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# CAMBRIA COMMUNITY SERVICES DISTRICT

## SPECIAL MEETING

**Thursday, January 30, 2014 – 12:30 PM**

VETERANS MEMORIAL BUILDING, 1000 MAIN ST., CAMBRIA, CA

## AGENDA

This agenda is prepared and posted pursuant to Government Code Section 54954.2. By listing a topic on this agenda, the District's Board of Directors has expressed its intent to discuss and act on each item. In addition to any action identified in the summary description of each item, the action that may be taken by the Board of Directors shall include: a referral to staff with specific requests for information; continuance; specific direction to staff concerning the policy or mission of the item; discontinuance of consideration; authorization to enter into negotiations and execute agreements pertaining to the item; adoption or approval; and disapproval.

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. 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

### 2. **SPECIAL REPORTS**

- A. Sheriff's Department Report
- B. Fire Department Report

### 3. **ACKNOWLEDGMENTS/PRESENTATIONS**

- A. Acknowledge Captain William Hollingsworth for 10 Years of Service to the Cambria Community Services District

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

### 5. **PUBLIC COMMENT (LIMITED TO 30 MINUTES)**

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.

### 6. **MANAGER'S AND BOARD REPORTS**

- A. General Managers Report
- B. Member and Committee Reports

### 7. **CONSENT AGENDA**



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

- A. Consideration to Approve Expenditures for the Month of December 2013
- B. Approve Minutes of Board of Directors Regular Meeting, December 19, 2013
- C. Consideration of Adoption of Resolution 03-2014 Approving Reduction of Executive Assistant/District Secretary Salary
- D. Consideration of Adoption of a Revised Affordable Housing Program Waitlist
- E. Consideration of Adoption of Resolution 02-2014 Approving an Agreement Regarding the Refunding of Water and Sewer Connection Fees
- F. Consideration of Adoption of Resolution 01-2014 Approving Assignment of Banking Powers for the Cambria Community Services District's Bank and Investment Accounts

**8. HEARINGS AND APPEALS**

- A. Public Hearing to Consider Resolution 04-2014 Declaring a Stage 3 Water Shortage Condition and Implementing a Stage 3 Water Conservation Program with Enhanced Water Conservation Measures and Restrictions on the Use of Potable Water

**9. REGULAR BUSINESS**

- A. Consideration of 2012/2013 Fiscal Year Financial Audit Presentation by Bob Crosby
- B. Consideration of Standing and Ad Hoc Committees and the Appointment of Board Members to those Committees and Director Assignments
- C. Consideration of CCSD Board of Director 2014 Goals
- D. Discussion of Scope of Services for Financial Plan and Rate Study by Bartle Wells and Associates
- E. Consideration of a Resolution Authorizing the Use of Emergency Contract Procedures to Develop and Complete an Emergency Water Supply Project, Authorizing the General Manager to Enter Into Agreements Related Thereto, and Authorizing the Transfer of Funds from General Fund Reserves to the Water Fund
- F. Consideration of An Agreement for Consultant Services with CDM Smith for Geo-Hydrological Modeling of the Lower San Simeon Creek Aquifer

**10. PUBLIC COMMENT (CONTINUED)**

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.

**11. FUTURE AGENDA ITEM(S)**

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

majority vote.

**12. ADJOURN TO CLOSED SESSION**

**A. A. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code §54957.8 Agency Designated Representatives: Shelline Bennett and General Manager Jerry Gruber; Employee Organization: Cambria Firefighters/International Association of Firefighters (IAFF) Local 4635**

# Cambria Community Services District Certificate of Appreciation



is hereby presented to:  
Fire Captain  
**William Hollingsworth**



In recognition and sincere appreciation for 10 years of distinguished service to the citizens and community of Cambria

## Cambria Fire Department

Awarded: January 30, 2014

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James Bahringer, Board President

TO: Board of Directors

AGENDA NO. **6. A.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 30, 2014

Subject: MANAGER'S REPORT

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### **Administration**

Listed below is my General Manager's Report for January 30, 2014.

- Staff continues to work closely on monitoring production records, production well levels and monitoring well levels. Currently the Santa Rosa Aquifer has approximately 32 feet of water in storage. The San Simeon Aquifer is slightly below seven feet. I have asked Tim Cleath to provide an analysis regarding how much water the community has as it related to the Santa Rosa Aquifer .Although previous hydraulic models exist, their focus was on the Santa Rosa Number 1 Well and the Santa Rosa Number 3 Well. The Santa Rosa SR4 well was not completed when the modeling was conducted. It is critical to understand how much water is available in the Santa Rosa aquifer to determine the community's available water supply as the drought continues. Staff is working closely with regulatory agencies and CDM Smith with regards to alternative water supplies for Cambria in anticipation that the drought will continue and that both the Santa Rosa and San Simeon aquifers will not get any recharge. Governor Brown has also issued an emergency drought declaration asking that a 20% voluntary reduction in water usage occur. As part of today's meeting staff will be asking the Board of Directors to implement more stringent conservation measures.

**BOARD OF DIRECTORS' MEETING-JANUARY 30, 2014**  
**ADDENDUM TO GENERAL MANAGER'S REPORT**  
**FINANCE MANAGER'S REPORT**

**AUDIT**-The CCSD's audited financial statements for the fiscal year ended June 30, 2013 will be presented at today's meeting.

**BUDGET:**

- The Fiscal Year 2013/2014 Budget has been posted to the CCSD website.
- The First Quarter Revenue and Expenditure report for the three months ended September 30, 2013 has been posted to the CCSD website.
- The Second Quarter Revenue and Expenditure report for the six months ended December 31, 2013 will be posted to the CCSD website by the first week of February, 2014.
- The Fiscal Year 2013/2014 Mid-Year Budget is expected to be presented at the February, 2014 Board of Director's Meeting.

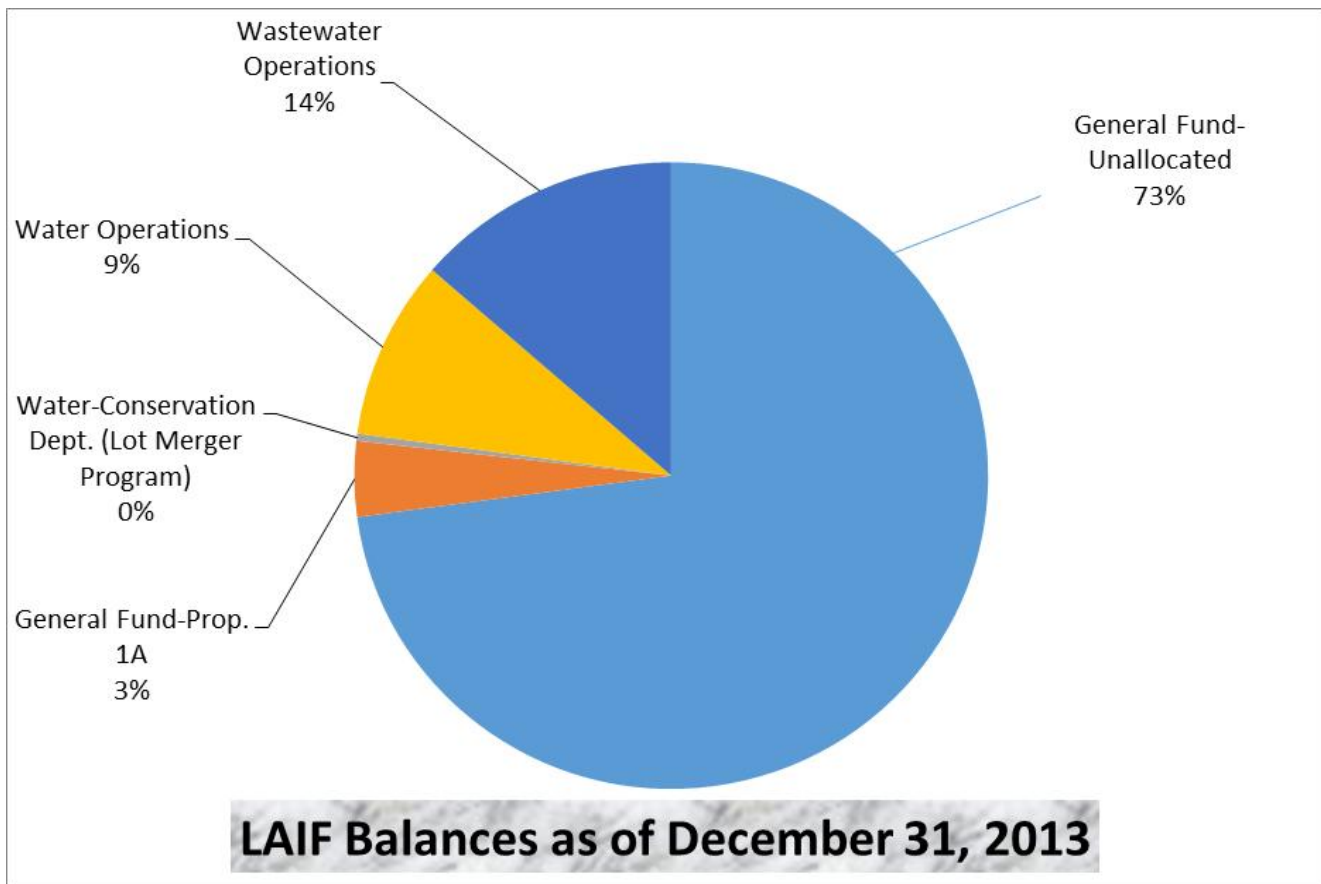
**EXPENDITURES**-There were no disbursements in excess of \$100,000 during December, 2013.

**RESERVES-LAIF BALANCE**-The balance in the Local Agency Investment Fund (LAIF) as of December 31, 2013 was \$4,096,528. The attached Schedule of Cash and Investments Balance, which indicates how the Cash and Investments balance compares to the prior month's balance as well as for the same month in each of the prior 4 years, has been revised to separately report the balances of funds held in the CCSD bank accounts from the balance of funds held in the CCSD LAIF account. While the CCSD's total Cash and Investments balance did decrease by approximately \$302,000 from December 31, 2012 to December, 31 2013, most of the approximate \$740,000 decrease in the CCSD's LAIF account during this period is due to the transfer of \$500,000 to a Money Market Account as approved by the CCSD's Board of Directors on September 26, 2013. Too much emphasis should not be placed on one month's activity; rather the information should be looked at on a trend basis.

The LAIF Balance is made up as follows (restrictions, if applicable, are noted):

<u>FUND</u>	<u>AMOUNT</u>
General	\$ 2,985,745
General (Proposition 1A)	\$ 159,286
Water (Conservation Dept.-Lot Merger Program)	\$ 15,417
Water (Operations)	\$ 378,738
Wastewater (Operations)	\$ 557,342

With the exception of the restricted funds to offset a potential future Proposition 1A take-away, final reserve amounts are determined after all other fiscal year activity is recorded, reconciled and audited, although the balances are monitored during the fiscal year to ensure that funds set-aside for specific programs, such as the Lot Merger Program, are not overspent. The above amounts have been updated based on the (draft) audit for the fiscal year ended June 30, 2013 with the exception of the Resource Conservation Department's balance (for the Lot Merger Program), which has been updated as of December 31, 2013. The amounts have also been updated for the interest revenue received through October 31, 2013.



**INTERNAL LOANS**-As of December 31, 2013, the CCSD Board of Directors approved several internal loans to be made out of the General Fund to the Water and Wastewater Funds. To date, all of the costs that were to be paid from the loan proceeds were actually able to be fully paid for out of the Water or Wastewater Funds respectively with the exception of the \$166,000 loan for ACE match requirements. As such, this is the only loan currently outstanding and no additional loans are expected to be required for activity through October 31, 2013.

<u>BORROWING FUND</u>	<u>LOAN AMOUNT AUTHORIZED</u>	<u>COSTS TO DATE</u>	<u>AMOUNT OF LOAN OUTSTANDING TO DATE</u>	<u>PURPOSE OF LOAN</u>
Water	\$ 166,000	\$ 166,000	\$ 157,726	<u>ACE Matching</u>

**EXTERNAL LOANS**-As of December 31, 2013 the CCSD external debt is as shown per the attachment, including interest rates and prepayment penalty provisions.

