

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at boardcomment@cambridcsd.org



CAMBRIA COMMUNITY SERVICES DISTRICT

I, Cindy Steidel, President of the Cambria Community Services District Board of Directors, hereby call a Special Meeting of the Board of Directors pursuant to California Government Code Section 54956. The Special Meeting will be held: **Friday, July 30, 2021, 9:00 AM**. The purpose of the Special Meeting is to discuss or transact the following business:

AGENDA SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Friday, July 30, 2021, 9:00 AM

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/95646312060?pwd=TV10WW11STB4YVB2aHkwa3RDdmdKUT09> Passcode: 637652

Or One tap mobile:

US: +16699006833,,95646312060# or +12532158782,,95646312060#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 956 4631 2060

International numbers available: <https://us06web.zoom.us/j/95646312060>

ADJOURNED SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Tuesday, August 3, 2021, 8:30 a.m.

Please use the telephone link below to listen to the August 3, 2021 meeting: Telephone Link:

1-669-900-6833

Meeting ID: **749 015 0502**

Password: **4449519**

1. OPENING
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Establishment of Quorum

2. PUBLIC COMMENT ON AGENDA ITEMS

3. REGULAR BUSINESS

- A. Discussion and Consideration of Strategic Plan Status Report and Update
- B. Receive Strategic Planning Community Input focusing on Three Key Areas: District Strengths, District Weaknesses, and District Goals and Other Issues Related to the Cambria Community Services District (CCSD) Strategic Plan Update
- C. On Tuesday, August 3, 2021 the Board of Directors will Hold an Adjourned Special Meeting to Facilitate a Workshop for Development of the District's Strategic Plan Update
- D. Discussion and Consideration to Set a Date for the Next Strategic Planning Workshop Update

4. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.A.**

FROM: John F. Weigold IV, General Manager

Meeting Date: July 30, 2021Subject: Discussion and Consideration of
Strategic Plan Status Report and
Update

RECOMMENDATIONS:

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

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board held a special meeting on January 15th and adjourned to January 19th to develop a strategic plan, which included the development of goals for the next three years and underlying objectives to be largely accomplished over the next six months. Staff recommends that the Board review, discuss, and consider the Strategic Plan status report. The Board will utilize this report as it considers an update to the Strategic Plan as part of its meeting today, July 30th and on Tuesday, August 3, 2021.

Staff recommends the Board review, discuss and consider this monthly update to the Strategic Plan.

Attachments:

1. 2021 Strategic Plan and Board Goals and Objectives
2. Draft Social Media Policy
3. Under Funded/Staffed/Resourced List
4. Report on Underfunded/Understaffed Services
5. Water Conservation Ad Hoc Committee Report
6. Water Supply Ad Hoc Committee Report
7. CIP List
8. Vets Hall Priority Project List

C A M B R I A C O M M U N I T Y S E R V I C E S D I S T R I C T
S I X - M O N T H S T R A T E G I C O B J E C T I V E S

19 January 2021 – 1 July 2021

THREE-YEAR GOAL: INCREASE AND IMPROVE COMMUNICATION WITH THE PUBLIC						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the April 8, 2021 CCSD Board meeting	Administrative Analyst – HR & IT – lead, CCSD Dir. Tom Gray, Vice Chair Policy Committee Gordon Heinrichs	Assess the website for community accessibility to information important for them to know and report results to the Board and staff	X			Initial meeting on 3/8. Follow up meeting held 3/15. Staff has implemented several changes to the CCSD website, including the addition of a new email-push tool for updated news. Task complete, but monitoring going forward.
2. At the April 15, 2021 Board meeting	General Manager John Weigold IV, with input from the Policy Committee	Develop a template improving public communication through social media.			X	Social media policy drafted for District Counsel review. Board review planned for August.
3. April 15 2021	Administrative Analyst – HR & IT - lead, General Manager John Weigold IV, Fire Chief William Hollingsworth, Facilities & Resources Manager Carlos Mendoza	Expand the existing format within the website for the public to communicate with staff and share with the Board and staff.	X			Initial meeting held 3/10. Additional contact information and tools added to the CCSD website. Task complete.

4. FOR FUTURE CONSIDERATION		Develop a newsletter for the public that is distributed regularly and the process(es) for distributing it.				
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THREE-YEAR GOAL: ACHIEVE AND SUSTAIN ADEQUATE FINANCIAL RESOURCES TO FULFILL THE MISSION						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. April 27, 2021	GM John Weigold IV and Finance Manager Pamela Duffield, co-leads, working with the Finance Committee	Identify underfunded, under-resourced and under-staffed services	X			Finance Committee Ad-Hoc created 2/23/2021 to identify underfunded, under-resourced and under-staffed services. Two meetings held. Finance Committee reviewed on 4/27. Ad hoc report attached for BOD review.
2. June 1, 2021	GM John Weigold IV and Finance Manager Pamela Duffield, co-leads, working with the Finance Committee	Identify funding resources and structural changes to meet unmet services needs			X	Finance Committee Ad hoc formed for Objective #1 to continue work on this objective. Revised completion date for August Board meeting.
3. Aug 1, 2021	GM John Weigold IV and Finance Manager Pamela Duffield	Complete the Tyler Financial System implementation			X	In progress

THREE-YEAR GOAL: ACHIEVE A BALANCED POLICY FOR GROWTH AND RESOURCES						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the April 15, 2021 CCSD Board meeting	The Resources and Infrastructure Committee's ad hoc Committee on Water Conservation (CCSD Director Karen Dean – lead)	Identify public water conservation measures and best practices and bring recommendations to the Board for sharing with the public.	X			Presented to the R&I Committee on 4/27. Work complete and report attached.
2. At the May 13, 2021 CCSD Board meeting	The Resources and Infrastructure Committee (former CCSD Director David Pierson – lead)	Identify additional sources of water and share the results with the Board.	X			Presented to the R&I Committee on 4/27. Work complete and report attached.

THREE-YEAR GOAL: DEVELOP AND IMPLEMENT A LONG-TERM INFRASTRUCTURE AND RESOURCES PLAN						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the April 19, 2021 Resources and Infrastructure Committee meeting	General Manager John Weigold IV – lead, Finance Director Pam Duffield and Utilities Manager Ray Dienzo	Update the short-term CIP (Capital Improvement Plan) and present it to the Resources and Infrastructure Committee for review.	X			Report completed and presented to the R&I Committee on 5/10/21.
2. May 1, 2021	Utilities Manager Ray Dienzo and Finance Director Pam Duffield	Coordinate the conversion of Plan-It to Tyler Incode Asset Management Module for the purpose of asset management for ALL CCSD departments.			X	Configuration and training anticipated by October.
3. At the June 14, 2021 Resources and Infrastructure Committee meeting	General Manager John Weigold IV – lead, Finance Director Pam Duffield and Utilities Manager Ray Dienzo	Update and extend the long-term CIP (Capital Improvement Plan) and present it to the Resources and Infrastructure Committee for review.	X			Presented to R&I on May 10, 2021.

Cambria Community Services District Social Media Policy

2415.1 Purpose:

The policy outlines the protocol and procedures for use of social media to publicize Cambria Community Services District ("District") services, news, announcements and events. In addition, this policy addresses the responsibilities of employees and District officials with regard to social media and the use of District resources (time/equipment), as well as responsibilities related to the public records and open meeting laws.

2415.2 Definitions:

- a) Social Media: Various forms of discussions and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, email, instant messaging and music-sharing. Examples of social media applications include but are not limited to Google and Yahoo Groups, (reference, social networking), Wikipedia (reference), NextDoor (social networking), Facebook (social networking), YouTube (social networking and video sharing), Flickr, (photo sharing), Twitter (social networking and microblogging), LinkedIn (business networking), and news media comment sharing/blogging.
- b) Social Networking: The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connections for District business and for employees, elected and appointed officials who are using this medium in the conduct of official District business.
- c) "Posts" or "postings" means information, articles, pictures, videos, or any other form of communication posted on a District social media site.

Policy:

2415.3 No district social media site may be created without the approval of the General Manager or his or her designee. All District social media sites created on behalf of the District, by its employees on District time, or using other District resources are the property of the District and shall be administered and regularly monitored by the General Manager or his/her designee. These social media sites shall be used to help inform the public about District business, services, news and events. Individual departments may have their own pages/sites, subject to General Manager approval. Individual departments wishing to add content to District social media sites may submit a request to the General Manager. The District's web site, www.cambriacsd.org, will remain the location for content regarding District business, services and events. Whenever possible, links within social media formats should direct users to the District web site for more information, forms, documents, or online services necessary to conduct business with the District. District social media sites shall clearly state that such sites are maintained by the District and that the sites comply with this Social Media Policy.

