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# CAMBRIA COMMUNITY SERVICES DISTRICT

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**Thursday, July 18, 2019 - 2:00 PM**

1000 Main Street Cambria, CA 93428

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## 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](http://www.cambriacsd.org). The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

### 1. OPENING

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

### 2. 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.

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

- A. DISCUSSION AND CONSIDERATION OF 2019 BOARD GOALS AND OBJECTIVES
- B. DISCUSSION AND CONSIDERATION OF AN ANNUAL REVIEW OF THE AFFORDABLE HOUSING UNIT ALLOCATIONS
- C. DISCUSSION AND CONSIDERATION REGARDING APPROVING FINANCE, POLICY, AND RESOURCES & INFRASTRUCTURE COMMITTEE BYLAWS
- D. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 30-2019 AMENDING THE SALARY SCHEDULE TO REINSTATE A PAY SCHEDULE FOR THE

POSITION OF STRATEGIC AND ORGANIZATIONAL ADVISOR AND APPROVAL OF  
NEW EMPLOYMENT AGREEMENT WITH PAAVO OGREN

- E. DISCUSSION AND CONSIDERATION TO RESCHEDULE JULY 31, 2019 TOWN HALL MEETING
- F. DISCUSSION AND CONSIDERATION OF PURCHASE AND INSTALLATION OF REPLACEMENT BACKUP POWER GENERATOR FOR THE WATER DISTRIBUTION SYSTEM Added  
Late

**4. REPORTS**

- A. REPORT ON WASTEWATER DEPARTMENT'S PREPAREDNESS FOR PG&E POWER OUTAGES Added  
Late
- B. REPORT ON THE CONDITION OF CAMBRIA SKATE PARK

**5. 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.

- A. Receive and File the Independent Auditor's Report for Fiscal Year 2017/18
- B. Discussion Regarding Reduced Water Rates for Low Income Ratepayers
- C. Public Hearing to Discuss and Consider Adoption of Resolution Approving the Final CCSD Budget for Fiscal Year 2019/2020 on August 15, 2019

**6. ADJOURN**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.A.**

FROM: David Pierson, President

Meeting Date: July 18, 2019

Subject: DISCUSSION AND CONSIDERATION OF 2019 BOARD GOALS AND OBJECTIVES

**RECOMMENDATIONS:**

Staff recommends the Board perform its quarterly review of its 2019 goals. All goals should be updated to reflect progress and revised, as determined to be appropriate.

**FISCAL IMPACT:**

None.

**DISCUSSION:**

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

- 1. Public Outreach; and
- 2. Revise and update the District Mission Statement.

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

- 1. Hire a new General Manager – ad hoc committee (Director Rice and President Pierson)
- 2. Advance the District’s Strategic Planning efforts – Policy Committee
- 3. 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)
- 4. Finalize the Multi-Year Infrastructure Capital Improvement Program (CIP) – Resource and Infrastructure Committee
- 5. Review the District Code and Consider Whether Direction Should be Provided to Draft Amendments – Policy Committee
- 6. Review the District Fee Schedule and Consider Whether Direction should be Provided to Make Amendments – Finance Committee
- 7. Emergency Services Review – ad hoc committee (Director Steidel and President Pierson)
- 8. Develop the Annual Prop 218 Rate Review Process – Finance Committee
- 9. Develop goals for the standing committees – each committee with Board approval.

Staff will review the organizational goals that were adopted at the January meeting, as well. The revised goals are attached to aid in discussion.

Attachment: Board Goals & Objectives

BOARD ACTION: Date \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

UNANIMOUS \_\_\_PIERSON\_\_\_FARMER\_\_\_RICE\_\_\_STEIDEL\_\_\_HOWELL\_\_\_

# 1 DISTRICT-WIDE / BOARD GOALS

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## GOALS ASSIGNED TO THE BOARD

### GENERAL MANAGER

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

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)**

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.
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.

**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
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
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

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

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.

### **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

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

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

DRAFT

## 2 ORGANIZATIONAL GOALS

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### 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.
2. Submit 100% of all reports on-time.
3. Develop quality control measures as needed to ensure accuracy.
4. Identify primary and supporting roles for the responsible staff members.

### 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.
2. Evaluate the District's overall staffing needs by the end of 2019.
3. Prepare a classification plan allowing for consistent and effective delivery of CCSD services.

### LABOR RELATIONS

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

#### Action Items

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

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

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

1. Establish a goal to complete the annual audit by December 31 of each year (statutory deadline is June 30<sup>th</sup> 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

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

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

The following language is from last year's agenda item on 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.

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.B.**

FROM: Melissa Bland, Management Analyst

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Meeting Date: July 18, 2019Subject: DISCUSSION AND CONSIDERATION  
OF AN ANNUAL REVIEW OF THE  
AFFORDABLE HOUSING UNIT  
ALLOCATIONS**RECOMMENDATIONS:**

Staff recommends that the Board of Directors review the Affordable Housing Program (AHP) unit allocations in accordance with CCSD Municipal Code Section 8.04.110 and make a determination that a sufficient number of affordable housing unit allocations exist to meet the needs of the community.

**FISCAL IMPACT:**

There are no immediate fiscal impacts from the Board's review of the AHP unit allocations. The CCSD will receive connection fees from future affordable housing projects as they are developed in accordance with the CCSD's AHP, subject to the incentive of up to a fifty percent (50%) reduction for each unit constructed, as provided in CCSD Municipal Code Section 8.04.110(C).

**DISCUSSION:**

CCSD Municipal Code Section 8.04.110(B) had previously provided for the allocation of 6 residential housing units per calendar year under the AHP and unused AHP units were carried forward to the next year. Since there had been few such projects, the result was an accumulation of 56 unused units, which were more units than necessary to meet the needs for affordable housing projects in Cambria. At its January 17, 2013 meeting, the Board of Directors, after considering the status of the AHP and the number of units that had accumulated, concluded that it was not necessary to continue to add additional residential units beyond the 56 units that had already accumulated.

Thereafter, in April 2013 the Board amended Section 8.04.110(B) to provide that, "The board of directors has determined that these fifty-six (56) units are an adequate number for the foreseeable future, and therefore no additional units shall be added to the affordable housing unit allocation unless otherwise determined by the board." That section also now provides that, "The board of directors shall annually review the status of the affordable housing program and determine whether the affordable housing unit allocation contains a sufficient number of units to meet the needs of the community." Accordingly, this report is being presented to the Board for review of the AHP unit allocations.

Since the modifications to the AHP were approved by CCSD Ordinance No. 01-2019, staff has noted an increased interest in the program resulting in the creation of an informal "interest list" while revised administrative procedures, including instructions and an application, were completed. Approximately 28 units have been requested via the informal interest list, but only two units have been requested via the newly released application form. Those two applications

will be brought to the Board for review once staff has completed initial processing. The new application and instructions are available on the District website ([www.cambriacsd.org/affordable-housing-program](http://www.cambriacsd.org/affordable-housing-program))

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BOARD ACTION: Date \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

UNANIMOUS \_\_\_PIERSON\_\_\_FARMER \_\_\_RICE \_\_\_ STEIDEL\_\_\_HOWELL \_\_\_

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.C.**

FROM: David Pierson, President

Meeting Date: July 18, 2019

Subject: DISCUSSION AND CONSIDERATION REGARDING APPROVING FINANCE, POLICY, AND RESOURCES & INFRASTRUCTURE COMMITTEE BYLAWS

**RECOMMENDATIONS:**

Staff recommends the Board discuss the recommended bylaws, revise them as needed, and approve the bylaws as revised.

**FISCAL IMPACT:**

None.

**DISCUSSION:**

The Policy Committee reviewed the bylaws forwarded by the Finance and Resources & Infrastructure Committees. Attached is the Policy Committee's recommended bylaws to be adopted for all standing committees. The recommended bylaws include a statement of purpose for each individual committee.

Attachment: Revised Committee Bylaws

BOARD ACTION: Date \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

UNANIMOUS: \_\_\_PIERSON \_\_\_ FARMER \_\_\_ RICE\_\_\_ STEIDEL \_\_\_ HOWELL\_\_\_

Draft, July 8, 2019  
CAMBRIA COMMUNITY SERVICE DISTRICT  
STANDING COMMITTEE BYLAWS (Draft)

1. STATEMENTS OF PURPOSE

1.1. Finance Committee

- (a) The Finance Committee serves as an advisory resource to the Cambria Community Services District Board of Directors with the purpose of providing oversight for transparent budget processes and financial management that promote fiscal stability and instill public trust. In addition, the Committee supports and works directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline.
- (b) At the direction of the CCSD Board of Directors, the Committee: 1) discusses and receives public input and advises the Board on financial matters; 2) provides financial review, assessment and recommendations to district staff and CCSD Board of Directors regarding potential projects available to the district by private, public, county or state entities, including preparation of Finance priorities for submission to the CCSD staff.
- (c) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (d) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports other standing committees' fiscal review needs.

