



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, October 10, 2019 - 2:00 PM

1000 Main Street 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 agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

1. OPENING

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

2. ACKNOWLEDGEMENTS AND PRESENTATIONS (Estimated Time: 5 Minutes per item)

- A. PROS Chairman's Report

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

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

- A. DISCUSSION AND CONSIDERATION TO APPROVE POLICY COMMITTEE RECOMMENDATION TO ADOPT DRAFT POLICIES 1015: OVERVIEW OF THE DISTRICT CLERK'S ROLE, 1020: BOARD/STAFF COMMUNICATION, AND 1025: CLAIMS AGAINST THE DISTRICT

- B. DISCUSSION AND CONSIDERATION TO FILL VACANT SEAT ON THE POLICY COMMITTEE
- C. DISCUSSION AND CONSIDERATION OF 2019 BOARD GOALS AND OBJECTIVES
- D. DISCUSSION AND CONSIDERATION OF NEXT STEPS IN THE PROCESS OF OBTAINING A COASTAL DEVELOPMENT PERMIT FOR THE SUSTAINABLE WATER FACILITY
- E. DISCUSSION AND CONSIDERATION REGARDING APPROVAL OF FINANCE COMMITTEE'S MISSION STATEMENT AND 2019 GOALS AND OBJECTIVES

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

- A. PUBLIC HEARING IN ACCORDANCE WITH THE REQUIREMENTS OF PROPOSITION 218 ON THE PROPOSED RATE INCREASE FROM MISSION COUNTRY DISPOSAL FOR SOLID WASTE COLLECTION AND DISPOSAL SERVICES AND CONSIDERATION OF ADOPTION OF RESOLUTION 37-2019 ESTABLISHING SAID RATE INCREASES

6. 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.

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

- A. Public Comment
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: CCSD v. CDM Smith, Inc.; Case No. 18CVP-0318
- C. CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6 Agency Designated Representatives: General Manager, John F. Weigold, IV and Che Johnson; Employee Group: International Association of Fire Fighters (IAFF)
- D. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6 Agency Designated Representatives: General Manager, John F. Weigold, IV and Che Johnson; Employee Organization: Services Employee International Union
- E. PUBLIC EMPLOYMENT PERFORMANCE EVALUATION, pursuant to Government Code Section 54957(b)(1)
Title: General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A.**FROM: Donn Howell, Director
Monique Madrid, Administrative Department Manager-----
Meeting Date: October 10, 2019Subject: DISCUSSION AND CONSIDERATION
TO APPROVE POLICY COMMITTEE
RECOMMENDATION TO ADOPT
DRAFT POLICIES 1015: OVERVIEW
OF THE DISTRICT CLERK'S ROLE,
1020: BOARD/STAFF
COMMUNICATION, AND 1025:
CLAIMS AGAINST THE DISTRICT

RECOMMENDATIONS:

The Policy Committee ("Committee") recommends the Board of Directors review draft policies 1015, 1020, and 1025, and consider adoption of same.

FISCAL IMPACT:

The fiscal impacts are primarily the costs related to staff time.

DISCUSSION:

The Committee met on August 29, 2019 to review and discuss approval of the ad hoc committee's work: draft policies 1015: Overview of the District Clerk, 1020: Board/Staff Communication; and 1025: Claims Against the District. The Committee approved the ad hoc recommendation to forward the draft policies to the Board.

There was discussion regarding whether the Committee should work with staff members on items related to operational matters and it was determined that the Board would provide guidance to the Committee on that issue.

The three policies recommended for adoption by the Board of Directors are attached.

The Committee will continue to develop policies to recommend to the Board for adoption.

Attachments: Policy 1015: Overview of the District Clerk
Policy 1020: Board/Staff Communication
Policy 1025: Claims Against the District

POLICY 1015 Overview of the District Clerk

Notes: As the Board of Directors has no established position of Secretary, the District Clerk performs many of the duties and responsibilities pursuant to this role. These are listed above as extracted from CSDA Policy 1015 and the CCSD position description for “Administrative Services Officer/District Clerk” (July 1, 2018).

Recommendations: The Committee recommends that the Board consider adopting Policy 1015 with any revisions that might be advised following review by the General Manager and District Clerk.

Policy 1015 Overview of the District Clerk’s Role

1015.1 Duties of the **District Clerk**

District Clerk shall have the following duties:

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) Sign the documents as directed by the Board;
- d) **Prepare or supervise the preparation and filing of a variety of legal notices and reports as required by law or as requested by the Board.** [Note. Extracted from the position description for “Administrative Services Officer/District Clerk” (July 1, 2018).]
- e) Perform any other duties assigned by the Board and the General Manager; and
- f) Perform any other duties required under law.

1015.2 Responsibilities of the **District Clerk**

The duties of the **District Clerk**, with assistance of the General Manager, are:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda with the advice of the General Manager and providing public notice of Board meetings in accordance with state law;
- c) Attend all Board meetings and ensure minutes of the Board of Directors meetings are recorded;
- d) Ensure accurate minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law;
- f) Disseminate correspondence to Board officers addressed to them; **and**
- g) **Prepare and present reports to the Board, including confidential and sensitive issues.** [Note. Extracted from the position description for “Administrative Services Officer/District Clerk” (July 1, 2018).]

POLICY 1020 Board/Staff Communication

Notes: CCSD Board Bylaw 7. only minimally covers the more detailed Policy 1020 in the CSDA manual.

Recommendations: The Committee recommends that the Board consider adopting CSDA Policy 1020. Policy 1020 amplifies, but in no way contradicts, CCSD Board Bylaw 7.

CSDA Policy 1020: Board/Staff Communication

Objectives: Effective governance of the District relies on the cooperative efforts of the agency's elected Board, who set policy and priorities, and the District's staff members, who analyze problems and issues, to make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to ensure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the General Manager and Board as a whole. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

Role of the Board: As the legislative body for the agency, the Board is responsible for approving the District's budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members are to execute Board policy and other Board actions and to keep the Board well informed. Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities, without the prior knowledge and approval of the Board as a whole. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy. Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on agency projects or evolving issues. Additional information may be requested from staff, if necessary. Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. The General Manager or Legal Counsel will pass critical information to all Board members. There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review by District staff. In addition, there are legal restrictions on the agency's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with Legal Counsel for clarification.

Policies: There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the General Manager, Legal Counsel, or the Clerk of the Board as appropriate and shall include the desired time and date for receiving the information. Staff will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests

information from any other member of the staff, staff may either direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- a) Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Director.
- b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.
- c) In the event that staff is a participant or representative of a Committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff, included in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any district department through interaction with staff. Individual Directors may discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a district employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

CCSD Board Bylaw 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.

72. Individual Board Members should not involve themselves in the day-to-day operations of the District. Their principle role is to participate in the process of establishing the District's policies and goals. Individual Board Members should also not involve themselves or interfere in personnel matters. This is especially true if there is any potential that a personnel matter could subsequently be heard by the Board as an appeal of discipline. Therefore, personnel matters and other operational issues that may be of concern to individual Board Members should be addressed through the General Manager. Individual Board Members should also refrain from giving orders or instructions to the General Manager or any subordinates of the General Manager. The General Manager shall take directions and instructions from the Board of Directors, as a body, when it is sitting in a duly convened meeting. When presented with questions of complaints from citizens or staff related to operational

or personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

POLICY 1025 Claims Against the District

Notes: CCSD does not have a policy regarding claims against the District, but staff members follow state statutes with regard to the review and response to claims.