2415.4 District employees and appointed and elected officials shall not disclose information about confidential District business on the District's social media sites, personal social media sites, or otherwise. In addition, all use of social media sites by elected and appointed officials shall be in compliance with California's

open meeting laws, which prohibit serial meetings of a majority of the Board or another legislative body of the District via email or other electronic means. Members of the Board, committees and/or legislative bodies shall not respond to, "like", "share", retweet, or otherwise participate in any published postings, or use the platform or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body on which they serve. Employees and elected or appointed officials' posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

2415.5 Posting/Commenting Guidelines:

- a) Postings made by the District to social media sites should contain information and content that has already been published or broadcast by the District. The District will not comment on other social media member's sites. All official social media postings by the District will be done solely on the District's social media sites or in response to postings made on the District's social media sites. Officers, employees and agents of the District representing it on District social media sites shall conduct themselves professionally and in accordance with all District policies. All District social media sites shall use authorized District contact information for account set-up, monitoring and access. Personal email accounts or phone numbers may not be used to set up, monitoring, or post to a District social media platform.
- b) The District reserves the right to remove from its social media sites content that it finds to violate this policy or applicable law. Any participants on the District's social media sites who are in continual violation of the postings/commenting guidelines may be barred from further use of the District's site. The District will only post photos for which it has copyright or the owner's permission.
- c) District social media platforms are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be sent to a District email account and maintained consistently with the Public Records Act, provided, however, that any material removed from a District social media site consistently with this policy shall be considered a preliminary draft, note or memorandum not retained by the District in the ordinary course of business and shall not constitute a public record of the District required to be retained consistently with the District's records retention schedules.
- d) Chat functions in any social media sites should not be used.
- e) Links to all social media networks to which the District belongs will be listed on the District's website. Interested parties wishing to interact with these sites will be directed to visit the District's web site for more information on how to participate.
- f) The District reserves the right to terminate any District social media site without notice or to temporarily or permanently suspend access to District social media as to some or all persons at any time. The District reserves the right to implement or remove any functionality of its social media platforms, in the discretion of the General Manager or his or her designee. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that can be posted on a District social media platform
- g) District social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or advertisement placed on District social media sites by the social media site's owners, vendors, or partners.
- h) Any person authorized to post items on any of the District's social media platforms shall review, be familiar with, and comply with this Policy and each social media platform's terms and conditions of use.

- i) Any person authorized to post items on behalf of the District to any of the District's social media platforms shall not express personal views or concerns through such postings. Instead, postings on any of the District's social media platforms on behalf of the District shall only reflect the views of the District.
- j) Posts must contain information that is freely available to the public and not be confidential as defined by any District policy or county, state or federal law.
- k) Posts may NOT contain any personal information, except for the names of persons being available for contact by the public as representatives of the District. Posts to District social media sites shall NOT contain any of the following:
 - 1)Comments that are not topically related to the information commented upon;
 - 2)Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
 - 3)Profane language or content;
 - 4)Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other category protected by federal, state, or local law;
 - 5)Sexual content or links to sexual content;
 - 6)Solicitations of commerce;
 - 7)Conduct or encouragement of illegal activity;
 - 8)Information that may tend to compromise the safety or security of the public or public systems; or
 - 9)Content that violates a legal ownership interest of any other party.

Procedures:

2415.6 The General Manager or his designee will be responsible for responding to comments and messages as appropriate. The District will direct users to the District's web site for more information, forms, documents or online services necessary to conduct business with the District.

2415.7 The District may invite others to participate in its social media sites. Such invitations will be based upon the best interests of the District as determined by the General Manager or his or her designee.

Responsibilities:

2415.8 It is the responsibility of employees and appointed and elected officials to understand the procedures as outlined in this policy.

2415.9 Employees who are not designated by the General Manager to access social media sites for District business are prohibited from accessing social media sites utilizing the District computer equipment and/or the District's web access. While at work, employees who are not granted access via District systems and computing equipment may use personal computing devices and personal web accounts to access social media sites only during non-working hours such as lunch periods and breaks. State law provides that more than occasional or incidental personal use of District resources is a crime.

2415.10 The General Manager will determine if a requested use of District social media sites or other District resources is appropriate and complies with this policy.

2415.11 All content on District social media sites must comply with District web standards, the rules and regulation of the social media site provider, including privacy policies, and applicable law. Employee or District confidentiality shall be maintained in accordance with all applicable laws and District policies. If a question arises regarding the use or posting of confidential information on a social media site, the matter shall be referred to the General Manager. The information in question shall not be posted, or if already posted, shall be removed until an

opinion is rendered by General Manager or, at his or her request, Legal Counsel. Notwithstanding the opinion of the District counsel, the General Manager reserves the right to restrict or remove District information from a District social media site if the General Manager concludes the information does not serve the best interest of the District.

2415.12 All social media-based services to be developed, designed, managed by or purchased from any third-party source for District use requires appropriate budget authority and approval from the Board of Directors, in accordance with the District's Purchasing Policy.

2415.13 The District reserves the right to change, modify, or amend all or part of this policy at any time.

Cambria Community Services District
Strategic Plan - Achieve and Sustain Adequate Financial Resources to Fulfill the Mission
Task #1 - Identify Underfunded, Under-resourced and Under-staffed Services
Due Date - April 1, 2021

Fund	Department	Source	Priority	Budget Item Request Description	Line Item Request Amount	FY 2020/21 Funded Amount	FY 2020/21 Unfunded Amount	Ongoing Expense (Y/N)
General	Fire	Budget Funded	1	Radio System Upgrade (Grant Failed with County OES)	30,000	30,000	-	N
General	Fire	Budget Unfunded	1	Addition of 3 Firefighters (Step E Salary & Benefits) 3 Staff	361,200	-	361,200	Y
General	Fire	Budget Unfunded	1	Zoll X Series EKG	40,000	-	40,000	N
General	Fire	Budget Unfunded	1	Station Security Upgrade - Phase I of III	80,000	-	80,000	Y
Priority 1 Sub-Total					511,200	30,000	481,200	
General	Fire	Budget Unfunded	2	Fuel Station Computer Replacement (Delayed in FY 19/20)	14,000	-	14,000	N
General	Fire	Budget Unfunded	2	Addition of Clerical Assistant	74,799	-	74,799	Y
General	Fire	Under Funded	2	2021 Storm Damage	42,975	-	42,975	N
General	Fire	Under Funded	2	Hose Replacement - Per NFPA Guidelines (current 30+yrs)	30,000	-	30,000	N
General	Fire	Under Funded	2	2nd Set of Turnout Uniforms for FF - Per NFPA (13 sets)	26,000	-	26,000	N
General	Fire	Under Funded	2	Training Facility for Firefighters	50,000	-	50,000	N
General	Fire	Under Funded	2	Unimproved Property for Training Facility	50,000	-	50,000	N
General	Fire	Under Funded	2	Fire Station Painting Exterior & Garages	20,000	-	20,000	N
General	Fire	Under Funded	2	Fire Engine Type 3 (FY 2022/2023)	400,000	-	400,000	N
General	Fire	Under Funded	2	Truck - Utility with Buildout (FY 2022/2023)	50,000	-	50,000	N
Priority 2 Sub-Total					757,774	-	757,774	
General	Fire	Budget Unfunded	3	CERT (New GL Acct Fmly 6220A)	5,500	1,000	4,500	Y
General	Fire	Under Funded	3	Fire Prevention Officer (Paramedic/Captain)	168,000	-	168,000	Y
General	Fire	Under Funded	3	Additional Storage Shed & Foundation	8,000	-	8,000	N
General	Fire	Under Funded	3	Fire Station Addition for Residential Wing/Admin Office	3,000,000	-	3,000,000	Y
General	Fire	Under Funded	3	Water Tender (FY 2031/2032)	250,000	-	250,000	N
General	Fire	Under Funded	3	Vehicle Equipment Reserve - Annual	50,000	-	50,000	Y
General	Fire	Under Funded	3	Emergency Generator Replacement	100,000	-	100,000	N
General	Fire	Under Staffed	3	Addition of 3 Firefighters (Step E Salary & Benefits) 4 Staff	361,200	-	361,200	Y
Priority 3 Sub-Total					3,942,700	1,000	3,941,700	
Fire Department - Sub-Total					5,211,674	31,000	5,180,674	
General	Fac & Res	Budget Unfunded	1	Addition of Maintenance Worker (Step E & Benefits)	92,603	-	92,603	Y
General	Fac & Res	Budget Unfunded	1	Buildings & Grounds Increase for weed abatement & tree removal	120,000	-	120,000	Y
General	Fac & Res	Budgeted	1	Temporary Services (6 mos)	24,000	8,000	16,000	Y
General	Fac & Res	Under Funded	1	2021 Storm Damage	269,750	-	269,750	N
General	Fac & Res	Under Funded	1	Vets Hall - Priority 1 Projects	116,500	-	116,500	Y
General	Fac & Res	Under Funded	1	Rodeo Grounds Shop Building - Annual CIP Budget	30,000	-	30,000	Y
General	Fac & Res	Under Fund/Res/Staff	1	Homeless Encampment	150,000	-	150,000	Y