1.2. Resources and Infrastructure Committee

- (a) The Resources and Infrastructure Committee serves as an advisory resource to the CCSD Board of Directors on matters concerning infrastructure and resources. The Committee's purpose is to: 1) assess existing resources and gather information regarding infrastructure and resource needs of the community; 2) establish a collaborative working relationship with the public and the CCSD Board of Directors; 3) create plans for meeting the needs of the community within the bounds of current and potential resources and priorities of the CCSD; 4) recommend plans of action to the Board of Directors regarding actions to meet the community infrastructure and resources needs.
- (b) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (c) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. Support other standing committees' resource and infrastructure review needs.

1.3. Policy Committee

- (a) The Policy Committee serves as an advisory resource to the CCSD Board of Directors on matters of operational and governance policy. The purpose of the Committee is to review existing operational and governance policies, focusing on the CCSD Board Policy Handbook, and to recommend new policies and changes to existing policies to the Board of Directors. At its discretion, the Board may assign other policy work to the Committee.
- (b) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.

- (c) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports other standing committees' policy review needs.

## 2. COMMITTEE MEMBERS

- 2.1. The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.
- 2.2. Each Committee member must live and be registered to vote within the CCSD boundaries.
- 2.3. Method of appointment
  - (a) The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval.
  - (b) Volunteer committee members shall be appointed by a majority vote of CCSD Board of Directors to two- year terms
  - (c) To fill an opening on the Committee resulting from the expiration of a regular term of office with no request for reappointment, such vacancy shall be advertised for a minimum of two weeks in the local newspaper and posted on appropriate social media sites and at all Cambria CSD public information bulletin boards. The application period shall extend from the date of first posting of the vacancy until a date four weeks following. Application forms may be obtained and submitted at the Cambria CSD Administrative Offices during normal business hours during the application period.
  - (d) Upon the request of a Committee member, at the end of a completed term of office, with the recommendation of the Committee, and at the direction of the CCSD Board of Directors, a Committee member may be appointed for additional two-year terms, in increments. At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.
- 2.4. Vacancies
  - (a) Vacancies of unexpired terms of office of regular Committee members shall be filled following the procedures defined under 2.3 (c), above. Such vacancy shall be by appointment of the Cambria CSD Board of Directors.

## 3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually by the Board of Directors
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee. Neither the Chairperson nor Vice-Chairperson may serve a Secretary.
- 3.3. Chairperson Duties:
  - (a) vote only in the event of a tie vote;
  - (b) preside over meetings;
  - (c) establish committee meeting agendas;
  - (d) appoint appropriate ad hoc committees ;
  - (e) sign reports;
  - (f) represent the Committee at regular CCSD Board meetings;
  - (g) coordinate input for agenda preparation for the monthly Committee meetings with CSD staff;
  - (h) develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board;
  - (i) appoint Committee members to act as liaison to another Committee.
- 3.4. Vice Chairperson duties:
  - (a) perform the duties of the Chairperson in their absence.
- 3.5. Secretary duties:
  - (a) record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.

- (b) Submit the draft written minutes and audio recording to CCSD staff for the public record.
- (c) Minutes should include at a minimum:
  - the date, time and location of the meeting;
  - a list of the Committee members present and absent;
  - a record of reports presented and by whom;
  - the text of motions presented and description of any action taken
  - list of items considered for future agenda,
  - time of meeting adjournment.

#### 4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Cod Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual Committee members should not create barriers to the implementation of any action voted upon by the Committee.
- 4.6. Apart from their normal function as a part of the Committee, members have no individual authority. As individuals, members may not commit the CCSD to any policy, act or expenditure
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a quorum of the Committee, may recommend action to the CCSD Board.
- 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

#### 5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. Chair shall develop the draft agenda in cooperation with the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda, attachments and emails to all Committee members.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to an agenda distribution list.

#### 6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24-hour notice.
- 6.4. A majority of all Committee members, including the Chair, shall constitute a quorum.
- 6.5. All Committee meetings shall be conducted by laws governing open meetings and public participation.



- 6.6. The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.
7. PARLIAMENTARY AUTHORITY
- 7.1. The rules contained in the current edition of Rosenberg's Rules of Order, Newly Revised, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence. The bylaws of Committees shall be governed by the current edition of Rosenberg's Rules of Order.
8. AMENDMENTS TO BYLAWS
- 8.1. The Bylaws may be amended by majority vote at any regular meeting of the Committee provided that written notice of the proposed changes is mailed to each member of the Committee no less than one week in advance. Changes to the Bylaws must be approved by the CCSD Board.

### **(Applicable Section from Current CCSD Board Bylaws)**

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

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.D.**

FROM: John F. Weigold, IV, General Manager

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Meeting Date: July 18, 2019Subject: DISCUSSION AND CONSIDERATION  
OF ADOPTION OF RESOLUTION 30-  
2019 AMENDING THE SALARY  
SCHEDULE TO REINSTATE A PAY  
SCHEDULE FOR THE POSITION OF  
STRATEGIC AND ORGANIZATIONAL  
ADVISOR AND APPROVAL OF NEW  
EMPLOYMENT AGREEMENT WITH  
PAAVO OGREN**RECOMMENDATIONS:**

Staff recommends that the Board of Directors adopt Resolution 30-2019 to amend the CCSD Salary Schedule to reinstate a pay schedule for the position of Strategic and Organizational Advisor, and approve the new Employment Agreement with Paavo Ogren to serve in that position on matters related to the Coastal Development Permit for the Sustainable Water Facility.

**FISCAL IMPACT:**

Mr. Ogren's compensation as the Strategic and Organizational Advisor will be at the previously approved rate of \$99 per hour for the position, with the same limited benefits he was receiving when he previously served in that capacity. The services will be provided on a part-time, as needed basis, and the Agreement provides that the total cost will not exceed \$25,000.

**DISCUSSION:**

The District has applied for a Coastal Development Permit ("CDP") for the Sustainable Water Facility and is working through issues related thereto. It has been determined that it would be beneficial to have assistance in securing the CDP and Paavo Ogren, who has previously served the CCSD as a part-time employee in the positions of Strategic and Organizational Advisor and Interim General Manager, has specialized expertise in the issues involving the CDP. In addition to his work with the CCSD and serving as General Manager for the Oceano Community Services District, his past experience also includes having previously served as the Director of Public Works for San Luis Obispo County and four years as chief financial officer for two local engineering firms. During his employment with the CCSD, he has been working closely with the regulatory agencies on CDP matters, and by remaining in that role he will help to provide important continuity for the District. Accordingly, he is uniquely qualified to serve in the proposed capacity.

Under the attached Employment Agreement, Mr. Ogren would be retained on a part-time, as needed basis in the position of Strategic and Organizational Advisor on matters related to the



## **EMPLOYMENT AGREEMENT**

This Employment Agreement ("Agreement") is made and entered into this \_\_\_ day of July, 2019, by and between the Cambria Community Services District (hereinafter referred to as "Employer," "District" or "CCSD") and Paavo Ogren (hereinafter referred to as "Employee"), who understand as follows:

### **WITNESSETH:**

**WHEREAS**, the District has a need to address issues related to the Coastal Development Permit ("CDP") that it is seeking for the Sustainable Water Facility and the Board of Directors ("Board") has determined that it is in the best interest of the CCSD to retain someone with specialized expertise to assist in securing the CDP; and

**WHEREAS**, Employee has previously served the CCSD as a part-time employee in the positions of Strategic and Organizational Advisor and Interim General Manager, and has the required specialized expertise in the issues involving the CDP; and

**WHEREAS**, the Board desires to appoint and employ Employee in the position of Strategic and Organizational Advisor, to provide assistance related to the CDP on a part-time, as needed basis, and Employee desires to accept said appointment subject to the terms and conditions set forth herein.

### **NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

#### **SECTION 1. EMPLOYMENT AS STRATEGIC AND ORGANIZATIONAL ADVISOR ON MATTERS RELATED TO THE CDP FOR THE SUSTAINABLE WATER FACILITY**

- A. Subject to the terms and conditions of this Agreement, District hereby agrees to employ Employee as a Strategic and Organizational Advisor on matters related to the Coastal Development Permit for the Sustainable Water Facility.
- B. The services provided under this Agreement shall be on a part-time, as needed basis, as requested by the District's General Manager.

#### **SECTION 2. TERM AND TERMINATION**

- A. Employee understands that he has no constitutionally protected property or other interests in his employment as the Strategic and Organizational Advisor and the position is considered to be an "at will" employment. Employee understands and expressly agrees that he serves in the Strategic and Organizational Advisor position at the will and pleasure of the Board and that he may be terminated from that position at any time by the Board, without cause, by providing Employee with ten (10) days prior written notice of such termination. Additionally, Employee shall have the right to resign from that position at any time by providing the Board with ten (10) days written notice of such resignation. This Agreement shall terminate on December 22, 2019.

