



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, January 19, 2017 - 12:30 PM

1000 Main St. Cambria CA 93428

AGENDA

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 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. PUBLIC COMMENT (Estimated time 30 minutes. At President's discretion additional comments may be heard at the end of the meeting.)

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. 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.

3. SPECIAL REPORTS (Estimated time 5 Minutes per item)

- A. Sheriff's Department Report**
- B. Balance Public Relations Senator Dean Florez, Ret., to Present an Update Report on Services Provided**

4. ACKNOWLEDGEMENTS AND PRESENTATIONS

- A. No acknowledgements and presentations**

5. MANAGER'S AND BOARD REPORTS (Estimated time 15 Minutes total)

- A. Manager's Report**

i. **General Manager's Report**

B. Ad Hoc Committee Reports and Other Related Board Member Reports (Committee Meetings and Board authorized meetings attended)

6. CONSENT AGENDA (Estimated time: 15 Minutes)

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

- A.** CONSIDERATION TO APPROVE EXPENDITURE REPORT FOR DECEMBER 2016
- B.** CONSIDERATION TO APPROVE THE REGULAR BOARD MEETING MINUTES FOR DECEMBER 15, 2016
- C.** CONSIDERATION OF ADOPTION OF RESOLUTION 01-2017 APPROVING AN INCREASE TO THE RESERVE ENGINEER SALARY SCHEDULE
- D.** CONSIDERATION OF ADOPTION OF RESOLUTION 02-2017 APPROVING SALARY SCHEDULES TO COMPLY WITH CALPERS REGULATIONS
- E.** CONSIDERATION OF ADOPTION OF RESOLUTION 03-2017 APPROVING AN AMENDED PAYMENT AND COMPENSATION PLAN FOR CCSD MANAGEMENT AND CONFIDENTIAL EMPLOYEES (MCE)
- F.** CONSIDERATION OF ADOPTION OF RESOLUTION 04-2017 UPDATING THE ASSIGNMENT OF BANKING POWERS FOR THE CAMBRIA COMMUNITY SERVICES DISTRICT
- G.** CONSIDERATION OF FISCAL YEAR 2016/2017 QUARTERLY BUDGET REVIEW

7. REGULAR BUSINESS (Estimated time: 15 Minutes per item)

- A.** CONSIDER ADOPTION OF RESOLUTION 06-2017 AND INTRODUCTION OF ORDINANCE 01- 2017 AMENDING CHAPTER 6.04 OF THE CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE AND ADOPTING AND AMENDING THE 2016 EDITION OF THE CALIFORNIA FIRE CODE, THE 2015 EDITION OF THE INTERNATIONAL WILDLAND URBAN INTERFACE CODE, NATIONAL FIRE PROTECTION ASSOCIATION STANDARD 1144 AND THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE
- B.** DISCUSSION AND CONSIDERATION OF PROPOSED 2017 BOARD GOALS
- C.** DISCUSSION AND CONSIDERATION OF AD HOC COMMITTEE AND DIRECTOR LIAISON ASSIGNMENTS
- D.** CONSIDERATION OF ADOPTION OF RESOLUTION 05-2017 AMENDING SECTION 8 OF THE CCSD BYLAWS TO INCREASE BOARD MEMBER COMPENSATION FROM \$75 TO \$100, PER AUTHORIZED MEETING OR DAY OF SERVICE, NOT TO EXCEED \$600 PER MONTH; DISCUSSION AND DIRECTION REGARDING ANY OTHER CHANGES TO THE BYLAWS
- E.** CONSIDERATION OF LIFTING STAGE 3 WATER SHORTAGE EMERGENCY
- F.** AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER 8 TO THE FEBRUARY 7, 2014 ENGINEERING SERVICES AGREEMENT, EMERGENCY WATER SUPPLY PROJECT-CDM SMITH, FOR CONTINUATION OF TECHNICAL ASSISTANCE

Members of the public who have not had the opportunity to speak on item 5 due to the limitation of time may now address the Board on any item of interest within the jurisdiction of the Board but not on its agenda today. 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.

8. FUTURE AGENDA ITEM(s) (Estimated time: 15 Minutes)

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.

01.10.2017

Cambria CSD Project Status: 2017

Project Name

Cambria Community
Service District Status
Report

Client Name

Cambria Community
Service District

Project Manager

Dean Florez/BPR

Prepared By

Balance Public Relations

Public Presentation on
this plan: **JANUARY 19,
2017.**



Snapshot of Projects

Activity	% Complete	Issues	Actions	Next Steps
Tree Mortality	80% Ongoing	<p>Change criteria and designation from volume of dead or dying trees to other factors such as major property damage or loss of life.</p> <p>Met with OES Ariel Survey Maps</p> <p>Governor Task Force to argue for High Hazard Zone Footprint (HHZF)</p> <p>Funding Availability</p>	<p>Jan: GIS overlays, identify hazard areas focused on tree mortality, high fire threat, community assets, and watershed level assets</p>	<p>Cambria GM with OES Mtg.</p> <p>Gov Task Force Recommendations</p> <p>Financial Awards Funding Capture</p>
State Parks & State Parks Entry Issue	70%	<p>Resolution at State Level on remote sensing instruments.</p> <p>Remote Sensing Instruments on the Lower San Simeon Creek Pedestrian Bridge</p>	<p>Request of information from Parks via Dan Falat-Response</p>	<p>Secure information for closing issue</p> <p>Discussion with State Parks on other criteria changes</p> <p>California Fish and Wildlife Monitoring Issue-juvenile and adult steelhead populations upstream from Santa Rosa Creek Lagoon</p>

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01.10.2017

Cambria CSD Project

Pg.02

Activity	% Complete	Issues	Actions	Next Steps
Grant funding	40%	Prop 1 Funding Opportunities Recycled Water Federal Aid: Feinstein-McCarthy Water Bill	Continue DWR discussions Recycle Water project funding discussions	Meeting with DWR & GM on Fiscalini Water Tank Replacement Project
Water Rights	50%	State Division of Water Rights State Water Resources Control Board	San Simeon and Santa Rosa Aquifers-seeking licensing approval	Awaiting timeline from the Department. GM meeting in February on status (Sacramento)
County/Coastal Commission	50% Ongoing	EIR for discussion with Coastal Commission County Approval EIR Coastal Commissioner Visits	Approval of SWF as Permanent Facility-seeking permissions	Review of Greenspace and Coastal Commission comment letters Monitor: County comments on EIR Monitoring Review & Suggest: Coastal Commission New Commissioners & Resignations

Activity	% Complete	Issues	Actions	Next Steps
Prop 84 Grant-Construction	95%	Department of Water Resources	Collection 5% funds due	Pursue 2015 UWMP adoption mtg with State/GM
Education Outreach Efforts	50%	Targeted Meetings with leadership of Assembly and Senate Targeted meetings with Administration & Regulatory Boards	Meeting in Sacramento	Feb 8 th meetings secured in Sacramento on Cambria related issues Board Presentation

Status Summary

Tree Mortality: Directed to report back to Board and GM, the ongoing efforts to ascertain path for funds for Forestry and Wildfire Management for Cambria and the greater county.

Available funds to date:

- \$10 million in State Responsibility Area Fire Prevention Fund grants, including \$5 million in grants to local governments specific to tree mortality and tree removal and \$5 million for general fire prevention.
- \$11 million to assist in the removal and disposal of trees in high hazard zones. Of these funds, \$6 million is dedicated to grants for local entities, including local governments, for the removal of dead and hazardous trees. There is \$5 million to support additional

assistance for equipment use and personnel overtime for hazardous tree removal and fuels reduction efforts.

- \$30 million to support local jurisdictions using the California Disaster Assistance Act Program for tree mortality and other disasters.
- Unappropriated to date: Cap and trade revenues, including the proposed \$150 million for forest health and tree mortality that was proposed by the Governor for mortality mitigation and wildfire mitigation. Biomass efforts are inclusive.

Fund Allocators Include:

- Governor Tree Mortality Task Force
- OES
- CALFIRE
- US Department of Forestry
- California Public Utilities (BioMass)

Qualification Issues:

Given the recent fires in Big Sur area, it is important that Cambria and its proximity to Hearst be given consideration in the potential allocation of dollars. Currently, San Luis Obispo County is not on the list of counties designated tree mortality zones (6 counties originally now expanded to 9, have been labeled High Hazard Zones, HHZs). The designation is driven by volume of dead or dying trees versus other factors such as major property damage or loss of life. Current funding seems to reflect the southern Sierra's which have about 1 person per 1000 acres, versus 1 person per 10 acres (density) in San Luis County. We have inquired on efforts to support "per capita funding versus "volume" of tree funding.

- The Governor's Task Force has noted:
- That current funding is based on Ariel survey, not new maps. There is clearly a net allocation plan based on this criterion and a large desire from coastal areas to focus on growing mortality rates.

The Task Force has formalized the engagement process, and it emphasis local action first to rise to level of HHZ status including:

- I. Declare state of emergency
- II. Development of a county task force
- III. State of forest or trees ie bark beetle etc.

Also note that State Responsibility Areas (SRAs) are funding sources set forth from the 2012 base of \$152-dollar fee per habitable structure which the Board of Equalization collects for fire prevention efforts and is Cal FIRE driven. The Governor's Task Force has created a Subgroup which is designing a better process to to get grants out which is still under development which is focused on how spent funds in the SRA are generated.

State Parks Mtg w/ State Parks Entry Issue: Continued discussion with State Parks on achieving support of Cambria Community Services District desire to install Remote Sensing Instruments on the Lower San Simeon Creek Pedestrian Bridge. Will be securing communication from Coastal Commission on concerns to this action and then return discussion to State Parks.

Grant funding: Currently working with assigned Project Manager Ryan Mitchell in Sacramento who oversees DWSRF Application for Cambria CSD's Fiscalini Water Tank Replacement Project. Issue is whether funding is forthcoming given the project construction has already commenced. Seeking to close items and open discussion with the Division of Financial Assistance (DFA) on the Financing Agreement based on past discussion dealing with concurrent actions allowed during and prior to financing of project.

Water Rights: Continued discussion in Sacramento along with GM Jerry Gruber with Mitchell Moody of the State Division of Water Rights at the State Water Resources Control Board. On discussion of the licensing of the CCSD Diversion Permits for the San Simeon and Santa Rosa Aquifers. Working through the District's decision move forward with Licensing of our permits as opposed to asking for an extension of time. Securing necessary paperwork, justification and letters so that CCSD can start the process.

County/Coastal Commission: Working to complete comment on CCSD's EIR for the Sustainable Water Facility and our Regular Coastal Development Permit. Communication granting the CCSD a six-month extension for our Coastal Development Permit process was a positive as CCSD anticipates the release of the EIR for public comment in August. Communicating those efforts to key decision makers in the process moving into the EIR comment period.

01.10.2017

Cambria CSD Project

Pg.06

Prop 84 Grant-Construction: After receiving it's CCSD Prop 84 Grant (Construction Cost reimbursement), seeking to complete the Project Completion Report (guidance provided in Exhibit G of the DWR Agreement) demonstrating that all agreement deliverables have been submitted. Now left to collect is the 5% due CCSD. Working with staff to move this reimbursement along in terms of process.

Education Outreach Efforts: Ongoing discussion, introductions, and education of key water and environmental leadership in Sacramento. BPR has and will continue to analyze, identify, recommend and monitor the actions of the Administration, Legislature and related State agencies for legislation and other regulatory proposals potentially affecting the Cambria Community Service District. In addition, monitoring of Coastal Commission is ongoing.

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 19, 2017

Subject: MANAGER'S REPORT

There was one Public Record Request received since November 28, 2016 by the following citizen. The listing below is representative of the request and does not necessarily reflect the extensive nature of each request.

12/13/2016: Elena Martinez - The name of three lowest bidders and their listed subcontractors including any vendors. Please include the bid amounts as well as the contractor's license, exact location of the project, and the estimated award date.

ADMINISTRATION:

We are now working on transitioning to our newly developed website. It will be up and running in the near future.

We are also continuing to work through our files in the Administrative Offices and scanning them and sending the hard copies to archive storage.

Human Resources

RECRUITMENTS:

Wastewater Department:

Our newest Wastewater Operator, Toni Artho is now onboard. Please be sure to introduce yourself to him as you see him working in the community.

Water Department:

We are working our way through the recruitment of a Water Operator and hope to have a new employee soon.

Fire Department:

The Fire Department is now fully staffed. Be sure to stop by the Fire Department and introduce yourself to our newest employees.

Parks, Recreation and Open Space:

We continue to attend meetings of the Buildout Reduction Program Citizens' Committee. Their schedule, agendas, and minutes are posted on our website. Meetings are now held on Mondays. If you have any questions please contact Administrative Assistant Haley Dodson at hdodson@cambriacsd.org.

The PROS schedule is also located on our website for anyone who would like to know when they meet. Their regularly scheduled meetings take place the first Tuesday of each month.

As directed, the PROS Commission discussed the bids received by the District regarding the Phase 1 East Ranch Park Improvement Project. The meeting was well attended with six individuals from the community commenting on the Park Project. The dialogue was healthy and interactive and provided an opportunity to discuss the Park and to include community involvement from a historical perspective. A special thanks to Adolph for facilitating a very well run meeting.

After a lengthy deliberation the PROS Commission made the following recommendation. We will go back out to bid with for just the grading, drainage and swales only. We will call this phase 1A. The next phase as we can afford it will consist of the parking lot area and will be called phase 1B. The third and final phase will be the Dog Park or phase 1C. Both phase 1B and 1C will be bid separately. We will also be seeking funding for phases 1B and 1C from the Cambria Community Counsel and the Cambria Tourism

¹¹ Board. The important part is that we continue to move forward and get the project started. We will have to use the formal bidding process due to the amount that we anticipate the bid being for phase 1A. With that being said, the PROS Commission as part of their recommendation wants the difference between what is available for the project with our current funds of \$130,000 and what the bid comes in at for phase 1A, let's say \$200,000, to be funding by the CCSD by an internal loan as identified as part of our existing Reserve Policy. Once bids are received we will bring this matter back to the Board for consideration.

In closing, we have budgeted funds within the Parks, Recreation and Open Space Budget for the removal of the Phillips house. Currently all the necessary permits are in place and the demolition of the Phillips House will be handled separately from the Phase 1 East Ranch Park Improvement Projects.

Category Five Professional Consultants, Inc. has provided an update on Cambria's Hazard Mitigation Plan Tasks that have been completed:

- Reviewed the County General Plan, land use regulations, flood ordinances, past disaster declarations, flood Insurance rate maps, and repetitive loss properties reports, and the SLO County Hazard Mitigation Plan.
- Developed a PowerPoint presentation to educate Planning Group members on hazard mitigation requirements and the planning process. We shared this with the Hazard Mitigation Planning Group.
- Completed a considerable amount of work and are nearing completion on the hazard profiles, risk and vulnerability assessments, and the community profile.

Category Five Professional Consultants, Inc. will have an administrative draft done shortly and will begin working with the CCSD staff to complete the District's Capability Assessment and preliminary goals and objectives.

As I am writing my staff report, the CCSD has weathered three major storms. I want to thank all of the CCSD staff for the tremendous job they have done in preparing for and responding to the storms. We experienced local flooding adjacent to the San Simeon Well Field, but the wells were not directly impacted. The Wastewater Plant received much higher than normal flows; however, the three additional storage ponds at the plant were utilized to handle the additional flows. During the three major storms, the CCSD did not experience any sanitary sewer overflows from our ten liftstations and hundreds of manholes. The Ranch did sustain some trail damage: a small bridge washed out and several large trees were uprooted. The Fire Department continues to respond to weather related calls and has posted a sign on the front door of the Fire Department notifying Cambrians where they can locate sand. The Administration Department continues to answer storm related questions and calls and provides any support to the field staff they may arise. After things settle down a little and staff has a chance to rest, we will gather together to discuss our overall response to the storms and what we collectively can do better next time.

The Sustainable Water Facility has been shut down and CCSD customers were billed through December 31, 2016.

Staff continues to work directly with Michael Baker International and CDM Smith on the SEIR. An assignment matrix has been created regarding the comment letters.

Recently the CCSD has received several odor complaints relating to the Wastewater Treatment Plant. Staff has generated and mailed a letter to all of the Park Hill residents explaining what has caused the odor, and what proactive measures have been taken to resolve the odor concerns. We have also included the main phone number to the Administration Office, so customers can call directly regarding concerns about the Wastewater Treatment Plant. I have included a copy of the mailer for the CCSD Board of Directors as part of my General Manager's Report.

A note¹² was added to the last bills that went out explaining our additional days and hours that have been added to the Administration Office hours. As part of the bills we also included a calendar outlining the office's extended hours. We look forward to providing our customers additional hours to come to the office, pay their bills and ask any question they may have about their service. I have included a copy of the bill and calendar sent to our customers for the CCSD Board of Directors review.

Due to the demands created by the recent storms, staff has not had the chance to evaluate a question that was asked regarding unaccounted water. Once we catch up, billing, finance, engineering and operational staff will work together on addressing the question that was raised regarding unaccounted for water. Additional training for staff regarding unaccounted for water will occur in February of 2017.

I will continue to compile photographs regarding the improvements we make to infrastructure as part of my monthly General Manager's Report. Although they are available for each Board meeting, I will more than likely provide a quarterly update to the Board instead of each month.

I attended the Parks, Recreation and Open Space monthly meeting on January 3, 2017.

I attended a meeting with representatives from Mission Country Disposal along with President Rice and Vice President Sanders to discuss the CCSD's franchise agreement for integrated solid waste management services on January 3, 2017.

I attended the Cambria Fire Safe Focus Group Meeting on January 11, 2017.

I attended the Chamber of Commerce's Citizen of the Year Dinner on January 17, 2017.

I will be attending the annual CSDA Meeting, San Luis Obispo Chapter in Avilla Beach on January 27, 2017.

In closing, I look forward to a very productive and prosperous 2017. Again I would like to thank the CCSD Board of Directors for all their support and thank all of the hard working CCSD employees for their dedication and commitment to service.

Department Reports:

FACILITIES AND RESOURCES:

1. Fiscalini Ranch Preserve:

a. Tree Planting:

- i. Tree planting was held on December 17th
 1. 270 Trees were planted on the Ranch.
 2. Trees were purchased by Friends of the Fiscalini Ranch Preserve.
 3. CCSD provided non potable water and wood chips for the planting.

b. Butterfly Site:

- i. New information signs were installed in both sites.

2. Community Park:

a. Bidding for the community park phase 1 plan ended on December 8th.

- i. 8 bids were received.
 1. Unfortunately all bids came in higher than what was budgeted for the project.
- ii. Bids were rejected by Board of Directors at the December 15th Meeting.

b. PROS:

- i. At the January PROS meeting the Commission recommended that we break down the phase 1 in to three stages. Phase 1A would include grading, drainage and

swales. Phase 1B would include the parking lot and phase 1C would be for the dog park.

- ii. PROS recommendation was to rebid only phase 1A (grading, drainage and swales). Once bids come in, PROS recommends asking the CCSD Board to fund the difference from reserve funds.
- iii. Staff has begun work with CCSD Counsel and Civil Design Studios to put a packet together for the phase 1A bidding.

3. Storms :

- a. Skate Park:
 - i. Staff cleaned up a mudslide behind the skate park.
- b. Staff assisted the American Legion to sand bag the bar area.
- c. Facilities Department was fully staffed over the weekend during the January 7th and 8th storm.
 - i. Staff filled sandbags to use at various facilities.
 - ii. Trails on Fiscalini Ranch were inspected. Water bars were cleaned up on 4 trails.
 - iii. Santa Rosa Creek trail had several washed out areas that have been repaired.
 - iv. Sand bags were placed on entrance to bluff trail.
 - v. Culvert was cleared out on Berry trail and next to F&R yard.

4. Vets Hall:

- a. 16 Events were held at Vets Hall since last Board Meeting.

ENGINEER:

Key activities since the December 15, 2016 Board meeting report have included:

- Sustainable Water Facility:
 - The tracer study field work was completed and all of the temporary piping, conduit, and equipment to support this test was removed. An engineering report is currently being completed for review by the Water Board later this month.
 - Continue to coordinate between Water Department and CDM Smith on various operational permitting reports. A monitoring report was submitted for month of November.
 - Review of written comments received on the draft Subsequent EIR (SEIR) is in progress with the consulting team.

- Permit Counter:

During 2016, approximately eight (8) Transfers of Position were processed, 24 Waitlist Assignments were processed, 12 Voluntary Lot Mergers were processed, and 76 Remodel applications were reviewed and processed. In December 2016, a protocol for transferring paper parcel files into electronic format was developed and is currently under review for implementation. This will help CCSD more efficiently track parcel changes including Transfers, Assignments, Voluntary Lot Mergers, Remodels, and Special Agreements.

- Urban Water Management Plan Update. The December 15, 2016 adopted Urban Water Management Plan update was filed with the Department of Water Resources.
- Miscellaneous Water and Wastewater Plant Projects and Repairs:
 - Influent Screen. A soil boring was completed at the WWTP on December 16, 2016, which will be followed up by an engineering soils report later this month. The soils report is needed to support design of the equipment platform, which will be informally bid towards the end of the FY 2016-2107 third quarter. Or-Tec, the screen manufacturer, is currently fabricating the new screen.

- The Fiscalini Water Tank Replacement project is being finalized this month. Subject to completing required water quality sampling and analyses beforehand, the new tank should be placed into service during late January to early February.
- Miscellaneous:
 - Water and Wastewater Department staff have worked diligently in responding to the onset of wet weather and increased flows. Increased flows into the wastewater plant coupled with ragging-up of pumps has created challenges. The Water Department has dealt with some localized flooding to the west of the San Simeon Creek well field.
 - We are currently in the process of hiring an operator for the Water Department.

Well Level reports from 1/3/2017 readings are attached, and are also being made available for review on the District's website at www.cambriacsd.org

FIRE:

Prevention and Education

- 00 Residential rough/hydro inspections were completed
- 00 Hydrant pressure tests completed
- 03 Fire final inspections
- 636 Huntington
- 2574 Cambridge
- Cambria Christmas Market (Lodge)
- 02 Residential site visits for building questions
- 09 Fire plan reviews
- 411 Lancaster
- 2506 Ross
- 6105 Charing
- 1000 Warren
- 1770 Spencer
- 4005 Burton
- 5253 Whitehall
- 1390 Randall
- 2101 Sherwood
- 06 Engine company commercial fire and life safety inspections were conducted
- 02 Public education events
- 06 Residential smoke/carbon monoxide detectors were installed and or the batteries changed
- 05 Contacts with people regarding fire prevention questions
- 01 Fire Engine and Station tours

Meetings and Affiliations

- SLO County Chief's meeting December 7, 0900 Station 21
- FireSafe Focus Group December 14, 1500 Cambria CSD Fire Station
- CCHD board meeting December 20, 1300 Grammar School
- Budget review meeting December 21, 1000 CCSD office

Operations and News

- Training for the month of December was focused on the following: NCOR training, RIC firefighter search and rescue, swiftwater rescue, and high angle rope rescue
- Cambria CSD Fire finalized two separate regional grant applications for PPE replacement and the purchase of additional EKGs

- We had an open application period for Reserve Firefighters which closed on December 28th.

Fire Statistics are attached for your review

WASTEWATER:

Wastewater Treatment Plant Operations

- This month we experienced an unexpected power interruption, which created very demanding challenges. Its impact included the failure of both effluent pumps, as well as the loss of control to our return activated sludge pumping. This occurred during a high-flow rain event, which led to the loss of biological inventory from our activated sludge process. The result was an odor, which we received several calls about. In response, a temporary pump was rented to augment our effluent pumps, and biological inventory is being brought back up by operational adjustments.
- The trailer collecting digested and dewatered biosolids under the screw press sludge conveyor is working out very well. Liberty Composting is able to replace the trailer with an empty trailer the day after it fills.
- We are periodically upgrading the wastewater plant SCADA. This past month we replaced some of the old phone cables with CAT-5 cables.
- Painting of the hand rails around the aeration basins has been completed, which addressed a safety and preservation need due to the old fiberglass rails splintering following years of weathering. This will be followed by painting of the stairs and supporting stringers that suffer from a similar condition.
- A key communications line was repaired at the plant.

Collection Systems & Lift Stations

- Lift station 8 is now online with SCADA and the remote Groov monitoring program. The Groov program is an app for our phones, which allows us to remotely monitor alarms and other key parameters in real time. This is currently in use for the plant and a few lift stations. We plan to ultimately extend this capability to all of our remote lift stations.
- We have received bids for improvements at lift stations B-2 and 9 and are waiting on additional bids.

Laboratory:

- Abalone Coast continued to provide the services of a certified laboratory analyst for those analyses that are reported to the State. At this point Abalone's principal is calibrating the online pH meter on a monthly basis.

Wastewater Administrative:

- New wastewater operator Toni Artho, started working on December 12th. If you see Toni, please welcome him to the District.

WATER:

The following summarizes key Water Department activities for the month of December 2016:

1. Field work to support the tracer study that started 9/30/2016 was completed. During this effort, John Allchin served as the chief plant operator of the SWF and the main operational point of contact with CDM Smith, who were managing the study. At least one Water Department operator was dedicated to the SWF operation and in supporting the tracer study. Typical work tasks included daily logging of the amount of tracer being injected, sampling, coordination with a laboratory for analyses, and equipment monitoring. Operations included maintaining a

constant supply of injection water, which involved transitioning the injection water from the SWF to a temporary above ground pipeline from well SS2.

2. Water production for calendar year 2016 amounted to 494.28 acre feet. For the month of December 2016, a total of 39.85 acre-feet was produced by the San Simeon and Santa Rosa wells. The SWF produced and re-injected into the San Simeon creek aquifer a total of 23.07 acre-feet during 2016, with 5.70 acre-feet of that amount occurring during December.
3. There were no customer complaints of low water pressure, no complaints of dirty water or bad tastes or odors.
4. 19 customers were assisted with high usage or water leaks on the customer's side of meter.
5. 4 water leaks were repaired in the distribution system.
6. 2 new service line and meters were installed for fire sprinkler/flow upgrade requirements.
7. 28 service requests to read or locate meters were completed. 23 U.S.A locations and 12 retrofit inspections were also completed.
8. Reading of all water meters was completed for billing and conservation purposes.

Inter-departmental training was scheduled for 2/14/2017 on the use of AWWA water auditing software for determining real and apparent water system losses. This is part of a training grant paid for by the State, and administered by the California-Nevada section of the AWWA. Its purpose is to help facilitate compliance with a relatively recent law (SB 555 [2015]), which requires such audits once each year beginning in October of 2017.

Attachments: Park Hill Residents Letter
Utility Bill
Administrative Office Calendar January, 2017 – April, 2017
2017 Board of Directors Adopted Regular Meeting Schedule
Finance Manager Report
Well Production and level graphs
Fire Stats

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

AMANDA RICE, President
 GREG SANDERS, Vice President
 JIM BAHRINGER, Director
 MICHAEL THOMPSON, Director
 HARRY FARMER, Director


OFFICERS:

JEROME D. GRUBER, General Manager
 MONIQUE MADRID, District Clerk
 TIMOTHY J. CARMEL, District Counsel

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January 5, 2017

Dear Park Hill Residents,

Please allow me to take this opportunity to talk with you briefly about the odor concerns coming from the Cambria Community Services District (CCSD) Wastewater Treatment Plant located on Heath Lane adjacent to the Park Hill neighborhood.

Several months ago we embarked on cleaning out two, 250,000 gallon digester tanks. This required draining the tanks, processing the Bio-Solids and trucking them out of the facility. This had never been done before and was a major undertaking on behalf of the District and the Wastewater staff. The cleaning of the digesters resulted in an increase in odor from the plant and to Park Hill residents.

I want to apologize for the inconvenience this has caused you. However, these improvements will result in a facility which will operate more efficiently. Recently, additional odors have been coming from the Wastewater Treatment Plant. This was caused by a return activated sludge pump (RAS) failure creating an inability to recirculate the activated sludge within the Wastewater Treatment Plant thus resulting in an increase of odor being generated. The return activated sludge pump was over 20 years old and has been replaced with a new pump. We anticipate the odors from the facility to continue to be reduced over the next week or so.

Again, I apologize for the unpleasant odor coming from the Wastewater Treatment Plant due to the pump failure. Over the last several years the CCSD has made significant mechanical infrastructure and operational improvements to the Wastewater Treatment Plant and will continue to do so.

In order for the CCSD to address your concerns in a timely manner I am including our direct line to the CCSD Administrative Office so you may call us if any odor or operational concerns arise in the future. The phone number is 805-927-6223. After business hours this number is automatically forwarded to our answering service and a stand-by operator on call will be notified and will call you back regarding your concerns.

Sincerely,

Jerome D. Gruber MPA
 General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT * UTILITY SERVICE BILL

1316 Tamsen Street, Suite 201 * PO Box 65 * Cambria CA 93428 * (805)927-6223

Office Hours: Monday-Thursday 9:00am - 4:00pm

SERVICE ADDRESS	ACCOUNT NO.	SERVICE FROM	TO	DAYS
		11/01/16	12/31/16	0061

METER READ	
PRIOR METER READ	0
CURRENT METER READ	0

CONSUMPTION 100 cu ft	
USAGE THIS PERIOD	0
USAGE ONE YEAR AGO	N/A

A Message from Cambria CSD

New office hours! In addition to regular hours (Monday through Thursday 9am-4pm), we are now open alternate Fridays 9am-4pm starting January 20, 2017.

CHARGES	
Water Service Base Charge	.00
Water Consumption Charge	.00
Sewer Charge	.00
Surcharges	.00
SWF Water Base Charge	.00
SWF Water Usage Charge	.00
SWF Operating Charge	.00
Total Current Charges	.00
Previous Balance	.00
Payment Received	.00
TOTAL NOW DUE	.00
<p>SWF= Sustainable Water Facility WASTEWATER Sewer is a water consumption based rate \$.00 Base charge + \$.00 per unit</p>	

**** CURRENT WATER ALLOTMENT UNITS ****

DETACH AND RETURN PORTION BELOW WITH YOUR PAYMENT. RETAIN THE PORTION ABOVE FOR YOUR RECORDS

CUSTOMERS CAN PAY ONLINE AT: WWW.OFFICIALPAYMENTS.COM

CAMBRIA COMMUNITY SERVICES DISTRICT
 Office located at: 1316 Tamsen St. Suite 201, Cambria
 Phone: (805)927-6223

UTILITY SERVICE BILL

MAKE CHECKS PAYABLE TO: CCSD MAIL TO: PO BOX 65, Cambria, CA 93428

SERVICE ADDRESS		ACCOUNT NUMBER
BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
01/14/17	02/13/17	.00

	TO AVOID PENALTY, PAYMENT MUST BE RECEIVED ON OR BEFORE DUE DATE
	AMOUNT PAID



Cambria Community Services District

Great People, Doing Great Things for a Great Community

District Office: 1316 Tamsen St, Suite 201 · Cambria, CA 93428 ·

Open Monday through Thursday and Alternating Fridays, 9am to 4pm

Mailing Address: PO Box 65 · Cambria, CA 93428

Telephone: (805) 927-6223

Website: www.cambriacsd.org

January 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 District Office closed in observance of New Year's Day	3	4	5	6 District Office closed	7
8	9	10 Utility bills mailed, due 2/13/17 by 5pm	11	12	13 District Office closed	14
15	16 District Office closed in observance of MLK Day	17	18	19 CCSD Board Meeting 12:30pm, Veterans Hall	20 District Office open 9am-4pm	21
22	23	24	25	26	27 District Office closed	28
29	30 Tentative meter reading scheduled	31 Tentative meter reading scheduled				
February 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 District Office open 9am-4pm	4
5	6	7	8	9	10 District Office closed	11
12	13 Utility bills due by 5pm. District Office open 9am to 5pm	14	15	16	17 District Office open 9am-4pm	18
19	20 District Office closed in observance of President's Day	21	22	23 CCSD Board Meeting 12:30pm, Veterans Hall	24 District Office closed	25
26	27 Tentative meter reading scheduled	28 Tentative meter reading scheduled				



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March 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 District Office open 9am-4pm	4
5	6	7	8	9 Utility bills mailed, due 4/10/17 by 5pm	10 District Office closed	11
12	13	14	15	16	17 District Office open 9am-4pm	18
19	20	21	22	23 CCSD Board Meeting 4pm, Veterans Hall	24 District Office closed	25
26	27	28	29 Tentative meter reading scheduled	30 Tentative meter reading scheduled	31 District Office open 9am-4pm	
April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 District Office closed	8
9	10 Utility bills due by 5pm. District Office open 9am to 5pm	11	12	13	14 District Office open 9am-4pm	15
16	17	18	19	20	21 District Office closed	22
23	24	25	26 Tentative meter reading scheduled	27 CCSD Board Meeting 12:30pm, Vets Hall. Tentative meter reading scheduled	28 District Office open 9am-4pm	29
30						



Great People, Doing Great Things, for a Great Community

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
2017 ADOPTED REGULAR MEETING SCHEDULE

January 19th -3rd Thursday **12:30 p.m.**

February 23rd **12:30 p.m.**

March 23rd **4:00 p.m.**

April 27th **12:30 p.m.**

May 25th **12:30 p.m.**

June 22nd **6:00 p.m.**

July 27th **12:30 p.m.**

August 24th **12:30 p.m.**

September 28th **4:00 p.m.**

October 26th **4:00 p.m.**

November 16th – 3rd Thursday **12:30 p.m.**

December 14th- 2nd Thursday **12:30 p.m.**

BOARD OF DIRECTORS' MEETING – JANUARY 19, 2017
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT

ADMINISTRATION

In December 2016, the District initiated efforts to obtain a loan from Muni Finance Corporation for \$600,000 to pay for construction of the Fiscalini Water Tank however no lender could be found to make that loan at this time. District staff is investigating other sources of a loan including local banks and the progress of those efforts will be presented verbally during the Board meeting. However, the cash flow projection for this year now assumes this will be a self-funded project.

BUDGET FY 2015/2016

- A Fiscal Year 2015/2016 Budget was adopted on June 25, 2015. A financial audit of transactions during Fiscal Year 2015/16 is currently being conducted by an independent auditor (Crosby Company CPA) with results reported to the Board and the public no later than February 2017.

BUDGET FY 2016/2017

- The Fiscal Year 2016/2017 Budget was adopted at the regular Board meeting on June 23, 2016. Activity for the first half of the year (July 1, 2016 through December 31, 2016) is provided in a separate staff report for this Board meeting. Staff will meet with the Budget Committee to review projected revenues and expenditures for the remainder of the fiscal year. The results of that review will be provided to the Board at the regular Board meeting in February including recommended adjustments to the approved budget for the remainder of the year.

EXPENDITURES OVER \$100,000

There were no expenditures exceeding \$100,000 during December 2016. Major expenditures during the month were:

- \$ 44,418 Crosno Construction for Fiscalini Water Tank construction
- \$ 94,495 State Water Resources Control Board mostly for operating permits including \$68,901 for the annual permit for the Wastewater Treatment Plant and \$14,929 for the annual permit for the Sustainable Water Facility

WATER/WASTEWATER USAGE AND BILLING

The chart on the next page reflects usage and billing through November/December 2016. The CCF billed were 4.0% higher than the amounts billed the previous year and 70% of the amount billed in 2013. This represents the first time usage has reached 70% of 2013 usage since the Stage 3 Water Emergency was declared in 2014. The revenue realized from Water sales was \$128,629 more than billed the previous year due to the rate increase in March 2016.

CCSD WATER SALES HISTORY							
1/6/2017							
FY 12/13	JUL/AUG	SEP/OCT	NOV/DEC	JAN/FEB	MAR/APR	MAY/JUN	CUMULATIVE
BASE	102,586	102,672	102,722	102,809	102,906	102,915	616,610
USAGE	278,488	210,933	146,434	151,971	173,955	229,755	1,191,536
ADJUSTMNTS	877	97	1,527	673	809	946	4,929
TOTAL CASH	381,951	313,702	250,683	255,453	277,670	333,616	1,813,075
CCF	61,407	51,098	40,051	40,943	44,201	54,173	291,873
USAGE \$/CCI	4.54	4.13	3.66	3.71	3.94	4.24	
FY 14/15	JUL/AUG	SEP/OCT	NOV/DEC	JAN/FEB	MAR/APR	MAY/JUN	CUMULATIVE
BASE	102,952	102,867	102,837	102,835	102,093	102,987	616,571
USAGE	127,246	103,268	83,048	85,496	107,340	103,415	609,813
EWS BASE		62,097	62,094	61,799	61,668	61,996	309,654
EWS USAGE		89,005	60,235	61,371	73,203	76,203	360,017
ADJUSTMNTS	(7,277)	(15,945)	(12,369)	(3,435)	(7,359)	(51,890)	(98,275)
PENALTIES/S	92,725	44,793	32,930	39,208	60,128	56,494	326,278
TOTAL CASH	315,646	386,085	328,775	347,274	397,073	349,205	2,124,058
CCF	31,592	28,764	23,723	23,967	28,899	28,229	165,174
% OF FY 12-1.	51%	56%	59%	59%	65%	52%	
USAGE \$/CCI	4.03	3.59	3.50	3.57	3.71	3.66	
EWS \$/CCF		3.09	2.54	2.56	2.53	2.70	
FY 15/16	JUL/AUG	SEP/OCT	NOV/DEC	JAN/FEB	MAR/APR	MAY/JUN	CUMULATIVE
BASE	102,935	102,730	102,828	102,864	115,313	115,127	641,797
USAGE	124,569	116,096	101,617	92,773	211,292	249,393	895,740
EWS BASE	61,874	61,792	62,098	61,882	61,161	61,244	370,051
EWS USAGE	83,654	79,869	71,071	66,124	74,753	88,395	463,866
EWS OPS		36,864	49,964				86,828
ADJUSTMNTS	(3,964)	(49,726)	(23,276)	(34,172)	(31,637)	(12,410)	(155,185)
PENALTIES/S	127,290	82,583	50,674	66,613	-	-	327,160
TOTAL CASH	496,358	430,208	414,976	356,084	430,882	501,749	2,630,257
CCF	33,441	32,633	27,147	24,968	27,603	34,043	179,835
% OF FY 12-1.	54%	64%	68%	61%	62%	63%	
USAGE \$/CCI	3.73	3.56	3.74	3.72	7.65	7.33	
EWS \$/CCF	2.50	2.45	2.62	2.65	2.71	2.60	
FY 16/17	JUL/AUG	SEP/OCT	NOV/DEC	JAN/FEB	MAR/APR	MAY/JUN	CUMULATIVE
BASE	115,161	115,251	115,479				345,891
USAGE	271,877	226,322	217,595				715,794
EWS BASE	61,236	61,269	61,559				184,064
EWS USAGE	97,713	80,307	76,385				254,405
EWS OPS		34,571	80,163				114,734
ADJUSTMNTS	(5,760)	(552)	(913)				(7,225)
PENALTIES/S	-	-					-
TOTAL CASH	540,227	517,168	550,268				1,607,663
CCF	37,484	31,242	28,230				96,956
% OF FY 12-1.	61%	61%	70%				
USAGE \$/CCI	7.25	7.24	7.71				
EWS \$/CCF	2.61	2.57	2.71				

The chart below shows how actual CCFs billed in fiscal years 2014, 2015, 2016 and 2017 compared to what was billed in fiscal year 2013.

COMPARISON OF WATER USAGE BILLED						
	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
<i>FY 2012/2013</i>	<i>61,407</i>	<i>51,098</i>	<i>40,051</i>	<i>40,943</i>	<i>44,201</i>	<i>54,173</i>
<i>FY 2013/2014</i>	<i>63,113</i>	<i>47,345</i>	<i>38,827</i>	<i>36,576</i>	<i>24,917</i>	<i>25,500</i>
<i>Note 1</i>	<i>103%</i>	<i>93%</i>	<i>97%</i>	<i>89%</i>	<i>56%</i>	<i>47%</i>
<i>FY 2014/2015</i>	<i>31,592</i>	<i>28,764</i>	<i>23,723</i>	<i>23,967</i>	<i>28,899</i>	<i>28,229</i>
<i>Note 2</i>	<i>51%</i>	<i>56%</i>	<i>59%</i>	<i>59%</i>	<i>65%</i>	<i>52%</i>
<i>FY 2015/2016</i>	<i>33,441</i>	<i>32,633</i>	<i>27,147</i>	<i>24,968</i>	<i>27,603</i>	<i>34,043</i>
<i>Note 3</i>	<i>54%</i>	<i>64%</i>	<i>68%</i>	<i>61%</i>	<i>62%</i>	<i>63%</i>
<i>FY 2016/2017</i>	<i>37,484</i>	<i>31,242</i>	<i>28,230</i>			
<i>Note 4</i>	<i>61%</i>	<i>61%</i>	<i>70%</i>			
<i>Note 1: Each FY 2013/2014 billing cycle compared to same billing cycle in FY 2012/2013</i>						
<i>Note 2: Each FY 2014/2015 billing cycle compared to same billing cycle in FY 2012/2013</i>						
<i>Note 3: Each FY 2015/2016 billing cycle compared to same billing cycle in FY 2012/2013</i>						
<i>Note 4: Each FY 2016/2017 billing cycle compared to same billing cycle in FY 2012/2014</i>						

WASTEWATER REVENUE

The chart below shows actual Wastewater revenue for fiscal years 2013, 2014, 2015, 2016 and 2017.

CCSD WASTEWATER REVENUE HISTORY							
1/6/2017							
FY 12/13	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	353,040	333,530	314,016	316,887	322,690	339,547	1,979,710
BASE	248,975	248,931	248,991	249,061	248,917	248,880	1,493,755
USAGE	104,065	84,599	65,025	67,826	73,773	90,667	485,955
<i>PERCENT REVENUES COMPARED TO JUL/AUG 2013:</i>							
	100%	81%	62%	65%	71%	87%	
FY 13/14	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	356,678	327,765	312,334	309,020	288,655	288,937	1,883,389
BASE	249,916	249,111	249,098	249,489	249,415	249,153	1,496,182
USAGE	106,762	78,654	63,236	59,531	39,240	39,784	387,207
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	101%	98%	99%	98%	89%	85%	
USAGE %	103%	93%	97%	88%	53%	44%	
FY 14/15	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	298,877	291,469	286,650	287,225	292,401	291,940	1,748,562
BASE	250,263	250,012	249,984	250,198	249,261	250,349	1,500,067
USAGE	48,614	41,457	36,666	37,027	43,140	41,591	248,495
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	85%	87%	91%	91%	91%	86%	
USAGE %	47%	49%	56%	55%	58%	60%	
FY 15/16	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	297,892	296,385	292,464	289,964	305,052	318,932	1,800,689
BASE	250,403	249,841	250,429	250,500	214,599	214,989	1,430,761
USAGE	47,489	46,544	42,035	39,464	90,453	103,943	369,928
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	84%	89%	93%	92%	95%	94%	
USAGE %	46%	55%	65%	58%	123%	115%	
FY 16/17	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
TOTAL	328,858	311,453	308,180				948,491
BASE	215,451	215,464	215,866				646,781
USAGE	113,407	95,989	92,314				301,710
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	93%	93%	98%				
USAGE %	109%	113%	142%				

EXPENDITURES FOR THE SUSTAINABLE WATER FACILITY

The District has undertaken the development of a Sustainable Water Facility system in response to the worst drought in California history which resulted in a declared Stage 3 Drought Emergency. \$12,910,109 in expenditures for the EWS project have been authorized by the CCSD Board of Directors. Those expenditures include the following:

CDM SMITH: ENGINEERING, PRECONSTRUCTION PERMITTING AND ENVIRON SVCS	2,786,818
CDM CONSTRUCTORS: DESIGN/BUILD	7,366,742
GENERAL COSTS	433,747
OTHER PROFESSIONAL SERVICES	560,699
TOTAL PLANT DESIGN/BUILD EXPENDITURES	11,148,006
REGULAR COASTAL DEVELOPMENT PERMIT	1,350,080
PLANT START-UP EXPENDITURES	412,023
TOTAL AUTHORIZATIONS	12,910,109

Total commitments made to-date, in the form of issued purchase orders, equal \$10,315,160. These relate to Task Orders in the following way:

174,495	Task Order 1: Hydrogeological Modeling
299,601	Task Order 2: Preconstruction Engineering (Phase 1)
920,084	Task Order 3: Preconstruction Services (Phase 2)
499,941	Task Order 4: Engineering, Permitting, Purchase Assistance
584,607	Task Order 5: Permitting and Environmental
308,090	Task Order 6: Permitting and Environmental
161,600	Task Order 7: Completion of an Updated Tracer Study
<u>2,948,418</u>	Total CDM Smith
6,647,919	Design/Build Contract
511,602	Change Order 1
123,953	Change Order 2
83,268	Change Order 3
<u>7,366,742</u>	Total CDM Constructors
<u>10,315,160</u>	Total CDM Smith & CDM Constructors

Invoices paid through December 2016 to CDM Smith, the Sustainable Water Facility Project's primary design/build contractor, equal \$2,671,553.

Invoices paid through December 2016 to CDM Contractors Inc., the Sustainable Water Facility Project's primary builder, equal \$7,366,742.

Total expenditures to all vendors through December 2016 equal \$11,648,641.

CASH BALANCES

CCSD maintains one account with the State of California Local Agency Investment Fund (LAIF) and the following five accounts at Heritage Oaks Bank:

- a payroll account;
- an account for operation of the Veteran's Hall;
- an account for medical benefits for employees;
- a main checking account; and
- a money market account.

CCSD pools all of its cash for all of its funds so, other than restricted funds, no cash asset is held for any specific fund. It should be noted that when the pooling method is used, a fund may overdraw its account in the pool. These overdrafts are reported as liabilities with a corresponding receivable (due to/from other funds) on the balance sheet.

The first three accounts shown above are restricted funds which are not available for use in other areas. However, the last two accounts are unrestricted and are available, along with LAIF, as part of the "pooled" cash of CCSD.

Revenues and expenditures fluctuate significantly from month to month and therefore the most appropriate comparison of available cash balances is at the end of the fiscal year on June 30th. Final balance amounts in the Water and Wastewater funds are determined after all other fiscal year activity is recorded, reconciled and audited. Audited cash balances on June 30, 2015 were as shown below. It should be noted that the 2014 and 2015 loans to the Water Fund were to support expenditures for the Sustainable Water Facility construction and those loans were repaid when the Prop 84 grant was received in December.

CCSD FINANCIAL AUDIT JUNE 30, 2015			
<u>FUND</u>	<u>CASH BALANCE</u>	<u>INTERFUND LOAN</u>	<u>CASH POSITION</u>
GENERAL FUND	4,211,905	(2,737,310)	1,474,595
WATER FUND	(1,652,586)	2,047,696	395,110
WASTEWATER FUND	(128,608)	689,614	561,006
TOTAL	2,430,711	0	2,430,711
 LOAN HISTORY			
<u>WATER FUND LOANS</u>			
PRIOR 2014	\$157,726		
2014 LOAN	2,094,181		
2015 LOAN	485,403		
TOTAL LOANS	\$2,737,310		
 WASTEWATER FUND LOANS			
2015 LOAN	\$689,614		
TOTAL LOANS	\$689,614		

All Water Fund loans except \$157,726 were paid off prior to 12/31/15

CCSD CURRENT CASH POSITION AND PROJECTION

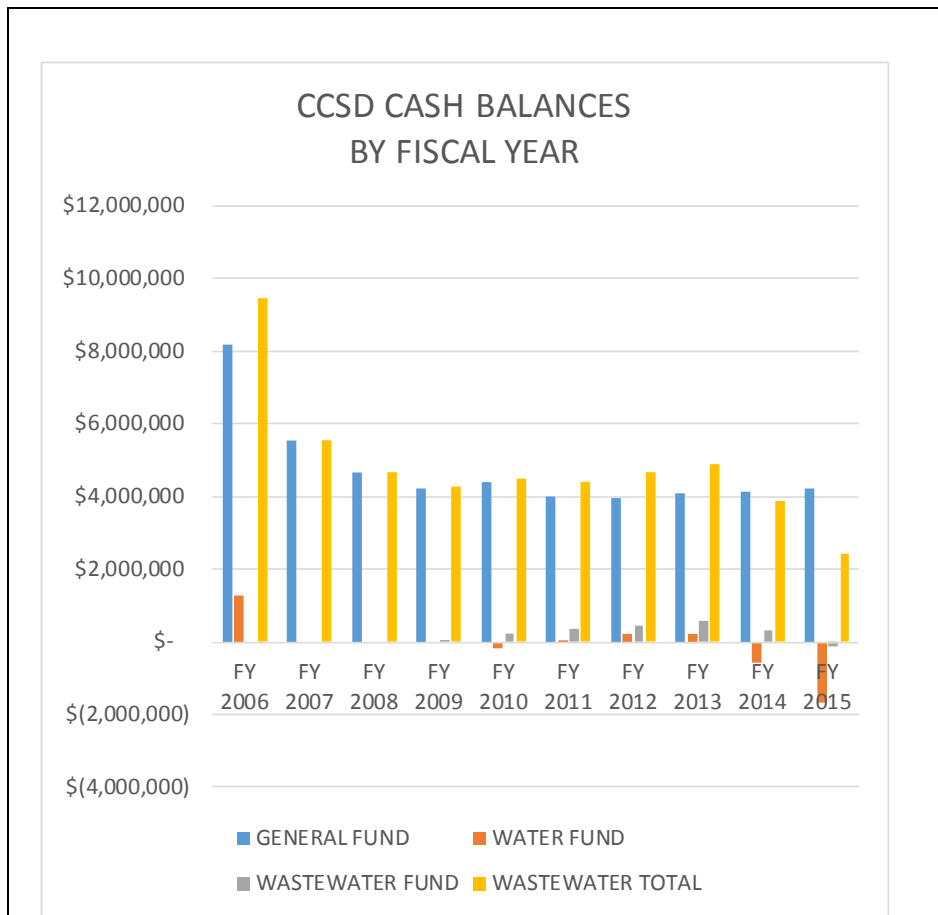
Cash balances on December 31, 2016 were \$4,446,333 as shown below. However, there were \$134,306 in checks issued but still outstanding at the end of the month which leaves only \$4,312,027 in cash actually available.

CCSD CASH POSITION DECEMBER 31, 2016	
HOB CHECKING BALANCE	\$1,373,840
HOB MONEY MARKET BALANCE	\$506,092
LAIF BALANCE	\$2,566,401
TOTAL CASH	\$4,446,333
 OUTSTANDING CHECKS	 (134,306)
AVAILABLE CASH	<u><u>\$4,312,027</u></u>

The cash flow projection for Cambria Community Services District for the Fiscal Year 2016-2017 is shown on the next page.

CCSD CASH FLOW PROJECTION 1/1/17 THROUGH 6/30/17 SUMMARY			
	<u>Total</u>	<u>SWF</u>	<u>All Other</u>
Balance 1/1/17	4,312,037	1,583,607	2,728,430
Projected Cash Received	3,876,714	-	3,876,714
Projected Cash Expended	5,872,404	919,604	4,952,800
Projected "Net Cash Flow"	(1,995,690)	(919,604)	(1,076,086)
Projected Cash Balance 6/30/17	2,316,347	664,003	1,652,344
CCSD CASH FLOW PROJECTION 1/1/17 THROUGH 6/30/17 SUMMARY			
	<u>Total</u>	<u>SWF</u>	<u>All Other</u>
Balance 1/1/17	4,312,037	1,583,607	2,728,430
Projected Cash Receipts 1/1/17 thru 6/30/17			
WATR SALES	968,500		968,500
WTR STANDBY FEES	60,520		60,520
WATER WAIT LIST	-		-
WATER LOAN	-		-
AWTP SALES	423,500		423,500
AWTP OPS SALES	17,500		17,500
SWF GRANTS	278,743		278,743
WW SALES	930,000		930,000
WW STANDBY FEE'	40,460		40,460
PROPERTY TAX	806,355		806,355
FIRE BENEFIT	150,511		150,511
SAFER GRANT	47,628		47,628
FRANCHISE FEE	36,400		36,400
OTHER	116,597		116,597
Total Cash Received	3,876,714	-	3,876,714
Projected Expenditures 1/1/17 thru 6/30/17			
WAGES	2,179,446		2,179,446
OPS: FIRE	118,096		118,096
OPS: F&R/PROS	101,218		101,218
OPS: ADMIN	276,991		276,991
OPS: WATER	391,380		391,380
OPS: WASTEWTR	316,713		316,713
AWTP OPS	32,400		32,400
AWTP CCR	73,350		73,350
DEBT	699,415		699,415
DISPATCH	38,000		38,000
FISCALINI TANK	50,000		50,000
SANTA ROSA CR PROJ	-		-
SWF EIR MITIGATN/REG PERMIT	919,604	919,604	-
CAPITAL PROJECTS	675,793		675,793
Total Cash Expended	5,872,404	919,604	4,952,800
Projected Cash Balance 6/30/17	2,316,347	664,003	1,652,344

The following chart and table show audited cash balances in the three funds on June 30th of each fiscal year for the last ten years.



FY ENDING JUNE 30th	GENERAL FUND	WATER FUND	WASTEWATER FUND	TOTAL
FY 2006	\$ 8,172,903	\$ 1,290,772		\$ 9,463,675
FY 2007	\$ 5,561,428			\$ 5,561,428
FY 2008	\$ 4,658,444			\$ 4,658,444
FY 2009	\$ 4,237,597		\$ 27,551	\$ 4,265,148
FY 2010	\$ 4,414,366	\$ (157,726)	\$ 242,400	\$ 4,499,040
FY 2011	\$ 4,001,132	\$ 39,341	\$ 345,804	\$ 4,386,277
FY 2012	\$ 3,972,897	\$ 231,027	\$ 450,891	\$ 4,654,815
FY 2013	\$ 4,096,965	\$ 236,601	\$ 556,700	\$ 4,890,266
FY 2014	\$ 4,152,573	\$ (577,613)	\$ 302,778	\$ 3,877,738
FY 2015	\$ 4,211,905	\$ (1,652,586)	\$ (128,608)	\$ 2,430,711

DISTRICT DEBT SUMMARY**LONG TERM DEBT**

<u>FUND</u>	<u>DEBT</u>		<u>ORIGINAL</u> <u>PRINCIPAL</u>	<u>ISSUE</u> <u>DATE</u>	<u>AMOUNT</u>	<u>FINAL</u>	<u>INT</u> <u>RATE</u>	<u>ANNUAL</u> <u>PAYMENT</u>
	<u>HOLDER</u>	<u>PURPOSE</u>			<u>DUE</u> <u>6/30/16</u>	<u>PAYMENT</u> <u>DATE</u>		
Water	Note 1	Note 1	\$ 8,939,000	8/11/14	\$ 8,485,573	8/1/34	4.11%	\$ 659,426
Wtr/WW	Note 2	Note 2	\$ 1,585,000	3/23/11	\$ 1,085,000	9/23/23	4.55%	\$ 161,985

SHORT TERM DEBT

<u>FUND</u>	<u>DEBT</u>		<u>ORIGINAL</u> <u>PRINCIPAL</u>	<u>ISSUE</u> <u>DATE</u>	<u>AMOUNT</u>	<u>FINAL</u>	<u>INT</u> <u>RATE</u>	<u>ANNUAL</u> <u>PAYMENT</u>
	<u>HOLDER</u>	<u>PURPOSE</u>			<u>DUE</u> <u>6/30/16</u>	<u>PAYMENT</u> <u>DATE</u>		
Various	Note 3	Note 3	\$ 102,000	11/1/12	\$ 26,736	4/1/17	3.25%	\$ 26,736
Various	Note 4	Note 4	\$ 53,611	10/30/13	\$ 27,727	11/20/17	3.50%	\$ 14,596
General	Note 5	Note 5	\$ 31,350	7/31/13	\$ 13,063	7/30/18	0.00%	\$ 6,270
General	Note 6	Note 6	\$ 32,612	2/26/16	\$ 30,603	1/26/21	3.50%	\$ 7,645

INTERNAL LOAN

In Fiscal Year 2009-2010, the Water Fund borrowed \$166,000 from the General Fund to pay a required match on a grant from the Army Corps of Engineers. \$157,726 of that loan has been outstanding since June 30, 2010.

NOTES

- Note 1. Borrowed from Western Alliance Bank to finance construction of the Sustainable Water Facility.
- Note 2. Borrowed from City National Bank to refund 1999 Water and Wastewater bonds.
- Note 3. Borrowed from City National Bank to purchase 4 vehicles and 1 copier.
- Note 4. Borrowed from Morton Revocable Trust for two trucks.
- Note 5. Borrowed from John Deere Financial for a tractor.
- Note 6. Borrowed from Ford Motor Credit for a truck.