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General	Fac & Res	Under Fund/Res/Staff	1	Vacant Lot Maintenance (450 +/- Lots)	80,973	80,973	-	Y
Priority 1 Sub-Total					883,826	88,973	794,853	
General	Fac & Res	Under Funded	2	Vets Hall - Priority 2 Projects	112,500	-	112,500	Y
General	Fac & Res	Under Funded	2	Community Park/Dog Park Maintenance	14,100	14,100	-	Y
General	Fac & Res	Under Fund/Res/Staff	2	Ranch Staffing/Maintenance	500,000	-	500,000	Y
General	Fac & Res	Under Fund/Res/Staff	2	Public Restrooms (Monthly cleaning, supplies, repairs, staffing)	36,336	36,336	-	Y
Priority 2 Sub-Total					662,936	50,436	612,500	
General	Fac & Res	Under Funded	3	Street Lighting - Annual Electricity, Maintenance	16,200	16,200	-	Y
General	Fac & Res	Under Funded	3	Vets Hall - Priority 3 Projects	145,500	-	145,500	Y
General	Fac & Res	Under Funded	3	Public Restroom & Parking Lot - Annual CIP Budget	5,000	-	5,000	Y
General	Fac & Res	Under Funded	3	Cross Town Trail, Santa Rosa Creek Trail Systems	6,375	6,375	-	Y
General	Fac & Res	Under Funded	3	Cross Town Trail, Santa Rosa Creek Trail Systems- Asphalt Maint	50,000	-	50,000	Y
General	Fac & Res	Under Funded	3	Pocket Parks Maintenance - Moonstone Beach & Bridge/Center	1,000	1,000	-	Y
General	Fac & Res	Under Funded	3	Banner Program for Non-Profits	1,000	-	1,000	Y
General	Fac & Res	Under Funded	3	Trash Enclosures - Decorative Planters Annual Replacement	35,000	-	35,000	Y
General	Fac & Res	Under Fund/Res/Staff	3	Ranch Mgmt Plan Projects, Forest Mgmt & Restoration	1,000,000	-	1,000,000	N
Priority 3 Sub-Total					1,260,075	23,575	1,236,500	
Facilities & Resources Department Sub-Total					2,806,837	162,984	2,643,853	
General	PROS	Budget Unfunded	3	Community Park Phase II - Design	10,000	-	10,000	N
General	PROS	Under Funded	3	Skatepark - CIP for Construction	350,000	17,246	332,754	N
General	PROS	Under Funded	3	Fiscalini Ranch Restroom - CIP for Construction	220,000	20,000	200,000	N
General	PROS	Under Funded	3	Community Park Plan- CIP for Construction	3,000,000	-	3,000,000	N
General	PROS	Under Funded	3	Community Park Plan- CIP for Construction (Land Only)	1,000,000	-	1,000,000	N
Priority 3 Sub-Total					4,580,000	37,246	4,542,754	
PROS Department Sub-Total					4,580,000	37,246	4,542,754	
General	Admin	Under Funded	1	Consultant Services for Redistricting	30,000	-	30,000	N
Priority 1 Sub-Total					30,000	-	30,000	

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Fund	Department	Source	Priority	Budget Item Request Description	Line Item Request Amount	FY 2020/21 Funded Amount	FY 2020/21 Unfunded Amount	Ongoing Expense (Y/N)
General	Admin	Budget Unfunded	2	Ergonomic Remodels - Front Desk, FM, GM	9,800	5,200	4,600	N
Priority 2 Sub-Total					9,800	5,200	4,600	
General	Admin	Budget Unfunded	3	Clerical Assistant Part-Time to Full Time (Step E & Benefits)	44,879	-	44,879	Y
General	Admin	Budget Unfunded	3	NeoGov Recruiting, Learning License & One-time Set-up	13,599	11,539	2,060	N
General	Admin	Under Funded	3	Replace District Car (FY 2022 or 2023)	30,000	-	30,000	N
General	Admin	Under Funded	3	Administrative Office Building	400,000	-	400,000	N
General	Admin	Under Funded	3	Administrative Office - Leased Space Carpet	25,000	-	25,000	N
Priority 3 Sub-Total					513,478	11,539	501,939	
Administrative Department Sub-Total					553,278	16,739	536,539	
Total General Fund					10,336,053	78,560	10,257,493	
Water	Water	Under Funded	1	CIP Priority 1 Projects	1,570,527	667,851	902,676	Y
Priority 1 Sub-Total					1,570,527	667,851	902,676	
Water	Water	Under Funded	2	CIP Priority 2 Projects	633,000	-	633,000	Y
Water	Water	Under Funded	2	Cover for Sheltering of Equipment at Plant (50%)	15,000	-	15,000	N
Water	Water	Under Funded	2	AWIA (American Water Infrastructure Act) Vulnerability Assessment	5,000	-	5,000	N
Water	Water	Under Funded	2	TCP (Trichloropropane) Monitoring	5,000	-	5,000	Y
Water	Water	Under Funded	2	Modular Office Building @ Plant	10,000	-	10,000	N
Water	Water	Under Funded	2	2021 Storm Damage	47,000	-	47,000	N
Water	Water	Under Resourced	2	Lease w/CUHS for Well Site (annual cost w/annual CPI incr)	42,000	42,000	-	Y
Priority 2 Sub-Total					757,000	42,000	715,000	
Water	Water	Under Funded	3	CIP Priority 3 Projects	1,181,000	62,000	1,119,000	Y
Water	Water	Under Funded	3	Van Gordon Site - Modular Office Building	100,000	-	100,000	N
Water	Water	Under Funded	4	CIP Priority 4 Projects	100,000	-	100,000	Y
Priority 3 & 4 Sub-Total					1,381,000	62,000	1,319,000	
Water Department Sub-Total					3,708,527	771,851	2,936,676	
Water	WRF-Ops	Under Funded	1	CIP Priority 1 Projects	188,609	101,055	87,554	Y
Priority 1 Sub-Total					188,609	101,055	87,554	

Cambria Community Services District
Strategic Plan - Achieve and Sustain Adequate Financial Resources to Fulfill the Mission
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Fund	Department	Source	Priority	Budget Item Request Description	Line Item Request Amount	FY 2020/21 Funded Amount	FY 2020/21 Unfunded Amount	Ongoing Expense (Y/N)
Water	WRF-Ops	Under Funded	2	CIP Priority 2 Projects	260,000		260,000	Y
Water	WRF-Ops	Under Funded	2	2021 Storm Damage	51,000	-	51,000	N
Priority 2 Sub-Total					311,000	-	311,000	
Water	WRF-Ops	Under Funded	3	CIP Priority 3 Projects	410,000		410,000	Y
Priority 3 Sub-Total					410,000	-	410,000	
SWF Department Sub-Total					909,609	101,055	808,554	
Wastewater	Wastewater	Budget Unfunded	1	Replace John Deere Tractor	40,000	-	40,000	N
Wastewater	Wastewater	Budget Unfunded	1	Replace Van - Transport of Video Camera System	40,000	-	40,000	N
Wastewater	Wastewater	Under Funded	1	CIP Priority 1 Projects	1,520,000	15,000	1,505,000	Y
Wastewater	Wastewater	Under Funded	1	CIP Priority SST Projects	10,416,852	860,404	9,556,448	Y
Priority 1 Sub-Total					12,016,852	875,404	11,141,448	
Wastewater	Wastewater	Under Funded	2	CIP Priority 2 Projects	80,000	-	80,000	Y
Wastewater	Wastewater	Under Funded	2	2021 Storm Damage	23,000	-	23,000	N
Wastewater	Wastewater	Under Funded	2	PFAS (Per-and polyfluoroalkyl substance) Monitoring	5,000	-	5,000	Y
Wastewater	Wastewater	Under Funded	2	PFAS (Per-and polyfluoroalkyl substance) Treatment	100,000	-	100,000	Y
Wastewater	Wastewater	Under Funded	2	Cover for Sheltering of Equipment at Plant (50%)	15,000	-	15,000	N
Priority 2 Sub-Total					223,000	-	223,000	
Wastewater	Wastewater	Under Funded	3	CIP Priority 3 Projects	695,000	-	695,000	Y
Priority 3 Sub-Total					695,000	-	695,000	
Wastewater Department Sub-Total					12,934,852	875,404	12,059,448	
Total Enterprise Funds					17,552,988	1,748,310	15,804,678	

REPORT ON UNDERFUNDED/UNDERSTAFFED SERVICES, FOR JULY 30 STRATEGIC REVIEW CCSD BOARD SPECIAL MEETING:

The following is a report on progress toward the three-year goal to “achieve and sustain adequate financial resources to sustain the mission,” adopted on Jan. 19, 2021:

The near-term objective – to identify underfunded, under-resourced and understaffed services – has been met. The Finance Committee of the CCSD Board created an ad-hoc subcommittee that worked with the CCSD finance manager to identify and prioritize unmet needs. The subcommittee developed a list that was reviewed by the Finance Committee on April 27 and subsequently presented to the Board of Directors.

Following the identification of funding gaps, the ad-hoc subcommittee has proceeded with the task of identifying potential solutions, including cost savings, new sources of revenue and the development of new or enhanced public-private partnerships. It held its most recent meeting on July 13.