### **SECTION 3. WORK SCHEDULE, SALARY AND COMPENSATION**

- A. Employee shall work on matters related to the CDP on an as needed basis, as requested by the General Manager. It is understood that his services will be provided off-site. Timesheets shall be submitted substantiating the hours worked. It is estimated that Employee will work approximately thirty (30) hours per month.
- B. Commencing upon execution of this Agreement, Employer agrees to pay Employee Ninety-Nine Dollars (\$99.00) per hour for his services as Strategic and Organizational Advisor, which compensation is set forth in Resolution 30-2019. Other than contributions to CalPERS and payment of Social Security costs, Employee shall not receive any other benefits from the District, except as may be required by law. Total compensation under this Agreement shall not exceed \$25,000.
- C. Employer acknowledges that since Employee is currently a member of the California Public Employees Retirement System (CalPERS), his employment with the District shall be enrolled with CalPERS upon his hiring and reported accordingly. Employee agrees to pay one-hundred percent (100%) of the Employee designated share of the contribution to CalPERS in accordance with Section 2.08.150 of the CCSD Municipal Code.

### **SECTION 4. GENERAL PROVISIONS**

- A. The terms of this Agreement are intended by the parties as the final expression of their agreement and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this Agreement constitutes the complete and exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding, if any, involving this Agreement. Any amendments to this Agreement must be in writing and executed by both parties.
- B. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- C. This Agreement shall be governed by the laws of the State of California. Employee and the District agree that venue for any dispute shall be in San Luis Obispo County, California.
- D. The parties acknowledge that they understand the significance and consequences of this Agreement. The parties also acknowledge that they have been given full opportunity to review and negotiate this Agreement and execute it only after full reflection and analysis, and that they have had an opportunity to review this document and its application and meaning with their respective attorneys and

advisors. This Agreement shall not be interpreted against the party who prepared the initial draft because all parties participated in the drafting of this Agreement by having ample opportunity to review and submit suggested changes or corrections for incorporation into the final version of this Agreement.

- E. Employee may not assign this Agreement in whole or in part.
- F. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

***[Signatures on following page.]***

**IN WITNESS WHEREOF**, District and Employee have executed this Contract on the day and year first set forth below.

**DISTRICT:**

**EMPLOYEE:**

\_\_\_\_\_  
David Pierson, President  
Board of Directors

\_\_\_\_\_  
Paavo Ogren

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Monique Madrid  
District Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Timothy J. Carmel  
District Counsel

RESOLUTION 30-2019  
July 18, 2019A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
AMENDING THE DISTRICT'S SALARY SCHEDULE TO  
REINSTATE A PAY SCHEDULE FOR THE  
POSITION OF STRATEGIC AND ORGANIZATIONAL ADVISOR

WHEREAS, the Board of Directors desires to retain, on a contract basis, a "Strategic and Organizational Advisor" for the Cambria Community Services District; and

WHEREAS, the District's Salary Schedule had previously included a pay schedule for the position of Strategic and Organizational Advisor; however, it has been deleted and the Board of Directors now wishes to reinstate the pay schedule for that position; and

WHEREAS, CalPERS requires that wages be paid pursuant to publicly available pay schedules; and

WHEREAS, publicly available pay schedules are required to comply with California Code of Regulations (CCR) Section 570.5.

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

1. The Cambria Community Services District Salary Schedule is hereby revised to include a pay rate and pay schedule for the position of Strategic and Organizational Advisor, which is attached hereto and incorporated herein as Exhibit A, and hereby approved.
2. In accordance with CalPERS regulation CCR 570.5, the pay rate and pay schedule for the position of Strategic and Organizational Advisor shall be based upon a rate of \$99 per hour.
3. This Resolution and the salaries contained in Exhibit A shall constitute a publicly available pay schedule and pursuant to CCR 570.5, shall be immediately accessible and available for public review during the District's normal business hours.
4. This pay schedule shall be effective immediately on the date of the adoption of this Resolution. This Resolution and the pay schedule contained herein shall be retained by the District in its official records on a permanent basis.



Resolution 30-2019 was adopted at a Regular Meeting of the Cambria Community Services District on July 18, 2019.

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David Pierson  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

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Monique Madrid, District Clerk

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Timothy J. Carmel, District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**SALARY SCHEDULE**  
**FOR THE PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020**  
**UPDATED JULY 18, 2019**

POSITION TITLE	STEP A	STEP B	STEP C	STEP D	STEP E	10 YEARS SERVICE STEP E+5%)	15 YEARS SERVICE STEP E+7.5%)	20 YEARS SERVICE STEP E+10%)
<b>SERVICE EMPLOYEES INTERNATIONAL UNION (ANNUAL AMOUNTS)</b>								
Administrative Technician I	41,966	44,064	46,268	48,581	51,010	53,561	54,836	56,111
Water Treatment OIT	44,333	46,550	48,877	51,321	53,887	56,581	57,928	59,276
Maintenance Technician	44,555	46,782	49,121	51,577	54,156	56,864	58,218	59,572
Water Treatment Operator I	46,368	48,687	51,121	53,677	56,361	59,179	60,588	61,997
WasteWater Systems OIT	48,983	51,432	54,004	56,704	59,539	62,516	64,005	65,493
Administrative Technician II	49,970	52,469	55,092	57,847	60,739	63,776	65,295	66,813
WasteWater Systems Operator I	51,488	54,063	56,766	59,604	62,584	65,713	67,278	68,843
WasteWater Collections System Operator (NEW)								
Water Treatment Operator II	52,526	55,152	57,910	60,805	63,845	67,038	68,634	70,230
Laboratory Technician	56,889	59,734	62,720	65,856	69,149	72,607	74,335	76,064
WasteWater Systems Operator II	58,035	60,937	63,984	67,183	70,542	74,070	75,833	77,597
Water Systems Operator T3/D2	59,501	62,476	65,600	68,880	72,324	75,940	77,748	79,556
Administrative Technician III	60,700	63,735	66,922	70,268	73,781	77,470	79,315	81,159
Finance Specialist-Payroll/Benefits	60,700	63,735	66,922	70,268	73,781	77,470	79,315	81,159
WasteWater Systems Operator III	64,123	67,329	70,696	74,230	77,942	81,839	83,788	85,736
WasteWater & Water Supervisors & SWF CPO	75,219	78,980	82,929	87,075	91,429	96,001	98,286	100,572
<b>CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (ANNUAL AMOUNTS)</b>								
Fire Captain	72,636	76,268	80,081	84,085	88,290	92,704	94,911	97,118
Fire Engineer	60,240	63,252	66,415	69,735	73,222	76,883	78,714	80,544
<b>CAMBRIA FIREFIGHTERS (IAFF LOCAL: 4635) (HOURLY AMOUNTS)</b>								
Firefighter (SAFER Grant)	13.65	14.33	15.05	15.80	16.59	N/A	N/A	N/A
<b>CAMBRIA RESERVE FIREFIGHTERS (HOURLY RATE: NO STEPS)</b>								
Reserve Recruit Firefighter **	12.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Firefighter **	12.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Fire Engineer **	13.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Reserve Lieutenant **	14.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>CAMBRIA EXEMPT EMPLOYEES (ANNUAL AMOUNTS)</b>								
Deputy District Clerk (Confidential)	63,804	66,994	70,344	73,861	77,554	N/A	N/A	N/A
Management Analyst	63,804	66,994	70,344	73,861	77,554	N/A	N/A	N/A
Facilities & Resources Supervisor	74,945	78,692	82,627	86,758	91,096	N/A	N/A	N/A
Administrative Services Officer/District Clerk (Confidential)	111,572	117,151	123,008	129,159	135,616	N/A	N/A	N/A
Finance Manager	107,900	113,295	118,960	124,908	131,153	N/A	N/A	N/A
District Engineer/Utilities Department Manager	119,771	125,760	132,048	138,650	145,582	N/A	N/A	N/A
Fire Chief	119,771	125,760	132,048	138,650	145,582	N/A	N/A	N/A
Administrative Department Manager (Confidential)***	119,771	125,760	132,048	138,650	145,582	N/A	N/A	N/A
General Manager August 1, 2019 (or sooner)-January 31, 2020)	155,000	155,000	155,000	155,000	155,000	N/A	N/A	N/A
General Manager (February 1, 2020)	170,000	170,000	170,000	170,000	170,000	N/A	N/A	N/A
<b>CAMBRIA LIMITED TERM EMPLOYEE (HOURLY RATE: NO STEPS)</b>								
Strategic and Organizational Advisor *	99.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\* Employee will be working on and as-needed basis, approx 30/hrs per month.

\*\* Increase rate \$1.00 per year January 1, 2019-January 1, 2022

\*\*\*Assistant General Manager designation receives 5% pay differential

Position with Confidential designation receives 5% pay differential

Wastewater Collection System Operator - Job description and salary range to be determined.