2016
CAMBRIA COMMUNITY SERVICES DISTRICT
WATER PRODUCTION, BY SOURCE
ACRE-FEET

YEAR	SOURCE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	1000.0 TOTAL	YEAR
1988	S.S.	51.20	57.90	63.20	47.30	57.40	44.20	50.00	51.70	41.90	37.40	27.40	36.00	565.60	1988
	S.R.	0.00	0.00	0.00	16.30	15.70	30.70	31.20	34.90	36.00	34.90	35.20	19.00	253.90	
	TOTAL	51.20	57.90	63.20	63.60	73.10	74.90	81.20	86.60	77.90	72.30	62.60	55.00	819.50	
1989	S.S.	51.00	47.90	53.90	61.90	57.20	62.20	69.20	60.90	36.30	38.70	42.60	40.60	622.40	1989
	S.R.	0.00	0.00	0.00	1.00	13.80	13.50	17.90	28.00	42.00	22.60	17.60	18.20	174.60	
	TOTAL	51.00	47.90	53.90	62.90	71.00	75.70	87.10	88.90	78.30	61.30	60.20	58.80	797.00	
1990	S.S.	45.70	47.00	55.28	44.75	31.46	32.34	40.00	38.00	31.91	31.40	29.40	29.90	457.14	1990
	S.R.	8.70	0.80	0.50	18.03	32.30	26.79	22.30	22.20	20.64	20.20	19.30	14.90	206.66	
	TOTAL	54.40	47.80	55.78	62.78	63.76	59.13	62.30	60.20	52.55	51.60	48.70	44.80	663.80	
1991	S.S.	26.90	23.10	32.70	39.60	48.60	44.10	40.10	34.80	30.50	28.00	26.40	30.10	404.90	1991
	S.R.	15.30	13.10	0.50	0.10	0.10	5.50	15.00	21.60	20.20	21.00	19.70	18.70	150.80	
	TOTAL	42.20	36.20	33.20	39.70	48.70	49.60	55.10	56.40	50.70	49.00	46.10	48.80	555.70	
1992	S.S.	45.30	42.20	45.90	55.20	64.00	58.10	44.90	41.80	35.00	32.80	34.00	43.10	542.30	1992
	S.R.	0.80	0.30	0.10	0.40	0.50	6.10	22.70	28.10	26.30	25.10	19.50	5.50	135.40	
	TOTAL	46.10	42.50	46.00	55.60	64.50	64.20	67.60	69.90	61.30	57.90	53.50	48.60	677.70	
1993	S.S.	50.10	45.70	52.60	56.30	68.30	68.80	68.10	69.80	59.80	56.10	51.40	43.50	690.50	1993
	S.R.	0.50	0.30	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	
	TOTAL	50.60	46.00	52.60	56.30	68.40	68.80	68.10	69.80	59.80	56.10	51.40	43.50	691.40	
1994	S.S.	47.00	38.60	48.60	52.00	54.60	63.40	69.30	47.80	31.70	30.80	28.20	26.00	538.00	1994
	S.R.	0.00	0.00	0.00	0.00	0.10	0.00	0.00	25.00	30.20	27.70	21.20	19.90	124.10	
	TOTAL	47.00	38.60	48.60	52.00	54.70	63.40	69.30	72.80	61.90	58.50	49.40	45.90	662.10	
1995	S.S.	41.30	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	675.94	1995
	S.R.	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.90	
	TOTAL	43.20	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	677.84	
1996	S.S.	46.66	43.40	47.39	56.95	66.18	70.83	75.70	77.27	68.23	65.58	50.37	49.43	717.99	1996
	S.R.	0.01	0.03	0.03	0.03	0.03	0.01	0.03	0.02	0.01	0.02	0.02	0.02	0.26	
	TOTAL	46.67	43.43	47.42	56.98	66.21	70.84	75.73	77.29	68.24	65.60	50.39	49.45	718.25	
1997	S.S.	50.61	49.20	65.66	68.65	76.18	79.14	82.31	57.02	37.32	27.50	38.96	45.96	678.51	1997
	S.R.	0.02	0.08	0.02	0.02	0.02	0.02	0.38	25.92	31.54	36.85	12.41	0.01	107.29	
	TOTAL	50.63	49.28	65.68	68.66	76.20	79.16	82.69	82.94	68.86	64.35	51.37	45.97	785.80	
1998	S.S.	44.39	46.36	47.00	50.53	56.43	63.43	77.75	80.30	68.35	66.58	54.06	52.13	707.31	1998
	S.R.	0.01	0.01	0.01	0.01	0.00	0.01	0.01	0.09	0.01	0.00	0.00	0.00	0.16	
	TOTAL	44.40	46.37	47.01	50.54	56.43	63.44	77.76	80.39	68.36	66.58	54.06	52.13	707.47	
1999	S.S.	56.40	45.26	52.16	57.40	70.43	71.35	85.41	82.68	69.45	68.04	57.78	57.69	774.05	1999
	S.R.	0.01	0.01	0.01	0.04	0.02	0.07	0.01	0.02	0.32	0.02	0.00	0.00	0.53	
	TOTAL	56.41	45.27	52.17	57.44	70.45	71.42	85.42	82.70	69.77	68.06	57.78	57.69	774.58	
2000	S.S.	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	2000
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	
2001	S.S.	56.16	48.05	55.92	60.69	73.30	77.51	85.01	78.50	53.45	56.21	48.16	52.29	745.25	2001
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.78	21.08	16.87	8.06	0.89	52.68	
	TOTAL	56.16	48.05	55.92	60.69	73.30	77.51	85.01	84.28	74.53	73.08	56.22	53.18	797.93	
2002	S.S.	54.43	52.23	60.70	65.43	60.75	55.13	66.79	73.35	66.59	62.03	56.36	53.98	727.77	2002
	S.R.	1.28	1.27	1.10	1.11	14.82	22.79	19.54	9.67	3.52	4.02	2.04	0.55	81.71	
	TOTAL	55.71	53.50	61.80	66.54	75.57	77.92	86.33	83.02	70.11	66.05	58.40	54.53	809.48	
2003	S.S.	52.73	49.97	57.35	58.32	62.82	68.22	65.05	63.34	58.91	67.08	56.20	48.84	708.83	2003
	S.R.	0.70	1.11	0.48	0.94	1.84	5.63	19.77	22.04	16.00	6.58	3.12	5.84	84.05	
	TOTAL	53.43	51.08	57.83	59.26	64.66	73.85	84.82	85.38	74.91	73.66	59.32	54.68	792.88	

2016
CAMBRIA COMMUNITY SERVICES DISTRICT
WATER PRODUCTION, BY SOURCE
ACRE-FEET

YEAR	SOURCE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	1000.0 TOTAL	YEAR
2004	S.S.	55.83	51.40	58.56	64.33	67.98	52.62	47.04	39.68	41.06	34.80	49.30	49.92	612.52	2004
	S.R.	0.00	0.61	1.17	4.84	8.68	22.08	30.80	36.30	27.32	24.95	1.73	1.63	160.11	
	TOTAL	55.83	52.01	59.73	69.17	76.66	74.70	77.84	75.98	68.38	59.75	51.03	51.55	772.63	
2005	S.S.	50.05	46.16	51.09	55.01	65.70	68.81	80.52	61.60	48.71	47.08	40.83	36.70	652.26	2005
	S.R.	0.00	0.62	0.93	0.76	0.76	0.73	1.64	17.32	20.25	21.69	16.92	7.36	88.98	
	TOTAL	50.05	46.78	52.02	55.77	66.46	69.54	82.16	78.92	68.96	68.77	57.75	44.06	741.24	
2006	S.S.	50.81	49.10	48.82	49.65	60.58	65.65	56.12	59.67	52.49	42.86	34.46	42.75	612.96	2006
	S.R.	0.00	0.78	0.00	0.62	0.74	2.56	23.58	20.72	20.17	23.88	26.46	13.63	133.14	
	TOTAL	50.81	49.88	48.82	50.27	61.32	68.21	79.70	80.39	72.66	66.74	60.92	56.38	746.10	
2007	S.S.	57.70	47.45	56.47	60.50	56.11	51.21	55.95	63.48	58.72	37.58	34.83	38.61	618.61	2007
	S.R.	0.00	0.00	0.60	1.81	14.47	22.24	23.47	12.37	5.29	18.70	21.20	9.42	129.57	
	TOTAL	57.70	47.45	57.07	62.31	70.58	73.45	79.42	75.85	64.01	56.28	56.03	48.03	748.18	
2008	S.S.	43.35	45.35	51.55	52.59	40.45	33.03	40.15	47.57	47.24	41.53	21.47	25.41	489.69	2008
	S.R.	2.33	0.67	0.71	2.20	24.69	33.55	32.94	24.87	18.26	21.03	32.21	24.46	217.92	
	TOTAL	45.68	46.02	52.26	54.79	65.14	66.58	73.09	72.44	65.50	62.56	53.68	49.87	707.61	
2009	S.S.	28.17	37.57	50.95	58.52	48.56	37.47	48.80	40.69	31.99	44.62	53.05	46.55	526.94	2009
	S.R.	24.83	3.81	0.00	0.00	13.53	26.06	25.21	34.10	32.64	11.02	0.00	1.34	172.54	
	TOTAL	53.00	41.38	50.95	58.52	62.09	63.53	74.01	74.79	64.63	55.64	53.05	47.89	699.48	
2010	S.S.	45.44	40.48	47.48	48.39	56.26	55.29	50.73	44.58	35.05	37.61	36.14	36.45	533.90	2010
	S.R.	0.00	0.00	0.77	0.62	0.68	8.74	21.96	27.30	32.52	21.71	14.48	9.73	138.51	
	TOTAL	45.44	40.48	48.25	49.01	56.94	64.03	72.69	71.88	67.57	59.32	50.62	46.18	672.41	
2011	S.S.	48.05	43.36	45.17	52.11	53.94	49.27	60.52	55.52	45.40	45.67	46.28	51.87	597.16	2011
	S.R.	0.00	0.70	0.00	0.76	6.65	11.03	12.97	14.82	19.45	14.15	5.19	0.00	85.72	
	TOTAL	48.05	44.06	45.17	52.87	60.59	60.30	73.49	70.34	64.85	59.82	51.47	51.87	682.88	
2012	S.S.	50.12	48.09	52.60	50.52	60.06	56.53	48.17	41.12	36.72	42.22	48.70	50.88	585.73	2012
	S.R.	3.54	0.79	0.00	0.66	1.44	11.14	27.95	33.22	29.98	21.43	8.86	0.00	139.01	
	TOTAL	53.66	48.88	52.60	51.18	61.50	67.67	76.12	74.34	66.70	63.65	57.56	50.88	724.74	
2013	S.S.	51.09	47.40	54.72	55.27	63.18	46.01	60.82	72.32	57.73	29.84	26.72	28.61	593.70	2013
	S.R.	0.00	0.00	0.00	4.27	5.28	27.57	18.12	3.50	7.62	22.56	25.38	25.61	139.91	
	TOTAL	51.09	47.40	54.72	59.54	68.45	73.58	75.82	75.82	65.41	52.40	52.11	54.22	733.61	
2014	S.S.	22.93	16.97	24.90	25.03	19.39	14.40	11.94	0.00	0.76	24.32	13.74	23.81	198.17	2014
	S.R.	34.69	19.85	10.00	10.44	18.88	24.19	30.89	43.09	36.26	12.06	18.63	9.62	268.59	
	TOTAL	57.62	36.82	34.90	35.04	38.27	41.02	42.82	43.09	37.01	36.37	32.36	33.44	466.76	
2015	S.S.	19.95	16.65	17.16	17.79	16.18	14.14	15.14	17.39	20.36	26.17	23.74	21.23	225.89	2015
	S.R.	14.77	14.90	20.53	20.68	20.99	26.51	29.51	27.78	21.94	16.05	13.57	13.90	241.13	
	AWTP	5.55	14.34	12.49	7.61	0.00	0.00	0.00	0.00	3.68	8.07	6.29	10.89	68.92	
	TOTAL	34.72	31.55	37.69	38.47	37.17	40.65	44.65	45.17	42.30	42.22	37.31	35.13	467.02	
2016	S.S.	16.43	9.51	19.84	21.88	24.30	30.90	30.40	29.68	29.02	8.07	5.82		225.84	2016
	S.R.	17.87	27.34	16.71	15.60	15.74	13.87	20.45	18.12	16.65	34.27	31.97		228.59	
	AWTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.33	7.04		0.00	
	TOTAL	34.30	36.86	36.55	37.47	40.04	44.76	50.85	47.80	45.67	52.67	44.83		454.43	
DIFFERENCE		-0.41	5.31	-1.13	-0.99	2.87	4.12	6.20	2.64	5.29	5.85	4.95	1.70	0.25	

1/3/17

CAMBRIA COMMUNITY SERVICES DISTRICT
WELL WATER LEVELS FOR 1/3/17

Well Code	Distance Ref. Point to Water Level	Reference Point Distance Above Sea Level	Depth of Water to Sea Level	Remarks
SANTA ROSA CREEK WELLS				
23R	30.23	83.42	53.19	
SR4	27.78	82.00	54.22	
SR3	20.75	54.30	33.55	
SR1	18.44	46.40	27.96	
RP#1	19.99	46.25	26.26	
RP#2		33.11		Not Read
21R3	7.79	12.88	5.09	38560
WBE	11.35	16.87	5.52	
WBW	11.87	17.02	5.15	
AVERAGE LEVEL OF CCSD SANTA ROSA WELLS SR1 & SR3 =				30.76 FEET
CCSD SANTA ROSA WELL SR4 =				54.22 FEET

SAN SIMEON CREEK WELLS

16D1	7.41	11.36	3.95	
MW4	11.16	15.95	4.79	
MW1	20.11	42.11	22.00	
MW2	18.74	38.10	19.36	
MW3	24.93	49.56	24.63	
9M1	38.12	65.63	27.51	
9P2	8.65	19.11	10.46	
9P7	8.22	20.69	12.47	
9L1	10.26	27.33	17.07	
RIW	9.85	25.41	15.56	
SS4		25.92		SS4 to 9P2 Gradient = - N/A
MIW	10.92	29.89	18.97	
SS3	13.90	33.73	19.83	
SS2	13.10	33.16	20.06	
SS1	12.59	32.37	19.78	
11B1	19.35	105.43	86.08	
11C1	14.21	98.20	83.99	
PFNW	13.14	93.22	80.08	
10A1	25.55	78.18	52.63	
10G2	19.18	62.95	43.77	
10G1	17.62	59.55	41.93	
10F2	25.83	66.92	41.09	
10M2	22.70	55.21	32.51	
9J3	15.82	43.45	27.63	
lagoon	19.96			mitigation erosion none

AVERAGE LEVEL OF CCSD SAN SIMEON WELLS SS1,SS2 & SS3 = 19.89 FEET

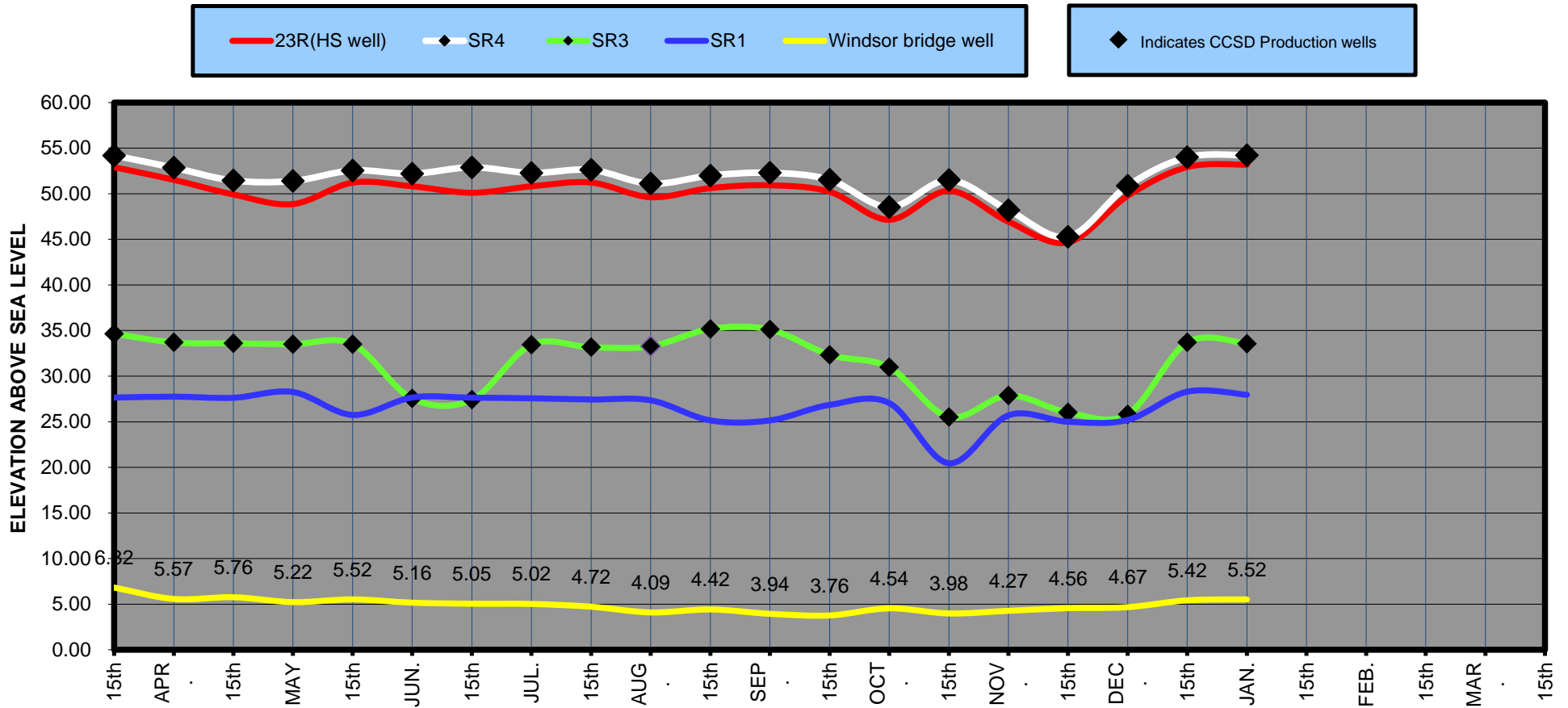
revised 6/6/16

1/3/17

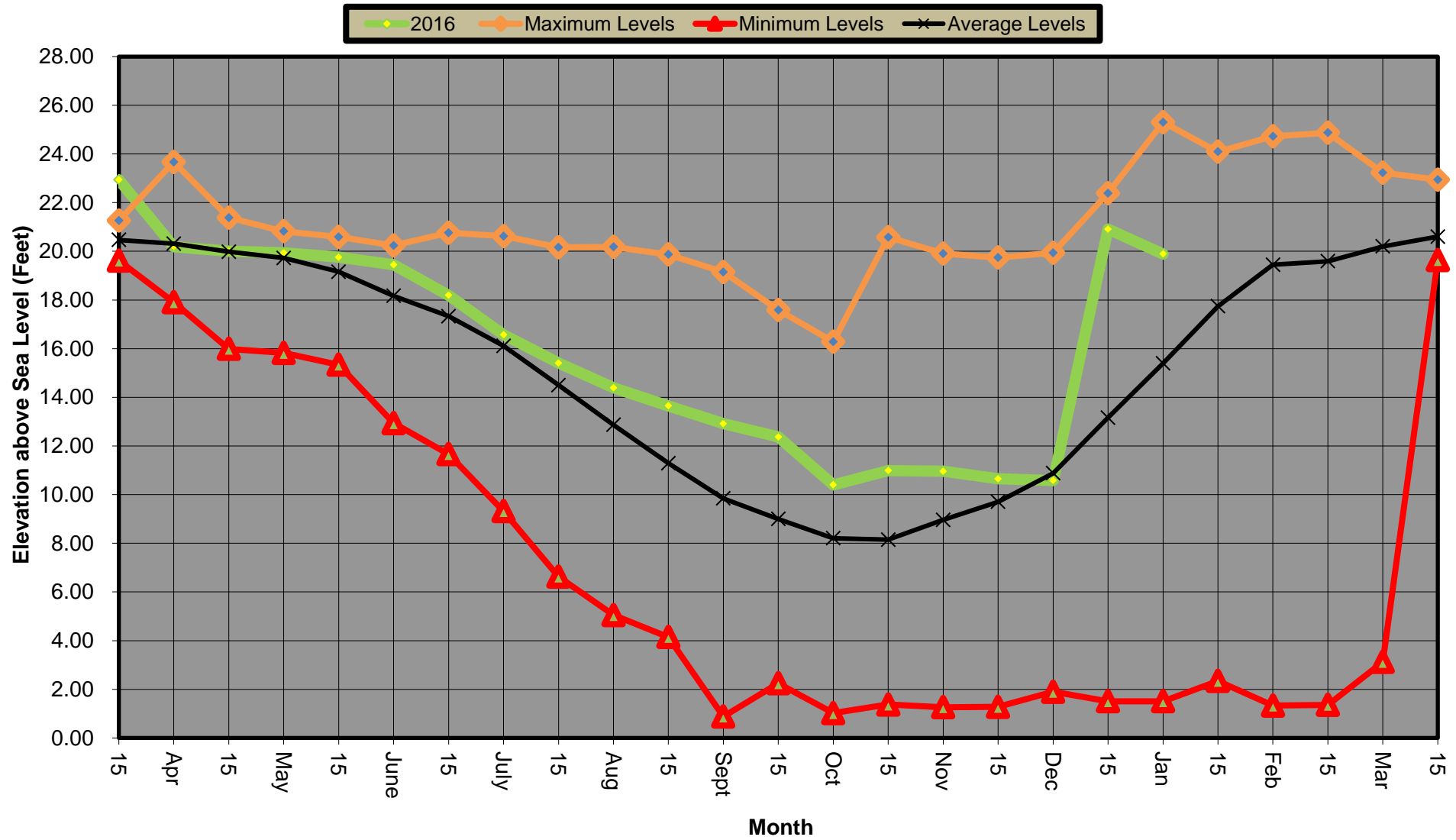
Reference point on 16d1,miw1,miw2,miw3,9p7,riw,miw1,ss1,ss2 and ss3 updated 2/17/2015

Red Font are the CCSD's Production Wells, as measured on

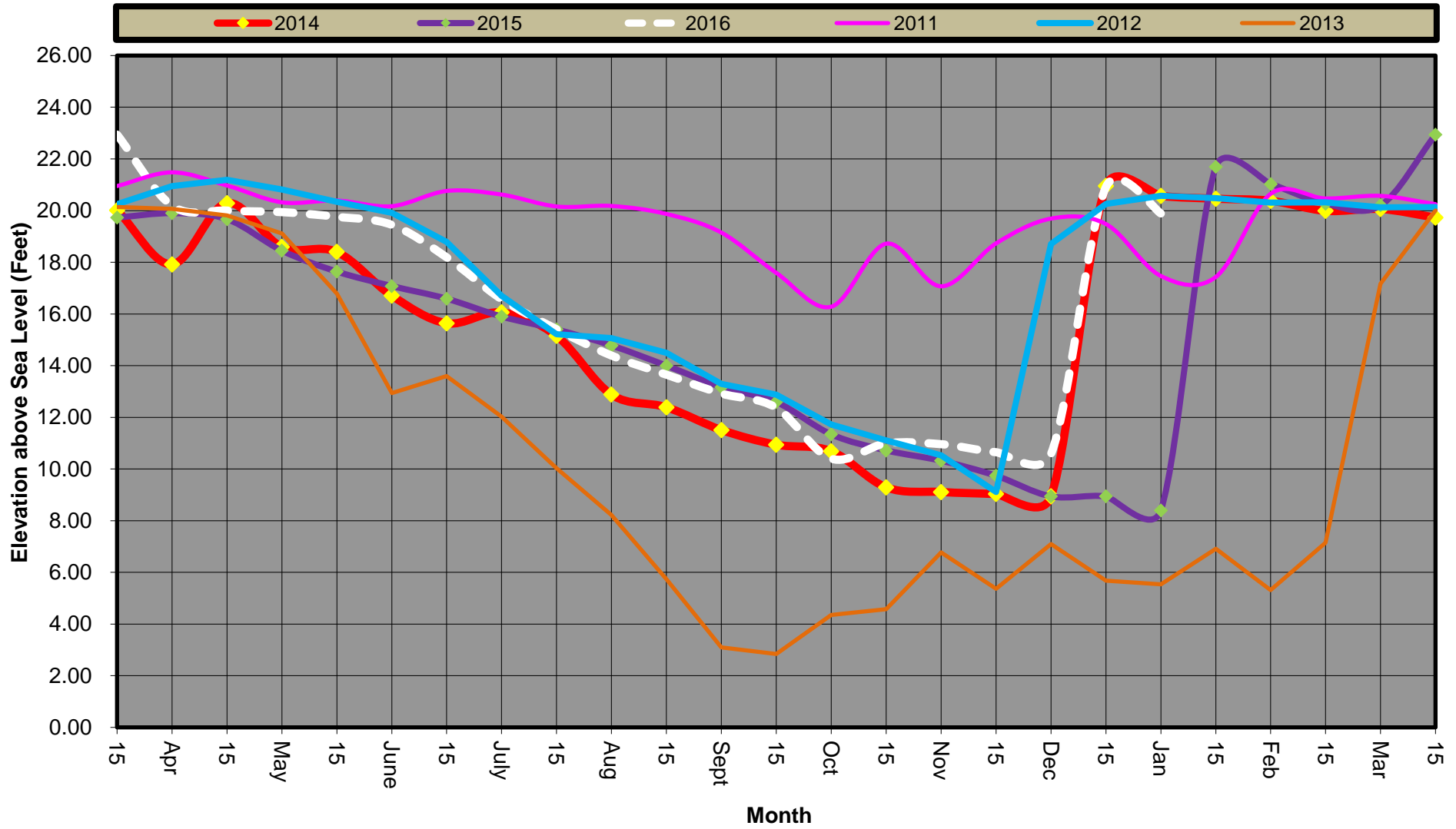
SANTA ROSA CREEK WELL LEVELS March 15th, 2016 - Current



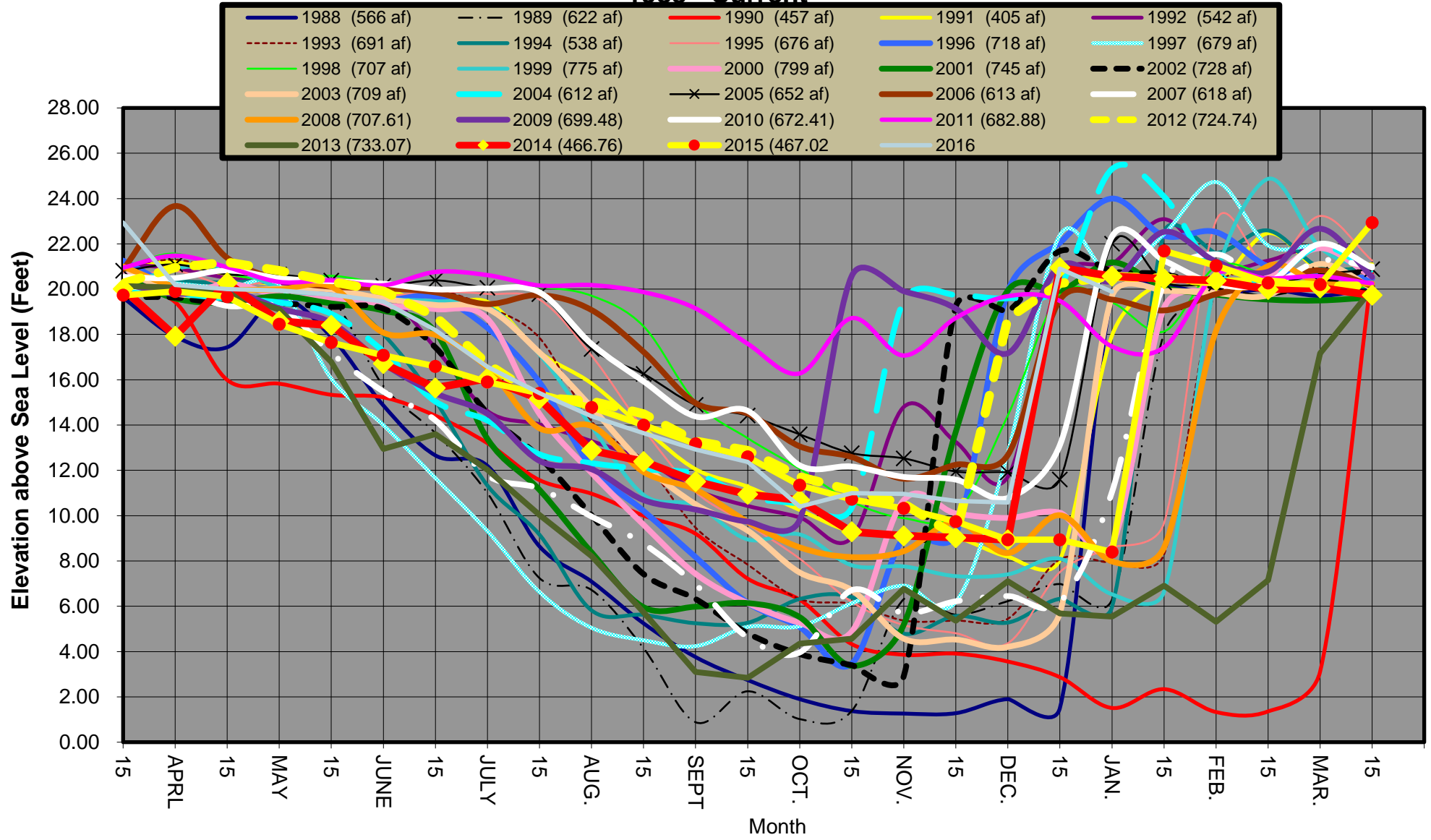
San Simeon Creek Well Levels Water Year 2016/2017 levels to date and 1988 to Current Min, Max, & Average



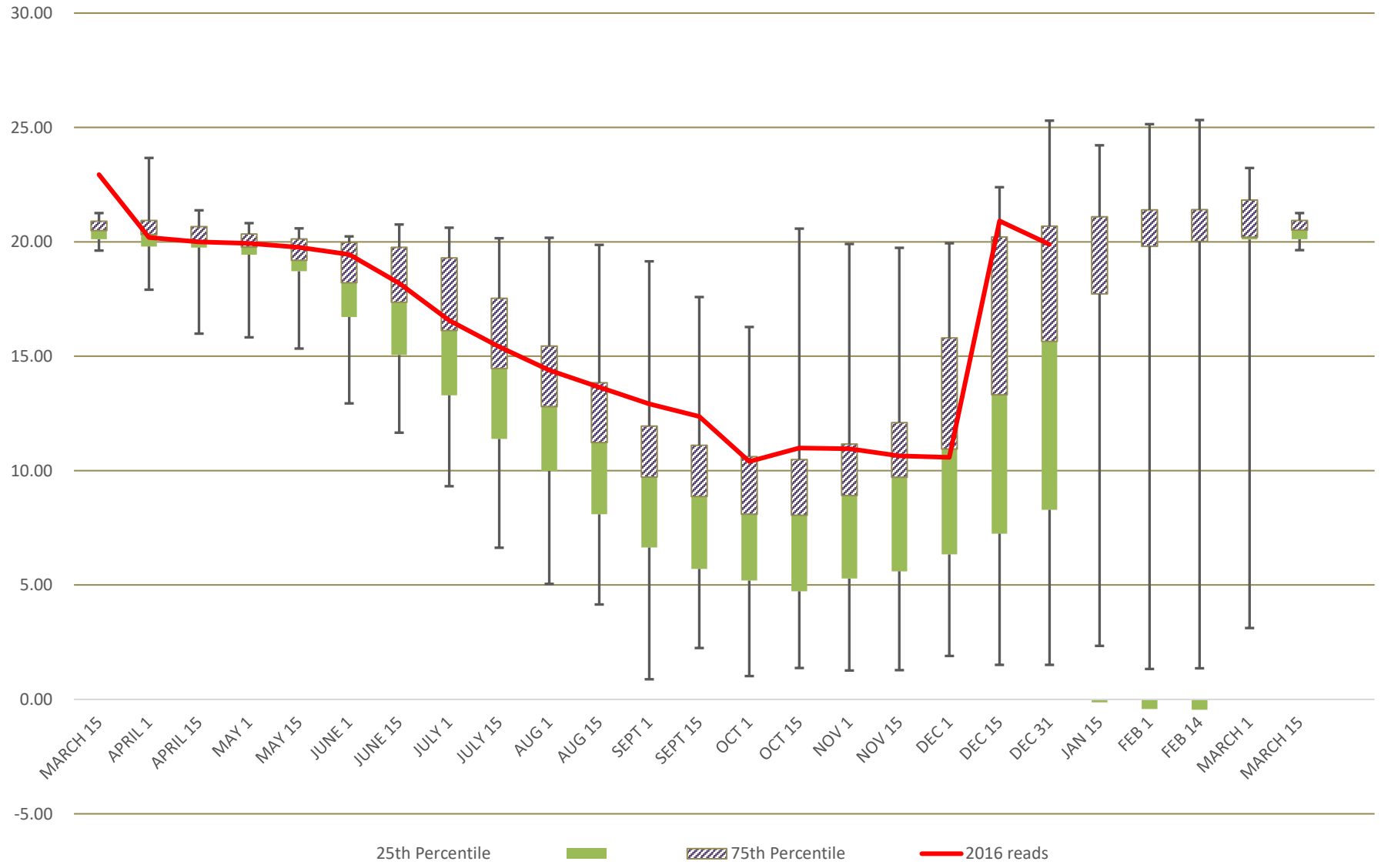
San Simeon Creek Well Levels Last 5 years March, 2011 - Current



San Simeon Creek Well Levels 1988 - Current



1988 to Dec. 2016 Statistical San Simeon Well Level Summary by Month
 showing Minimums, Maximums, 25 % Percentile, 75% Percentile
 Average Level is the line between the Purple (hatched) and Green (solid) bars



CMB Fire Monthly Stats: Incidents

Categories	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	Dec-16	Totals
Fire	1	0	1	2	0	1	0	0	1	0	0	1	7
Hazardous Mat.	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical	53	50	47	47	46	42	46	46	42	45	47	63	574
(Ocean Rescue)						0	0	0	1	0	0	1	2
(Cliffside Rescue)						0	0	0	0	0	0	0	0
Vehicle TC	1	2	1	0	0	1	3	1	2	2	2	2	17
Hazardous Situations	13	2	16	1	1	4	0	0	1	7	1	1	47
Public Service Assist	16	10	17	6	10	5	7	9	3	11	18	17	129
False Alarms	10	3	10	6	14	20	10	11	12	13	13	19	141
Agency Assist	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid	0	0	0	0	0	2	2	1	0	0	0	1	6
(Structure Fire)						1	0	0	0	0	0	1	2
(Vegetation Fire - In County)						0	2	1	0	0	0	0	3
(Vegetation Fire - Out of County)						1	0	0	0	0	0	0	1
Auto Aid	1	0	0	3	3	2	1	0	2	0	2	0	14
(Structure Fire)						0	0	0	0	0	0	0	0
(Vegetation Fire)						1	0	0	0	0	0	0	1
(Vehicle Accident)						1	1	0	2	0	2	0	6
Fire Investigations	0	0	0	0	0	0	0	0	0	0	0	0	0
Monthly Response Totals	95	67	92	65	74	77	69	68	63	78	85	106	939

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
ABALONE COAST ANALYTICAL, INC.	63899	12/1/16	1	100.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	63899	12/1/16	1	25.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	63899	12/1/16	1	150.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	75.60	WD/TOTAL NITROGEN
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	499.80	WD/TOTAL METALS, TOTAL ORGANIC CARBON AMMONIA
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	100.00	WD/COLIFORM
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	85.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	100.00	WD/COLIFORM
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	65.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	100.00	WD/COLIFORM
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	100.00	WD/COLIFORM
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	75.00	WD/COLIFORM
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	100.00	WD/COLIFORM
ABALONE COAST ANALYTICAL, INC.	63963	12/9/16	1	(95.00)	WD/MISSAPPLIED PAYMENT OF \$95.00
ABALONE COAST ANALYTICAL, INC.	63997	12/15/16	1	509.80	SWF/SULFATE NITRATES NITRITES METAL CHLORIDE
ABALONE COAST ANALYTICAL, INC.	63997	12/15/16	1	225.50	SWF/SURFACE IMPOUNDMENT
ABALONE COAST ANALYTICAL, INC.	63997	12/15/16	1	50.60	SWF/SURFACE IMPOUNDMENT
ABALONE COAST ANALYTICAL, INC.	63997	12/15/16	1	128.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	63997	12/15/16	1	153.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	63997	12/15/16	1	128.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	63997	12/15/16	1	153.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	100.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	1,702.00	SWF/ACCUTE TOX FATHEAD MINNOWS & CERIODAPHNIA
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	467.80	SWF/METALS, BORON, SODIUM, AMMONIA, QC PACKAGE
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	50.60	SWF/TOTAL NITROGEN
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	527.80	SWF/TOTAL SUSPENDED SOLIDS METAL NITRATES
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	537.00	SWF/TOTAL SUSPENDED SOLIDS, SULFATE NITRITES
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	153.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	100.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	153.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	75.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	153.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	153.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	153.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	100.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	153.00	WW/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	75.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	128.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	153.00	SWF/COLIFORM
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	100.00	WW/TOTAL SUSPENDED SOLIDS
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	1,075.80	SWF/PRODUCT WATER QUARTERLY
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	237.50	WW/LAB DIRECTOR FEES FOR SEPTEMBER 2016
ABALONE COAST ANALYTICAL, INC.	64044	12/23/16	1	118.75	WW/LAB DIRECTOR FEES
				9,294.55	
ACCURATE MAILING SERVICE	63915	12/2/16	1	45.00	WD/POSTAGE DEPOSIT REMINDER NOTICES 12/2016
ACCURATE MAILING SERVICE	63915	12/2/16	2	45.00	WW/POSTAGE DEPOSIT REMINDER NOTICES 12/2016
ACCURATE MAILING SERVICE	63915	12/2/16	3	5.00	WD/MAILING SERVICES REMINDER NOTICES 12/2016
ACCURATE MAILING SERVICE	63915	12/2/16	4	5.00	WW/MAILING SERVICES REMINDER NOTICES 12/2016
ACCURATE MAILING SERVICE	64074	12/29/16	1	(45.00)	WD/PRE-PAY POSTAGE SEPT OCT LATE NOTICES
ACCURATE MAILING SERVICE	64074	12/29/16	2	(45.00)	WW/PRE-PAY POSTAGE SEPT OCT LATE NOTICES
ACCURATE MAILING SERVICE	64074	12/29/16	3	64.84	WD/REMAINDER DUE POSTAGE SEPT OCT LATE NOTICES
ACCURATE MAILING SERVICE	64074	12/29/16	4	64.85	WW/REMAINDER DUE POSTAGE SEPT OCT LATE NOTICES
ACCURATE MAILING SERVICE	64074	12/29/16	5	(5.00)	WD/PRE-PAY MAILING SERVICES SEPT OCT LATE NOTICES
ACCURATE MAILING SERVICE	64074	12/29/16	6	(5.00)	WW/PRE-PAY MAILING SERVICES SEPT OCT LATE NOTICES
ACCURATE MAILING SERVICE	64074	12/29/16	7	8.85	WD/REMAINDER DUE MAILING SEPT OCT LATE NOTICES
ACCURATE MAILING SERVICE	64074	12/29/16	8	8.85	WW/REMAINDER DUE MAILING SEPT OCT LATE NOTICES
				147.39	
AGP VIDEO	63965	12/9/16	1	775.00	ADM/VIDEO PROD DIST & STREAM BRD MTG 11/17/2016
AGP VIDEO	64075	12/29/16	1	931.25	ADM/VIDEO PROD DIST & STREAM BRD MTG 12/15/2016
				1,706.25	

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
AL'S SEPTIC PUMPING, INC	63999	12/15/16	1	355.00	SWF/PUMPING AND DISPOSAL OF SEPTIC WASTE
ALLSTAR INDUSTRIAL SUPPLY	63998	12/15/16	1	769.94	WD/SERVICE SAFETY CABINETS
ALPHA ELECTRICAL SERVICE	63900	12/1/16	1	675.00	WD/RESTORE ROUTER SETTINGS TO NEW CONNECTION
ALPHA ELECTRICAL SERVICE	63900	12/1/16	1	690.00	WW/CONNENCT PUMP FOR WAS PUMP 1
ALPHA ELECTRICAL SERVICE	64045	12/23/16	1	694.47	WW/CONNECT HEATER/CIRC PUMP ON EMERG GEN HEATER
ALPHA ELECTRICAL SERVICE	64076	12/29/16	1	690.00	WD/TOUBLESHOOT SAN SIMEON WELL FIELD COMMUNICATION
ALPHA ELECTRICAL SERVICE	64076	12/29/16	1	1,380.00	WD/DATA ANALYSIS AND AQUISITION, PROCESSIBG
				<u>4,129.47</u>	
ANDREW THOMSON	63912	12/1/16	1	1,608.80	WD/SSWF W2 CONTACTOR REPLACEMENT IMMINENT FAILURE
ANDREW THOMSON	63912	12/1/16	1	1,575.00	WD/PLANT EFFLUENT TURBIDITY ALARM PROGRAMMING
ANDREW THOMSON	63912	12/1/16	1	862.92	WW/INDUSTRIAL PC WITH 19" TOUCHSCREEN
ANDREW THOMSON	63912	12/1/16	1	946.61	WW/INSTALL HARD WIRED BATTERY BACK UP POWER
ANDREW THOMSON	64068	12/23/16	1	150.00	SWF/CONFERENCE CALL TO RESOLVE FLOW RECORD ISSUE
ANDREW THOMSON	64068	12/23/16	1	4,350.48	WW/INSTALL RADIO AT LS9, PINE KNOLLS, AND CABLE
ANDREW THOMSON	64068	12/23/16	1	4,260.00	WW/ADD LIFT STN 8 PAGE ON DCS
ANDREW THOMSON	64068	12/23/16	1	3,400.00	WW/ADD LIFT STN 8 PAGE ON GROOV (MOBILE APP VIEWER
				<u>17,153.81</u>	
ARB-AIR RESOURCES BOARD	64046	12/23/16	1	2,443.75	WW/RENEWAL FEES FOR PORTABLE GENS & HYDRO PUMPS
AT&T	63967	12/9/16	1	114.74	WW/ALARM LIFT STATION B4 PHONE SERV THRU 12/24/16
AT&T	64047	12/23/16	1	296.31	WD/ALARM AT VAN GORDON WELL FIELD DECEMBER 2016
				<u>411.05</u>	
AT&T/CALNET3	63930	12/5/16	1	19.80	WW/ALARM AT LIFT STN 8 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.85	WW/ALARM AT LIFT STN B3 924-1550 SVC THRU 11/9/16
AT&T/CALNET3	63930	12/5/16	1	19.82	WW/ALARM AT LIFT STN B2 924-1038 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.78	WW/ALARM AT LIFT STN B2 924-1068 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.79	WW/ALARM AT LIFT STN B 924-1492 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.78	WW/ALARM AT LIFT STN A 927-1538 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.79	WW/ALARM AT LIFT STN A1 924-1708 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.95	WW/FAX LINE 927-0178 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.80	WD/TELEMETRY SYSTEM 927-0398 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	37.69	F&R/VET'S HALL ALARM 927-0493 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.79	WW/ALARM AT LIFT STN 4 927-1518 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.78	WW/ALARM AT LIFT STN 8 927-1591 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	19.81	WD/LEIMERT PUMP STN 927-1972 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	20.41	ADM/FAX LINE 927-5584 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	25.65	ADM/PHONE SERVICE 927-6223 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	68.81	WD/PHONE AND FAX LINE 927-6226 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	9.75	FD/PHONE SERVICE 927-6240 SVC THRU 11/09/16
AT&T/CALNET3	63930	12/5/16	1	1.19	WW/PHONE SERVICE 927-6250 SVC THRU 11/09/16
				<u>401.24</u>	
BALANCE PUBLIC RELATIONS	63917	12/2/16	1	2,833.33	WD/CONSULTING SERVICE: GRANT FUNDING 12/2016
BALANCE PUBLIC RELATIONS	63917	12/2/16	2	2,833.33	WW/CONSULTING SERVICE: GRANT FUNDING 12/2016
BALANCE PUBLIC RELATIONS	63917	12/2/16	3	2,833.34	SWF/CONSULTING SERVICE: GRANT FUNDING 12/2016
				<u>8,500.00</u>	
BELSITO COMMUNICATIONS INC.	64043	12/23/16	1	50.00	FD/1ST RESPONDER NEWSPAPER 1/1/17 - 12/31/17
BOB WRIGHT CONSTRUCTION	63988	12/9/16	1	1,625.00	WW/COMPLETE & INSTALL HOSE RACK, LABOR & MATERIAL
BOB WRIGHT CONSTRUCTION	64037	12/15/16	1	430.00	WW/INSTALL & ATTACH COMMUNICATIONS CABLE TO SHOP
				<u>2,055.00</u>	
BORAH'S AWARDS	64000	12/15/16	1	20.18	ADM/HARRY FARMER ENGRAVED PLATE/PLATE HOLDER
BRENNTAG PACIFIC, INC.	64001	12/15/16	1	347.76	WD/CHEMICALS

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
BRENNTAG PACIFIC, INC.	64001	12/15/16	1	330.22	WD/CHEMICALS
BRENNTAG PACIFIC, INC.	64001	12/15/16	1	347.76	WD/CHEMICALS
BRENNTAG PACIFIC, INC.	64001	12/15/16	1	342.52	WD/CHEMICALS
BRENNTAG PACIFIC, INC.	64049	12/23/16	1	1,769.01	SWF/CHEMICALS
BRENNTAG PACIFIC, INC.	64077	12/29/16	1	374.06	WD/CHEMICALS
BRENNTAG PACIFIC, INC.	64077	12/29/16	1	277.61	WD/CHEMICALS
				3,788.94	
BUHL, JASON	63918	12/2/16	1	45.00	WD/CELL PHONE REIMBURSEMENT 12/2016
BUHL, JASON	64002	12/15/16	1	87.76	WD/OSHA COMPLIANCE AND GUIDLINES WORKSHOP
				132.76	
BURTON'S FIRE, INC.	64003	12/15/16	1	68.47	FD/150 WATT 12V BULB
BUSINESSPLANS, INC.	64050	12/23/16	1	259.00	ADM/MONTHLY HRA PLAN DECEMBER 2016
CAMBRIA AUTO SUPPLY LP	64048	12/23/16	1	1.78	F&R/MAINT & REPAIR SCREWS, WASHERS, NUTS
CAMBRIA AUTO SUPPLY LP	64048	12/23/16	1	17.45	WW/MAINT & REPAIR CABLE TIES
CAMBRIA AUTO SUPPLY LP	64048	12/23/16	1	117.12	FD/MAINT & REPAIR BATTERY
CAMBRIA AUTO SUPPLY LP	64048	12/23/16	1	24.60	WW/MAINT & REPAIR SHOP TOWELS GREASE FITTINGS
CAMBRIA AUTO SUPPLY LP	64048	12/23/16	1	10.47	FD/MAINT & REPAIR PTEX ULTRA BLU
				171.42	
CAMBRIA COMMUN SRVCS DIST	63989	12/14/16	1	72.45	MQ CUST REFUND FOR BAD DEBT
CAMBRIA HARDWARE CENTER	63978	12/9/16	1	436.17	WW/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	63978	12/9/16	2	155.69	WW/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	63978	12/9/16	1	42.28	ADM/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	63978	12/9/16	1	85.92	F&R/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	63978	12/9/16	2	192.11	F&R/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	63978	12/9/16	3	36.53	F&R/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	63978	12/9/16	4	7.46	F&R/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	64016	12/15/16	1	351.81	WD/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	64016	12/15/16	2	29.85	WD/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	64016	12/15/16	1	53.08	FD/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	64016	12/15/16	2	13.49	FD/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	64016	12/15/16	3	66.25	FD/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	64016	12/15/16	4	15.50	FD/HARDWARE SUPPLIES
CAMBRIA HARDWARE CENTER	64016	12/15/16	5	16.35	FD/HARDWARE SUPPLIES
				1,502.49	
CAMBRIA VILLAGE SQUARE	63914	12/1/16	1	542.59	ADM/MONTHLY COMMON AREA MAINT & INS SEPT/OCT 2016
CAMBRIA VILLAGE SQUARE	63928	12/2/16	1	3,431.45	ADM/MONTHLY OFFICE LEASE PMT 1316 TAMSEN 12/2016
				3,974.04	
CAREERTRACK	63901	12/1/16	1	149.00	ADM/FRONT DESK SAFETY & SECURITY CLASS 431830400
CARMEL & NACCASHA LLP	63919	12/2/16	1	10,000.00	ADM/MONTHLY RETAINER 12/2016
CAROLLO ENGINEERS	64051	12/23/16	1	1,493.05	WW/PROFESSIONAL SERVICES 11/1 - 11/30/16
CAROLYN WINFREY	64071	12/23/16	1	4.66	ADM/MILEAGE REIMB SURVEY OCEANPOINT MOTEL
CAUGHELL ENTERPRISES, INC.	64067	12/23/16	1	300.00	ADM/SERV CALL-SANITATION OF AREAS REMOVE TILES
CENTRAL COAST COFFEE ROASTING	64004	12/15/16	1	51.84	WW/OFFICE SUPPLIES COFFEE ORDER
CENTRAL COAST COFFEE ROASTING	64052	12/23/16	1	103.68	ADM/OFFICE SUPPLIES COFFEE ORDER
				155.52	
CHAFFEE ENTERPRISES, INC.	63964	12/9/16	1	2,280.00	ADM/ANNUAL PRE-PMT ANSWERING SERV 12 2016-12 2017
CHAMBER OF COMMERCE	64006	12/15/16	1	50.00	ADM/INSTALLATION DINNER 01/17/2017

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
CHAMBER OF COMMERCE	64078	12/29/16	1	50.00	ADM/INSTALLATION DINNER 1/12/2017 M THOMPSON
				100.00	
CHARTER COMMUNICATIONS	63969	12/9/16	1	218.98	WW/COAX INTERNET AND SET UP FEES 11/18 - 12/17/16
CHARTER COMMUNICATIONS	64005	12/15/16	1	158.83	ADM/ADMINISTRTION FIBER INTERNET
CHARTER COMMUNICATIONS	64005	12/15/16	2	158.83	FD/FIRE DEPARTMENT FIBER INTERNET
CHARTER COMMUNICATIONS	64005	12/15/16	3	158.83	WD/WATER DEPARTMENT FIBER INTERNET
CHARTER COMMUNICATIONS	64005	12/15/16	4	158.84	WW/WASTE/WATER DEPARTMENT FIBER INTERNET
CHARTER COMMUNICATIONS	64005	12/15/16	5	158.84	F&R/FACILITIES & RESOURCES FIBER INTERNET
CHARTER COMMUNICATIONS	64005	12/15/16	1	326.68	FD/FIRE DEPARTMENT INTERNET 10/15 - 11/14/16
CHARTER COMMUNICATIONS	64005	12/15/16	1	60.37	ADM/ADMIN ETHERNET
CHARTER COMMUNICATIONS	64005	12/15/16	2	60.37	FD/FIRE DEPARTMENT ETHERNET
CHARTER COMMUNICATIONS	64005	12/15/16	3	60.38	WD/WATER DEPARTMENT ETHERNET
CHARTER COMMUNICATIONS	64005	12/15/16	4	60.38	WW/WASTE/WATER DEPARTMENT ETHERNET
CHARTER COMMUNICATIONS	64005	12/15/16	5	60.38	F&R/FACILITES& RESOURCES ETHERNET
				1,641.71	
CINDY CLEVELAND	64008	12/15/16	1	3,520.00	SWF/WEEKLY MONITORING SEPT 9, 25 & oCT 2, 9,2016
CINDY CLEVELAND	64008	12/15/16	1	3,520.00	SWF/WEEKLY MONITORING OCT 16, 23, 30 & NOV 6,2016
				7,040.00	
CIT BANK, N.A.	64053	12/23/16	1	220.26	ADM/MONTHLY PHONE CHARGES 11/17-12/17/16
CIT BANK, N.A.	64053	12/23/16	2	329.40	FD/MONTHLY PHONE CHARGES 11/17-12/17/16
CIT BANK, N.A.	64053	12/23/16	3	109.94	WD/MONTHLY PHONE CHARGES 11/17-12/17/16
CIT BANK, N.A.	64053	12/23/16	4	109.95	WW/MONTHLY PHONE CHARGES 11/17-12/17/16
				769.55	
CITY OF VALLEJO	64007	12/15/16	1	175.00	ADM/NUTS AND BOLTS WORKSHOP-CCAC RANCHO CORDOVA
COASTAL COPY, LP	64054	12/23/16	1	247.36	ADM/USAGE C3503 11/14/16 TO 12/13/16
CONTRACTOR COMPLIANCE AND MON	64009	12/15/16	1	300.00	SWF/CREATED 2016 DIR PREVAILING WAGE ANNUAL REPORT
CORBIN WILLITS SYSTEMS	63920	12/2/16	1	1,224.12	ADM/MONTHLY SUPPORT AGRMT - MOM SOFTWARE 12/01/16
COURIER SYSTEMS	63970	12/9/16	1	14.00	SWF/SAMPLES TO ABALONE COAST ANALYTICAL INC
COURIER SYSTEMS	63970	12/9/16	1	14.00	SWF/SAMPLES SENT TO ABALONE COAST ANALYTICAL INC
COURIER SYSTEMS	63970	12/9/16	1	14.00	SWF/SAMPLES SENT TO ABALONE COAST ANALYTICAL INC
COURIER SYSTEMS	63970	12/9/16	1	14.00	SWF/SAMPLES SENT TO ABALONE COAST ANALYTICAL INC
COURIER SYSTEMS	63970	12/9/16	1	14.00	SWF/SAMPLES SENT TO ABALONE COAST ANALYTICAL INC
				70.00	
CROSNO CONSTRUCTION INC	63971	12/9/16	1	1,018.65	WD/FISCALINI WTR TANK REPL CHANGE ORDER 12/6/16
CROSNO CONSTRUCTION INC	64010	12/15/16	1	43,400.00	WD/FISCALINI WTR TANK REPL WORK COMPLETED 12/02/16
				44,418.65	
CRYSTAL SPRINGS WATER CO.	63972	12/9/16	1	50.82	WW/SPRING DRINKING WATER
CRYSTAL SPRINGS WATER CO.	63972	12/9/16	1	19.58	WW/SPRING DRINKING WATER
				70.40	
CULLIGAN-KITZMAN WATER	64011	12/15/16	1	164.16	FD/SOFTENER SERVICE AND RO SERVICE
DAVID THOMPSON	63994	12/14/16	1	30.27	MQ CUSTOMER REFUND
DELTA LIQUID ENERGY	64055	12/23/16	1	1,127.91	F&R/REFILL PROPANE TANK AT F&R YARD
DIANA'S CLEANING SERVICES	63902	12/1/16	1	187.50	WD/MONTHLY OFFICE CLEANING
DIANA'S CLEANING SERVICES	63902	12/1/16	2	187.50	WW/ MONTHLY OFFICE CLEANING
				375.00	
FENCE FACTORY, THE	63973	12/9/16	1	52.50	F&R/TEMPORARY FENCE RENTAL 11/27/16 - 12/26/16