Recommendations: The Committee recommends that the Board consider adopting CSDA Policy 1025 with any revisions that might be advised following review by legal counsel. We suggest that having a clearly stated set of procedures for the review and response to claims would be a useful policy to include in the Director Handbook, even if these strictly parallel existing state statutes.

CSDA Policy 1025: Claims against the District

Purpose: The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1025.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations – [list several examples of routine district operations or services] – damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the appropriate division manager [replace position title with appropriate position title for your district]. The division manager, or his/her designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board, the information will be given to the General Manager. Directors should not independently investigate claims or make any representations to the property owner, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- a) General Manager approves the work order;
- b) Property owner agrees that the proposed repairs are appropriate and adequate;
- c) Property owner agrees to allow District personnel access to their property to perform the repair work;
- d) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;

e) Repair work can be accomplished within a reasonable amount of time; and
Cost of material for the repairs will not exceed five hundred dollars (\$500).

If the cost of material for repairs is stated by claimant or estimated by staff to exceed five hundred dollars (\$500), the owner will be asked to submit their claim in writing on a District claim form.

The General Manager shall review the damage claim and the proposed repair work within a reasonable amount of time. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed one thousand five hundred dollars (\$1,500). A report shall be submitted to the Claims Committee [standing board committee assigned to review claims of this nature] describing the damage claim, including a description of the manner in which it was resolved. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed one thousand five hundred dollars (\$1,500), the claim will be submitted to the Claims Committee. The Claims Committee shall review the claim and receive input from staff in closed session [qualifies as "anticipated litigation" under the Brown Act]. After reviewing the damage claim, the Committee may authorize the work if the cost of material for the repairs will not exceed three thousand dollars (\$3,000) or may make a recommendation to the Board of Directors. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved, or a recommendation for Board action. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed three thousand dollars (\$3,000), the claim will be submitted to the Board of Directors for its consideration. The Board will consider the claim during a closed session ["anticipated litigation"] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the [insurance deductible] 00), including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

1025.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles, or other unsecured property, shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed one thousand five hundred dollars (\$1,500). A report shall be submitted to the Claims Committee describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed the applicable thresholds.

1025.3 Property Damage Claims on District Form

Except for damage to land and improvements estimated to cost less than five hundred dollars (\$500), all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, of the California Government Code. Section 910 specifies that a claim needs to show all of the following:

- a) The name and post office address of the claimant;
- b) The post office address to which the person presenting the claim desires notices to be sent;
- c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim;
- e) The name or names of the public employee or employees causing the injury, damage, or loss, if known; and
- f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code Section 910 and Section 910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, fax or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

1025.4 Account Adjustment Requests (Appropriate for Utility-Type Districts).

The General Manager or the Finance Division Manager [Business Manager, Chief Financial Officer, Treasurer or other appropriate position title], in his/her absence, is authorized to adjust a customer's water service [sewer, garbage, electricity, etc.] account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or when faucets are turned on in the owner's absence, etc. [or other type of abnormal account cost], subject to the following conditions:

- a) The customer requests the account adjustment in writing;
- b) A similar request has not been made within the past 12 months; and
- c) The account shows no record of being delinquent for more than 60 days during the past 24 months.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.B.**

FROM: Monique Madrid, Administration Department Manager

Meeting Date: October 10, 2019Subject: DISCUSSION AND CONSIDERATION
TO FILL VACANT SEAT ON THE
POLICY COMMITTEE

RECOMMENDATIONS:

Staff recommends that the Board of Directors consider appointing a replacement to fill the vacant seat on the Policy Committee resulting from the resignation of Mike Lyons.

FISCAL IMPACT:

There is no fiscal impact identified with this item.

DISCUSSION:

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

The application period closed on October 1, 2019. A total of four applications are attached, including the three pre-existing applications from the original application period.

Staff recommends the Board of Directors consider appointing one of the applicants to fill the vacant seat on the Policy Committee.

Attachments: J. Bahringer's Application
L. Richards' Application
C. Worthen's Application
J. McKinnon's Application



COMMITTEE MEMBER APPLICATION

For more information, please visit: www.cambriacsd.org

Return the completed application to:
Cambria Community Services District
Attention: Deputy District Clerk
P.O. Box 65
1316 Tamsen Street, Suite 201
Cambria, CA 93428

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

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

NAME: Bahringer James P
Last First MI

Home Address: [Redacted] Cambria CA 93428
Street City Zip

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

E-mail address: [Redacted]

I have been a registered voter at the address listed above since: 1999
Year

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

Are you a registered voter in Cambria? yes no

Enter qualifications and interest in the position below.

Post Director CCSD

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

Signature: [Signature] Date: 01/14/19



COMMITTEE MEMBER APPLICATION

For more information, please visit: www.cambriacsd.org

Return the completed application to:

Cambria Community Services District

Attention: Deputy District Clerk

P.O. Box 65

1316 Tamsen Street, Suite 201

Cambria, CA 93428

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

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

NAME: Richards Leslie M.

Home Address: [Redacted] Last First MI Cambria

Street City Zip

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

E-mail address: [Redacted]

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

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

Are you a registered voter in Cambria? yes no

Enter qualifications and interest in the position below.

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

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

Signature: [Handwritten Signature]

Date: 1/16/19

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

Claudia Harmon Worthen

September 28, 2019

Biography

A native Californian, Claudia Worthen holds a Bachelor's degree in Fine Arts from UC Irvine. Before moving to Cambria in 1986, she owned a manufacturer's representative company for 15 years in Los Angeles where she won many sales awards.

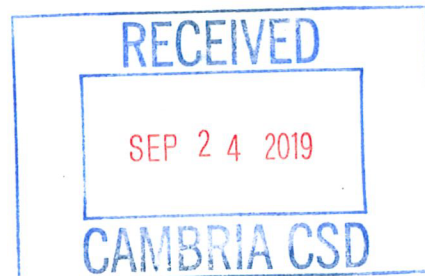
Claudia came to Cambria as a licensed Realtor and interior designer. She served as a board member of the Cambria Chamber of Commerce, a Rotarian and led student design and field trips at Cambria Grammar and Santa Lucia Middle Schools.

Claudia is credentialed in areas related to environmental stewardship and design. She is a certified Leadership in Energy and Environmental Design Accredited Professional in Interior Design & Construction (LEED AP ID+C), codified by the US Green Building Council. She is also an Aging in Place Specialist (CAPS), a Green Advantage Certified Professional (GACP) and maintains her license as a Certified Interior Designer. Claudia has had many articles published in blogs and the Tribune newspaper and has appeared on the Dave Congalton and other KCBX radio shows.

For ten of her fifteen years teaching at Cuesta College, she was the lead instructor for interior design, where she mentored many students who went on to successful careers in the field. Claudia taught a variety of subjects including professional practice which included units in ethics, conduct and the psychology of salesmanship. Currently she is the principal certified interior designer for EcoPlanners, an environmental design business. She has worked with clients in the western United States and Hawaii in commercial and residential design.