**Red denotes a change**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.E.**

FROM: Haley Dodson, Deputy District Clerk

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Meeting Date: July 18, 2019

Subject: DISCUSSION AND CONSIDERATION  
TO RESCHEDULE JULY 31, 2019  
TOWN HALL MEETING

**RECOMMENDATIONS:**

Staff recommends the Board of Directors consider rescheduling the July 31, 2019 town hall meeting to develop the District's Mission Statement.

**FISCAL IMPACT:**

Fiscal impacts associated with this item include staff time and costs for videotaping the meeting.

**DISCUSSION:**

On July 11, 2019, the Board of Directors asked staff to bring back an agenda item to allow for rescheduling a town hall meeting at which the Board will receive input from the public, Board Members, and staff to help develop the District's Mission Statement.

-----  
BOARD ACTION: Date \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

UNANIMOUS: \_\_\_PIERSON\_\_\_FARMER\_\_\_RICE\_\_\_STEIDEL\_\_\_HOWELL\_\_\_

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.F.**FROM: Jim Green, Chief Plant Operator for the Sustainable Water Facility  
Melissa Bland, Management Analyst-----  
Meeting Date: July 18, 2019Subject: DISCUSSION AND CONSIDERATION  
OF PURCHASE AND INSTALLATION  
OF REPLACEMENT BACKUP POWER  
GENERATOR FOR THE WATER  
DISTRIBUTION SYSTEM**RECOMMENDATIONS:**

Staff recommends the Board of Directors approve the purchase and installation of a replacement backup power generator for the water distribution system.

**FISCAL IMPACT:**

Per the attached quote from Alpha Electrical Service, the total cost to purchase and install a new Cummins 100 kW, 480-volt, 3-phase, diesel powered generator is \$48,550.00. A temporary rental generator will cost \$1,982.75 per month.

**DISCUSSION:**

In response to notification of PG&E's new Public Safety Power Shutoff ("PSPS") program, staff conducted an evaluation of the District's backup power supply for the water distribution system and discovered that the existing generator failed to achieve the required power output. The existing unit dates to the 1970s, and its replacement was included on the CIP sheets as a priority 2 project. Staff is recommending immediate replacement due to the risk of a PSPS event which would render the District without adequate power to operate its potable water wells. As an interim solution, staff also procured quotes for a rental generator to provide the necessary backup power supply while awaiting installation of a permanent replacement. The backup generator is housed at San Simeon Well 2 and is the only source of backup power for the potable water system. This generator provides power to both San Simeon Well 1 and 2. The current APCD rating for our existing generator is Tier 0; the replacement will be a Tier 3, meaning significantly reduced engine emissions.

Per District policy, three quotes for a permanent replacement generator were requested, but only Alpha Electrical Services responded. Three quotes for a rental generator were also requested and staff received two replies with the lowest being \$1,982.75 per month plus one-time freight charges of \$2,803.20 (see Attachment 2). If additional quotes are received after the publication of this staff report, the lowest will be accepted.

Attachments: Alpha Electrical Service Proposal  
Aggreko Proposal

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 BOARD ACTION: Date \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

UNANIMOUS: \_\_\_PIERSON\_\_\_FARMER\_\_\_RICE\_\_\_STEIDEL\_\_\_HOWELL\_\_\_



07/09/19

**Jim Green**  
**Cambria Community Services District**  
**Water Department and SWF**  
**PO Box 65**  
**Cambria, CA 93428**  
[jgreen@cambriacsd.org](mailto:jgreen@cambriacsd.org)

**Subject: Proposal for Replacement Generator at Water Treatment Plant at Well Field**

Dear Jim ,

**Alpha Electrical Services, Inc. (AES)** is pleased to submit to Cambria Community Services District (CCSD) the following direct labor and materials costs related to the work described below.

**1. DOCUMENTATION**

- a. Plans                      None
- b. Specifications        None

**2. SCOPE OF WORK**

- a. Removal and disposal of existing emergency generator.
- b. Provision and installation of new Cummins 100 KW, 480 Volt, 3 Phase, diesel generator installed in existing generator building on existing pad.

**3. CLARIFICATIONS**

- a. Project is deemed as emergency status, displacing a temporary trailer-mounted generator.
- b. Current lead time on new generator is 10 weeks plus shipping time. Schedule may vary.
- c. Scope of work to be progressively invoiced with a mutually agreed Schedule of Values.

**4. INCLUSIONS**

- a. New generator based on Cummins C100 D6C, with the following features and options.
  - i. Amp-Sentry protective relay.
  - ii. Emergency Stop Switch
  - iii. Oil pressure gauge
  - iv. 20 Auxiliary relays.
  - v. Dual wall fuel tank
  - vi. Fuel/Water separator
  - vii. Low switch at 40%
  - viii. Mechanical fuel gauge
  - ix. Battery charger 6 amp.
  - x. High ambient air temperature engine cooling
  - xi. Low coolant level shut-down
  - xii. Coolant heater

- b. Disposal of old generator
- c. Factory representative site commissioning.
- d. 1 year warranty
- e. 4ea. quarterly AES site visits to inspect and exercise generator in first year of operation.

#### 5. EXCLUSIONS

- a. Additional conduit and wiring leaving generator building to well sites.
- b. New transfer switch
- c. New electrical distribution panel
- d. SCADA interface
- e. Diesel fuel
- f. Permits including but not limited to Coastal Development, Combustion, and building permits.
- g. Stamped engineered drawings other than drawings provided by Cummins.
- h. Seismic engineering except that potentially provided by Cummins.
- i. Changes in mounting height of generator due to possibly being in a flood zone.
- j. Handling, abatement, disposal, and productivity impacts related to any hazardous materials
- k. Concrete cutting, break-out, disposal and patching
- l. Painting and coatings
- m. Portable toilet facilities.

#### 6. SCHEDULE

- a. Delivery Generator approximately 10 weeks.
- b. Installation approximately 1 week.

#### 7. PRICING

- a. **\$48,550.00**      ***Forty-eight Thousand, Five Hundred, Fifty Dollars***
- b. Pricing is valid for 30 Days from the date of this proposal.
- c. Terms, Net 30, 1-½% / mo on past due

If you have any questions, please feel free to contact me.

Respectfully Submitted,

*Scott Bailey*

Scott Bailey  
Estimator  
[scott@alphaelectrical.com](mailto:scott@alphaelectrical.com)

Alpha Electrical Service

P.O. Box 1978, Atascadero, CA 93423

Phone: 805-595-2720 Fax: 805-466-3840 Website: [www.alphaelectrical.com](http://www.alphaelectrical.com)

**Proposal #:****P-103746-1****Date :****7/1/2019**

Cambria Community Services District  
PO Box 65  
Cambria California 93428

Attn: James Green  
Tel: (805) 550-3558  
Email: jgreen@cambriacsd.org

Aggreko Rep: Peter Bauman  
Tel: (213) 220-4640  
Email: peter.bauman@aggreko.com

Dear James Green,

Thank you for your interest in services provided by Aggreko, LLC. I am pleased to submit the following proposal, which confirms our pricing and support services. Aggreko, LLC is responsive around the clock to ensure your complete satisfaction.

**Overview of Services:**

Aggreko to provide a 100kw generator to be used as stand by to power a 50HP VFD pump in case of potential PG&E black out. Cable to be provided by customer. Generator will have cam lock pig tails for customer connection.

Final connections to be made by customer.

Sincerely,  
Peter Bauman

Aggreko, LLC  
Los Angeles USA  
13230 Cambridge Street  
Santa Fe Springs, California  
90670-4995  
United States  
Off: 1-800-AGGREKO (244-7356)  
Fax: 1-888-854-7694



Proposal #:

P-103746-1

Date :

7/1/2019

Expected Rental Start: 7/17/2019  
 Expected Rental End: 10/16/2019

Rental Duration: 92 Days

Shipping Address:  
 5500 Heath Lane  
 Cambria, CA 93428  
 United States

**Recurring Charges: Rates Reflect Quantities**

Qty	Description	Monthly Rate
1	Diesel Generator 100 kW Frequency: 60 Hz; Shift factor: Single; Telemetry: Yes; Voltage @ 60Hz: 480V 3-phase @ 60 Hz	1,755.00
1	—Environmental Fee (Percentage/Per Billing Cycle)	87.75
1	—Telemetry/Remote Monitoring (Fixed Rate/Per Billing Cycle)	140.00
	<b>TOTAL</b>	<b>1,982.75</b>

For additional information on how to reconcile your invoice with your proposal, refer to the Invoice Reconciliation section.