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
FERGUSON ENTERPRISES, INC #135	63974	12/9/16	1	98.50	WW/2 GALVANIZED T&C PIPE
FERGUSON ENTERPRISES, INC #135	64013	12/15/16	1	3,010.00	WD/MAINT & REPAIR RAMMER
FERGUSON ENTERPRISES, INC #135	64013	12/15/16	1	1,808.94	WD/MAINT & REPAIR PIPE AND COVERS
FERGUSON ENTERPRISES, INC #135	64057	12/23/16	1	323.36	F&R/PUBLIC RESTROOMS REPAIR PARTS
				5,240.80	
FGL ENVIRONMENTAL	64014	12/15/16	1	290.00	SWF/INORGANIC ANALYSIS WET CHEMISTRY 10/26/16
FGL ENVIRONMENTAL	64014	12/15/16	1	138.00	SWF/INORGANIC ANALYSIS WET CHEMISTRY
FGL ENVIRONMENTAL	64014	12/15/16	1	230.00	SWF/INORGANIC WET CHEMISTRY 10/12/16
FGL ENVIRONMENTAL	64014	12/15/16	1	90.00	WD/BACTT AND SUPPORT ANALYSIS 11/15/16
FGL ENVIRONMENTAL	64014	12/15/16	1	90.00	WD/BACTI AND SUPPORT ANALYSIS 11/22/16
FGL ENVIRONMENTAL	64058	12/23/16	1	719.00	WD/SUPPORT ANALYSIS 10/04/16
FGL ENVIRONMENTAL	64058	12/23/16	1	340.00	WD/ORGANIC ANALYSIS 11/08/16
FGL ENVIRONMENTAL	64058	12/23/16	1	90.00	WD/BACTI & SUPPORT ANALYSIS 11/29/16
FGL ENVIRONMENTAL	64079	12/29/16	1	110.00	WD/BACTI & SUPPORT ANALYSIS 12/06/16
FGL ENVIRONMENTAL	64079	12/29/16	1	90.00	WD/BACTI & SUPPORT ANALYSIS 12/13/16
				2,187.00	
FIRST BANKCARD	63996	12/14/16	1		ADM/A RICE VISA CHARGES NOVEMBER 2016
FIRST BANKCARD	63996	12/14/16	2	55.15	ADM/BRP APPOINTEE MEETING
FIRST BANKCARD	63996	12/14/16	3	70.66	ADM/BRP APPOINTEE MEETING
FIRST BANKCARD	63996	12/14/16	4	18.21	ADM/COASTAL COMMISSION RECEPTION
FIRST BANKCARD	63996	12/14/16	1	-	F&R/C MENDOZA VISA CHARGES NOVEMBER 2016
FIRST BANKCARD	63996	12/14/16	2	392.00	F&R/SLO COUNTY PERMIT FEE FOR COMMUNITY PARK
FIRST BANKCARD	63996	12/14/16	3	218.73	F&R/16" & 24" EXTENSION BALL BEARINGS & SCREWS
FIRST BANKCARD	63996	12/14/16	4	(44.63)	F&R/CREDIT FOR INCORRECT SHIPPING COSTS
FIRST BANKCARD	63996	12/14/16	1	-	ADM/J GRUBER VISA CHARGES NOVEMBER 2016
FIRST BANKCARD	63996	12/14/16	2	10.00	ADM/NOTARY SERVICES WAIT LIST TRANSFER
FIRST BANKCARD	63996	12/14/16	3	32.54	ADM/MEETING TO DISCUSS BRINE DISPOSAL
FIRST BANKCARD	63996	12/14/16	4	10.00	ADM/NOTARY SERVICES WAIT LIST TRANSFER
FIRST BANKCARD	63996	12/14/16	5	37.72	ADM/MEETING TO DISCUSS WATER SUPERVISOR CANDIDATE
FIRST BANKCARD	63996	12/14/16	6	41.95	ADM/MEETING EXPENSE
FIRST BANKCARD	63996	12/14/16	1	-	FD/E TORLANO VISA CHARGES NOVEMBER 2016
FIRST BANKCARD	63996	12/14/16	2	152.91	FD/ENGINEER TESTING LUNCH FOR CADETS
FIRST BANKCARD	63996	12/14/16	3	35.22	FD/ENGINEER TESTING LUNCH FOR CADETS
FIRST BANKCARD	63996	12/14/16	4	146.42	FD/IAN VAN WEERDEN POELMAN DRIVER EDUCATION TRNG
FIRST BANKCARD	63996	12/14/16	5	613.80	FD/IAN VAN WEERDEN POELMAN DRIVER EDUCATION TRNG
FIRST BANKCARD	63996	12/14/16	1	-	ADM/M MADRID VISA CHARGES NOVEMBER 2016
FIRST BANKCARD	63996	12/14/16	2	68.77	ADM/OIL & FILTER CHANGE FOR DISTRICT VEHICLE
FIRST BANKCARD	63996	12/14/16	3	108.78	ADM/BAUHAUS MODERN DARK WALNUT PICTURE FRAME
FIRST BANKCARD	63996	12/14/16	4	271.63	ADM/DELL 52810dn TONER BUNDLE
FIRST BANKCARD	63996	12/14/16	5	11.85	ADM/CENTRAL COAST EMPLOY RELATIONS WORKSHOP
FIRST BANKCARD	63996	12/14/16	6	14.99	ADM/ADOBE ACRROPRO MONTHLY CHARGE
FIRST BANKCARD	63996	12/14/16	7	176.00	ADM/LEAK IN CEILING - GAVE OPTIONS FOR REPAIR
FIRST BANKCARD	63996	12/14/16	8	37.62	ADM/MEETING TO DISCUSS WASTEWATER CANDIDATES
FIRST BANKCARD	63996	12/14/16	9	200.40	ADM/CLOSED SESSION DINNER 11/17/16
FIRST BANKCARD	63996	12/14/16	10	42.28	ADM/OFFICE MEETING TO DISCUSS CURRENT PROJECTS
FIRST BANKCARD	63996	12/14/16	1	-	FD/W HOLLINGSWORTH VISA CHARGES NOVEMBER 2016
FIRST BANKCARD	63996	12/14/16	2	953.54	FD/2016 FIRE CODE/BUILDING CODE SOLAR GUIDE
FIRST BANKCARD	63996	12/14/16	3	39.00	FD/OVERLIMIT CHARGES
FIRST BANKCARD	63996	12/14/16	4	89.59	FD/RESERVIST TRAINING RESCUE BOAT/SWIMMING
FIRST BANKCARD	63996	12/14/16	5	33.40	FD/RESERVIST TRAINING RESCUE BOAT/SWIMMING
FIRST BANKCARD	63996	12/14/16	6	18.00	FD/FULCRUM MONTHLY BILLING
FIRST BANKCARD	63996	12/14/16	1	-	FD/J GIBSON VISA CHARGES NOVEMBER 2016
FIRST BANKCARD	63996	12/14/16	2	232.68	FD/O'NEILL MUTANT WETSUIT W/HOOD
FIRST BANKCARD	63996	12/14/16	3	433.04	FD/NAUTA PORTABLE OUTBOARD TANK W/SHUT OFF VALVE
FIRST BANKCARD	63996	12/14/16	4	179.88	FD/PABLO'S PRIDE PABLO SIGNATURE BLEND COFFEE
FIRST BANKCARD	63996	12/14/16	1	-	ADM/R GRESENS VISA CHARGES NOVEMBER 2016
FIRST BANKCARD	63996	12/14/16	2	180.00	ADM/CAL WATER ENV ASSC WATER REUSE WORKSHOP
FIRST BANKCARD	63996	12/14/16	3	46.08	ADM/MEEING WITH M EDWARDS WATER SUP CANDIDATE
FIRST BANKCARD	63996	12/14/16	4	4,430.72	ADM/ULTRA VIOLET LIGHT PACKS
FIRST BANKCARD	63996	12/14/16	5	14.99	ADM/ADOBE ACRROPRO SUBSCRIPTION BOB GRESENS

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
FIRST BANKCARD	63996	12/14/16	6	39.00	ADM/OVERLIMT CHARGES
FIRST BANKCARD	63996	12/14/16	7	14.99	ADM/ADOBE ACROPRO SUBSCRIPTION C WINREY
				9,427.91	
FORD MOTOR CREDIT COMPANY LLC	63975	12/9/16	1	637.09	F&R/FORD 2016 F-250 WITH UTILITY BODY
GARDENSOFT	63976	12/9/16	1	210.72	RC/WATER WISE GARDENING WEBSITE ENHANCEMENTS
GERBER'S AUTO SERVICE	64015	12/15/16	1	294.77	WW/1996 FORD F150 REPLACE STARTER MOTOR
GERBER'S AUTO SERVICE	64015	12/15/16	1	1,033.03	WD/2003 F350XLT SD MOUNT/BALANCE FOUR TIRES
GERBER'S AUTO SERVICE	64015	12/15/16	1	83.63	WW/2012 FORD 250 SD OIL CHANGE
				1,411.43	
GRANDSTAFF PAINT & PRESSURE WA	63904	12/1/16	1	4,000.00	WW/RAILING PAINTING PLANTFORM ABOVE SEWER CONTAINR
GRANDSTAFF PAINT & PRESSURE WA	64072	12/26/16	1	3,500.00	WD/FINAL PMT PAINTING PIPES CONCRETE PAD BY FENCE
				7,500.00	
GRESENS, ROBERT C.	63921	12/2/16	1	45.00	WD/MONTHLY CELL PHONE REIMBURSEMENT 12/01/16
GRUBER, JEROME	63922	12/2/16	1	45.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 12/01/16
HACH COMPANY	63905	12/1/16	1	1,821.86	SWF/1720E TURBIDITY SENSOR ASSEMBLY
HARMON, TERESA	63906	12/1/16	1	199.05	RC/HARMON ASSIGNMENT REFUND
HOLLINGSWORTH, WILLIAM	63923	12/2/16	1	45.00	FD/MONTHLY CELL PHONE REIMBURSEMENT 12/2016
HOME DEPOT CREDIT SERVICE	63979	12/9/16	1	249.71	F&R/MAINT & REPAIR WET/DRY VAC PLYWOOD
HOME DEPOT CREDIT SERVICE	63979	12/9/16	1	224.94	F&R/MAINT & REPAIR PLYWOOD, HINGES, FIBERBAORD
HOME DEPOT CREDIT SERVICE	63979	12/9/16	1	223.22	F&R/MAINT & REPAIR PLYWOOD, PINE BOARD, SCREWS
HOME DEPOT CREDIT SERVICE	63979	12/9/16	1	230.46	F&R/MAINT & REPAIR CLAMP SETS POCKET SCREWS
				928.33	
INNOVATIVE CONCEPTS	63924	12/2/16	1	25.00	ADM/CIS HOSTING 12/01/16
INNOVATIVE CONCEPTS	63924	12/2/16	2	25.00	FD/FIRE WEBSITE HOSTING 12/01/16
				50.00	
J B DEWAR	63980	12/9/16	1	1,164.35	F&R/300 GLS GASOLINE 157 GLS DIESEL
J B DEWAR	64017	12/15/16	1	1,413.49	FD/320 GLS DIESEL 200 GLS GASOLINE
J B DEWAR	64017	12/15/16	1	929.31	FD/350 GALLONS OF DIESEL
J B DEWAR	64017	12/15/16	1	934.40	FD/250 GLS DIESEL 100 GLS GASOLINE
J B DEWAR	64059	12/23/16	1	718.60	FD/260 GALLONS DIESELEL
J B DEWAR	64059	12/23/16	1	1,610.15	F&R/340 GLS GASOLINE 275 GLS DIESEL
				6,770.30	
JAMES/JOHANNA TOWNSEND	63995	12/14/16	1	19.83	MQ CUSTOMER REFUND
JOHN ALLCHIN	63916	12/2/16	1	45.00	WW/MONTHLY CELL PHONE REIMBURSEMENT 12/2016
JOHN ALLCHIN	63966	12/9/16	1	44.06	WW/REIMBURSEMENT FOR 10 BAGS OF 60LB MORTAR MIX
				89.06	
JOHN DEERE FINANCIAL	63925	12/2/16	1	522.49	F&R/MONTHLY PMT COMPACT UTILITY TRACTOR 12/2016
LIEBERT CASSIDY WHITMORE	63907	12/1/16	1	175.00	FD/PROFESSIONAL SERVICES RENDERED THRU 10/31/16
LIFE-ASSIST, INC.	64018	12/15/16	1	233.22	FD/GAUZE DRESSINGS TRAUMA PACK PARAMEDIC SHEARS
LIFE-ASSIST, INC.	64018	12/15/16	1	205.12	FD/EPINEPHRIN SODIUM CHLORIDE IV DRESSINGS
LIFE-ASSIST, INC.	64018	12/15/16	1	131.37	FD/CONMED POSITRACE ELECTRODES,BLUE SENSOR ELECTDS
				569.71	
LINCOLN EQUIPMENT, INC	64019	12/15/16	1	2,513.15	WW/POMINENT DELTA CHEMICAL FEED PUMP

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
LORENA ARVIZU	63990	12/14/16	1	208.87	MQ CUSTOMER REFUND
LUCIA PALMARO	63993	12/14/16	1	19.03	MQ CUSTOMER REFUND
MADRID, MONIQUE	63926	12/2/16	1	45.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 12/2016
MARGARITA MARIN	63992	12/14/16	1	7.79	MQ CUSTOMER REFUND
MED-STOPS MEDICAL CLINIC, INC	64021	12/15/16	1	284.00	WW/POST OFFER PHYSICAL AND TESTING
MEL'S LOCK & KEY	64061	12/23/16	1	53.65	ADM/SERVICE CALL CABINET KEYS MADE
MENDOZA, CARLOS	63927	12/2/16	1	22.50	ADM/MONTHLY CELL PHONE REIMBURSEMENT 12/2016
MENDOZA, CARLOS	63927	12/2/16	2	22.50	F&R/MONTHLY CELL PHONE REIMBURSEMENT 12/2016
				45.00	
MERLOS, ENRIQUE	64056	12/23/16	1	450.00	F&R/FIX TILES AT VETS HALL
MERLOS, ENRIQUE	64056	12/23/16	2	900.00	F&R/BUILD WOOD STEPS AT FISCALINI RANCH
MERLOS, ENRIQUE	64056	12/23/16	3	1,950.00	F&R/REDI PORTION OF HAND RAIL AT SKATE PARK
				3,300.00	
METROPOLITAN COMPOUNDS, INC.	64022	12/15/16	1	884.52	WW/RED HOT 50 LBS RED HOT 25 LBS
MID-COAST FIRE PROTECTION, INC	64023	12/15/16	1	520.00	FD/5 YEAR FIRE SPRINKLER TEST AND INSPECTION
MINER'S ACE HARDWARE	63981	12/9/16	1	153.99	F&R/MAINT & REPAIR SHOP ROURTER TAPE MEASURE
MINER'S ACE HARDWARE	63981	12/9/16	1	25.91	F&R/MAINT & REPAIR SHOP VAC HOSE
				179.90	
MISSION LINEN SUPPLY	64062	12/23/16	1	107.40	WW/LINEN SERVICE TOWELS AND RAGS
MISSION LINEN SUPPLY	64081	12/29/16	1	426.56	WD/LINEN SERVICES TOWEL AND RAGS
				533.96	
MUNOZ, JANETTE	63908	12/1/16	1	199.15	RC/MUNOZ ASSIGNMENT REFUND
McKARNEY, NANCY	64020	12/15/16	1	48.71	WW/BUSINESS CARDS FOR DELON BLACKBURN
McKARNEY, NANCY	64060	12/23/16	1	48.71	ADM/ BUSINESS CARDS FOR PRESIDENT RICE
				97.42	
NATIONAL METER & AUTOMATION	64024	12/15/16	1	1,020.54	WD/66815-004 M2000 AMPLIFIER ASSEMBLY COMPLETE
NOBLE SAW, INC.	64063	12/23/16	1	79.66	FD/MAINT & REPAIR CHAIN SAW PARTS
OFFICIAL PAYMENTS CORPORATION	64082	12/29/16	1	8.00	WD/UTILITY PAYMENT ECHECK RETURN SERVICE CHARGE
ORKIN	64025	12/15/16	1	65.00	FD/PREVENTATIVE PEST CONTROL
PACIFIC GAS & ELECTRIC	63984	12/9/16	1	271.40	WW/ELEC LIFT STATION A NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	2	169.58	WW/ELEC SVC LIFT STATION 9 NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	3	95.64	WW/ELEC SVC LIFT STATION B2 NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	4	206.38	WW/ELEC SVC LIFT STATION A1 NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	5	372.27	WW/ELEC SVC LIFT STATION B NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	6	211.95	WW/ELEC SVC LIFT STATION B3 NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	7	331.98	WW/ELEC SVC LIFT STATION B4 NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	8	326.92	WW/ELEC SVC LIFT STN WELL PUMP 9P7 SPRY FLD 11/16
PACIFIC GAS & ELECTRIC	63984	12/9/16	9	20.62	WW/ELEC SVC LIFT STATION 8 NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	10	11,796.88	WW/ELEC SVC TREATMENT PLANT NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	11	18.04	WW/ELEC SVC LIFT STATION 4 NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	12	174.78	WW/ELEC SVC LIFT STATION B1 NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	1	209.74	WW/ELEC SVC SAN SIMEON CREEK RD NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	1	21.68	ADM/ELEC SVC 1316 TAMSEN #203 NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	1	1,527.30	SWF/ELEC SVC 900 S SIMEON CRK TR PLANT NOV 20216

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
PACIFIC GAS & ELECTRIC	63984	12/9/16	1	10.84	WD/ELEC SVC 7806 VAN GORDON CREEK RD NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	1	26.27	WD/ELEC SVC 9110 CHARING LANE NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	2	638.55	WD/ELEC SVC 1320 SAN SIMEON CK ROAD NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	3	488.22	WD/ELEC SVC 1330 SAN SIMEON CK ROAD NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	4	4,856.09	WD/ELEC SVC 1340 SAN SIMEON CK ROAD NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	5	553.95	WD/ELEC SVC 6425 CAMBRIA PINES RD NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	6	31.65	WD/ELEC SVC 988 MANOR WAY NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	7	3,853.63	WD/ELEC SVC 2031 RODEO GROUNDS RD NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	8	529.39	WD/ELEC SVC 2499 VILLAGE LANE NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	9	604.71	WD/ELEC SVC 1975 STUART STREET NOVEMBER 2016
PACIFIC GAS & ELECTRIC	63984	12/9/16	1	1,721.55	WD/ELEC SVC 2820 SANTA ROSA CRK RD PUMP NOV 2016
PACIFIC GAS & ELECTRIC	64038	12/15/16	1	32.16	F&R/ELEC SVC WEST VILLAGE RESTROOM 2016
PACIFIC GAS & ELECTRIC	64038	12/15/16	2	31.97	F&R/ELEC SVC EAST VILLAGE RESTROOM 2016
PACIFIC GAS & ELECTRIC	64038	12/15/16	3	1,190.04	F&R/ELEC SVC STREET LIGHTING NOVEMBER 2016
PACIFIC GAS & ELECTRIC	64038	12/15/16	4	467.45	F&R/ELEC SVC VETERANS' HALL NOVEMBER 2016
PACIFIC GAS & ELECTRIC	64038	12/15/16	5	729.24	FD/ELEC SVC 2850 BURTON DRIVE NOVEMBER 2016
PACIFIC GAS & ELECTRIC	64038	12/15/16	6	25.56	FD/ELEC SVC 2850 BURTON DRIVE NOVEMBER 2016
PACIFIC GAS & ELECTRIC	64038	12/15/16	7	408.61	ADM/ELEC SVC 1316 TAMSEN DRIVE NOVEMBER 2016
PACIFIC GAS & ELECTRIC	64038	12/15/16	8	113.82	ADM/ELEC SVC RADIO SHACK NOVEMBER 2016
PACIFIC GAS & ELECTRIC	64038	12/15/16	1	183.07	SWF/ELEC SVC S SIMEON CRK RD EVAP POND NOV 2016
				32,251.93	
PC MECHANICAL, INC	63982	12/9/16	1	3,724.32	WW/REPLACE BLOWER BEARINGS, ALIGN BLOWER W/LASER
PETTY CASH	63983	12/9/16	1	19.70	F&R/STAFF MEETING
PETTY CASH	63983	12/9/16	2	61.68	ADM/BOARD MEETING SUPPLIES
PETTY CASH	63983	12/9/16	3	51.54	ADM/OFFICE SUPPLIES
PETTY CASH	63983	12/9/16	4	50.68	ADM/POSTAGE AND MAILING SUPPLIES
PETTY CASH	63983	12/9/16	5	10.00	WD/NOTARY SERVICES
				193.60	
PICTURE IT FRAMED	64026	12/15/16	1	73.83	ADM/LEGAL SIZE PICTURE FRAME FOR PROCLAMATION
PITNEY BOWES CREDIT- PBCC	64083	12/29/16	1	125.48	ADM/QUARTERLY LEASE MAILING EQUIP 1/01/ - 03/31/17
PITNEY BOWES PURCH POWER	63909	12/1/16	1	1,118.99	ADM/POSTAGE DOWNLOAD TO METER 11/20/16
				1,244.47	
QUILL CORP	64027	12/15/16	1	264.06	ADM/OFFICE SUPPLIES BINDERS STORAGE BOXES
QUILL CORP	64027	12/15/16	1	290.24	WD/OFFICE SUPPLIES METAL BOOKCASE
QUILL CORP	64027	12/15/16	1	9.66	ADM/OFFICE SUPPLIES BINDER
QUILL CORP	64027	12/15/16	1	77.39	ADM/OFFICE SUPPLIES PARTION FOLDERS
QUILL CORP	64027	12/15/16	1	65.53	ADM/OFFICE SUPPLIES VERSA DATER LYSOL WIPES
QUILL CORP	64027	12/15/16	1	283.77	WD/OFFICE SUPPLIES BROTHER INK CARTRIDGES
QUILL CORP	64064	12/23/16	1	135.91	ADM/WATER, PARTION FOLDERS, PENS,
QUILL CORP	64064	12/23/16	1	9.64	ADM/MEDIUM GEL PENS
QUILL CORP	64064	12/23/16	1	205.29	DELL PRINTER COLOR CARTRIDGES
QUILL CORP	64064	12/23/16	1	137.01	ADM/FIVE CASH RECEIPT BOOKS IN TRIPLICATE
QUILL CORP	64064	12/23/16	1	6.44	ADM/ACCUSTAMP INK
QUILL CORP	64064	12/23/16	1	189.15	STORAGE BOXES, HANGING FOLDERS, PRIVACY FILTER
				1,674.09	
RETIREE00	63931	12/8/16	1	423.16	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE01	63932	12/8/16	1	414.21	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE02	63933	12/8/16	1	531.03	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE04	63934	12/8/16	1	138.86	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE05	63935	12/8/16	1	423.16	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE06	63936	12/8/16	1	138.94	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE07	63937	12/8/16	1	147.58	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE08	63938	12/8/16	1	423.16	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE09	63939	12/8/16	1	147.58	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE10	63940	12/8/16	1	147.58	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE11	63941	12/8/16	1	147.58	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
RETIREE12	63942	12/8/16	1	1,195.37	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE13	63943	12/8/16	1	147.58	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE14	63944	12/8/16	1	147.58	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE15	63945	12/8/16	1	142.35	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE16	63946	12/8/16	1	405.71	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE17	63947	12/8/16	1	405.71	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE19	63948	12/8/16	1	1,195.37	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE20	63949	12/8/16	1	147.58	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE21	63950	12/8/16	1	138.86	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE22	63951	12/8/16	1	399.25	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE23	63952	12/8/16	1	405.71	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE24	63953	12/8/16	1	147.58	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE26	63954	12/8/16	1	1,025.24	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE27	63955	12/8/16	1	1,190.08	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE28	63956	12/8/16	1	423.16	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE29	63957	12/8/16	1	455.58	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE30	63958	12/8/16	1	531.03	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE31	63959	12/8/16	1	531.03	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE32	63960	12/8/16	1	1,190.08	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE33	63961	12/8/16	1	531.04	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
RETIREE34	63962	12/8/16	1	1,190.08	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '17
				<u>15,028.81</u>	
ROSS' LADDER SERVICE	64065	12/23/16	1	303.72	FD/LOAD TEST LADDER, HEAT SENSORS INSTALLED
RUTAN & TUCKER, LLP	63985	12/9/16	1	6,230.16	SWF/LANDWATCH PETITION INVOICE
RUTAN & TUCKER, LLP	63985	12/9/16	1	6,688.81	SWF/LANDWATCH CEQA PETITION
RUTAN & TUCKER, LLP	63985	12/9/16	1	1,774.41	SWF/LANDWATCH CEQA PETITION
				<u>14,693.38</u>	
SANDRA GONZALES	63991	12/14/16	1	14.30	MQ CUSTOMER REFUND
SCOTT O'BRIEN FIRE SAFETY	63986	12/9/16	1	155.80	F&R/SERVICE & CERT OF AMEREX FIRE SUPPRESSION SYS
SCOTT O'BRIEN FIRE SAFETY	63986	12/9/16	1	107.73	ADM/ANNUAL MAINTENANCE EXTINGUISHER
SCOTT O'BRIEN FIRE SAFETY	64028	12/15/16	1	295.00	FD/ANNUAL FIRE EXTINGUISHER RECHARGE AND MAINT
SCOTT O'BRIEN FIRE SAFETY	64084	12/29/16	1	685.38	WD/ANNUAL MAINTENANCE EXTINGUISHERS
SCOTT O'BRIEN FIRE SAFETY	64084	12/29/16	1	36.00	F&R/ABC ANNUAL MAINTENANCE EXTINGUISHER RODEO GNDS
SCOTT O'BRIEN FIRE SAFETY	64084	12/29/16	1	180.00	F&R/VETS HALL ABC ANNUAL MAINT EXTINGUISHER
				<u>1,459.91</u>	
SDRMA	64029	12/15/16	1	500.00	WW/2012 FORD 250 COMP DEDUCTIBLE 5100-PL400
SOLENIS LLC	63910	12/1/16	1	4,184.98	WW/PRAESTOL K
STANLEY CONVERGENT	64032	12/15/16	1	475.80	FD/ANNUAL MONITORING CHRGS 01/01/17 - 12/31/17
STATE OF CALIFORNIA	64030	12/15/16	1	32.00	WD/FINGERPRINT PROCESSING NOVEMBER 2016 APPS
STATE OF CALIFORNIA	64030	12/15/16	2	17.00	WD/FINGERPRINT PROCESSING DOJ NOVEMBER 2016
STATE OF CALIFORNIA	64030	12/15/16	3	32.00	WD/FINGERPRINT PROCESSING APPS NOVEMBER 2016
STATE OF CALIFORNIA	64030	12/15/16	4	17.00	WD/FINGERPRINT PROCESSING DOJ NOVEMBER 2016
STATE OF CALIFORNIA	64031	12/15/16	1	561.00	WD/LAKE/STREAMBED ALTERATION PERMIT FEE
				<u>659.00</u>	
STATE WATER RES.CTRL.BRD.	63929	12/2/16	1	140.00	WW/WASTEWATER OPERATOR GRADE I EXAMINATION
STATE WATER RESOURCE CONTROL B	63911	12/1/16	1	1,676.00	WW/ANNUAL PERMIT FEE 07/01/16 - 06/30/17 WW TR PLN
STATE WATER RESOURCE CONTROL B	64039	12/23/16	1	2,062.00	SWF/ANNUAL PERMIT FEE 7/1/2016 - 6/30/2017
STATE WATER RESOURCE CONTROL B	64040	12/23/16	1	14,929.00	SWF/ANNUAL PERMIT FEE 07/01/2016 - 06/30/2017
STATE WATER RESOURCE CONTROL B	64041	12/23/16	1	2,088.00	WW/ANNUAL PERMIT FEE 07/01/2016 - 06/30/2017
STATE WATER RESOURCE CONTROL B	64042	12/23/16	1	4,699.00	WW/ANNUAL PERMIT FEE 07/01/2016 - 06/30/2017
STATE WATER RESOURCE CONTROL B	64073	12/27/16	1	68,901.00	WW/ANNUAL PERMIT FEE 7/1/16 - 06/30/17
				<u>94,495.00</u>	

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
STEPHANIE SALVI	64066	12/23/16	1	17.71	ADM/MILEAGE EXPENSE CLAIM FORM
TECHXPRESS, INC.	63987	12/9/16	1	3,438.00	ADM/MONTHLY SERVICE FEE
TECHXPRESS, INC.	63987	12/9/16	1	1,221.36	WD/LATTITUDE 15 5000 LAPTOP FOR C WINFREY
TECHXPRESS, INC.	63987	12/9/16	2	1,221.36	WW/LATTITUDE 15 5000 LAPTOP FOR C WINFREY
				5,880.72	
TEMPLETON UNIFORMS	64033	12/15/16	1	475.78	FD/NOMEX SHIRTS AND PANTS MICHAEL BURKEY
THE BLUEPRINTER	63968	12/9/16	1	108.00	FD/FLYER FIRESAFE CLEANUP AND CHIPPING EVENT
THE BLUEPRINTER	63968	12/9/16	2	108.00	WD/FLYER PENALTIES SURCHARGES SUSPENED
THE BLUEPRINTER	63968	12/9/16	3	108.00	SWF/FLYER OCTOBER 1, 2016 SURCHARGE AMT
				324.00	
THE DOCUTEAM	64012	12/15/16	1	405.64	ADM/DOCUMENT STORAGE 11/1 - 11/30/2016
THE GAS COMPANY	63903	12/1/16	1	4.21	FD/GAS SVC 5490 HEATH LANE NOVEMBER 2016
THE GAS COMPANY	63903	12/1/16	1	18.51	WW/GAS SERVICE 5500 HEATH LANE #B NOVEMBER 2016
THE GAS COMPANY	63903	12/1/16	1	42.61	WW/GAS SVC 5500 HEATH LANE NOVEMBER 2016
THE GAS COMPANY	63977	12/9/16	1	154.59	FD/GAS SERV 2850 BURTON DRIVE NOVEMBER 2016
THE GAS COMPANY	64080	12/29/16	1	220.34	F&R/GAS SVC VETERANS HALL DECEMBER 2016
THE GAS COMPANY	64080	12/29/16	1	43.16	ADM/GAS SVC 1316 TAMSEN STE 201 DECEMBER 2016
THE GAS COMPANY	64080	12/29/16	1	46.36	ADM/GAS SVC 1316 TAMSEN #203 DECEMBER 2016
				529.78	
THE TRIBUNE	64034	12/15/16	1	332.80	FD/RENEWAL 52 WEEKS SUBSCRIPTION
THE TRIBUNE	64034	12/15/16	1	203.28	WD/HEARING TO ADOPT 2015 URBAN WATER MGMT PLAN
				536.08	
UNITED LABORATORIES INC.	64085	12/29/16	1	240.31	WW/TRIUMPH RUST CONVERTER PAINT FOR HAND RAILS
USA BLUE BOOK	63913	12/1/16	1	365.05	SWF/FEMALE CONNECTOR AND UNION ELBOW
USA BLUE BOOK	63913	12/1/16	1	166.40	SWF/ASAHI TYPE 21 BALL VALVE PCV/EPDM
USA BLUE BOOK	63913	12/1/16	1	84.34	SWF/MALE ELBOW AND UNION CONNECTOR
USA BLUE BOOK	64035	12/15/16	1	121.42	SWF/F-550 PANEL MOUNT FLOWMETER
USA BLUE BOOK	64035	12/15/16	1	295.55	WW/LITTLE GIANT 5-MSP DEWATERING PUMP
USA BLUE BOOK	64069	12/23/16	1	224.03	WW/LONG HANDLE DIPPER
				1,256.79	
VERIZON WIRELESS	64036	12/15/16	1	34.64	FD/MONTHLY CELL PHONE SERV WATER TENDER NOV 2016
VERIZON WIRELESS	64036	12/15/16	2	98.29	FD/MONTHLY CELL PHONE SERV WATER E-5791 NOV 2016
VERIZON WIRELESS	64036	12/15/16	1	36.16	F&R/MONTHLY ON CALL CELL PHONE SERVICE NOV 2016
VERIZON WIRELESS	64036	12/15/16	2	67.55	WD/MONTHLY ON CALL CELL PHONE SERVICE NOV 2016
VERIZON WIRELESS	64036	12/15/16	3	68.86	WW/MONTHLY ON CALL CELL PHONE SERVICE NOV 2016
VERIZON WIRELESS	64036	12/15/16	4	22.83	ADM/MONTHLY ON CALL CELL PHONE SERVICE NOV 2016
				328.33	
WINSOR CONSTRUCTION, INC.	64070	12/23/16	1	1,925.00	WW/CAT WHEEL LOADER 18.5 HOURS
	63625	12/8/16	9000	(75.60)	Ck# 063625 Reversed
	63625	12/8/16	9000	(499.80)	Ck# 063625 Reversed
	63625	12/8/16	9000	(100.00)	Ck# 063625 Reversed
	63625	12/8/16	9000	(85.00)	Ck# 063625 Reversed
	63625	12/8/16	9000	(100.00)	Ck# 063625 Reversed
	63625	12/8/16	9000	(65.00)	Ck# 063625 Reversed
	63625	12/8/16	9000	(100.00)	Ck# 063625 Reversed
	63625	12/8/16	9000	(100.00)	Ck# 063625 Reversed
	63625	12/8/16	9000	(75.00)	Ck# 063625 Reversed
	63625	12/8/16	9000	(100.00)	Ck# 063625 Reversed

Accounts Payable Ve 359,153.16

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
AFLAC (AMER FAM LIFE INS)	4908	12/2/16	1	134.94	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4908	12/2/16	1	13.44	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4923	12/16/16	1	134.94	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4923	12/16/16	1	13.44	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4940	12/30/16	1	134.94	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4940	12/30/16	1	13.44	VOLUNTARY INS-PRETAX
				445.14	
AMERITAS	4950	12/31/16	1	3,453.66	DENTAL INSURANCE-YER
AMERITAS	4950	12/31/16	2	69.80	DENTAL INSURANCE-YER
AMERITAS	4950	12/31/16	3	244.20	DENTAL INSURANCE-YER
AMERITAS	4950	12/31/16	4	(13.78)	DENTAL INSURANCE-YER
AMERITAS	4950	12/31/16	1	455.44	DENTAL INSURANCE-YER
				4,209.32	
CAMBRIA COMMUNITY SERVICES DIS	4909	12/2/16	1	900.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4909	12/2/16	2	50.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4909	12/2/16	3	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4909	12/2/16	4	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4909	12/2/16	5	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4909	12/2/16	6	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4909	12/2/16	7	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4924	12/16/16	1	950.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4924	12/16/16	2	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4924	12/16/16	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4924	12/16/16	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4924	12/16/16	5	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4924	12/16/16	6	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4941	12/30/16	1	950.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4941	12/30/16	2	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4941	12/30/16	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4941	12/30/16	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4941	12/30/16	5	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4941	12/30/16	6	250.00	MEDICAL REIMBURSEMNT
				5,850.00	
CAMBRIA FIRE FIGHTERS LOCAL 46	4912	12/2/16	1	280.00	DUES-FIRE IAFF
CAMBRIA FIRE FIGHTERS LOCAL 46	4926	12/16/16	1	280.00	DUES-FIRE IAFF
CAMBRIA FIRE FIGHTERS LOCAL 46	4944	12/30/16	1	320.00	DUES-FIRE IAFF
				880.00	
CAMBRIA FIREFIGHTERS ASSN	4911	12/2/16	1	151.08	RESERVE FIREFTR DUES
CAMBRIA FIREFIGHTERS ASSN	4943	12/30/16	1	154.76	RESERVE FIREFTR DUES
				305.84	
EMPLOYMENT DEVELOPMENT DP	4910	12/2/16	1	4,424.03	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4910	12/2/16	1	718.39	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4925	12/16/16	1	3,365.04	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4925	12/16/16	1	544.67	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4942	12/30/16	1	4,988.56	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4942	12/30/16	1	722.35	STATE INCOME TAX
				14,763.04	
H.O.B.-DIRECT DEPOSIT	4913	12/2/16	1	2,900.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4913	12/2/16	1	57,121.49	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4927	12/16/16	1	2,900.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4927	12/16/16	1	51,001.56	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4945	12/30/16	1	2,624.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4945	12/30/16	1	60,429.65	Direct Deposit Flat
				176,976.70	

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016**

<u>Vendor Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
ICMA-VNTGPT TRSFR AGT 457	4915	12/2/16	1	2,023.33	457 DEFERRED COMP IN
ICMA-VNTGPT TRSFR AGT 457	4915	12/2/16	1	927.81	457 DEFERRED COMP IN
ICMA-VNTGPT TRSFR AGT 457	4929	12/16/16	1	2,023.33	457 DEFERRED COMP IN
ICMA-VNTGPT TRSFR AGT 457	4929	12/16/16	1	927.81	457 DEFERRED COMP IN
ICMA-VNTGPT TRSFR AGT 457	4947	12/30/16	1	2,073.33	457 DEFERRED COMP IN
ICMA-VNTGPT TRSFR AGT 457	4947	12/30/16	1	927.81	457 DEFERRED COMP IN
				8,903.42	
IRS/FEDERAL PARYOLL TAXES	4914	12/2/16	1	13,499.38	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4914	12/2/16	1	10,520.84	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4914	12/2/16	1	3,000.22	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4928	12/16/16	1	10,629.01	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4928	12/16/16	1	8,762.28	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4928	12/16/16	1	2,589.08	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4946	12/30/16	1	15,188.98	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4946	12/30/16	1	11,349.18	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4946	12/30/16	1	3,261.80	FEDERAL INCOME TAX
				78,800.77	
LINCOLN FINANCIAL GROUP	4951	12/31/16	1	228.35	LIFE INSURANCE
LINCOLN FINANCIAL GROUP	4951	12/31/16	2	0.55	LIFE INSURANCE
LINCOLN FINANCIAL GROUP	4951	12/31/16	3	7.18	LIFE INSURANCE
				236.08	
PERS HEALTH BENEFIT SERV	4953	12/31/16	1	35,034.24	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	2	(683.71)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	3	1,217.86	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	4	(105.50)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	5	(60.90)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	6	138.24	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	7	59.98	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	8	640.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	9	512.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	10	1,408.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	11	768.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	12	768.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4953	12/31/16	1	5,256.60	MEDICAL INSURANC-YER
				44,952.81	
PERS RETIREMENT SYSTEM	4916	12/2/16	1	(0.01)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4916	12/2/16	2	17,537.27	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4916	12/2/16	3	-	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4930	12/16/16	1	(0.01)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4930	12/16/16	2	16,831.37	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4930	12/16/16	3	-	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4930	12/16/16	4	0.01	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4930	12/16/16	5	451.48	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4948	12/30/16	1	(0.02)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4948	12/30/16	2	17,655.53	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4948	12/30/16	3	-	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4948	12/30/16	4	0.02	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4952	12/31/16	1	11,244.86	UNFUNDED ACCRUED LIABILITY
PERS RETIREMENT SYSTEM	4952	12/31/16	2	2,982.62	UNFUNDED ACCRUED LIABILITY
PERS RETIREMENT SYSTEM	4952	12/31/16	3	6,726.00	UNFUNDED ACCRUED LIABILITY
PERS RETIREMENT SYSTEM	4952	12/31/16	4	6,640.38	UNFUNDED ACCRUED LIABILITY
PERS RETIREMENT SYSTEM	4952	12/31/16	5	3,437.00	UNFUNDED ACCRUED LIABILITY
				83,506.50	
SEIU LOCAL 620	4917	12/2/16	1	375.03	SEIU UNION DUES
SEIU LOCAL 620	4931	12/16/16	1	381.76	SEIU UNION DUES
SEIU LOCAL 620	4949	12/30/16	1	403.89	SEIU UNION DUES

CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF DECEMBER, 2016

Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description
				1,160.68	
				<i>Payroll Payable Ven</i> 420,990.30	
				TOTAL DISBURSEMENT FO 780,143.46	

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, December 15, 2016 12:30 PM

1. OPENING

A. Call to Order

Vice President Thompson called the meeting to order at 12:33 p.m.

B. Pledge of Allegiance

Vice President Thompson led the Pledge of Allegiance.

C. Establishment of Quorum

A quorum was established.

Directors who were present: Vice President Thompson, Director Bahringer, Director Sanders, Director Rice, and Director Farmer.

Staff present: General Manager Jerry Gruber, District Counsel Timothy Carmel, Administrative Services Officer/District Clerk Monique Madrid, District Engineer Bob Gresens, and Finance Manager Patrick O'Reilly.

D. Accept Certification by San Luis Obispo County Clerk-Recorder of November 8 , 2016 Election Results

General Manager Jerry Gruber introduced the item and turned the item back over to the Vice President Thompson.

Director Sanders motioned to accept certification by San Luis Obispo County Clerk-Recorder of the November 8, 2016 Election Results.

Director Rice seconded the motion.

Motion Passed Unanimously, 5-Ayes (Thompson, Bahringer, Sanders, Rice, Farmer), 0-Nays, 0-Absent

E. Administer Oath of Office to Newly Elected Directors

Vice President Thompson asked the District Clerk to administer the Oath of Office to the newly elected Directors. The District Clerk administered the Oath of Office to the newly elected Directors, Amanda Rice, Greg Sanders, and Harry Farmer.

Public Comment:
Tina Dickason

F. Election of Officers

ELECTION OF BOARD OF DIRECTOR OFFICERS

Vice President Thompson opened the floor for nominations for President.

Director Farmer nominated Director Rice for President.

Director Rice seconded the motion.

Roll Call Vote:
Director Farmer-Aye
Director Rice-Aye
Director Sanders-Nay
Director Bahringer-Nay
Vice President Thompson-Nay

Motion Failed, 2-Ayes (Rice, Farmer), 3-Nays (Sanders, Bahringer, Thompson), 0-Absent

Director Bahringer nominated Director Sanders for President and Director Rice for Vice President.

Vice President Thompson seconded the motion.

Public Comment:

Tina Dickason
Donald Archer
Christina Tobin
Elizabeth Bettenhausen

Roll Call Vote:

Director Bahringer-Nay
Vice President Thompson-Nay
Director Sanders-Nay
Director Rice-Nay
Director Farmer-Nay

Motion Failed, 0-Ayes, 5-Nays (Thompson, Bahringer, Sanders, Rice, Farmer), 0-Absent

Director Bahringer moved to nominate Director Rice as President.

Director Sanders seconded the motion.

Roll Call Vote:

Director Bahringer-Aye
Director Sanders-Aye
Director Rice-Aye
Director Farmer-Aye
Vice President Thompson-Aye

Motion Passed Unanimously, 5-Ayes (Thompson, Bahringer, Sanders, Rice, Farmer), 0-Nays, 0-Absent

Director Rice moved to nominate Director Sanders for Vice President.

Director Bahringer seconded the motion.

Roll Call Vote:

Director Rice-Aye
Director Bahringer-Aye
Director Sanders-Aye
Director Farmer-Aye
Vice President Thompson-Aye

Motion Passed Unanimously, 5-Ayes (Thompson, Bahringer, Sanders, Rice, Farmer), 0-Nays, 0-Absent

G. Report from Closed Session

District Counsel to Report from Closed Session on November 17, 2016

District Counsel stated there was nothing to report from Closed Session. The Board discussed labor negotiations and real property negotiations.-

2. SPECIAL REPORTS (Estimated time 5 Minutes per item)

A. Sheriff's Department Report

General Manager Jerry Gruber reported that Commander Taylor won't be attending due to being busy in the south part of the County. There will be no sheriff's report today and he apologizes for any inconvenience.

Director Thompson reported about the IRS scammers in the AARP newsletter.

B. Cambria Community Services District Fire Chief Report

CCSD Fire Chief William Hollingsworth reported on recent activities for the month of November.

3. ACKNOWLEDGEMENTS AND PRESENTATIONS

A. Fire Engineers Michael Burkey and Michael Castellanos to Receive the Oath of Office, Pinning of Badges and Lapel Pins. Fire Engineer Ian Van Weerden Poelman will be recognized for his recent achievement of Fire Engineer. Ian will receive his lapel pins.

President Rice introduced the item and turned it over to Fire Chief William Hollingsworth. The District Clerk administered the Oath of Office to Michael Burkey, Michael Castellanos, and Ian Van Weerden-Poelman. They also received their badges and lapel pins.

4. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS

No items were pulled or deleted. President Rice asked about the quarterly budget review item and if it was important to have it on the current agenda. Director Bahringer suggested moving the item to the January agenda packet. Consensus was reached to move the item to the January 2017 agenda.

5. PUBLIC COMMENT (LIMITED TO 30 MINUTES)

Public Comment:
Tina Dickason
Shirley Bianchi
Christine Heinrichs
Christina Tobin
Elizabeth Bettenhausen

6. MANAGER'S AND BOARD REPORTS (Estimated time 15 Minutes total)

A. Manager's Report

i. Manager's Report

General Manager Jerry Gruber gave a brief overview of the Manager's report. He advised that the Tracer Study was successful and is complete. The District will be moving forward to shut down the Sustainable Water Facility in the near future. He also advised beginning January 20, 2017; the District Office will be open every other Friday and asked the President and Board to be receptive to a 5 year strategic plan.

Public Comment:
Elizabeth Bettenhausen
Tina Dickason

B. Ad Hoc Committee Reports and Other Related Board Member Reports (Committee Meetings and Board authorized meetings attended)

Director Bahringer attended the BRPCC meeting. They are agendized and public. He was the only member of the public in attendance. They are working hard on the project. He invited the public to attend.

Director Thompson attended the FFRP Board meeting and they announced their tree planting will be held on Saturday, December 17, 2017, weather permitting. Please report to ranch if you'd like to participate. Cambria Fire Safe Focus group announced the biogas item which is on the current agenda and the recent chipping event was very successful with 23 lots participating and 16 tons of materials were chipped.

7. CONSENT AGENDA (Estimated time: 15 Minutes)

- A.** CONSIDERATION TO APPROVE EXPENDITURE REPORT FOR NOVEMBER 2016
- B.** CONSIDERATION TO APPROVE REGULAR MEETING MINUTES FOR THE NOVEMBER 17, 2016
- C.** CONSIDERATION OF ADOPTION OF RESOLUTION 45-2016 DECLARING A DISTRICT PUMP HOUSE LOCATED AT 6100 CHARING LANE AND 602 EXETER LANE AS SURPLUS AND AUTHORIZING ITS DISPOSITION, TRANSFER AND RELINQUISHMENT

General Manager Jerry Gruber read the consent agenda.

Director Bahringer moved to approve the consent agenda.

Vice President Sanders seconded the motion.

Public Comment: None.

Roll Call Vote:
 Director Bahringer-Aye
 Vice President Sanders-Aye
 Director Thompson-Aye
 Director Farmer-Aye
 President Rice-Aye

Motion Passed Unanimously, 5-Ayes (Rice, Sanders, Thompson, Bahringer, Farmer), 0-Nays, 0-Absent

8. HEARINGS AND APPEALS (Estimated time: 15 Minutes per item)

- A.** DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 44-2016 APPROVING 2015 URBAN WATER MANAGEMENT PLAN

General Manager introduced the item and turned it over to District Engineer Bob Gresens. Mr. Gresens presented a portion of a PowerPoint related to the UWMP. He then asked Lisa Maddaus to present the remainder of the UWMP PowerPoint. Lisa provided an explanation of the UWMP demand projection modeling.

Director Bahringer moved to adopt Resolution 44-2016 Approving 2015 Urban Water Management Plan.

Vice President Sanders seconded the motion.

Public Comment:
 Elizabeth Bettenhausen provided a written comment for the record.
 Laura Swartz
 Crosby Swartz
 Leslie Richards submitted for the record, the Warren Settlement Agreement referenced in the report.

Roll Call Vote:
 Director Bahringer-Aye
 Vice President Sanders-Aye
 Director Thompson-Aye

Director Farmer-Nay
 President Rice-Aye

Motion Passed, 4-Ayes (Rice, Sanders, Thompson, Bahringer), 1-Nay (Farmer), 0-Absent

9. REGULAR BUSINESS (Estimated time: 15 Minutes per item)

A. DISCUSSION AND CONSIDERATION OF APPROVAL TO FILE A CONCEPT PROPOSAL AND AN APPLICATION FOR A CAL FIRE URBAN AND COMMUNITY FORESTRY PROGRAM GREENHOUSE GAS BIOMASS GRANT IF THE DISTRICT'S CONCEPT PROPOSAL IS SELECTED, FOR ACQUISITION OF A BIOMASS GENERATOR SYSTEM

General Manager Jerry Gruber introduced the item and turned it over to Dan Turner. Mr. Turner provided a brief summary to the board.

Director Thompson moved that the Board authorize the General Manager to submit the concept proposal to Cal Fire and, if selected, that he be authorized to fill out an application and submit it for this program.

Director Bahringer seconded the motion.

Public Comment:
 Shirley Bianchi
 Bruce Fosdyke

Roll Call Vote:
 Director Thompson-Aye
 Director Bahringer-Aye
 Director Farmer-Aye
 Vice President Sanders-Aye
 President Rice-Aye

Motion was passed unanimously, 5-Ayes (Rice, Sanders, Thompson, Bahringer, Farmer), 0-Nays, 0-Absent

B. DISCUSSION AND CONSIDERATION TO ADOPT 2017 CCSD REGULAR BOARD MEETING SCHEDULE

General Manager Jerry Gruber introduced the item and turned it over to District Counsel, who provided a brief summary to the Board.

Vice President Sanders moved to approve the 2017 Regular Meeting Schedule with the December 14, 2017 meeting to convene at 12:30 p.m. instead of 6:00 p.m.

Director Bahringer seconded the motion.

President Rice suggested a friendly amendment that the October 26, 2017 meeting be convened at 4:00 p.m. The amendment was accepted.

Public Comment: None

Roll Call Vote:
 Vice President Sanders-Aye
 Director Bahringer-Aye
 Director Thompson-Aye
 Director Farmer-Aye
 President Rice-Aye

Motion was passed unanimously, 5-Ayes (Rice, Sanders, Thompson, Bahringer, Farmer), 0-Nays, 0-Absent

C. DISCUSSION AND CONSIDERATION OF FISCAL YEAR 2016/2017 QUARTERLY BUDGET REVIEW

This item was moved by consensus to the January 2017 agenda.

D. DISCUSSION AND CONSIDERATION OF BIDS RECEIVED, REJECTION OF ALL BIDS, AND OPTIONS RELATING TO DEVELOPMENT OF THE FISCALINI RANCH PRESERVE COMMUNITY PARK PROJECT, PHASE 1

General Manager Jerry Gruber introduced the item and turned it over to District Counsel, who provided a brief summary to the Board.

Director Bahringer moved to reject all bids and return the item to the PROS Commission for reconsideration.

Vice President Sanders seconded the motion.

Public Comment: None

Roll Call Vote:

Director Bahringer-Aye
 Vice President Sanders-Aye
 Director Thompson-Aye
 Director Farmer-Aye
 President Rice-Aye

Motion was passed unanimously, 5-Ayes (Rice, Sanders, Thompson, Bahringer, Farmer), 0-Nays, 0-Absent

E. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 48-2016 TO FINANCE CONSTRUCTION OF THE FISCALINI WATER STORAGE TANK

General Manager Jerry Gruber introduced the item and turned it over to Finance Manager Patrick O'Reilly. Mr. O'Reilly provided a brief summary to the Board.

Director Bahringer moved to approve adoption of Resolution 48-2016 to finance the construction of the Fiscalini water storage tank over 20 years at an annual interest rate of 3.61% and to provide the GM with some flexibility to negotiate a competitive interest rate.

Director Thompson seconded the motion.

Vice President Sanders stated one concern he has with the resolution is it seems to lock the General Manager into a 3.61% interest rate. In other words if you don't get the 3.61% interest rate, the resolution doesn't give him the authority to go forward with the loan. He'd like to either give the General Manager a little more latitude with respect to the rate of interest, or perhaps if the interest rate is a little bit higher, if need be, an emergency meeting can be held in order to consider what proposal is made by the Municipal Finance Corporation.

Director Bahringer accepted the amendment to the motion that the Board approve the resolution with some flexibility in the interest rate.

Director Thompson accepted the amendment.

Public Comment: None.

Roll Call Vote:

Director Bahringer-Aye
 Director Thompson-Aye
 Director Farmer-Nay
 Vice President Sanders-Aye
 President Rice-Nay

Motion Passed, 3-Ayes (Sanders, Thompson, Bahringer), 2-Nays (Farmer, Rice), 0-Absent

F. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 46-2016 AUTHORIZING AMENDMENTS TO THE PAYMENT AND COMPENSATION PLAN FOR CCSD MANAGEMENT AND CONFIDENTIAL EMPLOYEES (MCE)

General Manager Jerry Gruber introduced the item and turned it over to the Board for discussion.

Director Thompson moved to approve Resolution 46-2016 Approving the Amendments to the Payment and Compensation plan for CCSD Management and Confidential Employees (MCE).

Director Bahringer seconded the motion.

Public Comment:

Christina Tobin

Elizabeth Bettenhausen provided a written comment

Mike Lyons

Roll Call Vote:

Director Thompson-Aye

Director Bahringer-Aye

Director Farmer-Nay

Vice-President Sanders-Aye

President Rice-Aye

Motion Passed, 4-Ayes (Rice, Sanders, Thompson, Bahringer), 1-Nay (Farmer), 0-Absent

10. PUBLIC COMMENT (CONTINUED)

Public Comment: None.

11. FUTURE AGENDA ITEM(S) (Estimated time: 15 Minutes)

General Manager Jerry Gruber asked about recognizing that Cambria has sustained the recognition of being a Fire Safe Community.

Director Bahringer asked to see Board compensation increases on next Board meeting agenda.

Director Bahringer moved to place consideration of Lifting the Stage 3 Emergency to the January agenda.

Vice President Sanders seconded the motion.

Motion was passed unanimously.

President Rice suggested Board Goals and Committee Assignments on the next agenda.

12. ADJOURN TO CLOSED SESSION (Estimated time 60 Minutes)

President Rice adjourned the meeting to closed session at 4:43 p.m.

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS** Pursuant to Government Code Section 54956.8
 Property APN: 022-251-019
 Agency Negotiators: Jerry Gruber, General Manager, and Timothy Carmel, District Counsel
 Negotiating Party: Shauna Dragomir for the County of San Luis Obispo
 Under Negotiation: Price and Terms of Payment

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 19, 2017 Subject: CONSIDERATION OF ADOPTION OF
RESOLUTION 01-2017 APPROVING
AN INCREASE TO THE RESERVE
ENGINEER SALARY SCHEDULE

RECOMMENDATIONS:

Staff recommends that the Board of Directors adopt Resolution 01-2017 approving an increase in the hourly pay rate (from \$11.00 per hour to \$12.00 per hour, effective January 1, 2017) for Reserve Engineers in the Fire Department.

FISCAL IMPACT:

Staff estimates this pay increase will result in an increase in firefighter pay of less than \$3,000 per year. The District fire engine is staffed by four firefighters for 24 hours per day every day of the year. Three of the firefighters are full time CCSD firefighters and the fourth firefighter is a reservist. Reservists work a total of 8,760 hours per year (24 times 365). The reservist is normally a reserve firefighter, but is sometimes a reserve engineer. Staff estimates that reserve engineers will work less than one-third of the time, which is less than 2,891 hours. At \$1 per hour, that amounts to less than \$2,891 annually.

DISCUSSION:

On August 16, 2016, the Board approved an increase in the salary paid to Reserve Firefighters from \$10.00 per hour to \$11.00 per hour effective January 1, 2017 to comply with California minimum wage requirements. The salary for Fire Engineers was not adjusted at that time. Since the qualifications for Reserve Fire Engineer are substantially more stringent than for Reserve Firefighters, it is appropriate that the pay for Reserve Fire Engineers be higher than that of Reserve Firefighters.

In order to recognize the additional qualifications and responsibilities required of Reserve Fire Engineers, staff is recommending that their pay be increased from \$11.00 per hour to \$12.00 per hour.

Attachments:

- Resolution 01-2017
- Exhibit A to Resolution 01-2017 Salary Schedule Eff 01-01-2017

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ SANDERS ___ BAHRINGER ___ THOMPSON ___ FARMER

RESOLUTION NO. 01-2017
January 19, 2017

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING A REVISED SALARY SCHEDULE FOR
RESERVE FIRE ENGINEERS**

WHEREAS, the Cambria Community Services District (CCSD) is a public agency located in the County of San Luis Obispo, State of California, that provides fire protection services to the Cambria community; and

WHEREAS, the Board has determined that it is appropriate to increase the salary for Reserve Fire Engineers, as further set forth in Exhibit A.

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

The revised Salary Schedule for Reserve Fire Engineers, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted.

PASSED AND ADOPTED this 19th day of January, 2017.