Claudia remains one of Cambria's most professionally active and civic-minded residents. She is a past president of Central Coast Interior Design professional association, former chair of the North Coast Advisory Council, current member of the NCAC Land Use Committee and president of Beautify Cambria Association (BCA), a nonprofit civic organization dedicated to preserving & enhancing Cambria's unique beauty. BCA's primary recent efforts have been directed toward countering the sometimes negative effects of the town's tourist traffic. Claudia led the effort to redesign trash receptacles, called TRPRs (Trash/Recycle/Planter/Receptacles), and to replace a much-used sidewalk on Main Street in the east village. The group also commissioned three redwood benches and placed them at various downtown locations.

For the past three years, BCA has pursued the process of certifying Cambria as an International Dark Skies Community, codified by the International Dark Sky Association (IDA). In this endeavor, BCA has hosted several stargazing educational events and sponsored science students to Las Cumbres Observatory and Santa Barbara natural history museum and planetarium. The Dark Skies Initiative Committee (DSI) has given many talks to civic groups and holds several letters of support from these organizations including the NCAC and supervisor Bruce Gibson. DSI members are working with Mr. Gibson and County Planning to update the Coastal Zone Land Use Ordinance (CZLUO). All these endeavors require intensive negotiations and a non-partisan policy.



POLICY COMMITTEE MEMBER APPLICATION

Deadline: October 1, 2019

For more information, please visit: www.cambriacsd.org

Return the completed application to:
Cambria Community Services District

Attention: District Clerk

P.O. Box 65

1316 Tamsen Street, Suite 201

Cambria, CA 93428

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

NAME: McKINNON JERRY G.
Last First MI

Home Address: [REDACTED] CAMBRIA 93428
Street City Zip

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

E-mail address: N/A

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

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

Are you a registered voter in Cambria? yes no

Enter qualifications and interest in the position below.

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

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

Signature: Jerry R McKinnon Date: SEPT. 24, 2019

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors
 FROM: John F. Weigold IV., General Manager
 Monique Madrid, Administration Department Manager

AGENDA NO. **4.C.**

Meeting Date: October 10, 2019 Subject: DISCUSSION AND CONSIDERATION
 OF 2019 BOARD GOALS AND
 OBJECTIVES

RECOMMENDATIONS:

Staff recommends the Board perform a third quarter review of its 2019 goals, provide direction to update all goals in cooperation with the Committee Chairs, and bring the item back for Board consideration in December. The current status has been noted on the attached Goal document.

FISCAL IMPACT:

A minimal cost could be incurred for Director stipends, if applicable, and staff time.

DISCUSSION:

In early January, the Board established goals for the 2019 calendar year, which were as follows:

1. Public Outreach; and
 - a. *The Board has held a number of Special Meetings to receive public input on various items.*
2. Revise and update the District Mission Statement.
 - a. *The Board will be working on updating the District's Mission Statement.*
 - b. *Each standing committee has been working on their Mission Statements.*

Additionally, the Board assigned goals to the standing and ad hoc committees as follows:

Completed

1. *Hire a new General Manager – ad hoc committee (Director Rice and President Pierson):*

In-Progress: All of the goals listed below are in progress with the appointed Committee. Notes have been made on the written Revised Board Goals document.

1. Advance the District's Strategic Planning efforts – Policy Committee
2. Complete the Regular Permitting and Other Actions Relating to the Sustainable Water Facility, including the Buildout Reduction Program – ad hoc committee (Director Rice and President Pierson)
3. Finalize the Multi-Year Infrastructure Capital Improvement Program (CIP) – Resource and Infrastructure Committee
4. Review the District Code and Consider Whether Direction Should be Provided to Draft Amendments – Policy Committee
5. Review the District Fee Schedule and Consider Whether Direction should be Provided to Make Amendments – Finance Committee
6. Emergency Services Review – ad hoc committee (Director Steidel and President Pierson)
7. Develop the Annual Prop 218 Rate Review Process – Finance Committee
8. Develop goals for the standing committees – each committee with Board approval.

The Board reviewed and discussed the adopted goals on July 18, 2019. The goals have been revised and the status notated to aid in the discussion.

Attachment: 2019 Adopted Board Goals & Objectives

1 DISTRICT-WIDE / BOARD GOALS

GOALS ASSIGNED TO THE BOARD

■ GENERAL MANAGER: COMPLETED

The recent vacancy in the General Manager position allows the Board to fill the vacancy.

Action Items

1. Hire the permanent General Manager.

■ PUBLIC OUTREACH: ONGOING

Continuing the efforts that have been initiated with standing committees to improve public outreach and input should be an ongoing District goal. Addressing the efficiency and scheduling of Board meetings may also be important to consider for community engagement.

Action Items

1. Ongoing efforts to develop improved relations within the community should be a considered a high priority.
2. Establish the approach for reviewing the status of goals.
 - a. Consider a bi-annual review;
 - i. During the budget process.
 - ii. During the mid-year budget reviews.
3. Consider goals to promote Board meeting efficiencies.

Goals Assigned to Standing or Ad Hoc Committees

■ ADVANCE THE DISTRICT'S STRATEGIC PLANNING EFFORTS – ASSIGNED TO THE POLICY COMMITTEE

The District initiated strategic planning efforts through the creation of the Infrastructure and Finance standing committees in 2018 and added the Policy Committee in 2019.

Action Items

1. Develop the format and components of a District strategic planning document.
2. Develop mission and vision statements or equivalent messaging.
3. Develop standing committee and liaison details as appropriate, including for example, details from the Parks, Recreation and Open Space (PROS).

COMPLETE THE REGULAR PERMITTING AND OTHER ACTIONS RELATING TO THE SUSTAINABLE WATER FACILITY – ASSIGNED TO AD HOC COMMITTEE (DIRECTOR RICE AND PRESIDENT PIERSON): EFFORTS ARE ONGOING

Ongoing efforts associated with the SWF continue to create a demand on District resources and completing the efforts in a timely manner should be considered a high priority.

Action Items

1. Complete the processing of the application for the Regular Coastal Development Permit and respond to resource agencies in a timely manner.
2. Complete the Closure Plan and respond to resource agencies in a timely manner. Completed, pending final Water Board approval.
3. Consider options that may be available from the existing Water Resource Development Act (WRDA) “authorization” approved by Congress.
4. Consider methods to implement the Buildout Reduction Program: Assigned to the Finance Committee.

FINALIZE THE MULTI-YEAR INFRASTRUCTURE CAPITAL IMPROVEMENT PROGRAM (CIP) – ASSIGNED TO THE RESOURCES AND INFRASTRUCTURE COMMITTEE

Funding requirements needed for the CIP was approved as part of the Proposition 218 rate increase. The Infrastructure Committee is addressing priorities. The Finance Committee is addressing projected revenue allocations. Developing the overall implementation goals will be important in 2019.