**BOARD OF DIRECTORS' MEETING-JANUARY 30, 2014  
ADDENDUM TO GENERAL MANAGER'S REPORT  
FINANCE MANAGER'S REPORT ATTACHMENT  
SCHEDULE OF LONG-TERM DEBT**

DESCRIPTION>	Bank Note (Funds 2006 Refund of 1995 Bonds)-65% Water	Bank Note (Funds 2006 Refund of 1995 Bonds)-35% Sewer	Bank Note (Funds 2006 Refund of 1999 Bonds)	State Revolving Fund Loan
DEBT HOLDER>	Citizens Bank	Citizens Bank	City National Bank	SWRCB
ORIGINAL PRINCIPAL>	1,233,375.00	664,125.00	2,245,000.00	2,592,324.38
INTEREST RATE>	4.50%	4.50%	4.55%	3.00%
FUND>	Water	Wastewater	Wastewater	Wastewater
DEPARTMENT>	Water	Wastewater	Wastewater	Wastewater
FINAL PAYMENT DATE>	5/1/2015	5/1/2015	9/23/2023	5/28/2016
PRINCIPAL BALANCE @ 1/1/14>	216,190	116,410	1,303,000	492,210
PROJECTED PRINCIPAL PAYMENT(S) FFY 2013/2014>	174,525	93,975	100,000	159,290
PROJECTED INTEREST PAYMENT(S) FFY 2013/2014>	9,729	5,238	61,561	14,766
PROJECTED BALANCE @ 6/30/14**>	41,665	22,435	1,303,000	332,920
PROJECTED PRINCIPAL PAYMENT(S) FFY 2014/2015>	41,665	22,435	109,000	164,069
PROJECTED INTEREST PAYMENT(S) FFY 2014/2015>	1,875	1,010	56,807	9,987
PROJECTED BALANCE @ 6/30/15**>	0	0	1,194,000	168,851
PROJECTED PRINCIPAL PAYMENT(S) FFY 2015/2016>	0	0	109,000	168,851
PROJECTED INTEREST PAYMENT(S) FFY 2015/2016>	0	0	51,847	5,066
PROJECTED BALANCE @ 6/30/16**>	0	0	1,085,000	0
PROJECTED PRINCIPAL PAYMENT(S) FFY 2016/2017>	0	0	114,000	0
PROJECTED INTEREST PAYMENT(S) FFY 2016/2017>	0	0	46,773	0
PROJECTED BALANCE @ 6/30/17**>	0	0	971,000	0
PROJECTED INTEREST PAYMENTS FFY 13/14-16/17>	11,603	6,248	216,988	29,819
AVERAGE ANNUAL TOTAL (P+I) PAYMENT(S)**>	184,254	99,213	162,247	174,010
PREPAYMENT PENALTY>	Yes-1%	Yes-1%	Yes-Not allowed until 10/1/13, 3% from 10/1/13-4/1/16, 2% from 10/1/16-4/1/20, none after 10/1/20	No

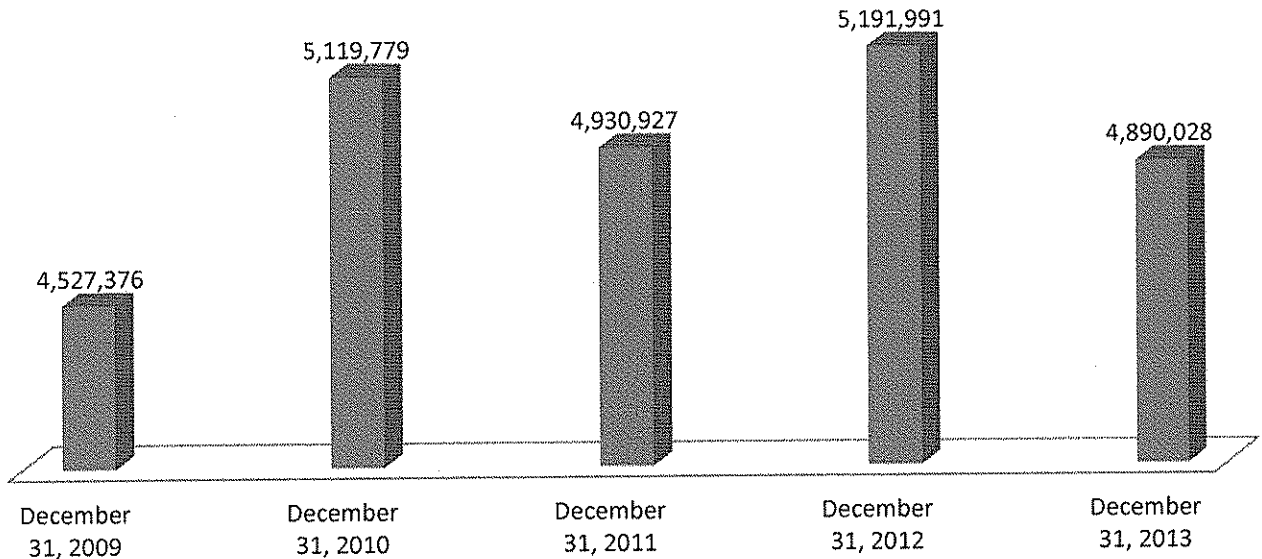
\*Average is based on years with a balance outstanding for the entire year. Payoff years are excluded if final amount is less than normal.

\*\*Presumes all scheduled payments are timely made.

**BOARD OF DIRECTORS' MEETING-JANUARY 30, 2013  
ADDENDUM TO GENERAL MANAGER'S REPORT  
FINANCE MANAGER'S REPORT ATTACHMENT  
SCHEDULE OF CASH & INVESTMENTS BALANCE**

<b>PERIOD ENDING</b>	<b>BALANCE IN LAIF</b>	<b>BALANCE IN BANK*</b>	<b>TOTAL LAIF PLUS CASH IN BANK</b>	<b>INCREASE/ (DECREASE) FROM PRIOR YEAR</b>	<b>INCREASE/ (DECREASE) FROM BASE PERIOD OF DEC. 31, 2009</b>
December 31, 2009	4,420,257	107,119	4,527,376	N/A	N/A
December 31, 2010	5,023,432	96,347	5,119,779	592,403	592,403
December 31, 2011	4,668,519	262,408	4,930,927	(188,852)	403,551
December 31, 2012	4,834,233	357,758	5,191,991	261,064	664,615
December 31, 2013	4,096,528	793,500	4,890,028	(301,963)	362,652

**FIVE-YEAR SCHEDULE OF CASH & INVESTMENTS  
BALANCES AS OF DECEMBER 31**



<b>PERIOD ENDING</b>	<b>BALANCE IN LAIF</b>	<b>BALANCE IN BANK*</b>	<b>TOTAL LAIF PLUS CASH IN BANK</b>	<b>INCREASE/ (DECREASE) FROM PRIOR MONTH</b>
November 30, 2013	3,596,528	530,053	4,126,581	N/A
December 31, 2013	4,096,528	793,500	4,890,028	763,447

\*BALANCE includes amount on deposit in Main Checking Account net of deposits in transit and outstanding checks plus Cash in Overflow/Money Market Account.

NOTE: All amounts are based on CCSD records.



**BOARD OF DIRECTORS' MEETING  
JANUARY 30, 2014  
ADDENDUM TO GENERAL MANAGER'S REPORT  
ADMINISTRATIVE SERVICES OFFICER REPORT**

**Human Resources:**

- Cambria Community Services District has successfully filled the front desk position with our newest team member Alex Palafox.
- We are currently in the process of recruitment for a Senior Wastewater Treatment Operator.

**Water Conservation:**

- I continue to work with Water Conservation Officer Cortney Upthegrove, developing conservation measures.
- We have taken the Governor's declaration seriously and are working toward following his requests.
- We are working on conserving and protecting Cambria's valuable water.

**Negotiations:**

- We are currently in negotiations with the Fire departments bargaining group, IAFF Local 4635 to secure a new Memorandum of Understanding.

**Meetings Attended:**

- I have attended two Water Conservation Ad Hoc committee meetings this month.
- I have attended staff water conservation meetings.

Submitted by:  
Monique Madrid  
Administrative Services Officer

**BOARD OF DIRECTORS' JANUARY 30, 2014  
CONSERVATION REPORT  
ADDENDUM TO THE GENERAL MANAGER'S REPORT**

**Water Tanks:**

The non-potable water tank remains in place at the Cambria Skate Park.

- During the weeks of November 14 through December 2, 2013, 57,500 gallons have been delivered to the two tank sites. The cost for this service and the water is \$2073.75.
- We have currently issued a total of 50 rebates in the amount of \$2500.00 for customers who have purchased non-potable water tanks.
- The cost to date spent on the irrigation restriction is \$27,604.16. This total includes water delivery, tank rental, costs for notifications mailed to customers, tank rebates, and the printing of handouts and door hangers, etc.

**Water Surveys/Audits:**

Staff is still working toward finalizing payback tables for the commercial lodging establishments that have been audited. As we move into 2014 Cortney Upthegrove will continue to audit the remaining commercial lodging establishments.

**Retrofit Point Bank:**

Per our last meeting with the Conservation Ad-Hoc committee, we will be changing the way that we report the point's banks total. As of 1/1/2014 the rebate point's bank total is 3904 points. The individual fixture count breakdown is as follows:

- Washing Machines = 709.70
- Recirculating Pumps = 158.80
- Toilets = 163.80
- Aerators = 1246.67
- Showerheads = 1625.60

Rebates total: 3904

Retrofit upon resale total: 2771  
**Total Points Bank: 6675**

**Progress in 2014:**

In preparation for the March 17-23, 2014 Fix A Leak Week campaign, staff is currently working on major revisions to the CCSD rebate program. The new rebate program will be presented to CCSD customers via a flyer inserted in the March 10, 2014 utility bills.

### **Public Outreach & Training:**

Staff has been in contact with the four property management companies in town. We have provided table tents and shower hangers to these companies. All companies have agreed to place this documentation in the properties that they manage. These notices advise renters of the severe drought conditions that are occurring and encourage visitors to conserve. Additionally, we have mailed notices to all owners of registered vacation rentals advising them of the urgency and the importance of water savings during this drought period. We are asking all owners to post notices advising tenants at their properties.

**BOARD OF DIRECTORS' MEETING JANUARY 30, 2014**  
**ADDENDUM TO GENERAL MANAGER'S REPORT**  
**FIRE CHIEF'S REPORT**

Response information is attached and represents activities for the month of December 2013 as well as response statistics for calendar year 2013. Progress updates and highlights regarding the different programs and services our Department provides are identified below:

**Prevention and Education** (December 2013)

- **05** residential new and remodel fire plan reviews were completed.
- **14** residential and commercial technical fire inspections were conducted.
- **01** hydrant system flow test.
- **08** engine company commercial fire and life safety inspections were conducted.
- **04** public education event
- **08** residential smoke detectors were installed and or the batteries changed.

**Meetings and Affiliations** (December 2013)

- |                                |        |                          |
|--------------------------------|--------|--------------------------|
| • SLO County Chiefs Meeting    | Dec.04 | 0900-1300, Hearst Castle |
| • Cambria Xmas Village Meeting | Dec.04 | 1430-1630, Cambria       |
| • SLO County Communications    | Dec.05 | 0900-1300, SLO           |
| • North Coast Chiefs Meeting   | Dec.09 | 1300-1500, Cayucos       |
| • EMS Shared Services Meeting  | Dec.10 | 1500-1700, SLO           |
| • CCFPA Meeting                | Dec.12 | 0900-1200, SLO           |
| • CCSD Board Meeting           | Dec.19 | 1230-1400, Cambria       |

**Operations**

The Fire Department responded to a vegetation fire at the Cambria Pines Lodge on Christmas Eve at about 2:00 a.m. Fortunately the wind conditions were calm and fire crews were able to stop the fire at about a quarter acre on the initial response. There were no injuries and no property damage involved with the fire that was caused by sparks from a firework. The Department wants to emphasize the severity of the current fire conditions and remind all residents and visitors to be extremely cautious with anything that could ignite brush or create flying embers.

Recognizing the current water shortage conditions, The Fire Department, in cooperation with Cortney Uptegrove and the CCSD Administration will immediately begin washing fire apparatus less frequently and will use non-potable water. A supply tank for non-potable water will be installed behind the station for the purpose of washing equipment and signage will be displayed to remind the public that the department is doing their part to assist with the current shortage situation.

Preplanning and training is scheduled for the second half of our officer qualified personnel this month (December 28<sup>th</sup>) at Hearst Castle. Mutual aid agencies that provide fire response to Hearst Castle are familiarizing themselves with new comprehensive preplans and this will complete the training for all of our Cambria Fire Department command personnel. The training is designed as a comprehensive preparation for tabletop exercises that will culminate with full speed fire response drills at the castle. The preplanning documents represent the work of Greg Bates, a retired L.A. County Fire Officer and current employee at Hearst Castle. The project was over several years in the making and has provided first responders with up to date and comprehensive information about the facility. The preplan manuals in combination with the tabletop exercises and full speed scenarios should provide an enhanced response to the castle.

## **Prevention**

Thank you to all of you who participated in sharing food and gifts to those less fortunate during the 2013 Season of Hope collection drive. Your efforts insured that the collections and distribution was a successful effort and that the holiday season was a little brighter for all.

The Fire Department recently completed meeting with members of San Luis Obispo county Government and members of the Amgen Bicycle tour of California. Cambria will be a finish site this season and preparation is underway for logistical as well as life and fire safety planning. A series of Community meetings will be forthcoming.

The Cambria CSD and Fire Department recently completed the adoption of the 2013 versions of the California Building and Fire Codes and the 2012 version of the International Wildland Urban Interface Code. Several significant changes have been made to the codes, particularly the sprinkler requirements. Copies of the codes are available for review at the CCSD Administrative Offices and at the Fire Station. Please contact the Cambria CSD Fire Department if you have any questions related to this matter.

## CMB Fire Monthly Stats: Incidents

<b>Categories</b>	13-Jan	13-Feb	13-Mar	13-Apr	13-May	13-Jun	13-Jul	13-Aug	13-Sep	13-Oct	13-Nov	<b>Dec-13</b>	<b>Totals</b>
Fire	0	1	0	0	0	4	1	0	0	1	2	2	11
Hazardous Mat.	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical*	30	41	33	33	30	46	34	47	45	53	38	51	481
Vehicle TC	0	3	0	1	1	5	2	0	2	3	1	2	20
Hazardous Situations	4	1	1	7	4	2	1	2	3	5	2	2	34
Public Service Assist	10	9	7	13	15	8	12	7	15	5	4	20	125
False Alarms	10	3	7	9	11	8	10	9	11	8	6	15	107
Agency Assist	0	0	1	0	0	0	0	0	0	0	0	0	1
Mutual Aid	2	0	0	0	1	2	4	1	1	0	0	0	11
Auto Aid	2	0	0	0	2	0	0	0	0	1	1	0	6
Rescue	0	0	0	0	0	0	0	0	0	1	0	0	1
Fire Investigations	0	0	0	0	0	2	0	0	0	0	1	0	3
<b>Monthly Response Totals</b>	<b>58</b>	<b>58</b>	<b>49</b>	<b>63</b>	<b>64</b>	<b>77</b>	<b>64</b>	<b>66</b>	<b>77</b>	<b>77</b>	<b>55</b>	<b>92</b>	<b>800</b>
<b>Cumulative Totals</b>		<b>116</b>	<b>165</b>	<b>228</b>	<b>292</b>	<b>369</b>	<b>433</b>	<b>499</b>	<b>576</b>	<b>653</b>	<b>708</b>	<b>800</b>	<b>800</b>

**BOARD OF DIRECTORS MEETING JANUARY 30, 2014**  
**ADDENDUM TO GENERAL MANAGER'S REPORT**  
**UTILITIES MANAGER REPORT**

**Water Department:**

- ✓ Over the last 6 months the Water Department has invested a lot of time, energy, and resources on developing a custom communication network system. Operators now have the ability to monitor and track nearly every aspect of operations from process treatment to water distribution from a single work station. A more detailed explanation will be provided during the presentation at the January 30, 2013 Board Meeting.
- ✓ Staff is working on installing an emergency generator automatic transfer switch at the San Simeon well field.
- ✓ The Water Department is currently updating daily operational inspections and laboratory records to coincide with the new op10 data software.
- ✓ Staff repaired a 6 inch water main break located at the intersection of Windsor Blvd. and Huntington Road.
- ✓ Installed new battery backup system at Pine Knolls tank.