The subcommittee has refined its focus to concentrate on General Fund spending, specifically the Fire Department, Facilities and Resources and Parks, Recreation and Open Space (PROS). For now, it is not dealing with the major infrastructure/capital issues of the Water and Wastewater departments. In its areas of focus, it is prioritizing particular budget items as follows, based on when action is needed:

1. Needed now or within next 6 months
2. Needed 6-12 month
3. Beyond 12 months

Specific proposals under consideration include:

- Hold a roundtable meeting of selected community leaders with CCSD staff and key Board members to raise awareness of the CCSD’s financial challenges and seeking assistance to identify possible courses of action.
- Pursue grant opportunities that might apply to any of the priority underfunded areas.
- Consider the establishment of a 501(c)(3) organization to own and/or manage the Vets Hall.
- Work toward increasing the role of the Friends of the Fiscalini Ranch Preserve (FRRP) in maintaining the Fiscalini Ranch.
- Attempt to divest as many CCSD-owned vacant lots as possible and/or seek volunteer labor for maintenance of those properties.
- Do everything possible to prevent homeless encampments, and work with county agencies to eliminate them or get assistance with the costs associated with them.

Water Conservation Ad Hoc Committee Report
R&I Standing Committee

The R&I Ad Hoc Committee on Water Conservation was assigned the Strategic Planning Objective of identifying public water conservation measures and best practices and to bring recommendations to the Board for sharing with the public. Actively conserving water as much as possible is very important to preserve our limited supply of water, especially with the increasing effects of climate change as well as our more and more frequently recurring drought conditions.

Our research began with the CCSD Website and the links therein on Water Conservation and Water Use Efficiency. To find this information, go to Cambriacsd.org, click on Water, then Plans and Programs, and you will find links for Water Conservation guidelines as well as for the Water Efficiency Plan developed with Maddaus Water Management and adopted by the Board in 2013. We have included many of the recommendations from these reports, have expanded on some of those recommendations, as well as including information from our additional research.

Our recommendations for water conservation include the following.

Indoor water saving tips:

- Use low flow and water efficient fixtures. Bathroom faucet aerators can be easily replaced with ½gpm aerators, inexpensive and readily available at local hardware and home improvement stores. Also available are inline flow reducers that can be installed under the sink in the water supply line.
- Do not let the water run when brushing teeth or shaving.
- Install 1 ½gpm shower heads, they are currently available in many styles and finishes. Another option to reduce water flow in the shower is a flow restrictor that attaches between the shower arm and shower head, many of which have a shut off lever to stop the flow of water while shampooing or soaping up.
- Catch shower water in a bucket while waiting for hot water, use this water to flush toilet or water plants. Limit showers to 5 minutes. If more than one person will be showering, shower one after the other to avoid having to wait for hot water again.
- Replace toilets with a 1.28 gallon per flush or dual flush toilet. Check the toilet for leaks by putting food coloring in the water tank. If there is a leak, the food coloring will show up in the bowl without flushing.
- Replace kitchen faucet aerators with 1 ½gpm aerators or install inline flow restrictors in the water supply line under the sink.

- Hot water recirculating pumps can help reduce the water wasted while waiting for hot water. Many different types are available, and can be controlled with timers, remote controls, or a switch at the sink. They can be installed near the water heater, or under the sink versions for instant hot water are also available and would be a simpler retrofit requiring less plumbing.
- Never let the water run continuously if washing dishes by hand.
- Run only full loads in the dishwasher and washing machine and use the shortest cycle possible.

Outdoor water saving tips:

- Use a broom or a battery powered blower, not a hose, to clean driveways and walkways.
- Replace high water using lawns and plants with drought resistant ground covers and shrubs.
- Add organic matter to the soil to increase water penetration and retention.
- Mulch around plants to keep the soil cool, retain moisture, and reduce weed growth.
- Use drip irrigation and adjust water schedule with changes in the weather, use timers.
- Water in the coolest part of the day, early morning or evening.
- Additional tips for water efficient landscaping can be found at <https://www.slowaterwiselandscaping.com>. Also consider more fire wise landscaping options, some good information and other links on this are available on www.ReadyforWildfire.org.
- Consider rainwater harvesting for landscape watering. Roof catchment systems can be as simple as collecting water by routing gutter downspouts into a barrel, daisy chaining several barrels together or using a water storage tank to hold the water for later use. This saved rainwater can also be used to wash vehicles. Approximately .62 gallons of water per square foot of rooftop per inch of rainfall can be collected, with a 2000 sq ft roof that could be about 1,343 gallons of water for every inch of rain.
- Greywater systems can help reduce the use of potable water for landscaping. However, greywater cannot be stored, nor can it be used for edible crops or where it can be in contact with people by spraying or by sprinkler systems.

A report by Committee member Jim Webb, with contributions from Committee member Brad Fowles, on research done on greywater systems and use follows. Jim talked to some local contractors regarding the use of greywater.

While greywater systems may be complex or simple, the bottom line is their design is dependent on site specific details. Living on a hill is a situation that might mean you need pumping to make your greywater system work. A flat lot might not need this and can use that old standby: gravity. More difficult the terrain, the more expensive the system will be.

Small lots use small systems, large lots more complex situations. Some properties may have no benefit at all from a greywater system if there is very little area to disperse the water. The rules are the same: non-potable water cannot be stored (the bacteria in it will multiply) and cannot be put on vegetable crops or dispersed in a manner that people will come in contact with it. A drip system will deliver water to a landscape bed but a sprinkler on a lawn won't work.

In a typical house, about a third of water use is with toilets. This water cannot be used for greywater. About half the water used goes to landscaping, and this is a place where greywater systems can show some savings. It is not unrealistic to assume 15% water savings implementing a greywater system.

Standardized parts are now available, and inexpensive systems in the right location can be done for under two thousand dollars. The issue that sometimes crops up is the cost of a permit. The cost of a permit is \$1,500. This has made some people opt to not go the permit route, but still put in a system. This obstacle could be adjusted by the county. Required care and maintenance of a greywater system should be considered when evaluating the benefits for your area.

Perhaps not unimportant, is the fact that greywater systems do not feed the CCSD Waste Water Treatment Plant. The water is absorbed by the user's yard. As such, water and wastewater bills could decrease with a greywater system.

Water Supply Ad Hoc Committee R&I Standing Committee

Our committee was tasked as part of the CCSD Board's Strategic Planning process to find alternate sources of water for the community to allow growth. We were tasked to pursue opportunities regardless of the amount of water that might be needed or the amount the Water Reclamation Facility (WRF) will be able to produce during drought years. The revised Urban Water Management Plan, due in July, and a final approved Coastal Development Permit for the WRF should clarify the needed quantity. Our findings can then be used by the Board to decide on which, if any, opportunity needs to be pursued.

After much consideration, we came up with two basic truths to guide us. First, the two streams that provide our water now will not be providing any new water in the future. Indeed, climate change may cause there to be less water available. Second is that many studies have already been done in this area and although we had some new ideas, we certainly used the previous studies to guide us.

The Army Corps of Engineers (ACE) report, *Cambria Water Supply Alternatives*, of November 2013 was a comprehensive report that had 28 concepts narrowed down to 8 viable alternatives. Some of those had us linking to resources to our south. We consulted with both Supervisor Gibson and Tom Luster of the Coastal Commission on those alternatives. Both told us that tapping any resources outside of the immediate Cambria area was a non-starter. The cost and environmental impact would preclude any of those opportunities. The ACE report did have two options that we thought were viable and those are discussed below.

We are proposing five different opportunities for the Board's consideration. All will cost millions of dollars and require environmental and engineering studies before being pursued. We are not endorsing any of these options but offering them to the Board for their consideration. We do agree that the new wastewater treatment plant (WWTP) will be required within the next 10-15 years. With the time to get the engineering done and the permit approvals for such a project, we recommend initial studies on a new WWTP begin soon. Once the WRF is permitted the Board should have a clear picture of the need for additional water supplies. We recommend the Board then take swift action to decide on an option and begin the needed studies and engineering.

- Option #1 The California Division of Drinking Water is working on a framework of regulations for the direct reuse of highly treated wastewater as drinking water. This new source of water will be highly regulated but offers a clear path for Cambria to use the water produced by the Water Reclamation Facility to be used directly as drinking water without being reinjected into the aquifer. There likely will be modifications needed to the existing plant, but this may be the most viable source of drinking water for the community. The hydrology of the aquifer will obviously need to be considered before undertaking this approach.
- Option #2 Construct a new state-of-the-art Wastewater Treatment Plant that will allow reuse of the plant output as drinking water. This technology is nearing reality and should be available within ten years which is probably the time needed to get the plant sited, permitted, and constructed. A cooperative effort with San Simeon and Hearst Castle (State Parks) should be pursued. This plan has the backing of Supervisor Gibson. The current Cambria plant was

built in the 1970s and though it has been upgraded it is not state of the art. The San Simeon plant needs to be moved due to sea level rise which may also be true of the Cambria plant in the future. The new plant will minimize the reliance on the streams as most of the community's need will come from the plant. This option needs to be pursued regardless of San Simeon's cooperation.

