 350 and 399 and California Vehicle Code Division 14.8, 34500, Safety Regulations and California Code of Regulations Title 13.

All privately owned water tenders, regardless of vehicle registration, must carry a copy of the inspection with them and provide a copy to the CAL FIRE Unit that originally signed up the equipment. The commercial motor vehicle shop's Department of Transportation (DOT) inspection form is acceptable as long as the following is shown:

1. Shop's address and phone number Vehicle's identifying numbers (license and serial)
2. All critical items identified in the regulations listed above.
3. Repair documentation must show, in addition to 1. and 2. above, itemization of repairs completed.
4. All forms and job orders must be legible.

Alternatively, the R5-5100-2T, Inspection Form, may be used by the Vendor. If this form is used, 1., 2. and 4. (when applicable) must be shown and be accompanied by a copy of the inspector's work order. Finally, either of CHP inspection forms CHP 407F, Safetynet Driver/Vehicle Inspection Report, or CHP 343A, Vehicle/Equipment Inspection Report, Motor Carrier Safety Operation is acceptable (CHP 108, Truck and/or Tractor Maintenance and Safety Inspection, is suggested as a guide only; it may not be used in lieu of the inspection). Any vehicle arriving at an incident without proof of successful completion of the inspection, along with proof that noted defects have been corrected, will be rejected.

CAL FIRE personnel will perform a complement, capability, and capacity inspection at the incident. The inspection will not be preformed and no payment will be made to the Vendor until the above proof of commercial inspection is provided.

G. **EMERGENCY HIRE OF EQUIPMENT RENTAL RATE** - The current edition of the CAL FIRE Emergency Hire of Equipment Rental Rates is hereby incorporated by reference.

H. **CHILD SUPPORT WITHHOLDING DISCLAIMER:** Payment for services provided under this contract may be subject to withholding pursuant to a child support income withholding order. California 5206, 5246, and 17512.

I. **Permits and Driving Regulations:** Vendors are responsible for obtaining any transportation permits required by regulatory agencies. Vendors and their drivers of regulated hired equipment are not exempt from the limitations on driving hours or logbook requirements of the Federal Motor Carrier Regulations (Code of Federal Regulations, Part 395), California Motor Carrier Regulations (California Code of Regulations, Title 13, §1212), or the California Vehicle Code (§34500 et seq). Hired equipment drivers exceeding their maximum driving hour limitations shall immediately notify their fire line supervisor and be placed out of service and unavailable.

VENDOR agrees to these Supplemental General Provisions.

\_\_\_\_\_  
VENDOR's Initials

\_\_\_\_\_  
DATE

California Governor's Office of Emergency Services (Cal OES) - Fire and Rescue Division  
**2019 SALARY SURVEY / ACTUAL ADMINISTRATIVE RATE**  
 for the  
**AGREEMENT FOR LOCAL GOVERNMENT FIRE AND EMERGENCY ASSISTANCE TO**  
**THE STATE OF CALIFORNIA AND FEDERAL FIRE AGENCIES**  
**(California Fire Assistance Agreement)**

Please complete and/or correct this salary survey information sheet (all fields on this form that pertain to your agency are required or survey may be returned due to lack of information). Return your completed survey as soon as possible to:

**California Governor's Office of Emergency Services / Fire and Rescue Division**  
**3650 Schriever Ave Mather, California 95655**

or

**FAX: (916) 845-8396**

(To ensure receipt of your salary survey, we recommend mailing it to us "Certified with Return Receipt Requested")

Agency 3-Letter MACS I.D.:	<b>CMB</b>
Agency / Department Name:	<b>Cambria CSD Fire Department</b>
Chief's Name:	<b>William S. Hollingsworth</b>
Chief's Email Address*:	<b>whollingsworth@cambriacsd.org</b>
Department Email Address:	<b>n/a</b>
Physical Address, City, State, Zip:	<b>2850 Burton Drive Cambria, CA 93428</b>
Mailing Address, City, State, Zip:	<b>PO Box 65</b>
Telephone Number:	<b>805-927-6240</b>
FAX Number:	<b>805-927-6242</b>
Federally Recognized Tribe? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Federal Fire Dept.? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> Dept. of Defense? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> Volunteer Fire Dept.? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>

\* Email is for the individual responsible for reviewing and processing the Salary Survey, Administrative Rate, and invoices.

All information provided on this form is subject to audit by Cal OES, CAL FIRE, and the Federal Fire Agencies signatory to the California Fire Assistance Agreement.

Please provide the hourly Average Actual Rate or Base Rate for each classification used by your agency that is reflected in the chart below. Instructions for completing the [Cal OES 2019 Salary Survey / Actual Administrative Rate](#) form.

Classification Title	Base Rates (ST) as of 06/01/2018	Avg. Actual Rate or Base Rate (ST) as of: 7/1/2019		Above B/C with a MOU/MOA for above Straight Time (OT)		MOU/MOA/GBR for Portal to Portal	
				Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
Chief	\$24.94 /per hour	<b>69.99</b>	/per hour	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
Deputy Chief	\$24.94 /per hour		/per hour	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Division Chief	\$24.94 /per hour		/per hour	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Assistant Chief	\$24.94 /per hour		/per hour	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Battalion Chief	\$24.94 /per hour		/per hour			Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Co. Officer/Capt./Lt.	\$20.69 /per hour	<b>30.34</b>	/per hour			Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
App. Officer/Engineer	\$20.69 /per hour	<b>25.37</b>	/per hour			Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
Firefighter/FF-PMedic	\$20.69 /per hour	<b>12.29</b>	/per hour			Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
Actual Administrative Rate** (due by July 1st):		<b>0.24521</b>				(Enter as Decimal)	
Workers Compensation Insurance Rate:		<b>0.056</b>				(Enter as Decimal)	
Unemployment Insurance Rate:		<b>0.010</b>				(Enter as Decimal)	
Agency Federal Taxpayer I.D. Number or Federal Employee I.D. Number:		<b>95-3085608</b>					
Agency Data Universal Numbering System (DUNS) Number:		<b>187421669</b>					

**NOTE: These rates are not effective until the date they are received by Cal OES.**

**\*\*If your Actual Administrative Rate is on file, you are required to update and complete an Actual Administrative Rate Calculation Sheet (Page 2) by July 1st, 2019. After that date, the rate will default back to 10%.**

**What is reported on this form constitutes direct salary costs for employees.**

As an authorized representative of my agency/dept., I certify to the best of my knowledge and belief that this information is correct. Furthermore, my signature below represents acceptance by my agency/dept., as a cooperator, to comply with the authorities, terms and conditions of the CFAA. I also agree to comply with all cooperator agency internal accounting and expense reimbursement standards.

William S. Hollingsworth  
 Print Name \_\_\_\_\_  
 Authorized Representative \_\_\_\_\_  
 Date July 19, 2019  
 Date \_\_\_\_\_

California Governor's Office of Emergency Services (Cal OES) - Fire and Rescue Division  
**2019 SALARY SURVEY / ACTUAL ADMINISTRATIVE RATE**  
for the  
**AGREEMENT FOR LOCAL GOVERNMENT FIRE AND EMERGENCY ASSISTANCE TO**  
**THE STATE OF CALIFORNIA AND FEDERAL FIRE AGENCIES**  
**(California Fire Assistance Agreement)**

3-Letter MACS I.D.: CMB Department Name: Cambria CSD Fire Department

FY 19 / 20 Data for use in 2019 Fire Agreements  
Year

Actual Administrative Rate (Include *ONLY* allowable costs and use whole numbers)

PROGRAM	INDIRECT	DIRECT	TOTAL
Emergency Medical Services	6,695	1,583,373	1,590,068
General Administration	417,493		417,493
Information Technology	103		103
Logistics / Procurement / Supply / Minor Fire Equipment			
Public Information Office	2,200		2,200
Telecommunications	5,801		5,801
Arson Investigation			
Community Education		7,500	7,500
Facilities		34,188	34,188
Fire Comm. Center / Dispatch / Comm. & Control Center		52,100	52,100
Fire Hazard Reduction Program		32,237	32,237
Fleet		20,600	20,600
Hazardous Materials Response Program		2,000	2,000
Mapping			
Operations		1,236	1,236
Prevention			
Training		29,718	29,718
Urban Search and Rescue			
<b>GRAND TOTALS</b>	<b>432,292</b>	<b>1,762,952</b>	<b>2,195,244</b>

**ADMINISTRATIVE RATE (INDIRECT COST/DIRECT COST): 0.24521**

As an authorized representative of my agency/dept., I certify to the best of my knowledge and belief that the actual administrative rate is correct and is established in accordance with OMB Super Circular Title 2 in the Code of Federal Regulations (2 CFR), Subtitle A, Chapter II, part 225 (A-87) using the instructions for completing [Actual Administrative Rate Calculations](#) and [ICRP Definitions](#). Furthermore, my signature below represents acceptance by my agency/dept., as a cooperator, to comply with the authorities, terms and conditions of the CFAA.

William S. Hollingsworth

Print Name

Authorized Representative

July 19, 2019

Date

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**FROM: John F. Weigold, IV., General Manager  
Monique Madrid, Administration Department Manager-----  
Meeting Date: February 13, 2020Subject: DISCUSSION AND CONSIDERATION  
TO FILL VACANT SEAT ON THE  
POLICY COMMITTEE**RECOMMENDATIONS:**

Staff recommends that the Board of Directors discuss and consider appointing a replacement to fill the vacant seat on the Policy Committee resulting from the resignation of John Rohrbaugh.

**FISCAL IMPACT:**

There is no fiscal impact identified with this item.

**DISCUSSION:**

At the December 12, 2019 regular Board meeting, staff was directed to open the application process in accordance with the Committee Bylaws, in order to fill the vacant seat created by the resignation of John Rohrbaugh.

The application period closed on January 16, 2020, with no new applications having been received. On January 22, 2020, the Board directed this item be continued to one of the February meetings. Staff has attached the original applications for the two individuals still interested in the position for the Board's consideration.

Staff recommends the Board of Directors appoint one of the applicants to fill the vacant seat on the Policy Committee or provide further direction to staff.