**One Time Charges:**

Qty	Description	Price (Each)	Total Price
1	Freight - Roundtrip (Lump Sum/One Time)	2,803.20	2,803.20
	<b>TOTAL</b>		<b>2,803.20</b>

**Variable Charges:**

Description	Charge Method	Charge
Freight - Wait Time (Fixed Rate/Per Hour)	Per Hour	105.00
Labor - Service (Fixed Rate/Per Hour)	Per Hour	Straight Time Rate : 139.00 Over Time Rate : 208.50 Double Time Rate : 278.00
Labor - After Hours - Call Out Fee (Fixed Rate/One Time)	One Time	750.00

Aggreko, LLC  
 Los Angeles USA  
 13230 Cambridge Street  
 Santa Fe Springs, California  
 90670-4995  
 United States  
 Off:1-800-AGGREKO (244-7356)  
 Fax: 1-888-854-7694



CURRENCY - All prices included in this document are reflected in U.S. Dollar

INVOICE RECONCILIATION SHIFT DETAILS: The items noted with shift rates reflect the following operational shift criteria:  
Single shift allows for up to 8 hours/day, 40 hours/week and 160 hours/month.  
Double shift allows for up to 16 hours/day, 80 hours/week, 320 hours/month and is 1.5 times the single shift rate(s).  
Triple shift allows for unlimited operation and is 2 times the single shift rate(s).

INVOICE RECONCILIATION If actual Rental Duration differs from quoted Rental Duration, refer to the following for invoice calculation:  
Day 1 - 2 - The daily rate applies and is 1/3 of the weekly rate.  
Day 3 - 7 - The weekly rate applies and is 1/3 of the monthly rate.  
Day 8 - 20 - The daily rate applies and is 1/7 of the weekly rate.  
Day 21 - 28 - The monthly rate applies.  
After Day 28, the daily rate applies and is 1/28 of monthly rate.

INVOICE RECONCILIATION Labor - Per Hour  
Straight Time applies from 8 AM - 5 PM, Monday - Friday  
Double Time applies on Weekends and Holidays

AFTER HOURS FEE To cover the additional cost of labor and third party expenses incurred for equipment preparation and mobilization, an After Hours fee applies to orders executed outside of normal business hours (Monday – Friday 8am – 5pm). If ordered and subsequently canceled, the fee will be charged in addition to any other cancellation charges.

CA CARB REQUIREMENTS Services provided in California are subject to compliance with the Operating Conditions as stated in the CARB Statewide Portable Equipment Registration that is affixed within the control panel of the proposed rental equipment. Customer is also responsible for complying with applicable provisions within the CARB Portable Equipment Registration Program, which is available online at <https://www.arb.ca.gov/portable/portable.htm>. Customer acknowledges the availability and receipt thereof by these methods and agrees to be bound by all provisions contained therein by signing this document or upon receipt of delivery of the equipment ordered hereunder.

COLD WEATHER PROVISION Cold Weather Provision (Low Temperatures between 40° F and - 40° C) Any fuel provided by the customer must be temperature appropriate by using anti-gel fuel additives and/or #1 Diesel fuel. The customer must supply appropriate power to energize cold weather accessories, such as (and not limited to) electric block heaters, trickle chargers, heat tracers and battery heaters. In the event that the customer cannot provide power for the winterization components, Aggreko can provide the power source for an additional fee. Snow removal may be required by the customer to ensure equipment and accessory operation, maintenance and repair. All cold weather issues (undercharged battery, fuel gelling, etc.) that require Aggreko Service Technicians to make repairs, will be billed at the standard labor rates outlined in this proposal. Aggreko offers fuel management services for customers who choose to limit their fuel-related responsibilities. Please contact an Aggreko sales and/or technical representative for more information.

ENVIRONMENTAL FEE An environmental fee of 5% will be charged on all equipment containing fuel, oil, refrigerant, or other fluids, liquids, or gases that could have an environmental impact. This includes generators, transformers, chillers, air conditioners, heaters, compressors, aftercoolers, fuel tanks, all Tier 4 Final diesel equipment, and other similar equipment. Note that if the equipment subject to the fee is also subject to shift rates, the amount of the fee will vary in proportion to the applicable shift rate. The fee is NOT a tax or governmental charge. It is used to help offset expenses incurred operating in an environmentally sound manner. To learn more about the fee, please see the terms and conditions referenced herein or Aggreko's Statement on Environmental Fees, which is available at <https://www.aggreko.com/en-us/terms-of-business>.

EQUIPMENT GROUNDING In all cases where the customer is connecting and operating the equipment, all electrical power producing and/or power consuming machines must be properly grounded in accordance with National Electrical Code and local code requirements prior to start up and shall be the responsibility of customer to verify compliance. The location where grounding rods are to be installed should be properly marked for location of underground utilities and other hazards prior to grounding. Customer acknowledges Aggreko is not familiar with any proposed grounding location(s), the accuracy of relevant markings or existing subsurface hazards. As such, Aggreko does not assume any liability for incorrect or ineffective grounding and customer expressly releases and shall indemnify Aggreko from any liability related thereto, regardless of the party that performs this service.

EQUIPMENT MAINTENANCE AND SERVICE It is the customer's responsibility to maintain and service equipment during the project term, although, equipment servicing can be performed by Aggreko at an additional charge.  
- If the customer elects to service the equipment, proof of service must be provided to Aggreko upon request. Daily inspections of the equipment are also the responsibility of the customer. These checks should also be carried out prior to starting the equipment. The customer is also responsible for providing fuel, coolants, lubricants, and other supplies necessary to operate the equipment.

EQUIPMENT MAINTENANCE AND SERVICE All of Aggreko's diesel generators must be serviced every 600 hours.

FILTERS Filters may be required for service and/or maintenance during the duration of the rental.

FREIGHT Charges to deliver and pick up equipment to your site will apply if arranged by Aggreko. Delivery/Pickup standby time may be charged in the event of customer-caused delays. If repositioning of equipment is required, additional freight charges will apply.

FUEL All diesel-powered equipment will be returned with the same amount of fuel as delivered or will be subject to refueling charges. Aggreko's fleet of diesel engines operates on #2 diesel fuel. Delivery charges for standard on-site fueling may apply. Fuel rates may be adjusted during the rental based on fluctuations in market pricing.

LABOR Customer induced service calls, drive time to and from sites and any chargeable labor will be charged at quoted rates. If an overnight stay is required, lodging and per diem expense will be charged.

IMPORTANT CUSTOMER INFORMATION This proprietary document has been created for Cambria Community Services District, James Green, it is therefore acknowledged and agreed to honor our proprietary right to the contents of this proposal and therefore not share the ideas or concepts within.  
- All proposals are valid for 30 days and contingent on availability. Acceptance must be provided in writing prior to the end of the valid period

INVOICE INTERVAL All monthly pricing based on a 28 Days billing cycle.

PAYMENT TERMS Payments shall be made Net 30 from date of invoice. However, Aggreko reserves the right to change payment terms based on changes in financial condition or Customer's non-compliance with the stated net payment terms during the rental.

REMOTE MONITORING This service is provided on designated equipment models. If applicable, Aggreko personnel will remotely monitor warning and emergency alarms to minimize downtime, increase reliability and proactively troubleshoot issues in a timely and cost effective manner. Corrective action may include the dispatch of service personnel and/or technical phone support directly to onsite customer contacts. The associated fees will be listed above as "Remote Monitoring Fee" (per unit) or "Remote Monitoring Package" (per site). These rates are based on the availability of cellular service at the jobsite. If cellular connectivity is unavailable, other technology may be available at a rate to be agreed upon in writing by the parties. Response time varies by geography.



**Proposal #:**

**P-103746-1**

**Date :**

**7/1/2019**

**TERMS, CONDITIONS AND CUSTOMER RESPONSIBILITIES** Customer responsible for obtaining any relevant operating permits, and shall be liable for any and all penalties, delays and damages caused by its failure to timely obtain all such permits, including reimbursement to Aggreko for any fines paid on Customer's behalf and regardless of the party to which the citation is issued.

- State and local taxes apply. TAX is NOT included on any Aggreko proposal. A tax exemption certificate is required for those applicable.
- Any and all required union labor
- All lifting/off-loading of equipment (if applicable)
- Customer assumes all responsibility and liability for any modifications or damage to foundations, landscaping and structures, permanent or temporary, that are required for the installation, use or decommissioning of Aggreko's equipment and accessories, including any supervision, restoration and any resulting injuries.
- Pre-Delivery Cancellation Fees: If Customer cancels this rental after Aggreko and/or its freight supplier have commenced mobilization but before delivery of the equipment, Customer shall be responsible for paying Aggreko the freight charge incurred, a reasonable labor charge at the applicable standard, overtime or holiday rate, and, if after regular business hours, an Emergency Opening Fee.

**TERMS, CONDITIONS AND CUSTOMER RESPONSIBILITIES** Full replacement insurance on equipment (Certificate must be provided prior to delivery)

- All services provided by Aggreko are subject to "Aggreko North America Rental Agreement Terms & Conditions". This document is provided online at: <https://www.aggreko.com/en-us/terms-of-business> and is incorporated herein by reference. Alternatively, a copy will be provided upon request. Customer accepts and acknowledges receipt thereof by these methods. Aggreko will accept no alternative terms and conditions.