Amanda Rice, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid, District Clerk

Timothy J. Carmel, District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD OF JULY 1, 2016-JUNE 30, 2017
REVISED JANUARY 19, 2017**

SERVICE EMPLOYEES INTERNATIONAL UNION	EFFECTIVE DATE	A N N U A L			A M O U N T			10 YEARS SERVICE*	15 YEARS SERVICE*	20 YEARS SERVICE*
		STEP A	STEP B	STEP C	STEP D	STEP E	(STEP E+5%)	(STEP E+7.5%)	(STEP E+10%)	
Administrative Technician I	7/1/16-6/30/17	40,547	42,575	44,703	46,938	49,285	51,750	52,982	54,214	
Administrative Technician II	7/1/16-6/30/17	48,281	50,695	53,229	55,891	58,685	61,620	63,087	64,554	
Administrative Technician III	7/1/16-6/30/17	58,648	61,581	64,660	67,893	71,287	74,852	76,634	78,416	
Administrative Technician IV	7/1/16-6/30/17	61,648	64,730	67,967	71,365	74,933	78,680	80,553	82,426	
Laboratory Technician	7/1/16-6/30/17	54,966	57,714	60,600	63,630	66,811	70,152	71,822	73,492	
Maintenance Technician	7/1/16-6/30/17	43,049	45,201	47,461	49,834	52,326	54,942	56,250	57,559	
Wastewater System Operator In Training	7/1/16-6/30/17	47,327	49,694	52,179	54,787	57,527	60,403	61,841	63,279	
Wastewater System Operator I	7/1/16-6/30/17	49,748	52,236	54,848	57,590	60,469	63,493	65,005	66,516	
Wastewater System Operator II	7/1/16-6/30/17	56,074	58,878	61,822	64,913	68,159	71,567	73,270	74,974	
Wastewater System Operator III	7/1/16-6/30/17	61,956	65,054	68,306	71,722	75,308	79,073	80,956	82,839	
Water Treatment Operator in Training	7/1/16-6/30/17	42,835	44,976	47,225	49,586	52,066	54,669	55,971	57,272	
Water Treatment Operator I	7/1/16-6/30/17	44,801	47,041	49,393	51,863	54,456	57,179	58,540	59,901	
Water Treatment Operator II	7/1/16-6/30/17	50,750	53,288	55,952	58,750	61,687	64,772	66,314	67,856	
Water System Operator T3/D2	7/1/16-6/30/17	57,490	60,365	63,383	66,552	69,880	73,374	75,121	76,868	
Water & Wastewater Supervisor	7/1/16-6/30/17	72,677	76,310	80,126	84,132	88,339	92,756	94,964	97,173	

*Applies only to employees hired prior to October 1, 2012

CAMBRIA FIREFIGHTERS (IAFF LOCAL 4635)	EFFECTIVE DATE	A N N U A L			A M O U N T			10 YEARS SERVICE**	15 YEARS SERVICE**	20 YEARS SERVICE**
		STEP A	STEP B	STEP C	STEP D	STEP E	(STEP E+5%)	(STEP E+7.5%)	(STEP E+10%)	
Fire Captain	7/1-12/19/2016	70,176	73,680	77,376	81,240	85,296	89,568	91,704	93,828	
Fire Captain	12/20/16-6/30/17	\$ 72,636	\$ 76,260	\$ 80,076	\$ 84,084	\$ 88,284	\$ 92,700	\$ 94,908	\$ 97,116	
Fire Engineer	7/1-12/19/2016	58,200	61,110	64,166	67,374	70,742	74,280	76,048	77,817	
Fire Engineer	12/20/16-6/30/17	\$ 60,240	\$ 63,252	\$ 66,420	\$ 69,732	\$ 73,224	\$ 76,884	\$ 78,720	\$ 80,544	
		H O U R L Y			R A T E					
Firefighter (SAFER Grant)	7/1-8/26/2016	10.00	10.50	11.03	11.58	12.16	N/A	N/A	N/A	
Firefighter (SAFER Grant)	8/27/16-3/10/17	13.00	13.65	14.33	15.05	15.80	N/A	N/A	N/A	
Firefighter (SAFER Grant)	3/11/17-6/30/17	13.65	14.33	15.05	15.80	16.59	N/A	N/A	N/A	

**Applies only to employees hired prior to June 25, 2015

CAMBRIA EXEMPT EMPLOYEES	EFFECTIVE DATE	A N N U A L			A M O U N T					
		STEP A	STEP B	STEP C	STEP D	STEP E				
Administrative Technician II (Confidential)	7/1/16-12/31/16	44,854	47,097	49,452	51,924	54,520	N/A	N/A	N/A	
Administrative Technician II (Confidential)	1/1/17-6/30/17	47,321	49,687	52,171	54,780	57,519	N/A	N/A	N/A	
District Clerk/Administrative Services Officer	7/1/16-12/31/16	95,727	100,513	105,539	110,816	116,357	N/A	N/A	N/A	
District Clerk/Administrative Services Officer	1/1/17-6/30/17	100,994	106,044	111,346	116,913	122,759	N/A	N/A	N/A	
District Engineer	7/1/16-12/31/16	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	
District Engineer	1/1/17-6/30/17	113,837	119,528	125,505	131,780	138,369	N/A	N/A	N/A	
Facilities & Resources Supervisor	7/1/16-12/31/16	67,517	70,893	74,437	78,159	82,067	N/A	N/A	N/A	
Facilities & Resources Supervisor	1/1/17-6/30/17	71,231	74,793	78,533	82,459	86,582	N/A	N/A	N/A	
Finance Manager	7/1/16-11/24/16	95,727	100,513	105,539	110,816	116,357	N/A	N/A	N/A	
Finance Manager	11/26/16-6/30/17	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	
Fire Chief	7/1/16-12/31/16	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	
Fire Chief	1/1/17-6/30/17	113,837	119,528	125,505	131,780	138,369	N/A	N/A	N/A	
General Manager	7/1/16-6/30/17	170,457	170,457	170,457	170,457	170,457	N/A	N/A	N/A	

CAMBRIA RESERVE FIREFIGHTERS	EFFECTIVE DATE	HOURLY RATE (NO STEPS)
Reserve Recruit Firefighter	7/1/16-12/31/16	10.00
Reserve Recruit Firefighter	1/1/17-6/30/17	11.00
Reserve Firefighter	7/1/16-12/31/16	10.00
Reserve Firefighter	1/1/17-6/30/17	11.00
Reserve Fire Engineer (Apparatus Operator)	7/1/16-12/31/16	11.00
Reserve Fire Engineer (Apparatus Operator)	1/1/17-6/30/17	12.00
Reserve Lieutenant	7/1/16-12/31/16	13.00
Reserve Lieutenant	1/1/17-6/30/17	13.00

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D.**

FROM: Patrick O'Reilly, Finance Manager

Meeting Date: January 19, 2017

Subject:

CONSIDERATION OF
ADOPTION OF RESOLUTION
02-2017 APPROVING SALARY
SCHEDULES TO COMPLY
WITH CALPERS REGULATIONS

RECOMMENDATIONS:

Staff recommends that the Board of Directors adopt Resolution 02-2017 approving the Salary Schedules for Fiscal Years 2011/2012; 2012/2013; 2013/2014; 2014/2015; 2015/2016 and 2016/2017, which allow the CCSD to comply with California Public Employees' Retirement System (CalPERS) regulations.

FISCAL IMPACT:

With one exception, there will be no fiscal impact to CCSD General Funds if the salary schedules are approved. All salaries listed are based on either historical rates or rates already approved by the Board for the bargaining units in the respective Memorandums of Understanding.

The exception is the increase in the Reserve Fire Engineer pay rate (from \$11/hour to \$12/hour as of January 1, 2017), which is being considered separately by the Board at this Board meeting.

DISCUSSION:

On November 30, 2015, CalPERS issued a final report on the results of a routine payroll audit. The District's pay schedules were not in compliance and did not meet all of the requirements of Government Code §20636 and California Code of Regulations §570.5. The schedules have been revised to comply with these requirements.

The Board previously considered this item at the regular Board meeting on August 25, 2016. At that meeting, the Board approved Resolution 36-2016 including the same Salary Schedules; however, it was later found that firefighter salaries were reported incorrectly. Those items have been corrected on the revised Salary Schedules which are included in the attachments to Resolution 02-2017.

It is recommended that the Board adopt Resolution 02-2017 approving a single document setting forth the salary schedules, as required by the Government Code and the California Code of Regulations.

Attachments:

- Resolution 02-2017
- Salary Schedules for Fiscal Years 2011/2012; 2012/2013; 2013/2014; 2014/2015; 2015/2016 and 2016/2017

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ SANDERS ___ BAHRINGER ___ THOMPSON ___ FARMER

RESOLUTION NO. 02-2017
January 19, 2017

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING REVISED SALARY SCHEDULES FOR FISCAL YEARS
2011/2012; 2012/2013; 2013/2014; 2014/2015; 2015/2016 and 2016/2017

WHEREAS, the California Public Employees Retirement System (“CalPERS”) recently reviewed various records of the Cambria Community Services District (“CCSD”) to determine the CCSD’s compliance with the California Government Code, the California Public Employees’ Pension Reform Act of 2013, the California Code of Regulations and the CCSD’s contract with the CalPERS; and

WHEREAS, CalPERS found the CCSD’s pay schedules not fully compliant with the requirements of Government Code §20636 and 2 California Code of Regulations §570.5 and the attached pay schedules have been revised in order to comply with those requirements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cambria Community Services District hereby approves the revised Salary Schedules, attached hereto as Exhibit A and incorporated herein by reference, for fiscal years 2011/2012, 2012/2013, 2013/2014, 2014/2015, 2015/2016, and 2016/2017.

PASSED AND ADOPTED THIS 19th day of January, 2017.

Amanda Rice, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Monique Madrid
District Clerk

**CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD OF JULY 1, 2016-JUNE 30, 2017
REVISED JANUARY 19, 2017**

SERVICE EMPLOYEES INTERNATIONAL UNION	EFFECTIVE DATE	A N N U A L					A M O U N T					10 YEARS SERVICE* (STEP E+5%)	15 YEARS SERVICE* (STEP E+7.5%)	20 YEARS SERVICE* (STEP E+10%)	
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP A	STEP B	STEP C	STEP D	STEP E				
Administrative Technician I	7/1/16-6/30/17	40,547	42,575	44,703	46,938	49,285	51,750	52,982	54,214	55,446	56,678	57,910	59,142	60,374	61,606
Administrative Technician II	7/1/16-6/30/17	48,281	50,695	53,229	55,891	58,685	61,620	63,087	64,554	66,021	67,488	68,955	70,422	71,889	73,356
Administrative Technician III	7/1/16-6/30/17	58,648	61,581	64,660	67,893	71,287	74,852	78,507	82,252	86,097	89,942	93,787	97,632	101,477	105,322
Administrative Technician IV	7/1/16-6/30/17	61,648	64,730	67,967	71,365	74,933	78,680	82,527	86,474	90,421	94,368	98,315	102,262	106,209	110,156
Laboratory Technician	7/1/16-6/30/17	54,966	57,714	60,600	63,630	66,811	70,152	73,593	77,034	80,475	83,916	87,357	90,798	94,239	97,680
Maintenance Technician	7/1/16-6/30/17	43,049	45,201	47,461	49,834	52,326	54,942	57,599	60,266	62,923	65,580	68,237	70,994	73,751	76,508
Wastewater System Operator in Training	7/1/16-6/30/17	47,327	49,694	52,179	54,787	57,527	60,403	63,493	66,516	69,599	72,725	75,896	79,112	82,373	85,679
Wastewater System Operator I	7/1/16-6/30/17	49,748	52,236	54,848	57,590	60,469	63,493	66,516	69,599	72,725	75,896	79,112	82,373	85,679	89,026
Wastewater System Operator II	7/1/16-6/30/17	56,074	58,878	61,822	64,913	68,159	71,567	75,134	78,761	82,448	86,185	89,972	93,809	97,696	101,533
Wastewater System Operator III	7/1/16-6/30/17	61,956	65,054	68,306	71,722	75,308	79,073	82,918	86,834	90,811	94,849	98,947	103,105	107,323	111,591
Water Treatment Operator in Training	7/1/16-6/30/17	42,835	44,976	47,225	49,586	52,066	54,669	57,307	59,980	62,688	65,431	68,209	71,022	73,870	76,753
Water Treatment Operator I	7/1/16-6/30/17	44,801	47,041	49,393	51,863	54,456	57,179	59,922	62,705	65,528	68,391	71,294	74,237	77,220	80,243
Water Treatment Operator II	7/1/16-6/30/17	50,750	53,288	55,952	58,750	61,687	64,772	67,914	71,111	74,363	77,670	81,032	84,449	87,922	91,450
Water System Operator T3/D2	7/1/16-6/30/17	57,490	60,365	63,383	66,552	69,880	73,374	76,933	80,552	84,231	87,970	91,769	95,628	99,547	103,526
Water & Wastewater Supervisor	7/1/16-6/30/17	72,677	76,310	80,126	84,132	88,339	92,756	97,283	101,920	106,667	111,524	116,491	121,568	126,755	132,052

*Applies only to employees hired prior to October 1, 2012

CAMBRIA FIREFIGHTERS (IAFF LOCAL 4635)	EFFECTIVE DATE	A N N U A L					A M O U N T					10 YEARS SERVICE** (STEP E+5%)	15 YEARS SERVICE** (STEP E+7.5%)	20 YEARS SERVICE** (STEP E+10%)	
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP A	STEP B	STEP C	STEP D	STEP E				
Fire Captain	7/1-12/19/2016	70,176	73,680	77,376	81,240	85,296	89,568	91,704	93,828	95,944	98,048	100,142	102,226	104,300	106,364
Fire Captain	12/20/16-6/30/17	\$ 72,636	\$ 76,260	\$ 80,076	\$ 84,084	\$ 88,284	\$ 92,780	\$ 94,908	\$ 97,116	\$ 99,304	\$ 101,472	\$ 103,620	\$ 105,748	\$ 107,856	\$ 110,044
Fire Engineer	7/1-12/19/2016	58,200	61,110	64,166	67,374	70,742	74,280	76,048	77,817	79,586	81,355	83,124	84,893	86,662	88,431
Fire Engineer	12/20/16-6/30/17	\$ 60,240	\$ 63,252	\$ 66,420	\$ 69,732	\$ 73,224	\$ 76,884	\$ 78,720	\$ 80,544	\$ 82,368	\$ 84,192	\$ 86,016	\$ 87,840	\$ 89,664	\$ 91,488
Firefighter (SAFER Grant)	7/1-8/26/2016	10.00	10.50	11.03	11.58	12.16	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Firefighter (SAFER Grant)	8/27/16-3/10/17	13.00	13.65	14.33	15.05	15.80	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Firefighter (SAFER Grant)	3/11/17-6/30/17	13.65	14.33	15.05	15.80	16.59	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Applies only to employees hired prior to June 25, 2015

CAMBRIA EXEMPT EMPLOYEES	EFFECTIVE DATE	A N N U A L					A M O U N T					10 YEARS SERVICE** (STEP E+5%)	15 YEARS SERVICE** (STEP E+7.5%)	20 YEARS SERVICE** (STEP E+10%)	
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP A	STEP B	STEP C	STEP D	STEP E				
Administrative Technician I (Confidential)	7/1/16-12/31/16	44,854	47,097	49,452	51,924	54,520	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Technician II (Confidential)	1/1/17-6/30/17	47,321	49,687	52,171	54,780	57,519	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
District Clerk/Administrative Services Officer	7/1/16-12/31/16	95,727	100,513	105,539	110,816	116,357	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
District Clerk/Administrative Services Officer	1/1/17-6/30/17	100,994	106,044	111,346	116,913	122,759	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
District Engineer	7/1/16-12/31/16	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
District Engineer	1/1/17-6/30/17	113,837	119,528	125,505	131,780	138,369	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Facilities & Resources Supervisor	7/1/16-12/31/16	67,517	70,893	74,437	78,159	82,067	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Facilities & Resources Supervisor	1/1/17-6/30/17	71,231	74,793	78,533	82,459	86,582	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Finance Manager	7/1/16-11/24/16	95,727	100,513	105,539	110,816	116,357	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Finance Manager	11/26/16-6/30/17	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fire Chief	7/1/16-12/31/16	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fire Chief	1/1/17-6/30/17	113,837	119,528	125,505	131,780	138,369	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
General Manager	7/1/16-6/30/17	170,457	170,457	170,457	170,457	170,457	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

CAMBRIA RESERVE FIREFIGHTERS	EFFECTIVE DATE	H O U R L Y					HOURLY RATE (NO STEPS)
		STEP A	STEP B	STEP C	STEP D	STEP E	
Reserve Recruit Firefighter	7/1/16-12/31/16	10.00	10.50	11.03	11.58	12.16	10.00
Reserve Recruit Firefighter	1/1/17-6/30/17	11.00	11.65	12.33	13.05	13.80	11.00
Reserve Firefighter	7/1/16-12/31/16	10.00	10.50	11.03	11.58	12.16	10.00
Reserve Firefighter	1/1/17-6/30/17	11.00	11.65	12.33	13.05	13.80	11.00
Reserve Fire Engineer (Apparatus Operator)	7/1/16-12/31/16	12.00	12.65	13.33	14.05	14.80	12.00
Reserve Fire Engineer (Apparatus Operator)	1/1/17-6/30/17	13.00	13.65	14.33	15.05	15.80	13.00
Reserve Lieutenant	7/1/16-12/31/16	13.00	13.65	14.33	15.05	15.80	13.00
Reserve Lieutenant	1/1/17-6/30/17	14.00	14.65	15.33	16.05	16.80	14.00

CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD OF JULY 1, 2015-JUNE 30, 2016
REVISED OCTOBER 3, 2016

SERVICE EMPLOYEES INTERNATIONAL UNION	EFFECTIVE DATE	A N N U A L			A M O U N T			STEP E	10 YEARS SERVICE** (STEP E+5%)	15 YEARS SERVICE** (STEP E+7.5%)	20 YEARS SERVICE** (STEP E+10%)
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F				
Administrative Technician I	7/1/15-6/30/16	39,176	41,135	43,192	45,352	47,619	50,000	51,190	52,381	53,572	54,763
Administrative Technician II	7/1/15-6/30/16	46,648	48,981	51,430	54,001	56,702	59,537	60,955	62,372	63,789	65,206
Administrative Technician III	7/1/15-6/30/16	56,665	59,498	62,473	65,597	68,876	72,320	74,042	75,764	77,486	79,208
Administrative Technician IV	7/1/15-6/30/16	59,563	62,541	65,668	68,951	72,399	76,019	77,829	79,639	81,449	83,259
Laboratory Technician	7/1/15-6/30/16	53,107	55,763	58,551	61,478	64,552	67,780	69,393	71,007	72,621	74,235
Maintenance Technician	7/1/15-6/30/16	41,593	43,672	45,856	48,149	50,556	53,084	54,348	55,612	56,876	58,140
Senior Clerical Assistant	7/1/15-6/30/16	41,386	43,455	45,628	47,909	50,305	52,820	54,078	55,336	56,594	57,852
Wastewater System Operator In Training	7/1/15-6/30/16	45,727	48,013	50,414	52,935	55,582	58,361	59,751	61,140	62,530	63,919
Wastewater System Operator I	7/1/15-6/30/16	48,066	50,469	52,992	55,642	58,424	61,345	62,806	64,267	65,728	67,189
Wastewater System Operator II	7/1/15-6/30/16	54,178	56,886	59,731	62,717	65,853	69,146	70,792	72,438	74,084	75,730
Water Treatment Operator In Training	7/1/15-6/30/16	41,386	43,455	45,628	47,909	50,305	52,820	54,078	55,336	56,594	57,852
Water Treatment Operator I	7/1/15-6/30/16	43,286	45,450	47,723	50,109	52,614	55,245	56,560	57,875	59,190	60,505
Water Treatment Operator II	7/1/15-6/30/16	49,034	51,486	54,060	56,763	59,601	62,581	64,071	65,561	67,051	68,541
Water System Operator T3/D2	7/1/15-6/30/16	55,546	58,323	61,239	64,301	67,516	70,892	72,580	74,268	75,956	77,644
Water & Wastewater Supervisor	7/1/15-6/30/16	70,219	73,730	77,416	81,287	85,352	89,620	91,753	93,887	96,020	98,153

*Applies only to employees hired prior to October 1, 2012

CAMBRIA FIREFIGHTERS (IAFF LOCAL 4635)	EFFECTIVE DATE	A N N U A L			A M O U N T			STEP E	10 YEARS SERVICE** (STEP E+5%)	15 YEARS SERVICE** (STEP E+7.5%)	20 YEARS SERVICE** (STEP E+10%)
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F				
Fire Captain	7/1-12/19/2015	67,800	71,190	74,750	78,487	82,411	86,532	88,592	90,652	92,712	94,772
Fire Captain	12/20/15-6/30/16	70,173	73,682	77,366	81,234	85,296	89,561	91,693	93,825	95,957	98,089
Fire Engineer	7/1-12/19/2015	56,232	59,044	61,996	65,096	68,350	71,768	73,477	75,185	76,893	78,601
Fire Engineer	12/20/15-6/30/16	58,200	61,110	64,166	67,374	70,742	74,280	76,048	77,817	79,585	81,353
Firefighter (SAFER Grant)	9/10/15-6/30/16	10,000	10,500	11,030	11,580	12,160	N/A	N/A	N/A	N/A	N/A

**Applies only to employees hired prior to June 25, 2015

CAMBRIA EXEMPT EMPLOYEES	EFFECTIVE DATE	A N N U A L			A M O U N T			STEP E	10 YEARS SERVICE** (STEP E+5%)	15 YEARS SERVICE** (STEP E+7.5%)	20 YEARS SERVICE** (STEP E+10%)
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F				
Administrative Services Officer	7/1/15-6/30/16	76,102	79,907	83,902	88,098	92,502	N/A	N/A	N/A	N/A	N/A
Administrative Technician II (Confidential)	7/1/15-6/30/16	44,853	47,096	49,450	51,923	54,519	N/A	N/A	N/A	N/A	N/A
District Clerk/Administrative Services Officer	7/1/15-6/30/16	95,727	100,513	105,539	110,816	116,357	N/A	N/A	N/A	N/A	N/A
District Engineer	7/1/15-6/30/16	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	N/A	N/A
Facilities & Resources Supervisor	7/1/15-6/30/16	67,517	70,893	74,437	78,159	82,067	N/A	N/A	N/A	N/A	N/A
Finance Manager	7/1/15-6/30/16	95,727	100,513	105,539	110,816	116,357	N/A	N/A	N/A	N/A	N/A
Fire Chief	7/1/15-6/30/16	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	N/A	N/A
General Manager	7/1/15-6/30/16	160,808	160,808	160,808	160,808	160,808	N/A	N/A	N/A	N/A	N/A

CAMBRIA RESERVE FIREFIGHTERS	EFFECTIVE DATE	HOURLY RATE (NO STEPS)	
		STEP A	STEP B
Reserve Recruit Firefighter	7/1-12/31/2015	8.00	10.00
Reserve Recruit Firefighter	1/1/16-6/30/16	9.00	10.00
Reserve Firefighter	7/1-12/31/2015	10.00	11.00
Reserve Firefighter	1/1/16-6/30/16	11.00	12.00
Reserve Apparatus Operator	7/1-12/31/2015	12.00	13.00
Reserve Apparatus Operator	1/1/16-6/30/16	13.00	14.00
Reserve Lieutenant	7/1-12/31/2015	14.00	15.00
Reserve Lieutenant	1/1/16-6/30/16	15.00	16.00

**CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD OF JULY 1, 2014-JUNE 30, 2015
REVISED OCTOBER 3, 2016**

	EFFECTIVE DATE	A N N U A L				A M O U N T				10 YEARS SERVICE* (STEP E+5%)	15 YEARS SERVICE* (STEP E+7.5%)	20 YEARS SERVICE* (STEP E+10%)
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H			
SERVICE EMPLOYEES INTERNATIONAL UNION												
Administrative Technician I	7/1/14-6/30/15	37,669	39,552	41,530	43,606	45,787	48,076	50,464	52,952	55,540	58,228	61,016
Administrative Technician II	7/1/14-6/30/15	44,853	47,096	49,451	51,923	54,519	57,245	60,000	62,876	65,857	68,944	72,137
Administrative Technician III	7/1/14-6/30/15	54,484	57,208	60,069	63,072	66,226	69,537	73,000	76,626	80,407	84,344	88,437
Administrative Technician IV	7/1/14-6/30/15	57,270	60,134	63,141	66,298	69,613	73,094	76,744	80,466	84,347	88,384	92,577
Laboratory Technician	7/1/14-6/30/15	51,064	53,617	56,298	59,112	62,068	65,171	68,414	71,794	75,519	79,484	83,697
Maintenance Technician	7/1/14-6/30/15	39,992	41,992	44,091	46,296	48,611	51,042	53,589	56,252	59,031	61,944	65,000
Senior Clerical Assistant	7/1/14-6/30/15	39,793	41,783	43,872	46,066	48,369	50,787	53,319	55,964	58,711	61,568	64,537
Wastewater System Operator In Training	7/1/14-6/30/15	43,967	46,166	48,474	50,898	53,442	56,114	58,985	61,966	65,057	68,258	71,560
Wastewater System Operator I	7/1/14-6/30/15	46,216	48,527	50,953	53,501	56,176	58,985	61,926	65,000	68,187	71,444	74,771
Wastewater System Operator II	7/1/14-6/30/15	52,093	54,697	57,432	60,304	63,319	66,485	69,851	73,418	77,087	80,860	84,737
Water Treatment Operator In Training	7/1/14-6/30/15	39,793	41,783	43,872	46,066	48,369	50,787	53,319	55,964	58,711	61,568	64,537
Water Treatment Operator I	7/1/14-6/30/15	41,620	43,701	45,886	48,180	50,589	53,118	55,867	58,726	61,706	64,807	68,030
Water Treatment Operator II	7/1/14-6/30/15	47,147	49,504	51,980	54,579	57,308	60,173	63,194	66,357	69,668	73,127	76,734
Water System Operator T3/D2	7/1/14-6/30/15	53,408	56,078	58,882	61,826	64,918	68,164	71,606	75,144	78,783	82,521	86,360
Water & Wastewater Supervisor	7/1/14-6/30/15	67,517	70,892	74,437	78,159	82,067	86,170	90,467	94,957	99,640	104,517	109,590

*Applies only to employees hired prior to October 1, 2012

CAMBRIA FIREFIGHTERS (IAFF LOCAL 4635)

Fire Captain	7/1/14-6/30/15	65,228	68,489	71,914	75,510	79,285	83,249	87,402	91,745	96,278	101,001	105,914
Fire Engineer	7/1/14-6/30/15	54,089	56,793	59,633	62,615	65,746	69,033	72,477	76,086	79,861	83,804	87,917

**Applies only to employees hired prior to June 25, 2015

CAMBRIA EXEMPT EMPLOYEES

Administrative Services Officer	7/1/14-6/30/15	76,102	79,907	83,902	88,098	92,502	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Technician II (Confidential)	7/1/14-6/30/15	44,723	46,959	49,307	51,772	54,361	N/A	N/A	N/A	N/A	N/A	N/A
District Clerk/Administrative Services Officer	7/1/14-6/30/15	95,727	100,513	105,539	110,816	116,357	N/A	N/A	N/A	N/A	N/A	N/A
District Engineer	7/1/14-6/30/15	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	N/A	N/A	N/A
Facilities & Resources Supervisor	7/1/14-6/30/15	67,517	70,893	74,437	78,159	82,067	N/A	N/A	N/A	N/A	N/A	N/A
Finance Manager	7/1/14-6/30/15	95,727	100,513	105,539	110,816	116,357	N/A	N/A	N/A	N/A	N/A	N/A
Fire Chief	7/1/14-6/30/15	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A	N/A	N/A	N/A
General Manager	7/1/14-6/30/15	160,808	160,808	160,808	160,808	160,808	N/A	N/A	N/A	N/A	N/A	N/A

HOURLY RATE (NO STEPS)

Reserve Recruit Firefighter	7/1/14-6/30/15	8.00
Reserve Firefighter	7/1/14-6/30/15	9.00
Reserve Apparatus Operator	7/1/14-6/30/15	10.00
Reserve Lieutenant	7/1/14-6/30/15	12.00

CAMBRIA RESERVE FIREFIGHTERS

**CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD OF JULY 1, 2013-JUNE 30, 2014
REVISED OCTOBER 3, 2016**

	EFFECTIVE DATE	A N N U A L						A M O U N T				20 YEARS SERVICE* (STEP E+10%)	
		STEP A	STEP B	STEP C	STEP D	STEP E	10 YEARS SERVICE* (STEP E+5%)	15 YEARS SERVICE* (STEP E+7.5%)	20 YEARS SERVICE* (STEP E+10%)				
SERVICE EMPLOYEES INTERNATIONAL UNION													
Administrative Technician I	7/1/13-6/30/14	36,740	38,577	40,506	42,532	44,658	46,891	48,008	49,124	50,241	51,358	52,475	53,592
Administrative Technician II	7/1/13-6/30/14	43,803	45,993	48,293	50,707	53,243	55,905	58,689	61,494	64,319	67,164	70,029	72,914
Administrative Technician III	7/1/13-6/30/14	53,256	55,919	58,715	61,651	64,734	67,970	71,368	74,916	78,524	82,192	85,919	89,706
Administrative Technician IV	7/1/13-6/30/14	56,928	58,724	61,660	64,743	67,981	71,380	74,928	78,536	82,194	85,902	89,660	93,478
Laboratory Technician	7/1/13-6/30/14	49,878	52,372	54,990	57,740	60,627	63,658	66,832	70,150	73,607	77,192	80,907	84,752
Maintenance Technician	7/1/13-6/30/14	39,156	41,113	43,169	45,327	47,594	49,974	52,474	55,094	57,844	60,724	63,744	66,894
Senior Clerical Assistant	7/1/13-6/30/14	38,802	40,742	42,779	44,918	47,164	49,522	52,092	54,786	57,604	60,546	63,514	66,600
Wastewater System Operator In Training	7/1/13-6/30/14	42,900	45,045	47,298	49,662	52,146	54,753	57,495	60,375	63,297	66,360	69,464	72,608
Wastewater System Operator I	7/1/13-6/30/14	45,206	47,466	49,839	52,331	54,948	57,695	60,577	63,584	66,721	70,000	73,420	76,980
Wastewater System Operator II	7/1/13-6/30/14	50,829	53,371	56,039	58,841	61,783	64,872	68,110	71,592	75,109	78,776	82,592	86,458
Water Treatment Operator In Training	7/1/13-6/30/14	38,777	40,716	42,752	44,890	47,134	49,491	52,061	54,755	57,584	60,558	63,676	66,934
Water Treatment Operator I	7/1/13-6/30/14	40,717	42,753	44,890	47,135	49,492	51,966	54,554	57,266	60,102	63,074	66,182	69,326
Water Treatment Operator II	7/1/13-6/30/14	46,108	48,414	50,835	53,376	56,045	58,847	61,789	64,871	68,094	71,448	75,042	78,774

*Applies only to employees hired prior to October 1, 2012

CAMBRIA FIREFIGHTERS (IAFF LOCAL 4635)

Fire Captain	7/1/13-6/30/14	65,228	68,489	71,914	75,510	79,285	83,249	85,231	87,214	89,200	91,187	93,174	95,161
Fire Engineer	7/1/13-6/30/14	54,089	56,793	59,633	62,615	65,746	69,033	70,676	72,320	74,064	75,806	77,552	79,294

**Applies only to employees hired prior to June 25, 2015

CAMBRIA EXEMPT EMPLOYEES

Administrative Services Officer	7/1/13-6/30/14	74,274	77,987	81,887	85,981	90,280	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Confidential Administrative Assistant	7/1/13-6/30/14	43,803	45,993	48,293	50,707	53,243	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Confidential Administrative Technician III	7/1/13-6/30/14	53,305	55,971	58,769	61,708	64,793	N/A	N/A	N/A	N/A	N/A	N/A	N/A
District Clerk	7/1/13-6/30/14	74,274	77,987	81,887	85,981	90,280	N/A	N/A	N/A	N/A	N/A	N/A	N/A
District Engineer	7/1/13-6/30/14	105,208	110,468	115,992	121,791	127,881	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Facilities & Resources Supervisor	7/1/13-7/1/13	57,733	60,620	63,651	66,833	70,175	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Facilities & Resources Supervisor	7/1/13-6/30/14	65,808	69,098	72,553	76,181	79,990	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Finance Manager	7/1/13-6/30/14	92,839	97,481	102,355	107,473	112,846	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fire Chief	7/1/13-6/30/14	105,208	110,468	115,992	121,791	127,881	N/A	N/A	N/A	N/A	N/A	N/A	N/A
General Manager	7/1/13-6/30/14	157,500	157,500	157,500	157,500	157,500	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Utilities Manager	7/1/13-6/30/14	76,103	79,908	83,904	88,099	92,504	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Water System Supervisor	7/1/13-6/30/14	84,166	88,375	92,793	97,433	102,305	N/A	N/A	N/A	N/A	N/A	N/A	N/A

HOURLY RATE (NO STEPS)

Reserve Recruit Firefighter	7/1/13-6/30/14	8.00
Reserve Firefighter	7/1/13-6/30/14	9.00
Reserve Apparatus Operator	7/1/13-6/30/14	10.00
Reserve Lieutenant	7/1/13-6/30/14	12.00

CAMBRIA RESERVE FIREFIGHTERS

CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD OF JULY 1, 2012-JUNE 30, 2013
REVISED AUGUST 8, 2016

	EFFECTIVE DATE	A N N U A L						A M O U N T	STEP E	10 YEARS			15 YEARS			20 YEARS		
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F			SERVICE* (STEP E+5%)	SERVICE* (STEP E+7.5%)	SERVICE* (STEP E+10%)	SERVICE** (STEP E+5%)	SERVICE** (STEP E+7.5%)	SERVICE** (STEP E+10%)	SERVICE** (STEP E+5%)	SERVICE** (STEP E+7.5%)	SERVICE** (STEP E+10%)
SERVICE EMPLOYEES INTERNATIONAL UNION																		
Administrative Technician I	7/1/12-6/30/13	36,144	37,956	39,852	41,844	43,932	46,129	48,325	50,521	52,717	54,913	57,109	59,305	61,501	63,697	65,893	68,089	
Administrative Technician II	7/1/12-6/30/13	43,092	45,252	47,508	49,884	52,380	54,999	57,638	60,307	63,006	65,725	68,464	71,223	74,001	76,799	79,617	82,455	
Administrative Technician III	7/1/12-6/30/13	52,392	55,020	57,768	60,660	63,684	66,868	70,220	73,648	77,160	80,756	84,436	88,199	92,045	95,874	99,686	103,481	
Administrative Technician IV	7/1/12-6/30/13	55,020	57,780	60,660	63,696	66,876	70,220	73,648	77,160	80,756	84,436	88,199	92,045	95,874	99,686	103,481	107,260	
Laboratory Technician	7/1/12-6/30/13	49,068	51,516	54,096	56,796	59,640	62,622	65,748	68,916	72,228	75,640	79,188	82,872	86,591	90,345	94,134	97,958	
Maintenance Technician	7/1/12-6/30/13	38,520	40,440	42,468	44,592	46,812	49,153	51,624	54,126	56,660	59,228	61,824	64,446	67,094	69,776	72,492	75,234	
Senior Clerical Assistant	7/1/12-6/30/13	38,172	40,080	42,084	44,196	46,404	48,724	51,056	53,392	55,732	58,076	60,424	62,776	65,132	67,492	69,856	72,228	
Wastewater System Operator In Training	7/1/12-6/30/13	42,204	44,311	46,531	48,855	51,303	53,868	56,448	59,044	61,656	64,288	66,936	69,600	72,276	74,964	77,668	80,388	
Wastewater System Operator I	7/1/12-6/30/13	44,472	46,692	49,032	51,480	54,060	56,763	59,499	62,272	65,084	67,924	70,799	73,700	76,628	79,572	82,532	85,508	
Wastewater System Operator II	7/1/12-6/30/13	50,004	52,500	55,128	57,912	60,780	63,819	66,936	70,112	73,424	76,772	80,156	83,576	87,032	90,524	94,052	97,616	
Water Treatment Operator In Training	7/1/12-6/30/13	38,148	40,056	42,060	44,172	46,380	48,699	51,118	53,548	56,000	58,472	60,956	63,460	65,984	68,528	71,092	73,664	
Water Treatment Operator I	7/1/12-6/30/13	40,056	42,060	44,160	46,368	48,684	51,118	53,548	56,000	58,472	60,956	63,460	65,984	68,528	71,092	73,664	76,248	
Water Treatment Operator II	7/1/12-6/30/13	45,360	47,628	50,004	52,512	55,140	57,897	60,768	63,660	66,576	69,504	72,456	75,432	78,424	81,432	84,456	87,496	

*Applies only to employees hired prior to October 1, 2012

CAMBRIA FIREFIGHTERS (IAFF LOCAL 4635)

Fire Captain	7/1/12-12/31/12	63,637	66,819	70,160	73,668	77,351	81,219	85,186	89,153	93,120	97,087	101,054	105,021	108,988	112,955	116,922	120,889
Fire Captain	1/1/13-6/30/13	65,228	68,489	71,914	75,510	79,285	83,249	87,214	91,179	95,144	99,109	103,074	107,039	111,004	114,969	118,934	122,899
Fire Engineer	7/1/12-12/31/12	52,769	55,407	58,178	61,087	64,141	67,348	70,601	73,909	77,272	80,689	84,152	87,660	91,213	94,771	98,334	101,901
Fire Engineer	1/1/13-6/30/13	54,089	56,793	59,633	62,615	65,746	69,033	72,376	75,774	79,227	82,735	86,293	89,901	93,560	97,178	100,846	104,564

**Applies only to employees hired prior to June 25, 2015

CAMBRIA EXEMPT EMPLOYEES

Administrative Services Officer	7/1/12-6/30/13	72,996	76,646	80,478	84,502	88,727	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Confidential Administrative Assistant	7/1/12-6/30/13	43,092	45,247	47,509	49,884	52,379	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Confidential Administrative Technician III	7/1/12-6/30/13	52,440	55,062	57,815	60,706	63,741	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
District Clerk	7/1/12-6/30/13	72,996	76,646	80,478	84,502	88,727	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
District Engineer	7/1/12-6/30/13	103,416	108,587	114,016	119,717	125,703	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Facilities & Resources Supervisor	7/1/12-6/30/13	56,796	59,636	62,618	65,748	69,036	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Finance Manager	7/1/12-6/30/13	91,248	95,810	100,601	105,631	110,913	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fire Chief	7/1/12-6/30/13	103,416	108,587	114,016	119,717	125,703	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
General Manager	7/1/12-6/30/13	150,000	150,000	150,000	150,000	150,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Utilities Manager	7/1/12-6/30/13	74,868	78,611	82,542	86,669	91,003	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Water System Supervisor	7/1/12-6/30/13	82,728	86,864	91,208	95,768	100,556	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

HOURLY RATE (NO STEPS)

Reserve Recruit Firefighter	7/1/12-6/30/13	8.00
Reserve Firefighter	7/1/12-6/30/13	9.00
Reserve Apparatus Operator	7/1/12-6/30/13	10.00
Reserve Lieutenant	7/1/12-6/30/13	12.00

CAMBRIA RESERVE FIREFIGHTERS

**CAMBRIA COMMUNITY SERVICES DISTRICT
SALARY SCHEDULE
FOR THE PERIOD OF JULY 1, 2011-JUNE 30, 2012
REVISED OCTOBER 3, 2016**

SERVICE EMPLOYEES INTERNATIONAL UNION	EFFECTIVE DATE	A N N U A L				A M O U N T				10 YEARS SERVICE* (STEP E+5%)	15 YEARS SERVICE* (STEP E+7.5%)	20 YEARS SERVICE* (STEP E+10%)
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H			
Administrative Technician I	7/1/11-6/30/12	36,144	37,956	39,852	41,844	43,932	46,129	48,325	50,621	52,917	55,213	57,618
Administrative Technician II	7/1/11-6/30/12	43,092	45,252	47,508	49,884	52,380	54,999	57,668	60,400	63,156	65,937	68,744
Administrative Technician III	7/1/11-6/30/12	52,392	55,020	57,768	60,660	63,684	66,868	70,120	73,452	76,860	80,344	83,872
Administrative Technician IV	7/1/11-6/30/12	55,020	57,780	60,660	63,696	66,876	70,220	73,624	77,104	80,624	84,184	87,784
Laboratory Technician	7/1/11-6/30/12	49,068	51,516	54,096	56,796	59,640	62,622	65,744	68,904	72,200	75,544	78,924
Maintenance Technician	7/1/11-6/30/12	38,520	40,440	42,468	44,592	46,812	49,153	51,592	54,040	56,588	59,136	61,684
Senior Clerical Assistant	7/1/11-6/30/12	38,172	40,080	42,084	44,196	46,404	48,724	51,151	53,688	56,336	59,000	61,672
Wastewater System Operator In Training	7/1/11-6/30/12	42,204	44,311	46,531	48,855	51,303	53,868	56,456	59,064	61,692	64,344	67,012
Wastewater System Operator I	7/1/11-6/30/12	44,472	46,692	49,032	51,480	54,060	56,763	59,496	62,264	65,072	67,912	70,776
Wastewater System Operator II	7/1/11-6/30/12	50,004	52,500	55,128	57,912	60,780	63,819	66,936	70,116	73,432	76,784	80,172
Water Treatment Operator In Training	7/1/11-6/30/12	38,148	40,056	42,060	44,172	46,380	48,699	51,118	53,544	56,000	58,496	61,012
Water Treatment Operator I	7/1/11-6/30/12	40,056	42,060	44,160	46,368	48,684	51,118	53,552	56,000	58,512	61,044	63,592
Water Treatment Operator II	7/1/11-6/30/12	45,360	47,628	50,004	52,512	55,140	57,897	60,664	63,456	66,272	69,104	71,952

*Applies only to employees hired prior to October 1, 2012

CAMBRIA FIREFIGHTERS (IAFF LOCAL 4635)

Fire Captain	7/1/11-6/30/12	63,637	66,819	70,160	73,668	77,351	81,219	85,086	89,052	93,120	97,288	101,556
Fire Engineer	7/1/11-6/30/12	52,769	55,407	58,178	61,087	64,141	67,348	70,555	73,812	77,120	80,488	83,916

**Applies only to employees hired prior to June 25, 2015

CAMBRIA EXEMPT EMPLOYEES

Administrative Services Officer	7/1/11-6/30/12	72,996	76,646	80,478	84,502	88,727	N/A	N/A	N/A	N/A	N/A	N/A
Confidential Administrative Technician III	7/1/11-6/30/12	52,440	55,062	57,815	60,706	63,741	N/A	N/A	N/A	N/A	N/A	N/A
District Clerk	7/1/11-6/30/12	72,996	76,646	80,478	84,502	88,727	N/A	N/A	N/A	N/A	N/A	N/A
District Engineer	7/1/11-6/30/12	103,416	108,587	114,016	119,717	125,703	N/A	N/A	N/A	N/A	N/A	N/A
Facilities & Resources Supervisor	7/1/11-9/22/11	77,568	81,446	85,519	89,795	94,284	N/A	N/A	N/A	N/A	N/A	N/A
Facilities & Resources Supervisor	9/23/11-6/30/12	56,796	59,636	62,618	65,748	69,036	N/A	N/A	N/A	N/A	N/A	N/A
Finance Manager	7/1/11-6/30/12	91,248	95,810	100,601	105,631	110,913	N/A	N/A	N/A	N/A	N/A	N/A
Fire Chief	7/1/11-6/30/12	103,416	108,587	114,016	119,717	125,703	N/A	N/A	N/A	N/A	N/A	N/A
General Manager	7/1/11-6/30/12	150,000	150,000	150,000	150,000	150,000	N/A	N/A	N/A	N/A	N/A	N/A
Water System Supervisor	7/1/11-6/30/12	82,728	86,864	91,208	95,768	100,556	N/A	N/A	N/A	N/A	N/A	N/A

HOURLY RATE (NO STEPS)

Reserve Recruit Firefighter	7/1/11-6/30/12	8.00										
Reserve Firefighter	7/1/11-6/30/12	9.00										
Reserve Apparatus Operator	7/1/11-6/30/12	10.00										
Reserve Lieutenant	7/1/11-6/30/12	12.00										

CAMBRIA RESERVE FIREFIGHTERS

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.E**FROM: Jerry Gruber, General Manager
Monique Madrid, Administrative Services Officer

Meeting Date: January 19, 2017 Subject: CONSIDERATION OF ADOPTION OF RESOLUTION 03-2017 APPROVING AN AMENDED PAYMENT AND COMPENSATION PLAN FOR CCSD MANAGEMENT AND CONFIDENTIAL EMPLOYEES (MCE)

RECOMMENDATION:

Staff recommends that the Board of Directors adopt Resolution 03-2017 approving an amended Payment and Compensation Plan for Management and Confidential Employees (MCE). The plan adopted in December inadvertently left out the Retirement Formula for Safety employees.

FISCAL IMPACT:

There is no fiscal impact.

DISCUSSION:

The Payment and Compensation plan for the MCE group was presented to the Board for approval of an update on December 15, 2016. The Retirement formula for Safety employees covered by the Payment and Compensation plan were inadvertently omitted.

Staff recommends the Board approve the addition of the Retirement formula for Safety into the plan. It should be noted that these formulas were already adopted by Resolution and Agreements are in place with PERS.

3.11. Retirement:

Miscellaneous Employees

- A. The District provides a Retirement Program for all regular employees working half-time or more. The Retirement Program may be provided through contract with the California Public Employees Retirement System (P.E.R.S.), as is currently provided and may be integrated with Federal Social Security Program, as is currently provided. The District shall provide the PERS 3% @ 60 retirement plan for covered employees hired prior to October 1, 2012, including single highest year computation and credit for unused sick leave. The District shall provide the PERS 2% @ 60 retirement plan for covered employees hired on or after October 1, 2012 up through December 31, 2012, including the 36 highest consecutive months' final compensation provision. All covered employees hired on or after January 1, 2013 who are defined as "new members" under PEPR will be covered by the 2% @ 62 retirement plan and the 36 highest consecutive months' final compensation provision.

- B. All employees shall pay 100% of the PERS employee contribution. Employees receiving the 3% @ 60 retirement plan currently pay the entire 8% employee contribution and employees receiving the 2% @ 60 retirement plan currently pay the entire 7% employee contribution, as determined by statute and CalPERS. All covered employees hired on or after January 1, 2013 who are defined as “new members” under PEPRAs will pay 50% of the total normal cost of the retirement benefit, as determined by CalPERS.

Safety Employees

- C. The CCSD provides a Retirement Program for all regular employees working half time or more. The Retirement Program may be provided through contract with the California Public Employees Retirement System (PERS), as is currently provided and may be integrated with Federal Social Security Program, as is currently provided. The CCSD shall provide the PERS 3% @ 50 safety retirement plan for covered employees, including single highest year computation, for all employees hired before December 28, 2012. All covered employees hired on or after December 28, 2012 who are not defined as “new members” under the Public Employees Pension Reform Act (“PEPRA”) will be covered by the 3% @ 55 retirement formula and the 36 highest consecutive months’ final compensation provision. All covered employees hired on or after January 1, 2013 and who are defined as “new members” under PEPRA will be covered by the 2.7% @ 57 retirement formula and the 36 highest consecutive months’ final compensation provision.
- D. The current employee share contribution to the PERS Retirement Program is 9% of wages and is subject to change.

Safety employees currently pay the entire 9% employee portion of the PERS retirement contributions.

- E. The employee’s share of mandated Social Security contributions is paid 100% by the employee, by payroll deduction. The employer’s share of mandated Social Security contributions is paid 100% by the employer.

Attachment: Resolution 03-2017
Exhibit “A” to Resolution 03-2017

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ SANDERS ___ THOMPSON ___ BAHRINGER ___ FARMER

RESOLUTION NO. 03-2017
JANUARY 19, 2017

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AUTHORIZING AMENDMENTS TO THE PAYMENT AND COMPENSATION
PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

WHEREAS, the Board of Directors of the Cambria Community Services District entered into labor negotiations with the Management and Confidential Employees (MCE); and

WHEREAS, an agreement was reached between the CCSD and MCE with regard to salary and benefits, commencing January 1, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cambria Community Services District hereby approves the amendments to the Payment and Compensation Plan for Management and Confidential Employees as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED THIS 19th day of January, 2017.

Amanda Rice, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Monique Madrid
District Clerk

**EXHIBIT A to Resolution 03-2017 Amending
Payment and Compensation Plan Commencing January 1, 2017**

This exhibit shall represent the inclusion of the safety retirement formula to the previously amended Payment and Compensation Plan, commencing January 1, 2017.

Article 3 – Fringe Benefits

3.3 Sick Leave

- A. Each full-time employee will earn sick leave from the date of employment, at the rate of 3.70 hours per biweekly pay period (96 hours/year). Regular part-time employees shall receive sick leave pay on a pro rata basis according to hours worked. This does not apply to temporary employees. Unused sick leave may be accumulated without limit. Employees may use up to one-half of one year's annual accrual (e.g., 48 hours for full-time employees) for family sick leave purposes.
- B. Sick leave may be used for such things as: personal illness or injury; required attendance of an employee upon a sick or injured spouse, child or other immediate family member residing with the employee; medical or dental appointments to the extent that such appointments cannot be scheduled outside the work day. An employee may be granted sick leave only in the case of actual sickness as defined herein. No employee who is on sick leave shall engage in work or other activities which would negatively affect the employee's ability to return to work and to perform the duties assigned.
- C. Sick Leave Requests. An employee requesting sick leave shall notify his/her immediate supervisor or the Department Head no later than one (1) hour before the time their work shift begins or immediately when taken ill during work hours. Failure to do so without good reason, as determined by the Administrative Services Officer, Department Head, or their designee, may result in that day of absence being treated as leave of absence without pay. The employee, or the employee's designee, will first attempt to personally notify the employee's immediate supervisor or Department Head before utilizing voicemail, e-mail, and/or text message to make the sick leave request.
- D. Physician's Certificate Requirements. In the event that an employee has requested or taken sick leave for three (3) or more workdays, the District may require the employee to immediately, or as soon as possible, provide a physician's certificate as to the illness or injury, duration, the treatment recommended for it, and/or an approval of the employee's intended return to work. However, the District may require such certification regarding sick

leave use at any time, including when the District has reason to believe that sick leave is being abused. The General Manager or the General Manager's authorized representative may terminate or withhold said benefits if the employee fails to furnish satisfactory or non-falsified proof of illness or accident.

- E. Abuse of Sick Leave. An employee is subject to disciplinary action for abuse of sick leave which is defined as a claim of entitlement to sick leave when the employee does not meet the requirements of sick leave as defined above, when they engage in work or other activities which negatively affect their ability to return to work, or when they furnish falsified proof of illness or accident.
- F. Excessive Use of Sick Leave. Excessive use of unprotected sick leave may be considered in establishing the performance rating. Unprotected sick leave is sick leave which is not used in connection with Family Sick Leave, a reasonable accommodation for a disability, or any other leave that is provided under the law for which sick leave may be used. Excessive use of sick leave, tardiness, and failing to use the call-in procedures when absent or tardy can negatively impact the performance of your job or affect others in the performance of their job. Examples of excess use may include whether an employee's sick leave use indicates a pattern of use on or around specific days of the week, the number of absences compared to other employees, whether absenteeism is limited to a finite time period or whether it continues over time, the basis for the absenteeism and the significance of the impact on the performance of the employee's job or of others.
- G. Upon termination of a full-time or regular part-time employee in good standing, (i.e., resignation/retirement, excluding disciplinary termination and resignation/retirement in lieu of disciplinary termination), he/she will be paid for 50% of accumulated but unused sick leave, up to a maximum accrual of 720 hours. Therefore, the maximum that will be paid is $50\% \times 720 \text{ hours} = 360 \text{ hours}$.
- H. Employees may voluntarily transfer up to forty (40) hours of unused sick leave per fiscal year in one (1) hour increments to a "sick leave bank" under the conditions established herein. The sick leave transfer shall be on an hour for hour basis and subject to the following conditions:
 - 1. The employee donating the sick leave must have a minimum of eighty (80) hours of accrued sick leave available after the donation. No transfers of sick leave shall be allowed when the donating employee is terminated, separated or retires from the District within nine (9) months after the donation. All transfers to the "sick leave bank" shall be non-

reversible and donations shall be processed on the District's Personnel Action Form in the same manner as any other leave request.

2. Employees eligible to receive sick leave hours from the "sick leave bank" must have been employed by the District for a minimum of eighteen (18) months, have exhausted all paid leave and are suffering from a long term illness or injury that will result in the loss of work for a period of at least twenty (20) consecutive working days. These "sick leave bank" provisions shall extend to the required attendance of an employee for the care of a spouse, child or other immediate family member residing with the employee. The General Manager shall review, approve, modify or deny requests for use of the "sick leave bank" based on the employee request and the criteria established in this section.
 3. Employees utilizing the "sick leave bank" may integrate these benefits with the provisions of Section 3.8 of this Payment and Compensation Plan for State Disability Insurance, as well as Worker's Compensation, provided, however, that the total compensation from these sources combined shall not exceed the employee's base salary.
 4. The District reserves the right to request additional information on the nature of the injury or illness and/or require verification from a medical doctor regarding the diagnosis prior to making an eligibility determination.
 5. The maximum sick leave available for use by an eligible employee during any twelve (12) month period shall be the lesser of 1,056 hours or the amount of sick leave available in the "sick leave bank." Allocation of hours from the "sick leave bank" shall commence on the date that all other leave of the requesting employee is exhausted. Subsequent eligibility by additional employees for use of the "sick leave bank" shall result in the concurrent use of available hours in the "sick leave bank."
- I. A sick leave incentive plan shall be established effective January 1, 1997, which will provide for the conversion of twenty four (24) hours of sick leave to vacation or pay if no sick leave is used by an employee during the calendar year. The employee must request the conversion during the month of January for the previous calendar year. Failure to request the conversion during January will result in ineligibility for conversion for the previous calendar year. All requests for conversion are non-reversible and shall require prior approval by the General Manager.

3.5 Health Insurance

- A. Effective January 1, 2017 the District will pay 85% of the premiums for employee and dependent coverage for the Blue Shield Access Plus plan available to District employees offered through the PERS system. The District payment is inclusive of the PERS minimum health contribution (currently \$115/mo). The balance of the total District contribution is a cafeteria like plan contribution. In the event an employee elects a higher cost coverage, the employee shall pay the increased cost for that plan. District premium payments apply to retirees and their dependents as applied to active employees and their dependents for employees/retirees hired before October 1, 2012.
- B. Employees hired after October 1, 2012 shall be eligible to receive retiree health contributions in an amount equal to the PERS minimum health contribution only.
- C. In the event legislation is passed allowing for local PERS agencies to reduce contributions for retiree health insurance coverage, all employees retiring after the effective date of such legislation shall be provided health insurance coverage at the same ratio as current employees. Employees retiring prior to such legislation shall have insurance coverage as currently provided.
- D. If the legal requirements of the Affordable Care Act have an impact on District rights and obligations regarding health benefits for District employees, the District shall have the right to reopen Article 30 – Health Benefits, in order to meet and confer over such impacts.

3.6 Dental Insurance

A Dental Insurance policy will be provided for each MCE member and his/her dependents. The District shall continue to pay 90% of the premiums for employee and dependent coverage for the lowest cost plan.

3.11 Retirement

Miscellaneous Employees

- A. The District provides a Retirement Program for all regular employees working half-time or more. The Retirement Program may be provided through contract with the California Public Employees Retirement System (P.E.R.S.), as is currently provided and may be integrated with Federal Social Security Program, as is currently provided. The District shall provide the PERS 3% @ 60 retirement plan for covered employees hired prior to October 1, 2012, including single highest year computation and credit for unused sick leave. The District shall provide the PERS 2% @ 60 retirement plan for covered employees hired on or after October 1, 2012

up through December 31, 2012, including the 36 highest consecutive months' final compensation provision. All covered employees hired on or after January 1, 2013 who are defined as "new members" under PEPRA will be covered by the 2% @ 62 retirement plan and the 36 highest consecutive months' final compensation provision.

- B. All employees shall pay 100% of the PERS employee contribution. Employees receiving the 3% @ 60 retirement plan currently pay the entire 8% employee contribution and employees receiving the 2% @ 60 retirement plan currently pay the entire 7% employee contribution, as determined by statute and CalPERS. All covered employees hired on or after January 1, 2013 who are defined as "new members" under PEPRA will pay 50% of the total normal cost of the retirement benefit, as determined by CalPERS.

Safety Employees

- C. The CCSD provides a Retirement Program for all regular employees working half time or more. The Retirement Program may be provided through contract with the California Public Employees Retirement System (PERS), as is currently provided and may be integrated with Federal Social Security Program, as is currently provided. The CCSD shall provide the PERS 3% @ 50 safety retirement plan for covered employees, including single highest year computation, for all employees hired before December 28, 2012. All covered employees hired on or after December 28, 2012 who are not defined as "new members" under the Public Employees Pension Reform Act ("PEPRA") will be covered by the 3% @ 55 retirement formula and the 36 highest consecutive months' final compensation provision. All covered employees hired on or after January 1, 2013 and who are defined as "new members" under PEPRA will be covered by the 2.7% @ 57 retirement formula and the 36 highest consecutive months' final compensation provision.