Attachments: L. Richards' Application  
J. McKinnon's Application



**COMMITTEE MEMBER APPLICATION**

For more information, please visit: [www.cambriacsd.org](http://www.cambriacsd.org)

Return the completed application to:  
Cambria Community Services District

Attention: Deputy District Clerk  
P.O. Box 65

1316 Tamsen Street, Suite 201  
Cambria, CA 93428

The Political Reform Act (Government Code Section 82000, etc. Seq.) requires most state and local government officials and employees to publicly disclose their personal assets and income. Individuals must also disqualify themselves from participating in decisions, which may affect their personal financial interests. Finance, Policy and Resources & Infrastructure Standing Committees are required by law to file a Statement of Economic Interest form.

STANDING COMMITTEE (Please include which committee you're applying for): Policy Standing Committee

NAME: Richards Leslie M.  
Last First MI

Home Address: [Redacted] Cambria  
Street City Zip

Home Phone: [Redacted] Cell Phone: [Redacted]

E-mail address: [Redacted]

I have been a registered voter at the address listed above since: 1998 #2  
Year

If less than 6 months, place and date of last voter registration: \_\_\_\_\_  
Address Date

Are you a registered voter in Cambria?  yes  no

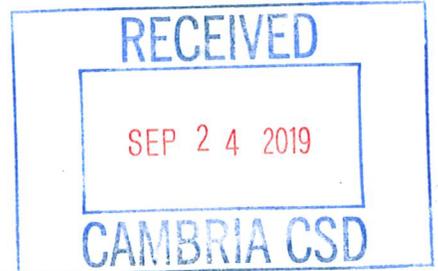
**Enter qualifications and interest in the position below.**

Have been a local activist; w/ a legal background,  
involved in all operations of the District since  
2000. Have worked on municipal Code, operational  
manuals; Brief analysis for legal actions; EIR  
prep and litigation, specifically. Have some expertise  
to offer to the District and am excited at this "new"

If additional space is needed, please use the reverse side of the application.

Signature: [Handwritten Signature] Date: 1/16/19

opportunity so  
voluntarily my time  
in a vital & productive  
manner!



**POLICY COMMITTEE MEMBER APPLICATION**

**Deadline: October 1, 2019**

For more information, please visit: [www.cambriacsd.org](http://www.cambriacsd.org)

Return the completed application to:  
Cambria Community Services District

Attention: District Clerk

P.O. Box 65

1316 Tamsen Street, Suite 201

Cambria, CA 93428

The Political Reform Act (Government Code Section 82000, etc. Seq.) requires most state and local government officials and employees to publicly disclose their personal assets and income. Individuals must also disqualify themselves from participating in decisions, which may affect their personal financial interests. The Policy Standing Committee is required by law to file a Statement of Economic Interest form.

NAME: McKINNON JERRY G.  
Last First MI

Home Address: [REDACTED] CAMBRIA 93428  
Street City Zip

Home Phone: [REDACTED] Cell Phone: N/A

E-mail address: N/A

I have been a registered voter at the address listed above since: 1989  
Year

If less than 6 months, place and date of last voter registration: N/A  
Address Date

Are you a registered voter in Cambria?  yes  no

**Enter qualifications and interest in the position below.**

I SERVED ON A COMMITTEE INVOLVED IN THE  
NEED FOR EMERGENCY WATER

If additional space is needed, please use the reverse side of the application.

Signature: Jerry R McKinnon

Date: SEPT. 24, 2019

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: John F. Weigold IV, General Manager  
Harry Farmer, President  
Amanda Rice, Director

-----  
Meeting Date: February 13, 2020

Subject: DISCUSSION AND CONSIDERATION  
OF ANNUAL REVIEW OF BOARD OF  
DIRECTORS BYLAWS

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**RECOMMENDATIONS:**

Staff recommends that the Board of Directors discuss and consider the Board Bylaws and provide direction regarding any changes they would like to have brought back for adoption.

**FISCAL IMPACT:**

There is no fiscal impact associated with the Board's annual review of its Bylaws.

**DISCUSSION:**

Section 10.1 of the Board Bylaws provides for an annual review at the first regular meeting in January. The Board reviewed the Bylaws on January 16, 2020 and formed an ad hoc committee consisting of President Farmer and Director Rice to work with staff to make revisions to the Board Bylaws and bring them back for review in February. Attached is a copy of the proposed Bylaws in redline and the current Bylaws, as revised on March 21, 2019 per Resolution 10-2019, for the Board's review and consideration.

Attachments: 2020 Proposed Board Bylaws in Redline  
2019 Board Bylaws

2-13-2020 Draft Proposed changes Board Bylaws from BOD approved 3/21/2019

Ad Hoc Committee Members President Farmer and Director Rice's Draft Proposed Revised BYLAWS for Board Consideration

COMPLIANCE WITH FEDERAL OR STATE LAW

The Cambria Community Services District (CCSD) Board of Directors will comply with all Federal and State laws governing their conduct in the performance of their duties as Directors. These Bylaws are not intended to amend any laws governing the behavior of any individual Board Member or the Board as a whole. These Bylaws are for the purpose of providing guidance to the Director in the performance of his or her duties. If it is determined any of these Bylaws conflict with Federal or State rules or statutes the Federal or State rules or statutes will apply.

**Commented [MM1]:** Amanda's question: Is this the purpose? Does it succeed?

**Deleted:** ¶

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.
- 1.5 The President or his or her designate shall be the spokesperson for the Board and point person for intergovernmental relations.

2-13-2020 Draft Proposed changes Board Bylaws from BOD approved 3/21/2019

## 2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall be on the second and third Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.2 Reserved.
- 2.3 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed sessions, shall be conducted for no more than a three-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the three-hour period, the Board may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.

## 3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors.
  - A. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President.
  - B. Any Director's request to place an item on the agenda must be approved by the Board President or a majority of the Board Members acting in open session.
- 3.2 For regular meetings, a block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes

**Commented [MM2]:** Amanda suggests adding guidelines for releasing agenda packets. Agendas should be created with the time limit and pressing/urgent District business in mind.

2-13-2020 Draft Proposed changes Board Bylaws from BOD approved 3/21/2019

unless extended or shortened at the President's discretion. During general public comment:

- (a) Board Members may briefly respond to statements or questions from the public; and
- (b) Board Members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- (c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.

3.3 Those items on the CCSD agenda, which are considered to be of a routine and non-controversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.

- (a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
- (b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
- (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the District Clerk will register a "no" vote in the minutes.

#### 4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the District Clerk.
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and,

**Commented [MM3]:** Amanda asks should additional language be added:

Section 61045

(e) The board of directors shall keep a record of all its actions, including financial transactions.

(f) The Board of directors shall adopt rules or bylaws for its proceedings.

(g) The board of directors shall adopt policies for the operation of the district, including but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division.

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except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.

- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.

4.4 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks related.

- 4.5 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record. Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Clerk shall ~~compile~~ record a summary of the testimony of the witnesses.

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## 5. MEMBERS OF THE BOARD OF DIRECTORS

- 5.1 Information that is exchanged before meetings shall be distributed through the District Clerk, and all Directors will receive all information being distributed.
- 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 Individual Directors have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- 5.4 At the President's discretion District Counsel shall act as parliamentarian.

## 6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.

6.2 All members of the board of directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole. Directors do not represent any fractional segment of the community, but are rather a part of the body, which represents and acts for the community as a whole.

**Commented [MM4]:** Amanda asks should additional information be added?  
Section 61040 (c) All members of the board of directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public in furthering the purposes and intent of this division. Where the members of the board of directors have been elected by divisions or from divisions, they shall represent the interests of the entire district and not solely the interests of the resident and property owners in their divisions.

6.3 The board of directors shall adopt policies for the operation the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies.

- 6.4 The primary responsibilities of the Board of Directors are:
  - (a) The formulation and evaluation of policy.
  - (b) Monitoring the CCSD’s progress in attaining its goals and objectives.
  - (c) Appointment, oversight and evaluation of a General Manager to handle all matters concerning the operational aspects of the CCSD.
  - (d) Appointment, oversight and evaluation of a District Counsel to handle all matters concerning the legal aspects of the CCSD.

7. DIRECTOR GUIDELINES

7.1 Board Members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD.

a. If the General Manager cannot provide the requested information in a timely manner the General Manager shall inform the individual Board Member, why the information is not or cannot be made available.

Deleted: Member

b. The GM shall provide any other response to all board members.

7.2 Individual Board Members should not involve themselves in the day-to-day operations of the District. Their principle role is to participate in the process of establishing the District’s policies and goals and ensuring the. ~~The~~ General Manager is responsibly implementing those policies and goals.

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7.3 Individual Board Members should also not involve themselves or interfere in personnel matters. This is, ~~because~~, any potential personnel matter could subsequently be heard by the Board as an appeal of discipline ~~per the District's grievance process~~. Personnel matters and other operational issues that may be of concern to individual Board Members should be addressed through the General Manager.

**Deleted:** especially true if there is

**Deleted:** that a

**Deleted:** . Therefore, p

7.4 Individual Board Members should also refrain from giving orders or instructions to the General Manager or any subordinates of the General Manager. The General Manager shall take directions and instructions from the Board of Directors, as a body, when it is sitting in a duly convened meeting.

**Deleted:** Individual Board Members should also refrain from giving orders or instructions to the General Manager or any subordinates of the General Manager....

7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

## 8. DIRECTOR COMPENSATION

- 8.1 Directors may receive compensation of one hundred dollars (\$100.00) for each authorized meeting attended or for each day of service rendered as a Director.
- 8.2 The following are authorized meeting for which a Director may be compensated:
  - (a) Regular Board meetings.
  - (b) Special Board meetings.
  - (c) Advisory or Committee meetings.
  - (d) Training or educational seminars, conferences or webinars.
  - (e) Negotiation sessions.
  - (f) Depositions.

(g) Meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business.