**TO PLACE AN ORDER**

1. Complete, sign, and return the following proposal acceptance page.
2. If referencing a purchase order, please provide hard copy.
3. If tax exempt, please provide a copy of your tax exemption certificate. Once received, it will remain on file for four years for future business. You will be charged applicable tax if the certificate is not received prior to order acceptance.
4. Provide a valid certificate of insurance, which can be obtained from your insurance provider.

**TO TERMINATE RENTAL**

1. Call 800-Aggreko (800-244-7356). Aggreko requires a minimum of a 24-hour notice for arranging the decommissioning and return freight. Off hire notifications received after 5pm will be acknowledged the following day.
2. Provide the Rental Agreement Number, a Purchase Order Number, or the Equipment Unit Number. Additionally please provide items to be collected, job location, pickup date/time, site contact person name/phone number, and decommission requirements (including technician, de-fuelling, crane/forklift, and confirmation of freight carrier arrival time for return delivery).
3. You will receive a confirmation email within 24hrs to acknowledge your request. If you do not receive this confirmation, please contact your Aggreko Representative. A rental will not be deemed terminated without proof of termination, as set forth above.

Aggreko, LLC  
 Los Angeles USA  
 13230 Cambridge Street  
 Santa Fe Springs, California  
 90670-4995  
 United States  
 Off:1-800-AGGREKO (244-7356)  
 Fax: 1-888-854-7694



Proposal #:
Date :

P-103746-1
7/1/2019

Proposal Acceptance James Green at Cambria Community Services District

To accept Proposal, please complete, sign and return this page:
E-mail: rentalcoordinator-west@aggreko.com or Fax: 1-888-854-7694

Once a signed Proposal Acceptance and hard copy Purchase Order are received, we will process your order.

Proposal #: P-103746-1

PLACE ORDER

Equipment delivery must be secured with either an approved purchase order or an authorized credit card. Use of a purchase order is contingent upon Aggreko credit approval. If a purchase order is not received prior to the end of the first billing cycle, the billable amount will be charged to the credit card. If credit cannot be established prior to order shipment, advance payment will be required.

O Purchase Order Hard Copy O Purchase Order is NOT required for payment.
Purchase Order #: U.S. Dollar Amount:

O Credit Card

If placing an order with a Credit Card, please provide exact name on credit card and credit card holder phone number. To ensure secure processing of all credit card transactions, an Aggreko representative will contact you for payment processing.

Exact Name on Credit Card Credit Card Holder Phone #

Customer is deemed to have authorized, in advance, payment in full of all amounts as they become due and payable hereunder by charge to the above referenced credit card upon the issuance of a written invoice (without the need for additional signature or written authorization) as Customer's primary and preferred method of payment; provided, however, if Customer issues payment by check in lieu of payment by credit card for any particular invoice referenced on the check, then credit card charges shall be reversed after any such check has cleared. Customer acknowledges that since this proposal may not reflect the actual cost of services to be determined after the commencement of the work. (i.e., freight, fuel, labor, additional rental term, etc.) any amount so stated shall not be deemed a restriction on Aggreko's right to charge Customer's credit card for continued obligations identified in this Proposal, which subsequent charges are expressly authorized herein.

BILLING INFORMATION

Customer Billing Name: Cambria Community Services District

Receive invoices via email: O Yes O No A/P E-mail:
A/P Contact:
A/P Telephone:

Billing Address: PO Box 65
Cambria CA 93428
United States

Tax Exempt: O Yes O No If claiming tax exemption for this order, a valid Sales Tax Exemption Certificate must be provided.

Certificate of Liability Insurance must be provided with Aggreko listed as additional insured.

SITE INFORMATION

Site Address: Site Contact:
Site Telephone:

Delivery Method: O Aggreko Delivery O Customer Pick-Up
Delivery Date: / / Delivery Time:
Aggreko Technician Required? O Yes O No

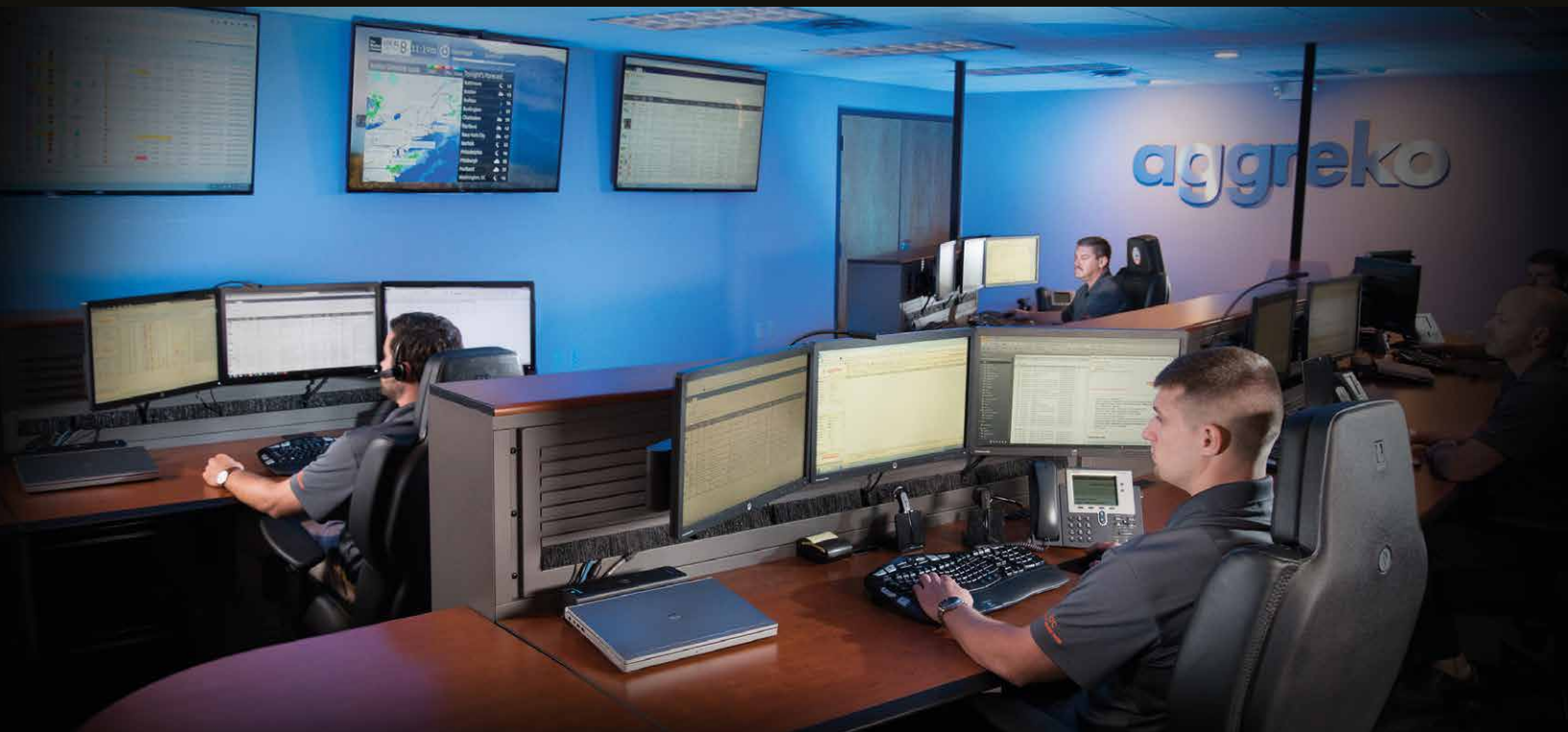
By signing this Acceptance, I certify that I am authorized to enter into this agreement on behalf of Lessee. I also certify that such acceptance or delivery of Aggreko's rental equipment shall be deemed an acceptance of the existing MSA between the parties, if applicable, and, if not, then subject to Aggreko's North American Rental Agreement Terms and Conditions available at https://www.aggreko.com/en-us/terms-of-business, to which I acknowledge I have access and are incorporated herein by reference.

Signature

Name

Date

Aggreko, LLC
Los Angeles USA
13230 Cambridge Street
Santa Fe Springs, California
90670-4995
United States
Off:1-800-AGGREKO (244-7356)
Fax: 1-888-854-7694



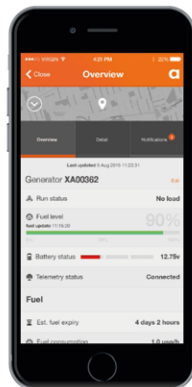
## Eliminate the element of surprise.

The next step in the evolution of Aggreko's equipment diagnostic services, Aggreko Remote Monitoring (ARM) improves uptime and helps our customers keep operations running at peak efficiency.

At Aggreko we recognize the significance of measuring our equipment's performance. ARM is specifically designed to observe and monitor the performance of our equipment on-site and can detect and alert our technicians when unforeseen issues might arise.