- D. The current employee share contribution to the PERS Retirement Program is 9% of wages and is subject to change.

Safety employees currently pay the entire 9% employee portion of the PERS retirement contributions.

- E. The employee's share of mandated Social Security contributions is paid 100% by the employee, by payroll deduction. The employer's share of mandated Social Security contributions is paid 100% by the employer.

3.13 Family Medical Leave

Employees shall be eligible for benefits under the California Family Rights Act or Federal Family Medical Leave Act pursuant to state and federal law. Leaves of absence will run concurrently with the CFRA or FMLA when applicable.

4.11 Other Allowances

A. Operations and Maintenance Unit

1. The District shall provide employees in the Operations and Maintenance Unit a boot or safety shoe allowance of \$150 per year. This allowance shall be paid in single payment in July of each year upon presentation of receipt for boots or safety shoes.
2. Employees in the Operations and Maintenance Unit shall receive a clothing allowance of \$250 payable in July.
3. Employees shall maintain their uniforms and other clothing on the job in neat and clean condition. The employee shall replace worn or damaged clothing items at their own cost with the exception of coveralls or other job specialty clothing.
4. In addition, the District may, at its sole discretion following inspection of the previous year's clothing, provide the following articles of clothing once annually:

5 long sleeve shirts
5 short sleeve shirts
1 jacket
plus hats as needed

Employees shall be required to wear these items while on duty.

5. Prescription Safety Glasses. The District agrees to provide each employee a maximum allowance of up to one-hundred fifty hundred dollars (\$150) per fiscal year for medically required prescription safety glasses. Employees will purchase approved prescription safety glasses from a vendor of their choice and submit a request for reimbursement. Upon reimbursement by the District, the employee shall maintain and wear such prescription safety glasses when performing his/her duties with the District.
6. Bilingual Premium Pay.
 - a. The District, in its discretion, may designate a certain number of employees who will be called upon to speak, translate, read or write in Spanish as part of his/her regular duties. Such circumstance(s) will not be interpreted as the employee working out of his/her

classification.

- b. The General Manager, or his/her designee, within his/her discretion, will determine the number of employees assigned and which eligible employees will be offered and/or retain a bilingual designation.
- c. Eligible employees, as defined below, who receive a bilingual assignment will receive bilingual premium pay in the amount of twenty-five (\$25) dollars per pay period for all pay periods actually worked.
 - i. Employees must pass a proficiency test as determined appropriate by the District. The proficiency test may measure, among other skills, an employee's ability to communicate, read, or write, fluently, directly, and accurately in both English and Spanish.
 - ii. The District, in its discretion, may re-test employees' proficiency to determine continued eligibility for a bilingual designation.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.F.**

FROM: Jerry Gruber, General Manager
Patrick O'Reilly, Finance Manager

Meeting Date: January 19, 2017

Subject: CONSIDERATION OF
ADOPTION OF RESOLUTION
04-2017 UPDATING THE
ASSIGNMENT OF BANKING
POWERS FOR THE CAMBRIA
COMMUNITY SERVICES
DISTRICT

RECOMMENDATIONS:

Staff recommends that the Board adopt Resolution 04-2017 updating the banking powers authority as listed in the attached Exhibit A, Authorized Banking Powers, to reflect changes in the CCSD's Board of Directors.

FISCAL IMPACT:

None.

DISCUSSION:

Heritage Oaks Bank and the Local Agency Investment Fund require an approved Resolution specifying who has been assigned banking powers. Adoption of the attached Resolution will serve to update the assigned banking powers in accordance with established policy and will provide the appropriate authority for the new Board of Directors.

Attachments: Resolution 04-2017
Exhibit A - Authorized Banking Powers

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ SANDERS ___ BAHRINGER ___ THOMPSON ___ FARMER

RESOLUTION 04-2017
JANUARY 19, 2017

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

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

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

WHEREAS, based upon changes in the CCSD’s Board of Directors, it is necessary to update the assignment of banking powers for the CCSD’s bank and investment accounts.

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

PASSED AND ADOPTED this 19th day of January, 2017.

Amanda Rice
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid
District Clerk

Timothy J. Carmel
District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXHIBIT "A" TO RESOLUTION 04-2017
January 19, 2017
AUTHORIZED BANKING POWERS**

AGENT'S NAME AND TITLE OR POSITION

A Amanda Rice, President
A Greg Sanders, Vice President
B Jim Bahringer, Director
C Michael Thompson, Director
D Harry Farmer, Director
E Jerry Gruber, General Manager
F Patrick O'Reilly, Finance Manager
G Robert Gresens, District Engineer
H Mary Cox, Administrative Technician II
I Monique Madrid, Administrative Services Officer
J Tracy McConnell, Administrative Technician I
K Stephanie Salvi, Administrative Technician II
L Haley Dodson, Confidential Administrative Technician II

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

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

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.G.**

FROM: Jerry Gruber, General Manager
Patrick O'Reilly, Finance Manager

Meeting Date: January 19, 2017

Subject: CONSIDERATION OF
FISCAL YEAR 2016/2017
QUARTERLY BUDGET REVIEW

RECOMMENDATIONS:

Staff recommends the Board of Directors review the attached financial analysis of the fiscal year 2016/2017 quarterly budget review.

FISCAL IMPACT:

None.

DISCUSSION:

Please see that attached financial analysis and attachments.

- Attachments:
- Financial Analysis
 - Financial Status Report 2nd Quarter Attachment 1
 - Financial Status Report 2nd Quarter Attachment 2
 - Financial Status Report 2nd Quarter Attachment 2 A
 - Financial Status Report 2nd Quarter Attachment 3
 - Financial Status Report 2nd Quarter Attachment 4
 - Financial Status Report 2nd Quarter Attachment 5
 - Financial Status Report 2nd Quarter Attachment 6
 - Financial Status Report 2nd Quarter Attachment 7
 - Financial Status Report 2nd Quarter Attachment 8
 - Financial Status Report 2nd Quarter Attachment 9
 - Financial Status Report 2nd Quarter Attachment 10
 - Financial Status Report 2nd Quarter Attachment 11

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ SANDERS ___ BAHRINGER ___ THOMPSON ___ FARMER

**CAMBRIA COMMUNITY SERVICES DISTRICT
FINANCIAL ANALYSIS
DECEMBER 31, 2016**

The following is an analysis of actual expenditures for the first half of fiscal year 2016-2017 (July 1, 2016 through December 31, 2016). Staff expects the District Budget Committee to review this analysis and recommend changes to the budget at the February meeting of the Board of Directors.

The CCSD has three funds: the General Fund, the Water Fund and the Wastewater Fund. Separate budgets are approved for each fund for each fiscal year (July 1st through June 30th). This analysis covers the revenues received and expenditures incurred during Fiscal Year 2016-2017 from July 1, 2016 through December 31, 2016. The analysis also includes staff estimates concerning total revenues and expenditures expected during the remainder of the fiscal year.

Budget spreadsheets are attached which have four columns:

- 1st Column: Account Description
- 2nd Column: Approved Budget for Fiscal Year 2016-2017
- 3rd Column: Actual Revenues & Expenditures through 12/31/16
- 4th Column: Projected Revenues & Expenditures through the end of the fiscal year (June 30, 2017)

GENERAL FUND

There are four departmental budgets within the General Fund: the Fire Department budget, the Facilities and Resources Department budget, the Parks and Recreation Department budget and the Administration Department budget. Attachment 1 shows a total for the General Fund and a summary for each department. The General Fund has a balanced budgeted for the year where budgeted revenues equal budgeted expenditures. Through December 31, 2016, the fund has a surplus of \$332,677 and staff projects there will be a deficit of \$89,103 at the end of the fiscal year. A more detailed analysis of the General Fund is included in the discussions below concerning each department.

Fire Department Budget (Attachment 2). This department has a balanced budgeted for the fiscal year. Through December 31, 2016, the department has a \$203,902 surplus. Staff projects there will be a deficit of \$123,837 at the end of the fiscal year mostly because overtime is expected to exceed budget by \$99,000. A detailed discussion concerning overtime by Chief Hollingsworth is provided as Attachment 2a.

Facilities & Resources Department Budget (Attachment 3). This department has a balanced budgeted for the fiscal year. Through December 31, 2016, the department has a \$36,098 surplus. Staff projects there will be a deficit of \$19,849 at the end of the fiscal year. This is primarily due to revenues being approximately \$15,000 lower than budgeted and due to internet utilities being \$7,000 higher than budgeted. During the mid-year budget adjustments, adequate budget will be transferred from the Admin department to cover the internet utility costs.

Parks & Recreation Department Budget (Attachment 4). This department has a balanced budgeted for the fiscal year. Through December 31, 2016, the department has a \$9,403 surplus. Staff projects revenues will equal expenditures at the end of the fiscal year.

**CAMBRIA COMMUNITY SERVICES DISTRICT
FINANCIAL ANALYSIS
DECEMBER 31, 2016**

Administration Department Budget (Attachment 5). This department has a balanced budgeted for the fiscal year. Through December 31, 2016, the department has an \$83,274 surplus which is due to the fact most utility and professional services expenses have not yet been incurred and no capital project expenses have yet been incurred. Staff projects there will be a \$54,582 surplus at the end of the fiscal year. The surplus is mostly attributable to the fact that personnel costs are projected to be less than budgeted.

WATER FUND

There are three operating budgets within the Water Fund: the Water Department Operations Budget, the Sustainable Water Facility (SWF) Capital Cost Recovery Budget, and the SWF Operations Budget. There are also two capital projects within the Water Fund: the Lower Santa Rosa Aquafer Optimization Project and the Sustainable Water Facility Project.

Water Department Operations Budget (Attachment 6). This department has a budgeted surplus of \$34,247 for the fiscal year. Through December 31, 2016, expenditures have exceeded revenues by \$217,721. Staff projects that there will be a deficit of \$394,072 in this budget at the end of the fiscal year. The deficit is mostly due to two differences in projected revenues from budgeted revenues. The first difference is in water sales where projected revenues are \$180,000 higher than budgeted revenues. This increase in revenues is offset by a revenue decrease of \$660,000 for a commercial loan to finance the replacement of the Fiscalini Water Tank. Instead of obtaining a commercial loan, the cost of the tank replacement will be made using available Water Fund balance or by obtaining a loan from the General Fund.

SWF Capital Cost Recovery Budget (Attachment 7). This department has a budgeted surplus of \$16,664 for the fiscal year. Through December 31, 2016, expenditures have exceeded revenues by \$21,041 principally due to a debt service payment in September of \$174,379. Staff projects there will be a surplus of \$28,948 in this budget at the end of the fiscal year due to higher revenues than budgeted.

SWF Operations Budget (Attachment 8). This department has a budgeted deficit of \$116,400 for the fiscal year. Through December 31, 2016, revenues have exceeded expenditures by \$977. Staff projects there will be a deficit of \$90,585 in this budget at the end of the fiscal year. Revenues during the operating period from September through December were \$9,800 more than budgeted and lab costs are projected to be about \$20,000 less than budgeted.

Lower Santa Rosa Aquafer Optimization Project (Attachment 9). This project is completed. The actual costs for the project was \$354,917 which is \$45,915 less than budgeted. This will result in a decrease in Water Fund reserves of \$47,041. Once the expenditures have been audited, the project will be added to District capital assets and removed from further financial reporting.

Sustainable Water Facility Project. (Attachment 10). This project anticipates \$13,321,256 in revenues from loans and grants. \$13,102,142 has already been received and another \$219,113 in retention from the Proposition 84 Grant is expected to be received in early 2017. \$12,910,109 in expenditures have

**CAMBRIA COMMUNITY SERVICES DISTRICT
FINANCIAL ANALYSIS
DECEMBER 31, 2016**

been authorized leaving \$411,147 in anticipated revenues which have not been committed. Through December 31, 2016, the District has actually spent \$11,652,214 on this project.

WASTEWATER FUND

There is only one budget in the Wastewater Fund (attachment 11). The Wastewater Fund has a balanced budget for the fiscal year with expenditures equaling revenues. Through December 31, 2016 revenues have exceeded expenditures by \$64,076. Staff projects there will be a deficit of \$179,997 at the end of the fiscal year due to higher than budgeted maintenance and repair costs for the plant.

REVENUES.

Total water sales for the year are projected to be \$39,025 more than budgeted based on actual receipts during the first half of the fiscal year.

EXPENDITURES.

1. Salaries and Wages are projected to be \$23,828 higher than currently budgeted. Actual salaries are projected to be \$13,939 less than budgeted but PERS retirement will be about \$36,000 higher than originally budgeted because of increased costs for unfunded deficits.
2. M&R Collection System costs (GL 12 6032C 12) are expected to be twice the \$7,500 currently budgeted. This is due to required pipe replacement and a large number of pipes that had to be dug up to repair.
3. Treatment Plant repairs (GL 12 6032T 12) are projected to cost about \$96,000 instead of the \$40,000 currently budgeted. The District has already spent \$31,276 to upgrade the SCADA system and \$34,000 for other system repairs.
4. M&R Grounds (GL 12 6033G 12) costs are already \$29,731 for the removal of dead trees on the plant property and in numerous valleys throughout the District where trees were prohibiting access to manholes for emergency and routine maintenance of the system.
5. Electricity costs (GL 12 6060E 12) have already cost \$108,668 half way through the year and it is anticipated that total costs will approximate \$217,000 for the year. On/off switches have been installed on the sludge compactor and the aeration basin so those areas can be shut off when not needed.
6. Water costs (GL 12 6060W 12) are also substantially higher than budgeted since we are processing sludge all year long instead of just once a year.
7. Capital Projects (GL 12 6170 12). The influent screen is still in design and will not be installed until sometime later in the fiscal year.

This document was prepared by Finance Manager Patrick O'Reilly who may be reached at poreilly@cambriacsd.org.

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
GENERAL FUND**

ATTACHMENT 1

<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
Fire Department Revenues	2,027,059	1,097,909	2,027,058
Fire Department Expenditures	2,027,059	894,007	2,150,896
Net	(0)	203,902	(123,837)
Facilities & Resources Revenues	619,948	340,838	604,704
Facilities & Resources Expenditures	619,948	304,740	624,553
Net	-	36,098	(19,849)
Parks & Recreation Revenues	161,602	15,756	161,602
Parks & Recreation Expenditures	161,602	6,353	161,602
Net	-	9,403	-
Administration Revenues	1,786,690	917,862	1,796,582
Administration Expenditures	1,786,690	834,588	1,742,000
Net	-	83,274	54,582
TOTAL GENERAL FUND			
Revenues	4,595,299	2,372,365	4,589,946
Expenditures	4,595,298	2,039,688	4,679,050
Net	0	332,677	(89,103)

ATTACHMENT 1

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
FIRE DEPARTMENT**

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 12/31/2016	PROJECTED THROUGH 6/30/2017
REVENUES				
01 4310 01	PROPERTY TAXES	1,389,650	778,823	1,389,650
01 4335 01	FIRE BENEFIT ASSESSMENT	442,680	258,058	442,680
01 4370 01	WEED ABATE/FUEL REDUCTION	11,500	9,555	11,500
01 4200 01	INTEREST INCOME**	100		100
01 4127 01	Mutual Aid Reimbursements	1,000		1,000
01 4373 01	Inspection Fees	14,500		14,500
01 4610 01	Grant Revenue: SAFER	167,628	51,473	167,628
01 4390 01	Miscellaneous	0	0	0
TOTAL REVENUES		2,027,058	1,097,909	2,027,058
EXPENDITURES				
01 5000 01	GROSS REGULAR WAGES	719,197	314,679	704,679
01 5010 01	Overtime	105,000	102,029	204,057
01 5031 01	Reservist Pay	87,600	42,362	84,725
01 5020 01	Out of Class Pay	5,000	720	5,000
SUB-TOTAL SALARY & WAGES		916,797	459,791	998,462
SUB-TOTAL BENEFITS		470,273	232,507	501,083
TOTAL PERSONNEL COSTS		1,387,070	692,298	1,499,545
01 6010 01	Ads-Legal/Other	400	201	400
01 6011I 01	Public Info General	200		200
INSURANCE & OTHER SERVICES		600	201	600
01 6031F 01	M&R Fire Hydrants	4,500	0	4,500
01 6033B 01	M&R Building	4,000	2,849	4,000
01 6033G 01	M&R Grounds	4,000	0	4,000
01 6040 01	M&R Equipment	3,000	0	3,000
01 6041L 01	M&R Vehicles-Licensed	50,000	15,725	50,000
01 6044 01	M&R Computer Services	1,000	1,611	2,000
EQUIP & BLDG MAINTENANCE		66,500	35,909	67,500
01 6045 01	Computer Supplies & Upgrades	1,500	196	391
01 6048 01	Security and Safety	1,000	0	1,000
01 6050 01	Office Supplies	2,000	918	1,835
01 6051 01	Postage & Shipping	2,000	132	2,000
01 6053 01	Printing/Forms	2,000	887	2,000

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
FIRE DEPARTMENT**

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 12/31/2016	PROJECTED THROUGH 6/30/2017
	OFFICE SUPPLIES & EQUIPMENT	8,500	2,132	7,226
01 6054 01	Publications-Dues & Books	5,500	5,874	5,874
01 6055 01	Government Fees & Licenses	38,000	38,813	38,813
	DUES AND FEES	43,500	44,687	44,687
01 6060C 01	Utilities-Wireless	1,900	1,085	2,171
01 6060E 01	Utilities-Electricity	7,200	3,633	7,267
01 6060G 01	Utilities-Gas	1,400	494	989
01 6060I 01	Utilities-Internet	-	1,717	3,434
01 6060P 01	Utilities-Phone	-	1,640	3,279
01 6060S 01	Utilities-Sewer	1,200	509	1,018
01 6060W 01	Utilities-Water	1,500	748	1,496
	UTILITIES	13,200	9,827	19,653
01 6080K 01	District Counsel	7,800	3,754	7,507
01 6080L 01	Legal Services	25,000	1,150	10,000
01 6080M 01	Other	2,400	0	2,400
01 6220H 01	Physicals	5,200	0	5,200
	PROFESSIONAL SERVICES	40,400	4,904	25,107
01 6089 01	Emergency Medical Supplies	10,500	2,134	4,269
01 6090 01	Operating Supplies	10,000	6,329	20,000
01 6093 01	Small Tools & Equipment	3,600	1,816	11,000
01 6094 01	Clothing & Uniforms	3,000	2,064	5,000
01 6096 01	Fuel	14,000	5,299	14,000
01 6220B 01	Breathing-SCBA	0	1,427	1,427
01 6220D 01	Disaster Preparedness/CERT	7,000	1,506	7,000
01 6220E 01	EOC Upgrade		1,346	2,692
01 6220F 01	Fire Haz	13,000	12,352	13,000
	OPERATING SUPP/EQUIP	61,100	34,274	78,388
01 6220S 01	SURF RESCUE/NCOR	5,000	2,135	5,000
01 6115 01	Meeting Expense	1,500	48	1,000
01 6120E 01	Employee Travel/Reg/Fees	22,000	10,513	22,000
01 6124 01	Employee Recognition	300	27	300
01 6125 01	Employee Recruitment	500	1,567	3,000
	TRAINING & TRAVEL	24,300	12,154	26,300
01 6220A 01	OUTREACH/EDUCATION	1,500	1,496	1,500
			0	
01 6180H 01	Pickup Truck-Interest	638	638	638

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
FIRE DEPARTMENT**

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
01 2514 01	Pickup Truck-Principal	8,954	0	8,954
	DEBT SERVICE	<u>9,592</u>	<u>638</u>	<u>9,592</u>
01 6170 01	CAPITAL OUTLAY			
	Mobile Data Computer	7,000	0	7,000
	Fire Truck (5 Year Lease)	134,340	0	134,340
	Chief/Command Pickup Truck (5 Year Le	11,050	0	11,050
SUBTOTAL OPERATING EXPENDITURES		<u>1,813,652</u>	<u>840,656</u>	<u>1,937,489</u>
01 6200 01	ALLOCATED OVERHEAD	<u>213,407</u>	<u>53,352</u>	<u>213,407</u>
TOTAL EXPENDITURES		<u>2,027,059</u>	<u>894,007</u>	<u>2,150,896</u>
TOTAL REVENUE LESS EXPENDITURES		<u>(0)</u>	<u>203,902</u>	<u>(123,837)</u>

Fire Department Overtime Analysis provided by Chief Bill Hollingsworth (January 2017)

I've done a quick review of our staffing and scheduling for the past seven (7) months in an attempt to give you the most thorough explanation possible. I too am concerned about the overtime expenses, as they are higher than anticipated, and most definitely not the norm. I am aware that in the budgetary planning stages you include the projected costs for the upcoming fiscal year to cover overtime expenses incurred by the regular use of MOU allocated vacation time and holiday time. That is relatively easy to do because we know what those hours equate to ahead of time. However, there isn't necessarily a way to anticipate some of the overtime expenses that occur secondary to unforeseen occurrences. I believe that in your example below, this is exactly what has occurred. Most of the increases to overtime have been secondary to two specific categories: mutual aid fire response, and position vacancy. It is a little easier for me to think of the expenses in terms of 24-hour shifts, rather than that of dollars expended. So if you forgive, that is how I will attempt to explain my reasoning.

This summer we responded the Water Tender to two mutual aid fires, the Sherpa Fire and the Chimney Fire. The Water Tender and two-man crew were committed for numerous days at each incident. I verified through our local OES office that each fire was reimbursable prior to authorizing their response. Unfortunately, reimbursements can take quite a while to happen. If you look at the chart below, you will see that these 29 shifts of overtime were unexpected, but needed to facilitate the response of the Water Tender. These are extra days employees were forced to work either on the fire line, or here at the station back-filling vacancies.

	SHERPA FIRE (JUNE/JULY)	CHIMNEY FIRE (AUGUST/SEPTEMBER)
Number of additional overtime coverage shifts incurred.	10	19

When I was promoted, one of the major concerns that I expressed to Jerry, was that of the financial implications secondary to the domino effect. For example, after my promotion it took 2 ½ months to hire my replacement. All of those shifts had to be filled. Additionally, after one of our engineers resigned and another was forced to leave, we had another almost 3 months of vacant engineer shifts to fill. Also, we are desperately low on active reserve firefighters, which is why we are running an active hiring right now. And while I used our personnel to the best of their ability, and used qualified reserve firefighters as much as possible, we still had to fill those shifts to comply with minimum staffing levels. The chart on the next page shows the number of extra shifts, filled by employees working overtime, for each FLSA reporting period, from June 1st through December 31st.

FLSA PERIOD	MICHAEL CASTELLANOS	JOE GIBSON	JOHN GIBSON	TYSON HAMILTON	RYAN MALONEY	DAN McCRAIN	EMILY TORLANO	BEN SHANK	IAN POELAN
6/5/2016	0	0	0	0	0		2	0	0
6/29/2016	1	2	5	0	1		2	3	0
7/23/2016	0	2	4	3	2		4	0	1
8/16/2016	0	1	7	3	0	0	0	3	0
9/9/2016	2	1	1		0	0	0	3	6
10/3/2016	2	2	0		2	0	0	2	1
10/27/2016	0	5	2		3	1	3	0	1
11/20/2016	1		0		3	1	0	4	1
12/14/2016	3		1		0	3	0	5	2

As you can see, during this time frame there were 214 days, each staffed with 4 personnel per day. That is a total of 856 shifts that must be filled. Of those, per the chart above, 214 had to be filled by overtime. The cells in yellow indicate (for the most part) overtime incurred secondary to the vacant captain position. The cells in green indicate (for the most part) overtime incurred secondary to vacant or open engineer shifts. The cells in blue indicate (for the most part) open reserve firefighter shifts, which we were forced to fill with SAFER personnel working extra days.

I believe these two issues together account for the vast majority of overtime that was not initially planned for. In an ideal scenario, now that we are finally back to full staffing levels, and without the domino vacancy effect, we should see this start to normalize. However, I do want to bring one other item to your attention. We have two personnel who are expecting babies within the next few months. One's wife is due in February and other's wife is due in April. In both cases, they are planning on taking a number of rotations off to be home with their new families. This will most definitely add to these totals in the months to come.

I hope you can see that none of this is frivolous, and we are doing the best we can to keep it under control. However, these events together have exasperated this problem. If there is any additional clarification I can offer, please do not hesitate to ask.

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
FACILITIES & RESOURCES DEPARTMENT**

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
REVENUES				
01 4310 02	Property Tax	581,748	330,010	581,748
01 4500 02	Vet's Hall Rent	30,000	10,628	21,256
01 4525 02	VH Rents-Private	6,000	100	400
01 4590 02	VH Cleaning Fee	200	0	200
	Total Vet's Hall	36,200	10,728	21,856
01 4560 02	Rent - Banners	0	100	100
01 4362 02	Insurance Reimbursement	2,000	0	1,000
	Total Other	2,000	100	1,100
TOTAL REVENUES		619,948	340,838	604,704
EXPENDITURES				
01 5000 02	Regular Wages	193,841	88,188	183,188
01 5010 02	Overtime	1,000	1,539	3,079
SUB-TOTAL SALARY & WAGES		194,841	89,727	186,267
SUB-TOTAL BENEFITS		157,682	75,760	149,794
TOTAL PERSONNEL COSTS		352,523	165,487	336,060
01 6033V 02	M&R Vet's Hall	12,000	2,864	12,000
01 6033B 02	M&R Buildings	6,000	6,993	12,000
01 6033G 02	M&R Grounds	22,000	12,716	22,000
01 6033L 02	M&R Street Light	2,000	0	1,000
01 6040 02	M&R Equipment	340	108	217
01 6041L 02	M&R Vehicles Licensed	3,500	732	3,500
01 6041N 02	M&R Vehicles Not Licensed	2,000	49	2,000
01 6045 02	Comp etc Goods	500	0	500
01 6033R 02	M&R Ranch	50,000	28,364	50,000
	Total Maintenance & Repair	98,340	51,826	103,217
01 6060C 02	Utilities Cell	750	375	751
01 6060E 02	Utilities Elec	20,000	11,104	22,208
01 6060G 02	Utilities Gas	1,300	688	1,375
01 6060I 02	Utilities Internet	0	3,634	7,267
01 6060P 02	Utilities Phone	0	215	431
01 6060S 02	Utilities Sewer	3,000	1,305	2,611
01 6060W 02	Utilities Water	5,000	2,202	4,403
	Total Utilities	30,050	19,523	39,046

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
FACILITIES & RESOURCES DEPARTMENT**

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 12/31/2016	PROJECTED THROUGH 6/30/2017
01 6080K 02	Pro Svc- Counsel	3,120	2,914	5,828
	Total Professional Services	<u>3,120</u>	<u>2,914</u>	<u>5,828</u>
01 6055 02	Govt Fees & Lic	300	0	300
01 6048 02	Security & Safety	300	0	300
01 6050 02	Office Supplies	500	0	500
01 6070 02	Equip Rental	1,400	771	1,542
01 6090 02	Dept Op Supply	14,000	9,263	14,000
01 6093 02	Small Tools/Eqpt	2,000	3,689	6,000
01 6094 02	Cloth/Uniform	1,500	940	1,500
01 6096 02	Fuel	5,000	4,551	5,000
	Total Other	<u>25,000</u>	<u>19,215</u>	<u>29,142</u>
01 6115 02	Meeting Expense	100	223	445
01 6120E 02	Tvl,Trn,Sem-Emp	500	0	500
	Total Training	<u>600</u>	<u>223</u>	<u>945</u>
01 2513 02	Principal-J. Deere	6,270	0	6,270
01 2515 02	Principal-Ford PU City Nat'l Bank	4,745	0	4,745
01 6180G 02	Interest-Ford PU	154	0	154
	Ford PU Principal & Interest	8,040	0	8,040
	Total Debt Service	<u>19,209</u>	<u>0</u>	<u>19,209</u>
SUBTOTAL OPERATING EXPENDITURES		<u>528,842</u>	<u>259,187</u>	<u>533,447</u>
01 6200 02	ALLOCATED OVERHEAD	91,106	45,553	91,106
TOTAL EXPENDITURES		<u>619,948</u>	<u>304,740</u>	<u>624,553</u>
TOTAL REVENUE LESS EXPENDITURES		<u>0</u>	<u>36,098</u>	<u>(19,849)</u>

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
PARK & RECREATION DEPARTMENT**

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
REVENUES				
01 4310 16	PROPERTY TAX	25,611	13,200	25,611
01 4390 16	OTHER	505	505	505
	PROPOSITION 1A RESERVE	135,486	2,050	135,486
TOTAL REVENUES		161,602	15,756	161,602
EXPENDITURES				
01 6080K 16	District Counsel	500		500
	PROFESSIONAL SERVICES	500	0	500
01 6033R 16	M&R Ranch	10,000	1,915	10,000
		10,000	1,915	10,000
01 6170 16	CAPITAL OUTLAY	135,486	4,437	135,486
SUBTOTAL OPERATING EXPENDITURES		145,986	6,353	145,986
01 6200 16	ALLOCATED OVERHEAD	15,616		15,616
TOTAL OPERATING EXPENDITURES		161,602	6,353	161,602
TOTAL OPERATING REVENUE LESS EXPEND		0	9,403	0

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
ADMIN DEPARTMENT**

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
REVENUES				
01 4001 09	FRANCHISE FEES	72,400	43,233	72,400
01 4013 09	Vac Rental Fees	400	297	594
	SERVICE FEES	400	297	594
01 6200 09	ALLOCATED OVERHEAD	1,332,316	666,158	1,332,316
01 4200 09	INTEREST INCOME	4,000	299	4,000
01 4310 09	PROPERTY TAXES	374,624	198,006	374,624
01 4385 09	Radio Vault Rents	2,400	600	2,400
01 4389 09	Public Records Request	50	624	1,248
01 4390 09	Miscellaneous	500	8,646	9,000
	OTHER	2,950	9,870	12,648
TOTAL REVENUES		1,786,690	917,862	1,796,582
EXPENDITURES				
GROSS REGULAR WAGES		713,692	304,887	619,887
01 5010 09	Overtime	1,000	4,348	8,695
01 5030 09	Part Time-Directors' Fees	18,000	8,924	18,000
SUB-TOTAL SALARY & WAGES		732,692	318,159	646,582
SUB-TOTAL BENEFITS		460,016	198,939	474,841
PERSONNEL COSTS		1,192,708	517,097	1,121,423
01 6010 09	Ads-Legal/Other	600		600
01 6011I 09	Public Info		2,752	2,752
01 6011N 09	Newsletter	500		500
01 6011W 09	Website	2,500	1,214	2,649
OUTREACH EDUCATION		3,600	3,965	6,500
01 6030 09	INSURANCE	69,000	70,299	70,299
01 6033B 09	M&R-Building	5,000	830	5,000
01 6033G 09	M&R-Grounds	3,000	1,611	3,222
01 6040 09	M&R-Equipment	200		200
01 6041L 09	M&R-Licensed Vehicles	700	206	700
01 6044 09	M&R-Computer Services	77,000	37,039	74,079
MAINTENANCE		85,900	39,686	83,201

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
ADMIN DEPARTMENT**

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
01 6045 09	Computer Supplies & Upgrades	3,000	3,359	6,717
01 6048 09	Security & Safety	1,000	286	1,000
01 6050 09	Office Supplies	11,000	9,911	19,822
01 6051 09	Postage & Shipping	4,000	1,365	2,730
01 6052 09	Bank Charges	3,400	1,458	2,916
01 6053 09	Printing/Forms	2,000	570	1,140
01 6070 09	Equipment Rental	600	251	503
01 6090 09	Department Operating Supplies	1,800	1,107	2,214
01 6094 09	Uniforms	2,000		2,000
	OFFICE SUPPLIES & EQUIP	28,800	18,307	39,043
01 6054 09	Publications-Dues & Books	15,000	16,207	16,207
01 6055 09	JPA/Gov't Fees	32,000	31,558	31,558
	DUES & FEES	47,000	47,765	47,765
01 6060C 09	Utilities-Wireless	1,500	790	1,579
01 6060E 09	Utilities-Electricity	6,700	3,431	6,861
01 6060G 09	Utilities-Gas	600	96	600
01 6060I 09	Utilities-Internet	16,200	2,579	16,200
01 6060P 09	Utilities-Telephone	20,804	4,020	20,804
01 6060S 09	Utilities-Sewer	500	168	336
01 6060W 09	Utilities-Water	500	77	153
	UTILITIES	46,804	11,159	46,534
01 6075 09	OFFICE RENT	38,186	19,841	40,739
01 6080A 09	Auditor	15,000		15,000
01 6080K 09	District Counsel	127,920	56,509	113,018
01 6080L 09	Legal	6,000	12,739	25,479
01 6080M 09	Other	4,800	8,850	17,699
01 6080T 09	Temporary Help	9,600	3,568	9,600
01 6086 09	Outside Services	28,900	8,512	17,025
01 6088 09	Claims	500		500
	PROFESSIONAL SERVICES	192,720	90,179	198,321
01 6115 09	Meeting Expense	3,500	1,376	2,751
01 6120D 09	Directors' Travel	10,000	1,915	10,000
01 6120E 09	Training-LCW	4,500		4,500
01 6120E 09	Employee Travel/Training	10,000	5,836	11,673
01 6120E 09	Education	4,000		4,000
01 6125 09	Employee Recruitment	400	5,679	5,679
	TRAINING & TRAVEL	32,400	15,956	38,603

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
ADMIN DEPARTMENT**

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
01 6180H 09	Interest-Fusion	333	333	333
01 2514 09	Principal-Fusion	4,671		4,671
01 6180G 09	Interest-Copier	144		144
01 2513 09	Principal-Copier	4,424		4,424
	DEBT SERVICE	9,572	333	9,572
01 6170 09	CAPITAL OUTLAY			
	Replace Servers	35,000		35,000
	Upgrade Web Site	5,000		5,000
SUBTOTAL OPERATING EXPENDITURES		593,982	317,491	620,577
TOTAL EXPENDITURES		1,786,690	834,588	1,742,000
TOTAL REVENUE LESS EXPENDITURES		-	83,274	54,582

CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
WATER OPERATIONS

<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
Sales	1,937,000	1,080,451	2,117,683
SALES	1,937,000	1,079,301	2,117,683
Returned Check Fee	600	135	270
Account Setup/Close Fees	15,000	2,926	5,852
Inspection Fees	16,000	4,278	8,556
ACCOUNT SERVICE FEES	31,600	7,339	14,678
Assignment Fees	3,290		3,290
ADMINISTRATIVE FEES	3,290	-	3,290
Penalties	40,000	18,056	36,112
Service Disconnect/Reconnect	154	30	59
LATE FEES	40,154	18,086	36,171
STANDBY AVAILABILITY	178,000	105,722	178,000
Connect Rev - SFR	20,000	(1,800)	20,000
Other	0	3,919	4,000
OTHER	20,000	2,119	24,000
FROM DEBT	660,000	-	-
CONSERVATION			
ADMIN FEES	500	1,430	1,430
TRANSFER EDUs		3,395	3,395
WAIT LIST FEES	55,000	61,241	61,241
REMODEL FEES	25,000	33,401	50,000
RETRO FIT IN-LIEU FEES	5,000		5,000
ASSIGNMENT FEES	5,000	2,417	4,834
VOLUNTARY LOT MERGER	8,000		8,000
RESOURCE CONSERVATION	98,500	101,884	133,899
UES	2,968,544	1,314,450	2,507,722
RES			
Salary & Wages	341,114	170,023	342,792
Overtime	25,000	18,825	36,825
Standby Pay	18,250	8,729	17,458
SALARY & WAGES	384,364	197,577	397,075
RENEFITS	335,550	157,225	303,706

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
WATER OPERATIONS**

<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
NNEL COSTS	719,914	354,802	700,781
Ads-Legal	400		400
Public Information	850		850
OUTREACH / EDUCATION	1,250	-	1,250
M&R-Water Distribution	40,100	22,159	44,318
M&R-Fire Hydrants	2,200	5,166	5,166
M&R-Generators	1,000	555	1,000
M&R-Water Leimert	15,000	976	15,000
M&R-Meters	10,000	1,673	3,346
M&R-Pumps	4,000	5,018	5,018
M&R-SR 3 Well	6,000	8,564	9,000
M&R-SR 4	50,000	50,642	50,000
M&R-Storage	20,000	15,343	20,000
M&R-Treatment	20,000	11,717	20,000
M&R-Valves	6,000	41	6,000
M&R-Wells	15,000	2,616	15,000
M&R-Yard	6,000	2,821	5,643
DELIVERY SYSTEM REPAIRS	195,300	127,291	199,490
M&R-Buildings	20,000	685	20,685
M&R-Grounds	20,000	7,500	20,000
PLANT REPAIRS	40,000	8,185	40,685
Cathodic Protection	3,360		3,360
MAJOR MAINTENANCE	3,360	-	3,360
M&R-Equipment	1,000		1,000
M&R-Vehicles-Licensed	5,000	3,034	5,000
M&R-Vehicles-Non Licensed	2,000	109	2,000
Communication Equipment	17,000		17,000
VEHICLE & EQUIPMENT REPAIRS	25,000	3,143	25,000
Computer Services	7,000	1,050	2,100
Computer Supplies & Upgrades	1,500		1,500
Office Supplies	2,800	2,014	4,028
Postage	9,000	2,593	7,780
Printing/Forms	3,000	1,686	3,372
OFFICE SUPPLIES & EQUIP	23,300	7,343	18,779
Dues & Publications	15,000	12,725	15,000

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
WATER OPERATIONS**

<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
Gov't Fees & Licenses	35,000	28,491	35,000
GOVERNMENT FEES & DUES	50,000	41,216	50,000
Bad Debt	2,800	9,467	12,000
BAD DEBT & CLAIMS	2,800	9,467	12,000
Utilities-Wireless	1,300	856	1,712
Utilities-Electricity	132,200	77,057	154,113
Utilities-Gas	1,200		1,200
Utilities-Internet	-	1,938	3,876
Utilities-Telephone	-	2,533	5,066
Utilities-Sewer	1,300	504	1,008
Utilities-Water	100	1,280	1,280
UTILITIES	136,100	84,168	168,255
LEASE-WELL SITE	36,200		36,200
Engineering	6,000		6,000
Prof Svcs GIS		450	450
District Counsel	11,520	9,399	18,797
Legal	12,480	3,829	7,657
Advocate	55,000	22,806	55,000
Other	75,000		37,500
PROFESSIONAL SERVICES	160,000	36,484	125,404
Emergency Med Supplies	0	0	0
Operating Supplies	11,000	6,194	12,388
Sensor Cleaning		355	355
Lab Tests	15,000	17,510	35,020
Calibration		2,627	2,627
Lab Supplies	3,500		3,500
Small Tools/Equip	5,000	4,513	9,027
Clothing/Uniforms	8,000	4,886	8,000
Office Furniture/Equipment	50		50
Fuel	12,000		12,000
OP SUPPLIES/EQUIPMENT	54,550	36,958	82,967
Meeting Expense	1,000		1,000
Director Travel	1,000		1,000
Employee Travel/Training	1,900		1,900
Recruitment	1,000	2,182	4,000
TRAINING & TRAVEL	4,900	2,182	7,900

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
WATER OPERATIONS**

<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
Fiscalini Tank Project	660,000	444,637	600,000
Stuart Street Tank Repair	20,000		20,000
SCADA for San Simeon Well Field	81,901	85,085	90,000
Radio Grounds Pump Stn: Eng Only	25,000		25,000
GIS	7,500	-	7,500
CAPITAL PROJECTS	794,401	529,722	742,500
Interest-Truck	286		286
Principal-Truck	8,811		8,811
Principal/Int	45,707		45,707
DEBT SERVICE	54,804	-	54,804
CONSERVATION			
VOL. LOT MERGER PROGRAM	50,000		50,000
RESOURCE CONSERVATION	50,000	-	50,000
OPERATING EXPENDITURES	2,351,879	1,240,962	2,319,376
ALLOCATED OVERHEAD	582,418	291,209	582,418
EXPENDITURES	2,934,297	1,532,171	2,901,794
NET OPERATING INCOME/(LOSS)	34,247	(217,721)	(394,072)

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
WATER FUND: SWF COST RECOVERY**

ATTACHMENT 7

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 12/31/2016	PROJECTED THROUGH 6/30/2017
REVENUES				
39 4041 11	TOTAL BASE CHARGE	364,000	184,748	369,496
39 4051 11	TOTAL EWS USAGE CHARGE	483,000	254,483	508,966
TOTAL REVENUES		847,000	439,231	878,462
EXPENDITURES				
GROSS REGULAR WAGES		24,231	12,116	24,231
39 6055 11	Govt Fees & Licenses	17,000	17,041	17,000
39 6080K11	PROF SVCS: COUNSEL	15,000	9,494	18,987
39 6080L11	PROF SVCS: LEGAL	15,000	2,685	5,370
39 6080M 11	PROF SVCS: OTHER	-	7,040	25,000
39 6060E 11	UTILITIES	27,000	10,134	27,000
39 6091B 11	Operating Supplies	1,000	250	500
39 6091H 11	LAB TESTING		150	300
	AWTP SYSTEM OPERATIONS	75,000	46,793	94,158
39 6180I 11	Interest-Bank Loan	345,564	174,379	345,564
11 2513 11	Principal-Bank Loan	313,861	155,335	313,861
39 6829D 11	Performance Bond	71,700	71,649	71,700
	DEBT SERVICE	731,125	401,363	731,125
TOTAL EXPENDITURES		830,356	460,272	849,514
NET OPERATING INCOME/(LOSS)		16,644	(21,041)	28,948

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
WATER FUND: SWF OPERATIONS**

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>FY 16/17 APPROVED BUDGET</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>PROJECTED THROUGH 6/30/2017</u>
REVENUES				
39 4061 11	TOTAL EWS USAGE CHARGE	105,000	114,815	114,815
TOTAL REVENUES		105,000	114,815	114,815
EXPENDITURES				
40 5000 11	SALARY & WAGES	27,000	30,938	31,000
40 6031Z 11	MAINTENANCE	20,000	19,833	20,000
40 6060E11	UTILITIES (ELECTRIC)	10,500		10,500
40 6091B11	OPERATING SUPPLIES	2,000	358	1,000
40 6091F 11	REMOTE SYSTEM MONITORING	20,000	1,623	20,000
40 6091 11	DISPOSAL OF SEPTIC WASTE	3,600		3,600
40 6091G11	CALIBRATION / SENSOR CLEAN	28,000	28,408	29,000
40 6091H11	LAB TESTING	80,000	32,679	60,000
40 661211	ADVERTISING/LEGAL NOTICE	300		300
	TOTAL OPERATING COSTS	191,400	113,838	175,400
40 6829S11	START UP/SHUT DOWN COSTS	30,000	-	30,000
TOTAL EXPENDITURES		221,400	113,838	205,400
NET REVENUE LESS EXPENDITURES		(116,400)	977	(90,585)

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2016 - 2017 WATER FUND CAPITAL PROJECTS BUDGET
SANTA ROSA CREEK PROJECT**

ATTACHMENT 9

	Approved Budget FY 16-17	Already Received 9/30/2016	Projected Receipts	Grand Total
Revenues				
Drinking Water Drought Grant	\$307,876	\$248,246	\$59,630	\$307,876
Subtotal of One-Time Revenues	\$307,876	\$248,246	\$59,630	\$307,876

	Approved Budget FY 16-17	Already Spent 9/30/2016	Projected Expenditures	Grand Total
Expenditures				
General Costs	\$35,411	\$19,866	\$0	\$19,866
Environmental Clearances; Biological Moni	\$666	\$666	\$0	\$666
Permitting	\$5,483	\$5,483	\$0	\$5,483
Construction (SR1; SR3; Filtronics; etc.)	\$315,707	\$295,346	\$0	\$295,346
Design & Construct Contracts	\$13,012	\$13,012	\$0	\$13,012
Post Construction	\$172	\$172	\$0	\$172
Replace Filtronics Filter Media	\$30,371	\$20,371	\$0	\$20,371
Subtotal of One-Time Expenditures	\$400,822	\$354,917	\$0	\$354,917

TRANSFER FROM WATER FUND RESERVES	\$92,946			\$47,041
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ATTACHMENT 9

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2016 - 2017 CAPITAL PROJECTS BUDGET
WATER FUND SUSTAINABLE WATER FACILITY (SWF)**

<u>SWF ONE-TIME REVENUES</u>	Approved Budget <u>FY 2016/17</u>	Already Received <u>12/31/2016</u>	Projected Receipts	Grand Total
Loan (Installment Sale)	\$8,939,000	\$8,939,000		\$8,939,000
Proposition 84 IRWM Project	4,382,256	4,163,142	219,113	4,382,255
TOTALS	\$13,321,256	\$13,102,142	\$219,113	\$13,321,255

<u>CDM SMITH TASK ORDERS</u>	Approved Budget <u>FY 2016/17</u>	Already Spent <u>12/31/2016</u>	Projected Expenditures	Grand Total
Task Order #1: Hydrological Modeling	\$174,495	\$174,495	-	\$174,495
Task Order #2: Preconstruction Engineering	\$299,601	\$299,601	-	\$299,601
Task Order #3: Preconstruction Services	920,084	920,084	-	920,084
Task Order #4: Permitting: Prepurchase Assistan	499,941	499,941	-	499,941
Task Order #5: Permitting & Environmental	584,607	584,607	-	584,607
Task Order #6: Permitting & Environmental	308,090	75,499	232,591	308,090
TOTALS	\$2,786,818	\$2,554,227	\$232,591	\$2,786,818

<u>DESIGN BUILD CONTRACT WITH CDM CONSTRUCTORS</u>	Approved Budget <u>FY 2016/17</u>	Already Spent <u>12/31/2016</u>	Projected Expenditures	Grand Total
Design Build Contract	\$6,647,919	\$6,647,919	-	\$6,647,919
Change Order #1	511,602	511,602	-	511,602
Change Order #2	123,953	123,953	-	123,953
Change Order #3	83,268	83,268	-	83,268
TOTALS	\$7,366,742	\$7,366,742	\$0	\$7,366,742

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2016 - 2017 CAPITAL PROJECTS BUDGET
WATER FUND SUSTAINABLE WATER FACILITY (SWF)**

<u>SWF EXPENDITURES: OTHER</u>	<u>Approved Budget FY 2016/17</u>	<u>Already Spent 12/31/2016</u>	<u>Projected Expenditures</u>	<u>Grand Total</u>
General Costs				
Primarily FGL	\$58,117	\$58,117	-	\$58,117
Flag Lot Investigation	1,315	1,315	-	1,315
Performance Bond	54,000	-	-	-
RWQCB Permitting Fees	55,315	55,315	-	55,315
RWQCB-mandated Environmental Surety Bond (72,000	72,000	-	72,000
Telemetry Upgrade	83,000		83,000	83,000
Tracer Testing 2016	100,000		100,000	100,000
Remote Sensing Installation at SS Creek Bridge	10,000		10,000	10,000
TOTALS	\$433,747	\$186,747	\$193,000	\$379,747

<u>Regular Coastal Development Permit</u>	<u>Approved Budget FY 2016/17</u>	<u>Already Spent 12/31/2016</u>	<u>Projected Expenditures</u>	<u>Grand Total</u>
Environmental Impact Report to support Reg CDP (MBI)	\$168,450	\$168,450	\$0	\$168,450
CDM EIR Support	\$100,000	\$45,839	\$54,161	\$100,000
Amend 1 to EIR (MBI)	\$81,630	\$120,503	\$0	\$120,503
Tracer Study Support	\$161,052	\$1,410	\$159,642	\$161,052
Future Mitigation Measures	\$838,948	\$0	\$838,948	\$838,948
TOTALS	\$1,350,080	\$336,202	\$1,052,751	\$1,388,953

<u>Professional Services Costs:</u>	<u>Approved Budget FY 2016/17</u>	<u>Already Spent 12/31/2016</u>	<u>Projected Expenditures</u>	<u>Grand Total</u>
Public Outreach	\$39,825	\$55,100	\$0	\$55,100
Rate Study, Legal Services	\$66,042	\$24,473	\$41,569	\$66,042
Debt Costs of Issuance	\$143,001	\$143,001	\$0	\$143,001
Legal Services (RE Landwatch Lawsuit)	\$200,115	\$404,673	\$0	\$404,673
Computer Programming	\$7,600	\$7,600	\$0	\$7,600
CCSD Labor Expensed to CIP Project	\$97,033	\$97,033	\$0	\$97,033
Strategic Advisor	\$7,083	\$59,092	\$0	\$59,092
TOTALS	\$560,699	\$790,972	\$41,569	\$832,541

**CAMBRIA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2016 - 2017 CAPITAL PROJECTS BUDGET
WATER FUND SUSTAINABLE WATER FACILITY (SWF)**

<u>SWF START-UP EXPENDITURES</u>	<u>Approved Budget FY 2016/17</u>	<u>Already Spent 12/31/2016</u>	<u>Projected Expenditures</u>	<u>Grand Total</u>
<u>Start-Up Expenditures</u>				
Power	\$20,320	\$20,320	\$0	\$20,320
Chemicals	\$28,275	\$37,293	\$0	\$37,293
Consumables (membranes, filters, UV lamps, etc)	\$0	\$0	\$0	\$0
Maintenance	\$4,356	\$22,284	\$0	\$22,284
Impound Basin Monitoring	\$0	\$0	\$0	\$0
Advanced Water Treatment Plant Sampling	\$156,384	\$141,185	\$0	\$141,185
Baseline Monitoring to support Adaptive Manag	\$70,688	\$59,942	\$0	\$59,942
Start-Up Plant Operators (Three Month Co	\$132,000	\$136,300	\$0	\$136,300
TOTALS	\$412,023	\$417,324	\$0	\$417,324

SUMMARY**SUSTAINABLE WATER FACILITY PROJECT**

	<u>APPROVED BUDGET FY 2016/17</u>	<u>ACTUAL THROUGH 12/31/2016</u>	<u>ADDITIONAL ANTICIPATED</u>	<u>GRAND TOTAL ANTICIPATED</u>
SOURCES OF FUNDS				
Loan (Installment Sale)	8,939,000	8,939,000	-	8,939,000
Proposition 84 Expedited Draught Grant	4,382,256	4,163,142	219,113	4,382,255
TOTAL FUNDS AVAILABLE	13,321,256	13,102,142	219,113	13,321,255
EXPENDITURES	\$12,910,109	\$11,652,214	\$1,519,911	\$13,172,125
FUNDS AVAILABLE LESS EXPENDITURES	411,147	1,449,928	(1,300,798)	149,130

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
WASTEWATER**

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 12/31/2016	PROJECTED THROUGH 6/30/2017
REVENUES				
12 4000	Service Fees	1,862,000	952,243	1,904,487
12 4000 12	Service Fees	(2,000)	(1,758)	(3,517)
	SERVICE FEES	1,860,000	950,485	1,900,970
12 4200 12	INTEREST INCOME	2,000		0
12 4360 12	STANDBY AVAILABILITY	119,000	68,946	119,000
12 4390 12	Miscellaneous	0	55	55
	LOAN PROCEEDS	551,000	143,643	551,000
TOTAL REVENUES		2,532,000	1,163,129	2,571,025
EXPENDITURES				
12 5000 12	Regular Wages	377,560	155,621	363,621
12 5010 12	Overtime	25,000	14,336	25,000
12 5020 12	Standby Pay	18,250	8,729	18,250
	SUB-TOTAL SALARY & WAGES	420,810	178,686	406,871
	SUB-TOTAL BENEFITS	261,635	137,688	299,402
	TOTAL PERSONNEL COSTS	682,445	316,374	706,273
12 6010 12	Ads-Legal	100		100
	OUTREACH/EDUCATION	100	0	100
12 6032C 12	M&R Collection System	7,500	2,325	15,000
12 6032D 12	M&R Disposal Effluent	3,000	1,507	3,000
12 6032G 12	M&R Generators	3,000	6,063	6,100
12 6032L 12	M&R Lift Station	23,700	694	23,700
12 6032P 12	M&R Pumps	2,500	84	2,500
12 6032M 12	M&R Manholes	1,800		1,800
12 6063 12	M&R Communications Equipment	10,000		10,000
12 6035T 12	CCTV and Hydro Cleaning	25,000		25,000
	COLLECTION SYSTEM REPAIRS	76,500	10,673	87,100
12 6032S 12	Sludge Disposal	45,000	15,044	45,000
12 6032S 12	Sludge Disposal Polymers	24,000	20,925	24,000
12 6032S 12	Sludge Disposal: Lab Tests, etc.	10,000	1,548	10,000
	SLUDGE DISPOSAL	79,000	37,517	79,000
12 6032T 12	TREATMENT PLANT REPAIRS	40,000	65,881	95,881

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
WASTEWATER**

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 12/31/2016	PROJECTED THROUGH 6/30/2017
12 6033B 12	M&R Buildings	5,000	1,095	2,190
12 6033G 12	M&R Grounds	4,000	29,731	30,000
	M&R GROUNDS	9,000	30,826	32,190
12 6035 12	Manhole Raising	2,000		2,000
12 6035 12	Contingency	784		784
	MAJOR MAINTENANCE	2,784	0	2,784
12 6040 12	M&R Equipment	6,000		6,000
12 6041L 12	M&R Vehicles-Licensed	5,000	2,767	5,535
12 6041N 12	M&R Vehicles-Non-Licensed	5,000	714	1,428
12 6041V 12	M&R Vehicles-Vactor	1,000		1,000
12 6063 12	Communication Equipment	2,000		2,000
	VEHICLE & EQUIPMENT REPAIRS	19,000	3,481	15,963
12 6044 12	Computer Services	1,000	880	1,760
12 6045 12	Computer Supplies & Upgrades	3,000	1,445	3,000
12 6048 12	Security & Safety	7,000	4,530	7,000
12 6050 12	Office Supplies	3,400	2,548	5,095
12 6051 12	Postage	5,600	2,498	4,996
12 6053 12	Printing/Forms	400	435	869
	OFFICE SUPPLIES/EQUIPMENT	20,400	12,336	22,721
12 6054 12	Publications/Dues	500	348	696
12 6055 12	Government Fees/Licenses	92,000	84,505	92,000
	DUES & FEES	92,500	84,853	92,696
12 6060C 12	Utilities-Wireless	1,500	684	1,368
12 6060E 12	Utilities-Electricity	155,000	108,668	217,335
12 6060G 12	Utilities-Gas	1,200	344	687
12 6060I 12	Utilities-Internet	0	1,938	3,875
12 6060P 12	Utilities-Telephone	0	2,703	5,406
12 6060W 12	Utilities-Water	6,000	8,432	18,432
	UTILITIES	163,700	122,768	247,104
12 6080K 12	District Counsel	4,500	2,118	4,237
12 6080L 12	Legal	200	1,198	2,396
12 6080M 12	Professional Services Misc	59,000	19,194	55,000
12 6086 12	Outside Services	5,000	4,551	9,101
	PROFESSIONAL SERVICES	68,700	27,061	70,734

**CAMBRIA COMMUNITY SERVICE DISTRICT
FISCAL YEAR 2016 - 2017 BUDGET
WASTEWATER**

ACCT #	ACCT DESCRIPTION	FY 16/17 APPROVED BUDGET	ACTUAL THROUGH 12/31/2016	PROJECTED THROUGH 6/30/2017
12 6070 12	Equipment Rental	6,300		6,300
12 6089 12	Emergency Medical Supplies	1,000		1,000
12 6090 12	Operating Supplies	3,100	484	967
12 6091 12	Lab Tests	12,000	9,287	18,573
12 6092 12	Lab Supplies	12,000	79	158
12 6093 12	Small Tools/Equipment	1,000	1,359	2,718
12 6094 12	Clothing/Uniforms	3,100	2,151	3,100
12 6095 12	Office Furniture/Equipment	400		400
12 6096 12	Fuel	9,000	4,500	9,000
	OPERATING SUPPLIES/EQUIP.	<u>47,900</u>	<u>17,859</u>	<u>42,216</u>
12 6115 12	Meeting Exp.	400	79	400
12 6120E 12	Employee Travel/Training	4,000	1,018	4,000
12 6124 12	Employee Recognition	400	100	400
12 6125 12	Recruitment	0	4,601	4,601
	TRAINING & TRAVEL	<u>4,800</u>	<u>5,798</u>	<u>9,401</u>
12 6180G 12	Interest-Truck	285		285
12 2513 12	Principal-Truck	8,756		8,756
12 6180C 12	Interest-City Nat'l Bank	46,773	24,684	46,773
12 2602 12	Principal-City Nat'l Bank	114,000		114,000
12 2602 12	Long Term Debt: General Fund	74,589		74,589
	DEBT SERVICE	<u>244,403</u>	<u>24,684</u>	<u>244,403</u>
12 6170 12	Influent Screen:			
12 6170 12	Purchase	69,000	0	69,000
12 6170 12	Soils, Boring, Design	57,000	1,493	57,000
12 6170 12	Construction/Installation	85,000		85,000
12 6170 12	Clarifier Repairs	65,000		65,000
12 6170 12	Effluent Pumps	50,000	71,687	71,687
12 6170 12	Hand Rails	25,000	6,877	25,000
12 6170 12	Lift Station Repairs	190,000	43,045	190,000
12 6170 12	Grit Pumps Replacement	10,000	956	10,000
	CAPITAL OUTLAY	<u>551,000</u>	<u>124,058</u>	<u>572,687</u>
SUBTOTAL OPERATING EXPENDITURES		2,102,232	884,170	2,321,254
12 6200 12	ALLOCATED OVERHEAD	429,768	214,884	429,768
TOTAL EXPENDITURES		2,532,000	1,099,054	2,751,022
NET OPERATING INCOME/(LOSS)		<u>(0)</u>	<u>64,076</u>	<u>(179,997)</u>

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**FROM: Jerry Gruber, General Manager
William Hollingsworth, Fire Chief-----
Meeting Date: January 19, 2017Subject: CONSIDER ADOPTION OF
RESOLUTION 06-2017 AND
INTRODUCTION OF ORDINANCE 01-
2017 AMENDING CHAPTER 6.04 OF
THE CAMBRIA COMMUNITY
SERVICES DISTRICT MUNICIPAL
CODE AND ADOPTING AND
AMENDING THE 2016 EDITION OF
THE CALIFORNIA FIRE CODE, THE
2015 EDITION OF THE
INTERNATIONAL WILDLAND URBAN
INTERFACE CODE, NATIONAL FIRE
PROTECTION ASSOCIATION
STANDARD 1144 AND THE 2015
INTERNATIONAL PROPERTY
MAINTENANCE CODE**RECOMMENDATIONS:**

1. Adopt Resolution 06-2017.
2. Introduce Ordinance 01-2017 by title only and waive full reading.
3. Schedule a Public Hearing for the February 23, 2017 Regular Board meeting to consider adoption of Ordinance 01-2017.
4. Direct CCSD staff to submit Resolution 06-2017, Ordinance 01-2017 and all appropriate and required documentation to the County of San Luis Obispo, as required by the California Health and Safety Code Section 13869.7.