(h) Any other Board-approved activity provided it is approved by a board majority prior to the activity,

8.3 Director compensation shall not exceed six days of service in any calendar month.

8.4 In no event shall any Director's pay exceed \$100.00 per day or \$600.00 per month.

8.5 Each Board Member is entitled to reimbursement for their travel, meals, lodging and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2

8.6 Board Members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. COMMITTEES

9.1 The President shall make appointments to all committees subject to Board approval.

9.2 All committees shall meet within the jurisdictional boundaries of CCSD, except as may be permitted by the Brown Act.

9.3 The Board may appoint such AD HOC committees as may be deemed necessary or advisable. The duties of the AD HOC committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. AD HOC committees shall meet on an as needed basis.

9.4 Standing Committees:

(a) Standing Committees may be created at the Boards discretion. Standing Committees may consider CCSD related issues assigned to it on a continuing ongoing basis.

(b) All Standing Committees shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of

**Deleted:** Any other activity

**Deleted:** the Board requests a member attend in advance of attendance...

**Deleted:** compensation

**Commented [MM5]:** Amanda inserted the following comment:

(a) If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then a local agency shall provide expense report forms to be filed by the members of the legislative body for reimbursement for actual and necessary expenses incurred on behalf of the local agency in the performance of official duties. Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel.

(b) Expense reports shall document that expenses meet the existing policy, adopted pursuant to **Section 53232.2**, for expenditure of public resources.

(c) Members of a legislative body shall submit expense reports within a reasonable time after incurring the expense, as determined by the legislative body, and the reports shall be accompanied by the receipts documenting each expense.

(d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

(a) All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with **Section 6250**) of Division 7 of Title 1).

**Commented [MM6]:** Amanda inserted the following comment: List active ad hoc committees and which board members are on them on website.

**Commented [MM7]:** Amanda inserted the following comment: Made to whom?

**Commented [MM8]:** Amanda inserted the following comment: The Board of Directors has created three standing committees. This language is anemic and should probably at least speak to the structure of the committee, the authority of the committees.

**Commented [MM9]:** Amanda inserted the following comment: The Board of Directors has created three standing committees. This language is anemic and should probably at least speak to the structure of the committee, the authority of the committees

2-13-2020 Draft Proposed changes Board Bylaws from BOD approved 3/21/2019

Directors following committee approval as a public record and an audio recording shall be made and retained, as required by law.

**10. BOARD BYLAW REVIEW POLICY**

10.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January and amendments to the Bylaws shall be considered for adoption by the Board at the first regular meeting in February.

**11. BOARD GOALS AND OBJECTIVES REVIEW POLICY**

11.1 The Board of Directors shall discuss, review and consider Board goals and objectives annually at the first regular meeting in January.

**Commented [MM10]:** Amanda inserted the following comment:  
Committee Minutes are probably not included in the records retention policy. It should be added here, or the records retention policy should be modified.

**Deleted:** 10.1

## BYLAWS

### COMPLIANCE WITH FEDERAL OR STATE LAW

The Cambria Community Services District (CCSD) Board of Directors will comply with all Federal and State laws governing their conduct in the performance of their duties as Directors. These Bylaws are not intended to amend any laws governing the behavior of any individual Board Member or the Board as a whole. These Bylaws are for the purpose of providing guidance to the Director in the performance of his or her duties. If it is determined any of these Bylaws conflict with Federal or State rules or statutes the Federal or State rules or statutes will apply

#### 1. OFFICERS OF THE BOARD OF DIRECTORS

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## 2. MEETINGS

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## 3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President. Any Director's request to place an item on the agenda must be approved by the Board President or a majority of the Board Members acting in open session.
- 3.2 For regular meetings, a block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes

unless extended or shortened at the President's discretion. During general public comment:

- (a) Board Members may briefly respond to statements or questions from the public; and
- (b) Board Members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- (c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.

3.3 Those items on the CCSD agenda, which are considered to be of a routine and non-controversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.

- (a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
- (b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
- (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the District Clerk will register a "no" vote in the minutes.

#### 4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the District Clerk.
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and,

except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.

- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record.
- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks related..
- 4.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Clerk shall compile a summary of the testimony of the witnesses.

## 5. MEMBERS OF THE BOARD OF DIRECTORS

- 5.1 Information that is exchanged before meetings shall be distributed through the District Clerk, and all Directors will receive all information being distributed.
- 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 Individual Directors have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- 5.4 At the President's discretion District Counsel shall act as parliamentarian.

## 6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.

- 6.2 Directors do not represent any fractional segment of the community, but are rather a part of the body, which represents and acts for the community as a whole.
- 6.3 The primary responsibilities of the Board of Directors are:
- (a) The formulation and evaluation of policy.
  - (b) Monitoring the CCSD's progress in attaining its goals and objectives.
  - (c) Appointment of a General Manager to handle all matters concerning the operational aspects of the CCSD.

## 7. DIRECTOR GUIDELINES

- 7.1 Board Members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner the General Manager shall inform the individual Board Member why the information is not or cannot be made available.
- 7.2 Individual Board Members should not involve themselves in the day-to-day operations of the District. Their principle role is to participate in the process of establishing the District's policies and goals. The General Manager is responsible for implementing those policies and goals.

Individual Board Members should also not involve themselves or interfere in personnel matters. This is especially true if there is any potential that a personnel matter could subsequently be heard by the Board as an appeal of discipline. Therefore, personnel matters and other operational issues that may be of concern to individual Board Members should be addressed through the General Manager.

Individual Board Members should also refrain from giving orders or instructions to the General Manager or any subordinates of the General Manager. The General Manager shall take directions and instructions from the Board of Directors, as a body, when it is sitting

in a duly convened meeting. When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

## 8. DIRECTOR COMPENSATION

- 8.1 Directors may receive compensation of one hundred dollars (\$100.00) for each authorized meeting attended or for each day of service rendered as a Director.
- 8.2 The following are authorized meeting for which a Director may be compensated:
  - (a) Regular Board meetings.
  - (b) Special Board meetings.
  - (c) Advisory or Committee meetings.
  - (d) Training or educational seminars, conferences or webinars.
  - (e) Negotiation sessions.
  - (f) Depositions.
  - (g) Meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business.
  - (h) Any other activity the Board requests a member attend in advance of attendance.
- 8.3 Director compensation shall not exceed six days of service in any calendar month.
- 8.4 In no event shall any Director's compensation exceed \$100.00 per day or \$600.00 per month.
- 8.5 Each Board Member is entitled to reimbursement for their travel, meals, lodging and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2

- 8.6 Board Members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. COMMITTEES

- 9.1 The President shall make appointments to all committees subject to Board approval.
- 9.2 All committees shall meet within the jurisdictional boundaries of CCSD, except as may be permitted by the Brown Act.
- 9.3 The Board may appoint such AD HOC committees as may be deemed necessary or advisable. The duties of the AD HOC committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. AD HOC committees shall meet on an as needed basis.
- 9.4 Standing Committees:
- (a) Standing Committees may be created at the Boards discretion. Standing Committees may consider CCSD related issues assigned to it on a continuing basis.
  - (b) All Standing Committees shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law.

10. BOARD BYLAW REVIEW POLICY

- 10.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January and amendments to the Bylaws shall be considered for adoption by the Board at the first regular meeting in February.

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D.**

FROM: John F. Weigold IV, General Manager

Meeting Date: February 13, 2020

Subject: DISCUSSION AND CONSIDERATION  
OF ESTABLISHMENT OF A POLICY  
REGARDING RETENTION OF EMAILS**RECOMMENDATIONS:**

Staff recommends that the Board of Directors discuss and consider establishing a written email retention policy.

**FISCAL IMPACT:**

The fiscal impact will depend on the nature of the policy established. There could be significant impacts to the District in both staff time and data-management costs if a policy were implemented requiring all emails to be kept for a long time period.

**DISCUSSION:**

A citizen recently raised concerns about the CCSD's current practice regarding retention of emails. The District has no written email retention policy. Currently, the District's electronic mail system automatically deletes emails after 30 days. Not all email is a public record that must be retained. Email is a public record if it contains information relating to the conduct of the public's business and is prepared, used or retained by the public agency, and should be retained for at least two years. Email that is transitory (e.g., a lunch invitation) is not a public record and need not be retained. The determination of whether an email is a public record subject to retention is left to the discretion of the employee sending or receiving it. The Board of Directors should strongly consider adopting an email retention policy to provide clarity to District staff. This item is being presented to the Board so that it can provide direction regarding adopting an email retention policy.

Many agencies throughout the State have policies that provide for the deletion of emails after a relatively short period of time, while others keep them for longer, including for a two-year period. The law with regard to email retention is unclear at this time.

The League of California Cities had a Committee of City Attorneys look at the issue a number of years ago, and a League paper from 2013 provides the legal analysis supporting short retention times. That Committee had also published an article in Western City Magazine in 2012 that included the following:

**E-mail Retention**

The Public Records Act is not a records retention statute; it is a records disclosure statute. Other laws govern retention of public records. No statute defines what a "record" is for purposes of local agency records retention. The California attorney general has opined that local agency records for the purposes of records retention

laws are those kept as required by law, or as necessary or convenient for the discharge of agency duties. Therefore, local agencies appear to retain some discretion concerning which agency records, including electronic records such as e-mails, must or should be retained in the ordinary course of agency business. Nonetheless, some open government advocates have challenged local agency e-mail destruction policies and assert that all local agency records, including e-mails, must be kept a minimum of two years. Local agencies may wish to develop policies concerning disposition and storage of electronic records such as e-mails.

As noted, the current state of the law is unclear and the time period that emails must be kept continues to be an open issue. News media and groups like CALAWARE disagree with the rationale set forth in the Western Cities Magazine article. In 2019 a bill, AB 1184, passed the California legislature that would have added language to the Public Records Act to require public agencies to retain emails for at least two years. The bill was reportedly prompted by a 2018 article in the Voice of San Diego that reported that half of the cities in San Diego County delete their emails from city servers before two years. The article noted that Encinitas and Poway have the shortest retention policy, deleting emails after 30 days. Del Mar deletes theirs after 60 days. Carlsbad, Escondido and Oceanside wait until the 90-day marker, while Solana Beach waits for 100 days, Santee for 180 days and Coronado for one year. AB 1184 was opposed by public agencies and the California Special District Association. The bill was vetoed by Governor Newsom on October 13, 2019. Governor Newsom's veto message for AB 1184 stated that

This bill does not strike the appropriate balance between the benefits of greater transparency through the public's access to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayer.