Action Items

1. Finalize the prioritization efforts: **completed**
Ongoing efforts continue to be explored for the following items:
2. Finalize the multi-year implementation schedule
3. Identify the resource requirements for consultants and staff.
4. Consider and forward a recommendation to the Board for the PG&E SST program.
5. Evaluate grant and other funding options and develop recommendations for Board consideration.
6. Explore the opportunity for additional ancillary facilities such as;
 - a. Cell tower
 - b. Solar options

DEVELOP THE ANNUAL PROP 218 RATE REVIEW PROCESS – ASSIGNED TO THE FINANCE COMMITTEE

With the approval of the Prop 218 rate increases in 2018, comparing rate assumptions versus actual operational results has already been recognized as an important point to review with the community prior to annual increases incorporated into the Prop 218 rate resolution.

Action Items: **Ongoing efforts continue to be explored for the following items:**

1. Establishing an annual schedule for the review including the following;
 - a. Preliminary review by the District's standing committees should be in advance of Board decisions so that the opportunity for questions, comments and responses exists.
 - b. The annual review should consider a comparison of budget assumptions and results of the annual audit.
2. Develop criteria to utilize in the annual review.

REVIEW THE DISTRICT CODE AND CONSIDER WHETHER DIRECTION SHOULD BE PROVIDED TO DRAFT AMENDMENTS – ASSIGNED TO THE POLICY COMMITTEE

Action Items: **Ongoing efforts continue to be explored for the following items:**

1. Board of Directors consideration of amendments to Title 8 of the District Code, including updates to the Affordable Housing Program.
 - a. Amendments should be considered for consistency with the County's land use designations and income qualification standards.
2. Board of Directors consideration of amendments to Title 4, including the Water Conservation and Retrofit Program.
 - a. Amendments should be considered to recognize significant processing changes for County will-serve letters requiring fire and water review.

REVIEW THE DISTRICT FEE SCHEDULE AND CONSIDER WHETHER DIRECTION SHOULD BE PROVIDED TO MAKE AMENDMENTS - ASSIGNED TO THE FINANCE COMMITTEE

Efficiency improvements to District procedures necessitate a review of application deposits and fees to ensure revenue is properly allocated. Equipment rental costs should be evaluated to ensure proper compensation when providing these services to customers.

Action Items

1. Review District Fee Schedule with input from operational staff.
This item has been scheduled for later this year due to the heavy workload of staff.

EMERGENCY SERVICES REVIEW – ASSIGNED TO AD HOC COMMITTEE (DIRECTOR STEIDEL AND PRESIDENT PIERSON)

Cambria's risk of wildfires has been highlighted as a result of recent devastating wildfires that have caused historic property damage and loss of life in other areas of the State. Engaging in community discussions of those risks, evacuation routes, and other possible actions to mitigate the risk is important in addressing the community's health and safety.

Action Items: A Special meeting was held to include community input. An Emergency Disaster Preparedness Plan is being prepared.

1. Engaging in community outreach and discussions with the Fire Safe Focus group on the overall, “defensible space,” program.
2. Explore a closer coordinating effort with other first responders providing mutual aid.
3. Address existing resource constraints that limit the District’s ability to augment current services.
4. Tri-Annual update of adoption of current Cal Fire Code.

COMMITTEE AND LIAISON GOALS

Committee and liaison goals and priorities should be developed with an additional tier of detail while maintaining consistency with District-wide goals and limited resources.

Action Items: **Goals and Mission Statements for the Standing Committee are being developed.**

1. The development of committee and liaison goals.
2. Review of committee and liaison goals by the Board of Directors.

2 ORGANIZATIONAL GOALS

REGULATORY COMPLIANCE

The District has numerous regulatory reports that have to be filed with State and Federal Agencies. Completing the reports on a timely and accurate manner reduces the District's risks on fines and budgetary impacts.

Action Items:

1. Update and maintain a list of all regulatory reporting requirements. **Complete**
2. Submit 100% of all reports on-time. **Ongoing – on time for CY19**
3. Develop quality control measures as needed to ensure accuracy. **SCADA updates in progress.**
4. Identify primary and supporting roles for the responsible staff members. **Complete.**

STAFFING, VACANCIES, AND OVERALL STAFFING LEVELS

Recent vacancies provide an opportunity to realign the District's overall efforts while evaluating the challenges normally resulting from vacancies.

Action Items:

1. Consider the vacancy of the District Engineer position and possible alternatives to management of the District's CIP and supervision of field operations. **Complete; recruitment in progress.**
2. Evaluate the District's overall staffing needs by the end of 2019. **In progress.**
3. Prepare a classification plan allowing for consistent and effective delivery of CCSD services. **Complete.**

LABOR RELATIONS

Negotiate and update employee union Memorandums of Understanding in a timely manner.

Action Items: **In Progress**

1. Initiate negotiations with both represented labor groups.
2. Negotiate a successor MOU with both represented groups while diligently adhering to established milestone dates.
3. Provide an updated Payment and Compensation plan for the Management, Confidential and Exempt employee group.

EMPLOYEE TRAINING

Identify and initiate implementation of job-class training

Action Items: **Ongoing on individual basis**

1. Identify objectives of training based on job classifications.
2. Identify training needs for specific employees.
3. Establish timing for training.

4. Complete training.

DEVELOP AND REVIEW THE ANNUAL BUDGET IN A TIMELY MANNER

Action Items: **Completed**

1. Adopt the preliminary budget and final budget prior to legal deadlines.
2. Provide quarterly updates on budget status.
3. Consider annual updates to the budget policy prior to the consideration of the preliminary budget.

COMPLETE THE ANNUAL AUDIT IN A TIMELY MANNER

Action Items: **FY 17/18 Audit near complete; FY18/19 due in December**

1. Establish a goal to complete the annual audit by December 31 of each year (statutory deadline is June 30th of the following year).
2. Include auditor recommendations, if any, into District goals and report to the Board on progress based on milestone dates to be determined.

IMPLEMENT THE TYLER INCODE FINANCIAL SOFTWARE PROGRAM

Action Items: **Delayed pending financial audit completion**

1. Review existing accounting procedures.
2. Identify procedures that will need to be updated prior to the implementation of the program.
3. Establish implementation milestones.
4. Provide updates to the Board of Directors and adhere to milestone dates to the greatest degree practical.

FINALIZE WATER RIGHTS LICENSING

Action Items: **Completed and licenses received**

1. Respond to State Water Board staff in a timely manner.
2. Prepare for any necessary compliance planning.

CCSD Board 2018 Goals

Focus: Policy level and District-wide (rather than operational) oversight.

Vision: Broaden Board focus from emergency 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. With the immediate threat of running out of water now addressed, the Board should take a breath, assess our available resources and levels of service in each Department.

To encourage community confidence, dialogue going forward must be open and inclusive.

The suggested goals and actions are meant as a starting point for a discussion. Once the goals have been approved, the needed actions and measurable outcomes can be determined.

Attachments:

- 1. CCSD 2018 Board Goals

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___PIERSON___FARMER___RICE___STEIDEL___HOWELL

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.D.**FROM: Paavo Ogren, Strategic & Organizational Advisor
Melissa Bland, Management Analyst

Meeting Date: October 10, 2019 Subject: DISCUSSION AND CONSIDERATION
OF NEXT STEPS IN THE PROCESS
OF OBTAINING A COASTAL
DEVELOPMENT PERMIT FOR THE
SUSTAINABLE WATER FACILITY

RECOMMENDATIONS:

Staff recommends that the Board of Directors instruct staff to:

- 1) Initiate the following work efforts to prepare the District's 2020 Urban Water Management Plan (UWMP) update:
 - a) Prepare a draft scope of work and request for proposal (RFP) to select a qualified professional to prepare the District's 2020 UWMP.
 - b) Solicit feedback on the draft scope of work from the Resource & Infrastructure Committee before returning to the Board for final approval to proceed with advertising the RFP.