FISCAL IMPACT:

No fiscal impact is anticipated related to the adoption of the updated California Fire Code, International Wildland Urban Interface Code, NFPA Standard 1144, and the International Property Maintenance Code.

BACKGROUND:

Attached for the Board of Directors' consideration is an Ordinance, as well as a Resolution making certain required findings, to adopt and make amendments to the 2016 California Fire Code, the 2015 International Wildland Urban Interface Code, NFPA Standard 1144, and the 2015 International Property Maintenance Code. Every three years the California Fire Code is

updated and adopted by the State, and local agencies throughout the State adopt the new Code and any needed local amendments. The new State of California Fire Code went into effect on January 1, 2017.

Community service districts are authorized by Government Code Section 61100(d) to provide fire protection services pursuant to the provisions of Health and Safety Code Sections 13800, et seq. Health and Safety Code Section 13869.7 provides the procedure for adopting amendments to the State codes, which includes the requirement that the Ordinance be submitted to the County prior to noticing a proposed ordinance for public hearing, as well as submittal of the ordinance after adoption to the County Board of Supervisors for ratification. The adoption of codes by reference is also subject to the requirements of Government Code Sections 50022.1, et seq. The adoption procedure is somewhat different than the procedure that otherwise applies to the adoption of an ordinance. Pursuant to Government Code Section 50022.3, after the introduction of the ordinance, a noticed public hearing is to be scheduled and held. Accordingly, staff is recommending that Ordinance 01-2017 be introduced and a public hearing scheduled for February 23, 2017 to consider adoption of the Ordinance.

Ordinance 01-2017 amends provisions in Chapter 6.04 of the CCSD Municipal Code, readopts prior amendments to the previous version of the California Fire Code and makes a number of technical amendments. This includes some new technical amendments that were also adopted by San Luis Obispo County as part of their adoption of the 2016 California Fire Code, so that the CCSD's Code is consistent with the County's requirements. These include: provisions relating to occupancy of buildings and use being prohibited before approval; a definition relating to "alteration" of a building; initiation of alarms, street, road and driveway grades; building address identification requirements; and requirements related to fire alarm and detection systems.

Changes were also made in 2013 revising fire sprinkler requirements to make them similar to and consistent with the majority of San Luis Obispo County in order to eliminate conflicting requirements, reduce confusion for local contractors and at the same time will not dilute the fire safety requirements of the current provisions enforced within the CCSD. Two tables relating to fire sprinkler requirements that have been adopted by the County are being adopted: Table 903.1 – Automatic Fire Sprinkler System Requirements for New Construction, and Table 903.2 – Automatic Fire Sprinkler System Requirements for Existing Construction. Copies of the Tables, which are incorporated into the Code by reference, are attached.

Also, in 2013 one of the amendments related to adding language prohibiting the use of "sky lanterns," which are small hot air balloon open flame devices. At that time, it was noted that efforts were made Countywide to regulate sky lanterns in the same manner as aerial fireworks, and that agencies throughout San Luis Obispo County had added such a prohibition. It was also noted that it was expected that a similar prohibition would be included in the 2016 California Fire Code. The prohibition was included in the new Fire Code; however, it does not contain exceptions for religious or cultural ceremonies that have recently been adopted by the County. Accordingly, a definition and exception consistent with the one adopted by San Luis Obispo County has been included.

In addition, this year the Fire Department is recommending that the CCSD adopt the 2015 International Property Maintenance Code (IPMC). As the Board is aware, the CCSD has an aggressive weed abatement/Fire Hazard Fuel Reduction Program based upon provisions in Health and Safety Code Sections 14875, et seq. Those provisions are limiting, however, in that they are utilized solely to enforce clearance of unimproved properties. Adoption of the 2015 International Property Maintenance Code will provide the CCSD with a tool to address weeds on improved property based upon IPMC Section 302.4, which provides as follows:

Premises and exterior property shall be maintained free from weeds or plant growth in excess of [JURISDICTION TO INSERT HEIGHT IN INCHES]. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Accordingly, the Ordinance includes adoption of the 2015 International Property Maintenance Code (IPMC) with appropriate amendments.

DISCUSSION:

Introduction of Ordinance 01-2017 will be followed by submittal to the County in accordance with the requirements of Health and Safety Code Section 13869.7. After holding the required public hearing and adoption at the February 23, 2017 CCSD regular Board meeting, the Ordinance will then be submitted to the County for ratification by the Board of Supervisors and then sent on to the California Building Standards Commission for official filing. Upon filing with the State, the new regulations and standards will be fully enforceable within the CCSD.

In addition, in order to adopt revisions to the California Fire Code, Health and Safety Code Sections 13869.7, 17958.7 and 18941.5 require that special findings be made that due to climatic, geographical and topographical conditions that exist within the local community, the amendments to the adopted codes are necessary to protect life, health, the community environment and property. Accordingly, Resolution 06-2017 has been prepared for consideration by the Board of Directors in support of the adoption of more restrictive fire and life safety standards and requirements than those contained in the State's Fire Code. The proposed amendments to the California Fire Code and International Wildland Urban Interface Code focus on the many unique environmental, topographical, geological, climatic and emergency response issues that face the Cambria Community Services District. The proposed amendments address numerous fire safety and related issues specific to Cambria.

Attachments: Resolution 06-2017
 Exhibit A to Resolution 06-2017
 Ordinance 01-2017
 International Property Maintenance Code
 Table 903.1
 Table 903.2

 BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ SANDERS ___ THOMPSON ___ BAHRINGER ___ FARMER ___

RESOLUTION 06-2017
JANUARY 19, 2017

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT MAKING FINDINGS PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 13869.7, 17958.7, and 18941.5 RELATED TO THE ADOPTION OF AMENDMENTS TO THE 2016 EDITION OF THE CALIFORNIA FIRE CODE, THE 2015 EDITION OF THE INTERNATIONAL WILDLAND URBAN INTERFACE CODE AND THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE.

WHEREAS, it is the responsibility and duty of the Board of Directors of the Cambria Community Services District to provide citizens with the greatest degree of protection from fire; and

WHEREAS, the California Fire Code, Title 24, Part 9 is adopted every three (3) years by order of the California Legislature with supplements published in intervening years; and

WHEREAS, the latest edition of the California Building and Standards Code was published this year and has the force of law beginning January 1, 2017; and

WHEREAS, Ordinance 01-2017 will amend Section 6.04.010, et seq., of the Cambria Community Services District Municipal Code so that it adopts and amends the 2016 California Fire Code (which is based on the 2015 International Fire Code), the 2015 International Wildland Urban Interface Code, the 2015 International Property Maintenance Code, State amendments and errata; and

WHEREAS, the Board of Directors of the Cambria Community Services District desires to make findings as required by the California Health and Safety Code Sections 13869.7, 17958.7, and 18941.5 that because of climatic, geographical and topographical conditions that exist within Cambria, the amendments to the adopted codes are necessary to protect the citizen's life, health, the community environment and property.

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

1. That the recitals set forth hereinabove are true, correct, valid and incorporated into the body hereof by this reference.
2. Based upon the facts contained in "Exhibit A," the Board of Directors hereby makes findings that due to climatic, geographical and topographical conditions that exist within Cambria, the amendments to the 2016 Edition of the California Fire Code, the 2015 Edition of the International Wildland Urban Interface Code, and the 2015

International Property Maintenance Code, as set forth in Ordinance 01-2017, are necessary to protect the life, health, community, environment and property within the CCSD. That said Exhibit A, entitled "Cambria Community Services District Fire Department 2016 California Fire Code Amendment Findings," a copy of which is on file in the Cambria Community Services District administrative offices located at 1316 Tamsen Drive, Suite 201, Cambria, CA 93428, and is available there for public inspection, be and hereby is approved and adopted in the form set forth in said "Exhibit A."

The foregoing Resolution 06-2017 was adopted at a Regular Meeting of the Board of Directors of the Cambria Community Services District on January 19, 2017.

AYES:

NAYS:

ABSENT:

Amanda Rice
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid
District Clerk

Timothy J. Carmel
District Counsel

“EXHIBIT A” to Resolution 06-2017
CAMBRIA COMMUNITY SERVICES DISTRICT FIRE DEPARTMENT
2016 CALIFORNIA FIRE CODE FINDINGS

Pursuant to Sections 13869.7, 17958.7 and 18941.5 of the California Health and Safety Code, the report contained herein shall be facts and the findings document to support proposed Cambria Community Services District Ordinance No. 01-2017. Under said ordinance, specific amendments have been established which are more restrictive in nature than those sections adopted by the State of California and contained in Title 24 of the California Code of Regulations.

The amendments to the California Fire Code, 2016 Edition (which is based on the 2015 International Fire Code as published by the International Code Council, and is part of the California Code of Regulations/ California Buildings and Standards Code, Title 24, Part 9), and the International Wildland Urban Interface Code 2015 edition (as published by the International Code Council), and the National Fire Protection Association Standard 1144, *Standard for Reducing Structure Ignition Hazards from Wildland Fire*, and the 2015 International Property Maintenance Code will apply in the Cambria Community Services District. The amendments address the unique fire problems, concerns, and future directions, by which this District can establish and maintain an environment which will deliver an adequate level of fire and life safety protection to its citizens and visitors.

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

CAMBRIA COMMUNITY PROFILE

In 1866, the Town of Cambria was established. Cambria encompasses an area of approximately 5 square miles, with a residential population of approximately 6,500. The physical location of Cambria is 1 mile north of Highway 46 West on California Highway 1 and immediately south of San Simeon Creek Road and California Highway 1, immediately adjacent to the Pacific Ocean. The majority of Cambria contains single-family residential housing, two distinct business areas, numerous hotels, motels and bed and breakfasts, as well as an elementary school, a middle school and a high school, and a small commercial business area. Housing areas are spread across Cambria at elevations ranging from 10 to 600 feet above sea level.

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

Based on this profile of Cambria, the Cambria Community Services District Fire Department (CCSDFD) established certain requirements to increase the level of fire safety to the citizens and visitors of Cambria, as well as the buildings and property within its boundaries. The following

points are factors which cause concern to the CCSDFD and are herein established and submitted as the findings:

1. CLIMATIC

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

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

2. GEOLOGICAL

The geologic features offered by Cambria give residents and visitors alike great scenic appeal. The coastline along the Pacific Ocean is emerging and is a rocky coast.

The area in and around Cambria has considerable evidence of prior seismic activity. During the last several years earthquakes centered in Parkfield, San Simeon and Templeton have caused significant seismic activity within Cambria. Several active faults are located to the East of Cambria and could result in damage occurring to the community. The disruption of streets and roadways due to seismic damage could delay the arrival of emergency fire response and allow fires to quickly escalate beyond the fire department's ability to suppress them. The installation of automatic fire suppression systems will allow the ability for the system to take action prior to the fire department's arrival. The potential for severe damage does exist for the entire built environment in the community but respective distances to such faults may limit damage in new construction where damage to older existing structures could be serious.

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

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

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

3. TOPOGRAPHIC

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

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

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

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

The town of Cambria is currently a designated by Cal Fire as a high wildland fire severity zone. The rural nature of the town and the fact that a significant wildland fire has not occurred here in over 130 years places the community and visitors at significant risk. Narrow roads and steep hillsides increase response times and delay fire suppression efforts. The accumulation of combustible trees, dead vegetation, brush and grass create significant hazards and pose a severe burden on emergency response by the fire department. The potential for multiple fires would quickly overtax the CCSDFD ability to adequately provide service. The hillside location of homes, and the grouping together of numerous homes in a small area, also creates service delivery problems for the department. Fires occurring in these homes have a greater potential to spread to the wildland and therefore would expose additional structures to loss by fire.

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

STATEMENT OF THE PROBLEM

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

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

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

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

The CCSDFD's emergency response assignment varies, depending on Paid-Call or Reserve Firefighter availability. Most Fire Departments consider two engine companies, a rescue unit, an EMS unit (paramedics), and a Chief Officer to be a minimum emergency response assignment for a single-family structure fire.

The CCSDFD's daily staffing includes four personnel on a single Engine Company, and an Automatic Aid response from CAL Fire/San Luis Obispo County Fire, other adjacent agencies as well as available Paid Call Firefighters. It then seems only reasonable that new structures constructed or added onto, in Cambria, be protected by built-in fire protection systems. The criteria for controlling the cost of fire protection in the CCSD is to cause (by ordinance) new structures, regardless of type of construction or occupancy, to be equipped with automatic fire sprinklers.

The amending and adoption of the 2016 California Fire Code, and the 2015 International Wildland Urban Interface Code and the NFPA Standard 1144, and the 2015 International Property Maintenance code identifies a legally accepted, and recognized means to insure public safety and proper protection from fire. The adoption of these Codes together with the amendments provides a reasonable and established means of adequately protecting life, the environment and property in Cambria.

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

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

Based on these findings, Ordinance No. 01-2017 will provide effective protection of the residents, the environment, as well as property, and help reduce the ravages of fire.

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

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

Prepared and submitted by: William Hollingsworth, Cambria CSD Fire Chief

ORDINANCE NO. 01-2017

**BOARD OF DIRECTORS
CAMBRIA COMMUNITY SERVICES DISTRICT
JANUARY 19, 2017**

**ORDINANCE AMENDING CHAPTER 6.04 OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT MUNICIPAL CODE AND
ADOPTING AND AMENDING THE 2016 EDITION OF THE
CALIFORNIA FIRE CODE, THE 2015 EDITION OF THE INTERNATIONAL
WILDLAND URBAN INTERFACE CODE, THE 2013 NATIONAL
FIRE PROTECTION ASSOCIATION STANDARD 1144, AND THE 2015 EDITION OF
THE INTERNATIONAL PROPERTY MAINTENANCE CODE**

BE IT ORDAINED by the Board of Directors of the Cambria Community Services District as follows:

Section 1. FINDINGS.

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

- A. Section 13869 of the Health and Safety Code of the State of California, and Article 2 (commencing with section 50022) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code, and 61100(d) of the Government Code, authorize the Cambria Community Services District to adopt an Ordinance, which incorporates by reference fire prevention codes, and amendments.
- B. The California Code of Regulations/CA Buildings and Standards Code, Title 24, Part 9 which includes the California Fire Code, is adopted by order of the California Legislature with supplements published in intervening years.
- C. The latest edition of the California Buildings and Standards Code was published in 2016 year and has the force of law beginning **January 1, 2017.**
- D. This Ordinance will repeal the current fire codes and all other previously adopted fire codes and amendments. This Ordinance will adopt and amend the 2016 California Fire Code, the 2015 International Wildland Urban Interface Code as published by the International Code Council, the 2013 National Fire Protection Association Standard 1144 Standard for Reducing Structure Ignition Hazards from Wildland Fire, and the 2015 International Property Maintenance Code, and will include annual supplements and State amendments and errata.
- E. Pursuant to California Health and Safety Code Sections 13869.7, 17958.7 and 18941.5 the Board has adopted Resolution 06-2017 making specific findings that because of climatic, geological, and topographical conditions

that exist in Cambria, that the amendments to the adopted codes are necessary to protect the citizens' life, health, community, environment and property.

Section 2. AMENDMENT TO SECTION 6.04.010 OF THE CAMBRIA COMMUNITY SERVICE DISTRICT MUNICIPAL CODE

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

“6.04.010 -- Adoption of the 2016 edition of the California Fire Code, the 2015 International Wildland Urban Interface Code, 2013 National Fire Protection Association Standard 1144 and the 2015 International Property Maintenance Code.

Except as provided in 6.04.040, all articles and appendices of the 2016 California Fire Code, which is based on the 2015 edition of the International Fire Code as published by the International Code Council, the 2015 edition of the International Wildland Urban Interface Code as published by the International Code Council, the 2013 edition of Standard 1144 Standard For Reducing Structure Ignition Hazards From Wildland Fire as published by the National Fire Protection Association and the 2015 International Property Maintenance Code as published by the International Code Council, are adopted, including annual supplements, State amendments and errata.”

Section 3. AMENDMENT TO SECTION 6.04.040 OF THE CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE

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

“6.04.040 -- Amendments and Exceptions to the 2016 California Fire Code (CFC), the 2015 International Wildland Urban Interface Code (IWUIC) and the International Property Maintenance Code (IPMC).

Pursuant to Resolution No. 01-2017, the Board of Directors of the Cambria Community Services District found that because certain local climatic, geological and topographical conditions exist within the District, more stringent building standards relating to fire and public safety than those standards adopted by the State Fire Marshal and contained in the California Building Standards Code are necessary for fire protection within the District. Resolution No. 01-2017 and the findings contained therein are hereby incorporated by this reference. The following amendments and exceptions to the California Fire Code, 2016 edition, are therefore hereby made:

1. CFC Section 101.1 Title: Insert the Cambria Community Services District.
2. CFC Section 103.2 Appointment. This Section is deleted in its entirety.
3. CFC Section 105.3.3 is amended as follows: Occupancy and use prohibited before approval. The building or structure shall not be occupied prior to the fire code official issuing a permit that indicates that applicable provisions of this code have been met. No appliance, device, equipment, or system shall be operated or used until the installation has been approved and permitted by the fire code official and all applicable provisions of this code have been met. It shall be the duty of the permit applicant or contractor or both to cause the work to remain accessible and

exposed for inspection purposes.

4. CFC Section 108.1 Board of Appeals Established is amended as follows: To determine the suitability of alternate materials and types of construction and to provide for reasonable interpretations of the provisions of this code, there shall be and hereby is created a Board of Appeals consisting of the five members of the Cambria CSD Board of Directors. When a Cambria CSD Fire Code Appeal Board is convened, the Board of Directors shall become members of the Cambria CSD Fire Code Appeal Board. The existing rules and regulations of the Cambria CSD Board of Directors shall apply for appeal proceedings under this code. All decisions and findings will be placed into writing and a copy sent to the Fire Chief and the appellant.
5. CFC Section 113.2 Fees- is amended as follows: Fees are specified in the Cambria Community Services District Fee Schedules for District Services, as adopted by resolution by the Board of Directors.
6. CFC Section 202, "General Definitions," the definition of "Alteration" is amended as follows: Alteration. Any construction change or renovation to an existing structure. Alterations include, but are not limited to, the addition or elimination of walls within the existing building envelope.
7. CFC Sections 202 and 302.1 Definitions – are amended to add the following definition: SKY LANTERN – An airborne lantern typically made of paper with a wood frame containing a candle, fuel cell composed of waxy flammable material or other open flame which serves as a heat source to heat air inside the lantern to cause it to lift into the air. Sky candles, fire balloons and airborne paper lanterns mean the same as sky lanterns.
8. CFC Section 308.1.6.3 Sky Lanterns – is amended to add the following section:
 308.1.6.3 Sky Lanterns – The ignition and launching of sky lanterns is prohibited. Exceptions: Upon the approval of the fire code official, sky lanterns may be used under the following conditions:
 - (a). When necessary for religious or cultural ceremonies and adequate safeguards have been taken in the discretion of the fire code official.
 - (b). Sky lanterns shall be tethered in a safe manner to prevent them from leaving the area and must be constantly attended until extinguished.
9. CFC Section 307.1.1 Prohibited Open Burning- is amended as follows: All open burning, bonfires, warming fires, and debris fires are prohibited within the Cambria CSD jurisdictional boundaries, except as permitted and authorized by the Cambria Community Services District Fire Department and the San Luis Obispo County Air Pollution Control District. This amendment does not restrict barbecues or recreational fires in a permanent approved barbecue pit or a manufactured device designed for the purpose.
10. CFC Section 405.7 Initiation - is amended as follows: 405.7 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. Prior to initiating an alarm, the person initiating the alarm shall contact the fire alarm monitoring company and advise the company's dispatcher of the fire drill. In cases where the fire alarm system is not monitored by a central station, notification shall be provided to the fire department dispatch

center.

11. CFC Section 503.2.3 Fire Department Access Surface - is amended as follows: All fire apparatus access roads, must be able to support a **minimum of 40,000 pounds as certified by a licensed civil engineer.**
12. CFC Section 503.2.4 Fire Department Access Turning Radius - is amended as follows: The turning radius of a fire apparatus access road or driveway, shall be at least 28 feet inside radius and 48 feet outside radius.
13. CFC Section 503.2 "Specifications" is amended by addition thereto as follows:
503.2.7 Grade. The grade for all roads, streets, private lands and driveways shall not exceed 16 percent. Design criteria shall be in accordance with San Luis Obispo County Public Works public improvement standards. Roads 12%-16% shall be a nonskid asphalt or concrete surface as specified in San Luis Obispo County public improvement Standards, specifications and drawings.
14. CFC Section 503.4 Obstruction and Control of Fire Apparatus Access - is amended as follows: The Fire Chief and/or their authorized representatives, shall have the power and authority to remove or cause to remove, without notice, any vehicle or object parked or placed in violation of the California Fire Code. The owner of the vehicle or other object removed is responsible for all towing, storage and other charges incurred.
15. CFC Section 503.5 Required Gates or Barricades - is amended as follows: All motorized gates or barricades must have a system disconnect and a clearly understandable manual method of opening. All locks or other security devices must be either a Knox Company product or another similar system as approved by the Cambria CSD Fire Department.
16. CFC Section 505.1 Address Identification - is amended to read as follows: New and existing buildings shall have approved address Identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their back grounds and be reflective material. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be a minimum of: 6" inches for residential, 8" inches for commercial, and 10" inches high with a minimum stroke width on ½ inch. Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure. When required by the fire code official, complexes with multiple buildings may be required to provide directories, premises maps and directional signs. The scale, design and location of directory signs shall be approved by the fire code official and be required to be illuminated.
17. CFC Section 603.4 Portable Un-vented Heaters - is amended as follows: Portable un-vented fuel-fired heating equipment shall be prohibited in all occupancies and in all groups. All flammable and combustible fueled heaters that are not vented to the outside of the building are included in this section.
18. CFC Section 903.2 Automatic Fire Sprinkler Systems, Where Required - is amended as follows: Section 903.2 "Where Required" is amended by deletion of

Sections 903.2 through 903.2.11.3. Section 903.2 is amended by addition thereto to add Table 903.1 – Automatic Fire Sprinkler System Requirements for NEW CONSTRUCTION and Table 903.2 – Automatic Fire Sprinkler System Requirements for EXISTING CONSTRUCTION, which tables are attached hereto and incorporated herein by this reference.

19. CFC Section 903.3.2 Quick Response and Residential Sprinkler locations - is amended as follows: All Group-R residences must have an approved automatic fire sprinkler head(s) installed in all attic or other areas where a forced air unit (FAU) or other open flame or heat producing device is located. An inspector's test valve must also be installed on all Group-R buildings at the point furthest opposite from where the fire sprinkler riser enters the building. Sprinkler heads and inspectors test valve locations are subject to approval by the Cambria CSD Fire Department.
20. CFC Section 907.1 Fire Alarm and Detection Systems General - is amended to read as follows: This section covers the application, installation, performance, and maintenance fire alarm systems and their components in new and existing buildings and structures. All new commercial building shall be installed with fire alarm systems. The requirements of Section 907.2 are applicable to new buildings and structures. The requirements of Section 907.9 are applicable to existing buildings and structures.
21. CFC Section 2306.2.3 Above Ground Tanks Located Outside, Above Grade - is amended as follows: Keep existing sub-sections 1 through 5 and add sub-section 6, as follows:
6. All above ground liquid motor fuel tanks regardless of class of liquid or size must be permitted and approved by the Fire Chief or their designate.
22. CFC Section 5601.1 Explosives and Fireworks - is amended as follows: The discharge, possession and or storage of both Safe and Sane (California State Fire Marshal Approved) Fireworks as well as all illegal fireworks is prohibited, *except* for professional displays that are permitted and approved by the Fire Chief or their designate, in accordance with Title 19, California Code of Regulations, Chapter 6.
23. Section CFC 5609 is added to Chapter 56, Explosives and Fireworks to read as follows: Seizure of Fireworks. The Fire Chief or their designate shall have the authority to seize, take and remove fireworks stored, sold, offered for sale, used or handled in violation of the provisions of Title 19, California Code of Regulations, Chapter 6 and the California Health and Safety Code, Chapter 9. This shall include Safe and Sane fireworks as well as specified in amended Section 5601.
24. IWUIC Chapter 5 Table 502.1 Fire Hazard Severity: This table is eliminated.
25. IWUIC Chapter 5 Special Building Construction Regulations, Section 505 Class-2 Ignition Resistant Construction (505.2 only) and Section 506 Class-3 Ignition Resistant Construction (506.2 only) - are amended as follows: Roof Covering. Roofs shall have either a Class-A roof covering or a Class-A roof assembly. For roof coverings where the profile allows a space between the roof coverings and roof decking, the space at the eave ends shall be fire-stopped to preclude entry of flames or embers. Partial roof replacements are not allowed.
26. IWUIC Appendix-C (Fire Hazard Severity Form) - is eliminated in its entirety and is replaced as follows: In order to determine the applicable Fire Hazard Severity Class rating for construction within the CCSD the current Cambria CSD Fire

Wildland Fire Risk map will be utilized to determine the requirements for the ignition resistant class rating. When there is a conflict between California State severity zones and CCSD severity zone maps, the more stringent requirement shall be applied.

27. IPMC Section 101.1 Title - is amended by inserting “Cambria Community Services District”
28. IPMC Section 103.1 General - is amended to read as follows: The Cambria Community Services District Fire Department shall be responsible for property maintenance inspection and the Fire Chief or his or her designee shall be known as the code official.
29. IPMC Section 103.2 Appointment - is deleted.
30. IPMC Section 103.5 Fees - is amended to read as follows: Fees for activities and services performed by the Fire Department in carrying out its responsibilities under this code shall be those fees specified in the Cambria Community Services District Fee Schedules for District Services, as adopted by resolution by the Board of Directors.
31. IPMC Section 302.4 Weeds - is amended by inserting “four (4) inches” so that the first sentence reads as follows: Premises and exterior property shall be maintained free from weeds or plant growth in excess of a height of four (4) inches.
32. IPMC Section 304.14 Insect Screens - is amended so that the first sentence reads as follows: Every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall at all times be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.
33. IPMC Section 602.3 Heat Supply - is amended so that the first sentence reads as follows: Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall at all times supply heat to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.
34. IPMC Section 602.4 Occupiable Work Spaces – is amended so that the first sentence reads as follows: Indoor occupiable work spaces shall at all times be supplied with heat to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Section 4. REPEAL OF CONFLICTING ORDINANCES

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

Section 5. SEVERABILITY

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

Section 6. DATE OF EFFECT

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

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

AYES:
NAYS:
ABSENT:

Ordinance No. 01-2017 is hereby adopted

Amanda Rice
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid
District Clerk

Timothy J. Carmel
District Counsel

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INTERNATIONAL
Property Maintenance
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2015 International Property Maintenance Code®

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PREFACE

Introduction

Internationally, code officials recognize the need for a modern, up-to-date property maintenance code governing the maintenance of existing buildings. The *International Property Maintenance Code*®, in this 2015 edition, is designed to meet this need through model code regulations that contain clear and specific property maintenance requirements with required property improvement provisions.

This 2015 edition is fully compatible with all of the *International Codes*® (I-Codes®) published by the International Code Council (ICC)®, including the *International Building Code*®, *International Energy Conservation Code*®, *International Existing Building Code*®, *International Fire Code*®, *International Fuel Gas Code*®, *International Green Construction Code*®, *International Mechanical Code*®, *ICC Performance Code*®, *International Plumbing Code*®, *International Private Sewage Disposal Code*®, *International Residential Code*®, *International Swimming Pool and Spa Code*™, *International Wildland-Urban Interface Code*® and *International Zoning Code*®.

The *International Property Maintenance Code* requirements provide many benefits, among which is the model code development process that offers an international forum for code officials and other interested parties to discuss performance and prescriptive code requirements. This forum provides an excellent arena to debate proposed revisions. This model code also encourages international consistency in the application of provisions.

Development

The first edition of the *International Property Maintenance Code* (1998) was the culmination of an effort initiated in 1996 by a code development committee appointed by ICC and consisting of representatives of the three statutory members of the International Code Council at that time, including: Building Officials and Code Administrators International, Inc. (BOCA), International Conference of Building Officials (ICBO) and Southern Building Code Congress International (SBCCI). The committee drafted a comprehensive set of regulations for existing buildings that was consistent with the existing model property maintenance codes at the time. This 2015 edition presents the code as originally issued, with changes reflected through the previous 2012 edition and further changes developed through the ICC Code Development Process through 2013. A new edition of the code is promulgated every 3 years.

This code is founded on principles intended to establish provisions consistent with the scope of a property maintenance code that adequately protects public health, safety and welfare; provisions that do not unnecessarily increase construction costs; provisions that do not restrict the use of new materials, products or methods of construction; and provisions that do not give preferential treatment to particular types or classes of materials, products or methods of construction.

Adoption

The International Code Council maintains a copyright in all of its codes and standards. Maintaining copyright allows ICC to fund its mission through sales of books, in both print and electronic formats. The *International Property Maintenance Code* is designed for adoption and use by jurisdictions that recognize and acknowledge the ICC's copyright in the code, and further acknowledge the substantial shared value of the public/private partnership for code development between jurisdictions and the ICC.

The ICC also recognizes the need for jurisdictions to make laws available to the public. All ICC codes and ICC standards, along with the laws of many jurisdictions, are available for free in a non-downloadable form on the ICC's website. Jurisdictions should contact the ICC at adoptions@icc-safe.org to learn how to adopt and distribute laws based on the *International Property Maintenance Code* in a manner that provides necessary access, while maintaining the ICC's copyright.

Maintenance

The *International Property Maintenance Code* is kept up to date through the review of proposed changes submitted by code enforcing officials, industry representatives, design professionals and other interested parties. Proposed changes are carefully considered through an open code development process in which all interested and affected parties may participate.

The contents of this work are subject to change through both the code development cycles and the governmental body that enacts the code into law. For more information regarding the code development process, contact the Codes and Standards Development Department of the International Code Council.

While the development procedure of the *International Property Maintenance Code* ensures the highest degree of care, the ICC, its members and those participating in the development of this code do not accept any liability resulting from compliance or noncompliance with the provisions because the ICC does not have the power or authority to police or enforce compliance with the contents of this code. Only the governmental body that enacts the code into law has such authority.

Code Development Committee Responsibilities (Letter Designations in Front of Section Numbers)

In each code development cycle, proposed changes to this code are considered at the Committee Action Hearings by the International Property Maintenance/Zoning Code Development Committee, whose action constitutes a recommendation to the voting membership for final action on the proposed changes. Proposed changes to a code section having a number beginning with a letter in brackets are considered by a different code development committee. For example, proposed changes to code sections that have the letter [F] in front of them (e.g., [F] 704.1) are considered by the International Fire Code Development Committee at the Committee Action Hearings.

The content of sections in this code that begin with a letter designation is maintained by another code development committee in accordance with the following:

- [A] = Administrative Code Development Committee;
- [F] = International Fire Code Development Committee;
- [P] = International Plumbing Code Development Committee;
- [BE] = IBC – Means of Egress Code Development Committee; and
- [BG] = IBC – General Code Development Committee.

For the development of the 2018 edition of the I-Codes, there will be three groups of code development committees and they will meet in separate years. Note that these are tentative groupings.

Group A Codes (Heard in 2015, Code Change Proposals Deadline: January 12, 2015)	Group B Codes (Heard in 2016, Code Change Proposals Deadline: January 11, 2016)	Group C Codes (Heard in 2017, Code Change Proposals Deadline: January 11, 2017)
International Building Code – Fire Safety (Chapters 7, 8, 9, 14, 26) – Means of Egress (Chapters 10, 11, Appendix E) – General (Chapters 2-6, 12, 27-33, Appendices A, B, C, D, K)	Administrative Provisions (Chapter 1 of all codes except IRC and IECC, administrative updates to currently referenced standards, and designated definitions)	International Green Construction Code
International Fuel Gas Code	International Building Code – Structural (Chapters 15-25, Appendices F, G, H, I, J, L, M)	
International Existing Building Code	International Energy Conservation Code	
International Mechanical Code	International Fire Code	
International Plumbing Code	International Residential Code – IRC-B (Chapters 1-10, Appendices E, F, H, J, K, L M, O, R, S, T, U)	
International Private Sewage Disposal Code	International Wildland-Urban Interface Code	
International Property Maintenance Code		
International Residential Code – IRC-Mechanical (Chapters 12-24) – IRC-Plumbing (Chapter 25-33, Appendices G, I, N, P)		
International Swimming Pool and Spa Code		
International Zoning Code		

Note: Proposed changes to the ICC Performance Code will be heard by the Code Development Committee noted in brackets [] in the text of the code.

Code change proposals submitted for code sections that have a letter designation in front of them will be heard by the respective committee responsible for such code sections. Because different committees hold code development hearings in different years, it is possible that some proposals for this code will be heard by committees in both the 2015 (Group A) and the 2016 (Group B) code development cycles.

For instance, every section of Chapter 1 of this code is designated as the responsibility of the Administrative Code Development Committee, and that committee is part of the Group B portion of the hearings. This committee will hold its code development hearings in 2016 to consider all code change proposals for Chapter 1 of this code and proposals for Chapter 1 of all I-Codes except the *International Energy Conservation Code*, *International Residential Code* and *ICC Performance Code*. Therefore, any proposals received for Chapter 1 of this code will be assigned to the Administrative Code Development Committee for consideration in 2016.

It is very important that anyone submitting code change proposals understand which code development committee is responsible for the section of the code that is the subject of the code change proposal. For further information on the code development committee responsibilities, please visit the ICC website at www.iccsafe.org/scoping.

Marginal Markings

Solid vertical lines in the margins within the body of the code indicate a technical change from the requirements of the 2012 edition. Deletion indicators in the form of an arrow (➡) are provided in the margin where an entire section, paragraph, exception or table has been deleted or an item in a list of items or a table has been deleted.

A single asterisk [*] placed in the margin indicates that text or a table has been relocated within the code. A double asterisk [**] placed in the margin indicates that the text or table immediately

following it has been relocated there from elsewhere in the code. The following table indicates such relocations in the 2015 edition of the *International Property Maintenance Code*.

2015 LOCATION	2012 LOCATION
None	None

Italicized Terms

Selected terms set forth in Chapter 2, Definitions, are italicized where they appear in code text. Such terms are not italicized where the definition set forth in Chapter 2 does not impart the intended meaning in the use of the term. The terms selected have definitions that the user should read carefully to facilitate better understanding of the code.

EFFECTIVE USE OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE

The *International Property Maintenance Code* (IPMC) is a model code that regulates the minimum maintenance requirements for existing buildings.

The IPMC is a maintenance document intended to establish minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety. Responsibility is fixed among owners, operators and occupants for code compliance. The IPMC provides for the regulation and safe use of existing structures in the interest of the social and economic welfare of the community.

Arrangement and Format of the 2015 IPMC

Before applying the requirements of the IPMC it is beneficial to understand its arrangement and format. The IPMC, like other codes published by ICC, is arranged and organized to follow sequential steps that generally occur during an inspection. The IPMC is divided into eight different parts:

Chapters	Subjects
1	Administration
2	Definitions
3	General Requirements
4	Light, Ventilation and Occupancy Limitations
5	Plumbing Facilities and Fixture Requirements
6	Mechanical and Electrical Requirements
7	Fire Safety Requirements
8	Referenced Standards

The following is a chapter-by-chapter synopsis of the scope and intent of the provisions of the *International Property Maintenance Code*:

Chapter 1 Scope and Administration. This chapter contains provisions for the application, enforcement and administration of subsequent requirements of the code. In addition to establishing the scope of the code, Chapter 1 identifies which buildings and structures come under its purview. Chapter 1 is largely concerned with maintaining “due process of law” in enforcing the property maintenance criteria contained in the body of the code. Only through careful observation of the administrative provisions can the building official reasonably expect to demonstrate that “equal protection under the law” has been provided.

Chapter 2 Definitions. All terms that are defined in the code are listed alphabetically in Chapter 2. While a defined term may be used in one chapter or another, the meaning provided in Chapter 2 is applicable throughout the code.

Where understanding of a term’s definition is especially key to or necessary for understanding of a particular code provision, the term is shown in italics wherever it appears in the code. This is true only for those terms that have a meaning that is unique to the code. In other words, the generally understood meaning of a term or phrase might not be sufficient or consistent with the meaning prescribed by the code; therefore, it is essential that the code-defined meaning be known.

Guidance is provided regarding tense, gender and plurality of defined terms as well as terms not defined in this code.

Chapter 3 General Requirements. Chapter 3, “General Requirements,” is broad in scope. It includes a variety of requirements for the exterior property areas as well as the interior and exterior elements of the structure. This chapter provides requirements that are intended to maintain a minimum level of safety and sanitation for both the general public and the occupants of a structure, and to maintain a building’s structural and weather-resistance performance. Chapter 3 provides specific criteria for regulating the installation and maintenance of specific building components; maintenance requirements for vacant structures and land; requirements regulating the safety, sanitation and appearance of the interior and exterior of structures and all exterior property areas; accessory structures; vehicle storage regulations and establishes who is responsible for complying with the chapter’s provisions. This chapter also contains the requirements for swimming pools, spas and hot tubs and the requirements for protective barriers and gates in these barriers. Chapter 3 establishes the responsible parties for exterminating insects and rodents, and maintaining sanitary conditions in all types of occupancies.

Chapter 4 Light, Ventilation and Occupancy Limitations. The purpose of Chapter 4 is to set forth these requirements in the code and to establish the minimum environment for occupiable and habitable buildings, by establishing the minimum criteria for light and ventilation and identifies occupancy limitations including minimum room width and area, minimum ceiling height and restrictions to prevent overcrowding. This chapter also provides for alternative arrangements of windows and other devices to comply with the requirements for light and ventilation and prohibits certain room arrangements and occupancy uses.

Chapter 5 Plumbing Facilities and Fixture Requirements. Chapter 5 establishes the minimum criteria for the installation, maintenance and location of plumbing systems and facilities, including the water supply system, water heating appliances, sewage disposal system and related plumbing fixtures.

Sanitary and clean conditions in occupied buildings are dependent upon certain basic plumbing principles, including providing potable water to a building, providing the basic fixtures to effectively utilize that water and properly removing waste from the building. Chapter 5 establishes the minimum criteria to verify that these principles are maintained throughout the life of a building.

Chapter 6 Mechanical and Electrical Requirements. The purpose of Chapter 6 is to establish minimum performance requirements for heating, electrical and mechanical facilities and to establish minimum standards for the safety of these facilities.

This chapter establishes minimum criteria for the installation and maintenance of the following: heating and air-conditioning equipment, appliances and their supporting systems; water heating equipment, appliances and systems; cooking equipment and appliances; ventilation and exhaust equipment; gas and liquid fuel distribution piping and components; fireplaces and solid fuel-burning appliances; chimneys and vents; electrical services; lighting fixtures; electrical receptacle outlets; electrical distribution system equipment, devices and wiring; and elevators, escalators and dumb-waiters.

Chapter 7 Fire Safety Requirements. The purpose of Chapter 7 is to address those fire hazards that arise as the result of a building’s occupancy. It also provides minimum requirements for fire safety issues that are most likely to arise in older buildings.

This chapter contains requirements for means of egress in existing buildings, including path of travel, required egress width, means of egress doors and emergency escape openings.

Chapter 7 establishes the minimum requirements for fire safety facilities and fire protection systems, as these are essential fire safety systems.

Chapter 8 Referenced Standards. The code contains numerous references to standards that are used to regulate materials and methods of construction. Chapter 8 contains a comprehensive list of all standards that are referenced in the code. The standards are part of the code to the extent of the reference to the standard. Compliance with the referenced standard is necessary for compliance with this code. By providing specifically adopted standards, the construction and installation requirements necessary for compliance with the code can be readily determined. The basis for code compliance is, therefore, established and available on an equal basis to the code official, contractor, designer and owner.

Chapter 8 is organized in a manner that makes it easy to locate specific standards. It lists all of the referenced standards, alphabetically, by acronym of the promulgating agency of the standard. Each agency's standards are then listed in either alphabetical or numeric order based upon the standard identification. The list also contains the title of the standard; the edition (date) of the standard referenced; any addenda included as part of the ICC adoption; and the section or sections of this code that reference the standard.

LEGISLATION

Jurisdictions wishing to adopt the 2015 *International Property Maintenance Code* as an enforceable regulation governing existing structures and premises should ensure that certain factual information is included in the adopting legislation at the time adoption is being considered by the appropriate governmental body. The following sample adoption legislation addresses several key elements, including the information required for insertion into the code text.

SAMPLE LEGISLATION FOR ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE ORDINANCE NO. _____

A[N] [ORDINANCE/STATUTE/REGULATION] of the [JURISDICTION] adopting the 2015 edition of the *International Property Maintenance Code*, regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the [JURISDICTION]; providing for the issuance of permits and collection of fees therefor; repealing [ORDINANCE/STATUTE/REGULATION] No. _____ of the [JURISDICTION] and all other ordinances or parts of laws in conflict therewith.

The [GOVERNING BODY] of the [JURISDICTION] does ordain as follows:

Section 1. That a certain document, three (3) copies of which are on file in the office of the [TITLE OF JURISDICTION'S KEEPER OF RECORDS] of [NAME OF JURISDICTION], being marked and designated as the *International Property Maintenance Code*, 2015 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the [JURISDICTION], in the State of [STATE NAME] for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the [JURISDICTION] are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 101.1. Insert: [NAME OF JURISDICTION]

Section 103.5. Insert: [APPROPRIATE SCHEDULE]

Section 112.4. Insert: [DOLLAR AMOUNT IN TWO LOCATIONS]

Section 302.4. Insert: [HEIGHT IN INCHES]

Section 304.14. Insert: [DATES IN TWO LOCATIONS]

Section 602.3. Insert: [DATES IN TWO LOCATIONS]

Section 602.4. Insert: [DATES IN TWO LOCATIONS]

Section 3. That [ORDINANCE/STATUTE/REGULATION] No. _____ of [JURISDICTION] entitled [FILL IN HERE THE COMPLETE TITLE OF THE LEGISLATION OR LAWS IN EFFECT AT THE PRESENT TIME SO THAT THEY WILL BE REPEALED BY DEFINITE MENTION] and all other ordinances or parts of laws in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The [GOVERNING BODY] hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired

or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the [JURISDICTION'S KEEPER OF RECORDS] is hereby ordered and directed to cause this legislation to be published. (An additional provision may be required to direct the number of times the legislation is to be published and to specify that it is to be in a newspaper in general circulation. Posting may also be required.)

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect [TIME PERIOD] from and after the date of its final passage and adoption.

TABLE OF CONTENTS

CHAPTER 1 SCOPE AND ADMINISTRATION	1	402	Light	17
PART 1—SCOPE AND APPLICATION.	1	403	Ventilation	17
Section		404	Occupancy Limitations	17
101 General	1	CHAPTER 5 PLUMBING FACILITIES AND		
102 Applicability	1	FIXTURE REQUIREMENTS		19
PART 2—ADMINISTRATION AND		Section		
ENFORCEMENT	2	501 General	19	
Section		502 Required Facilities	19	
103 Department of Property Maintenance		503 Toilet Rooms	19	
Inspection	2	504 Plumbing Systems and Fixtures	19	
104 Duties and Powers of the Code Official	2	505 Water System	19	
105 Approval	2	506 Sanitary Drainage System	20	
106 Violations	3	507 Storm Drainage	20	
107 Notices and Orders	3	CHAPTER 6 MECHANICAL AND ELECTRICAL		
108 Unsafe Structures and Equipment	4	REQUIREMENTS		21
109 Emergency Measures	5	Section		
110 Demolition	6	601 General	21	
111 Means of Appeal	6	602 Heating Facilities	21	
112 Stop Work Order	7	603 Mechanical Equipment	21	
CHAPTER 2 DEFINITIONS	9	604 Electrical Facilities	21	
Section		605 Electrical Equipment	22	
201 General	9	606 Elevators, Escalators and Dumbwaiters	22	
202 General Definitions	9	607 Duct Systems	23	
CHAPTER 3 GENERAL REQUIREMENTS	11	CHAPTER 7 FIRE SAFETY REQUIREMENTS		25
Section		Section		
301 General	11	701 General	25	
302 Exterior Property Areas	11	702 Means of Egress	25	
303 Swimming Pools, Spas and Hot Tubs	11	703 Fire-resistance Ratings	25	
304 Exterior Structure	12	704 Fire Protection Systems	25	
305 Interior Structure	13	CHAPTER 8 REFERENCED STANDARDS		27
306 Component Serviceability	14	APPENDIX A BOARDING STANDARD		29
307 Handrails and Guardrails	15	Section		
308 Rubbish and Garbage	15	A101 General	29	
309 Pest Elimination	15	A102 Materials	29	
CHAPTER 4 LIGHT, VENTILATION AND		A103 Installation	29	
OCCUPANCY LIMITATIONS	17	A104 Referenced Standard	29	
Section		INDEX		31
401 General	17			

CHAPTER 1

SCOPE AND ADMINISTRATION

PART 1 — SCOPE AND APPLICATION

SECTION 101 GENERAL

[A] 101.1 Title. These regulations shall be known as the *International Property Maintenance Code* of [NAME OF JURISDICTION], hereinafter referred to as “this code.”

[A] 101.2 Scope. The provisions of this code shall apply to all existing residential and nonresidential structures and all existing *premises* and constitute minimum requirements and standards for *premises*, structures, equipment and facilities for light, *ventilation*, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the responsibility of *owners*, an owner’s authorized agent, *operators* and *occupants*; the *occupancy* of existing structures and *premises*, and for administration, enforcement and penalties.

[A] 101.3 Intent. This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued *occupancy* and maintenance of structures and *premises*. Existing structures and *premises* that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.

[A] 101.4 Severability. If a section, subsection, sentence, clause or phrase of this code is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 102 APPLICABILITY

[A] 102.1 General. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.

[A] 102.2 Maintenance. Equipment, systems, devices and safeguards required by this code or a previous regulation or code under which the structure or *premises* was constructed, altered or repaired shall be maintained in good working order. No *owner*, owner’s authorized agent, *operator* or *occupant* shall cause any service, facility, equipment or utility that is required under this section to be removed from, shut off from or discontinued for any occupied dwelling, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this code are not

intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as otherwise specified herein, the *owner* or the *owner’s* authorized agent shall be responsible for the maintenance of buildings, structures and *premises*.

[A] 102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of *occupancy*, shall be done in accordance with the procedures and provisions of the *International Building Code*, *International Existing Building Code*, *International Energy Conservation Code*, *International Fire Code*, *International Fuel Gas Code*, *International Mechanical Code*, *International Residential Code*, *International Plumbing Code* and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the *International Zoning Code*.

[A] 102.4 Existing remedies. The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the removal or demolition of any structure that is dangerous, unsafe and insanitary.

[A] 102.5 Workmanship. Repairs, maintenance work, alterations or installations that are caused directly or indirectly by the enforcement of this code shall be executed and installed in a *workmanlike* manner and installed in accordance with the manufacturer’s instructions.

[A] 102.6 Historic buildings. The provisions of this code shall not be mandatory for existing buildings or structures designated as historic buildings where such buildings or structures are judged by the *code official* to be safe and in the public interest of health, safety and welfare.

[A] 102.7 Referenced codes and standards. The codes and standards referenced in this code shall be those that are listed in Chapter 8 and considered part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.7.1 and 102.7.2.

Exception: Where enforcement of a code provision would violate the conditions of the listing of the equipment or appliance, the conditions of the listing shall apply.

[A] 102.7.1 Conflicts. Where conflicts occur between provisions of this code and the referenced standards, the provisions of this code shall apply.

[A] 102.7.2 Provisions in referenced codes and standards. Where the extent of the reference to a referenced code or standard includes subject matter that is within the scope of this code, the provisions of this code, as applicable, shall take precedence over the provisions in the referenced code or standard.

[A] 102.8 Requirements not covered by code. Requirements necessary for the strength, stability or proper operation of an existing fixture, structure or equipment, or for the pub-

lic safety, health and general welfare, not specifically covered by this code, shall be determined by the *code official*.

[A] 102.9 Application of references. References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

[A] 102.10 Other laws. The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

PART 2 — ADMINISTRATION AND ENFORCEMENT

SECTION 103 DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION

[A] 103.1 General. The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the *code official*.

[A] 103.2 Appointment. The *code official* shall be appointed by the chief appointing authority of the jurisdiction.

[A] 103.3 Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the *code official* shall have the authority to appoint a deputy(s). Such employees shall have powers as delegated by the *code official*.

[A] 103.4 Liability. The *code official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered civilly or criminally liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties.

[A] 103.4.1 Legal defense. Any suit or criminal complaint instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The code official or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code.

[A] 103.5 Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule.

[JURISDICTION TO INSERT APPROPRIATE SCHEDULE.]

SECTION 104 DUTIES AND POWERS OF THE CODE OFFICIAL

[A] 104.1 General. The *code official* is hereby authorized and directed to enforce the provisions of this code. The *code official* shall have the authority to render interpretations of this code and to adopt policies and procedures in order to

clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

[A] 104.2 Inspections. The *code official* shall make all of the required inspections, or shall accept reports of inspection by *approved* agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such *approved* agency or by the responsible individual. The *code official* is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

[A] 104.3 Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the *code official* has reasonable cause to believe that there exists in a *structure* or upon a *premises* a condition in violation of this code, the *code official* is authorized to enter the structure or *premises* at reasonable times to inspect or perform the duties imposed by this code, provided that if such *structure* or *premises* is occupied the *code official* shall present credentials to the *occupant* and request entry. If such structure or *premises* is unoccupied, the *code official* shall first make a reasonable effort to locate the *owner*, *owner's* authorized agent or other person having charge or control of the *structure* or *premises* and request entry. If entry is refused, the *code official* shall have recourse to the remedies provided by law to secure entry.

[A] 104.4 Identification. The *code official* shall carry proper identification when inspecting *structures* or *premises* in the performance of duties under this code.

[A] 104.5 Notices and orders. The *code official* shall issue all necessary notices or orders to ensure compliance with this code.

[A] 104.6 Department records. The *code official* shall keep official records of all business and activities of the department specified in the provisions of this code. Such records shall be retained in the official records for the period required for retention of public records.

SECTION 105 APPROVAL

[A] 105.1 Modifications. Whenever there are practical difficulties involved in carrying out the provisions of this code, the *code official* shall have the authority to grant modifications for individual cases upon application of the *owner* or *owner's* authorized agent, provided the *code official* shall first find that special individual reason makes the strict letter of this code impractical, the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the department files.

[A] 105.2 Alternative materials, methods and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided

that any such alternative has been *approved*. An alternative material or method of construction shall be *approved* where the *code official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. Where the alternative material, design or method of construction is not *approved*, the *code official* shall respond in writing, stating the reasons the alternative was not *approved*.

[A] 105.3 Required testing. Whenever there is insufficient evidence of compliance with the provisions of this code or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the *code official* shall have the authority to require tests to be made as evidence of compliance at no expense to the jurisdiction.

[A] 105.3.1 Test methods. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *code official* shall be permitted to approve appropriate testing procedures performed by an *approved agency*.

[A] 105.3.2 Test reports. Reports of tests shall be retained by the *code official* for the period required for retention of public records.

[A] 105.4 Used material and equipment. The use of used materials that meet the requirements of this code for new materials is permitted. Materials, equipment and devices shall not be reused unless such elements are in good repair or have been reconditioned and tested where necessary, placed in good and proper working condition and *approved* by the *code official*.

[A] 105.5 Approved materials and equipment. Materials, equipment and devices *approved* by the *code official* shall be constructed and installed in accordance with such approval.

[A] 105.6 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved sources*.

SECTION 106 VIOLATIONS

[A] 106.1 Unlawful acts. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of this code.

[A] 106.2 Notice of violation. The *code official* shall serve a notice of violation or order in accordance with Section 107.

[A] 106.3 Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed guilty of a misdemeanor or civil infraction as determined by the local municipality, and the violation shall be deemed a *strict liability offense*. If the notice of violation is not complied with, the *code official* shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to

require the removal or termination of the unlawful *occupancy* of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such *premises* shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

[A] 106.4 Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

[A] 106.5 Abatement of violation. The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal *occupancy* of a building, structure or *premises*, or to stop an illegal act, conduct, business or utilization of the building, structure or *premises*.

SECTION 107 NOTICES AND ORDERS

[A] 107.1 Notice to person responsible. Whenever the *code official* determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Sections 107.2 and 107.3 to the person responsible for the violation as specified in this code. Notices for condemnation procedures shall also comply with Section 108.3.

[A] 107.2 Form. Such notice prescribed in Section 107.1 shall be in accordance with all of the following:

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.
4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the *dwelling unit* or structure into compliance with the provisions of this code.
5. Inform the property *owner* or owner's authorized agent of the right to appeal.
6. Include a statement of the right to file a lien in accordance with Section 106.3.

[A] 107.3 Method of service. Such notice shall be deemed to be properly served if a copy thereof is:

1. Delivered personally;
2. Sent by certified or first-class mail addressed to the last known address; or
3. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.

[A] **107.4 Unauthorized tampering.** Signs, tags or seals posted or affixed by the *code official* shall not be mutilated, destroyed or tampered with, or removed without authorization from the *code official*.

[A] **107.5 Penalties.** Penalties for noncompliance with orders and notices shall be as set forth in Section 106.4.

[A] **107.6 Transfer of ownership.** It shall be unlawful for the *owner* of any *dwelling unit* or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such *dwelling unit* or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such *owner* or the *owner's* authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the *code official* and shall furnish to the *code official* a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

SECTION 108

UNSAFE STRUCTURES AND EQUIPMENT

[A] **108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

[A] **108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

[A] **108.1.2 Unsafe equipment.** Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the *premises* or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or *occupants* of the *premises* or structure.

[A] **108.1.3 Structure unfit for human occupancy.** A structure is unfit for human *occupancy* whenever the *code official* finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks *ventilation*, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the *occupants* of the structure or to the public.

[A] **108.1.4 Unlawful structure.** An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

[A] **108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the *approved* building or fire code of the jurisdiction as related to the requirements for existing buildings.
2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, *deterioration*, *neglect*, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become *detached* or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so *anchored*, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, *deterioration*, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and *occupancy*.
7. The building or structure is *neglected*, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the *approved* building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.