**Wastewater Department:**

- ✓ Staff continues working on preventive maintenance program.
- ✓ Attended meeting with California Environmental Controls regarding lift station B pump replacement. Staff currently reviewing several different pumping applications.
- ✓ D-Kal Construction finished the Orlando sewer line, and Dover Court repairs.
- ✓ Staff assisted D-Kal Construction on lift station B emergency by-pass repair, and force main pipe repairs.

Submitted by:  
Mike Finnigan  
Utilities Manager

**BOARD OF DIRECTORS' MEETING – January 30, 2014**  
**ADDENDUM TO GENERAL MANAGER'S REPORT FACILITIES AND RESOURCES**  
**MANAGER'S REPORT**

- Fiscalini Ranch:
  - § New Sign on Bluff Trail:
    - The District received new information trail signs for both sides of the bluff trail. Staff installed one of the signs on the south entrance.
  - § Friends of the Fiscalini Ranch Volunteers:
    - Staff continues to work closely with FFRP volunteers in removal of invasive plants on the Ranch.
  - § Cistern:
    - An old cistern on the west part of the ranch about 15 feet deep and 10 feet wide was creating a safety hazard on the ranch. It was becoming a dump area and concern for someone falling in was raised. After the issue was discussed with the FFRP board, it was decided that the cistern should be filled in with gravel. Staff brought in about 30 tons of gravel and transported the gravel a tractor bucket at a time up the Creek to Forest Trail to the cistern.
  - § Information Holders:
    - Staff is in the process of replacing all damaged information holders on all entrances to the Ranch.
  - § Fallen Trees:
    - Staff cleared two fallen trees on the East part of the Ranch and another fallen tree on the Santa Rosa trail.
  - § Homeless Camps:
    - Staff continues to find homeless campsites on the Ranch. A campsite was discovered by the Santa Rosa Trail entrance. The site was well hidden, and contained a wood "hut" structure, with a couch and cooking equipment. Staff cleaned, broke down and hauled away the structure.
    - Homeless camps continue to pose a problem on the Ranch. Not just in the cleaning up of the sites but the fire danger, as most camps found had evidence of fires for heat or cooking.
  - § Community Park:
    - David Foote from FIRMA consultants continues to work on a cost estimate to build the community park. The report should be done and presented to PROS at the February meeting.
- Skate Park:
  - § Staff repainted the big half pipe.
  - § Staff continues to provide weekly maintenance to the park.
- Vet's Hall:
  - § 50 events were held at Veterans Memorial Building since last Board Meeting. Among those events were: Rotary Peace Garden dedication and Chamber of Commerce Art and Wine Festival.
  - § Repairs:
    - Staff painted all exterior windows along the Main hall, new exhaust fan was installed in women's restroom, new electrical line was



installed to repair nonfunctioning outlets in Fireside room and Dining room and emergency exit signs were repaired.

- § Grease Traps:
  - Staff has been working on installing grease traps underneath the sinks in the Kitchen. Grease traps have been ordered and will be installed later this month.
- East Public Restroom:
  - § Remodel and Retrofit:
    - Over the past month staff has been working on remodeling and retrofitting the public restroom on Center St.
    - Staff has been busy ordering materials for the remodel. Work will include new partitions, new hand dryers, all new high water efficient toilets and urinals, the interior will be repainted, floor stripped and sealed and new signs installed.
    - Work commenced on January 13<sup>th</sup>. Restroom is scheduled to reopen on the 1<sup>st</sup> of February.
    - We are providing portable restrooms located next to the building while the restroom is closed.

Submitted by:  
Carlos Mendoza  
Facilities and Resources Supervisor/  
Fiscalini Ranch Preserve Manager

**BOARD OF DIRECTORS' MEETING – January 30, 2014**  
**ADDENDUM TO GENERAL MANAGER'S REPORT**  
**DISTRICT ENGINEER'S REPORT**

The following table summarizes activities from December 9, 2013 to January 24, 2014. A summary discussion on well levels also follows.

Item No.	Description	Activities/Project Status
1	Assistance to Water & Wastewater Operations	D-Kal Construction Inc. completed miscellaneous sewer system repairs behind Orlando Dr. and in Dover Lane that were identified as part of 2013 CCTV inspection work.  Design updates are nearing completion for a sanitary sewer extension to the well SR-4 treatment facility, which are based on earlier discussions with school district representatives. The updated review drawings are expected to arrive next week.
2	Rodeo Grounds Pump Station Replacement and Stuart Street Tank 3.	Developing responses to county planning comment letters on land use application permits.
3	Long-term water supply project	Developed an emergency water supply project in response to the drought, and per a December 26, 2013 letter received from the California Department of Public Health recommending contingency supply planning. Coordinated brainstorming discussions between consultant, regulatory agencies, and staff. See related Staff Reports 9E. & 9F for more details. Discussed with Water Alternatives ad-hoc committee on January 24, 2014.  Striving to meet a January 30, 2014 grant application deadline to the California Department of Water Resources for Round 3 of their Proposition 50 approved grant funds.
4	Development and remodels	Completed remodel water letter for the Phase II, Centrally Grown project.

The attached water well level summary table shows the Santa Rosa and San Simeon supply well levels as of January 21, 2014, which shows the San Simeon wells at 6.94 feet above sea level and the Santa Rosa well SR4 at 28.22 feet above sea level.

In comparing the January 21, 2013 San Simeon well levels with the earlier 2000 baseline water supply model's Figure A-7 data, approximately 100 acre-feet of supply exists within the San Simeon aquifer until recharge is needed from rainfall. This further assumes that the upstream springs will not continue to drain into and recharge the lower aquifer under the extremely dry conditions that have prevailed to date. Because the earlier 2000 model suggested adding in another 85 acre-feet for dry season drawdown production from the upstream basin, the 100 acre-feet estimate is lower than the 2000 modeling suggested. However, it is also not certain how long recharge can continue from the upstream watershed in view of the very long dry season that has occurred to date.

As of the end of December 2013, production from the Santa Rosa well was at 140 acre-feet, which is approximately 7 acre-feet less than the average production of 147.21 for years 2007 through 2012. The San Simeon production total for 2013 was 592 acre feet. The 2013 total from both aquifers was 732 acre feet, or about 7 acre-feet more than what was produced during calendar year 2012.

Because well SR4 did not exist when the earlier baseline water supply study was completed, the amount of data available for analysis is limited and it is difficult for staff to estimate the remaining aquifer capacity at this particular location. Therefore, the services of Cleath-Harris Geologists were used this past month to assist staff in developing a remaining capacity estimate for the Santa Rosa aquifer. Based on their review of available data, it has been estimated that approximately 50 acre-feet may remain before recharge is required. This would leave approximately 150 acre-feet remaining in both aquifers, assuming no further recharge were to occur from upstream springs or rainfall between now and the end of the rainy season. The 150 acre-feet would correlate to about three months of supply, assuming the same level of demand were to occur during this period as occurred during 2013, and no further recharge to the aquifers occurs between now and the end of the rainy season.

As of January 26, 2014, a total of 0.87 inches of rainfall has occurred since July 1, 2013. Based on past work by the USGS, at about 11 inches of rainfall is needed to recharge the Santa Rosa aquifer and 103 inches is needed to needed to recharge the San Simeon aquifer.

Attachments:

- Well Levels Summary as of January 21, 2014
- Annual Production through the month of December 2013
- Line plot of Santa Rosa well levels up to mid-January 2014
- Plot showing statistical analysis of San Simeon well levels by month
- Line plots of San Simeon well levels by year, 1988 to mid-January 2014.
- Line plot of San Simeon well levels for historic minimum, average, and maximum.
- Line plot of San Simeon well levels for past five years

1/21/14

CAMBRIA COMMUNITY SERVICES DISTRICT  
WELL WATER LEVELS FOR 1/21/14

Well Code	Distance Ref. Point to Water Level	Reference Point Distance Above Sea Level	Depth of Water to Sea Level	Remarks
<b>SANTA ROSA CREEK WELLS</b>				
23R	56.68	83.42	26.74	leak at highschool
SR4	53.78	82.00	28.22	leak at highschool
SR3	25.00	54.30	29.30	Shut down*
SR1	22.20	46.40	24.20	Shut down*
RP#1	22.08	46.25	24.17	
RP#2		33.11		Not Read
21R3	9.76	12.88	3.12	
WBE	13.36	16.87	3.51	
WBW		17.02		Not Read

AVERAGE LEVEL OF CCSD SANTA ROSA WELLS SR1 & SR3 = 26.75 FEET  
**CCSD SANTA ROSA WELL SR4 = 28.22 FEET**

\* Wells SR-1 and SR-3 are out of service. Well SR-4 serves as CCSD's Santa Rosa production well

**SAN SIMEON CREEK WELLS**

16D1	8.14	11.81	3.67	
9M1		65.63		Not Read
9P2	13.35	19.11	5.76	
9P7		19.59		Not Read
9L1	21.22	27.33	6.11	
SS4	20.14	25.92	5.78	<b>SS4 to 9P2 Gradient = + 0.02</b>
9K2	23.73	30.23	6.50	
SS3	26.84	33.25	6.41	
SS2	26.95	34.01	7.06	
SS1	26.72	34.07	7.35	
11B1		105.43		Not Read
11C1	46.22	98.20	51.98	
PFNW		93.22		Not Read
10A1		78.18		Not Read
10G2		62.95		Not Read
10G1		59.55		Not Read
10F2		66.92		Not Read
10M2	40.12	55.21	15.09	
9J3		43.45		Not Read - measurement port sealed by owner

AVERAGE LEVEL OF CCSD SAN SIMEON WELLS SS1, SS2, & SS3 = **6.94 FEET**

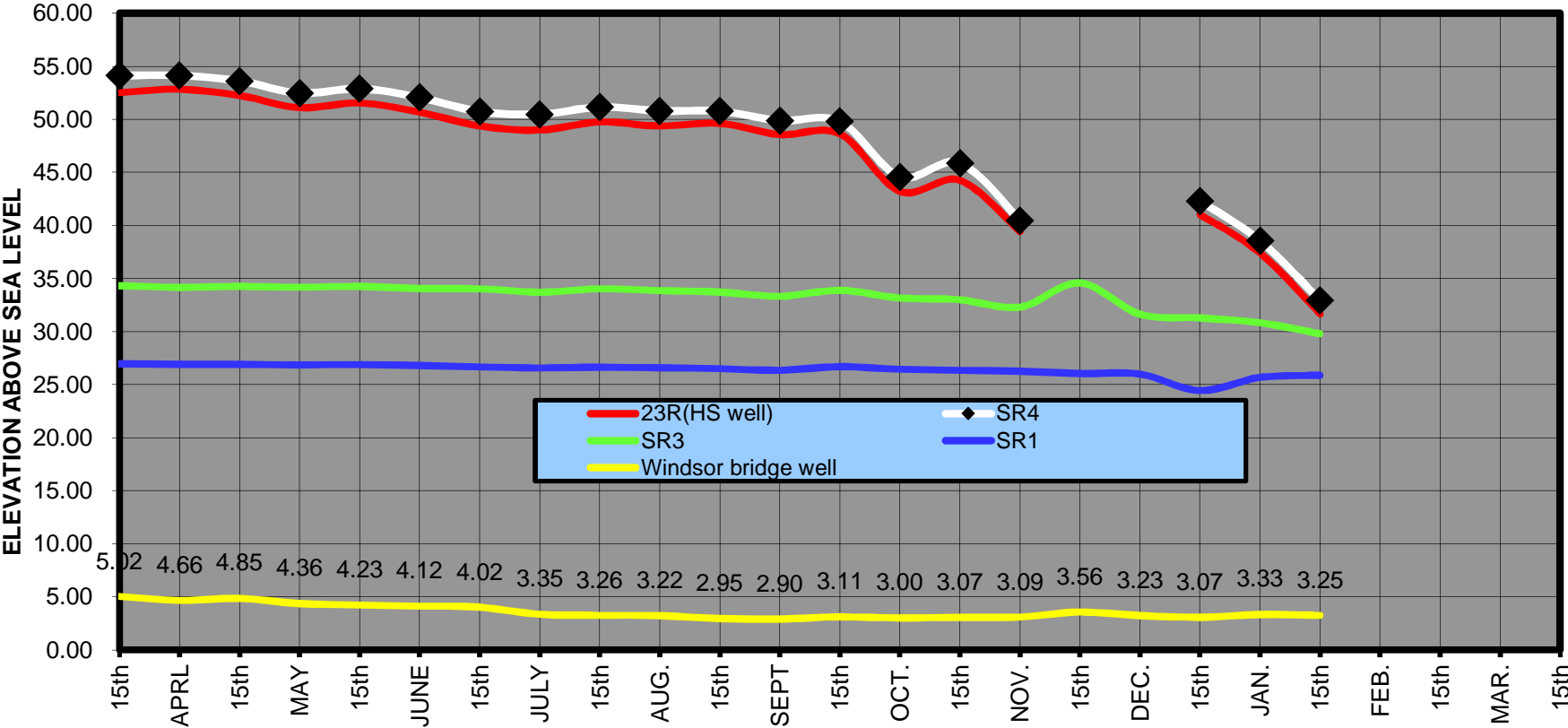
**Red Font are the CCSD's Production Wells, as measured on** 1/21/14  
 Report format revised 7/23/2013