- 2) Return with a status report at the Board's November meeting on:
 - a) The application for a Regular Coastal Development Permit (R-CDP) for the Sustainable Water Facility (SWF)
 - b) Recommendations to re-initiate the processing of the R-CDP application with the County of San Luis Obispo.

FISCAL IMPACT:

There are no immediate fiscal impacts with the recommended action. The cost of preparing the 2020 Urban Water Management Plan will be estimated during the preparation of the RFP with final costs determined based on consultant proposals. The cost of obtaining the R-CDP will be based on several factors that are indeterminable at this time.

DISCUSSION:

In January 2019, the District began re-initiating efforts for the R-CDP application based on Board approved goals. The following provides a summary of the District's 2019 actions and activities:

- Completed a "*Sustainable Water Facility, Feasibility Study and Assessment of Environmentally Sensitive Habitat Areas (ESHA)*" (revised February 15, 2019).
- Obtained draft cost estimates for removing the impoundment basin and options to convert it to a stormwater detention basin for potential environmental benefits.

- Continued Todd Groundwater’s review of water resource information contained in the SEIR and related studies.
- Coordinated and completed the closure of the impoundment basin with the Central Coast Regional Water Quality Control Board (RWQCB) in accordance with the cease and desist order.
- Obtained the RWQCB’s formal approval of revised waste discharge requirements and related actions in May 2019, including the new requirement for maintenance of the SWF while it is in a stand-by mode.
- Held several meetings of the District’s Resource & Infrastructure (R&I) and Finance Committees on the SWF.
- Staff worked closely with a Finance Committee ad hoc subcommittee to develop a fiscal model to track:
 - SWF costs;
 - Provide comparisons to cost estimates for the 2018 Prop. 218 rate increases; and
 - Provide comparisons to Board adopted budgets.
- The R&I Committee held a meeting on August 13, 2019 to obtain community input on the process to formally re-initiate the R-CDP application.
- On September 7, 2019, the Board held a special townhall meeting to review the historical timeline on planning and engineering for the District water system, the facilities constructed as a result of E-CDP ZON2013-00259 (Emergency Water Supply), their current status, and next steps in the R-CDP application process.

Currently, staff is seeking direction from the Board on next steps. Proceeding with the R-CDP application is needed to understand the formal position of the County, and ultimately of the California Coastal Commission, on the project permit.

Considering the complexities and the significance of continuing community comments, the recommendations at this time are intended to help ensure that the preparation of the 2020 UWMP update and the R-CDP efforts are coordinated.

First, the recommendation to direct staff to initiate efforts on the 2020 UWMP update, and to specifically develop a scope of work and RFP with feedback requested from the R&I Committee, is intended to help address details reflected in ongoing community comments. The due date for completion of the 2020 UWMP update is July 1, 2021 and the State Department of Water Resources has not yet published updated guidelines. As a result, staff will not be able to immediately embark on the 2020 UWMP update. Nevertheless, initiating efforts will provide an opportunity to plan and approach the scope of work while considering the extensive nature of community input on the SWF and the comments recently received on the 2015 UWMP.

Second, the recommendation to direct staff to return to the Board in November with a status report on the R-CDP application and specific recommendations to re-initiate the processing of the application are intended to focus on comments from the County of San Luis Obispo and the Coastal Commission. With a focus on County and Coastal comments, staff is hopeful that a relatively narrow set of issues can be defined in moving forward with the formal CDP application. Understandably, some issues that may arise in preparing the 2020 UWMP may also align with issues that become a focus in formal CDP efforts. As stated in the County correspondence of January 31, 2017, “*more information could be necessary to process the revised application.*” By

coordinating the two work efforts when appropriate, staff is hopeful that the complexities of processing the R-CDP application and the 2020 UWMP update will prove to be a cost-effective parallel path approach for addressing both.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.E.**

FROM: John F. Weigold IV, General Manager
Pamela Duffield, Finance Manager

Meeting Date: October 10, 2019

Subject: DISCUSSION AND CONSIDERATION
REGARDING APPROVAL OF
FINANCE COMMITTEE'S MISSION
STATEMENT AND 2019 GOALS AND
OBJECTIVES

RECOMMENDATIONS:

Staff recommends that the Board discuss and consider approval of the Finance Committee's Mission Statement and 2019 Goals and Objectives.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

At its regular meeting on April 23, 2019, the Finance Committee reviewed and accepted the Mission Statement and 2019 Goals and Objectives, which are attached for the Board's review.

Staff and the Finance Committee recommend the Board approve the Mission Statement and 2019 Goals and Objectives.

Attachment: Finance Committee Mission Statement and 2019 Goals and Objectives

Finance Committee

Mission Statement

The Finance Committee serves as an Advisory resource to the Cambria CSD Board of Directors to provide transparent budget processes and financial management that promote fiscal stability and instill public trust.

Finance Committee

2019 Goals and Objectives (Revision 2, 4/15/2019)

- 1) Strengthen the District's financial health and improve financial transparency to the community by providing overview, analysis and recommendations of financial structures and products in a public forum:**
 - a) Conduct annual Budget financial review based on District Goals and Objects and the tenets of the Budget Policy, including, but not limited to:
 - underlying CIP (including 218 rate budgeted revenue assignments) recommendations from the Resource and Infrastructure Committee.
 - overhead allocation criteria and review of expense assignments
 - methodologies
 - income allocation
 - Reserve fund allocations
 - identification/discussion of competing objectives and available resources
 - b) mid-year FY19/20 budget review in consideration of impacts to plans, objectives and financial performance as represented in the initial FY budget
 - c) Work with District staff to grow the methods, processes and tools for financial management and reporting, including report generation data available from implementation of Tyler InCode
 - d) Work with staff through an ad hoc committee to develop an annual Proposition 218 Rate Review process.
 - e) Provide assessments to staff of potential financial risks identified during reviews and move to Board for consideration where their action is required.
 - f) Provide financial assessment of potential Grant Funding opportunities referred to the committee from District staff.
- 2) Review effectiveness and strength of District Financial Policies to assist in normalizing financial parameters and provide definitive guidelines for financial operation**
 - a) Prioritize the review, revision and implementation of the District's Reserve Policy
 - b) Consider review of Debt Policy, Cash Flow Analysis Policy, Investment Policy,
 - c) Address additional financially based Policies referred by Policy Committee or identified by staff
- 3) Provide advisory oversight of District's Financial processes**
 - a) Review any findings from the District's annual Audit Report and provide support in addressing their resolution
 - b) Verify application of generally accepted accounting practices in the monthly initiation and closeout of accounting and financial processes.
 - c) Review District Fee Schedules for consistency and sufficiency.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

FROM: John Weigold, IV, General Manager
Timothy Carmel, District Counsel

AGENDA NO. **5.A.**

Meeting Date: October 10, 2019 Subject: PUBLIC HEARING IN ACCORDANCE WITH THE REQUIREMENTS OF PROPOSITION 218 ON THE PROPOSED RATE INCREASE FROM MISSION COUNTRY DISPOSAL FOR SOLID WASTE COLLECTION AND DISPOSAL SERVICES AND CONSIDERATION OF ADOPTION OF RESOLUTION 37-2019 ESTABLISHING SAID RATE INCREASES

RECOMMENDATIONS:

1. Open public hearing to consider all public comment in support of and in opposition to the proposed rate increase;
2. Close public hearing;
3. Report results of Proposition 218 written protests;
4. Discussion; and
5. If a majority protest does not exist, adopt Resolution 37-2019 approving Mission Country Disposal's ("MCD") 25.31 percent rate increase.