In considering an email retention policy, it should be noted that email is generally not considered a record category on its own, but rather it is a format. Email systems are typically called out as intended to be a medium of communication, as a convenient and efficient method for rapidly communicating transitory information in an electronic format. Policies of some public agencies also note that email systems are not intended to be used for electronic storage or maintenance of records.

The California Secretary of State's Office has a page on its website relating to Electronic Mail Management for State agencies. A copy is attached for the Board's reference. It includes the following:

Email is not considered a record series or category on its own. It is simply a format. Retention or disposition of email messages is done in relation to the information they contain, the purpose they serve, and the relevant line item/records series to which they belong. Given the frequent use of email, it should be evaluated on a regular basis with transitory emails being deleted when no longer needed. The content of an email message determines whether the message is a record.

The content of email messages may vary considerably and, therefore, must be evaluated on a case-by-case basis to determine the length of time the message must be retained. Email that provides insight into the organization and functions of an agency and contains content with historical value must be “filed,” just as you would a paper record, in an e-folder with similar business or program items. Record emails may be flagged for transfer to the State Archives at the end of their retention period. An agency must have an email management policy in place to ensure record emails are not deleted alongside transitory emails. A policy should outline a routine for ensuring record emails are properly identified and saved.

We have also found policies in other public agencies that articulate an approach whereby the agencies staff is responsible for determining whether an email needs to be kept either as a hard copy or archived. For example, the City of San Luis Obispo’s Electronic Mail Policy, a copy of which is attached, provides as follows:

In many cases, email messages are either “non- records” or “transitory” documents (work-in-progress), and therefore are not subject to minimum records retention requirements. For file management and storage purposes, email messages that are non-records or transitory documents should only be retained for as long as needed. In most instances, this means deleting messages as soon as you have read them, and shortly after you have sent them.

However, depending on its purpose and record type, some email messages are subject to longer retention periods based on adopted schedules. In this case, email messages should be stored outside of Outlook, either by saving them to the appropriate network drive and folder; or printing hard copies of the messages and filing them in an appropriate hard copy file. The email messages themselves should then be deleted.

How can you tell if the email message is a “non-record”, “transitory record” or a “record” subject to the City’s retention requirements? The simple answer is: apply the same criteria you use every day in determining the retention requirements for the “hard copy” communications you receive and send. More information about the City’s retention schedules as well as definitions of records, non-records and transitory documents is provided in the City’s Records Retention Policy and Schedules (which is on the City’s Intranet). And if in doubt, contact the City Clerk’s Office for guidance.

Likewise, San Francisco uses the following approach

The [INSERT NAME OF DEPT] provides an email system to its employees as a convenient and efficient medium of communication. Email is intended and designed to be a tool of communication but email system is not a medium for storage of information or any of the Department's records.

[INSERT NAME OF THE DEPT] staff must determine with regard to each email whether the Department's Record and Retention and Destruction Schedule ("Schedule") requires the retention of a particular record. If the Schedule requires retention of the email, staff must retain it in accordance with the schedule and delete it from the email system. If the Schedule does not require retention of the email the staff must delete it as soon as it is no longer necessary of the discharge of official duties.

As noted, the District's current unwritten email retention policy essentially conforms to the San Luis Obispo and San Francisco policies. It is left to the discretion of the employee sending or receiving an email to make a determination as to whether the email contains information relating to the conduct of the public's business and is a public record that should be retained in an electronic or paper file for at least two years. It is recommended that the Board discuss and provide direction regarding the establishment an email retention policy.

Attachments: Alex Padilla California Secretary of State Electronic Mail Management  
City of San Luis Obispo Electronic Mail Policy

# Alex Padilla

## California Secretary of State

### Electronic Mail Management

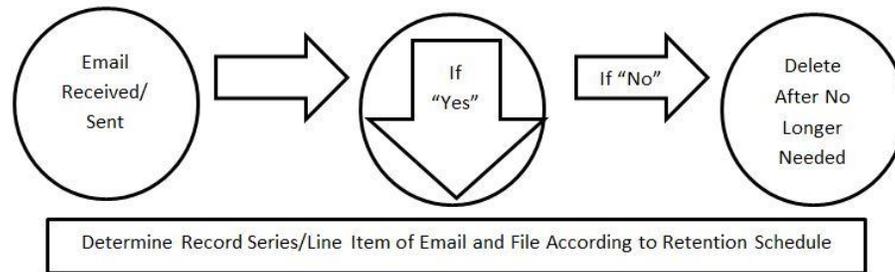
Electronic mail, more commonly known as email, is routinely used by state agencies. Email is often used as the mode of communication for brief messages that were once relayed by telephone and to disseminate substantive information previously committed to paper sent by more traditional methods. This combination of communication and record creation/keeping has caused ambiguity in the record status of e-mail messages.

The California Public Records Act (CPRA, Government Code Sections 6250-6276.48) defines a public record as, “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” The CPRA thus applies to email messages and requires that proper identification and care of email be performed by the agency. An agency’s records management policy must address email messages to ensure record emails are properly identified and managed.

#### ***Retention and Disposition of Email***

Email is not considered a record series or category on its own. It is simply a format. Retention or disposition of email messages is done in relation to the information they contain, the purpose they serve, and the relevant line item/records series to which they belong. Given the frequent use of email, it should be evaluated on a regular basis with transitory emails being deleted when no longer needed. The content of an email message determines whether the message is a record.

The content of email messages may vary considerably and, therefore, must be evaluated on a case-by-case basis to determine the length of time the message must be retained. Email that provides insight into the organization and functions of an agency and contains content with historical value must be “filed,” just as you would a paper record, in an e-folder with similar business or program items. Record emails may be flagged for transfer to the State Archives at the end of their retention period. An agency must have an email management policy in place to ensure record emails are not deleted alongside transitory emails. A policy should outline a routine for ensuring record emails are properly identified and saved.



### ***Determining Value of Email***

Based on CPRA's definition, email messages containing subject matter such as policies and directives, final reports, and meeting minutes are identified as record emails. Transitory and personal emails that do not provide insight into government business such as an email regarding a lunch meeting time should be deleted after they are no longer needed.

Remember that the transactional information (metadata regarding sender, recipient, time sent, and similar) associated with each message, and any attachments to the body of the message are all part of an email message. This means that a printout of an email may not be satisfactory as a record.

Email that are classified as official records are subject to the individual department's records retention schedules and must be retained for the same period of time as the record retention line item/records series that most closely matches the subject matter contained within the email. If there is no entry that resembles or matches the subject matter of the message, the "record" should be added to the appropriate retention schedule as a separate series of records.

Transitory email consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge. Destroy transitory email when it has served its purpose.

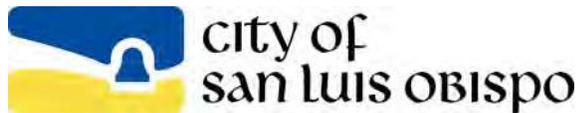
### ***Email Policies***

An agency's email policy should be developed to enhance management of record emails. An effective policy includes direction on topics such as email filing methods, email subject lines, and storage and retention of email, thereby increasing the accessibility of records. Policies should include whether the sender or the receiver should save email records, how to determine if an email is a record, and how to segregate record email into the appropriate series and record storage. Non-record and duplicate emails should be deleted from mailboxes regularly. If an agency receives a request for an email record for a litigation issue, for example, a well-planned email policy can help ensure that the record is discoverable during its retention period or show that its deletion was properly carried out according to retention policy.

Subject lines are helpful for both the recipient and sender in identifying and filing messages. They are also crucial for efficient email records discovery. Subject lines should be unambiguous and as descriptive as possible so that records are more accessible and searchable.

<b>Poor or confusing subject lines</b>	<b>Better, descriptive subject lines</b>
"Helpful Info"	"Contact Info"
"Report"	"Quarterly Financial Report"
"Minutes"	"January 2001 Board Minutes"
"Important"	"Revised Administrative Procedure"
"News"	"New Agency Head Appointed"
"Contact Status"	"PO 12345 Delivery Status"

Individuals should configure their email filing to ensure accessibility to email records. Email systems should be configured so that email messages can be indexed in an organized and consistent pattern reflecting the ways in which records are used and referenced.



## Electronic Mail Policy

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### OVERVIEW

Electronic mail (email) can be a very effective way of sharing information with others, both inside and outside of our organization. However, because email often appears less formal than other forms of written communication, there is a tendency to forget that email messages are no less a part of “official city business” than any other hard-copy City correspondence.

The purpose of this policy is to set forth guidelines for using the City’s email system – whether internal to the City or with others via the internet – that retain its inherent value for enhancing information exchange while also assuring its appropriate use in conducting City business.

### PURPOSE OF EMAIL

*The City’s email system exists solely for the purpose of conducting City business, and is not intended for personal use.*

All electronic data placed on the City’s information systems are the property of the City. Accordingly, employees should have no expectations of privacy in their email messages (or any other data files residing on City-owned hardware), whether sent or received. This includes any messages or files that users may designate as “private, personal or confidential” under the City’s software.

While email messages and other data files will not be routinely monitored, the City reserves the right for authorized staff to access and review all email messages and data files on the City’s information systems at any time. Reasons for doing so include:

- Retrieving lost data.
- Recovering from system failures or monitoring system performance.
- Complying with lawful requests for information.
- Ensuring that City information systems are being used in accordance with this policy.

*There are a number of circumstances under which email messages may be publicly disclosed.*

If disclosure of email messages (or any other data files) should be required under the Public Records Act or other lawful requests for this information (despite the designation of any message as “private” or “confidential”), the City shall not be liable for this disclosure in any way. In short, the City’s information systems do not provide any guarantee of personal privacy protection, and employees should use them with this limitation in mind.