2013  
CAMBRIA COMMUNITY SERVICES DISTRICT  
WATER PRODUCTION, BY SOURCE  
ACRE-FEET

YEAR	SOURCE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	1000.0 TOTAL	YEAR
1988	S.S.	51.20	57.90	63.20	47.30	57.40	44.20	50.00	51.70	41.90	37.40	27.40	36.00	565.60	1988
	S.R.	0.00	0.00	0.00	16.30	15.70	30.70	31.20	34.90	36.00	34.90	35.20	19.00	253.90	
	TOTAL	51.20	57.90	63.20	63.60	73.10	74.90	81.20	86.60	77.90	72.30	62.60	55.00	819.50	
1989	S.S.	51.00	47.90	53.90	61.90	57.20	62.20	69.20	60.90	36.30	38.70	42.60	40.60	622.40	1989
	S.R.	0.00	0.00	0.00	1.00	13.80	13.50	17.90	28.00	42.00	22.60	17.60	18.20	174.60	
	TOTAL	51.00	47.90	53.90	62.90	71.00	75.70	87.10	88.90	78.30	61.30	60.20	58.80	797.00	
1990	S.S.	45.70	47.00	55.28	44.75	31.46	32.34	40.00	38.00	31.91	31.40	29.40	29.90	457.14	1990
	S.R.	8.70	0.80	0.50	18.03	32.30	26.79	22.30	22.20	20.64	20.20	19.30	14.90	206.66	
	TOTAL	54.40	47.80	55.78	62.78	63.76	59.13	62.30	60.20	52.55	51.60	48.70	44.80	663.80	
1991	S.S.	26.90	23.10	32.70	39.60	48.60	44.10	40.10	34.80	30.50	28.00	26.40	30.10	404.90	1991
	S.R.	15.30	13.10	0.50	0.10	0.10	5.50	15.00	21.60	20.20	21.00	19.70	18.70	150.80	
	TOTAL	42.20	36.20	33.20	39.70	48.70	49.60	55.10	56.40	50.70	49.00	46.10	48.80	555.70	
1992	S.S.	45.30	42.20	45.90	55.20	64.00	58.10	44.90	41.80	35.00	32.80	34.00	43.10	542.30	1992
	S.R.	0.80	0.30	0.10	0.40	0.50	6.10	22.70	28.10	26.30	25.10	19.50	5.50	135.40	
	TOTAL	46.10	42.50	46.00	55.60	64.50	64.20	67.60	69.90	61.30	57.90	53.50	48.60	677.70	
1993	S.S.	50.10	45.70	52.60	56.30	68.30	68.80	68.10	69.80	59.80	56.10	51.40	43.50	690.50	1993
	S.R.	0.50	0.30	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	
	TOTAL	50.60	46.00	52.60	56.30	68.40	68.80	68.10	69.80	59.80	56.10	51.40	43.50	691.40	
1994	S.S.	47.00	38.60	48.60	52.00	54.60	63.40	69.30	47.80	31.70	30.80	28.20	26.00	538.00	1994
	S.R.	0.00	0.00	0.00	0.00	0.10	0.00	0.00	25.00	30.20	27.70	21.20	19.90	124.10	
	TOTAL	47.00	38.60	48.60	52.00	54.70	63.40	69.30	72.80	61.90	58.50	49.40	45.90	662.10	
1995	S.S.	41.30	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	675.94	1995
	S.R.	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.90	
	TOTAL	43.20	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	677.84	
1996	S.S.	46.66	43.40	47.39	56.95	66.18	70.83	75.70	77.27	68.23	65.58	50.37	49.43	717.99	1996
	S.R.	0.01	0.03	0.03	0.03	0.03	0.01	0.03	0.02	0.01	0.02	0.02	0.02	0.26	
	TOTAL	46.67	43.43	47.42	56.98	66.21	70.84	75.73	77.29	68.24	65.60	50.39	49.45	718.25	
1997	S.S.	50.61	49.20	65.66	68.65	76.18	79.14	82.31	57.02	37.32	27.50	38.96	45.96	678.51	1997
	S.R.	0.02	0.08	0.02	0.02	0.02	0.02	0.38	25.92	31.54	36.85	12.41	0.01	107.29	
	TOTAL	50.63	49.28	65.68	68.66	76.20	79.16	82.69	82.94	68.86	64.35	51.37	45.97	785.80	
1998	S.S.	44.39	46.36	47.00	50.53	56.43	63.43	77.75	80.30	68.35	66.58	54.06	52.13	707.31	1998
	S.R.	0.01	0.01	0.01	0.01	0.00	0.01	0.01	0.09	0.01	0.00	0.00	0.00	0.16	
	TOTAL	44.40	46.37	47.01	50.54	56.43	63.44	77.76	80.39	68.36	66.58	54.06	52.13	707.47	
1999	S.S.	56.40	45.26	52.16	57.40	70.43	71.35	85.41	82.68	69.45	68.04	57.78	57.69	774.05	1999
	S.R.	0.01	0.01	0.01	0.04	0.02	0.07	0.01	0.02	0.32	0.02	0.00	0.00	0.53	
	TOTAL	56.41	45.27	52.17	57.44	70.45	71.42	85.42	82.70	69.77	68.06	57.78	57.69	774.58	
2000	S.S.	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	2000
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	
2001	S.S.	56.16	48.05	55.92	60.69	73.30	77.51	85.01	78.50	53.45	56.21	48.16	52.29	745.25	2001
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.78	21.08	16.87	8.06	0.89	52.68	
	TOTAL	56.16	48.05	55.92	60.69	73.30	77.51	85.01	84.28	74.53	73.08	56.22	53.18	797.93	
2002	S.S.	54.43	52.23	60.70	65.43	60.75	55.13	66.79	73.35	66.59	62.03	56.36	53.98	727.77	2002
	S.R.	1.28	1.27	1.10	1.11	14.82	22.79	19.54	9.67	3.52	4.02	2.04	0.55	81.71	
	TOTAL	55.71	53.50	61.80	66.54	75.57	77.92	86.33	83.02	70.11	66.05	58.40	54.53	809.48	
2003	S.S.	52.73	49.97	57.35	58.32	62.82	68.22	65.05	63.34	58.91	67.08	56.20	48.84	708.83	2003
	S.R.	0.70	1.11	0.48	0.94	1.84	5.63	19.77	22.04	16.00	6.58	3.12	5.84	84.05	
	TOTAL	53.43	51.08	57.83	59.26	64.66	73.85	84.82	85.38	74.91	73.66	59.32	54.68	792.88	
2004	S.S.	55.83	51.40	58.56	64.33	67.98	52.62	47.04	39.68	41.06	34.80	49.30	49.92	612.52	2004
	S.R.	0.00	0.61	1.17	4.84	8.68	22.08	30.80	27.32	24.95	1.73	1.63	1.63	160.11	
	TOTAL	55.83	52.01	59.73	69.17	76.66	74.70	77.84	75.98	68.38	59.75	51.03	51.55	772.63	
2005	S.S.	50.05	46.16	51.09	55.01	65.70	68.81	80.52	61.60	48.71	47.08	40.83	36.70	652.26	2005
	S.R.	0.00	0.62	0.93	0.76	0.76	0.73	1.64	17.32	20.25	21.69	16.92	7.36	88.98	
	TOTAL	50.05	46.78	52.02	55.77	66.46	69.54	82.16	78.92	68.96	68.77	57.75	44.06	741.24	
2006	S.S.	50.81	49.10	48.82	49.65	60.58	65.65	56.12	59.67	52.49	42.86	34.46	42.75	612.96	2006
	S.R.	0.00	0.78	0.00	0.62	0.74	2.56	23.58	20.72	20.17	23.88	26.46	13.63	133.14	
	TOTAL	50.81	49.88	48.82	50.27	61.32	68.21	79.70	80.39	72.66	66.74	60.92	56.38	746.10	
2007	S.S.	57.70	47.45	56.47	60.50	56.11	51.21	55.95	63.48	58.72	37.58	34.83	38.61	618.61	2007
	S.R.	0.00	0.00	0.60	1.81	14.47	22.24	23.47	12.37	5.29	18.70	21.20	9.42	129.57	
	TOTAL	57.70	47.45	57.07	62.31	70.58	73.45	79.42	75.85	64.01	56.28	56.03	48.03	748.18	
2008	S.S.	43.35	45.35	51.55	52.59	40.45	33.03	40.15	47.57	47.24	41.53	21.47	25.41	489.69	2008
	S.R.	2.33	0.67	0.71	2.20	24.69	33.55	32.94	24.87	18.26	21.03	32.21	24.46	217.92	
	TOTAL	45.68	46.02	52.26	54.79	65.14	66.58	73.09	72.44	65.50	62.56	53.68	49.87	707.61	
2009	S.S.	28.17	37.57	50.95	58.52	48.56	37.47	48.80	40.69	31.99	44.62	53.05	46.55	526.94	2009
	S.R.	24.83	3.81	0.00	0.00	13.53	26.06	25.21	34.10	32.64	11.02	0.00	1.34	172.54	
	TOTAL	53.00	41.38	50.95	58.52	62.09	63.53	74.01	74.79	64.63	55.64	53.05	47.89	699.48	
2010	S.S.	45.44	40.48	47.48	48.39	56.26	55.29	50.73	44.58	35.05	37.61	36.14	36.45	533.90	2010
	S.R.	0.00	0.00	0.77	0.62	0.68	8.74	21.96	27.30	32.52	21.71	14.48	9.73	138.51	
	TOTAL	45.44	40.48	48.25	49.01	56.94	64.03	72.69	71.88	67.57	59.32	50.62	46.18	672.41	
2011	S.S.	48.05	43.36	45.17	52.11	53.94	49.27	60.52	55.52	45.40	45.67	46.28	51.87	597.16	2011
	S.R.	0.00	0.70	0.00	0.76	6.65	11.03	12.97	14.82	19.45	14.15	5.19	0.00	85.72	
	TOTAL	48.05	44.06	45.17	52.87	60.59	60.30	73.49	70.34	64.85	59.82	51.47	51.87	682.88	
2012	S.S.	50.12	48.09	52.60	50.52	60.06	56.53	48.17	41.12	36.72	42.22	48.70	50.88	585.73	2012
	S.R.	3.54	0.79	0.00	0.66	1.44	11.14	27.95	33.22	29.98	21.43	8.86	0.00	139.01	