FISCAL IMPACT:

All costs associated with the processing of the proposed rate increase to comply with the requirements of Proposition 218 will be borne by MCD.

DISCUSSION:

The Franchise Agreement with MCD requires, among other things, that MCD provide solid waste, recyclable materials, and green waste collection and disposal services for the District. The Agreement also spells out MCD's allowable profit and the rate adjustment review process.

MCD initially presented its rate increase request in October 2018. The rate request was subsequently modified with a slightly lower increase (from 25.77% to 25.31%). Under the Franchise Agreement, rates are to be calculated in accordance with the "City of San Luis Obispo Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates." Accordingly, the District retained Mr. Bill Statler to provide an independent review of the rate adjustments being proposed by MCD, and his report was submitted to the Board of Directors in August, after which the Board set the date for this public hearing. In compliance with the

requirements of Proposition 218, MCD mailed to all properties and account holders receiving solid waste and recycling collection services within the District the Notice of Public Hearing at least 45 days prior today's public hearing.

Justification for the 25.31 percent rate increase, as stated in the Notice of Public Hearing, is based on the following cost increases incurred by MCD. Several factors have contributed to these increased costs, including, but not limited to: the rising costs associated with the processing of recycling material, increased costs associated with purchase, operation and fuel for vehicles, increased labor costs, and costs associated with the implementation of an Organics Program mandated by California Assembly Bill 1826 (AB 1826). AB 1826 requires local jurisdictions to develop a program to divert organic waste from landfills to an authorized composting facility. Organic waste is food waste, green waste, landscape and pruning waste, and nonhazardous wood waste:

1. 4.83 percent of the Proposed Rate Increase is based on increased vehicle costs that include costs for new equipment, maintenance of vehicle fleets to stay current with the California Air Resources Board rules and regulations, fuel, and increased labor costs.
2. 13.91 percent of the Proposed Rate is based on the net result of increases to the cost of operations.
3. 0.42 percent of the Proposed Rate Increase is based on the implementation of an Organics Program mandated by the State of California.
4. 6.15 percent of the Proposed Rate Increase is related to the cost to process recyclable materials.

In addition, commencing on January 1, 2020 and January 1, 2021, rates will also be increased based on the following:

1. Increases, if any, in the Consumer Price Index (CPI) for Bureau of Labor Statistics' Consumer Price Index for Urban Consumers based on the All U.S. City Average, Bureau of Labor Statistics for the month of June 2019 for January 1, 2020 and June 2020 for January 1, 2021.
2. Increases of 0.85 percent on January 1, 2020 and 0.82 percent for January 1, 2021 for increases in the cost of landfill disposal.

This public hearing is being conducted in accordance with the requirements of Proposition 218. In order to protest the proposed increase written protests against the proposed rate increase must be filed with the District Clerk before the close of the public hearing. It should be noted that for purposes of determining protests, State law provides for one written protest per parcel. MCD serves 3,983 accounts within the CCSD; if written protests against the rate increase are presented by 1,993 property owners/account holders, the rate increase cannot be imposed.

While adopted for the CCSD's 2009 water and wastewater increases, Resolution 14-2009 contains guidelines for submission and tabulation of protests, provides clarification regarding what constitutes a parcel given Cambria's confusing history of subdivision and development, and customers with more than one assessor's parcel number, or more than one lot. To the extent it becomes necessary in order to determine whether a majority protest exist, staff recommends utilizing those adopted guidelines.

Attachments: Notice of Public Hearing
Resolution 37-2019
Exhibit A to Resolution 37-2019

Notice of Public Hearing Regarding Proposed Solid Waste Rate Increase

Property Owners and Tenants - Customers:

This notice is intended to inform you that Cambria Community Services District (“District”) will hold a public hearing regarding rate increases (the “Proposed Rate Increase”) proposed by Mission Country Disposal for properties and customers receiving solid waste, recycling, and green waste services within the District. The Proposed Rate Increase will be considered by the District Board of Directors (“Board”) at the date, time, and location specified below. Consistent with the requirements of Proposition 218, this notice also provides you with the following information:

- The Date, Time, and Place of the Public Hearing;
- The Reason for the Proposed Rate Increase; and
- The Basis for the Proposed Rate Increase; and
- The Majority Protest Procedures.

NOTICE OF PUBLIC HEARING

The Public Hearing for the Proposed Rate Increase within the District limits will be held on:

Date: October 10, 2019 Time: 2:00 PM
Place: 1000 Main Street Cambria, CA 93428

At the Public Hearing, the Board will consider all public comment in support of and in opposition to the Proposed Rate Increase and whether or not a Majority Protest exists pursuant to the California Constitution (as described below). If approved, the Proposed Rate Increase would become effective on October 11, 2019.

Reason for the Proposed Rate Increase

The Proposed Rate Increase (amounting to an increase of 25.31 percent for solid waste, recycling, and green waste services) is necessary for Mission Country Disposal to continue to provide safe, environmentally sound, and reliable solid waste, recycling, and green waste collection, transportation and disposal or processing services to the citizens of the District. Several factors have contributed to these increased costs, including, but not limited to: the rising costs associated with the processing of recycling material, increased costs associated with purchase, operation and fuel for vehicles, increased labor costs, and costs associated with the implementation of an Organics Program mandated by California Assembly Bill 1826 (AB 1826). AB 1826 requires local jurisdictions to develop a program to divert organic waste from landfills to an authorized composting facility. Organic waste is food waste, green waste, landscape and pruning waste, and nonhazardous wood waste.

Basis of the Proposed Rate Increase

The total Proposed Rate Increase of 25.31 percent is based on the following cost increases incurred by Mission Country Disposal:

1. 4.83 percent of the Proposed Rate Increase is based on increased vehicle costs that include costs for new equipment, maintenance of vehicle fleets to stay current with the California Air Resources Board rules and regulations, fuel, and increased labor costs.
2. 13.91 percent of the Proposed Rate is based on the net result of increases to the cost of operations.
3. 0.42 percent of the Proposed Rate Increase is based on the implementation of an Organics Program mandated by the State of California.
4. 6.15 percent of the Proposed Rate Increase is related to the cost to process recyclable materials.