## Electronic Mail Policy

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**Limits to Access.** While the City reserves the right to access and review all data on its information systems, no employee – including system administrators, other information technology (IT) support staff or an independent contractor – is allowed to access email or other data files solely for the purpose of satisfying idle curiosity about the affairs of others.

### PROHIBITED USES OF EMAIL

Since our email system exists solely for the purpose of conducting City business, good judgment and common sense should prevail at all times regarding its appropriate use. Under this standard, it is not possible to list all of the allowed and prohibited uses of email. However, the use of City email is expressly prohibited whenever it would:

- Compromise the integrity of the City and its business operations in any way.
- Break the law by sending chain letters or copies of documents in violation of copyright laws or by committing any other illegal acts.
- Contain offensive, abusive, threatening or obscene language or graphics.
- Violate the City’s diversity or sexual harassment avoidance policies by including content that is sexually explicit or could be construed as discriminatory based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- Advertise or promote commercial ventures, religious beliefs or political causes.
- Result in private gain or advantage for the employee (such as conducting business related to economic interests outside of City employment); or violate the City’s ethics policy.

**Personal Use of Email.** There may be times when email messages of a more personal nature may be appropriate, such as notifying fellow employees about births, deaths and illnesses. There are also times when providing or receiving information about people and events outside of the City organization may be appropriate; however, these should be few and far between. When considering the appropriateness of such use, *ask yourself: are the City’s mission, goals and values advanced by this communication?* If in doubt, ask your Department Head or the Human Resources Director for guidance.

### ETIQUETTE

Because of its “real-time” nature, there are some “etiquette” distinctions that should be made in using email over other forms of written communication:

- **Share information, but avoid arguing.** Email is very effective for sharing information, but it is not very effective in resolving conflicts or differences of opinion. Don’t argue over email. Whenever discussion is required in reaching a decision, the telephone or face-to-face communication should be used.

## Electronic Mail Policy

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- **Don't hide behind the keyboard.** Do not fall to the temptation of using email to communicate bad news and avoid difficult face-to-face discussions. Some things you just have to do in person. If you are having conflicts with someone, this requires a more personal form of communication in resolving differences.
- **Use humor and sarcasm with great care.** These can be very easily misunderstood without the benefit of body language or tone of voice. "Emoticons" (simple keyboard graphics intended to present your "emotions" – happiness, sadness, wry humor – to the recipient through keystroke "icons," thus the term "emoticons") can often help in conveying intended moods and tone. However, these should not be used in place of good judgment about the proper tone or content of your message.
- **Don't be hasty – avoid "flaming."** Spontaneity is another benefit of email – but it's also a curse. If a message generates negative feelings, set it aside and re-read it later. Don't rule out the possibility that this is a misunderstanding, which is common in email because of the lack of physical cues. On the other hand, just as unintended "tone" can be a problem (I didn't mean to make fun of you and hurt your feelings), *intended* tone can also be a problem (I did mean to make fun of you and hurt your feelings). You need to watch the tone of an email message as closely as you would a memo written on paper. Anger, frustration and derogatory comments about others are never appropriate responses to convey via City email. As discussed above, these types of concerns (while they may at times be legitimate in the work place) need to be communicated in more personal forms.
- **Read and respond to email on a timely basis.** You should read your email (both internal and external) and respond to it on a timely basis as you would with any other hard-copy correspondence or phone messages.
- **Don't forget it is in writing.** Never put into an email something you would not put into a hard-copy memorandum. The informality of email is part of its convenience. But depending on how it was saved by you (or the recipient), it can become a permanent record of a written communication – and more easily retrieved than a hard-copy memorandum. Further, email may be subject to disclosure as a public record. In short, just because you've deleted and forgotten it, doesn't mean you won't be seeing it again.
- **Be focused – avoid sending messages to "everyone."** While there may be times when "All City Employees" is the right audience, be sure to ask yourself: is this truly something "everyone" needs to know? Send your email messages only to those who truly need to receive them.
- **Do not use email for *confidential* information.** There is no such thing in email.
- **Grammar and spelling are important.** In any correspondence, proper grammar, sentence structure and spelling help the reader understand your message – so review your email messages for both structure and content before sending them. The City's email software includes a spell check feature – so use it.
- **Be brief.** Long email messages can be difficult to read. Keep paragraphs short, and use lots of "white space" to enhance the look and clarity of email messages. Compose longer

## Electronic Mail Policy

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messages in Word, and then attach it as a file to your email. It will be easier for you to prepare with the added tools that Word offers, and it will be easier for the recipient to read.

- **Identify yourself in external email messages.** In an external email message, it is likely that the recipient will only be getting your user name, so be sure to include your full name, position, department and the City's name somewhere in your message. (Outlook has a "signature" feature that makes this easy to do.)
- **Don't use all capital letters in composing your message.** This is the electronic equivalent of SHOUTING.

## RECORDS MANAGEMENT AND FILE MAINTENANCE

Under the Public Records Act, email messages are subject to the same records retention requirements as all other City documents. In many cases, email messages are either "non-records" or "transitory" documents (work-in-progress), and therefore are not subject to minimum records retention requirements. For file management and storage purposes, email messages that are non-records or transitory documents should only be retained for as long as needed. In most instances, this means deleting messages as soon as you have read them, and shortly after you have sent them.

However, depending on its purpose and record type, some email messages are subject to longer retention periods based on adopted schedules. In this case, email messages should be stored outside of Outlook, either by saving them to the appropriate network drive and folder; or printing hard copies of the messages and filing them in an appropriate hard copy file. The email messages themselves should then be deleted.

***How can you tell if the email message is a "non-record", "transitory record" or a "record" subject to the City's***

***retention requirements?*** The simple answer is: apply the same criteria you use every day in determining the retention requirements for the "hard copy" communications you receive and send. More information about the City's retention schedules as well as definitions of records, non-records and transitory documents is provided in the City's *Records Retention Policy and Schedules* (which is on the City's Intranet). And if in doubt, contact the City Clerk's Office for guidance.

### Email Retention Procedures

Only six months after converting from GroupWise to Outlook in December 2006, data storage dedicated to Outlook files had grown to over 100 gigabytes by June 2007. Without a system-wide approach to file management, this would continue to grow without limits. The following sets forth standard procedures in implementing the City's email records retention policy and managing data storage.

#### Practice Tip

Think of email in your "virtual" in and out boxes the same way you do your "real" ones. How long do you keep items in your "physical" in box? And how long in your outbox?

If you need to retain documents in your "physical" in or out-box, do you keep them in these boxes? Or do you file them elsewhere (like in a file cabinet)?

## Electronic Mail Policy

### User Level

- For internal email, senders should insert links to their documents rather than directly attaching them to their email whenever feasible. This will significantly reduce storage space as well as facilitate making and keeping track of document changes by multiple recipients, which is often the reason for attaching documents. (Contact IT for more information on inserting document links.)
- Users should compress photos and large graphic files whenever possible; and compress them in documents and presentations whenever possible.
- The City limits the maximum size of individual email messages (sent and received) to 50 megabytes. However, users should avoid sending attachments larger than 10 megabytes to external email addresses. (Contact IT for suggestions on how to reduce the size of attachments, such as compression options and the use of zip folders.)

### System Level

- All deleted items will be “finally” deleted from the *Deleted Items Folder* after 30 days.
- The email “stationery” feature for backgrounds (“themes”) will be disabled. Along with significantly reducing file storage requirements, in many cases it will make email easier to read and present a more professional image of the City.
- Files will not be saved in a “.pst” format: this file format was not developed for network systems, and as such, files saved in this format are subject to corruption.
- User mail boxes will be limited to 600 megabytes. The system will issue a warning at 550 megabytes. When the mail box limit has been reached, users will no longer be able to send out messages until the mail box size has been reduced. On a case-by-case basis as recommended by the Department Head where special circumstances exist, mail box sizes may be increased with the approval of the Director of Finance & Information Technology.

### Managing Mailbox Size

Outlook provides a number of tools for managing your mailbox size within the 600 megabytes provided to all users. For example

1. Click on “Tools” on the toolbar and select “Mailbox Cleanup” from the drop-down menu. (Figure 1).

Figure 1.



## Electronic Mail Policy

- This will bring-up several options for viewing your mailbox in making decisions about the easiest way to reduce files (Figure 2.)
- Selecting “View Mail Box Size” will show you the file size of various types of Outlook files, such as your in-box, calendar, tasks and sent items

For example, in Figure 3, sent items account for large percentage of total storage (about 60% of the total); and deleted items account for 25%. Deleting sent messages that are six months or older (assuming that any that qualify as “records” have already been stored appropriately elsewhere) and cleaning-out deleted items will significantly free-up space.

### File Back-Up

The Outlook Exchange server is backed-up nightly for 14 days. After this time, deleted files will not be recoverable.

## PUBLIC EMAIL DISTRIBUTION LISTS

For user convenience, IT maintains a limited number of organization-wide (“global”) distribution lists on the City’s network. Beyond this, users can create both shared and personal distribution lists. For more information on how to use this feature, contact IT staff.

**Sending Email to “All City Employees.”** One of the global distribution lists created by IT is “All City Employees.” As noted above, this should be used sparingly, and only in cases where the information is truly applicable to all employees

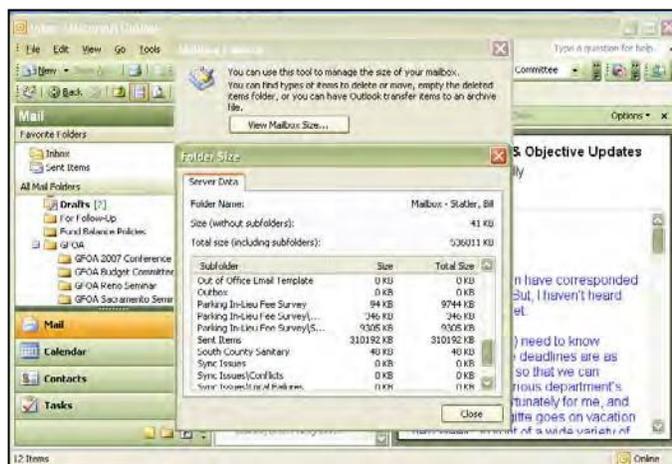
## EMPLOYEE RESPONSIBILITY

- General.** Each employee with access to the City’s information systems is responsible for understanding and following these guidelines. All such employees will sign a statement acknowledging that they have been provided with a copy of the City’s email policy, understand it, and agree to abide by it as a condition of being provided access to the City’s information systems and continuing to use them. Unauthorized or improper use of the City’s

Figure 2.