# SANTA ROSA CREEK WELL LEVELS

## March 15th, 2013- Current













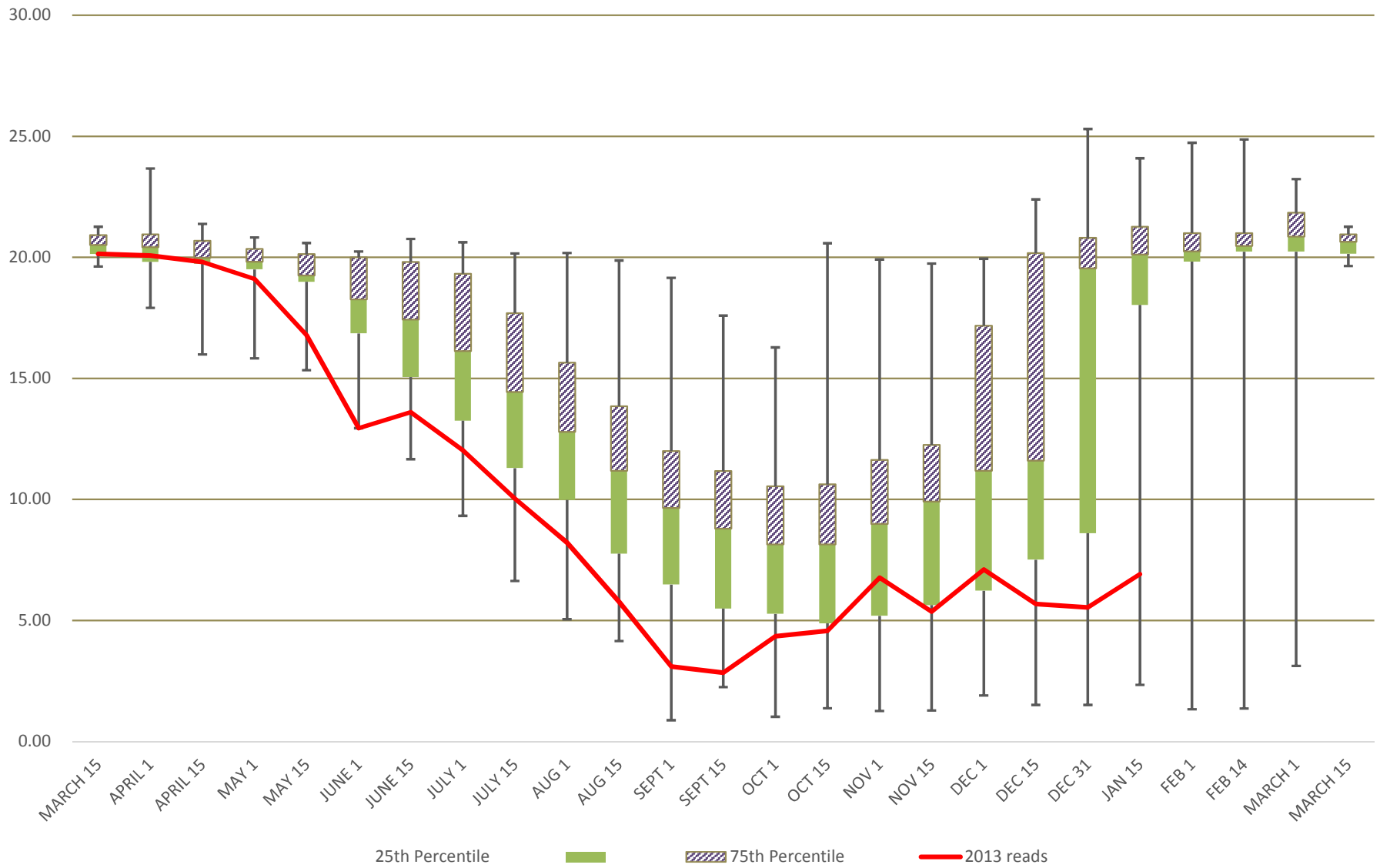




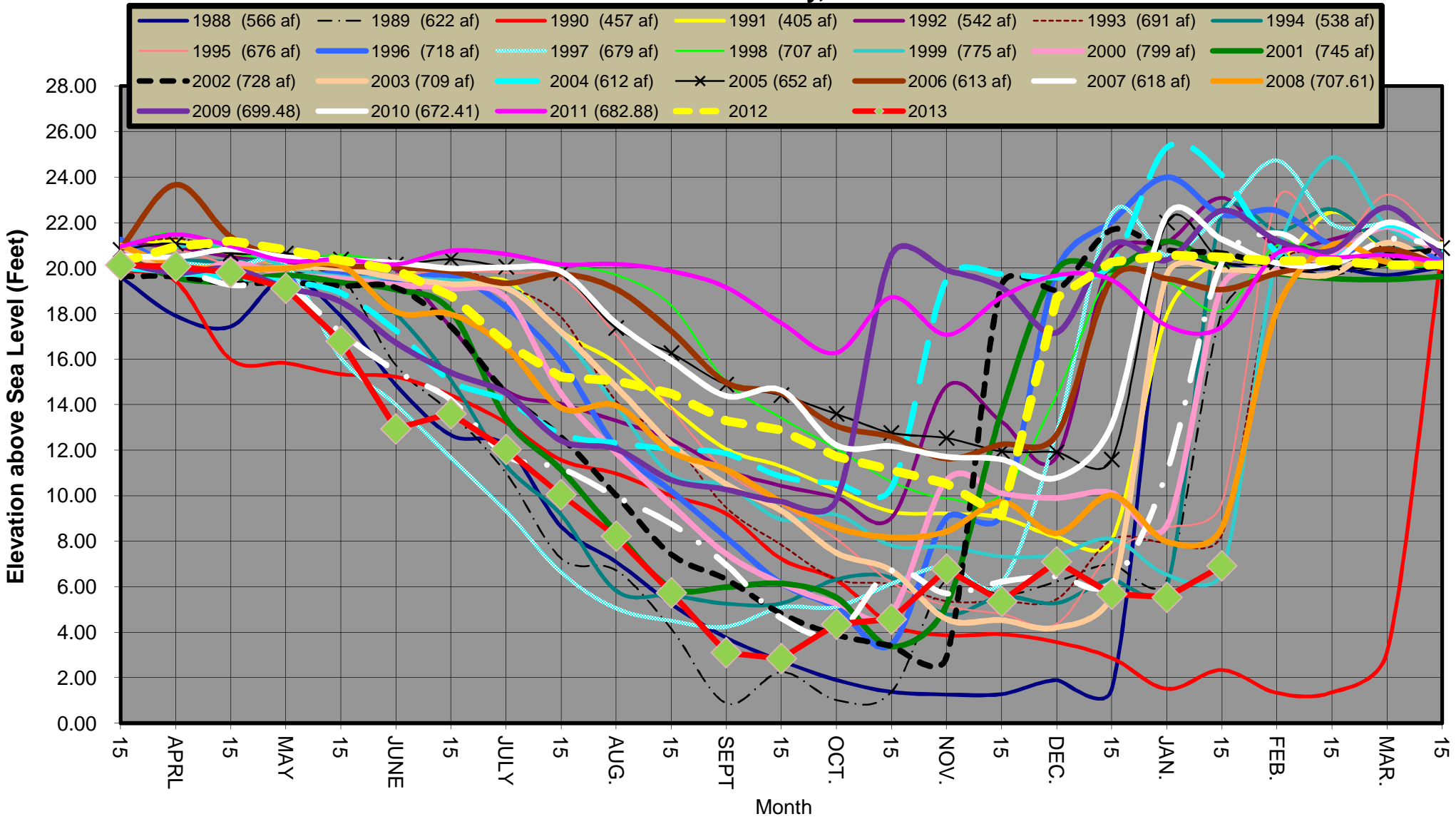




**1988 -2014 Statistical San Simeon Well Level Summary by Month**  
**showing Minimums, Maximums, 25 % Percentile, 75% Percentile**  
**Average Level is the line between the Purple (hatched) and Green (solid) bars**

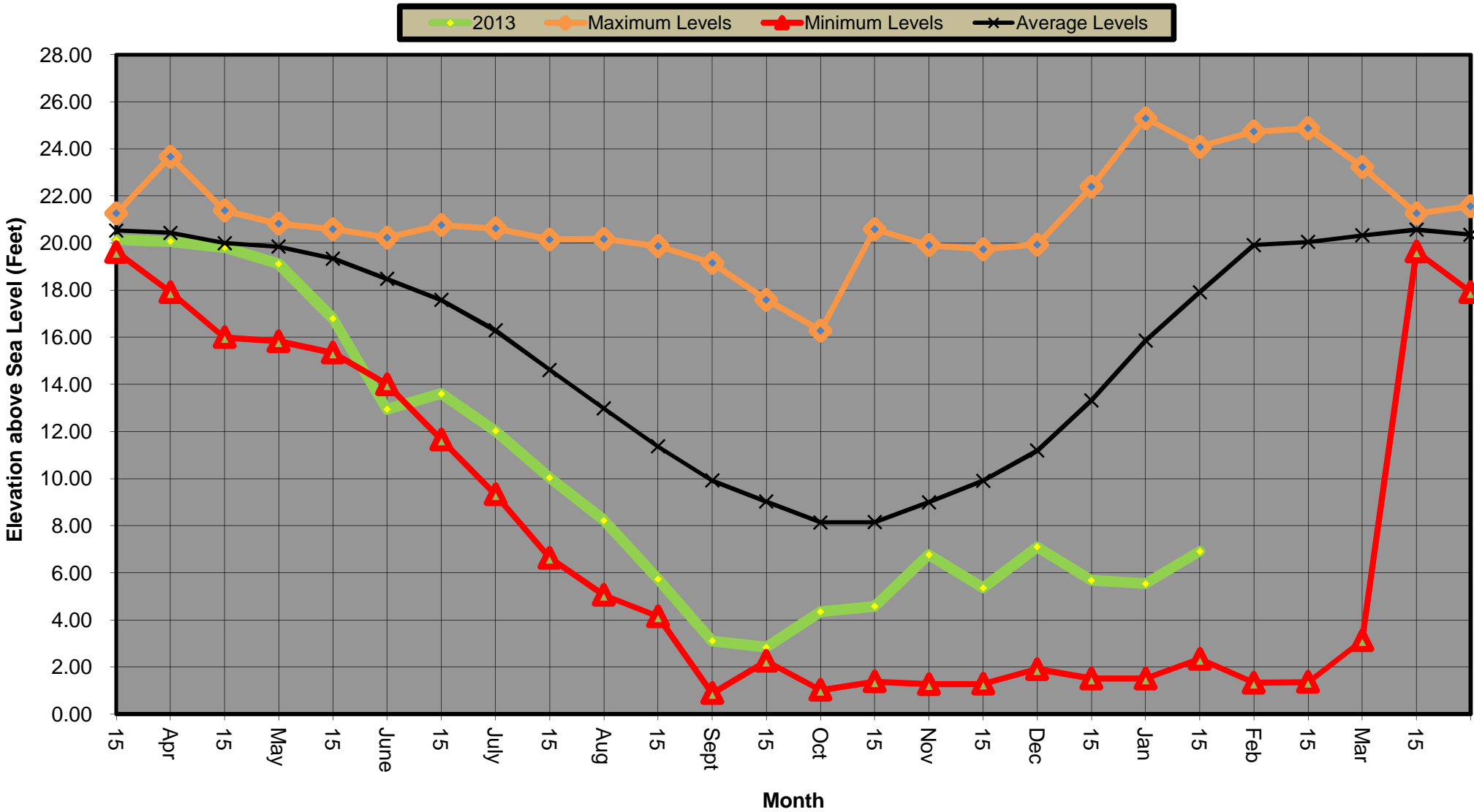


### San Simeon Creek Well Levels 1988 - mid January, 2014

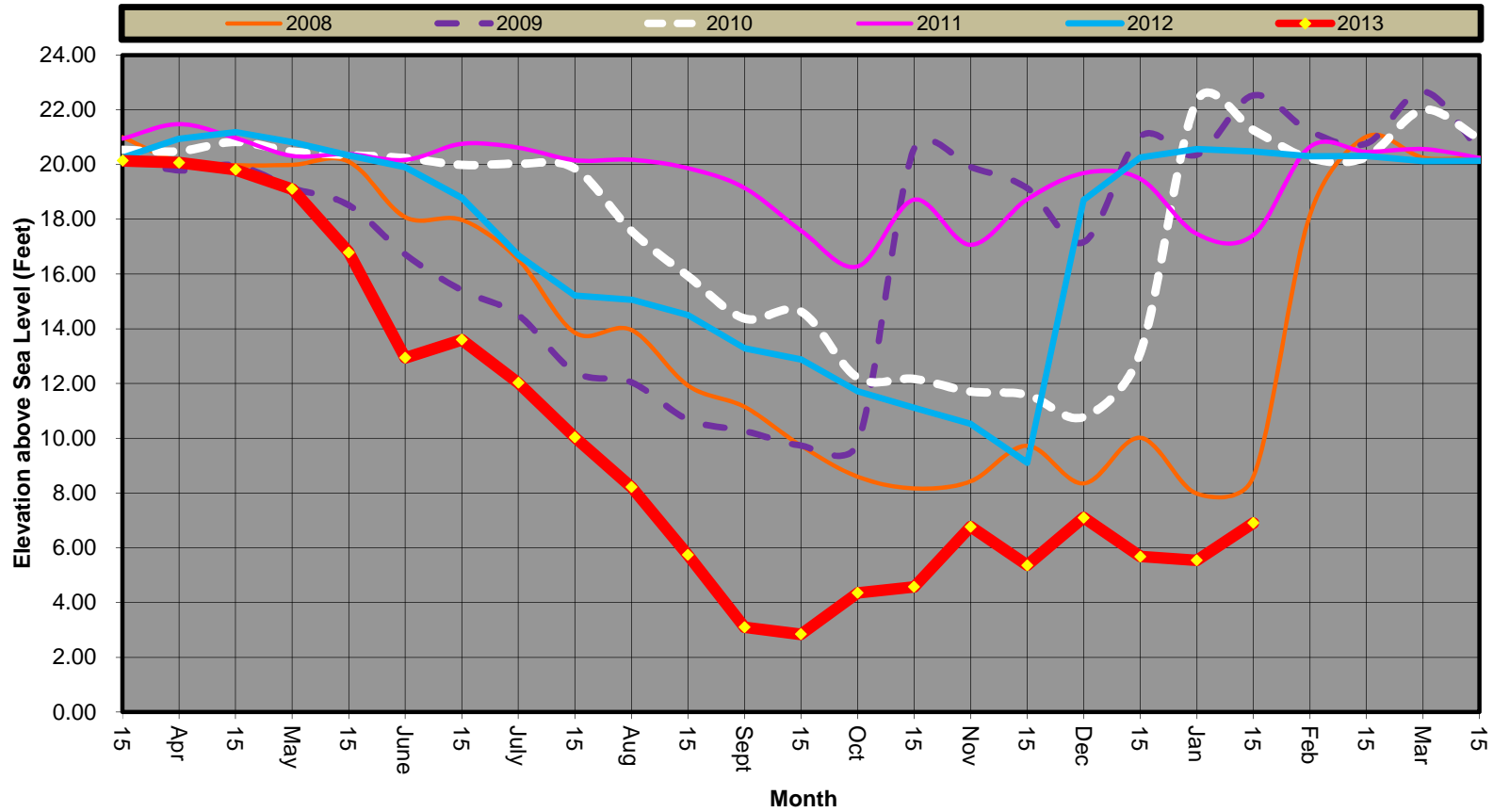




### San Simeon Creek Well Levels Water Year 2013/2014 levels to date and 1988 to Jan. 13, 2014 Min, Max, & Average



### San Simeon Creek Well Levels Last 5 years March, 2008 - Current



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<b>VENDOR NAME</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>LINE NO.</b>	<b>LINE AMOUNT</b>	<b>LINE DESCRIPTION</b>
ABILITY ANSWERING SERVICE	57439	12/31/2013	1	12.50	ADM/EXTRA CHARGES FOR CHRISTMAS HOLIDAY
ACCURATE MAILING SERVICE	57261	12/5/2013	1	45.00	WD/POSTAGE DEPOSIT FOR REMINDER NOTICES DEC 2013
ACCURATE MAILING SERVICE	57261	12/5/2013	2	45.00	WW/POSTAGE DEPOSIT FOR REMINDER NOTICES DEC 2013
ACCURATE MAILING SERVICE	57351	12/17/2013	1	15.75	WD/REMAINDER POSTAGE DUE DEC REMINDER NOTICES
ACCURATE MAILING SERVICE	57351	12/17/2013	2	15.75	WW/REMAINDER POSTAGE DUE DEC REMINDER NOTICES
ACCURATE MAILING SERVICE	57351	12/17/2013	3	7.67	WD/PROF SERVICES DEC REMINDER NOTICES
ACCURATE MAILING SERVICE	57351	12/17/2013	4	7.67	WW/PROF SERVICES DEC REMINDER NOTICES
				<u>136.84</u>	
ACORN MEDIA	57352	12/17/2013	1	3,696.06	WD/DESKS & FILE CABINETS FOR NEW WATER DEPT OFFICE
ACOSTA'S PAINTING	57316	12/12/2013	1	1,625.00	WD/PAINT CONFERENCE ROOM AND OFFICE OF WD OFFICES
ACWA	57419	12/26/2013	1	9,725.00	RC/MEMBERSHIP DUES 2014
AGP VIDEO	57279	12/5/2013	1	978.75	ADM/VIDEO PROD'N & STREAM BRD MTG 11/21/13
AL'S SEPTIC PUMPING, INC	57355	12/17/2013	1	577.50	WD/PUMPING RAIN FOR RENT TANK AT SR4 11/19/13
AL'S SEPTIC PUMPING, INC	57355	12/17/2013	1	577.50	WD/PUMPING RAIN FOR RENT TANK AT SR4 11/19/13
AL'S SEPTIC PUMPING, INC	57366	12/18/2013	1	465.00	WD/PUMP RAIN FOR RENT TANK SR4 ON 12/2/13
				<u>1,620.00</u>	
ALLSTAR INDUSTRIAL SUPPLY	57317	12/12/2013	1	185.40	WW/SAFETY GLASSES
ALLSTAR INDUSTRIAL SUPPLY	57317	12/12/2013	2	155.55	WW/RAIN GEAR
ALLSTAR INDUSTRIAL SUPPLY	57317	12/12/2013	3	516.41	WD/RAIN GEAR
ALLSTAR INDUSTRIAL SUPPLY	57353	12/17/2013	1	85.00	WW/SERVICE OF THE FIRST AID CABINETS
				<u>942.36</u>	
ALPHA ELECTRICAL SERVICE	57318	12/12/2013	1	1,120.50	WW/INSTALL NEW TIMER ON GRIT PUMPS AND WASHER
ALPHA ELECTRICAL SERVICE	57333	12/12/2013	1	8,438.87	WD/CREATED RADIO LINK BETWEEN STUART ST/FISCALLINI
ALPHA ELECTRICAL SERVICE	57354	12/17/2013	1	367.50	WD/TROUBLESHOOT TELEMETRY SYSTEM
ALPHA ELECTRICAL SERVICE	57354	12/17/2013	1	982.50	WD/CUSTOM USER/TRAINING MANUAL FOR SR4
ALPHA ELECTRICAL SERVICE	57354	12/17/2013	1	2,707.02	WD/SR4 SEC SYST EVENT LOGGER/DATA BASE & SEC CMRA
ALPHA ELECTRICAL SERVICE	57354	12/17/2013	1	3,333.50	WD/RADIO NTRK INFRASTRUCTURE FOR TELEMETRY SCADA
ALPHA ELECTRICAL SERVICE	57365	12/18/2013	1	3,161.34	WW/UP-GRADE & EXPAND ALARM SYSTEM AT WWTP
ALPHA ELECTRICAL SERVICE	57420	12/26/2013	1	6,000.00	WW/PROGRESS PAYMENT FOR SCADA COMPUTER REPLACEMENT
				<u>26,111.23</u>	
ARB-AIR RESOURCES BOARD	57440	12/31/2013	1	150.00	WW/CHANGE TO PORTABLE GEN & HYDRO PUMP DESIGNATION
ARB-AIR RESOURCES BOARD	57440	12/31/2013	1	2,418.75	WW/RENEWAL FEES FOR PORTABLE GEN'S & HYDRO PUMPS
				<u>2,568.75</u>	
AT&T	57296	12/10/2013	1	54.40	WW/ALARM LIFT STATION #B4 DEC 2013
AT&T	57367	12/18/2013	1	274.83	WD/ALARM VAN GORDON WELL FIELD DEC 2013
				<u>329.23</u>	
AT&T/CALNET2	57364	12/18/2013	1	140.99	FD/PHONE SVC 927-6240 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	30.88	F&R/VETERAN'S HALL ALARM 927-0493 NOV 2013
AT&T/CALNET2	57364	12/18/2013	1	293.14	ADM/PHONE SVC 927-6223 NOV 2013
AT&T/CALNET2	57364	12/18/2013	1	16.66	ADM/FAX LINE 927-5584 NOV 2013
AT&T/CALNET2	57364	12/18/2013	1	56.99	WD/PHONE AND FAX LINES 927-6226 NOV 2013
AT&T/CALNET2	57364	12/18/2013	1	16.09	WD/ BLDG PUMP STN LEIMERT TANK 927-1972 NOV 2013
AT&T/CALNET2	57364	12/18/2013	1	16.09	WD/TELEMETRY SYSTEM 927-0398 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	112.76	WW/PHONE SVC 927-6250 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	16.47	WW/FAX LINE 927-0178 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	16.09	WW/ALARM AT LIFT STN A 924-1538 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	16.58	WW/ALARM AT LIFT STN A1 924-1708 NOVEMBER 2013