In addition, commencing on January 1, 2020 and January 1, 2021, rates shall be increased based on the following:

1. ³⁴ Increases, if any, in the Consumer Price Index (CPI) for Bureau of Labor Statistics' Consumer Price Index for Urban Consumers based on the All U.S. City Average, Bureau of Labor Statistics for the month of June 2019 for January 1, 2020 and June 2020 for January 1, 2021.
2. Increases of 0.85 percent on January 1, 2020 and 0.82 percent for January 1, 2021 for increases in the cost of landfill disposal.

A copy of the 2019 Base Year Rate Adjustment Application, which provides additional information on the proposed rate increases, is available at the District office located at 1316 Tamsen Street, Suite 201 Cambria, CA 93428.

How Do I Protest the Proposed Rate Increase?

Pursuant to Section 6 of Article XIII D of the California Constitution, the following persons may submit a written protest against the Proposed Rate Increase to the District Clerk before the close of the Public Hearing referenced above.

- An owner(s) of property (parcel(s)) receiving solid waste, recycling, and green waste services within the District limits. If the person(s) signing the protest, as an owner, is not shown on the last equalized assessment roll as the owner of the parcel(s) then the protest must contain or be accompanied by written evidence that such person signing the protest is the owner of the parcel(s) receiving services; or
- A tenant(s) whose name appears on Mission Country Disposal's records as the customer of record for the corresponding parcel receiving solid waste, recycling, and green waste services within the District limits (tenant-customer).

A valid written protest must contain a statement that you protest the Proposed Rate Increase, the address or Assessor's Parcel Number (APN) of the parcel or parcels which receive solid waste, recycling, and green waste services, and a signature by either the owner or the tenant-customer of the parcel or parcels. One written protest per parcel shall be counted in calculating a majority protest to the Proposed Rate Increase subject to the requirements of Section 6 of Article XIII D of the California Constitution. Written protests will not be accepted by e-mail or by facsimile. Verbal protests will not be counted in determining the existence of a majority protest. To be counted, a protest must be received in writing by the District Clerk before the close of the Public Hearing referenced above.

Written protests regarding the solid waste rate increase may be mailed to:

**Cambria Community Services District
Attn: District Clerk
P.O. Box 65, Cambria CA 93428**

Written protests may also be personally delivered to the District office located at 1316 Tamsen Street, Suite 201 Cambria, CA 93428.

If valid written protests are presented by a majority of owners and/or tenants-customers of parcels receiving solid waste, recycling, and green waste services within the District limits, then the District will not adjust/increase the rates for the services.

MISSION COUNTRY DISPOSAL RATE INCREASE EFFECTIVE OCTOBER 18,2019				
CAMBRIA COMMUNITY SERVICES DISTRICT				
Service Description	Pickups Per Week	Current Monthly Rate Effective 1-1-2019	Proposed Rate Adjustment %	Proposed Monthly Rate Effective 10-18-2019
RESIDENTIAL:				
32 Gallon cart	1	\$20.35	25.31%	\$25.50
64 Gallon Cart	1	\$40.70	25.31%	\$50.99
96 Gallon Cart	1	\$61.05	25.31%	\$76.50

RESIDENTIAL - OTHER CHARGES:				
Garbage extras (per bag)	1	\$10.18	25.31%	\$12.76
Loose Cardboard		\$10.79	25.31%	\$13.52
Loose Yardage		\$21.54	25.31%	\$26.99
Mattress, box spring, small chair, tv	each	\$15.37	25.31%	\$19.26
Recycling extras(per bag)	1	\$5.09	25.31%	\$6.38
Resi Trip Charge		\$7.67	25.31%	\$9.61
Service away from the curb	1	\$9.22	25.31%	\$11.55
Tax Lien Cert Mail Fee		\$3.87	25.31%	\$4.85
White good, couch, hide-a-bed	each	\$53.82	25.31%	\$67.44
Xtra 32 gal Green Waste Pickup		\$5.08	25.31%	\$6.37
Xtra Greenwaste 32 or 96 gal cart		\$1.44	25.31%	\$1.80
Xtra Recycle 32, 64 or 96 gal cart		\$1.43	25.31%	\$1.79
COMMERCIAL DUMPSTERS - ALL AREAS:				
1 yd dumpster	1	\$68.37	25.31%	\$85.67
1 yd dumpster	2	\$102.04	25.31%	\$127.87
1 yd dumpster	3	\$138.71	25.31%	\$173.82
1 yd dumpster	4	\$174.08	25.31%	\$218.14
1 yd dumpster	5	\$209.26	25.31%	\$262.22
1.5 yd dumpster	1	\$86.75	25.31%	\$108.71
1.5 yd dumpster	2	\$141.81	25.31%	\$177.70
1.5 yd dumpster	3	\$177.82	25.31%	\$222.83
1.5 yd dumpster	4	\$236.26	25.31%	\$296.06
1.5 yd dumpster	5	\$295.13	25.31%	\$369.83
2 yd dumpster	1	\$98.99	25.31%	\$124.04
2 yd dumpster	2	\$172.49	25.31%	\$216.15
2 yd dumpster	3	\$242.97	25.31%	\$304.47
2 yd dumpster	4	\$313.69	25.31%	\$393.08
2 yd dumpster	5	\$379.69	25.31%	\$475.79
3 yd dumpster	1	\$127.22	25.31%	\$159.42
3 yd dumpster	2	\$238.91	25.31%	\$299.38
3 yd dumpster	3	\$350.25	25.31%	\$438.90
3 yd dumpster	4	\$467.11	25.31%	\$585.34
3 yd dumpster	5	\$599.33	25.31%	\$751.02
4 yd dumpster	1	\$169.62	25.31%	\$212.55
4 yd dumpster	2	\$318.55	25.31%	\$399.18
4 yd dumpster	3	\$467.00	25.31%	\$585.20
4 yd dumpster	4	\$622.80	25.31%	\$780.43
4 yd dumpster	5	\$799.11	25.31%	\$1,001.36

COMMERCIAL DUMPSTERS - ALL AREAS: CONTINUED

6 yd dumpster	1	\$254.43	25.31%	\$318.83
6 yd dumpster	2	\$477.83	25.31%	\$598.77
6 yd dumpster	3	\$700.51	25.31%	\$877.81
6 yd dumpster	4	\$700.51	25.31%	\$877.81
6 yd dumpster	5	\$1,198.70	25.31%	\$1,502.09

MISSION COUNTRY DISPOSAL

4388 OLD SANTA FE ROAD
SAN LUIS OBISPO, CA 93401

PRESORTED
STANDARD
U.S. POSTAGE PAID
CENTRAL COAST
PRINTING

APARTMENTS, TRIPLEX, DUPLEX

Rates are the same as commercial rates (below).