Figure 3.



## Electronic Mail Policy

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information systems may result in terminating access to them; and depending on the severity of the outcome of unauthorized or improper use, may result in disciplinary action, including termination.

- **Receipt of Inappropriate Email.** If you receive an inappropriate email message under these guidelines, please contact your Department Head or Human Resources Director.
- **System Security and Passwords.** Each employee has a uniquely-assigned user name and password for security purposes. While this cannot guarantee privacy, confidentiality or data security, it is an important component of the City's overall system protection. Passwords should never be shared with others. This is especially important since employees are responsible for the content of all messages sent via their user name.

### SUMMARY

The use of email is an important and convenient communication tool for our organization. It helps us do our work in an effective, efficient manner. However, because of its convenience, email can be inappropriately used. The purpose of these guidelines is to ensure that common sense, consideration for others and organizational purpose are embodied in our daily use of email.

- *Approved by the City Administrative Officer on October 2, 1997*
- *Revised by Information Technology on June 12, 2001*
- *Revised by the City Administrative Officer on September 20, 2007*
- *Revised by the City Manager on January 20, 2010*

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.E.**FROM: John F. Weigold IV, General Manager  
Ray Dienzo, Utilities Department Manager/District Engineer

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Meeting Date: February 13, 2020      Subject: DISCUSSION AND CONSIDERATION  
REGARDING TASKING THE  
RESOURCES AND  
INFRASTRUCTURE COMMITTEE  
WITH RESEARCHING OFFSITE  
WATER STORAGE POSSIBILITIES

---

**RECOMMENDATIONS:**

Staff recommends the Board of Directors task the Resources & Infrastructure Committee with researching offsite water storage possibilities.

**FISCAL IMPACT:**

None.

**DISCUSSION:**

Water supply planning from a portfolio perspective of incorporating varied options each with their own strengths is a good long-term approach to addressing water supply resiliency.

Some members of the community have expressed interest in exploring an off-site water storage site that would utilize high flows from the streams during the winter seasons. This solution would store the excess water that would otherwise flow into the ocean. The technical feasibility seems straightforward, but the surrounding challenges would need to be researched. Challenges such as environmental impact, water rights, community acceptance, economic value, operation and maintenance, permitting and acquiring necessary property interests, to name a few, would need to be worked through.

Staff believes that beginning to address such issues in a public forum would be best served through the Resources & Infrastructure Committee.

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.F.**FROM: John Weigold, General Manager  
Ray Dienzo, Utilities Department Manager/District Engineer-----  
Meeting Date: February 13, 2020Subject: DISCUSSION AND REVIEW OF  
STATUS OF VAN GORDON CREEK  
PROPERTY (APN: 013-051-024) AND  
CONSIDER OPTIONS RELATED TO  
SAME**RECOMMENDATIONS:**

Staff recommends the Board of Directors review the property inspection report for the Van Gordon Creek Property, receive a status update from staff, and discuss and consider options for future use of the property.

**FISCAL IMPACT:**

The fiscal impacts are not yet known. A determination of the impacts may be assessed following any direction provided to staff.

**DISCUSSION:**

The Van Gordon Creek house is a 3-bedroom, 2-bathroom, approximately 1600 square feet, two story structure on a large CCSD-owned parcel. There is an additional room upstairs with a separate entrance, and there is also an outbuilding and a storage building on the property. The house was becoming an attraction to some homeless individuals; however, State Park Rangers have assisted in keeping the homeless from camping out there.

CCSD staff has secured the property in order to discourage unwanted occupants. This included weed abatement of the area around the house, boarding up the doors and windows and installing a temporary fence.

The Board asked staff to provide options for this property. Staff met and created a list of options for the Board's consideration, which include:

1. No action: Clean-up and secure the property to avoid further damage (in progress). No significant costs other than materials, as most work will be completed by staff.
2. Renovate: In 2013, a contractor assessed the property and provided an estimate to remodel the property to make it suitable for occupancy. The cost at that time was estimated to be \$131,434.00. Current repair cost estimates are about \$170,000. The house requires demolition down to the studs, but mechanical systems and the kitchen are largely intact with limited work required. Potential uses include:
  - a. Housing for on-call operators;
  - b. Housing for staff (with a modest rent to attract talent);
  - c. Housing to create revenue for the CCSD;
  - d. Homeless shelter/housing.
3. Demolition: In 2017, the Phillips house was demolished on the Fiscalini Ranch at a cost of \$16,000. Current estimate for demolition cost would be \$30,000. If this option is

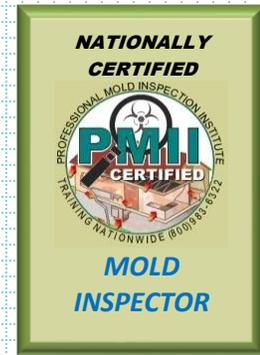
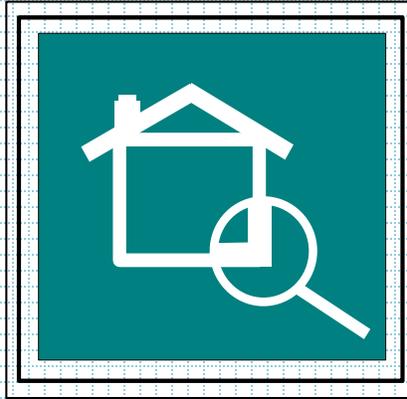
considered, the Fire Department could use the house prior to demolition for training purposes.

4. Sale: Sell or transfer property to the State Park organization (adjacent to property). No discussions have taken place to determine interest from the State. It should be noted that this option would require processing a lot line adjustment or the creation of a public lot.

Of note: there are two water meters on this property. The Board could consider selling one or both of the water meters.

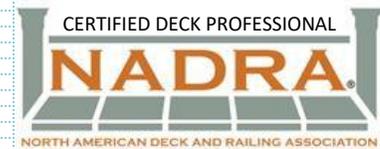
- a. One water meter could be sold and funds could be used to pay for the renovation of the property.
- b. Both water meters could be sold and the funds could be used for a project as determined by the Board and the General Manager.

Staff recommends the Board review the options provided and give direction to the General Manager.



# PHIS Inc.

## Site Evaluation



**Address: 7806 Van Gordon Creek, Cambria** **December 12, 2019**

Inspector: Keith Vreeken, MCI, FCI  
P.O. Box 415 Templeton, CA 93465 (805) 462-1978

MASTER INSPECTOR / Past President (SLO Chapter) CALIFORNIA REAL ESTATE INSPECTION ASSOCIATION

**KEY Disclosure:** This item should be monitored, as future attention, repair or upgrade might be needed. Contact a specialist for recommendations.

**Maintenance Recommended:** Maintenance is recommended to help prevent future issues. Contact a qualified professional.

**Corrections Recommended:** Recommend further review and/or repairs by a certified or licensed professional familiar with minimum requirements.

**Safety Hazard:** Immediate correction is recommended as this item is considered a safety hazard. Recommend further review and/or repairs by a certified or licensed professional familiar with minimum requirements.

**Safety Concern:** Corrections are recommended as this issue is considered a potential hazard. Recommend further review and/or repairs by a certified or licensed professional familiar with minimum requirements.

**Safety Upgrade:** Safety upgrades are recommended. Upgrades should be performed by a certified or licensed professional familiar with current minimum standards.

**PHOTO PAGES (PHOTOS MAY JUST AN EXAMPLE OF THE OVERALL CONDITION. ALL DEFECTS SHOULD BE REVIEWED IN THEIR ENTIRETY BY A QUALIFIED PROFESSIONAL).**



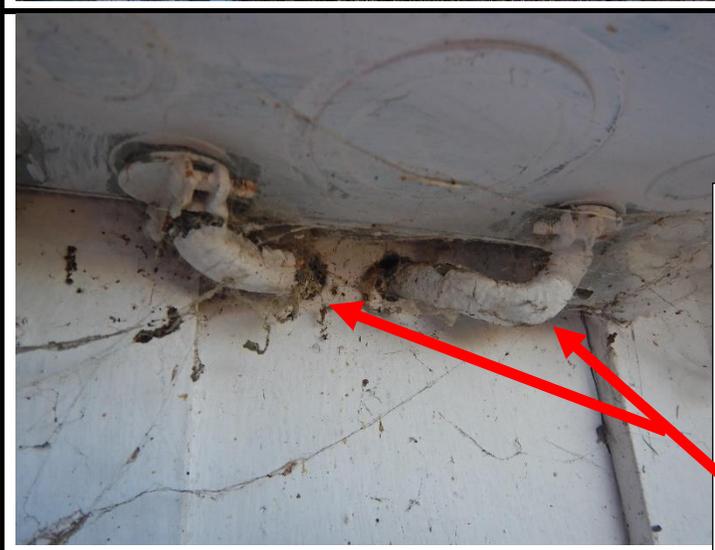
1 **Areas of excessive moisture and / or bug type damage and deterioration found at areas of the structural wood framing.**



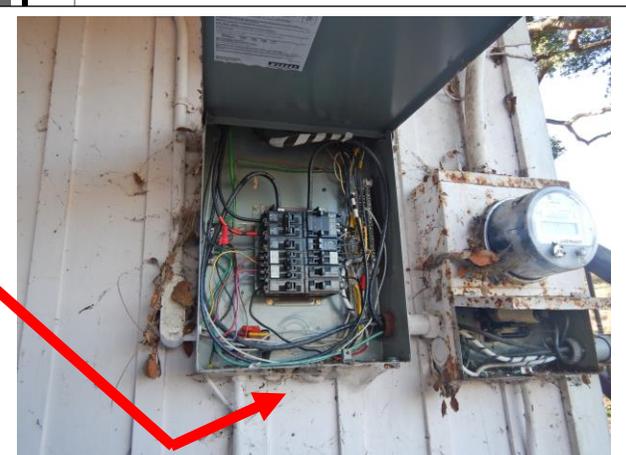
2 **Exterior stairway to the upper living space found improperly constructed and are unsafe. Safety Hazard.**