- Option #3 There are ranchers and farmers upstream of our wells that own water rights for their operations. The District should pursue buying these rights so that more of the streams' water can be used for the community. These include rights held by Mr. Warren and Mr. Pedotti on San Simeon Creek and numerous landowners on Santa Rosa Creek. We have not contacted any of these landowners and know of none that are looking to sell at this time. The key risk to this option is that since it does not bring any additional water into the system, in a drought this water may not be available. This extra water rights would not necessarily need to be permitted as this water would be available downstream to our well field.
- Option #4 The 3rd best option from the ACE report is for a Desalination Plant. This option has been pursued by the CCSD before but remains one of the most viable alternatives. It would reduce dependence on the streams which would allow them to replenish and would reduce the environmental impacts on the streams. We encourage the Board to work with San Simeon to reconsider building a plant that would serve both communities with a stable and reliable water supply.
- Option #5 Another alternative considered by the ACE report is off-stream storage of water. Our concept would be to work with Mr. Warren on his reservoir to store up to 700 AF of water. This water could be used to provide Mr. Warren with his 187 AF each year for his crops or with the addition of a surface water treatment plant be used for potable water for the community. There are numerous challenges associated with this plan including filling the reservoir which would take several years. There are other possible off-stream opportunities including one off Perry Creek that would provide a possible 50 AF of storage. However, all the other opportunities would be more expensive due to their remoteness to the main well fields.

The ACE report delineated eight Tier 2 concepts. One has been implemented with the Water Reclaim Facility. Two others are discussed above. Three involve sources outside of our reach based on discussions with Gibson and Luster. The Hard Rock Storage and San Simeon Recycle were rated 6 and 8 by the AEC report and not considered viable by us.

During our review of the ACE alternatives, we were reminded of the original plan to dispose of the brine from the Water Reclamation Facility. The original concept was for subterranean disposal by recharging of the plant generated waste stream in the seawater wedge via deep injection brine injection wells. We recommend that this be pursued by the CCSD as a better method of disposal of this waste than the current plan to truck the waste to an approved outfall. This will require new permitting and approvals, but the effort would be highly beneficial. (\$1.6M in 2013)

A	B	C	D	E	F	G
1	General Fund CIP (For Discussion Only - Modified 1/21/2021)					
2	General Fund Projects		Ranking	FY Project Cost	10-Yr Cost	Notes
3	FY Administration Department Projects					
4	20-21	Tyler Incode	1	\$ 71,773	\$ 76,050	
5		Replace District Car	3	\$ -	\$ 30,000	
6						
7			Subtotal	\$ 71,773	\$ 106,050	
8	FY Facilities & Resources/PROS Projects					
9	20-21	Trailer - Homeless Personal Property Storage	1	\$ 12,000	\$ 12,000	
10	20-21	F350 Truck - Replace 1999 F150 Truck	1	\$ 40,000	\$ 40,000	
11	20-21	Electric Vehicle Charging Station (Vets Hall)	1	\$ 22,272	\$ 22,272	Grant of \$8,977 awarded to offset; pending budget adjustment
12		Skate Park Improvements	1	\$ -	\$ -	Cost Unknown
13	20-21	Restroom Facilities @ Fiscalini Ranch Preserve	1	\$ 20,000	\$ -	Total cost unknown, 20k grant for design
14		Vets Hall Sewer Line	1	\$ -	\$ 40,000	Priority from VH Meeting 1.30.2020
15		Vets Hall Electrical Emergency (Generator & Equipment)	1	\$ -	\$ 50,000	Priority from VH Meeting 1.30.2020
16		Vets Hall Water Line	2	\$ -	\$ 10,000	Priority from VH Meeting 1.30.2020
17			Subtotal	\$ 72,000	\$ 174,272	
18	FY Fire Department Projects					
19	20-21	Radio System Upgrade Phase 2	1	\$ 30,000	\$ 40,729	Grant Funding as possible offset
20		Fuel Station Computer Replacement	3	\$ -	\$ 10,000	50% cost paid by CCHD
21		Fire Department Station Security	2	\$ -	\$ 80,000	
22		Zoll X Series EKG (2 systems)	2	\$ -	\$ 80,000	
23		Replace Fire Truck - Engine Type 1	3	\$ -	\$ 700,000	FY 2027
24		Purchase New Fire Truck - Engine Type 3	3	\$ -	\$ 400,000	FY 2022
25		Replace Water Tender	3	\$ -	\$ 250,000	FY 2024
26		Facility Training Center (Sea Train Container)	3	\$ -	\$ 100,000	
27		Fire Station Expansion	3	\$ -	\$ 3,000,000	Includes Admin Office
28		Extrication Tool	2	\$ -	\$ 60,000	
29			Subtotal	\$ 30,000	\$ 4,720,729	
30			GRAND TOTAL	\$ 5,001,051		
31	Budgeted for FY 2020-2021			Priority 1 Total	\$ 281,051	
32	Completed			Priority 2 Total	\$ 230,000	
33	In Progress			Priority 3 Total	\$ 4,490,000	
34	Not Started			Priority 4 Total	\$ -	
35				SST Total	\$ -	

A	B	C	D	E	F	G
1	Wastewater CIP - Capital Improvement Program (Revised 11/4/2020 - For Discussion Only)					
2	Wastewater Projects	Ranking	FY Project Cost	10-Yr Cost	Notes	
3	FY Treatment Plant Projects in SST (All SST Cost Estimates Current as of 6/2/2020)					
4	20-21	Investment Grade Audit (30% Design for all ECMs)	SST	\$ 528,404	\$ 688,404	Added 2/26; Balance budgeted for FY21
5	20-21	Electrical Upgrades (ECM 7) - Conduits between PG&E transformer and service witchboard, switchboard, connections to existing switchboard, connections to generator)	SST	\$ 232,500	\$ 337,963	
6		Secondary Water System (3W) Improvements (ECM 10) - Submersible pumps, hydrpneumatic tank, demo, electrical/I&C	SST		\$ 218,985	
7		Sewer Lift Stations (ECM 12) - Lift Station B1, Lift Station B4, Lift Station 4: Electrical/I&C	SST		\$ 2,739,235	
8		Influent Lift Station Modifications (ECM 2) - Bypassing; VFDs; Equipment & Material Demo; Pumps, guiderails, valves, and piping installation; upper concrete wet well deck & hatches (installation); electrical/I&C; new concrete and repair coatings	SST		\$ 1,025,772	
9		Modified Ludzak-Ettinger Process Upgrade (ECM 3) - MLE conversion based on Carollo 2015 Study minus VFD costs; header repair	SST		\$ 1,012,326	
10		Influent Flow Equalization (ECM 1) - New or refurbished EQ tanks based on Carollo 10% design	SST		\$ 922,043	
11		Effluent Pump Station Improvements (ECM 11) - Demo; surge tank replacement; instrumentation; replace air release valves; pipeline cleaning and flushing; electrical/I&C	SST		\$ 374,580	
12		RAS and WAS Pumping Improvements (ECM 5) - RAS pumping system; WAS pumping system; scum pumps replacement; skimming troughs replacement; electrical/I&C	SST		\$ 733,792	
13		SCADA System (ECM 9) - New SCADA system based on Carolla 10% Design	SST		\$ 455,259	
14	20-21	Backup Power (ECM 8) - 365 kW NG Generator; Demo; Propane backup	SST	\$ 99,500	\$ 479,327	Switch Gear FY21
15		Blower System Improvements (ECM 4) - Replace 2 blowers; duct replacement	SST		\$ 457,179	
16		Sludge Thickening (ECM 6) - Rehabilitate rotary drum thickener and screw press; new transfer pumps; stabilization tanks; aeration system and control valve; demo of clarifiers; rolloff area with roof; electrical/I&C	SST		\$ 971,987	
17		Subtotal		\$ 860,404	\$ 10,416,852	
18	FY Treatment Plant Projects Not in SST					
19	20-21	Security Improvements	1	\$ 15,000	\$ 15,000	Added 5/2020
20		Clarifier Improvements				
21		Eastern clarifier - Replace chain drive	1		\$ 40,000	
22		Eastern clarifier - Replace drive unit's metallic hubs with non-corrosive hubs	1		\$ 35,000	
23		Eastern clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2		\$ 40,000	
24		Western clarifier - Replace clarifier chain, wear shoes, skid plates, & sprockets	2		\$ 40,000	
25		Subtotal		\$ 15,000	\$ 170,000	
26	FY Collection System Projects					
27		Lift Station A (Nottingham & Leighton/Park Hill)				
28		New Submersible Pumps, MCC, Bypass Piping, Control Panel at Grade Elevation	1		\$ 490,000	
29		Lift Station A-1 (Sherwood & Harvey/Marine Terrace)				
30		New Submersible Pumps, Bypass Piping	1		\$ 265,000	
31		Lift Station B - (SR Creek/Behind Park Hill)				
32		New Control Panel, Generator, Wet Well, Submersible Pumps, and Valve Vault	3		\$ 435,000	
33		Lift Station B-2 (Wood Dr./E. Lodge Hill)				
34		New Control Panel at Grade Elevation	1		\$ 425,000	
35		Lift Station B-3 (Green St./W. Lodge Hill)				
36		New Control Panel	1		\$ 250,000	
37		New Submersible Pumps, MCC, Bypass Piping	3		\$ 250,000	
38		Collection System Assessment software (E.g, t4 Spatial or other)	3		\$ 10,000	
39		Subtotal		\$ -	\$ 2,125,000	
40	GRAND TOTAL \$ 12,711,852					
43	Budgeted for FY 2020-2021			Priority 1 Total	\$ 1,520,000	
44	Not Started			Priority 2 Total	\$ 80,000	
45	In Progress			Priority 3 Total	\$ 695,000	
46				Priority 4 Total	-	
47				SST Total	\$ 10,416,852	\$ -
49	Completed Projects		Ranking	FY Project Cost	10-Yr Cost	Actual Cost
50	FY Vehicles and Trailer- Mounted Equipment					
51	19-20	Pearpoint or equal TV inspection camera (removed cost from mid year total to meet reduced funding balance, 11/20/2018.)	1		\$ 75,000	\$ 75,000
52	18-19	F-350 Service Truck with Crane Body	1		\$ 57,040	\$ 56,540
53	19-20	Vactor truck - replace with new \$430K truck that meets emssion requirements (7 yr loan @ 4.5%)	1		\$ 518,000	\$ 402,435
54	19-20	Replacement Rack Truck (F-150)	-	\$ -	\$ 24,193	\$ 24,193
55	FY Treatment Plant Projects Not in SST					
56	18-19	Influent screen, support platform design, & installation	1		\$ 164,509	\$ 156,675
57	FY Collection System Projects					
58	19-20	Lift Station A-1 MCC, SCADA Improvements	1		\$ 45,000	\$ 50,835
60	GRAND TOTAL					\$ 765,678