9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the *code official* to be a threat to life or health.
11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

[A] 108.2 Closing of vacant structures. If the structure is vacant and unfit for human habitation and *occupancy*, and is not in danger of structural collapse, the *code official* is authorized to post a placard of condemnation on the *premises* and order the structure closed up so as not to be an attractive nuisance. Upon failure of the *owner* or *owner's* authorized agent to close up the *premises* within the time specified in the order, the *code official* shall cause the *premises* to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate and shall be collected by any other legal resource.

[A] 108.2.1 Authority to disconnect service utilities. The *code official* shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth in Section 102.7 in case of emergency where necessary to eliminate an immediate hazard to life or property or where such utility connection has been made without approval. The *code official* shall notify the serving utility and, whenever possible, the *owner* or *owner's* authorized agent and *occupant* of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the *owner*, *owner's* authorized agent or *occupant* of the building structure or service system shall be notified in writing as soon as practical thereafter.

[A] 108.3 Notice. Whenever the *code official* has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the *owner*, *owner's* authorized agent or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall be placed on the condemned equipment. The notice shall be in the form prescribed in Section 107.2.

[A] 108.4 Placarding. Upon failure of the *owner*, *owner's* authorized agent or person responsible to comply with the notice provisions within the time given, the *code official* shall post on the *premises* or on defective equipment a placard bearing the word "Condemned" and a statement of the penalties provided for occupying the *premises*, operating the equipment or removing the placard.

[A] 108.4.1 Placard removal. The *code official* shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the *code official* shall be subject to the penalties provided by this code.

[A] 108.5 Prohibited occupancy. Any occupied structure condemned and placarded by the *code official* shall be vacated as ordered by the *code official*. Any person who shall occupy a placarded *premises* or shall operate placarded equipment, and any *owner*, *owner's* authorized agent or person responsible for the *premises* who shall let anyone occupy a placarded *premises* or operate placarded equipment shall be liable for the penalties provided by this code.

[A] 108.6 Abatement methods. The *owner*, *owner's* authorized agent, *operator* or *occupant* of a building, *premises* or equipment deemed unsafe by the *code official* shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other *approved* corrective action.

[A] 108.7 Record. The *code official* shall cause a report to be filed on an unsafe condition. The report shall state the *occupancy* of the structure and the nature of the unsafe condition.

SECTION 109 EMERGENCY MEASURES

[A] 109.1 Imminent danger. When, in the opinion of the *code official*, there is *imminent danger* of failure or collapse of a building or structure that endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building *occupants* or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the *code official* is hereby authorized and empowered to order and require the *occupants* to vacate the *premises* forthwith. The *code official* shall cause to be posted at each entrance to such structure a notice reading as follows: "This Structure Is Unsafe and Its *Occupancy* Has Been Prohibited by the *Code Official*." It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same.

[A] 109.2 Temporary safeguards. Notwithstanding other provisions of this code, whenever, in the opinion of the *code official*, there is *imminent danger* due to an unsafe condition, the *code official* shall order the necessary work to be done,

including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the *code official* deems necessary to meet such emergency.

[A] 109.3 Closing streets. When necessary for public safety, the *code official* shall temporarily close structures and close, or order the authority having jurisdiction to close, sidewalks, streets, *public ways* and places adjacent to unsafe structures, and prohibit the same from being utilized.

[A] 109.4 Emergency repairs. For the purposes of this section, the *code official* shall employ the necessary labor and materials to perform the required work as expeditiously as possible.

[A] 109.5 Costs of emergency repairs. Costs incurred in the performance of emergency work shall be paid by the jurisdiction. The legal counsel of the jurisdiction shall institute appropriate action against the *owner* of the *premises* or owner's authorized agent where the unsafe structure is or was located for the recovery of such costs.

[A] 109.6 Hearing. Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall thereafter, upon petition directed to the appeals board, be afforded a hearing as described in this code.

SECTION 110 DEMOLITION

[A] 110.1 General. The *code official* shall order the *owner* or owner's authorized agent of any *premises* upon which is located any structure, which in the *code official's* or owner's authorized agent judgment after review is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the *owner's* option; or where there has been a cessation of normal construction of any structure for a period of more than two years, the *code official* shall order the *owner* or owner's authorized agent to demolish and remove such structure, or board up until future repair. Boarding the building up for future repair shall not extend beyond one year, unless *approved* by the building official.

[A] 110.2 Notices and orders. Notices and orders shall comply with Section 107.

[A] 110.3 Failure to comply. If the *owner* of a *premises* or owner's authorized agent fails to comply with a demolition order within the time prescribed, the *code official* shall cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

[A] 110.4 Salvage materials. When any structure has been ordered demolished and removed, the governing body or other designated officer under said contract or arrangement aforesaid shall have the right to sell the salvage and valuable materials. The net proceeds of such sale, after deducting the expenses of such demolition and removal, shall be promptly remitted with a report of such sale or transaction, including the items of expense and the amounts deducted, for the person who is entitled thereto, subject to any order of a court. If such a surplus does not remain to be turned over, the report shall so state.

SECTION 111 MEANS OF APPEAL

[A] 111.1 Application for appeal. Any person directly affected by a decision of the *code official* or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

[A] 111.2 Membership of board. The board of appeals shall consist of not less than three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The *code official* shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms.

[A] 111.2.1 Alternate members. The chief appointing authority shall appoint not less than two alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.

[A] 111.2.2 Chairman. The board shall annually select one of its members to serve as chairman.

[A] 111.2.3 Disqualification of member. A member shall not hear an appeal in which that member has a personal, professional or financial interest.

[A] 111.2.4 Secretary. The chief administrative officer shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.

[A] 111.2.5 Compensation of members. Compensation of members shall be determined by law.

[A] 111.3 Notice of meeting. The board shall meet upon notice from the chairman, within 20 days of the filing of an appeal, or at stated periodic meetings.

[A] 111.4 Open hearing. Hearings before the board shall be open to the public. The appellant, the appellant's representa-

tive, the *code official* and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of a minimum of two-thirds of the board membership.

[A] **111.4.1 Procedure.** The board shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.

[A] **111.5 Postponed hearing.** When the full board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

[A] **111.6 Board decision.** The board shall modify or reverse the decision of the *code official* only by a concurring vote of a majority of the total number of appointed board members.

[A] **111.6.1 Records and copies.** The decision of the board shall be recorded. Copies shall be furnished to the appellant and to the *code official*.

[A] **111.6.2 Administration.** The *code official* shall take immediate action in accordance with the decision of the board.

[A] **111.7 Court review.** Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.

[A] **111.8 Stays of enforcement.** Appeals of notice and orders (other than *Imminent Danger* notices) shall stay the enforcement of the notice and order until the appeal is heard by the appeals board.

SECTION 112 STOP WORK ORDER

[A] **112.1 Authority.** Whenever the *code official* finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the *code official* is authorized to issue a stop work order.

[A] **112.2 Issuance.** A stop work order shall be in writing and shall be given to the *owner* of the property, to the *owner's* authorized agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

[A] **112.3 Emergencies.** Where an emergency exists, the *code official* shall not be required to give a written notice prior to stopping the work.

[A] **112.4 Failure to comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to

remove a violation or unsafe condition, shall be liable to a fine of not less than [AMOUNT] dollars or more than [AMOUNT] dollars.

CHAPTER 2

DEFINITIONS

SECTION 201 GENERAL

201.1 Scope. Unless otherwise expressly stated, the following terms shall, for the purposes of this code, have the meanings shown in this chapter.

201.2 Interchangeability. Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the *International Building Code*, *International Existing Building Code*, *International Fire Code*, *International Fuel Gas Code*, *International Mechanical Code*, *International Plumbing Code*, *International Residential Code*, *International Zoning Code* or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.

201.4 Terms not defined. Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

201.5 Parts. Whenever the words “*dwelling unit*,” “*dwelling*,” “*premises*,” “*building*,” “*rooming house*,” “*rooming unit*,” “*housekeeping unit*” or “*story*” are stated in this code, they shall be construed as though they were followed by the words “or any part thereof.”

SECTION 202 GENERAL DEFINITIONS

ANCHORED. Secured in a manner that provides positive connection.

[A] APPROVED. Acceptable to the *code official*.

BASEMENT. That portion of a building which is partly or completely below grade.

BATHROOM. A room containing plumbing fixtures including a bathtub or shower.

BEDROOM. Any room or space used or intended to be used for sleeping purposes in either a dwelling or *sleeping unit*.

[A] CODE OFFICIAL. The official who is charged with the administration and enforcement of this code, or any duly authorized representative.

CONDEMN. To adjudge unfit for *occupancy*.

COST OF SUCH DEMOLITION OR EMERGENCY REPAIRS. The costs shall include the actual costs of the demolition or repair of the structure less revenues obtained if salvage was conducted prior to demolition or repair. Costs shall include, but not be limited to, expenses incurred or necessitated related to demolition or emergency repairs, such

as asbestos survey and abatement if necessary; costs of inspectors, testing agencies or experts retained relative to the demolition or emergency repairs; costs of testing; surveys for other materials that are controlled or regulated from being dumped in a landfill; title searches; mailing(s); postings; recording; and attorney fees expended for recovering of the cost of emergency repairs or to obtain or enforce an order of demolition made by a *code official*, the governing body or board of appeals.

DETACHED. When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.

DETERIORATION. To weaken, disintegrate, corrode, rust or decay and lose effectiveness.

[BG] DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

[Z] EASEMENT. That portion of land or property reserved for present or future use by a person or agency other than the legal fee *owner(s)* of the property. The *easement* shall be permitted to be for use under, on or above a said lot or lots.

EQUIPMENT SUPPORT. Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles, that transmit gravity load, lateral load and operating load between the equipment and the structure.

EXTERIOR PROPERTY. The open space on the *premises* and on adjoining property under the control of *owners* or *operators* of such *premises*.

GARBAGE. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

[BE] GUARD. A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

[BG] HABITABLE SPACE. Space in a structure for living, sleeping, eating or cooking. *Bathrooms*, *toilet rooms*, closets, halls, storage or utility spaces, and similar areas are not considered *habitable spaces*.

HISTORIC BUILDING. Any building or structure that is one or more of the following:

1. Listed or certified as eligible for listing, by the State Historic Preservation Officer or the Keeper of the National Register of Historic Places, in the National Register of Historic Places.
2. Designated as historic under an applicable state or local law.

3. Certified as a contributing resource within a National Register or state or locally designated historic district.

HOUSEKEEPING UNIT. A room or group of rooms forming a single *habitable space* equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

IMMINENT DANGER. A condition which could cause serious or life-threatening injury or death at any time.

INFESTATION. The presence, within or contiguous to, a structure or *premises* of insects, rats, vermin or other pests.

INOPERABLE MOTOR VEHICLE. A vehicle which cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

[A] LABELED. Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.

LET FOR OCCUPANCY or LET. To permit, provide or offer possession or *occupancy* of a dwelling, *dwelling unit*, *rooming unit*, building, premise or structure by a person who is or is not the legal *owner* of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

NEGLECT. The lack of proper maintenance for a building or *structure*.

[A] OCCUPANCY. The purpose for which a building or portion thereof is utilized or occupied.

OCCUPANT. Any individual living or sleeping in a building, or having possession of a space within a building.

OPENABLE AREA. That part of a window, skylight or door which is available for unobstructed *ventilation* and which opens directly to the outdoors.

OPERATOR. Any person who has charge, care or control of a structure or *premises* which is let or offered for *occupancy*.

[A] OWNER. Any person, agent, *operator*, firm or corporation having legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

PERSON. An individual, corporation, partnership or any other group acting as a unit.

PEST ELIMINATION. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food or water; by other *approved pest elimination* methods.

[A] PREMISES. A lot, plot or parcel of land, *easement* or *public way*, including any structures thereon.

[A] PUBLIC WAY. Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

ROOMING HOUSE. A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

RUBBISH. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, *yard* trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

[BG] SLEEPING UNIT. A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a *dwelling unit* are not *sleeping units*.

STRICT LIABILITY OFFENSE. An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited, or failed to do an act which the defendant was legally required to do.

[A] STRUCTURE. That which is built or constructed or a portion thereof.

TENANT. A person, corporation, partnership or group, whether or not the legal *owner* of record, occupying a building or portion thereof as a unit.

TOILET ROOM. A room containing a water closet or urinal but not a bathtub or shower.

ULTIMATE DEFORMATION. The deformation at which failure occurs and which shall be deemed to occur if the sustainable load reduces to 80 percent or less of the maximum strength.

[M] VENTILATION. The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

WORKMANLIKE. Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

[Z] YARD. An open space on the same lot with a structure.

CHAPTER 3

GENERAL REQUIREMENTS

SECTION 301 GENERAL

301.1 Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property*.

301.2 Responsibility. The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* that are not in a sanitary and safe condition and that do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* which they occupy and control.

301.3 Vacant structures and land. Vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

SECTION 302 EXTERIOR PROPERTY AREAS

302.1 Sanitation. *Exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* that such *occupant* occupies or controls in a clean and sanitary condition.

302.2 Grading and drainage. *Premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

Exception: *Approved* retention areas and reservoirs.

302.3 Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

302.4 Weeds. *Premises* and *exterior property* shall be maintained free from weeds or plant growth in excess of [JURISDICTION TO INSERT HEIGHT IN INCHES]. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of viola-

tion, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property.

302.5 Rodent harborage. Structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

302.6 Exhaust vents. Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another *tenant*.

302.7 Accessory structures. Accessory structures, including *detached* garages, fences and walls, shall be maintained structurally sound and in good repair.

302.8 Motor vehicles. Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and *approved* for such purposes.

302.9 Defacement of property. No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair.

SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS

303.1 Swimming pools. Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

303.2 Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier not less than 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is not less than 54 inches (1372 mm) above the bottom of the

gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

SECTION 304 EXTERIOR STRUCTURE

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

304.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
5. Structural members that have evidence of *deterioration* or that are not capable of safely supporting all nominal loads and load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not *anchored* to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of *deterioration*, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of *deterioration* or fatigue, are not properly *anchored* or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including *guards* and handrails, are not structurally sound, not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects; or
13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly *anchored*, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. Where substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted where *approved* by the *code official*.

304.2 Protective treatment. Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

[F] 304.3 Premises identification. Buildings shall have *approved* address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

304.4 Structural members. Structural members shall be maintained free from *deterioration*, and shall be capable of safely supporting the imposed dead and live loads.

304.5 Foundation walls. Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

304.6 Exterior walls. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.8 Decorative features. Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

304.9 Overhang extensions. Overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.10 Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.11 Chimneys and towers. Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.12 Handrails and guards. Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

304.13 Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

304.13.1 Glazing. Glazing materials shall be maintained free from cracks and holes.

304.13.2 Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

304.14 Insect screens. During the period from [DATE] to [DATE], every door, window and other outside opening required for *ventilation* of habitable rooms, food preparation areas, food service areas or any areas where products to be

included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with *approved* tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed.

304.15 Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

304.16 Basement hatchways. Every *basement* hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

304.17 Guards for basement windows. Every *basement* window that is openable shall be supplied with rodent shields, storm windows or other *approved* protection against the entry of rodents.

304.18 Building security. Doors, windows or hatchways for *dwelling units*, room units or *housekeeping units* shall be provided with devices designed to provide security for the *occupants* and property within.

304.18.1 Doors. Doors providing access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

304.18.2 Windows. Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a window sash locking device.

304.18.3 Basement hatchways. *Basement* hatchways that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

304.19 Gates. Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

SECTION 305 INTERIOR STRUCTURE

305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. *Occupants* shall keep that part of

the structure that they occupy or control in a clean and sanitary condition. Every *owner* of a structure containing a *rooming house*, *housekeeping units*, a hotel, a dormitory, two or more *dwelling units* or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and *exterior property*.

305.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Structural members are incapable of supporting nominal loads and load effects;
5. Stairs, landings, balconies and all similar walking surfaces, including *guards* and handrails, are not structurally sound, not properly *anchored* or are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. Where substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

305.2 Structural members. Structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

305.3 Interior surfaces. Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

305.4 Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

305.5 Handrails and guards. Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

305.6 Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs,

headers or tracks as intended by the manufacturer of the attachment hardware.

SECTION 306 COMPONENT SERVICEABILITY

306.1 General. The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

306.1.1 Unsafe conditions. Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. Soils that have been subjected to any of the following conditions:
 - 1.1. Collapse of footing or foundation system;
 - 1.2. Damage to footing, foundation, concrete or other structural element due to soil expansion;
 - 1.3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil;
 - 1.4. Inadequate soil as determined by a geotechnical investigation;
 - 1.5. Where the allowable bearing capacity of the soil is in doubt; or
 - 1.6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.
2. Concrete that has been subjected to any of the following conditions:
 - 2.1. *Deterioration*;
 - 2.2. *Ultimate deformation*;
 - 2.3. Fractures;
 - 2.4. Fissures;
 - 2.5. Spalling;
 - 2.6. Exposed reinforcement; or
 - 2.7. *Detached*, dislodged or failing connections.
3. Aluminum that has been subjected to any of the following conditions:
 - 3.1. *Deterioration*;
 - 3.2. Corrosion;
 - 3.3. Elastic deformation;
 - 3.4. *Ultimate deformation*;
 - 3.5. Stress or strain cracks;
 - 3.6. Joint fatigue; or
 - 3.7. *Detached*, dislodged or failing connections.

4. Masonry that has been subjected to any of the following conditions:
 - 4.1. *Deterioration*;
 - 4.2. *Ultimate deformation*;
 - 4.3. Fractures in masonry or mortar joints;
 - 4.4. Fissures in masonry or mortar joints;
 - 4.5. Spalling;
 - 4.6. Exposed reinforcement; or
 - 4.7. *Detached*, dislodged or failing connections.
5. Steel that has been subjected to any of the following conditions:
 - 5.1. *Deterioration*;
 - 5.2. Elastic deformation;
 - 5.3. *Ultimate deformation*;
 - 5.4. Metal fatigue; or
 - 5.5. *Detached*, dislodged or failing connections.
6. Wood that has been subjected to any of the following conditions:
 - 6.1. *Ultimate deformation*;
 - 6.2. *Deterioration*;
 - 6.3. Damage from insects, rodents and other vermin;
 - 6.4. Fire damage beyond charring;
 - 6.5. Significant splits and checks;
 - 6.6. Horizontal shear cracks;
 - 6.7. Vertical shear cracks;
 - 6.8. Inadequate support;
 - 6.9. *Detached*, dislodged or failing connections; or
 - 6.10. Excessive cutting and notching.

Exceptions:

1. Where substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted where *approved* by the *code official*.

SECTION 307 HANDRAILS AND GUARDRAILS

307.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches (762 mm) above the floor or grade below shall have *guards*. Handrails shall be not less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. *Guards* shall be not less than 30 inches (762 mm) in height above the

floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: *Guards* shall not be required where exempted by the adopted building code.

SECTION 308 RUBBISH AND GARBAGE

308.1 Accumulation of rubbish or garbage. *Exterior property* and *premises*, and the interior of every structure, shall be free from any accumulation of *rubbish* or garbage.

308.2 Disposal of rubbish. Every *occupant* of a structure shall dispose of all *rubbish* in a clean and sanitary manner by placing such *rubbish* in *approved* containers.

308.2.1 Rubbish storage facilities. The *owner* of every occupied *premises* shall supply *approved* covered containers for *rubbish*, and the *owner* of the *premises* shall be responsible for the removal of *rubbish*.

308.2.2 Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on *premises* without first removing the doors.

308.3 Disposal of garbage. Every *occupant* of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an *approved* garbage disposal facility or *approved* garbage containers.

308.3.1 Garbage facilities. The *owner* of every dwelling shall supply one of the following: an *approved* mechanical food waste grinder in each *dwelling unit*; an *approved* incinerator unit in the structure available to the *occupants* in each *dwelling unit*; or an *approved* leakproof, covered, outside garbage container.

308.3.2 Containers. The *operator* of every establishment producing garbage shall provide, and at all times cause to be utilized, *approved* leakproof containers provided with close-fitting covers for the storage of such materials until removed from the *premises* for disposal.

SECTION 309 PEST ELIMINATION

309.1 Infestation. Structures shall be kept free from insect and rodent *infestation*. Structures in which insects or rodents are found shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

309.2 Owner. The *owner* of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure.

309.3 Single occupant. The *occupant* of a one-family dwelling or of a single-*tenant* nonresidential structure shall be responsible for pest elimination on the *premises*.

309.4 Multiple occupancy. The *owner* of a structure containing two or more *dwelling units*, a multiple *occupancy*, a

GENERAL REQUIREMENTS

rooming house or a nonresidential structure shall be responsible for pest elimination in the public or shared areas of the structure and *exterior property*. If *infestation* is caused by failure of an *occupant* to prevent such *infestation* in the area occupied, the *occupant* and *owner* shall be responsible for pest elimination.

309.5 Occupant. The *occupant* of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

Exception: Where the *infestations* are caused by defects in the structure, the *owner* shall be responsible for pest elimination.

CHAPTER 4

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

SECTION 401
GENERAL

401.1 Scope. The provisions of this chapter shall govern the minimum conditions and standards for light, *ventilation* and space for occupying a structure.

401.2 Responsibility. The *owner* of the structure shall provide and maintain light, *ventilation* and space conditions in compliance with these requirements. A person shall not occupy as *owner-occupant*, or permit another person to occupy, any *premises* that do not comply with the requirements of this chapter.

401.3 Alternative devices. In lieu of the means for natural light and *ventilation* herein prescribed, artificial light or mechanical *ventilation* complying with the *International Building Code* shall be permitted.

SECTION 402
LIGHT

402.1 Habitable spaces. Every *habitable space* shall have not less than one window of *approved* size facing directly to the outdoors or to a court. The minimum total glazed area for every *habitable space* shall be 8 percent of the floor area of such room. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

Exception: Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be not less than 8 percent of the floor area of the interior room or space, but a minimum of 25 square feet (2.33 m²). The exterior glazing area shall be based on the total floor area being served.

402.2 Common halls and stairways. Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times with not less than a 60-watt standard incandescent light bulb for each 200 square feet (19 m²) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). In other than residential occupancies, means of egress, including exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with not less than 1 footcandle (11 lux) at floors, landings and treads.

402.3 Other spaces. All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe *occupancy* of the space and utilization of the appliances, equipment and fixtures.

SECTION 403
VENTILATION

403.1 Habitable spaces. Every *habitable space* shall have not less than one openable window. The total openable area of the window in every room shall be equal to not less than 45 percent of the minimum glazed area required in Section 402.1.

Exception: Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be not less than 8 percent of the floor area of the interior room or space, but not less than 25 square feet (2.33 m²). The *ventilation* openings to the outdoors shall be based on a total floor area being ventilated.

403.2 Bathrooms and toilet rooms. Every *bathroom* and *toilet room* shall comply with the *ventilation* requirements for *habitable spaces* as required by Section 403.1, except that a window shall not be required in such spaces equipped with a mechanical *ventilation* system. Air exhausted by a mechanical *ventilation* system from a *bathroom* or *toilet room* shall discharge to the outdoors and shall not be recirculated.

403.3 Cooking facilities. Unless *approved* through the certificate of *occupancy*, cooking shall not be permitted in any *rooming unit* or dormitory unit, and a cooking facility or appliance shall not be permitted to be present in the *rooming unit* or dormitory unit.

Exceptions:

1. Where specifically *approved* in writing by the *code official*.
2. Devices such as coffee pots and microwave ovens shall not be considered cooking appliances.

403.4 Process ventilation. Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust *ventilation* system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.

403.5 Clothes dryer exhaust. Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.

Exception: Listed and *labeled* condensing (ductless) clothes dryers.

SECTION 404
OCCUPANCY LIMITATIONS

404.1 Privacy. *Dwelling units*, hotel units, *housekeeping units*, *rooming units* and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

404.2 Minimum room widths. A habitable room, other than a kitchen, shall be not less than 7 feet (2134 mm) in any plan dimension. Kitchens shall have a minimum clear passageway of 3 feet (914 mm) between counterfronts and appliances or counterfronts and walls.

404.3 Minimum ceiling heights. *Habitable spaces*, hallways, corridors, laundry areas, *bathrooms*, *toilet rooms* and habitable *basement* areas shall have a minimum clear ceiling height of 7 feet (2134 mm).

Exceptions:

1. In one- and two-family dwellings, beams or girders spaced not less than 4 feet (1219 mm) on center and projecting a maximum of 6 inches (152 mm) below the required ceiling height.
2. *Basement* rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a minimum ceiling height of 6 feet 8 inches (2033 mm) with a minimum clear height of 6 feet 4 inches (1932 mm) under beams, girders, ducts and similar obstructions.
3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a minimum clear ceiling height of 7 feet (2134 mm) over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of 5 feet (1524 mm) shall be included.

404.4 Bedroom and living room requirements. Every *bedroom* and living room shall comply with the requirements of Sections 404.4.1 through 404.4.5.

404.4.1 Room area. Every living room shall contain not less than 120 square feet (11.2 m²) and every bedroom shall contain not less than 70 square feet (6.5 m²) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m²) of floor area for each occupant thereof.

404.4.2 Access from bedrooms. *Bedrooms* shall not constitute the only means of access to other *bedrooms* or *habitable spaces* and shall not serve as the only means of egress from other *habitable spaces*.

Exception: Units that contain fewer than two *bedrooms*.

404.4.3 Water closet accessibility. Every *bedroom* shall have access to not less than one water closet and one lavatory without passing through another *bedroom*. Every *bedroom* in a *dwelling unit* shall have access to not less than one water closet and lavatory located in the same story as the *bedroom* or an adjacent story.

404.4.4 Prohibited occupancy. Kitchens and nonhabitable spaces shall not be used for sleeping purposes.

404.4.5 Other requirements. *Bedrooms* shall comply with the applicable provisions of this code including, but not limited to, the light, *ventilation*, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities require-

ments of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.

404.5 Overcrowding. Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.

**TABLE 404.5
MINIMUM AREA REQUIREMENTS**

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room ^{a, b}	120	120	150
Dining room ^{a, b}	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

For SI: 1 square foot = 0.0929 m².

a. See Section 404.5.2 for combined living room/dining room spaces.

b. See Section 404.5.1 for limitations on determining the minimum occupancy area for sleeping purposes.

404.5.1 Sleeping area. The minimum occupancy area required by Table 404.5 shall not be included as a sleeping area in determining the minimum occupancy area for sleeping purposes. Sleeping areas shall comply with Section 404.4.

404.5.2 Combined spaces. Combined living room and dining room spaces shall comply with the requirements of Table 404.5 if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

404.6 Efficiency unit. Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:

1. A unit occupied by not more than one occupant shall have a minimum clear floor area of 120 square feet (11.2 m²). A unit occupied by not more than two *occupants* shall have a minimum clear floor area of 220 square feet (20.4 m²). A unit occupied by three *occupants* shall have a minimum clear floor area of 320 square feet (29.7 m²). These required areas shall be exclusive of the areas required by Items 2 and 3.
2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a minimum clear working space of 30 inches (762 mm) in front. Light and *ventilation* conforming to this code shall be provided.
3. The unit shall be provided with a separate *bathroom* containing a water closet, lavatory and bathtub or shower.
4. The maximum number of *occupants* shall be three.

404.7 Food preparation. All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

CHAPTER 5

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

SECTION 501 GENERAL

501.1 Scope. The provisions of this chapter shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided.

501.2 Responsibility. The *owner* of the structure shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements. A person shall not occupy as *owner-occupant* or permit another person to occupy any structure or *premises* that does not comply with the requirements of this chapter.

SECTION 502 REQUIRED FACILITIES

[P] 502.1 Dwelling units. Every *dwelling unit* shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.

[P] 502.2 Rooming houses. Not less than one water closet, lavatory and bathtub or shower shall be supplied for each four *rooming units*.

[P] 502.3 Hotels. Where private water closets, lavatories and baths are not provided, one water closet, one lavatory and one bathtub or shower having access from a public hallway shall be provided for each 10 *occupants*.

[P] 502.4 Employees' facilities. Not less than one water closet, one lavatory and one drinking facility shall be available to employees.

[P] 502.4.1 Drinking facilities. Drinking facilities shall be a drinking fountain, water cooler, bottled water cooler or disposable cups next to a sink or water dispenser. Drinking facilities shall not be located in *toilet rooms* or *bathrooms*.

[P] 502.5 Public toilet facilities. Public toilet facilities shall be maintained in a safe, sanitary and working condition in accordance with the *International Plumbing Code*. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during *occupancy* of the *premises*.

SECTION 503 TOILET ROOMS

[P] 503.1 Privacy. *Toilet rooms* and *bathrooms* shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking

device shall be provided for all common or shared *bathrooms* and *toilet rooms* in a multiple dwelling.

[P] 503.2 Location. *Toilet rooms* and *bathrooms* serving hotel units, *rooming units* or dormitory units or *housekeeping units*, shall have access by traversing not more than one flight of stairs and shall have access from a common hall or passageway.

[P] 503.3 Location of employee toilet facilities. Toilet facilities shall have access from within the employees' working area. The required toilet facilities shall be located not more than one story above or below the employees' working area and the path of travel to such facilities shall not exceed a distance of 500 feet (152 m). Employee facilities shall either be separate facilities or combined employee and public facilities.

Exception: Facilities that are required for employees in storage structures or kiosks, which are located in adjacent structures under the same ownership, lease or control, shall not exceed a travel distance of 500 feet (152 m) from the employees' regular working area to the facilities.

[P] 503.4 Floor surface. In other than *dwelling units*, every *toilet room* floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

SECTION 504 PLUMBING SYSTEMS AND FIXTURES

[P] 504.1 General. Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

[P] 504.2 Fixture clearances. Plumbing fixtures shall have adequate clearances for usage and cleaning.

[P] 504.3 Plumbing system hazards. Where it is found that a plumbing system in a structure constitutes a hazard to the *occupants* or the structure by reason of inadequate service, inadequate venting, cross connection, backsiphonage, improper installation, *deterioration* or damage or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

SECTION 505 WATER SYSTEM

505.1 General. Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an *approved* private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

with hot or tempered and cold running water in accordance with the *International Plumbing Code*.

[P] 505.2 Contamination. The water supply shall be maintained free from contamination, and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture. Shampoo basin faucets, janitor sink faucets and other hose bibs or faucets to which hoses are attached and left in place, shall be protected by an approved atmospheric-type vacuum breaker or an approved permanently attached hose connection vacuum breaker.

505.3 Supply. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.

505.4 Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110°F (43°C). A gas-burning water heater shall not be located in any *bathroom, toilet room, bedroom* or other occupied room normally kept closed, unless adequate combustion air is provided. An *approved* combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

SECTION 506 SANITARY DRAINAGE SYSTEM

[P] 506.1 General. Plumbing fixtures shall be properly connected to either a public sewer system or to an *approved* private sewage disposal system.

[P] 506.2 Maintenance. Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

[P] 506.3 Grease interceptors. Grease interceptors and automatic grease removal devices shall be maintained in accordance with this code and the manufacturer's installation instructions. Grease interceptors and automatic grease removal devices shall be regularly serviced and cleaned to prevent the discharge of oil, grease, and other substances harmful or hazardous to the building drainage system, the public sewer, the private sewage disposal system or the sewage treatment plant or processes. Records of maintenance, cleaning and repairs shall be available for inspection by the code official.

SECTION 507 STORM DRAINAGE

[P] 507.1 General. Drainage of roofs and paved areas, *yards* and courts, and other open areas on the *premises* shall not be discharged in a manner that creates a public nuisance.

CHAPTER 6

MECHANICAL AND ELECTRICAL REQUIREMENTS

SECTION 601 GENERAL

601.1 Scope. The provisions of this chapter shall govern the minimum mechanical and electrical facilities and equipment to be provided.

601.2 Responsibility. The *owner* of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements. A person shall not occupy as *owner-occupant* or permit another person to occupy any *premises* that does not comply with the requirements of this chapter.

SECTION 602 HEATING FACILITIES

602.1 Facilities required. Heating facilities shall be provided in structures as required by this section.

602.2 Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, *bathrooms* and *toilet rooms* based on the winter outdoor design temperature for the locality indicated in Appendix D of the *International Plumbing Code*. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating.

Exception: In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

602.3 Heat supply. Every *owner* and *operator* of any building who rents, leases or lets one or more *dwelling units* or *sleeping units* on terms, either expressed or implied, to furnish heat to the *occupants* thereof shall supply heat during the period from [DATE] to [DATE] to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, *bathrooms* and *toilet rooms*.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the *International Plumbing Code*.
2. In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

602.4 Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from [DATE] to [DATE] to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

602.5 Room temperature measurement. The required room temperatures shall be measured 3 feet (914 mm) above the floor near the center of the room and 2 feet (610 mm) inward from the center of each exterior wall.

SECTION 603 MECHANICAL EQUIPMENT

603.1 Mechanical appliances. Mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.

603.2 Removal of combustion products. Fuel-burning equipment and appliances shall be connected to an *approved* chimney or vent.

Exception: Fuel-burning equipment and appliances that are *labeled* for unvented operation.

603.3 Clearances. Required clearances to combustible materials shall be maintained.

603.4 Safety controls. Safety controls for fuel-burning equipment shall be maintained in effective operation.

603.5 Combustion air. A supply of air for complete combustion of the fuel and for *ventilation* of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.

603.6 Energy conservation devices. Devices intended to reduce fuel consumption by attachment to a fuel-burning appliance, to the fuel supply line thereto, or to the vent outlet or vent piping therefrom, shall not be installed unless *labeled* for such purpose and the installation is specifically *approved*.

SECTION 604 ELECTRICAL FACILITIES

604.1 Facilities required. Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605.

604.2 Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with NFPA 70. *Dwelling units* shall be served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes.

604.3 Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the *occupants* or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, *deterioration* or damage, or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

604.3.1 Abatement of electrical hazards associated with water exposure. The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to water.

604.3.1.1 Electrical equipment. Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the *International Building Code*.

Exception: The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement:

1. Enclosed switches, rated a maximum of 600 volts or less;
2. Busway, rated a maximum of 600 volts;
3. Panelboards, rated a maximum of 600 volts;
4. Switchboards, rated a maximum of 600 volts;
5. Fire pump controllers, rated a maximum of 600 volts;
6. Manual and magnetic motor controllers;
7. Motor control centers;
8. Alternating current high-voltage circuit breakers;
9. Low-voltage power circuit breakers;
10. Protective relays, meters and current transformers;
11. Low- and medium-voltage switchgear;
12. Liquid-filled transformers;
13. Cast-resin transformers;
14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water;

15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water;
16. Luminaires that are listed as submersible;
17. Motors;
18. Electronic control, signaling and communication equipment.

604.3.2 Abatement of electrical hazards associated with fire exposure. The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to fire.

604.3.2.1 Electrical equipment. Electrical switches, receptacles and fixtures, including furnace, water heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the *International Building Code*.

Exception: Electrical switches, receptacles and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

SECTION 605 ELECTRICAL EQUIPMENT

605.1 Installation. Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and *approved* manner.

605.2 Receptacles. Every *habitable space* in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every *bathroom* shall contain not less than one receptacle. Any new *bathroom* receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location.

605.3 Luminaires. Every public hall, interior stairway, *toilet room*, kitchen, *bathroom*, laundry room, boiler room and furnace room shall contain not less than one electric luminaire. Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.

605.4 Wiring. Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

SECTION 606 ELEVATORS, ESCALATORS AND DUMBWAITERS

606.1 General. Elevators, dumbwaiters and escalators shall be maintained in compliance with ASME A17.1. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumb-

waiter, be available for public inspection in the office of the building *operator* or be posted in a publicly conspicuous location *approved* by the *code official*. The inspection and tests shall be performed at not less than the periodic intervals listed in ASME A17.1, Appendix N, except where otherwise specified by the authority having jurisdiction.

606.2 Elevators. In buildings equipped with passenger elevators, not less than one elevator shall be maintained in operation at all times when the building is occupied.

Exception: Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or servicing.

SECTION 607 DUCT SYSTEMS

607.1 General. Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

CHAPTER 7

FIRE SAFETY REQUIREMENTS

SECTION 701 GENERAL

701.1 Scope. The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to structures and exterior *premises*, including fire safety facilities and equipment to be provided.

701.2 Responsibility. The *owner* of the *premises* shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as *owner-occupant* or permit another person to occupy any *premises* that do not comply with the requirements of this chapter.

SECTION 702 MEANS OF EGRESS

[F] 702.1 General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the *public way*. Means of egress shall comply with the *International Fire Code*.

[F] 702.2 Aisles. The required width of aisles in accordance with the *International Fire Code* shall be unobstructed.

[F] 702.3 Locked doors. Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the *International Building Code*.

[F] 702.4 Emergency escape openings. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

SECTION 703 FIRE-RESISTANCE RATINGS

[F] 703.1 Fire-resistance-rated assemblies. The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

[F] 703.2 Opening protectives. Required opening protectives shall be maintained in an operative condition. Fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

SECTION 704 FIRE PROTECTION SYSTEMS

[F] 704.1 General. Systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the *International Fire Code*.

[F] 704.1.1 Automatic sprinkler systems. Inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

[F] 704.1.2 Fire department connection. Where the fire department connection is not visible to approaching fire apparatus, the fire department connection shall be indicated by an *approved* sign mounted on the street front or on the side of the building. Such sign shall have the letters "FDC" not less than 6 inches (152 mm) high and words in letters not less than 2 inches (51 mm) high or an arrow to indicate the location. Such signs shall be subject to the approval of the fire code official.

[F] 704.2 Single- and multiple-station smoke alarms. Single- and multiple-station smoke alarms shall be installed in existing Group I-1 and R occupancies in accordance with Sections 704.2.1 through 704.2.3.

[F] 704.2.1 Where required. Existing Group I-1 and R occupancies shall be provided with single-station smoke alarms in accordance with Sections 704.2.1.1 through 704.2.1.4. Interconnection and power sources shall be in accordance with Sections 704.2.2 and 704.2.3.

Exceptions:

1. Where the code that was in effect at the time of construction required smoke alarms and smoke alarms complying with those requirements are already provided.
2. Where smoke alarms have been installed in occupancies and dwellings that were not required to have them at the time of construction, additional smoke alarms shall not be required provided that the existing smoke alarms comply with requirements that were in effect at the time of installation.
3. Where smoke detectors connected to a fire alarm system have been installed as a substitute for smoke alarms.

[F] 704.2.1.1 Group R-1. Single- or multiple-station smoke alarms shall be installed in all of the following locations in Group R-1:

1. In sleeping areas.
2. In every room in the path of the *means of egress* from the sleeping area to the door leading from the *sleeping unit*.

3. In each story within the *sleeping unit*, including basements. For *sleeping units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

[F] 704.2.1.2 Groups R-2, R-3, R-4 and I-1. Single- or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and I-1 regardless of *occupant load* at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a *dwelling unit*, including *basements* but not including crawl spaces and uninhabitable attics. In *dwellings* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

[F] 704.2.1.3 Installation near cooking appliances. Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location required by Section 704.2.1.1 or 704.2.1.2.

1. Ionization smoke alarms shall not be installed less than 20 feet (6096 mm) horizontally from a permanently installed cooking appliance.
2. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet (3048 mm) horizontally from a permanently installed cooking appliance.
3. Photoelectric smoke alarms shall not be installed less than 6 feet (1829 mm) horizontally from a permanently installed cooking appliance.

[F] 704.2.1.4 Installation near bathrooms. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by Section 704.2.1.1 or 704.2.1.2.

[F] 704.2.2 Interconnection. Where more than one smoke alarm is required to be installed within an individual *dwelling* or *sleeping unit*, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exceptions:

1. Interconnection is not required in buildings that are not undergoing *alterations*, repairs or construction of any kind.

2. Smoke alarms in existing areas are not required to be interconnected where *alterations* or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without the removal of interior finishes.

[F] 704.2.3 Power source. Single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms with integral strobes that are not equipped with battery backup shall be connected to an emergency electrical system. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for over-current protection.

Exceptions:

1. Smoke alarms are permitted to be solely battery operated in existing buildings where no construction is taking place.
2. Smoke alarms are permitted to be solely battery operated in buildings that are not served from a commercial power source.
3. Smoke alarms are permitted to be solely battery operated in existing areas of buildings undergoing *alterations* or repairs that do not result in the removal of interior walls or ceiling finishes exposing the structure, unless there is an attic, crawl space or *basement* available that could provide access for building wiring without the removal of interior finishes.

[F] 704.2.4 Smoke detection system. Smoke detectors listed in accordance with UL 268 and provided as part of the building's fire alarm system shall be an acceptable alternative to single- and multiple-station smoke alarms and shall comply with the following:

1. The fire alarm system shall comply with all applicable requirements in Section 907 of the *International Fire Code*.
2. Activation of a smoke detector in a dwelling or sleeping unit shall initiate alarm notification in the *dwelling* or *sleeping unit* in accordance with Section 907.5.2 of the *International Fire Code*.
3. Activation of a smoke detector in a *dwelling* or *sleeping unit* shall not activate alarm notification appliances outside of the *dwelling* or *sleeping unit*, provided that a supervisory signal is generated and monitored in accordance with Section 907.6.5 of the *International Fire Code*.

CHAPTER 8

REFERENCED STANDARDS

This chapter lists the standards that are referenced in various sections of this document. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and title and the section or sections of this document that reference the standard. The application of the referenced standards shall be as specified in Section 102.7.

ASME American Society of Mechanical Engineers
Three Park Avenue
New York, NY 10016-5990

Standard reference number	Title	Referenced in code section number
ASME A17.1/CSA B44—2013	Safety Code for Elevators and Escalators606.1

ASTM ASTM International
100 Barr Harbor Drive
West Conshohocken, PA 19428-2959

Standard reference number	Title	Referenced in code section number
F 1346—91 (2010)	Performance Specifications for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs303.2

ICC International Code Council
500 New Jersey Avenue, NW
6th Floor
Washington, DC 20001

Standard reference number	Title	Referenced in code section number
IBC—15	International Building Code®	102.3, 201.3, 401.3, 702.3
IEBC—15	International Existing Building Code®	305.1.1, 306.1.1
IFC—15	International Fire Code®	201.3, 604.3.1.1, 604.3.2.1, 702.1, 702.2, 704.1, 704.2
IFGC—15	International Fuel Gas Code®102.3
IMC—15	International Mechanical Code®	102.3, 201.3
IPC—15	International Plumbing Code®	201.3, 505.1, 602.2, 602.3
IRC—15	International Residential Code®201.3
IZC—15	International Zoning Code®	102.3, 201.3

NFPA National Fire Protection Association
1 Batterymarch Park
Quincy, MA 02269

Standard reference number	Title	Referenced in code section number
25—14	Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems	704.1.1
70—14	National Electrical Code102.4, 201.3, 604.2

APPENDIX A

BOARDING STANDARD

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

A101 GENERAL

A101.1 General. Windows and doors shall be boarded in an *approved* manner to prevent entry by unauthorized persons and shall be painted to correspond to the color of the existing structure.

A102 MATERIALS

A102.1 Boarding sheet material. Boarding sheet material shall be minimum $\frac{1}{2}$ -inch-thick (12.7 mm) wood structural panels complying with the *International Building Code*.

A102.2 Boarding framing material. Boarding framing material shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the *International Building Code*.

A102.3 Boarding fasteners. Boarding fasteners shall be minimum $\frac{3}{8}$ -inch-diameter (9.5 mm) carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts. Washers and nuts shall comply with the *International Building Code*.

A103 INSTALLATION

A103.1 Boarding installation. The boarding installation shall be in accordance with Figures A103.1(1) and A103.1(2) and Sections A103.2 through A103.5.

A103.2 Boarding sheet material. The boarding sheet material shall be cut to fit the door or window opening neatly or shall be cut to provide an equal overlap at the perimeter of the door or window.

A103.3 Windows. The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The 2-inch by 4-inch (51 mm by 102 mm) strong back framing material shall be cut minimum 2 inches (51 mm) wider than the window opening and shall be placed on the inside of the window opening 6 inches (152 mm) minimum above the bottom and below the top of the window opening. The framing and boarding shall be pre-drilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.

A103.4 Door walls. The door opening shall be framed with minimum 2-inch by 4-inch (51 mm by 102 mm) framing material secured at the entire perimeter and vertical members at a maximum of 24 inches (610 mm) on center. Blocking shall also be secured at a maximum of 48 inches (1219 mm) on center vertically. Boarding sheet material shall be secured

with screws and nails alternating every 6 inches (152 mm) on center.

A103.5 Doors. Doors shall be secured by the same method as for windows or door openings. One door to the structure shall be available for authorized entry and shall be secured and locked in an *approved* manner.

A104 REFERENCED STANDARD

IBC—12 International Building Code A102.1,
A102.2, A102.3

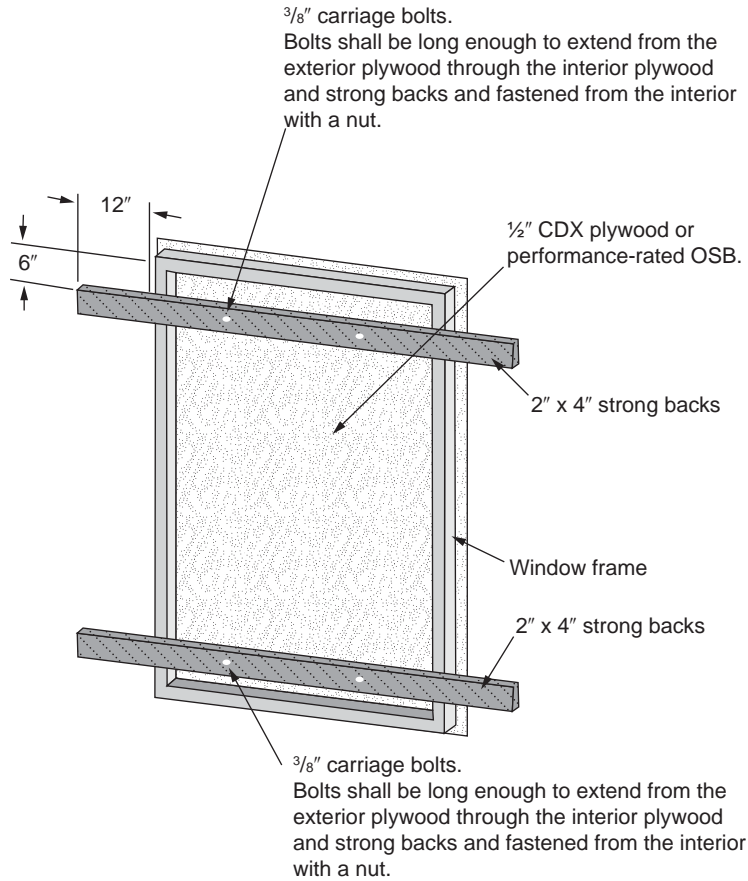


FIGURE A103.1(1)
BOARDING OF DOOR OR WINDOW

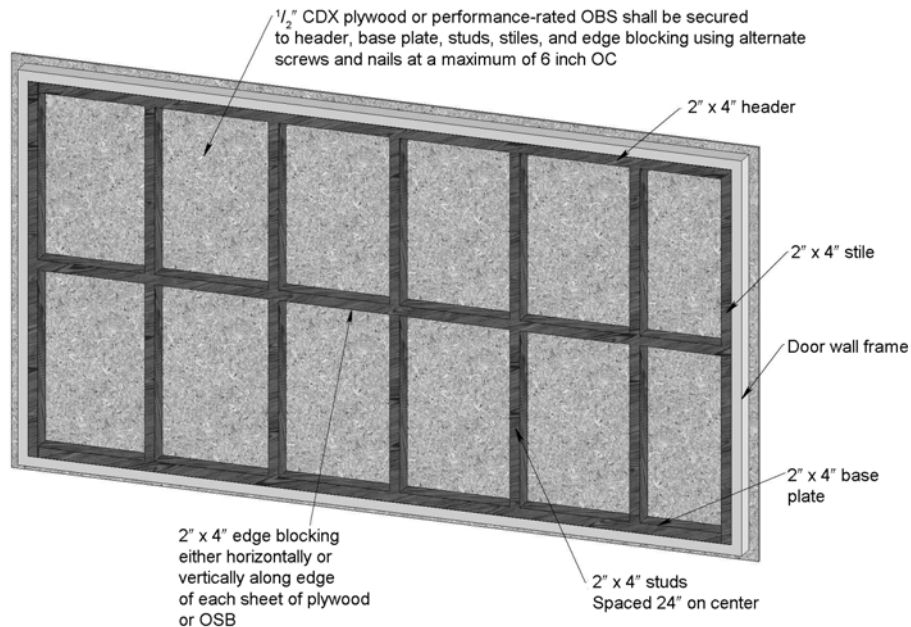


FIGURE A103.1(2)
BOARDING OF DOOR WALL

INDEX

A

ACCESS

- Emergency egress 702
- From bedrooms 404.4.2
- Plumbing fixtures, access for cleaning 504.2
- To public way 702.1
- Toilet room as passageway 503.1
- Water closet 404.4.3

ADJACENT

- Privacy (hotel units, rooming units) 404.1

ADMINISTRATION

- Scope 101.2

AGENT (See also OPERATOR, OWNER)

- Definition 202

AIR

- Combustion air 603.5

AISLES

- Minimum width 702.2

ALTERATION

- Applicability of other codes 102.3
- Inspection 104.2
- Prosecution 106.3
- Unlawful acts 106.1

ANCHOR

- Anchored, definition 202
- Architectural trim 304.8
- Signs, marquees and awnings 304.9
- Unsafe conditions 304.1.1

APPEAL

- Application 111.1
- Board decision 111.6
- Board of appeals 111.2
- Court review 111.7
- Disqualification 111.2.3
- Financial interest 111.2.3
- Hearing, emergency orders 109.6
- Membership 111.2
- Notice of appeal 111.1
- Postponed hearing 111.5
- Records 104.6
- Right to appeal 111.1
- Vote 111.6

APPLIANCE

- Cooking 403.3, 602.2
- Mechanical 603.1

APPLICABILITY

- Application of references 102.9

- General 102.1
- Other laws 102.10
- Referenced codes and standards 102.7

APPROVAL

- Alternatives 105.2
- Authority 104.1, 105.2
- Modifications 105.1
- Research reports 105.6
- Used material and equipment 105.4

APPROVED

- Alternative materials, methods and equipment 105.2
- Definition 202
- Energy conservation devices 603.6
- Garbage storage facilities 308.3.1
- Modifications 105.1
- Used materials and equipment 105.4

ARTIFICIAL

- Lighting of habitable rooms 401.3
- Lighting of other spaces 402.3

AUTOMOBILE

- Motor vehicles 302.8

AWNING

- Signs, marquees and awnings 304.9

B

BALCONY

- Handrails and guardrails 304.12

BASEMENT

- Definition 202
- Hatchways 304.16
- Windows 304.17

BATHROOM

- Common bathrooms 502.3, 503.1
- Hotels 502.3
- Lighting 605.3
- Locks 503.1
- Outlets required 605.2
- Privacy 503.1
- Ventilation 403.2

BATHTUB

- Dwelling units 502.1
- Rooming houses 502.2
- Sewage system 506.1
- Water-heating facilities 505.4
- Water system 505.1

BOARDING

Boarding standard Appendix A

BOILER

Unsafe equipment 108.1.2

C**CAPACITY**

Heating facilities 602.2, 602.3, 602.4

CAR (See AUTOMOBILE)**CEILING**

Basement rooms 404.3

Fire-resistance ratings 703.1

Interior surfaces 305.3

Minimum height 404.3

Sleeping rooms 404.3

CHANGE, MODIFY

Application of other codes 102.3

CHIMNEY

Exterior structure 304.11

Flue 603.2, 603.3

CLEANING

Access for cleaning 504.2

Disposal of garbage 308.3

Disposal of rubbish 308.2

Interior and exterior sanitation 308.1

Interior surfaces 305.3

Plumbing facilities, maintained 504.1

Required plumbing facilities 502

Responsibility of persons 305.1

Trash containers 308.3.2

Vacant structures and land 301.3

CLEARANCE

Heating facilities 603.3

Plumbing fixtures 504.2

CLOSING

Streets 109.3

Vacant structures 108.2

CLOTHES DRYER

Exhaust 403.5

CODE OFFICIAL

Condemnation 108.1

Demolition 110

Duties 104

Emergency order 109

Enforcement authority 104.1

Failure to comply with demolition order 110.3

Identification 104.3

Inspections 104.2

Liability, relief of personal 103.4

Membership of board of appeals 111.2

Notice of violation 104.5, 107

Notices and orders 107

Official records 104.6

Personal liability 103.4

Placarding 108.4

Prosecution 106.3

Removal of placard 108.4.1

Right of entry 104.3

Transfer of ownership 107.6

Vacant structures 108.2

Voting of appeals board 111.2, 111.6

COMBUSTION

Combustion air 603.5

COMPONENT SERVICEABILITY

Unsafe conditions 306.1.1

CONDEMNATION

Closing of vacant structures 108.2

Failure to comply 110.3

General 108.1

Notices and orders 108.2, 108.3

Placarding 108.4

Removal of placard 108.4.1

CONFLICT

Conflict of interest 111.2.3

Violations 106.1

CONNECTION

Sewage system 506.1

Water heating 505.4

Water system 505.1

CONSTRUCTION

Existing structures 101.2

CONTAINER

Garbage 308.3.2

Rubbish storage 308.2.1

CONTINUOUS

Unobstructed egress 702.1

CONTROL

Rodent control 302.5, 304.5

Safety controls 603.4

Weed 302.4

COOLING

Cooling towers 304.11

CORRIDOR

Accumulation of rubbish 308.1

Light 402.2

Lighting fixtures 605.3

Obstructions 702.1, 702.2

Ratings maintained 703

D**DAMP, DAMPNES**

Roofs 304.7

- Window, door frames304.13
- DANGEROUS, HAZARDOUS**
- Condemnation108.1
- Demolition 110
- Electrical hazards604.3, 604.3.1
- Existing remedies102.4
- Imminent danger 202
- Unsafe equipment 108.1.2
- Unsafe structures or premises 108.1.5
- DECKS**
- Handrails and guardrails304.12
- Maintenance 304.2, 304.10
- DEMOLITION**
- Existing remedies102.4
- Failure to comply110.3
- General 110
- Order110.2
- Salvage materials110.4
- DETECTORS**
- Smoke 704
- DETERIORATION**
- Components of systems 306.1.1
- Definition 202
- Exterior structure 304.1.1
- Exterior walls304.6
- DIRECT**
- Egress702.1
- DISPOSAL**
- Disposal of garbage308.3
- Disposal of rubbish308.2
- DOOR**
- Exit doors702.3
- Fire703.2
- Hardware304.15
- Insect screens304.14
- Interior surfaces305.3
- Locks 304.15, 702.3
- Maintenance 304.13, 304.15
- Weather tight304.13
- Window and door frames304.13
- DORMITORY (ROOMING HOUSE, HOTEL, MOTEL)**
- Locked doors702.3
- Privacy 503.1, 503.2
- DRAIN, DRAINAGE**
- Basement hatchways304.16
- Plumbing connections 506
- Storm drainage 507
- DUCT**
- Exhaust duct304.9
- Duct systems 607
- DUST**
- Process ventilation 403.4
- DWELLING**
- Cleanliness 305.1, 308.1
- Definition 202
- Electrical 604.1
- Heating facilities 602
- Required facilities 502
- E**
- EGRESS**
- Aisles 702.2
- Emergency escape 702.4
- General 702.1
- Lighting 402.2
- Locked doors 702.3
- Obstructions prohibited 702.1
- Stairs, porches and railings 304.10,
305.4, 305.5, 307.1
- ELECTRIC, ELECTRICAL EQUIPMENT**
- Abatement of hazards, fire exposure 604.3.2
- Abatement of hazards, water exposure 604.3.1
- Condemnation 108.1
- Electrical equipment 604.3.1.1
- Facilities required 604.1
- Hazards 604.3
- Installation 605.1
- Lighting fixtures 605.3
- Receptacles 604.3, 605.2
- Responsibility 601.2
- Service 604.2
- ELEVATOR, ESCALATORS, DUMBWAITERS**
- Condemnation 108.1
- General 606.1
- Maintenance 606.1, 606.2
- EMERGENCY**
- Emergency escape openings 702.4
- Emergency measures 109
- Emergency orders 109.1
- ENFORCEMENT**
- Duties and powers 104
- Scope 101.2
- EQUIPMENT**
- Alternative 105.2
- Combustion air 603.5
- Condemnation 108.1.2, 108.3
- Electrical installation 605.1
- Emergency order 109.1
- Energy conservation devices 603.6
- Installation 603.1