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AT&T/CALNET2	57364	12/18/2013	1	16.09	WW/ALARM AT LIFT STN B 924-1492 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	16.09	WW/ALARM AT LIFT STN B1 924-1038 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	16.09	WW/ALARM AT LIFT STN B2 924-1068 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	16.09	WW/ALARM AT LIFT STN B3 924-1550 NOVEMBER2013
AT&T/CALNET2	57364	12/18/2013	1	16.09	WW/ALARM AT LIFT STN 4 927-1518 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	16.10	WW/ALARM AT LIFT STN 8 924-1548 NOVEMBER 2013
AT&T/CALNET2	57364	12/18/2013	1	16.09	WW/ALARM AT LIFT STN 8 927-1591 NOVEMBER 2013
				<u>845.38</u>	
ATENCIO, SUSAN/ADOLPH	57322	12/12/2013	1	50.00	RC/REBATE REPLACE 1.6 GLN TOILET WITH 1.28 GLN TLT
BAHRINGER, JAMES	57257	12/3/2013	1	426.87	ADM/REIMB TRVL TO SDRMA TRAINING NAPA 11/17-11/20
BENZLER, BETTY	57292	12/10/2013	1	108.15	WD CUSTOMER REFUND
BIG TREE	57280	12/5/2013	1	600.00	FD/MOWING COMMON AREA AROUND FIRE STATION
BIG TREE	57319	12/12/2013	1	400.00	F&R/REMOVAL OF CAMPSITE AT FISCALINI RANCH
				<u>1,000.00</u>	
BOBKIEWICZ, WALTER	57249	12/2/2013	1	200.00	RC/REBATE PROGRAM LOW FLOW CLOTHES WASHING MACHINE
BORAH'S AWARDS	57368	12/18/2013	1	27.37	FD/LASER ENGRAVED .3" LETTERS
BRADLEY ZANE	57437	12/26/2013	1	50.00	RC/NON-POTABLE WATER TANK 12/18/13
BRADLEY ZANE	57437	12/26/2013	1	200.00	RC/REBATE PROGRAM LOW FLOW CLOTHES WASHING MACHINE
				<u>250.00</u>	
BRENNTAG PACIFIC, INC.	57281	12/5/2013	1	911.47	WW/CHEMICALS 11/21/13
BRENNTAG PACIFIC, INC.	57334	12/12/2013	1	806.25	WD/CHEMICALS 12/04/13
BRENNTAG PACIFIC, INC.	57334	12/12/2013	1	385.79	WW/CHEMICALS 12/04/13
BRENNTAG PACIFIC, INC.	57334	12/12/2013	1	122.75	WD/CHEMICALS 12/04/13
				<u>2,226.26</u>	
BROWN, GEOFFREY	57323	12/12/2013	1	50.00	RC/RFUND FOR NON-POTABLE WATER TANK
BURKEY, MICHAEL	57299	12/10/2013	1	20.00	FD/REIMB TRVL EXP FRESNO SYMPOSIUM 11/20-11/22/13
BURTON'S FIRE, INC.	57369	12/18/2013	1	736.57	FD/BACKET LADDER
BURTON'S FIRE, INC.	57369	12/18/2013	1	120.70	FD/MAINT & REPAIR VEHICLES
BURTON'S FIRE, INC.	57369	12/18/2013	1	21.41	FD/MAINT & REPAIR VEHICLES
				<u>878.68</u>	
BUSINESSPLANS, INC.	57421	12/26/2013	1	294.00	ADM/MONTHLY HRA PLAN ADMINISTRATION DEC 2013
CALIF RURAL WATER ASSOC (CRWA)	57370	12/18/2013	1	250.00	WD/DISTRIBUTION CERT REVIEW J. BUHL 3/12-3/13/13
CALIF RURAL WATER ASSOC (CRWA)	57370	12/18/2013	1	250.00	WD/DRINK WTR SEC & CYBER SEC J. BUHL 1/29-30 2014
				<u>500.00</u>	
CAMBRIA HARDWARE CENTER	57259	12/3/2013	1	314.25	WD/DEPT OPERATING EXPENSES OCT. 2013
CAMBRIA HARDWARE CENTER	57259	12/3/2013	1	504.60	WW/MAINT & REPAIR COLLECTION OCT. 2013
CAMBRIA HARDWARE CENTER	57259	12/3/2013	2	56.36	WW/MAINT & REPAIR TREATMENT OCT. 2013
CAMBRIA HARDWARE CENTER	57259	12/3/2013	1	12.34	ADM/DEPT OPERATING EXPENSE OCT. 2016
CAMBRIA HARDWARE CENTER	57259	12/3/2013	1	86.71	F&R/DEPT OPERATING SUPPLIES OCT. 2013
CAMBRIA HARDWARE CENTER	57259	12/3/2013	2	302.48	F&R/MAINT & REPAIR BUILDINGS OCT. 2013
CAMBRIA HARDWARE CENTER	57259	12/3/2013	3	114.15	F&R/MAINT & REPAIR VET'S HALL OCT 2013
CAMBRIA HARDWARE CENTER	57259	12/3/2013	4	54.50	F&R/MAINT & REPAIR VEHICLES OCT 2013
CAMBRIA HARDWARE CENTER	57259	12/3/2013	1	16.19	FD/DEPT OPERATING EXPENSES OCT. 2013
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CAMBRIA HARDWARE CENTER	57259	12/3/2013	2	195.85	FD/MAINT & REPAIR BUILDINGS OCT. 2013
CAMBRIA HARDWARE CENTER	57259	12/3/2013	3	175.18	FD/MAINT & REPAIR GROUNDS OCT. 2013
CAMBRIA HARDWARE CENTER	57259	12/3/2013	4	108.68	FD/MAINT & REPAIR VEHICLES OCT. 2013
CAMBRIA HARDWARE CENTER	57438	12/31/2013	1	375.70	WD/MAJOR MAINTENANCE NEW OFFICES
CAMBRIA HARDWARE CENTER	57438	12/31/2013	2	76.27	WD/OFFICE SUPPLIES
CAMBRIA HARDWARE CENTER	57438	12/31/2013	3	83.78	WD/DEPT OPERATING EXPENSES
CAMBRIA HARDWARE CENTER	57438	12/31/2013	4	292.10	WD/MAINT & REPAIR DISTRIBUTION
CAMBRIA HARDWARE CENTER	57438	12/31/2013	5	25.42	WD/MAINT & REPAIR PUMPS
CAMBRIA HARDWARE CENTER	57438	12/31/2013	6	4.16	WD/MAINT & REPAIR SR4
CAMBRIA HARDWARE CENTER	57438	12/31/2013	7	39.91	WD/MAINT & REPAIR VALVES
CAMBRIA HARDWARE CENTER	57438	12/31/2013	8	5.35	WD/MAINT & REPAIR WELLS
CAMBRIA HARDWARE CENTER	57438	12/31/2013	9	36.77	WD/MAINT & REPAIR YARD
CAMBRIA HARDWARE CENTER	57438	12/31/2013	1	56.29	WW/MAINT & REPAIR TREATMENT NOV 2013
CAMBRIA HARDWARE CENTER	57438	12/31/2013	1	4.72	ADM/MAINT & REPAIR BULDING NOV. 2013
CAMBRIA HARDWARE CENTER	57438	12/31/2013	1	41.03	F&R/DEPT OPERATING ESPENSES NOV 2013
CAMBRIA HARDWARE CENTER	57438	12/31/2013	2	82.91	F&R/MAITN & REPAIR BUILDINGS NOV 2013
CAMBRIA HARDWARE CENTER	57438	12/31/2013	3	67.42	F&R/ MAINT & REPAIR VET'S HALL NOV. 2013
CAMBRIA HARDWARE CENTER	57438	12/31/2013	1	38.68	FD/MAINT & REPAIR BUILDINGS NOV 2013
CAMBRIA HARDWARE CENTER	57438	12/31/2013	2	26.74	FD/DEPT OPERATING EXPENSES NOV. 2013
CAMBRIA HARDWARE CENTER	57438	12/31/2013	3	7.11	FD/MAINT & REPAIR BUILDINGS NOV 2013
CAMBRIA HARDWARE CENTER	57438	12/31/2013	4	19.61	FD/MAINT & REPAIR VEHICLES NOV 2013
				<u>3,225.26</u>	
CAMBRIA ROCK	57290	12/5/2013	1	275.00	WD/FILL SAND
CAMBRIA ROCK	57380	12/18/2013	1	320.25	WD/FILL SAND AND ROCK
CAMBRIA ROCK	57430	12/28/2013	1	950.00	WD/FILL SAND ROAD BASE FOR STOCK 12/3/13
				<u>1,545.25</u>	
CAMBRIA VILLAGE SQUARE	57271	12/5/2013	1	3,182.13	ADM/MONTHLY OFFICE LEASE PYMT 1316 TAMSEN DEC 2013
CAMBRIA VILLAGE SQUARE	57313	12/10/2013	1	392.63	ADM/COMMON AREA MAINT & INSURANCE SEPT/OCT 2013
				<u>3,574.76</u>	
CARMEL & NACCASHA LLP	57262	12/5/2013	1	8,000.00	ADM/MONTHLY RETAINER LEGAL SERVICES DEC 2013
CARMEL & NACCASHA LLP	57335	12/12/2013	1	676.50	FD/GENERAL COUNSEL NOVEMBER 2012
CARMEL & NACCASHA LLP	57335	12/12/2013	2	82.50	F&R/GENERAL COUNSEL NOVEMBER 2013
CARMEL & NACCASHA LLP	57335	12/12/2013	3	4,914.37	ADM/GENERAL COUNSEL NOVEMBER 2013
CARMEL & NACCASHA LLP	57335	12/12/2013	4	930.20	RC/GENERAL COUNSEL NOVEMBER 2013
CARMEL & NACCASHA LLP	57335	12/12/2013	5	1,955.87	WD/GENERAL COUNSEL NOVEMBER 2013
CARMEL & NACCASHA LLP	57335	12/12/2013	6	1,332.38	WW/GENERAL COUNSEL NOVEMBER 2013
CARMEL & NACCASHA LLP	57335	12/12/2013	7	(8,000.00)	ADM/LESS RETAINER NOVEMBER 2013
				<u>9,891.82</u>	
CASTELLANOS, MICHAEL	57300	12/10/2013	1	36.56	FD/REIMB TRVL EXP FRESNO SYMPOSIUM 11/20-11/22/13
CENTRAL COAST COFFEE ROASTING	57282	12/5/2013	1	66.96	ADM/OFFICE SUPPLIES
CENTRAL COAST COFFEE ROASTING	57441	12/31/2013	1	89.28	F&R/OFFICE SUPPLIES
				<u>156.24</u>	
CHAPARRAL BUSINESS MACHIN	57443	12/31/2013	1	61.75	ADM/RICOH 3800 FUSER OIL KIT
CHARTER COMMUNICATIONS	57272	12/5/2013	1	87.99	F&R/MONTHLY INTERNET SERVICE VET'S HALL NOV 2013
CHARTER COMMUNICATIONS	57272	12/5/2013	2	185.99	F&R/MONTHLY INTERNET SERVICE F&R YARD NOV. 2013
CHARTER COMMUNICATIONS	57272	12/5/2013	3	279.99	ADM/MONTHLY INTERNET SERVICE ADM NOV. 2013
CHARTER COMMUNICATIONS	57272	12/5/2013	4	87.99	WD/MONTHLY INTERNET SERVICE NOV. 2013
CHARTER COMMUNICATIONS	57272	12/5/2013	5	88.00	WW/MONTHLY INTERNET SERVICE NOV. 2013
CHARTER COMMUNICATIONS	57272	12/5/2013	6	175.99	FD/MONTHLY INTERNET SERVICE NOV. 2013
CHARTER COMMUNICATIONS	57442	12/31/2013	1	87.99	F&R/MONTHLY INTERNET SERVICE DEC 2013 VET'S HALL
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CHARTER COMMUNICATIONS	57442	12/31/2013	2	185.99	F&R/MONTHLY INTERNET SERVICE DEC 2013 F&R YARD
CHARTER COMMUNICATIONS	57442	12/31/2013	3	279.99	ADM/MONTHLY INTERNET SERVICE DEC 2013 ADM
CHARTER COMMUNICATIONS	57442	12/31/2013	4	87.99	WD/MONTHLY INTERNET SERVICE DEC 2013
CHARTER COMMUNICATIONS	57442	12/31/2013	5	88.00	WW/MONTHLY INTERNET SERVICE DEC 2013
CHARTER COMMUNICATIONS	57442	12/31/2013	6	175.99	FD/MONTHLY INTERNET SERVICE DEC 2013
				<u>1,811.90</u>	
CHEMDRY	57356	12/17/2013	1	1,756.08	WD/AUTOMATIC GREASERS FOR PUMPS
CHEMSEARCH	57444	12/31/2013	1	1,756.08	WW/PERMA AUTOMATIC GREASER AND CONTROL HEAD
CLEATH-HARRIS GEOLOGISTS, INC.	57357	12/17/2013	1	7,019.20	WD/MISC PROF SVCS HYDRO-GEOLOGICAL ASSISTANCE
CLEATH-HARRIS GEOLOGISTS, INC.	57422	12/26/2013	1	181.25	WD/PROF SVCS
				<u>7,200.45</u>	
COAST ELECTRONICS/RADIO	57423	12/26/2013	1	30.09	WD/6' COMPUTER CABLE
CONNERS, KEITH	57293	12/10/2013	1	100.00	WD/CUSTOMER REFUND
CORBIN WILLITS SYSTEMS	57263	12/5/2013	1	1,199.12	ADM/MONTHLY SUPPORT AGREEMT-MOM SOFTWARE DEC 2013
COURIER SYSTEMS	57336	12/12/2013	1	13.91	ADM/DELIVERY SERVICE TO ATASCADERO 12/04/13
CRYSTAL SPRINGS WATER CO.	57337	12/12/2013	1	53.17	WW/DISTILLED AND DRINKING WATER & EQUIP RENTAL
CULLIGAN-KITZMAN WATER	57371	12/18/2013	1	53.00	FD/WATER SOFTENER SERVICE NOV 2013
DELTA LIQUID ENERGY	57445	12/31/2013	1	1,303.35	F&R/PROPANE GAS AT F&R YARD
DONALD J. DALLMANN	57434	12/26/2013	1	50.00	RC/REBATE REPLACE 1.6 GLN TOILET WITH 1.28 10/13
DREWRY, SCOTT	57324	12/12/2013	1	50.00	RC/REBATE NON-POTABLE WATER TANK
EMPLOYMENT DEVELOPMENT DEPT U	57424	12/26/2013	1	287.00	FD/UNEMPLOYMENT DIRECT COSTS 9/30/13
FERGUSON ENTERPRISES, INC #135	57283	12/5/2013	1	567.59	WD/PLUMBING SUPPLIES 11/14/13
FERGUSON ENTERPRISES, INC #135	57283	12/5/2013	1	2,300.29	RC/RECIRCULATION PUMPS FOR STOCK IN OFFICE
FERGUSON ENTERPRISES, INC #135	57283	12/5/2013	1	168.06	WD/PLUMBING SUPPLIES 11/21/13
FERGUSON ENTERPRISES, INC #135	57338	12/12/2013	1	1,240.67	WD/PLUMBING SUPPLIES 12/05/13
FERGUSON ENTERPRISES, INC #135	57338	12/12/2013	1	715.61	WD/PLUMBING SUPPLIES 12/2/13
FERGUSON ENTERPRISES, INC #135	57338	12/12/2013	1	805.66	WD/PLUMBING SUPPLIES 12/02/13
FERGUSON ENTERPRISES, INC #135	57338	12/12/2013	1	89.65	WD/PLUMBING SUPPLIES 12/04/13
FERGUSON ENTERPRISES, INC #135	57338	12/12/2013	1	46.09	WD/PLUMBING SUPPLIES 12/05/13
				<u>5,933.62</u>	
FERGUSON GROUP, LLC	57372	12/18/2013	1	3,000.00	WD/FEDERAL ADVOCACY SERVICES DEC 2013
FGL ENVIRONMENTAL	57284	12/5/2013	1	186.00	WD/INORGANIC AND SUPPORT ANALYSIS 10/22/13
FGL ENVIRONMENTAL	57284	12/5/2013	1	90.00	WD/BACTI AND SUPPORT ANALYSIS 11/05/13
FGL ENVIRONMENTAL	57284	12/5/2013	1	377.00	WD/INORGANIC /ORGANIC /SUPPORT ANALYSIS 11/05/13
FGL ENVIRONMENTAL	57284	12/5/2013	1	90.00	WD/BACTI AND SUPPORT ANALYSIS 11/19/13
FGL ENVIRONMENTAL	57373	12/18/2013	1	90.00	WD/BACTI AND SUPPORT ANALYSIS 10/15/13
FGL ENVIRONMENTAL	57373	12/18/2013	1	90.00	WD/BACTI AND SUPPORT ANALYSIS 11/25/13
FGL ENVIRONMENTAL	57425	12/26/2013	1	110.00	WD/BACTI AND SUPPORT ANALYSIS 12/03/13
FGL ENVIRONMENTAL	57425	12/26/2013	1	90.00	WD/BACTI AND SUPPORT ANALYSIS 12/10/13
FGL ENVIRONMENTAL	57425	12/26/2013	1	25.00	WD/BACTI ANALYSIS 12/10/13
				<u>1,148.00</u>	