**Openings in exterior stairway railings do not meet current standards. Safety upgrades recommended.**

**Missing a proper graspable handrail at the EXTERIOR WOOD STAIRWAY per standards. Safety Hazard**



3 **Exposed electrical wiring or "Romex" found not installed to minimum standards subject to physical damage not in a conduit or raceway per standards. Safety Hazard: ON THE EXTERIOR AT THE MAIN ELECTRICAL PANELS.**



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4 **Unprotected / unused opening(s) through the SIDE of the MAIN ELECTRICAL PANEL needing to be sealed for safety per standards. This will help prevent critter intrusion into the electrical panel.**



5 **Improper wiring / Exposed electrical wiring or "Romex" found not installed to minimum standards subject to physical damage not in a conduit or raceway per standards. Safety Hazard: ON THE EXTERIOR AT THE FRONT ENTRY LIGHT**



6 **A broken electrical conduit found at an added exterior outlet. Safety Hazard.**



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- 7 **Some deterioration / spalling of the original concrete foundation. This appears typical of the age. However, upgrades are recommended to help prevent additional deterioration, damage or compromise of the concrete.**



- 8 **Missing the exterior door landing and steps off the dining area exterior door.**



- 9 **Some moisture damage and defective construction found at the WOOD PATIO COVER WITH FIBERGLASS CORRUGATED ROOF located on the Southeast corner. Recommend removal.**



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10 **Areas of excessive moisture and / or bug type damage and deterioration found at areas of the structural wood framing.**



11 **The Water heater is defective, damaged, improperly installed and unsafe.**



12 **Missing the proper strapping at the furnace vent piping in the attic at the horizontal to vertical transition through the roof**



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13 **Some moderate cracks and/or displacement of the raised concrete foundation perimeter stem wall noted in multiple areas. This may be indicative of unusual settling or movement of the soil around the foundation.**

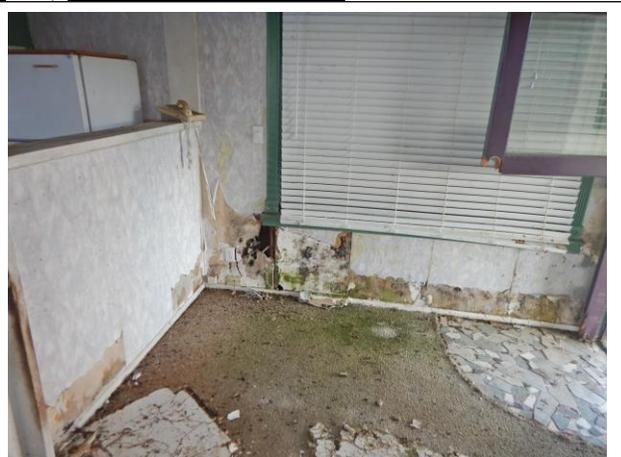


14 **Disclosure: The Heater located in the attic appears to be newer and looks to be in good condition. Unable to test due to the lack of gas and electric.**



15 **An example of some mold inside the home. Photo of the dining area.**

**This structure is currently considered unsafe and should not be entered without a sufficient and proper filtered breathing respirator, Ex. N95 mask or better, due to the excessive environmental hazards such as mold**



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16 **Heavy active water leaking and damage found in areas of the interior ceilings / wet today. Evidence of mold.**

**NOTE: The ceiling light in the dining area found full of water**



17 **Dining area**



18 **Living room**



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19 **Kitchen**



20 **Bathroom**



21 **Bedroom-1**



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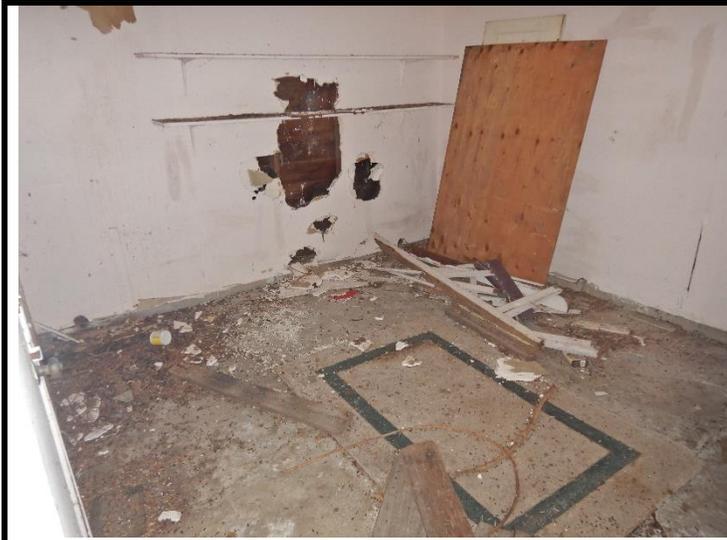
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22 **Bedroom-2**



23 **Attic**



24 **Sideyard and fencing.**



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# General Information

WEATHER CONDITIONS	DRY	RAINING	RAIN RECENTLY	APPROX. TEMPERATURE	FOR THE PURPOSES OF THIS INSPECTION THE HOUSE FACES
	X			65 °F	NORTH

INSPECTION DATE	START TIME	FINISH TIME	INSPECTOR
12/10/19	8:30 AM	12:00 PM	KEITH VREEKEN, MCI

PROPERTY TYPE	SINGLE FAMILY	MANUFACTURED HOME	CONDOMINIUM	OTHER
	X			

OCCUPANCY STATUS	*OCCUPIED	VACANT	*PARTIALLY FURNISHED	APPROX. YEAR BUILT
		X		UNKNOWN

PRESENT DURING THE INSPECTION	REPRESENTATIVE	BUYER'S AGENT	SELLER	SELLER'S AGENT	TENANT	ALONE
	X					

=

● **Additions or remodels noted or suspected - (Check with building department for permits)**

This report contains technical information. If you were not present during the inspection, please contact this office to arrange for a phone consultation with your inspector. If you choose not to consult the inspector, this inspection company and inspector cannot be held liable for your misinterpretation or misunderstanding of this report's contents.

It is the responsibility of the buyer to check with local building departments for permit information during all real estate transactions



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## **GROUNDS**

### **DRIVEWAY**

Driveway Type	Concrete	Asphalt	Brick Paver	Dirt
				X

- **A minimum of a gravel driveway is needed to help prevent trapping a vehicle.**
- **Eroded asphalt found at areas of the access road from the street. Maintenance and repairs are warranted.**

### **SIDEWALKS**

Sidewalk Type	Concrete	Asphalt	Brick Paver	Gravel	Tile	Rock
	X					

- **SIDEWALK(S) APPEARS SERVICEABLE**
- **Areas of walkway are uneven with potential trip hazards. Safety and liability concern.**
- **Note: Some tile when used at exterior walkways can be slippery when wet. Use caution.**

## **EXTERIOR**

- **Deteriorated paint or finish on the exterior. Maintenance Recommended.**
- **Areas of visible excessive moisture and / or bug type damage and deterioration found at exterior wood siding and trim.**
- **Areas of excessive moisture and / or bug type damage and deterioration found at areas of the structural wood framing.**
- **Disclosure: Due to the age the interior and exterior paint may contain Lead.**
- **Evidence of bird and/or bat type nesting on areas of the exterior and/or roof. Contact a qualified pest control company to evaluate and make recommendations if concerned. Safety Upgrade.**
- **Evidence of bees or wasps at areas of the exterior living inside the walls and/or ceilings. Contact a qualified pest control company to evaluate and make recommendations if concerned. Safety Concern.**
- **Moisture and/or bug type damage & deterioration found at exterior areas such as eaves, fascia and/or trim. Refer to the termite report for locations and extent. Corrections Recommended.**
- **Missing the exterior door landing and steps off the dining area exterior door. Safety Hazard**
- **Some moisture damage and defective construction found at the WOOD PATIO COVER WITH FIBERGLASS CORRUGATED ROOF located on the Southeast corner. Recommend removal.**



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## EXTERIOR STAIRS

Exterior Stairs	Wood	Concrete	Water-proofed	Brick Paver	Other
	X				

A: EXTERIOR STAIRS TO THE UPPER LOFT

- Exterior stairway to the upper living space found improperly constructed and are unsafe. Safety Hazard.
- Openings in exterior stairway railings do not meet current standards. Safety upgrades recommended.
- Missing a proper graspable handrail at the EXTERIOR WOOD STAIRWAY per standards. Safety Hazard

## GRADING

Site Slope	Level to Minor Slope	Moderate slope	Major Steep slope
	X		

- Plants or Trees touch the house wood siding and roof.
- Recommend some "minor" landscape grading and maintenance along areas of the exterior. This should help ensure the proper flow of site water away from the building(s) and off the property. This will also help prevent an excessive moisture condition and help maintain the proper clearances from the stucco or wood siding to the soil. Maintenance Recommended.

## FOUNDATION

### SLAB

Foundation Type: Poured concrete

- Some Unusual moderate cracking and displacement found in the Slab inside the detached Shed/Casita. Full



**KEY** Disclosure This item should be monitored, as future attention, repair or upgrade might be needed. Contact a specialist for recommendations.