COMMERCIAL GARBAGE CART - ALL AREAS:

32 Gallon Cart	1	\$20.35	25.31%	\$25.50
64 Gallon Cart	1	\$40.70	25.31%	\$51.00
64 Gallon Cart	2	\$65.37	25.31%	\$81.92
96 Gallon Cart	1	\$61.04	25.31%	\$76.49
96 Gallon Cart	2	\$76.31	25.31%	\$95.62
96 Gallon Cart	3	\$95.39	25.31%	\$119.53
Garbage extras (per bag)		\$10.18	25.31%	\$12.76
Garbage extras (per yard)		\$21.54	25.31%	\$26.99

* Maximum volume and weight per garbage can : 33 gallons / 80 pounds

COMMERCIAL - OTHER CHARGES:

Additional Recycle Pick Up per yard		\$7.76	25.31%	\$9.72
Bin Cleaning		\$36.90	25.31%	\$46.24
Commercial Trip Charge		\$7.68	25.31%	\$9.62
Lock Charge		\$46.10	25.31%	\$57.77
Loose Cardboard		\$7.75	25.31%	\$9.71
Recycle Bin Rental		\$6.81	25.31%	\$8.53
Rental		\$31.67	25.31%	\$39.69
Special Pickup 1.5yd		\$32.27	25.31%	\$40.44
Special Pickup 1yd		\$21.54	25.31%	\$26.99
Special Pickup 2yd		\$43.05	25.31%	\$53.95
Special Pickup 3yd		\$64.60	25.31%	\$80.95
Standby Time		\$1.97	25.31%	\$2.47
Temporary Rental Charge		\$1.14	25.31%	\$1.43

MISCELLANEOUS CHARGES - ALL CUSTOMERS:

Late Fee (8)	Per Month or 18%	\$5.00		\$5.00
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Rates for all commercial customers include one standard 96-gallon recycling serviced one time a week with no additional service charge.

More frequent service can be provided at a 75% discount from the garbage service rates for the specified level of service required.

RESOLUTION NO. 37-2019
October 10, 2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT AUTHORIZING A MISSION
COUNTRY DISPOSAL SOLID WASTE AND RECYCLING COLLECTION
AND DISPOSAL SERVICE RATE INCREASE

WHEREAS, Mission Country Disposal has requested that the Board of Directors approve an adjustment to their Solid Waste and Recycling Collection and Disposal Service rates; and

WHEREAS, notice of the proposed rate increase was sent in accordance with the requirements of Proposition 218 and a public hearing was held by the Board of Directors on October 10, 2019; and

WHEREAS, at the conclusion of the public hearing it was determined that a majority protest to the proposed rate increase does not exist.

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

1. The Mission Country Disposal Solid Waste and Recycling Collection and Disposal Service rate increase is hereby approved in the amount of 25.31%, effective October 11, 2019, for single-family residential, multi-unit residential, and non-residential (commercial/industrial) customers in Cambria, as more particularly set forth in Exhibit A attached hereto and incorporated herein by this reference.
2. In addition, commencing on January 1, 2020 and January 1, 2021, rates will also be increased based on the following:

Increases, if any, in the Consumer Price Index (CPI) for Bureau of Labor Statistics' Consumer Price Index for Urban Consumers based on the All U.S. City Average, Bureau of Labor Statistics for the month of June 2019 for January 1, 2020 and June 2020 for January 1, 2021.

Increases of 0.85 percent on January 1, 2020 and 0.82 percent for January 1, 2021 for increases in the cost of landfill disposal.

PASSED AND ADOPTED this 10th day of October, 2019.

David Pierson, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid, District Clerk

Timothy J. Carmel, District Counsel

**MISSION COUNTRY DISPOSAL
RATE INCREASE EFFECTIVE OCTOBER 11, 2019
CAMBRIA COMMUNITY SERVICES DISTRICT**

Service Description	Pickups Per Week	Current Monthly Rate Effective 1/1/2019	Proposed Monthly Rate Effective 10/11/2019
RESIDENTIAL:			
32 Gallon Waste Wheeler	1	\$20.35	\$25.50
64 Gallon Waste Wheeler	1	\$40.70	\$50.99
96 Gallon Waste Wheeler	1	\$61.05	\$76.50
RESIDENTIAL - OTHER CHARGES:			
Garbage extras (per bag)	1	\$10.18	\$12.76
Loose Cardboard		\$10.79	\$13.52
Loose Yardage		\$21.54	\$26.99
Mattress, box spring, small chair, tv	each	\$15.37	\$19.26
Recycling extras(per bag)	1	\$5.09	\$6.38
Resi Trip Charge		\$7.67	\$9.61
Service away from the curb	1	\$9.22	\$11.55
Tax Lien Cert Mail Fee		\$3.87	\$4.85
White good, couch, hide-a-bed	each	\$53.82	\$67.44
Xtra 32 gal Green Waste Pickup		\$5.08	\$6.37
Xtra Greenwaste 32 or 96 gal cart		\$1.44	\$1.80
Xtra Recycle 32, 64 or 96 gal cart		\$1.43	\$1.79
COMMERCIAL DUMPSTERS - ALL AREAS:			
1 yd dumpster	1	\$68.37	\$85.67
1 yd dumpster	2	\$102.04	\$127.87
1 yd dumpster	3	\$138.71	\$173.82
1 yd dumpster	4	\$174.08	\$218.14
1 yd dumpster	5	\$209.26	\$262.22
1.5 yd dumpster	1	\$86.75	\$108.71
1.5 yd dumpster	2	\$141.81	\$177.70
1.5 yd dumpster	3	\$177.82	\$222.83
1.5 yd dumpster	4	\$236.26	\$296.06
1.5 yd dumpster	5	\$295.13	\$369.83

2 yd dumpster	1	\$98.99	\$124.04
2 yd dumpster	2	\$172.49	\$216.15
2 yd dumpster	3	\$242.97	\$304.47
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6 yd dumpster	1	\$254.43	\$318.83
6 yd dumpster	2	\$477.83	\$598.77
6 yd dumpster	3	\$700.51	\$877.81
6 yd dumpster	4	\$700.51	\$877.81
6 yd dumpster	5	\$1,198.70	\$1,502.09
COMMERCIAL GARBAGE CANS - ALL AREAS:			
32 gallon waste wheeler	1	\$20.35	\$25.50
64 gallon waste wheeler	1	\$40.70	\$51.00
64 gallon waste wheeler	2	\$65.37	\$81.92
96 gallon waste wheeler	1	\$61.04	\$76.49
96 gallon waste wheeler	2	\$76.31	\$95.62
96 gallon waste wheeler	3	\$95.39	\$119.53
Garbage extras (per bag)		\$10.18	\$12.76
Garbage extras (per yard)		\$21.54	\$26.99
* Maximum volume and weight per garbage can : 33 gallons / 80 pounds			
COMMERCIAL - OTHER CHARGES:			
Additional 1Yd Recycle Pick Up		\$7.76	\$9.72
Bin Cleaning		\$36.90	\$46.24
Cmml Trip Charge		\$7.68	\$9.62
Lock Charge		\$46.10	\$57.77
Loose Cardboard		\$7.75	\$9.71
Recycle Bin Rental		\$6.81	\$8.53
Rental		\$31.67	\$39.69
Special Pickup 1.5yd		\$32.27	\$40.44

Special Pickup 1yd		\$21.54	\$26.99
Special Pickup 2yd		\$43.05	\$53.95
Special Pickup 3yd		\$64.60	\$80.95
Standby Time		\$1.97	\$2.47
Temporary Rental Charge		\$1.14	\$1.43
Per month late fee or 18%		\$5.00	\$5.00

Rates for all commercial customers include recycling pickup once per week free of charge for up to 4 cubic yards. **If you need more frequent service, it can be provided at a 75% discount from the garbage service rates for the specified level of service required.**