A	B	D	E	F	G	H
Water CIP - Capital Improvement Program (Revised 11/4/2020 - For Discussion Only)						
Water Projects		Ranking	FY Project Cost	10-Yr Cost	Notes	
FY	Water Distribution System Projects					
20-21	Pressure Zone 2 to Zone 7 transmission main replacement @ SR Creek pedestrian bridge	1	\$ 50,000	\$ 215,527	In Permitting; RFP	
20-21	Water Meter Replacements & Upgrades (phased)	1	\$ 332,500	\$ 1,050,000	Developing RFP	
	Piney Way erosion control inspection report and follow-up protection efforts for existing pipeline	1		\$ 10,000		
	Subzone metering of distribution system	2		\$ 150,000		
	Replacement of problematic service lines within Leimert	3		\$ 130,000		
	Water Master Plan Amendment (revised fire flow modeling/tank sizing check)	3		\$ 35,000		
	Inspection & spot repair to water transmission main under S. Parks wetlands area; or lining of transmission main plus study & predesign	4		\$ 80,000		
	Pine Knolls - Iva Court zone 1 pipeline expansion	4		\$ 165,000		
	Subtotal		\$ 382,500	\$ 1,835,527		
FY	Tank & Booster Pump Station Projects					
20-21	SCADA System - Phased Upgrades (Adding historian, reporting, etc)	1	\$ 240,351	\$ 250,000	Beginning Phase 2	
	Stuart Street Tank Replacement (125K gallon welded steel tank with new foundation)	2		\$ 458,000	Recategorized 2/26	
	Electrical transfer switch and conduit to well SS-3	2		\$ 25,000		
20-21	Rodeo Grounds Pump Station Replacement (aka Zone 2 Booster pump station)	3	\$ 62,000	\$ 1,016,000	Design/Permitting Budgeted FY21	
	Subtotal		\$ 302,351	\$ 1,749,000		
FY	Vehicles and Trailer-Mounted Equipment					
20-21	Replacement 2005 F-150 Truck with F-250 (for towing Ditch Witch)	1	\$ 35,000	\$ 35,000	Added 5/2020	
	Subtotal		\$ 35,000	\$ 35,000		
FY	Water conservation					
20-21	Database for water conservation program/tracking with parcel links & APN file conversion	1	\$ 10,000	\$ 10,000		
	Subtotal		\$ 10,000	\$ 10,000		
			GRAND TOTAL	\$ 3,629,527		
Budgeted for FY 2021			Priority 1 Total	\$ 1,570,527		
Not Started			Priority 2 Total	\$ 633,000		
In Progress			Priority 3 Total	\$ 1,181,000		
			Priority 4 Total	\$ 245,000		
Completed Projects		Ranking		Actual Cost	Notes	
FY	Vehicles and Trailer- Mounted Equipment					
18-19	Replacement Dump Truck	1		\$ 74,871		
18-19	Trailer-Mounted Air Compressor	2		\$ 22,557		
18-19	Trailer-Mounted Vacuum Extractor	2		\$ 46,169		
FY	Tank & Booster Pump Station Projects					
19-20	San Simeon well field generator replacement	2		\$ 50,449		
			GRAND TOTAL	194,046		
SWF CIP - Capital Improvement Program (Revised 5/27/2019 - For Discussion Only)						
SWF Projects		Ranking	FY Project Cost	10 yr Cost	Notes	
Permitting & Planning						
20-21	Urban Water Management Plan - CDP Portion	1	\$ 20,463	\$ 20,463		
	Groundwater modeling/piezometer installation/monitoring	1	\$ -	\$ 75,758	Pending Board approval 1/21/2021	
	EIR consulting (follow up agency discussions to support the SWF's Regular CDP)	1		\$ 28,609	Increased cost 2/26	
20-21	Section 7 ESA consulting, annual AMP report, & AMP update	1	\$ 80,592	\$ 100,000	Recorded as Operating Expense	
	Subtotal		\$ 80,592	\$ 128,609		
Interim, short-term SWF Modifications						
	Brine Tank Secondary Containment, Grading, Rock	1	\$ -	\$ 20,000	Grading, Rock Recorded as M&R	
	Subtotal		\$ -	\$ 20,000		
Advanced Water Treatment Plant						
	Miscellaneous instrumentation / monitoring upgrades	2		\$ 10,000		
	Subtotal		\$ -	\$ 10,000		
Long-Term Improvement Modifications						
	Consulting assistance for coordination with Army Corps on WRDA grant (meetings, redefine work plan, & update scope of work)	1		\$ 40,000		
	Future permanent mods at SWF for trailer fill station [transfer tanks, piping, & spill containment/loading pad] (1,2)	2		\$ 200,000		
	AWTP pull-barn style covers for outdoor equipment & control panels (1,2)	2		\$ 50,000		
	Sems, Hach WIMS, or custom programmer for logging/reporting software and tablets	3		\$ 25,000		
	Installation of remote sensing instrumentation at SS creek (needs ROE agreement with State Parks)	3		\$ 10,000		
	Solar Array System (1,2)	3		\$ 375,000		
	Subtotal		\$ -	\$ 700,000		
			GRAND TOTAL	\$ 858,609		
Budgeted for FY 2021			Priority 1 Total	\$ 188,609		
Not Started			Priority 2 Total	\$ 260,000		
In Progress			Priority 3 Total	\$ 410,000		
			Priority 4 Total	-		
Completed Projects		Ranking		Actual Cost	Notes	
FY	Advanced Water Treatment Plant					
19-20	Filters / membrane replacements and build reserves for future	2		\$ 59,639		
FY	Interim, short-term SWF Modifications					
18-19	Short-term flood damage mitigation	1		\$ 12,566		
18-19	Hauling of last 18" of water and cleaning impoundment	1		\$ 94,515		
			GRAND TOTAL	166,720		