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## RAISED FOUNDATION

Foundation Type	Poured Concrete	Masonry Block	Pier / Post and Pad	Cripple Walls Noted	Anchor Bolts Installed	Shear Panel Installed	Crawlspace Insulation Provided	Proper Crawlspace Ventilation
	X							

● **FOUNDATION PERIMETER NOT FULLY VISIBLE.** *Disclosure -Common cracks visible in the concrete foundation.*

● **Some deterioration / spalling of the original concrete foundation. This appears typical of the age. However, upgrades are recommended to help prevent additional deterioration, damage or compromise of the concrete. Contact a licensed concrete foundation specialist to evaluate and make recommendations. Corrections Recommended.**

● **Some moderate cracks and/or displacement of the raised concrete foundation perimeter stem wall noted in multiple areas. This may be indicative of unusual settling or movement of the soil around the foundation. Corrections Recommended.**

● **Insufficient amount of ventilation found for the crawlspace. Recommend additional ventilation for the crawlspace areas.**

● **No or improper foundation anchor bolts found in areas of the foundation due to age of the structure. Seismic upgrades recommended. Safety Upgrade.**

● **Skunks found living in the crawlspace. Contact the appropriate pest professionals to evaluate and relocate if captured.**

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## ROOF

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● **Roof is at the end of its useful life due to the I proper installation. Roof is actively leaking in multiple areas and has caused significant damage to the interior and exterior of the building. Recommend contacting a licensed roofing contractor for an estimate for replacement.**

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## ATTIC

Attic Access Location UPSTAIRS

- **DISCLOSURE:** Attic too small for full access. Areas of the attic are not fully visible
- **NO VISIBLE FRAMING DEFECTS FOUND IN THE ATTIC**
- **ATTIC VENTING APPEARS ADEQUATE**

TYPE OF INSULATION FOUND IN THE ATTIC	FIBERGLASS	BLOWN FIBERGLASS	BLOWN CELLULOSE	ROCK WOOL	NO INSULATION INSTALLED UPGRADES ARE RECOMMENDED
	X				
APPROXIMATE DEPTH OF ATTIC INSULATION	3-4 INCHES	INCHES	INCHES	INCHES	DISCLOSURE: ATTIC IS NOT FULLY VISIBLE DUE TO INSULATION

- **Disclosure: Moisture stains noted in areas of attic due to past roof leaking.**
- **Evidence of heavy rodents and/or critters living inside the structure, attic, crawlspace and/or other areas, visible rodent and/or critter droppings. Safety Hazard.**

## PLUMBING

- **The utilities water, electric and gas are not on for today's evaluation. However, the main electrical panel is still on. Recommend pulling the meter for safety due to the condition of the home.**
- **Some visible deterioration of the older galvanized water supply piping. Average life of galvanized water supply piping is approximately 50+/- years and can fail without warning. Discoloration of the water may be a sign of deteriorated water supply piping. Recommend further evaluation and opinion by a licensed plumbing professional.**
- **Recommend a septic inspection by a qualified and licensed septic professional.**
- **Some visible or suspected corrosion & flow restriction of the old galvanized and cast-iron waste piping. The average life of galvanized & cast iron waste piping is approx. 50 years +/- and can fail without warning. Recommend additional review and scoping the sewer piping to verify condition.**
- **The Water heater is defective, damaged, improperly installed and unsafe.**



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## KITCHEN

● **Current condition of the kitchen is not salvageable and warrants replacement of cabinetry, countertops and appliances.**

## HEATING

### HEATING GENERAL INFO.

	Approx. BTU	Gas Forced Air	Gas Package Unit	Electric Heat Pump	Gas Wall Gravity	Gas Floor Gravity	Electric Radiant	Hydro Radiant
<b>Location of Heater:</b>								
<b>A: ATTIC</b>	<b>80,000</b>	<b>X</b>						

This inspection of the heating system and components is not intended to be technically exhaustive per standards meaning that if a specific system or component is found to have "a" defect it is recommended to have the entire system and its components evaluated by a qualified HVAC professional.

Be aware that additional defects may be discovered during a more comprehensive evaluation by an appropriate professional.

● **Disclosure: The Heater located in the attic appears to be newer and looks to be in good condition. Unable to test due to the lack of gas and electric.**

● **Missing the proper strapping at the furnace vent piping in the attic at the horizontal to vertical transition through the roof.**

● **Due to the condition of the building and the significant rodent intrusion and mold growth on the interior of the building, replacement of all ducting and disinfection of the furnace and blower is warranted for safety.**



**KEY Disclosure:** This item should be monitored, as future attention, repair or upgrade might be needed. Contact a specialist for recommendations.

**Maintenance Recommended:** Maintenance is recommended to help prevent future issues. Contact a qualified professional.

**Corrections Recommended:** Recommend further review and/or repairs by a certified or licensed professional familiar with minimum requirements.

**Safety Hazard:** Immediate correction is recommended as this item is considered a safety hazard. Recommend further review and/or repairs by a certified or licensed professional familiar with minimum requirements.

**Safety Concern:** Corrections are recommended as this issue is considered a potential hazard. Recommend further review and/or repairs by a certified or licensed professional familiar with minimum requirements.

**Safety Upgrade:** Safety upgrades are recommended. Upgrades should be performed by a certified or licensed professional familiar with current minimum standards.

# **ELECTRICAL**

## **ELECTRICAL SERVICE**

Type of service	Overhead Wires	Underground Wires	Service wires not fully visible
	X		X
Service volts	120 volts	240 volts	
		X	

● **NO VISIBLE DEFECTS FOUND IN THE ELECTRICAL SERVICE**

● **The overhead electrical service wires from the house to the CASITA found to be improperly installed and are considered unsafe as the wires are hanging too close to the GROUND. A minimum of (10ft.) above a walking area needed for safety per standards. Safety Hazard. Recommend further review and repair by a qualified and licensed professional familiar with the minimum installation requirements.**

● **The Majority of the main electrical system has been upgraded and appears to be in good condition**

● **Improper wiring of a newer EXTERIOR ELECTRICAL SUB-PANEL located on the South side of the building**

● **Unprotected / unused opening(s) through the SIDE of the MAIN ELECTRICAL PANEL needing to be sealed for safety per standards. This will help prevent critter intrusion into the electrical panel.**

● **Exposed electrical wiring or "Romex" found not installed to minimum standards subject to physical damage not in a conduit or raceway per standards. Safety Hazard: ON THE EXTERIOR AT THE MAIN ELECTRICAL PANELS.**

● **Improper wiring / Exposed electrical wiring or "Romex" found not installed to minimum standards subject to physical damage not in a conduit or raceway per standards. Safety Hazard: ON THE EXTERIOR AT THE FRONT ENTRY LIGHT.**

● **A broken electrical conduit found at an added exterior outlet. Safety Hazard.**

● **Electrical outlets not tested due the condition of the interior.**

# **INTERIOR**

● **This structure is currently considered unsafe and should not be entered without a sufficient and proper filtered breathing respirator, Ex. N95 mask or better, due to the excessive environmental hazards such as mold and rodent & critter intrusion.**

● **Heavy active water leaking and damage found in areas of the interior ceilings / wet today. Evidence of mold.**



**KEY Disclosure:** This item should be monitored, as future attention, repair or upgrade might be needed. Contact a specialist for recommendations.

**Maintenance Recommended:** Maintenance is recommended to help prevent future issues. Contact a qualified professional.

**Corrections Recommended:** Recommend further review and/or repairs by a certified or licensed professional familiar with minimum requirements.

**Safety Hazard:** Immediate correction is recommended as this item is considered a safety hazard. Recommend further review and/or repairs by a certified or licensed professional familiar with minimum requirements.

**Safety Concern:** Corrections are recommended as this issue is considered a potential hazard. Recommend further review and/or repairs by a certified or licensed professional familiar with minimum requirements.

**Safety Upgrade:** Safety upgrades are recommended. Upgrades should be performed by a certified or licensed professional familiar with current minimum standards.

# FIREPLACE

Fireplace Location	Type MASONRY	Type PREFABRICATED	Type FREESTANDING	Fuel WOOD BURNING	Fuel GAS	Fuel WOOD PELLET	Chimney Type unlined	Chimney Type PUMAS	Chimney Type METAL PIPE	Fireplace Fan/Blower Installed & Operated	Fireplace INSERT Installed
LIVING ROOM	X			X			X				

Notice: The interior of the flue liner is not visible and is not inspected. This is a level-1 inspection only per NFPA 211.

Notice: The proper and complete installation of a fireplace insert if installed cannot be determined without removing the unit which is beyond the scope of this home inspection.

## FIREPLACE COMMENTS:

- Fireplace found unsafe unlined. (Do not Use) Safety Hazard.

End of report



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.G.**FROM: John F. Weigold IV, General Manager  
Monique Madrid, Administrative Department Manager

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Meeting Date: February 13, 2020      Subject: DISCUSSION AND CONSIDERATION  
REGARDING AGENDA PUBLICATION  
AND NUMBER OF ITEMS FOR  
FUTURE BOARD MEETINGS

**RECOMMENDATIONS:**

Staff Recommends the Board of Directors discuss and consider the publication and number of items for future agendas.

**FISCAL IMPACT:**

There is no fiscal impact identified.

**DISCUSSION:**

At the January 16, 2020 Board Meeting, Director Rice asked staff to bring forward a discussion regarding agenda publication and the number of agenda items. Board meetings have been increased to bi-monthly meetings with a limited duration of three (3) hours (subject to extension by 4/5<sup>ths</sup> vote) in order to allow for Board Members and staff to avoid fatigue.

Occasionally, staff reports and/or related agenda materials are not able to be finalized in time for publication with the entire agenda packet, which is typically published 6-7 days before the regular meeting. Such documents are then published when they are ready; however, that does not allow as much time for the Board and public to review them. The Brown Act only requires that an agenda be posted 72 hours in advance, with no specific time frame for posting the agenda packet.

Staff recommends the Board of Directors discuss the options associated with bi-monthly meetings, and staying within the three (3) hour time limitation.

## Options:

1. Limit the number of items on each agenda. For example, the maximum number of regular business items could be limited to three (3) per agenda.
2. Limit the number of total agenda items to a lesser, more manageable amount in its entirety. For example, divide the Board Member, Committee and Liaison reports between the bi-monthly meetings.
3. Allow consideration of items of high interest to the community with an expectation of significant public input to be the sole item on a regular meeting agenda, or hold a special meeting specifically to address that item.

Staff recommends the Board discuss the matter and provide direction to the General Manager regarding structuring future agendas to balance the expectation of timely publication and the limited duration of Board meetings. There was also some discussion regarding the use of time

estimates on the agenda for each agenda item. Staff is seeking direction with regard to that issue, as well.