- The equipped asset transmits vital information via modem to the diagnostics software installed in our technicians laptop or smartphone.
- While the ARM equipment is on a customer's site, Aggreko is able to directly monitor operations and loads, maintenance requirements, run hours, warning and failure alarms, fuel levels and GPS location.

- ARM indicates when equipment is functioning outside certain parameters. These alerts enable Aggreko's technical experts to respond before problems occur, or rapidly deploy their resources to resolve the issue on-site.



Remote Monitoring  
at your fingertips.  
Download the  
Aggreko Remote  
Monitoring 2.0  
mobile app



## Key benefits:

- Maximize uptime
- Get immediate response assistance from Aggreko specialists
- Proactive monitoring helps to minimize risk and resolve issues before incidents occur
- Technicians arrive prepared to immediately fix the problem
- Increase machine productivity
- Improve operational efficiency
- Allows our customers to focus on critical operations

## Stay steps ahead of trouble with Aggreko Remote Monitoring



- 1. Equipment monitoring:**  
Aggreko receives equipment notifications.



- 2. Remote diagnostics:**  
Alarms enable the Aggreko Service Engineer to identify potential or actual issues.



- 3. Personal attention:**  
A team member initiates the right response plan for the identified issue.



- 4. Issue resolution:**  
Aggreko remotely fixes the problem with the site when possible or dispatches a qualified technician with a thorough understanding of the issue.



### Avoid preventable failures:

Early detection and prevention of potential issues means ARM customers avoid problems before they occur.

### Maximize uptime:

The ARM solution helps customers maximize efficiency. ARM enables productive work to continue — eliminating potential lost revenue and man-hours.

### Accelerate troubleshooting:

ARM software identifies potential or actual problems, allowing the Aggreko team to quickly resolve the issue remotely or, if necessary, via the responding technician.

### Right-size equipment:

Aggreko can better ensure that customers have the right size equipment for the job. Undersized equipment is likely to have performance issues; oversized equipment would mean unnecessary costs.

### Head Offices

Americas (USA) +1 281 985 8200  
Europe, Middle East & Africa (UK) +44 1543 476100  
Asia Pacific (Singapore) +65 6862 1501

[www.aggreko.com](http://www.aggreko.com)

Aggreko operates from more than 200 locations throughout the world.  
For the location nearest you please go to:  
[www.aggreko.com/contact](http://www.aggreko.com/contact)

**aggreko**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 4.A.

FROM: John Allchin, Wastewater System Supervisor

Meeting Date: July 18, 2019

Subject: REPORT ON WASTEWATER DEPARTMENT'S PREPAREDNESS FOR PG&E POWER OUTAGES

**RECOMMENDATIONS:**

Staff recommends the Board receive the report on the Wastewater Department's preparedness for PG&E's Public Safety Power Shutoffs ("PSPS").

**FISCAL IMPACT:**

There will be an increase in fuel usage and overtime pay during a PSPS event; however, this will vary with the duration of the PSPS.

**DISCUSSION:**

CCSD Wastewater Department staff is prepared in the event of a PSPS. The primary tool that will be utilized in the event of a PG&E PSPS is an operations on call handbook entitled "Index for On Call Operators" (attached). The handbook generally explains what to do when a power outage occurs and how to put the WWTP and all lift stations back online and keep them running. Wastewater Department staff routinely review the handbook and trains for a power outage.

- Attachments:
- CCSD PSPS Standard Operating Procedures
  - INDEX FOR ON CALL OPERATORS
  - Power Failure WWTP
  - Power Failure at lift stations
  - Power Failure Lift Station B2
  - Generator SOP

BOARD ACTION: Date \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

UNANIMOUS: \_\_\_PIERSON \_\_\_ FARMER \_\_\_ RICE\_\_\_ STEIDEL \_\_\_ HOWELL\_\_\_



## IN A PG&E PUBLIC SAFETY POWER SHUTOFF (PSPS)

In the event PG&E calls a PSPS for our area we may need to operate for up to 5 days without utility power supply. This document will be used as a guide when a PSPS does occur.

- The on-call operator will contact the supervisor.
- Follow the On-Call Operator Emergency Guide instructions. Always work in pairs when moving or refueling generators.
- Implement a 24-hour rotation, 12 on/12 off.
- Check fluid levels in the morning and in the evening (oil, water and fuel).
- Plan for fuel deliveries as needed. JB Dewar Phone: **(805) 543-0180**
- If fuel is needed after working hours a second operator will need to come in to assist.
- If additional generators are needed contact United Rentals at Phone: **(805) 543-7297**
- If additional generators are needed, they will need to be connected by Alpha Electric: Kevin Piper **(805) 235-4728** or Jim Rady **(805) 459-4897**
- Operations will continue as scheduled.



# INDEX FOR ON CALL OPERATORS

1. What to do if you get a call from an alarm dialer
2. Employee call list and Emergency SLO County call list
3. Lift Station alarm dialers
4. RESPONSE TO SSO CHECKLIST AND CONTACT LIST
  - COLLECTION SYSTEM EVENT CALLOUT DATA SHEET
  - SPILL CATEGORY DEFINITIONS GUIDE
  - NOTIFICATION, REPORTING, MONITORING, & RECORD KEEPING REQUIREMENTS
  - FLOW ESTIMATION GUIDE
  - SANITARY SEWER OVERFLOW (SSO) SOP
  - SSO FACTS AND GUIDELINES
  - PROP 65 FORM
5. Power failure at the plant
6. Power failure at lift station 4 and 8
7. Power failure at lift station 9
8. Power failure at lift station A
9. Power failure at lift station A-1
10. Power failure at lift station B
11. Power failure at lift station B-1
12. Power failure at lift station B-2
13. Power failure at lift station B-3
14. Power failure at lift station B-4
15. PG&E PSPS guide



# CAMBRIA COMMUNITY SERVICES DISTRICT



## Power Failure WWTP

### Table of Contents

Main Plant Generator.....	2
MCC 1 .....	2
Influent Control Cabinet .....	3
MCC 3 .....	4
Blowers.....	5
Clarifiers .....	6
RAS Pumps .....	7
WAS Pumps .....	8
Aeration Basin Recirculation Pumps .....	9

# CAMBRIA COMMUNITY SERVICES DISTRICT



## Main Plant Generator

If the main generator is running check the engine gauges and verify that all readings are within normal operating ranges.

## MCC 1



Confirm all operational breakers are in the ON position. Reset any breakers that are tripped.

For panels that have them press all Reset Buttons for:

### Column #1

Grit removal pump #1  
 Grit removal pump #2  
 Grit conveyor GC-1  
 NPW-2

### Column #2

Non-potable water pump NWP-1

### Column #3

Sludge collector SC-1  
 Sludge collector SC-2  
 Sludge pump SP-1  
 Sludge pump SP-2

# CAMBRIA COMMUNITY SERVICES DISTRICT



## Influent Control Cabinet



Confirm all operational breakers are in the ON position. Reset any breakers that are tripped.

For panels that have them press all Reset Buttons for:

Column #2

Grinder pump #1

Grinder pump #1

Primary

Secondary

Column #3

Influent pump #1

Influent pump #2

Influent pump #3

# CAMBRIA COMMUNITY SERVICES DISTRICT



## MCC 3



Confirm all operational breakers are in the ON position. Reset any breakers that are tripped.

For panels that have them press all Reset Buttons for:

### Column 1

Process air blower B7

### Column 2

Process air blower B5

### Column 3

Process air blower B4

### Column 4

scum pump SCP-1  
Equalization blower B6

### Column 5

Scum pump Scp-2  
Sludge collector sc-3  
Sludge collector SC-4

### Column 6

Blank

### Column 7

Screw press  
Ras pump rasp-1  
Ras pump rasp-2  
Lighting panel lp3  
Was pump wasp-1  
Was pump wasp-2

### Column 8

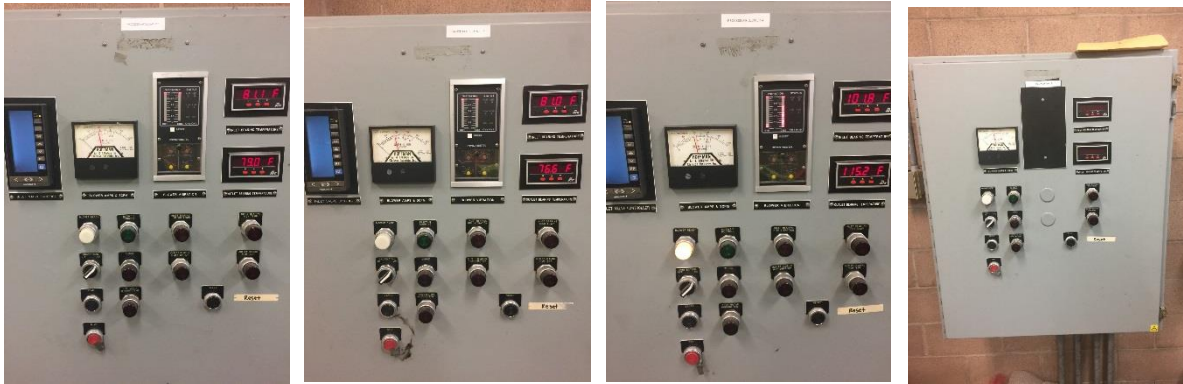
Blank

# CAMBRIA COMMUNITY SERVICES DISTRICT



## Blowers

In the Blower Building there are four panels for the four blowers:



Confirm all operational breakers are in the ON position. Reset any breakers that are tripped.