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FINNIGAN, MICHAEL	57264	12/5/2013	1	22.50	WD/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2013
FINNIGAN, MICHAEL	57264	12/5/2013	2	22.50	WW/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2013
				45.00	
FIRST BANKCARD	57350	12/17/2013	1	-	ADM/J. GRUBER VISA CHARGES NOVEMBER 2013
FIRST BANKCARD	57350	12/17/2013	2	58.67	ADM/BOARD MEETING SUPPLIES 10/24/13
FIRST BANKCARD	57350	12/17/2013	3	25.03	ADM/LUNCH MTG AFTER GRAND JURY DISCUSSION 11/13/13
FIRST BANKCARD	57350	12/17/2013	4	650.68	ADM/SDRMA TRNG NAPA J. BAHRINGER 11/17-11/20/13
FIRST BANKCARD	57350	12/17/2013	1	-	ADM/J. HARRIS VISA CHARGES NOVEMBER 2013
FIRST BANKCARD	57350	12/17/2013	2	21.49	ADM/WIRELESS NETWORK ADAPTOR FOR GM'S PC
FIRST BANKCARD	57350	12/17/2013	3	21.00	ADM/BOARD MEETING SUPPLIES 11/21/13
FIRST BANKCARD	57350	12/17/2013	4	10.74	ADM/COMPUTER SUPPLIES- PARALLEL PORT
FIRST BANKCARD	57350	12/17/2013	1	-	FD/M. MILLER VISA CHARGES NOVEMBER 2013
FIRST BANKCARD	57350	12/17/2013	2	690.00	FD/AMERICAN HEALTH EDUCATION SEMINAR
FIRST BANKCARD	57350	12/17/2013	3	2,178.00	FD/TRAINING OFFICER'S SYMPOSIUM FOR 6 FIREFIGHTERS
FIRST BANKCARD	57350	12/17/2013	4	477.35	FD/CODE BOOKS
FIRST BANKCARD	57350	12/17/2013	5	272.00	FD/BUILDING CODE BOOKS
FIRST BANKCARD	57350	12/17/2013	6	343.38	FD/LODGING - 6 FIREFIGHTERS-FRESNO SYMPOSIUM
FIRST BANKCARD	57350	12/17/2013	1	-	ADM/M. MADRID VISA CHARGES NOVEMBER 2013
FIRST BANKCARD	57350	12/17/2013	2	329.46	ADM/LODGING -TRAINING J. HARRIS 10/23-10/25/13
FIRST BANKCARD	57350	12/17/2013	3	17.00	ADM/EXTRA SEMINAR CHARGES J.HARRIS 10/23-10/25/13
FIRST BANKCARD	57350	12/17/2013	4	80.00	ADM/CITY CLERK ASSN DUES J. HARRIS
FIRST BANKCARD	57350	12/17/2013	5	30.00	ADM/CITY CLERK ASSN DUES J. HARRIS
FIRST BANKCARD	57350	12/17/2013	6	50.00	ADM/ADM TECH 1 JOB POSTIN W/JOB TARGET
FIRST BANKCARD	57350	12/17/2013	7	91.63	ADM/OFFICE SUPPLIES FOR NEW BILLING CLERK
FIRST BANKCARD	57350	12/17/2013	8	450.00	ADM/CITY CLERK SEMINAR 12/4-12/6/13 J. HARRIS
FIRST BANKCARD	57350	12/17/2013	9	93.08	RC/PRE-RINSE VALVES FOR WATER CONSERVATION
FIRST BANKCARD	57350	12/17/2013	1	-	WD/M. FINNIGAN VISA CHARGES NOVEMBER 2013
FIRST BANKCARD	57350	12/17/2013	2	2,512.88	WD/FURNITURE FOR NEW WATER OFFICES AT WWTP
FIRST BANKCARD	57350	12/17/2013	3	328.85	WD/H30-ROHN TELESCOPING MASTS ROR RADIO ANTENNAS
FIRST BANKCARD	57350	12/17/2013	4	8.13	WD/TRAVEL EXP- 11/1/13 M. FINNIGAN
FIRST BANKCARD	57350	12/17/2013	1	111.57	WD/BOOKS FOR ASSISTANCE TO WW/WD SMALL PROJECTS
FIRST BANKCARD	57350	12/17/2013	2	111.56	WW/BOOKS FOR ASSISTANCE TO WW/WD SMALL PROJECTS
FIRST BANKCARD	57350	12/17/2013	3	232.42	WD/SCAN & COPY ORIG DRWNGS FOR WW/WD/OPERATIONS
FIRST BANKCARD	57350	12/17/2013	4	49.00	ADM/MONTHLY WEB HOSTING SERVICE PLAN
FIRST BANKCARD	57350	12/17/2013	5	50.28	WWW/WORKING LUNCH WITH NORTH COAST ENGINEERING
				9,294.20	
FONTAINE, BARBARA & JOC	57325	12/12/2013	1	50.00	RC/REBATE REPLACE 1.6 GALLON W/1.28 GALLON TOILET
GEISS, GEORGE	57326	12/12/2013	1	100.00	RC/REBATE REPLACE 2 1.6 GLN TLTS WITH 2 1.28
GERBER'S AUTO SERVICE	57285	12/5/2013	1	281.35	F&R/BRAKE SWTCH ASSMBLY & BATTERY E052240 F150
GERBER'S AUTO SERVICE	57302	12/10/2013	1	44.50	F&R/SMOG INSPECTION FORD F150 LIC# E052240
GERBER'S AUTO SERVICE	57339	12/12/2013	1	50.95	WW/OIL CHANGE FORD F250 L#1396729 12/06/13
GERBER'S AUTO SERVICE	57339	12/12/2013	1	44.50	WW/SMOG INSPECTION FORD F350 L#1148462
				421.30	
GIBSON, JOHNATHAN	57273	12/5/2013	1	200.00	FD/REIMBURSE FOR PARAMEDIC LICENSE RENEWAL
GIBSON, JOHNATHAN	57273	12/5/2013	1	275.00	FD/TRVL ADV ADM HLTH EDU DUBLIN, CA 12/8-12/13/13
GIBSON, JOHNATHAN	57303	12/10/2013	1	43.95	FD/REIMB TRVL EXP FRESNO SYMPOSIUM 11/17-11/20/13
				518.95	
GIBSON, JOSEPH	57426	12/26/2013	1	300.00	FD/TRVL ADV - PRVNTN TRAINING 1/5/14-1/10/14
GLOBAL TREAT, INC.	57427	12/26/2013	1	672.00	WD/SR4 VACUMN FEED CL2 SYSTEM
GOLD COAST ENVIRONMENTAL	57340	12/12/2013	1	2,190.00	WW/ANNUAL CALIBRATION OF TRMT PLANT FLOW METERS