VETERANS HALL CAPITAL PROJECT LIST

PROJECT	LOCATION	ISSUES	PROPOSED WORK	ESTIMATED COST	PRIORITY
	EXTERIOR				
ROOF	EXTERIOR AMERICAN LEGION KITCHEN	FLAT/GRAVEL ROOF LEAKS	REPLACE ROOF	\$15,000	1
SEWER LINE	EXTERIOR BETWEEN VET'S HALL AND PINEDORADO GROUNDS	SEWER LINES HAS BEEN VIDEO RECORDED AND HAS SEVERAL BELLY'S CREATING SEWER BACK UP ISSUES ON PARKING LOT AND LEGION HALL	CUT ASPHALT, REMOVE SEWER LINE, REPLACE WITH NEW, FILL AND REPLACE ASPHALT	\$40,000	1
ELECTRICAL-EMERGENCY	EXTERIOR BUILDING, MAIN ELECTRICAL PANEL	BUILDING HAS A GENERATOR HOOK UP. VET'S HALL IS A DESIGNATED EMERGENCY EVACUATION BUILDING. THERE IS CURRENTLY NO GENERATOR AVAILABLE FOR USE INCASE OF EMERGENCY	PURCHASE GENERATOR (Electrical inspection is in progress to determine appropriate size)	\$50,000	1
WATER LINE	RESTROOMS	CURRENT WATER LINE SIZE IS INADIQUATE TO SUPPLY WATER TO RESTROOMS AT FULL CAPACITY	RUN NEW LINE TO BOTH RESTROOMS	\$10,000	2
PARKING LOT	FRONT, SIDES AND BACK PARKING LOT	ASPHALT HAS CRACKS, SEALER WORN, PARKING LINES FADED	FILL CRACKS, RE SEAL AND RESTRIPE	\$15,000	2
PAINT	EXTERIOR BUILDING, INCLUDING BODY, FACIA, GUTTERS, RAILINGS, WINDOWS AND TRIM	EXTERIOR PAINT FADED, BUILDING HAS NOT BEEN PAINTED IN OVER 20 YEARS	PAINT EXTERIOR OF BUILDING	\$25,000	2
CONCRETE	BBQ GRILL	CONCRETE IS CRACKED ON ALL FOUR SIDES AND IS FALLING APART	REPLACE BBQ GRILL	\$10,000	2
SIDING	BBQ GRILL AREA	SIDING HAS ROTT	REPLACE SIDING	\$3,000	1
SIDING	LEGION BAR AREA	SIDING HAS ROTT	REPLACE SIDING	\$3,000	1
LIGHTING	LARGE PARKING LOT BETWEEN CAMBRIA DR. AND BUILDING	2 HALOGEN FLOOD LIGHTS NOT ENERGY EFICIENT	REPLACE WITH ENERGY EFFICIENT LIGHTING	\$4,500	3
LIGHTING	EXTERIOR BUILDING	NOT ENERGY EFFICIENT	REPLACE 5 "WALL PACK" FIXTURES WITH ENERGY EFFICIENT LIGHTING	\$2,500	3
DOOR	PUSH OUT DOOR BETWEEN DINING ROOM AND DECK	DOOR LEAKS IN MULTIPLE AREAS	INSPECTION BY A COMMERCIAL DOOR COMPANY IS IN PROGRESS (inspection is in progress)	\$25,000	2
ROOF	ENTIRE VET'S HALL	RE-ROOFED IN 2008, EXPECTED LIFE OF 30YRS	RE-ROOF	\$40,000	3
CARPENTRY	DECK OUTSIDE DINING ROOM	TOP BOARDS WARPED, WORN AND LOOSE	REPLACE TOP DECK MATERIAL	\$10,000	2

VETERANS HALL CAPITAL PROJECT LIST

PROJECT	LOCATION	ISSUES	PROPOSED WORK	ESTIMATED COST	PRIORITY
	INTERIOR				
SOUND SYSTEM	MAIN HALL	SPEAKERS ARE PAST THEIR LIFE EXPECTANCY	REPLACE SPEAKERS ON CEILING	\$2,500	2
CHAIRS	MAIN HALL	NOT ENOUGH CHAIRS TO MEET THE 250 CAPACITY OF THE ROOM. CHAIRS ARE MISMATCHED AND MOST DON'T HAVE BACK PADDING	PURCHASE NEW CHAIRS	\$10,000	3
FLOORS	MAIN HALL	WOOD FLOOR NEED SANING AND REFINISHING	SAND AND REFINISH FLOOR	\$12,000	3
LIGHTING	MAIN HALL, KITCHEN, BAR, FOYER	FLOURECENT LIGHTING NOT ENERGY EFFICIENT	REPLACE WITH ENERGY EFFICIENT LIGHTING	\$7,000	3
WINDOWS	MAIN HALL, STAGE	MOST WINDOWS DON'T FUNCTION PROPERLY AND ARE NOT ENERGY EFFICIENT	REPLACE WINDOWS WITH ENERGY EFFICIENT	\$15,000	2
CABINETS	BAR	CABINETS ARE WORN, BROKEN, COUNTERTOPS ARE CHIPPED AND WORN	REPLACE CABINETS, COUNTER TOPS, SINKS AND FAUCET	\$4,000	3
APPLIANCE	BAR	REFRIGERATOR DOESN'T WORK, PAST LIFE EXPECTANCY	REPLACE REFRIGERATOR	\$1,500	1
FLOORING	BAR	LINOLIUM IS WORN AND PAST ITS LIFE EXPECTANCY	REPLACE FLOORING	\$2,500	3
PAINT	STAGE	WALLS AN CEILING NEED REPAIRS AND PAINT	FIX WALLS, CEILING AND REPAINT	\$5,000	3
CHAIRS	DINING ROOM	CHAIRS ARE PAST LIFE EXPECTANCY	PURCHASE NEW CHAIRS (49)	\$2,500	3
TABLES	DINING ROOM	TABLES ARE SCRATCHED, WORN AND PAST THEIR LIFE EXPECTANCY	PURCHASE 24 NEW TABLES	\$9,000	3
CABINETS, COUNTERTOPS	KITCHEN	CABINETS, COUNTERTOPS NEED UPDATING	REPLACE CABINETS, COUNTER TOPS, SINKS AND FAUCET	\$20,000	3
APPLIANCE	KITCHEN	2 REFRIGERATORS NOT WORKING PROPERLY, PAST THEIR LIFE EXPECTANCY	REPLACE 2 REFRIGERATORS	\$4,000	1
FLOORING	KITCHEN	LINOLIUM IS WORN AND PAST ITS LIFE EXPECTANCY	REPLACE FLOORING	\$5,000	3
PAINTING	KITCHEN	WALLS AN CEILING NEED REPAIRS AND PAINT	FIX WALLS, CEILING AND REPAINT	\$4,000	3
PARTICIANS	MEN AND WOMEN RESTROOM	METAL PARTICIANS HAVE RUST	REPLACE PARTICIANS	\$8,500	3
CABINETS, COUNTERTOPS	MEN AND WOMEN RESTROOM	COUNTERTOPS CHIPPED AND WORN	REPLACE COUNTERTOPS, SINKS	\$2,500	3
FLOOR	MEN AND WOMEN RESTROOM	TILE FLOORING WORN	REPLACE FLOORING	\$6,500	3
				374,500	

Priority 1-Short Term
Priority 2-Medium Term
Priority 3-Long Term

\$116,500
\$112,500
\$145,500

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.B.**

FROM: John F. Weigold IV, General Manager

Meeting Date: July 30, 2021

Subject: Receive Strategic Planning Community Input Focusing on Three Key Areas: District Strengths, District Weaknesses and District Goals and Other Issues Related to the Cambria Community Services District (CCSD) Strategic Plan Update

RECOMMENDATIONS:

Staff recommends the Board of Directors solicit public input in three key areas: District strengths, District weaknesses, and District goals, as well as any other issues related to the update of the CCSD Strategic Plan.

FISCAL IMPACT:

Fiscal impacts associated with this item include staff time, Snider and Associates consultant services and AGP Video costs. The cost of AGP for a Zoom meeting is \$350 (maximum of 3 hours) and \$125 for each additional hour and the consultant services costs are \$4,800 (included in the approved FY 2020/2021 Budget).

DISCUSSION:**OVERVIEW**

The Board of Directors approved an Agreement for Consultant Services between CCSD and Snider and Associates for Strategic Planning Consulting Services on May 21, 2020. This Special Board Meeting will be held over two days to update the Strategic Plan for the District; the first day will be a Zoom webinar on Friday, July 30, 2021, to solicit community input and comments focusing on three key areas: District strengths, District weaknesses, and District goals, as well as any other issues related to the development of the District Strategic Plan. The second day of the Special Board Meeting will be held on Tuesday, August 3, 2021, as a daylong Board workshop facilitated by Snider and Associates via Zoom, which the community will be able to observe telephonically only due to Zoom application limitations.

An overview of the Strategic Planning process elements is found in Attachment A and this Special Board Meeting will focus on a review of the current Mission Statement and development of three-year Goals and Objectives over the course of the two-day meeting.

PURPOSE

The Board of Directors will solicit community input focusing on three key areas: District strengths, District weaknesses, District goals, as well as any other issues related to the District Strategic Plan. The Board of Directors will utilize this community input in the development of the District's Strategic Plan goals and objectives, which was developed in the facilitated workshop on January 19, 2021.

PROCESS

The CCSD Board President will take public comment on the three key areas outlined below and in Attachment B, as well as any other issues related to the District's Strategic Plan. The public may also choose to submit written public comment to the Board Secretary via email at boardcomment@cambridiasd.org. Speaking time may be adjusted at the discretion of the Board President.

COMMUNITY INPUT

The Board of Directors will solicit community input focusing on three key areas:

1. District strengths

What are the Cambria Community Services District's Strengths and Accomplishments since the January 19, 2021 Strategic Planning Workshop?

2. District Weaknesses

What are the Cambria Community Services District's Current Internal Weaknesses/Challenges?

3. District Goals

What are the External Factors/Trends (e.g., economic, political, technological, health and environmental) that Will/Might Have a Positive Impact on the Cambria Community Services District in the Coming Year?