Press all Reset Buttons for:

Blowers #4, #5, #6, #7

# CAMBRIA COMMUNITY SERVICES DISTRICT



## Clarifiers



Check Clarifier Drivers to see if they are rotating and functioning.  
Check the Start/Stop switches located next to the clarifier drives. Push forward button on #1, #2 to start flights  
Check breakers in MCC 3

# CAMBRIA COMMUNITY SERVICES DISTRICT



## RAS Pumps



RAS Pump SCADA control and breakers are located in MCC 3

RAS pump Start/Stop switches are located next to the RAS pits on the Aeration Basins

# CAMBRIA COMMUNITY SERVICES DISTRICT



## WAS Pumps



WAS pump breakers are located in MCC 3  
Start/Stop switches are located next to RAS pits on Aeration Basins



# CAMBRIA COMMUNITY SERVICES DISTRICT



## Aeration Basin Recirculation Pumps



Recirculation pump Start/Stop switches are located next to the pumps on the Aeration Basins.

Screw press receptacles will need to be reset. They are in stainless steel cabinet.

# CAMBRIA COMMUNITY SERVICES DISTRICT



## Power Failure at lift stations

### Table of Contents

Lift stations 4 and 8 .....  
Lift station 9 .....  
Lift station A.....  
Lift station A1.....  
Lift station B.....  
Lift station B1.....  
Lift station B2.....  
Lift station B3.....  
Lift station B4.....

## CAMBRIA COMMUNITY SERVICES DISTRICT



### Lift stations 4 and 8

When the power has failed for a period of time, approximately 3 hours you will need to hook a generator up to both of these lift stations. The same generator is used for both LS 4 and 8.



Figure 1: LS 4 and LS 8

# CAMBRIA COMMUNITY SERVICES DISTRICT



Generator for lift station 4 & 8



## CAMBRIA COMMUNITY SERVICES DISTRICT



### Lift station 9

This lift station has a generator that starts automatically. Check to make sure the generator is running and that it has switched over power from PG&E to back-up power. After several hours you need to check the fuel level, temperature and oil pressure. Acknowledge all alarms on SCADA.



## CAMBRIA COMMUNITY SERVICES DISTRICT



### Lift station A

This lift station has a generator that starts automatically. Check to make sure the generator is running and that it has switched over power from PG&E to back-up power. After several hours you need to check the fuel level, temperature and oil pressure. Acknowledge all alarms on SCADA. This requires two (2) people and all the confined space equipment. Make sure you follow confined space entry SOP



### Lift station A1

This lift station has a generator that starts automatically. Check to make sure the generator is running and that it has switched over power from PG&E to back-up power. After several hours you need to check the fuel level, temperature and oil pressure. Acknowledge all alarms on SCADA.

## CAMBRIA COMMUNITY SERVICES DISTRICT



### Lift station B

This lift station has a generator that starts automatically. Check to make sure the generator is running and that it has switched over power from PG&E to back-up power. After several hours you need to check the fuel level, temperature and oil pressure. Acknowledge all alarms on SCADA.



## CAMBRIA COMMUNITY SERVICES DISTRICT



### Lift station B1

This lift station has a generator that starts automatically. Check to make sure the generator is running and that it has switched over power from PG&E to back-up power. After several hours you need to check the fuel level, temperature and oil pressure. Acknowledge all alarms on SCADA.





## CAMBRIA COMMUNITY SERVICES DISTRICT



### Lift station B2

Lift station B2 does not have a dedicated generator. The Sun-Pacific will need to be towed to the lift station. This is a two-person job (do not do this by yourself). After help has arrived tow the generator to the well site and hook up the generator. Transfer power over to the generator and turn on the generator.





## CAMBRIA COMMUNITY SERVICES DISTRICT



### Lift station B4

This lift station has a generator that starts automatically. Check to make sure the generator is running and that it has switched over power from PG&E to back-up power. After several hours you need to check the fuel level, temperature and oil pressure. Acknowledge all alarms on SCADA.



## 1. Chock tires of generator. Unhitch generator.



## 2. Attach black power cable to the lift station control box. Plug in extension cord.



### 3. Set generator breaker to OFF



### 4. Toggle "Engine Start" switch to the right and hold in place until generator starts.



## 5. Set service breaker inside lift station control box to OFF.



## 6. Inside lift station control box, towards the bottom right, is the transfer switch. Pull the handle down to transfer power from PGE to the generator.



## 7. Set generator breaker to ON.



8. Open dry well lid; make sure that the fan and lights are on. Observe pump start and operation.

9. Acknowledge all alarms on SCADA. (END)

# CAMBRIA COMMUNITY SERVICES DISTRICT



## GENERATOR SOP

### Weekly check;

- Spills
- Engine oil
- Engine water
- Engine temp
- Battery and charger
- Hours- **logged into APCD folder**
- Fuel level

### Monthly check;

- Fire extinguisher
- Spill containment
- Alarms
- Clean generator area
- Run generator for 30 minutes

### Quarterly check;

- Stick fuel tank
- Confirm level indicator with level in tank
- Belts
- Hoses

### Annually check;

- Oil changed
- Filters changed
- Fire extinguisher recharge (December)
- OSHA placards in good condition
- Fuel quality
- Transfer power to back-up generator



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.B.**

FROM: Carlos Mendoza, Facilities &amp; Resources Supervisor

Meeting Date: July 18, 2019

Subject: REPORT ON THE CONDITION OF  
CAMBRIA SKATE PARK**RECOMMENDATIONS:**

Staff recommends that the Board of Directors receive a status report regarding the Cambria Skate Park and provide direction to staff.

**FISCAL IMPACT:**

Depending on Board discussion and direction given to staff, CCSD could incur costs related to repairs, temporary closure of the park or removal of unsafe equipment.

**DISCUSSION:**

On November 15<sup>th</sup>, 2001, the CCSD entered into a lease agreement with the Cambria Youth Center, which allowed for construction, maintenance and operation of a public skate park (the "Park"). In 2006, the Community Center of Cambria assumed the lease, but terminated it at the end of the year. Attempts to find a group willing to assume operation and maintenance of the Park were unsuccessful, so the CCSD closed it due to the dangerous conditions and lack of an agreement. The Park was re-opened after repairs were made. For several years a group of volunteer parents took over responsibility of operations and maintenance; however, in 2011 the Park was fenced off and closed for a second time due to the dangerous conditions and lack of parent volunteers. Attempts to find volunteers were unsuccessful. In 2012, the CCSD assumed all maintenance and operations of the Park and reopened it. An ordinance establishing rules and regulations for use of the Park was adopted by the Board.

The Facilities and Resources Department provides weekly cleaning, landscape maintenance, trash removal and graffiti clean-up. Annual work is also scheduled to repair damaged ramps; however, constant exposure to the weather, the age of the wooden ramps, and vandalism have created a challenge in keeping up with the necessary repairs. The increased work load of the Department has also made it a challenge to appropriately schedule repairs. Earlier this year, three small wooden ramps were removed from the Park as they had exceeded their life and were unsafe to use.

During a recent inspection of the Park, CCSD Staff noted the following items needing attention:

- Sections of siding on small and large ramp needs replacing.
- Both small and large ramps need new skate surface. This would include new top material, plywood sheets and repair of any damaged or rotten studs. The last time the ramps received a new top surface was in 2012.
- Both wood ramps need repainting and caulking.

Staff is in the process of receiving quotes for material and labor to make the appropriate repairs; however, it may be beneficial for PROS to consider if 1) the smaller of the two ramps is worth repairing due to its age, and 2) a possible reduction in the size of the larger ramp to reduce cost and maintenance requirements.

It should be noted that last year Jake Martin, a high school student and skater, provided the CCSD with a very thorough report on the Park. With assistance from his grandfather, they visited skate parks across the County, noted rules and amenities for each, and interviewed local kids who are interested in skating. The current Park is mainly considered a transition park (u shaped ramps), and the findings of the report indicate that most of the local kids prefer a street style park (smaller ramps, steps, metal pipes, etc.). Further discussion and research with PROS may be beneficial to identify the best plans for the Park going forward.

-----  
BOARD ACTION: Date \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

UNANIMOUS: \_\_\_PIERSON \_\_\_ FARMER \_\_\_ RICE\_\_\_ STEIDEL \_\_\_ HOWELL\_\_\_