HAZARDOUS (See DANGEROUS, HAZARDOUS)**HEAT, HEATING**

Energy conservation devices	603.6
Fireplaces	603.1
Heating	603.1
Mechanical equipment	603.1
Required capabilities	602
Residential heating	602.2, 602.3
Supply	602.3
Water heating facilities	505.4
Water system	505

HEIGHT

Minimum ceiling height	404.3
----------------------------------	-------

HOT (See HEAT, HEATING)**HOTELS, ROOMING HOUSES AND DORMITORY UNITS, MOTELS**

Definition	202
Locked doors	702.3
Required facilities	502
Toilet rooms	503

HOUSEKEEPING UNIT

Definition	202
----------------------	-----

I**IDENTIFICATION**

Code official	104.4
-------------------------	-------

INFESTATION

Condemnation	108.1.3
Definition	202
Insect and rodent	302.5, 304.14, 309.1

INSECTS

Infestation	309.1
Insect screens	304.14
Pest elimination	309

INSPECTIONS

General	104.2
Right of entry	104.3

INSPECTOR

Identification	104.4
Inspections	104.2
Records	104.6

INTENT

Code	101.3
----------------	-------

INTERIOR

Interior structure	305
Interior surfaces	305.3
Means of egress	702
Sanitation	305.1
Unsafe conditions	305.1.1

J**JURISDICTION**

Title	101.1
-----------------	-------

K**KITCHEN**

Electrical outlets required	605.2
Minimum width	404.2
Prohibited use	404.4.4
Room lighting	605.3
Water heating facilities	505.4

L**LANDING**

Handrails and guards	304.12, 305.5, 306.1
Maintenance	304.10, 305.4

LAUNDRY

Room lighting	605.3
Water-heating facilities	505.4

LAVATORY

Hotels	502.3
Required facilities	502
Rooming houses	502.2
Sanitary drainage system	506
Water-heating facilities	505.4
Water system	505

LEASE (SELL, RENT)

Heat supplied	602.3
Salvage materials	110.4
Transfer of ownership	107.6

LIEN

Closing of vacant structures	108.2
Demolition	110.3
Failure to comply	110.3

LIGHT, LIGHTING

Common halls and stairways	402.2, 605.3
General	402
Habitable rooms	402.1
Kitchen	605.3
Laundry rooms	605.3
Luminaires	605.3
Other spaces	402.3
Responsibility	401.2
Scope	101.2
Toilet rooms	605.3

LIVING ROOM

Room area	404.4.1
---------------------	---------

LOAD, LOADING

- Elevators, escalators and dumbwaiters 606.1
- Handrails and guardrails 304.12, 305.5
- Live load 304.4, 305.2
- Stairs and porches 304.10, 305.2
- Structural members 304.4, 305.2

M**MAINTENANCE**

- Required 102.2

MATERIAL

- Alternative 105.2
- Salvage 110.4
- Used 105.4

MEANS OF EGRESS (See EGRESS)**MECHANICAL**

- Installation 603.1
- Responsibility 601.2
- Scope 601.1
- Ventilation, general 403
- Ventilation, toilet rooms 403.2

MINIMUM

- Ceiling height 404.3
- Room area 404.4.1
- Room width 404.2

MODIFICATION

- Approval 105.1

MOTEL (See HOTELS)**MOTOR VEHICLES**

- Inoperative 302.8
- Painting 302.8

N**NATURAL**

- Lighting 401.3, 402
- Ventilation 401.3, 403

NOTICES AND ORDERS

- Appeal 111.1
- Form 107.2
- Method of service 107.3
- Orders 107
- Owner, responsible person 107.1
- Penalties 107.5
- Placarding of structure 108.4
- Transfer of ownership 107.6
- Unauthorized tampering 107.4
- Vacating structure 108.2

NOXIOUS

- Process ventilation 403.4
- Weeds 302.4

NUISANCE

- Closing of vacant structures 108.2

O**OBSTRUCTION**

- Light 402.1
- Right of entry 104.3

OCCUPANCY (See USE)**OPENABLE**

- Locked doors 702.3
- Windows 304.13.2, 403.1

OPERATOR

- Definition 202

ORDER (See NOTICE)**ORDINANCE, RULE**

- Applicability 102
- Application for appeal 111.1

OUTLET

- Electrical 605.2

OWNER

- Closing of vacant structures 108.2
- Definition 202
- Demolition 110
- Failure to comply 110.3
- Insect and rat control 302.5, 309.2, 309.4
- Notice 107.1, 108.3
- Pest elimination 309.2
- Placarding of structure 108.4
- Responsibility 301.2
- Responsibility, fire safety 701.2
- Responsibility, light, ventilation 401.2
- Responsibility, mechanical and electrical 601.2
- Responsibility, plumbing facilities 501.2
- Right of entry 104.3
- Rubbish storage 308.2.1
- Scope 101.2
- Transfer of ownership 107.6

P**PASSAGEWAY**

- Common hall and stairway 402.2
- Interior surfaces 305.3
- Toilet rooms, direct access 503.1

PENALTY

- Notices and orders 107.5
- Placarding of structure 108.4
- Prohibited occupancy 108.5
- Removal of placard 108.4.1
- Scope 101.2
- Violations 106.4

PEST ELIMINATION

Condemnation	108.1
Definition	202
Insect and rodent control	302.5, 304.5, 304.14, 309.1
Pest elimination	309.1
Responsibility of owner	301.2, 309.2
Responsibility of tenant-occupant	309.3, 309.4, 309.5

PLACARD, POST

Closing	108.2
Condemnation	108.1
Demolition	110
Emergency, notice	109.1
Notice to owner	107.1, 108.3
Placarding of structure	108.4
Prohibited use	108.5
Removal	108.4.1

PLUMBING

Clean and sanitary504.1
Clearance504.2
Connections505.1
Contamination505.2
Employee's facilities503.3
Fixtures504.1
Required facilities	502
Responsibility501.2
Sanitary drainage system	506
Scope501.1
Storm drainage	507
Supply505.3
Water heating facilities505.4

PORCH

Handrails304.12
Structurally sound304.10

PORTABLE (TEMPORARY)

Cooking equipment603.1
-----------------------------	--------

PRESSURE

Water supply505.3
------------------------	--------

PRIVATE, PRIVACY

Bathtub or shower503.1
Occupancy limitations404.1
Required plumbing facilities	502
Sewage system506.1
Water closet and lavatory503.1
Water system505.1

PROPERTY, PREMISES

Cleanliness	304.1, 308.1
Condemnation	108
Definition	202
Demolition	110
Emergency measures	109
Exterior areas	302

Failure to comply	110.3
Grading and drainage	302.2
Pest elimination, multiple occupancy	302.5, 309.4
Pest elimination, single occupancy	302.5, 309.3
Responsibility	301.2
Scope	301.1
Storm drainage	507
Vacant structures and land	301.3

PROTECTION

Basement windows	304.17
Fire protection systems	704
Signs, marquees and awnings	304.9

PUBLIC

Cleanliness	304.1, 305.1
Egress	702.1
Hallway	502.3
Sewage system	506.1
Toilet facilities	502.5, 503
Vacant structures and land	301.3
Water system	505

PUBLIC WAY

Definition	202
----------------------	-----

R**RAIN (PREVENTION OF ENTRY INTO BUILDING EXTERIOR ENVELOPE)**

Basement hatchways	304.16
Exterior walls	304.6
Grading and drainage	302.2
Roofs	304.7
Window and door frames	304.13

RECORD

Official records	104.6
----------------------------	-------

REPAIR

Application of other codes	102.3
Chimneys	304.11
Demolition	110.1
Exterior surfaces	304.1
Intent	101.3
Maintenance	102.2
Signs, marquees and awnings	304.9
Stairs and porches	304.10
Weather tight	304.13
Workmanship	102.5

REPORTS

Test reports	105.3.2
------------------------	---------

RESIDENTIAL

Pest elimination	309
Residential heating	602.2
Scope	101.2

RESPONSIBILITY

Pest elimination	309
Fire safety	701.2
Garbage disposal	308.3
General	301.2
Mechanical and electrical	601.2
Persons	301.1
Placarding of structure	108.4
Plumbing facilities	501.2
Rubbish storage	308.2.1
Scope	101.2, 301.1

REVOKE, REMOVE

Demolition	110
Existing remedies	102.4
Removal of placard	108.4.1
Rubbish removal	308.2.1

RIGHT OF ENTRY

Duties and powers of code official	104.3
Inspections	104.2

RODENTS

Basement hatchways	304.16
Condemnation	108
Foundations	304.5
Guards for basement windows	304.17
Harborage	302.5
Insect and rodent control	309.1
Pest elimination	302.5, 309

ROOF

Exterior structure	304.1
Roofs	304.7
Storm drainage	507

ROOM

Bedroom and living room	404.4
Cooking facilities	403.3
Direct access	503.2
Habitable	402.1
Heating facilities	602
Light	402
Minimum ceiling heights	404.3
Minimum width	404.2
Overcrowding	404.5
Prohibited use	404.4.4
Temperature	602.5
Toilet	503
Ventilation	403

ROOMING HOUSES (See DORMITORY)**RUBBISH**

Accumulation	308.1
Definition	202

Disposal	308.2
Garbage facilities	308.3.1
Rubbish storage	308.2.1

S**SAFETY, SAFE**

Fire safety requirements	701, 702, 703, 704
Safety controls	603.4

SANITARY

Cleanliness	304.1, 305.1
Disposal of garbage	308.3
Disposal of rubbish	308.2
Exterior property areas	302.1
Exterior structure	304.1
Food preparation	404.7
Furnished by occupant	302.1
Grease interceptors	506.3
Interior surfaces	305.3
Plumbing fixtures	504.1
Required plumbing facilities	502
Scope	101.2

SCREENS

Insect screens	304.14
--------------------------	--------

SECURITY

Basement hatchways	304.18.3
Building	304.18
Doors	304.18.1
Vacant structures and land	301.3
Windows	304.18.2

SELF-CLOSING SCREEN DOORS

Insect screens	304.14
--------------------------	--------

SEPARATION

Fire-resistance ratings	703
Privacy	404.1
Separation of units	404.1

SERVICE

Electrical	604.2
Method	107.3
Notices and orders	107.1, 108.3
Service on occupant	108.3

SEWER

General	506.1
Maintenance	506.2

SHOWER

Bathtub or shower	502.1
Rooming houses	502.2
Water-heating facilities	505.4
Water system	505

SIGN		
Signs, marquees and awnings	304.9	
Unauthorized tampering	107.4	
SINGLE-FAMILY DWELLING		
Extermination	309	
SINK		
Kitchen sink	502.1	
Sewage system	506	
Water supply	505.3	
SIZE		
Efficiency unit	404.6	
Habitable room, light	402	
Habitable room, ventilation	403	
Room area	404.4.1	
SMOKE ALARMS		
Alarms	704.2	
Installation near bathrooms	704.2.2	
Installation near cooking appliances	704.2.1	
Interconnection	704.4	
Power source	704.3	
SPACE		
General, light	402	
General, ventilation	403	
Occupancy limitations	404	
Privacy	404.1	
Scope	401.1	
STACK		
Smoke	304.11	
STAIRS		
Common halls and stairways, light	402.2	
Exit facilities	305.4	
Exterior property areas	302.3	
Handrails	304.12, 305.5	
Lighting	605.3	
Stairs and porches	304.10	
STANDARD		
Referenced	102.7	
STOP WORK ORDER		
Authority	112.1	
Emergencies	112.3	
Failure to comply	112.4	
Issuance	112.2	
STORAGE		
Food preparation	404.7	
Garbage storage facilities	308.3	
Rubbish storage facilities	308.2.1	
Sanitation	308.1	
STRUCTURE		
Accessory structures	302.7	
Closing of vacant structures	108.2	
Definition	202	
Emergency measures	109	
General, condemnation	110	
General, exterior	304.1	
General, interior structure	305.1	
Placarding of structure	108.4	
Scope	301.1	
Structural members	304.4, 305.2	
Vacant structures and land	301.3	
SUPPLY		
Combustion air	603.5	
Public water system	505.1	
Water-heating facilities	505.4	
Water supply	505.3	
Water system	505	
SURFACE		
Exterior surfaces	304.2, 304.6	
Interior surfaces	305.3	
SWIMMING		
Enclosure	303.2	
Safety covers	303.2	
Swimming pools	303.1	
		T
TEMPERATURE		
Nonresidential structures	602.4	
Residential buildings	602.2	
Water-heating facilities	505.4	
TENANT		
Scope	101.2	
TEST, TESTING		
Agency	105.3.1	
Methods	105.3.1	
Reports	105.3.2	
Required	105.3	
TOXIC		
Process ventilation	403.4	
TRASH		
Rubbish and garbage	308	
		U
UNOBSTRUCTED		
Access to public way	702.1	
General, egress	702.1	
UNSAFE STRUCTURES AND EQUIPMENT		
Abatement methods	108.6	
Dangerous structure or premises	108.1.5	
Equipment	108.1.2	
Existing remedies	102.4	
General, condemnation	108, 110	
General, demolition	110	

Notices and orders	107, 108.3
Record	108.7
Structures	108.1.1

USE

Application of other codes	102.3
General, demolition	110

UTILITIES

Authority to disconnect	108.2.1
-----------------------------------	---------

V**VACANT**

Abatement methods	108.6
Authority to disconnect service utilities	108.2.1
Closing of vacant structures	108.2
Emergency measure	109
Method of service	107.3, 108.3
Notice to owner or to person responsible	107, 108.3
Placarding of structure	108.4
Record	108.7
Vacant structures and land	301.3

VAPOR

Exhaust vents	302.6
-------------------------	-------

VEHICLES

Inoperative	302.8
Painting	302.8

VENT

Plumbing hazard	504.3
Exhaust vents	302.6
Flue	603.2

VENTILATION

Clothes dryer exhaust	403.5
Combustion air	603.5
Definition	202
General, ventilation	403
Habitable rooms	403.1
Process ventilation	403.4
Recirculation	403.2, 403.4
Toilet rooms	403.2

VERMIN

Condemnation	108
Insect and rodent control	302.5, 309

VIOLATION

Condemnation	108
Enforcement	106.2
General	106
Notice	107, 108.3
Separate offenses	106.4
Placarding of structure	108.4

Prosecution	106.3
Strict liability offense	106.3, 202
Transfer of ownership	107.6

W**WALK**

Sidewalks	302.3
---------------------	-------

WALL

Accessory structures	302.7
Exterior surfaces	304.2, 304.6
Exterior walls	304.6
Foundation walls	304.5
General, fire-resistance rating	703.1
Interior surfaces	305.3
Outlets required	605.2
Temperature measurement	602.5

WASTE

Disposal of garbage	308.3
Disposal of rubbish	308.2
Garbage storage facilities	308.3.1

WATER

Basement hatchways	304.16
Connections	506.1
Contamination	505.2
General, sewage	506
General, storm drainage	507
General, water system	505
Heating	505.4
Hotels	502.3
Kitchen sink	502.1
Required facilities	502
Rooming houses	502.2
Supply	505.3
System	505
Toilet rooms	503
Water-heating facilities	505.4

WEATHER, CLIMATE

Heating facilities	602
------------------------------	-----

WEEDS

Noxious weeds	302.4
-------------------------	-------

WIDTH

Minimum room width	404.2
------------------------------	-------

WINDOW

Emergency escape	702.4
Glazing	304.13.1
Guards for basement windows	304.17
Habitable rooms	402.1
Insect screens	304.14
Interior surface	305.3

Light	402
Openable windows	304.13.2
Toilet rooms	403.2
Ventilation	403
Weather tight	304.13
Window and door frames	304.13
WORKMANSHIP	
General	102.5



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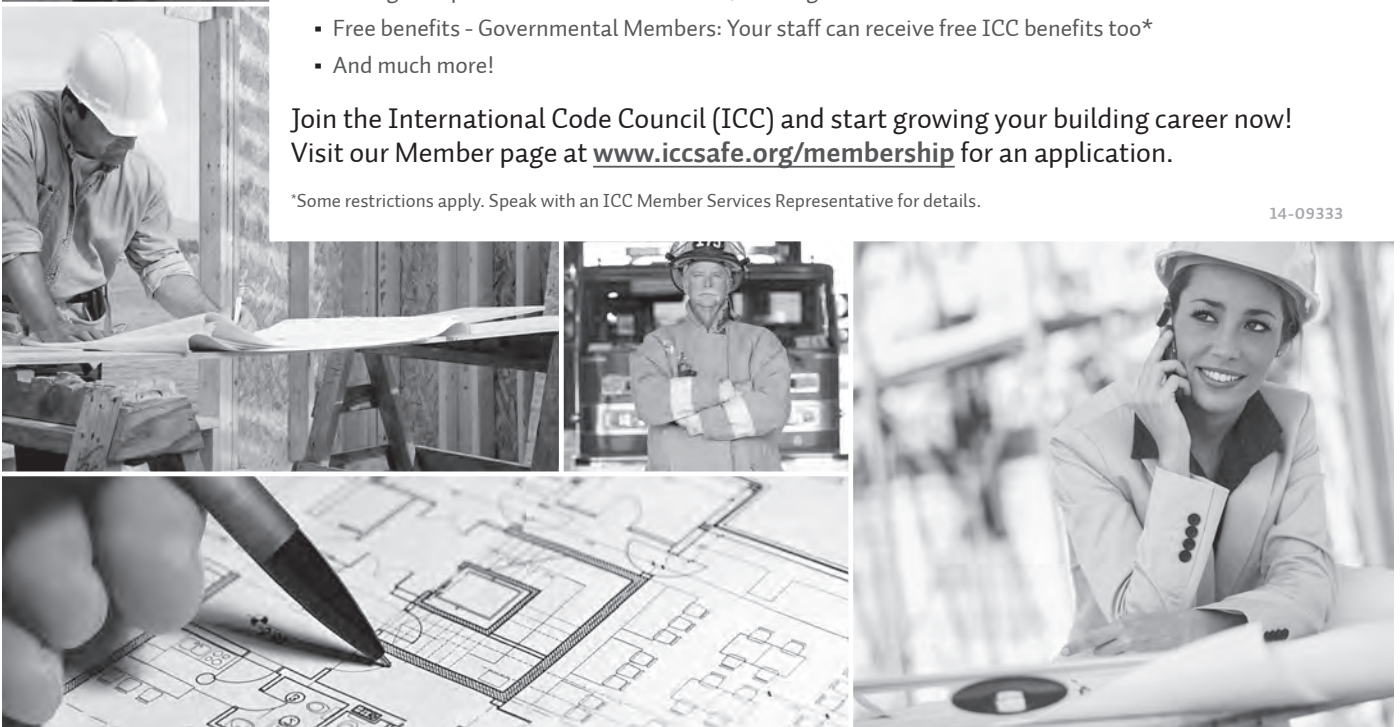


Table 903.1 – Automatic Fire Sprinkler System Requirements for NEW CONSTRUCTION

STRUCTURE TYPE	SPRINKLERS REQUIRED ⁵	DESCRIPTION	SQUARE FOOTAGE ¹		REQUIREMENTS	EXCEPTIONS	EXAMPLES	MIN. DISTANCE BETWEEN STRUCTURES AND PROPERTY LINES(PL)	
			MIN	MAX					
New Construction	Yes	New buildings including mobile homes and commercial coaches ¹	0		Throughout new buildings	See Footnote ^{3,4}	All new construction and dwellings	Per CBC, CRC	
Residential Accessory Structure	Yes	Accessory structures as defined in CRC	1,000	3,000	No heating or cooling No living or sleeping spaces	See Footnote ²	One story garage, workshop, studio, residential storage bldg	Up to 1,000sf. per CRC, CBC	>1,000sf. 50 feet from PL, 50 feet from other structures
Agricultural Accessory Structure	Yes	Accessory to agricultural operation, livestock, crops. Agricultural operations in accordance with AG LUO & CBC definition	3,000	5,000	Primary usage must be 75% livestock or crops (affidavit required)	See Footnote ²	One story barn or stables	100 feet from PL, 50 feet from other structures	
Pole barn, Covered arena, Greenhouse	No	One story hay storage, covered riding arena, greenhouses	Unlimited if 60 feet on all sides per CBC		No employees, no public attendance and open on two or more sides	None	See description	100 feet from PL, 50 feet from other structures	
Agricultural Exempt (no permit required)	No	LUO Ag Exempt & signed affidavit	0	3,000	Per Ag Exempt agreement (affidavit required)	See Title 19	Ag-Barn on Ag zoned land over 20 acres	100 feet from PL, 50 feet from other structures	

References:

CRC: California Residential Code | **CFC:** California Fire Code | **CBC:** California Building Code | **LUO:** Land Use Ordinance (San Luis Obispo County)

Footnotes:

1. For the purpose of calculating square footage for the application of fire sprinkler requirements and fire flow requirements, the floor area shall include all combustible areas attached to the structure, including garages, patio covers, overhangs, covered walkways and decks.
2. Structures over the minimum square footage must meet all of the above table requirements and **all** the following requirements:
 - no conditioned or habitable space, ▪ no second stories (lofts 1/3 the floor area and open to below are allowed), ▪ minimum two exits including one pedestrian door (side hinge swinging door), ▪ workshops or offices limited to 10% of floor area, ▪ dedicated fire water storage minimum of 5,000 gallons steel tank in full compliance with NFPA 1142(see fire safety plan) if there is no community provided fire hydrant within 500 ft., ▪ structure complies with the California Wildland Urban-Interface Code, ▪ heat detectors installed in accordance with CBC linked to an audible bell mounted in the exterior of the structure. ▪ Cannot be used as a place of employment or for public assemblage/events. ▪ Cannot be used as a commercial building.
3. A single-story building or commercial coach where floor area does not exceed 1000 square feet and the occupancy is not a Group A, E Daycare, F1 Woodworking, R, Group H, Group I occupancy or any occupancy where cellulose nitrate film, pyroxylin plastics or any hazardous materials manufactured, stored or handled in quantities in excess of Tables in CBC, CFC or within Los Osos CSD and the fire flow from a hydrant is less than 750gpm at 20psi.
4. Mobile/manufactured or factory built homes or commercial coaches constructed or altered on or before March 12, 2011 which were not manufactured with automatic fire sprinklers.
5. Automatic Fire Sprinklers installed at exterior locations shall be approved corrosion resistant devices when environmental or operational conditions warrant.

Table 903.2 – Automatic Fire Sprinkler System Requirements for EXISTING CONSTRUCTION

OCCUPANCY OR STRUCTURAL MODIFICATION TYPE ¹⁹⁶	SPRINKLERS REQUIRED ³	DESCRIPTION	SQUARE FOOTAGE ¹	REQUIREMENTS	EXCEPTIONS	EXAMPLES
Alterations ¹	Yes, if...	Alteration includes modifications to the structure which involve complete removal and replacement of wall board within any room	50% of existing floor area ¹	Alterations, additions and remodel square footage will be considered a combined and cumulative sum of floor area	Repairs ⁵ and Footnote ²	Interior remodels, Rehabilitation
Additions ¹	Yes, if...	Additions cumulative from January 01, 2008 regardless of any change of ownership	1,000 sf or 50% of floor area ¹	Alterations, additions and remodel square footage will be considered a combined and cumulative sum of floor area	none	Any addition
Additional Stories	Yes	Adding an additional story	Any	Attic/basement conversions over 1,000 sq.ft.	See Footnote ⁴	Adding/converting any habitable space above or below an existing structure
Sprinklered Buildings	Yes	Any occupancy	Any	Partially sprinklered structures not allowed	None	Any sprinklered building
Occupancy Classification Change	Yes	Change results in higher hazard or as deemed necessary by fire code official	Any	Hazard classification rating per Title 19 Table 3408.1.2	None	Detached garage, workshop or barn converted to conditioned space, guest house or commercial use
Hazardous Materials Inside buildings	Yes	Cellulose nitrate film or pyroxylin plastics or any hazardous materials manufactured, stored or handled in quantities in excess of Tables in CBC, CFC	Any	Building and any portion of a building must also include requirements as listed in CFC Chapter 5005.4	None	Any occupancy

References:

CRC: California Residential Code | **CFC:** California Fire Code | **CBC:** California Building Code |

Footnotes:

- For the purpose of calculating square footage for the application of fire sprinkler requirements and fire flow requirements, the floor area shall include all combustible areas attached to the structure, including garages, patio covers, overhangs, and covered walkways and decks.
- Alterations limited to only one of the following: replacement of exterior coverings and windows, roofing, electrical services, sewer laterals, retaining walls, or routine plumbing, electrical and mechanical repairs.
- Automatic Fire Sprinklers installed at exterior locations shall be approved corrosion resistant devices when environmental conditions warrant.
- A loft open to the floor below and no more than one third of the floor area of the room below is allowed to be added without triggering sprinklers.
- REPAIR is the reconstruction or renewal for the purpose of maintenance. See 105.2.2 in Title 19.20.020 and the definition of alteration in the CBC. Mobile/manufactured or factory built homes or commercial coaches constructed or altered on or before March 12, 2011 which were not manufactured with automatic fire sprinklers are not subject to fire sprinkler requirement.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.B.**FROM: Amanda Rice
President, Board of Directors-----
Meeting Date: January 19, 2017Subject: DISCUSSION AND CONSIDERATION
OF PROPOSED 2017 BOARD GOALS**RECOMMENDATION:**

It is recommended that the Board of Directors identify and discuss the Board Goals for 2017.

FISCAL IMPACT:

The 2016 approved Board goals will continue to be funded in the 2016/2017 Fiscal Year Budget. Once the 2017 goals are approved, adjustments to the 2016/2017 Budget may be recommended for consideration by the Board. The Fiscal Year 2016/2017 Mid-Year Budget adjustment will be brought to the Board at the February 23, 2017 meeting. Additional allocations that may be required will be incorporated into the 2017/2018 Fiscal Year Budget planning process.

DISCUSSION:

As Board President, I will lead the discussion regarding the 2016 approved goals and proposed 2017 Board goals. The following is a starting point to prompt the discussion and approval of goals for the Board.

FOR BOARD CONSIDERATION

A word about the 2016 goals (listed below): They are essentially operational and would fall under one of the four proposed 2017 goals listed. Additionally, all three items are in progress, and represent work that is needed and should not be abandoned.

2016 Goals

- Obtain a Regular Coastal Development Permit for the Sustainable Water Facility (SWF). (Falls under 2017 Proposed Board Goal #3.)
- Assess, prioritize, and determine actual costs and potential funding sources, including Proposition 1 funding, for the first phase of the Wastewater Treatment Plant infrastructure improvements. (Falls under 2017 Proposed Board Goal #2.)
- Continue to identify and determine funding sources for the first phase of the Community Park, to include grading and drainage swale development, as well as development of the Dog Park and to complete needed projects related to access to the Community Park. It is anticipated that a revised first phase of the Community Park project will be re-bid in 2017. (Falls under 2017 Proposed Board Goal #2.)

Board Goals, starting 2017

Vision: Policy level and District-wide (rather than operational) oversight.

Focus: Shift Board focus from last hour reactions to resource and infrastructure deficiencies, to thoughtful, equitable stewardship of community resources, appropriately balancing priorities among all services provided.

Discussion: Since at least 2014, the District has focused nearly all its resources on responding to the slow-moving but dramatic disaster of the recent drought.

Now, with the immediate threat of running out of water addressed, the Board should take a breath, assess our available resources, levels of service in each department, and challenges going forward.

These suggestions represent a shift toward acting as the policy- and direction-setting body our enabling legislation describes. It seems clear that annual operational goals and eleventh hour policy changes that leave the Board no meaningful options have not served the District, Cambrians, the Board or the GM well in the past.

To encourage community trust and board effectiveness, dialogue going forward must be open and inclusive, starting with the Board goals.

2017 Proposed Board Goals:

1. Review Mission Statement and Vision for District.
2. Ensure current delivery of efficient, adequate levels of service within current revenue and environmental constraints – starting with discussion of how we define “efficient” and “adequate.”
3. Support development of future resiliency and sustainability in District operations, personnel and infrastructure.
4. Build on communication and participation opportunities for the community and with outside agencies.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS ___RICE ___SANDERS ___THOMPSON: ___BAHRINGER ___FARMER

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C.**FROM: Amanda Rice
President, Board of Directors

Meeting Date: January 19, 2017 Subject: DISCUSSION AND CONSIDERATION
OF AD HOC COMMITTEE AND
DIRECTOR LIAISON ASSIGNMENTS

RECOMMENDATION:

It is recommended that the Board of Directors identify, discuss and make any necessary appointments to Committees and Director Liaison Assignments for 2017.

FISCAL IMPACT:

Miscellaneous costs associated with staff time, document preparation and any necessary research required for each committee.

DISCUSSION:

As Board President, I will lead the discussion regarding the proposed 2017 committees to support our work on the Board goals. Below are the proposed ad hoc subject-specific committees and liaison assignments.

For the rest of FY 2016/17, Board committees will be ad hoc and share the goal of developing an overview of District services, resources, operational needs to provide data to support developing medium-term policies regarding budget priorities, and exploring benefits and costs of standing committees focusing on subject areas. The intent is to have a better understanding of the resources and challenges in each area, rather than to thoroughly audit and evaluate operations.

Timeline: Options reported to full Board at or before regular May 2017 Board meeting.

Each ad hoc committee is subject-specific and tasked with reviewing and providing an overview of the following to the full Board:

1. the levels of service provided
2. asset inventory (personnel, equipment, capital assets.)
3. fiscal challenges
4. potential opportunities for changes to provide better services to Cambrians
5. Should a standing committee be formed to focus on this area? Are there important policies missing or needing review?

Possible conversion to standing committees should be considered for FY 2017/2018 budget, but, other than costs associated with Brown Act compliance, should have no additional impact on the current budget.

Finance Ad Hoc Committee: President Rice and Vice President Sanders

Task: evaluate budget for Fiscal Year 2017-2018, assess fiscal policies and priorities.

Fire Department Ad Hoc Committee:

Task: Fire Department.

Infrastructure Ad Hoc Committee:

Task: Water Department, Wastewater Department and technology infrastructure (hardware and software) in all departments.

Parks, Recreation and Open Space (PROs) Ad Hoc Committee:

Task: Parks & Recreation and Facilities Departments (including Veterans Memorial Hall).

One additional ad hoc committee should be created to focus specifically on our water supply issues. As with the others, potentially to become standing committee.

Water Supply (formerly Sustainable Water Facility Water Permitting & EIR Ad Hoc Committee):

Tasks:

- Support staff’s work on water supply permitting for the Sustainable Water Facility regular Coastal Development Permit and Environmental Impact Report.
- Review 2015 UWMP and progress on water efficiency program goals.
- Report to Board and suggest needed policy reviews for consistency.

Liaison Appointments:

In furtherance of the goal to build communication and participation opportunities, the community and the District could benefit from appointing specific liaisons to the following groups and reporting to the Board on possible opportunities to collaborate.

Directors have indicated a willingness or desire to serve as liaison as shown below:

- North Coast Advisory Council – Director Bahringer
- Coast Union School District – Open
- Cambria Healthcare District – Vice President Sanders
- Cambria Forest Committee – Director Farmer
- Cambria Tourism Board – Open
- Cambria Fire Safe Focus Group – Director Thompson
- Friends of Fiscalini Ranch Preserve – Open

Either I, and/or a director designated by me in my capacity as President, will be primary liaison to regulatory and other local, state, or federal agencies.

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS ___RICE ___SANDERS ___THOMPSON: ___BAHRINGER ___FARMER

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 19, 2017 Subject: CONSIDERATION OF ADOPTION OF RESOLUTION 05-2017 AMENDING SECTION 8 OF THE CCSD BYLAWS TO INCREASE BOARD MEMBER COMPENSATION FROM \$75 TO \$100, PER AUTHORIZED MEETING OR DAY OF SERVICE, NOT TO EXCEED \$600 PER MONTH; DISCUSSION AND DIRECTION REGARDING ANY OTHER CHANGES TO THE BYLAWS

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider adoption of Resolution 05-2017, amending Section 8 of the Board of Directors Bylaws to increase Board Member compensation from \$75 to \$100 for authorized meetings attended or days of service, not to exceed \$600 per month. It is also recommended that the Board discuss the Bylaws and provide direction regarding any other desirable and appropriate changes.

FISCAL IMPACT:

If all Board Members earned the maximum amount allowed by providing the full six days of service per month, the increased cost would equal \$9,000 per year.

BACKGROUND:

At the December 15, 2016 Board meeting, Director Bahringer asked that an item be brought back to the Board to consider increasing Board Member compensation back to \$100 for each day of service from the currently established amount of \$75. Government Code Section 61047 provides that members of a community services district board of directors may receive compensation in an amount not to exceed \$100 for each day of service. The statute also provides that board members cannot receive compensation for more than six days of service in a month, thus capping overall compensation to the amount of \$600 per month.

On June 25, 2009, the Board of Directors adopted Resolution 29-2009, amending Section 8 of the Board of Directors Bylaws to reduce the compensation for members of the Board of Directors from \$100 to \$75. Since then the issue of increasing the compensation amount back to \$100 has been brought up at Board meetings; however, the Board has not acted to formally consider changing the amount.

In order to facilitate amending the Bylaws to increase Board Member compensation back to \$100 per month, the attached Resolution 05-2017 has been prepared for the Board's consideration. In addition, President Rice has requested that language be included in the Bylaws to provide

that Board Members provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board, pursuant to Government Code Section 53232.3(d). The attached amendment adds a new Subsection 8.6 to read as follows:

“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”

In addition, Bylaws Section 10.1 provides that the Bylaws are to be reviewed annually at the first regular meeting in January. Accordingly, the Bylaws are also being presented to the Board for discussion so that direction can be provided for any other changes the Board would like to make. A copy of the most current version of the Bylaws is attached to assist the Board in their discussion.

Attachments: Resolution 05-2017
Cambria Community Services District Bylaws

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS ___RICE ___SANDERS ___THOMPSON: ___BAHRINGER ___FARMER

RESOLUTION NO. 05-2017
January 19, 2017

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT APPROVING A REVISION TO THE
CAMBRIA COMMUNITY SERVICES DISTRICT BYLAWS
RELATING TO BOARD COMPENSATION**

BE IT RESOLVED that the Board of Directors of the Cambria Community Services District does hereby resolve as follows:

Section 8 of the Cambria Community Services District Bylaws is amended to read as follows:

“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.”

PASSED AND ADOPTED this 19th day of January, 2017.

Amanda Rice, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid, District Clerk

Timothy J. Carmel, District Counsel

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

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

2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall be on the fourth 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 Pursuant to the Brown Act:
 - (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. 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. 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 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.
- 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 materials 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 not be included in the meeting minutes.
- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.
- 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 Board Members should recognize the General Manager has been given the authority to handle the operations of the district. When presented with questions or complaints from citizens or staff, Directors should listen to the concerns expressed and either confer with the General Manager regarding the concerns or refer the individual to the General Manager for resolution of their concerns. Board Members should not bypass the authority of the General Manager.

8. DIRECTOR COMPENSATION

- 8.1 Directors may receive compensation of seventy five dollars (\$75.00) 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 \$75.00 per day or \$450.00 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

9. COMMITTEES

- 9.1 All Board committees shall be Members appointed by the Board President with concurrence of the full Board.
- 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. Summary notes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record.

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. **7.E.**

FROM: Jerry Gruber, General Manager

Meeting Date: January 19, 2017

Subject:

CONSIDERATION OF LIFTING STAGE
3 WATER SHORTAGE EMERGENCY

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider whether it is appropriate to lift the Stage 3 Water Shortage Emergency.

FISCAL IMPACT:

The fiscal impact relating to lifting the Stage 3 Water Emergency will be directly proportional to the amount of water used by CCSD customers. Staff will monitor usage of water by CCSD customers and report back to the CCSD Board of Directors periodically.

BACKGROUND:

At its June 23, 2016 Board meeting, staff was directed to bring forward an item to consider lifting the Stage 3 Water Emergency. Accordingly, an item was placed on the August, 2016 Board agenda to consider these issues. That meeting, however, was adjourned due to the fire that was occurring in the surrounding area, and the item was continued to the September 6, 2016. The item was subsequently continued by the Board and no action was taken.

Director Bahringer has requested that the matter of considering lifting the Stage 3 Water Emergency again be agendized. Therefore, this report is being provided to help facilitate the Board's consideration of this matter.

Since the September 6, 2016 meeting, the weather pattern has significantly shifted with a persistent atmospheric river deluging the Central Coast with heavy rainfall. As of January 11, 2017, a total of 20.10 inches of rain has been recorded at our well SS-1 rain gage, with 9.5 inches of that total occurring within the first 12 days of January. This amount is above the average for an entire rain year. The aquifers are now full, as further witnessed by both creeks having blown through their sandbars and are readily flowing into the ocean.

The CCSD was also able to complete field work on the tracer study prior to the onset of the heavy rains. The consultant is currently working on the tracer study report, which will ultimately be reviewed by the Division of Drinking Water for their approval.

Based on the current situation there is no technical reason to continue with the Stage 3 Water Shortage Declaration. However, it is the Board's decision to lift or suspend the Stage 3 Water Shortage Emergency. It should be kept in mind that the CCSD's ability to operate the SWF under

the Emergency Permit issued by San Luis Obispo County is only during a declared Stage 3 Water Shortage Emergency. In that respect the Permit states the following:

This emergency permit is valid until such time that the CCSD-declared Stage 3 Water Shortage Emergency has ended, or the project has been authorized to continue to serve existing development through approval of a regular Coastal Development Permit, whichever is sooner. While processing the regular Coastal Development Permit, the emergency water facility may only be re-activated and utilized to produce water in the event of the occurrence of another Stage 3 Water Shortage Emergency and only after the CCSD has issued a formal declaration of the existence of such a Stage 3 Water Shortage Emergency. It is the intent of this condition, while processing the regular Coastal Development Permit, to enable use of the emergency water facility to produce water for existing development in Cambria during the existence of a declared Stage 3 Water Shortage Emergency, since the community historically experiences severe periodic droughts.

With regard to the broader issue of the moratorium that was established as a result of the 2001 Declaration of a Water Code Section 350 Water Shortage Emergency Condition, attached is a memorandum prepared by our Office in March, 2011 discussing legal issues related to lifting the moratorium. As noted in that memorandum, Cambria's limited supply of water "...has not been 'replenished or augmented' since the emergency declaration in 2001."

As we know, however, something has in fact changed since that memorandum was enacted. That is, the construction of the Sustainable Water Facility, albeit, as noted above, at this point in time the SWF can only be used during a declared Stage 3 Water Shortage Emergency. As the Board is aware, the CCSD is currently proceeding with the process of obtaining a regular Coastal Development Permit for the SWF, as provided for in the conditions of the Emergency Permit. Accordingly, if the CCSD is successful in securing a regular Coastal Development Permit, depending on the conditions of such a permit, that will present an opportunity to revisit the propriety of continuing the Water Code Section 350 moratorium.

 BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS ___RICE ___SANDERS ___THOMPSON: ___BAHRINGER ___FARMER

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.F.**

FROM: Robert Gresens, District Engineer

Meeting Date: January 19, 2017

Subject: AUTHORIZE THE GENERAL
MANAGER TO EXECUTE TASK
ORDER 8 TO THE FEBRUARY 7,
2014 ENGINEERING SERVICES
AGREEMENT, EMERGENCY
WATER SUPPLY PROJECT-CDM
SMITH, FOR CONTINUATION OF
TECHNICAL ASSISTANCE

RECOMMENDATIONS:

Staff recommends that the Board approve the expenditure of \$217,748 from the Sustainable Water Facility fund for Task Order 8, for the continuation of technical assistance by CDM Smith, and authorize the General Manager to execute Task Order 8.

FISCAL IMPACT:

Funding for Task Order 8 would come from two sources; \$112,748 will come from the Sustainable Water Facility (SWF) Operating budget; with the remaining task order cost, \$105,000, coming from the SWF Capital Project budget. The current SWF Operating budget is at a deficit of \$116,500 so this will increase that deficit to \$229,248. The SWF Capital budget has a balance of approximately \$838,948 for future mitigation measures. If the Board approves an additional \$105,000 for the Capital cost portion of Task Order 8, the remaining SWF Capital budget for future mitigation measures would be approximately \$733,948 for future mitigation measures.

DISCUSSION:

Task Order 8 provides a continuation of technical support, which is needed to support permitting, as well as completion of a regular coastal development permitting process for the facility. CDM's permitting support has served as an extension of district staff by assisting with compiling very detailed self-monitoring reports to comply with Title 22 and Title 27 requirements covering the project's water treatment and reinjection operation, as well as the evaporation ponds. These reports cover monthly, quarterly, and annual submittal requirements to the Water Board. Ultimately, permitting support should taper off as staff gains more experience and is able to take over this effort. Continuing assistance on the regular coastal development permit is needed to support detailed responses to comments and questions raised on the public review draft EIR. This support is needed to finalize the CEQA review process prior to certification of a final EIR by the Board. Although \$20,200 was estimated within earlier Task Order 6 for EIR technical support, further budget authorization is needed at this time. This is due to more time being spent on reporting tasks earlier, and the volume of comments that were received.

Attachments:

- Task Order 8 by CDM Smith

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS ___RICE ___SANDERS ___THOMPSON: ___BAHRINGER ___FARMER

Task Order 8

Cambria Emergency Water Supply Project

Cambria Community Services District and CDM Smith Inc.

Permitting Support and Engineering Services Post-Construction

This Task Order 8 is issued by the Cambria Community Services District (CCSD) and accepted by CDM Smith (Consultant) pursuant to the mutual promises, covenants, and conditions contained in the Agreement between the above named parties dated the 7th day of February 2014.

I Purpose and Objectives

This Task Order 8 is intended to cover permitting support and engineering services post-construction for the Cambria Emergency Water Supply Project (Project) for January 2017 through June 2017. Reporting assistance assumes a six month span based on the facility being in operation and requiring normal operational reporting to the Water Board. Should the facility operation be suspended, the six month reporting assistance period shown can be extended to better match the actual period of operation. The following Scope of Work is for:

- Project management and quality assurance / quality control.
- Provide Reporting Support:
 - Prepare and submit monthly reports
 - Prepare and submit quarterly reports
 - Prepare and submit semi-annual report
 - Prepare and submit annual self-monitoring report
 - Prepare and submit surface impoundment report
- Provide Permitting Support:
 - Provide miscellaneous Environmental Impact Report (EIR) support
 - Provide Second Tracer Test support

II Scope of Work

The scope of work for professional/engineering services under this Task Order 8 agreement between Consultant and CCSD is in conjunction with and in continuation of the scopes of work for the previously contracted Task Orders 1, 2, 3, 4, 5, 6, and 7.

Task 1. Project Management and Quality Assurance / Quality Control

Objectives: To successfully complete this Task Order within the schedule and budget while meeting the objectives of the following tasks.

Approach:

The scope, schedule, budget, and quality will be managed throughout the life of this Task Order and will include the following activities:

- Setting up the Task Order in accounting and project management systems
- Conducting an internal Project Planning and Scope Review Meeting
- Weekly tracking of project progress, budget, schedule, and scope changes
- Monthly invoicing
- Participate in two client meetings
- Closing out the project

Quality Assurance / Quality Control (QA/QC) shall extend for the duration of this Task Order and will include the following activities:

- Reviewing deliverables prior to submission to CCSD or outside agencies

Assumptions:

- The Task Order will last six months, from January 1, 2017 to June 30, 2017
- Six monthly invoices will be delivered electronically by about the 15th of the following month
- Internal quality reviews of deliverables are budgeted under the applicable subtasks for the deliverables
- The two client meetings will last two hours or less and will require eight hours or less of preparation and travel time.

Deliverables:

- Monthly invoices

Task 2 –Reporting Support

Consultant shall provide the following reporting support from January 1, 2017 through June 30, 2017:

Task 2.1 – Monthly ROWD Reports

Objectives: To assist CCSD in the operation of the Project by preparing six monthly reports for the California Regional Water Quality Control Board (RWQCB). Provide guidance and training on report preparation to allow transitioning to CCSD staff.

Approach:

The Report of Waste Discharge (ROWD) requires that monthly reports be submitted for the Project. These reports summarize operations and water quality data for the previous month and identify potential operational issues.

Consultant will prepare and submit these draft and final reports to CCSD monthly.

Assumptions:

- The six monthly reports will be for December 2016 through May 2017
- CCSD will provide monthly testing results within 10 calendar days after the end of the month
- Each monthly report will be prepared and submitted to CCSD within 15 calendar days of the end of the previous month or 5 business days after receipt of CCSD testing results, whichever is later. If this is not feasible, then Consultant will work with CCSD to request a longer preparation period from the RWQCB Division of Drinking Water (DDW)
- CCSD will provide consolidated written comments on the draft reports within three business days of receipt of the draft reports
- CCSD will be responsible for signing and submitting the reports to DDW and other regulatory agencies.

Deliverables:

- Six draft monthly ROWD Reports
- Six final monthly ROWD Reports

Task 2.2 – Quarterly ROWD Reports

Objectives: To assist CCSD in the operation of the Project by preparing two quarterly reports to the RWQCB. Provide guidance and training on report preparation to allow transitioning to CCSD staff.

Approach:

The ROWD requires that quarterly reports be submitted for the Project. These reports summarize operations and water quality data for the previous quarter and identify potential operational issues.

Consultant will prepare and submit these draft and final reports quarterly to CCSD.

Assumptions:

- The two quarterly reports will be for January 2017 and April 2017
- Monthly testing results provided by CCSD will be used for the quarterly reports
- Each quarterly report will be prepared and submitted within 15 calendar days of the end of the previous month or 5 business days after receipt of CCSD testing results, whichever is later. If this is not feasible, then Consultant will work with CCSD to request a longer preparation period from DDW.

- CCSD will provide consolidated written comments on the draft reports within three business days of receipt of the draft reports.
- CCSD will be responsible for signing and submitting the reports to DDW and other regulatory agencies.

Deliverables:

- Two draft quarterly ROWD Reports
- Two final quarterly ROWD Reports

Task 2.3 – Semi-Annual ROWD Reports

Objectives: To assist CCSD in the operation of the Project by preparing one semi-annual report for the RWQCB. Provide guidance and training on report preparation to allow transitioning to CCSD staff.

Approach:

The ROWD requires that semi-annual reports be submitted for the Project. These reports summarize operations and water quality data for the previous six months and identify potential operational issues.

Consultant will prepare and submit these draft and final reports semi-annually to CCSD.

Assumptions:

- The one semi-annual report will be for January 2017
- Monthly testing results provided by CCSD will be used for the semi-annual report
- Semi-annual report will be prepared and submitted to CCSD by January 20th or 5 business days after receipt of CCSD comments on the draft report, whichever is later. If this is not feasible, then Consultant will work with CCSD to request a longer preparation period from DDW.
- CCSD will provide consolidated written comments on the draft report within three business days of receipt of the draft report.
- CCSD will be responsible for signing and submitting the report to DDW and other regulatory agencies.

Deliverables:

- One draft semi-annual ROWD Reports
- One final semi-annual ROWD Reports

Task 2.4 – Annual ROWD Report

Objectives: To assist CCSD in the operation of the Project by preparing one annual report for the RWQCB. Provide guidance and training on report preparation to allow transitioning to CCSD staff.

Approach:

The ROWD requires that an annual report be submitted for the Project. This report summarizes operations and water quality data for the previous year and identify potential operational issues.

Consultant will prepare and submit one annual report to CCSD.

Assumptions:

- The annual report will be prepared in January 2017
- The testing results information used in the quarterly and semi-annual reports will be used for the annual report
- The annual report will be prepared and submitted to CCSD by January 31, 2017 or 5 business days after receipt of CCSD comments on the draft report, whichever is later. If this is not feasible, then Consultant will work with CCSD to request a longer preparation period from DDW
- CCSD will provide consolidated written comments on the draft report within five business days of receipt of the draft report
- CCSD will be responsible for signing and submitting the report to DDW and other regulatory agencies

Deliverables:

- One draft annual ROWD Report
- One final annual ROWD Report

Task 2.5 – Surface Impoundment Reports

Objectives: To assist CCSD in the operation of the Project by preparing one annual report for the RWQCB. Provide guidance and training on report preparation to allow transitioning to CCSD staff.

Approach:

The ROWD requires that two reports be submitted for the Project – one semi-annual report, and one annual report. These reports summarize operations and water quality data for the surface impoundment. This scope of work covers the annual report but not the semi-annual report due in July 2017.

Consultant will prepare and submit the semi-annual report to CCSD.

Assumptions:

- The one annual report will be for January 2017 respectively
- One report will be prepared
- Monthly testing provided by CCSD will be used for the reports
- Report will be prepared and submitted to CCSD by January 20th or 5 business days after receipt of CCSD comments on the draft report, whichever is later. If this is not feasible, then Consultant will work with CCSD to request a longer preparation period from DDW.
- CCSD will provide consolidated written comments on the draft report within three days of receipt of the draft report.
- CCSD will be responsible for signing and submitting the reports to DDW and other regulatory agencies.

Deliverables:

- One draft Annual Surface Impoundment Report
- One final Annual Surface Impoundment Report

Task 3 –Permitting Support

Consultant shall provide the following permitting support through June 30, 2017:

Task 3.1 – Engineering Support for the Environmental Impact Report

Objectives: To provide as-requested support to facilitate preparation of the EIR.

Approach:

RBF is currently preparing the Environmental Impact Report (EIR) for the Project under a separate contract with CCSD. It is anticipated the Consultant will be requested to provide engineering support for this request. These requests will come from CCSD or RBF with copies to the other party.

Assumptions:

- Support will average nine hours per week from January 1, 2017 through June 30, 2017, for a total budget of \$54,200, depending upon the level of expertise and resources needed.
- Support will likely include participating in weekly phone calls, responding to emails, providing brief written descriptions of project components, preparing an Opinion of Probable Construction Costs, and providing sketches.

Deliverables:

- Various emails and phone call records copied to CCSD.
- Sketches and brief write-ups as requested.

Task 3.2 – Second Tracer Test Conclusion

Objectives: To support completion of the Second Tracer Test.

Approach:

As part of Task Order 7, a second tracer test was conducted. The report is scheduled to be completed and submitted under Task Order 7 in January 2017. However, it is anticipated that there will be additional requests for information from DDW and other agencies.

Assumptions:

- Conducting the tracer test and preparing the report is covered under Task Order 7.
- Support will average eight hours per week from February 1, 2017 through April 30, 2017, for a total budget of \$27,200, depending upon the level of expertise and resources needed.
- Support will likely include participating in weekly phone calls, responding to emails, providing brief written descriptions of project components, and providing sketches.

Deliverables:

- Various emails and phone call records copied to CCSD.
- Sketches and brief write-ups as requested

III Project Schedule

Task Order 8 activities shall commence with task authorization and Notice to Proceed (NTP) that will be issued by CCSD. Exhibit 1 attached hereto and incorporated herein provides the post-construction engineering services schedule. Consultant shall complete the above Scope of Work line items within the week durations shown, based on the scope of work and related assumptions. Day 1 of the Task Order 8 project schedule shall be January 20, 2017.

IV Project Budget

Work shall be billed on a time and material basis in accordance with the rates established in the Billing Rate Schedule attached hereto as Exhibit 2 and incorporated herein. The total budget is estimated to be \$217,700.

V Time of Performance

The Consultant shall complete work in accordance with Section III Project Schedule, above.

VI Payment

Consultant shall perform the Scope of Work in accordance with the rates established in the Engineering Fee Schedule attached hereto as Exhibit 3 and incorporated herein. Services shall be invoiced monthly on an accrued cost basis. Total fees for this Task Order 8 Additional Services shall not exceed the authorized amount in Section IV without prior written authorization from the CCSD.

VII Effective Date

This Task Order No. 8 is effective as of the 20th day of January, 2017.

IN WITNESS WHEREOF, duly authorized representatives of the CCSD and of the Consultant have executed this Task Order No. 8 evidencing its issuance by CCSD and acceptance by Consultant.

By: _____

Servando Molina

Vice President

CDM Smith, Inc.

By: _____

Jerry D. Gruber

General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT

ID	Task Mode	Task Name	Duration	Start	Finish	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1		Notice to Proceed to CDM	1 day	Mon 1/9/17	Mon 1/9/17	◆	1/9											
2		Task 1 - Project Management Services	125 days	Tue 1/3/17	Mon 6/26/17													
3		Set-up / Closeout	15 days	Tue 1/10/17	Mon 1/30/17													
4		Internal Kickoff Meeting	1 day	Fri 1/20/17	Fri 1/20/17													
5		Weekly tracking	120 days	Tue 1/10/17	Mon 6/26/17													
6		Monthly invoicing	120 days	Tue 1/10/17	Mon 6/26/17													
7		QA/QC	120 days	Tue 1/3/17	Fri 6/23/17													
8		Client Meetings	120 days	Tue 1/10/17	Mon 6/26/17													
9		Task 2 - Reporting	245 days	Mon 1/23/17	Fri 12/29/17													
10		Monthly ROWD Reports	115 days	Mon 1/23/17	Fri 6/30/17													
11		Quarterly ROWD Reports	115 days	Mon 1/23/17	Fri 6/30/17													
12		Semi-Annual ROWD Report	115 days	Mon 1/23/17	Fri 6/30/17													
13		Annual ROWD Report	30 days	Mon 1/23/17	Fri 3/3/17													
14		Surface Impoundment Reports	245 days	Mon 1/23/17	Fri 12/29/17													
15																		
16		Task 3 - Permitting Assistance	120 days	Tue 1/10/17	Mon 6/26/17													
17		Engineering support for the Environmental Impact Report	120 days	Tue 1/10/17	Mon 6/26/17													
18		Second Tracer Test Support	12 wks	Tue 1/10/17	Mon 4/3/17													

Project: 030315 Cambria TO6 p
Date: Thu 1/12/17

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

Activity	Activity/Task No.	Task and Activity Descriptions	Comments and Notes	Project staff																CDM Smith Labor, OP's & ODC's					
				PIC SM	PM GAC	PE EC	ENEV 9 MS	ENEV 8 EW	ENEV 8 MZ	ENEV 7 KJ	ENEV 7	ENEV 6 MH	ENEV 5 CP	ENEV 2 KD	ACC FC	CAD 1	CAD 2	QA/QC	Admin.	Hours	Labor, \$	OP's, \$	ODC's, \$	Total, \$	
		Lead		285	284	176	280	266	300	264			166	167	115	206	145	129	289	105					
1	PM	Project Management / QA/QC		23	73	3	3	3	-	-	-	-	3	3	30	-	-	-	37	11	189	\$48,327	\$0	\$750	\$49,077
	1.1	Set-up / Closeout	Gregg C	2	8										8				4		22	\$5,646		\$50	\$5,696
	1.2	Internal Kickoff Meeting	Gregg C	3	6	3	3	3						3	3	3					27	\$6,189		\$50	\$6,239
	1.3	Weekly Tracking (26 weeks)	Gregg C		26											13					39	\$10,062		\$130	\$10,192
	1.4	Monthly invoicing (6 months)	Gregg C		6											6					12	\$2,940		\$60	\$3,000
	1.5	QA/QC Reviews	Gregg C	2	11														33	11	57	\$14,386		\$60	\$14,446
	1.6	Client Meetings (2)	Gregg C	16	16																32	\$9,104		\$400	\$9,504
2	Report	Reporting		11	22	160	-	22	-	-	-	-	-	-	228	-	-	-	31	31	505	\$81,829	\$0	\$5,600	\$87,329
	2.1	Monthly ROWD Reports (6)	Kate D	6	12	48		12							108				12	12	210	\$33,906		\$3,000	\$36,906
	2.2	Quarterly ROWD Reports (2)	Kate D	2	4	16		4							48				4	4	82	\$12,682		\$1,000	\$13,682
	2.3	Semi-Annual ROWD Report (1)	Kate D	1	2	24		2							24				6	6	65	\$10,733		\$500	\$11,233
	2.4	Annual ROWD Report (1)	Kate D	1	2	24		2							24				3	3	59	\$9,551		\$500	\$10,051
	2.5	Surface Impoundment Report (1)	Evelyn Y	1	2	48		2							24				6	6	89	\$14,957		\$500	\$15,457
3	Permit	Permitting Assistance		6	72	32	104	-	-	40	-	-	24	24	-	-	-	-	16	16	334	\$80,542	\$0	\$800	\$81,342
	3.1	EIR Support	Gregg C	6	48	32	32			40				24	24				16	16	238	\$53,566		\$600	\$54,166
	3.2	Second Tracer Test Support (12 weeks)	Gregg C		24		72														96	\$26,976		\$200	\$27,176
Total Additional Engineering Services for TOB				40	187	195	107	25	-	40	-	-	27	255	30	-	-	-	84	58	1,028	\$210,698	\$0	\$7,850	\$217,748