What Are the External Factors/Trends (e.g., economic, health, technological, political, environmental) that Will/Might have a Negative Impact on the Cambria Community Services District in the Coming Year?

STRATEGIC PLANNING ELEMENTS

Marilyn Snider, Strategic Planning Facilitator—Snider and Associates

S.W.O.T. ANALYSIS

INTERNAL:

+Strengths
--Weaknesses

EXTERNAL:

+Opportunities
-- Threats

MISSION/PURPOSE STATEMENT

Why the organization exists and whom it serves
or
Why a plan exists and for whom

VISION STATEMENT

A vivid, descriptive image of the future—what you want
the organization to be or be recognized as

CORE VALUES

Values that the organization/work environment encourages,
recognizes and rewards

GOALS

What the organization needs to accomplish—broad statements
of intent which are consistent with the mission
and help fulfill the vision

OBJECTIVES

How the goals will be addressed—by when, who will be accountable
for what specific, measurable results/outcomes

FOLLOW-UP PROCESS

A clearly defined, regular (at least monthly) monitoring process

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.C.**

FROM: John F. Weigold IV, General Manager

Meeting Date: July 30, 2021 Subject: On Tuesday, August 3, 2021 the Board of Directors Will Hold an Adjourned Special Meeting to Facilitate a Workshop to Update the Cambria Community Services District's (CCSD) Strategic Plan Update

RECOMMENDATIONS:

Staff recommends the Board of Directors discuss the Adjourned Special Board meeting to facilitate a workshop to update the District's Strategic Plan.

FISCAL IMPACT:

Fiscal impacts associated with this item include staff time, Snider and Associates consultant services and AGP Video costs. The cost of AGP for a Zoom meeting is \$350 (maximum of 3 hours) and \$125 for each additional hour and the consultant services costs are \$4,800 (included in the approved FY 2020/2021 Budget).

DISCUSSION:**OVERVIEW**

The Board of Directors approved an Agreement for Consultant Services between CCSD and Snider and Associates for Strategic Planning Consulting Services on May 21, 2020. This Special Board Meeting will be held over two days in order to update the Strategic Plan for the District; the first day will be a Zoom webinar on Friday, July 30, 2021 to solicit community input and comments focusing on three key areas: District strengths, District weaknesses, and District goals, as well as any other issues related to the development of the District Strategic Plan. The second day of the Special Board Meeting will be held on Tuesday, August 3, 2021, as a daylong Board workshop facilitated by Snider and Associates via Zoom, which the community will be able to observe telephonically only due to Zoom application limitations.

An overview of the Strategic Planning process elements is found in Attachment A and this Special Board Meeting will focus on a review of the current Mission Statement and development of three-year Goals and Objectives over the course of the two-day meeting.

PURPOSE

The Board of Directors, assisted by CCSD management staff and the Vice-Chairs of two CCSD Standing Committees serving as advisory representatives, will hold a workshop for the review of the District's Strategic Plan. The Workshop group will review the CCSD Mission Statement and review and update the District's three-year Goals and underlying Objectives over the course of the Workshop.

PROCESS

The Workshop participants will reconvene the Special Board meeting at 8:30am on August 3, 2021 and follow the agenda outlined in Attachment B. Snider and Associates will lead and serve as facilitator for the Workshop, including all group and breakout sessions. At the conclusion of the Workshop, the Board will consider establishing a date in approximately six months to review and update the Strategic Plan. The Board will also review and consider formal adoption of the Strategic Plan as part of an upcoming regular Board meeting.

PUBLIC OBSERVATION

Members of the public are encouraged to listen to the meeting using the Zoom telephone link below:

Telephone Link for the Public: 1-669-900-6833

Meeting ID: 749 015 0502

Passcode: 4449519

Note: Snider and Associates will lead the Workshop via Zoom; however, due to Zoom application limitations, particularly for breakout sessions, the public will only be able to telephonically observe the Workshop. Additionally, the public may be computer-assigned to the breakout sessions due to Zoom application limitations, which are in compliance with the Governor's Executive Order N-29-20, as this Zoom meeting will be accessible telephonically to the public seeking to observe the meeting.

Attachments: A - Strategic Planning Elements
 B – Workshop Meeting Agenda for August 3, 2021
 C - CCSD Strategic Planning Workshop Questionnaire

STRATEGIC PLANNING ELEMENTS

Marilyn Snider, Strategic Planning Facilitator—Snider and Associates

S.W.O.T. ANALYSIS

INTERNAL:

**+Strengths
--Weaknesses**

EXTERNAL:

**+Opportunities
-- Threats**

MISSION/PURPOSE STATEMENT

**Why the organization exists and whom it serves
or
Why a plan exists and for whom**

VISION STATEMENT

**A vivid, descriptive image of the future—what you want
the organization to be or be recognized as**

CORE VALUES

**Values that the organization/work environment encourages,
recognizes and rewards**

GOALS

**What the organization needs to accomplish—broad statements
of intent which are consistent with the mission
and help fulfill the vision**

OBJECTIVES

**How the goals will be addressed—by when, who will be accountable
for what specific, measurable results/outcomes**

FOLLOW-UP PROCESS

A clearly defined, regular (at least monthly) monitoring process

**SPECIAL BOARD MEETING/
CAMBRIA COMMUNITY SERVICES DISTRICT
STRATEGIC PLANNING WORKSHOP
Tuesday, August 3, 2021 on Zoom**

8:30 Welcome – Cindy Steidel, Board President

Purpose of the Workshop and Introduction of the Facilitator and Recorder – John F. Weigold IV, General Manager

Role of the Facilitator, Recorder, Group and Public; Strategic Planning Elements; Agenda – Marilyn Snider, Facilitator – Snider and Associates

Introductions of the Group

Cambria Community Services District;

- **Mission Statement**
- **Three-Year Goals (2020-2023)**

What Are the Strengths and Accomplishments of the Cambria Community Services District Since the January 19, 2021 Strategic Planning Workshop?

What Are the Current Internal Weaknesses/ Challenges of the Cambria Community Services District?

What Are the External Factors/Trends (e.g., social, economic, political, environmental, technological, attitudinal) that Will/Might Have an Impact on the Cambria Community Services District in the Coming Year:

- **Positively (opportunities)?**
- **Negatively (threats)?**

Identify Core Values/Guiding Principles for Cambria Community Services District

- **Brainstorm Values**
- **By Consensus, Select 5-7 Core Values**

Review and Revise, if Needed, the Three-Year Goals (what the Cambria Community Services District needs to accomplish)

Identify Six-Month Strategic Objectives (how the goals will be addressed initially – by when, who will be accountable, for what, specific measurable results) for each of the Three-Year Goals

Next Steps/Follow-Up Process to Monitor Progress on the Goals and Objectives (including setting a date within 6 months to update the strategic plan)

Summary of the Workshop

Closing Remarks

2:30 Adjourn

**CAMBRIA COMMUNITY SERVICES DISTRICT
STRATEGIC PLANNING WORKSHOP QUESTIONNAIRE**

Please COMPLETE and SEND by Tuesday, July 27, 2021 to hdodson@cambriacsd.org

Please give 3 or 4 brief answers using phrases, rather than sentences or paragraphs, for each question.

What are the Cambria Community Services District's Strengths and Accomplishments Since the January 19, 2021 Strategic Planning Workshop?

-
-
-
-

What are the Cambria Community Services District's Current Internal Weaknesses/Challenges?

-
-
-
-

What are the External Factors/Trends (e.g., economic, political, technological, health and environmental) that Will/Might Have a Positive Impact on the Cambria Community Services District in the Coming Year?

-
-
-
-

What Are the External Factors/Trends (e.g., economic, health, technological, political, environmental) that Will/Might have a Negative Impact on the Cambria Community Services District in the Coming Year?

-
-
-
-

Thank you. This is an anonymous questionnaire; please do not sign your name. Please send to hdodson@cambriacsd.org by Tuesday, July 27, 2021. Questionnaires, that are returned late, will not be able to be included in the collated answers on the video screen at the strategic planning workshop.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.D.**

FROM: John F. Weigold IV, General Manager

Meeting Date: July 30, 2021Subject: Discussion and Consideration to Set a
Date for the Next Strategic Planning
Workshop Update

RECOMMENDATIONS:

Staff recommends the Board of Directors consider scheduling a Special Meeting to monitor the progress on the goals and objectives of the CCSD Strategic Plan, and to consider updating the plan.

FISCAL IMPACT:

Fiscal impacts associated with this item include staff time, Snider and Associates consultant services and AGP Video costs. The cost of AGP for a Zoom meeting is \$350 (maximum of 3 hours) and \$125 for each additional hour and the consultant services costs are \$5,100 (included in the approved FY 2021/2022 Budget).

DISCUSSION:

As part of the CCSD Strategic Planning Workshop, Snider and Associates, the CCSD strategic planning consultant, recommends the Board of Directors consider scheduling a Special Meeting in approximately six months to monitor the progress on the goals and objectives of the CCSD Strategic Plan, and to consider updating the plan.