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<b>VENDOR NAME</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>LINE NO.</b>	<b>LINE AMOUNT</b>	<b>LINE DESCRIPTION</b>
GREEK, RICHARD AND CHRISTINE	57250	12/2/2013	1	200.00	RC/REBATE PROGRAM LOW FLOW CLOTHES WASHING MACHINE
GREEN, JAMES FIRE RESERVIST	57304	12/10/2013	1	47.04	FD/REIMB TRVL EXP FRESNO SYMPOSIUM 11/18-11/22/13
GRESENS, ROBERT C.	57265	12/5/2013	1	45.00	WD/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2013
GRUBER, JEROME	57266	12/5/2013	1	45.00	ADM/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2013
HAYWARD LUMBER	57305	12/10/2013	1	52.93	F&R/DOOR FOR VET'S HALL
HAYWARD LUMBER	57305	12/10/2013	1	99.47	F&R/REPAIR TO PUBLIC RESTROOM
				<u>152.40</u>	
HEARTLAND FIRE TRAINING	57260	12/4/2013	1	540.00	FD/REG'N FEES FOR FIRE PREVENTN 1C TORLANO/GIBSON
HEARTLAND FIRE TRAINING	57260	12/4/2013	2	-	CONT'D) EL CAJON, CA, JANUARY 6-10, 2014
				<u>540.00</u>	
HICKS, IRENE AND BEVERLY REID	57327	12/12/2013	1	50.00	RC/REBATE NON-POTABLE WATER TANK
HOFFMAN, CAROL	57251	12/2/2013	1	100.00	RC/REBATE REPLACE 2-1.6 GLN TLTS WITH 1.28 GLN
HOLLINGSWORTH, BILL	57274	12/5/2013	1	503.26	FD/TRVL ADV AM HLTH EDU DUBLIN, CA 12/8-12/13/13
HOLLINGSWORTH, BILL	57375	12/18/2013	1	66.73	FD/REIMB TRVL EXP AM HLTH EDU DUBLIN 12/8-12/13
				<u>569.99</u>	
HUNTER, GREG	57328	12/12/2013	1	50.00	RC/REBATE NON-POTABLE WATER TANK
INDUSTRIAL CHEM LABS &	57306	12/10/2013	1	128.86	WW/LIFT STATION DEGREASER
INTELLIGENT PRODUCTS INC.	57286	12/5/2013	1	236.38	F&R/MUTT MITT'S FOR EAST/WEST RANCH
J B DEWAR	57287	12/5/2013	1	704.47	FD/DIESEL FUEL 11/20/13
J B DEWAR	57341	12/12/2013	1	1,324.43	WW/DIESEL FUEL 12/04/13
J B DEWAR	57376	12/18/2013	1	1,172.77	FD/GASOLINE AND DIESEL FUEL 12/04/13
J B DEWAR	57376	12/18/2013	1	1,704.84	F&R/GASOLINE AND DIESEL FUEL 12/04/13
				<u>4,906.51</u>	
JOHN DEERE FINANCIAL	57267	12/5/2013	1	522.49	F&R/MONTHLY PYMT COMPACT UTILITY TRACTOR DEC '13
L.N. CURTIS & SONS	57377	12/18/2013	1	2,229.28	FD/FIREFIGHTER UNIFORMS
LAKIN, PAT	57329	12/12/2013	1	100.00	RC/REPLACE 2 1.6 GLN TOILETS WITH 1.28 GLN TOILETS
Laurie Reese	57436	12/26/2013	1	100.00	RC/REBATE REPLACE 1.6 GLN TOILET WITH 1.28 (2)
LAWSON PRODUCTS	57446	12/31/2013	1	7.28	WW/FREIGHT COSTS
LAWSON PRODUCTS	57446	12/31/2013	1	592.51	WWW/TOOL SETS FOR THE F350 AND F150 WW TRUCKS
				<u>599.79</u>	
LIBERTY COMPOSTING, INC.	57288	12/5/2013	1	14,345.07	WW/BIOSOLIDS HAULING & DUMPING 10/21-10/25/13
MACE, JEREMY FIRE RESERVIST	57307	12/10/2013	1	56.43	FD/REIMB TRVL EXP FRESNO SYMPOSIUM 11/18-11/22/13
MADRID, MONIQUE	57308	12/10/2013	1	166.73	ADM/REIMB TRVL EXP CALPELRA CONF MNTRY 11/19-11/22
MARTIN, KATHY	57256	12/3/2013	1	100.00	WD/CUSTOMER REFUND
MEDSTOP URGENT CARE	57342	12/12/2013	1	490.00	FD/PRE-EMPLOYMENT PHYSICAL B. BENNEWATE



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MENDOZA, CARLOS	57268	12/5/2013	1	22.50	F&R/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2013
MENDOZA, CARLOS	57268	12/5/2013	2	22.50	ADM/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2013
				45.00	
MIKESELL, PRISCILLA	57252	12/2/2013	1	50.00	RC/REBATE REPLACE 1.6 GALLON TOILET WITH 1.28 GLN
MILLER DRILLING COMPANY	57358	12/17/2013	1	4,676.63	WD/REBUILD PUMP AT RODEO GROUNDS BOOSTER STATION
MILLER, MARK	57269	12/5/2013	1	45.00	FD/MONTHLY CELLULAR PHONE SERVICE REIMB DEC 2013
MINER'S ACE HARDWARE	57378	12/18/2013	1	90.99	F&R/MAINT & REPAIR BUILDINGS
MISSION LINEN SUPPLY	57417	12/23/2013	1	285.00	ADM/UNIFORMS NOV 13
MISSION LINEN SUPPLY	57417	12/23/2013	2	50.00	F&R/UNIFORMS NOV 2013
MISSION LINEN SUPPLY	57417	12/23/2013	3	178.54	RC/UNIFORMS NOV 2013
MISSION LINEN SUPPLY	57417	12/23/2013	4	250.17	WD/LINEN SERVICE & UNIFORM CLEAN NOV 13
MISSION LINEN SUPPLY	57417	12/23/2013	5	509.96	WD/UNIFORMS NOV 2013
				1,273.67	
MUNDT, BRUCE	57253	12/2/2013	1	75.00	RC/REBATE REPLACE 3.0 GLN TOILET WITH 1.28 GALLON
NOBLE SAW, INC.	57343	12/12/2013	1	97.88	WW/REPAIR WW CHAIN SAW AND REPLACE BLADE
NOBLE SAW, INC.	57359	12/17/2013	1	30.00	WD/DISPOSAL FEE
NOBLE SAW, INC.	57359	12/17/2013	2	627.14	WD/NEW CHAIN SAW
NOBLE SAW, INC.	57359	12/17/2013	3	9.90	WD/CHAIN SAW MIX
NOBLE SAW, INC.	57359	12/17/2013	1	94.78	WD/REPAIR WEED WACKER
				859.70	
NORTH COAST ENGINEERING	57418	12/23/2013	1	737.50	WW/PROF SVCS FOR NEW SR4 SEWER LINE THRU 11/30/13
NORTH COAST ENGINEERING	57418	12/23/2013	1	9,893.65	WW/PROF SVCS FO RNEW SR4 SEWER LINE THRU 10/30/13
				10,631.15	
PACIFIC GAS & ELECTRIC	57309	12/10/2013	1	11,261.79	WW/ELECTRIC SERVICE 10/26-11/25/13
PACIFIC GAS & ELECTRIC	57309	12/10/2013	1	5,640.83	WD/ELECTRIC SERVICE 10/26/13-11/25/13
PACIFIC GAS & ELECTRIC	57349	12/12/2013	1	226.36	F&R/ELEC SVC VETERAN'S HALL OCT 2013
PACIFIC GAS & ELECTRIC	57349	12/12/2013	2	495.19	FD/ELEC SVC 2850 BURTON DRIVE SEPT 2013
PACIFIC GAS & ELECTRIC	57349	12/12/2013	3	330.15	ADM/ELEC SVC 1316 TAMSEN #201 & RICHARD ST SEPT 13
PACIFIC GAS & ELECTRIC	57349	12/12/2013	4	1,175.23	F&R/SEVERAL F&R METERS, INCL STREET LIGHTS SEP '13
PACIFIC GAS & ELECTRIC	57349	12/12/2013	5	34.15	F&R/WEST VILLAGE REST ROOMS SEPT. 2013
PACIFIC GAS & ELECTRIC	57349	12/12/2013	6	20.38	F&R/EAST VILLAGE REST ROOMS SEPT. 2013
PACIFIC GAS & ELECTRIC	57349	12/12/2013	7	24.44	FD/2850 BURTON SEPT 2013
PACIFIC GAS & ELECTRIC	57349	12/12/2013	8	90.14	ADM/RADIO SHACK RICHARD ST SEPT. 2013
PACIFIC GAS & ELECTRIC	57349	12/12/2013	1	10.18	F&R/ELEC SVC 7806 VG CRK RD A/C# 6551 NOV 2013
PACIFIC GAS & ELECTRIC	57349	12/12/2013	1	20.37	ADM/ELEC SVC 1316 TAMSEN #203 A/C# 6140 NOV 2013
PACIFIC GAS & ELECTRIC	57349	12/12/2013	1	2,126.24	WD/ELEC SVC 2820 SR CRK RD A/C# 8058 NOV 2013
PACIFIC GAS & ELECTRIC	57349	12/12/2013	1	89.55	WW/ELEC SVC 990 SS CRK RD A/C# 4084 NOV 2013
				21,545.00	
PARADISE COMMUNICATIONS	57428	12/26/2013	1	925.05	WD/PHONE SYSTEM SET UP FOR NEW OFFICE
PATTERSON, JUDY AND BOB	57254	12/2/2013	1	50.00	RC/REBATE PROGRAM NON-POTABLE WATER TANK
PETERSON, CHARLES L.	57330	12/12/2013	1	200.00	RC/REBATE PROGRAM LOW FLOW CLOTHES WASHING MACHINE
PETTY CASH	57447	12/31/2013	1	15.80	FD/PRINTING/FORMS
PETTY CASH	57447	12/31/2013	2	8.98	ADM/OFFICE SUPPLIES
PETTY CASH	57447	12/31/2013	3	47.73	ADM/POSTAGE & SHIPPING
PETTY CASH	57447	12/31/2013	4	55.39	ADM/MEETING EXPENSE
PETTY CASH	57447	12/31/2013	5	10.42	WW/MAINT & REPAIR VEHICLES
				138.32	

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PHIL'S PRO PLUMB	57429	12/26/2013	1	875.00	WW/REPLACE LAB WATER HEATER
PHOENIX CIVIL ENGINEERING, INC	57310	12/10/2013	1	620.00	WW/COMPLETION OF WW AUDIT OCTOBER 2013
POTTER, G. W.	57374	12/18/2013	1	180.00	WW/MAINT & REPAIR FORD F150 12/9/13
POTTER, G. W.	57374	12/18/2013	2	-	CONT'D) REPLACE THERMOSTAT HOUSING/GASKET/BATTERY
PROCARE JANITORIAL SUPPLY	57289	12/5/2013	1	159.06	F&R/JANITORIAL SUPPLIES 11/15/13
QUATTRO LIGHTING, INC.	57320	12/12/2013	1	751.00	F&R/3 FLAG POLES
QUILL CORP	57321	12/12/2013	1	297.51	ADM/OFFICE SUPPLIES 11/05/12-11/21/13
QUILL CORP	57321	12/12/2013	2	309.55	WW/OFFICE SUPPLIES 11/05/12-11/21/13
QUILL CORP	57321	12/12/2013	3	373.49	WD/OFFICE SUPPLIES 11/05/12-11/21/13
QUILL CORP	57415	12/19/2013	1	529.29	ADM/OFFICE SUPPLIES 11/21-12/17/13
QUILL CORP	57415	12/19/2013	2	34.39	F&R/DEPARTMENT OPERATING SUPPLIES 12/11/13
QUILL CORP	57415	12/19/2013	3	85.11	WW/OFFICE SUPPLIES 12/9/13
QUILL CORP	57415	12/19/2013	4	219.23	WD/OFFICE SUPPLIES 12/10/13
QUILL CORP	57415	12/19/2013	5	221.29	ADM/COMPUTER SUPPLIES 12/11/13
				<u>2,069.86</u>	
RAIN FOR RENT	57344	12/12/2013	1	1,512.00	RC/NON-POTABLE TANK RENTAL 10/25-11/21/13
RAIN FOR RENT	57344	12/12/2013	1	1,118.25	RC/NON-POTABLE TNK RENT 11/22-11/27 & RETURN TANK
RAIN FOR RENT	57360	12/17/2013	1	818.40	WD/MONTHLY RENTAL OF 21000 GALLON TANK BEHIND CUHS
				<u>3,448.65</u>	
RETIREE-FIRE				1,849.66	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN., 2014
RETIREE-FACILITIES & RESOURCES				1,277.40	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN., 2014
RETIREE-ADMINISTRATION				3,988.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN., 2014
RETIREE-WATER				10,311.56	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN., 2014
RETIREE-WASTEWATER				3,480.29	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN., 2014
				<u>20,907.06</u>	
RIGGS, MILTON	57294	12/10/2013	1	96.61	WD/CUSTOMER REFUND
RITTERBUSH REPAIR SERVICE	57379	12/18/2013	1	315.00	FD/UNIT 5700 LITE BAR/ENG 5791 LADDER RACK
ROBERTO GARCIA	57435	12/26/2013	1	50.00	RC/NON-POTABLE WATER TANK
ROBERTSON, SONYA	57255	12/2/2013	1	50.00	RC/REBATE PROGRAM NON-POTABLE WATER TANK
ROSSI & CARR ELECTRCL,INC	57381	12/18/2013	1	306.48	FD/ADD ELECTRICAL FOR MEDICAL VAULT
SCHENBERGER, TAYLOR, MCCORMICK	57431	12/26/2013	1	5,000.00	WW/APPRaisal FOR EASEMENT ON CUSD PROPERTY
SCHENBERGER, TAYLOR, MCCORMICK	57431	12/26/2013	2	-	CONT'D)FOR EXTNDNG SEWER TO SR-4 TRMNT FACILITY
				<u>5,000.00</u>	
SCHNEIDER, KATHERINE	57331	12/12/2013	1	50.00	RC/REBATE NON-POTABLE WATER TANK
SCOTT O'BRIEN FIRE SAFETY	57382	12/18/2013	1	200.65	FD/FIRE EXTINGUISHER INSPECTIONS AND SERVICE
SCOTT O'BRIEN FIRE SAFETY	57432	12/26/2013	1	1,188.51	WW/FIRE EXTINGUISHER INSPECTION & SERVICE
SCOTT O'BRIEN FIRE SAFETY	57432	12/26/2013	1	56.00	F&R/FIRE EXTINGUISHER INSPECTION & SERVICE
SCOTT O'BRIEN FIRE SAFETY	57432	12/26/2013	1	62.98	ADM/FIRE EXTINGUISHER INSPECTION & SERVICE
SCOTT O'BRIEN FIRE SAFETY	57432	12/26/2013	1	104.38	F&R/FIRE EXTINGUISHER INSPECTION & SERVICE
				<u>1,612.52</u>	
SDRMA	57311	12/10/2013	1	21,565.00	ADM/QUARTERLY WORKERS COMP PREMIUM 01/14-3/31/14
SERVPRO OF SAN LUIS OBISPO	57275	12/5/2013	1	9,039.38	WW/RESIDENTIAL WTR DMG REPAIRS 630 ORLANDO

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SINGLE SOURCE SOLUTIONS	57383	12/18/2013	1	872.50	WD/NETWORK CABLE FOR NEW OFFICE
SLO COUNTY	57384	12/18/2013	1	813.88	WD/CROSS CONNECTION INSPECTIONS SEPT-OCT 2013
SLO COUNTY	57448	12/31/2013	1	266.00	F&R/ANNUAL HAZARDOUS MANAGEMENT BUSINESS PLAN
				<u>1,079.88</u>	
SOMACH, SIMMONS & DUNN	57345	12/12/2013	1	3,059.75	WD/LEGAL SERVICES 11/1 - 11/23/13
SP MAINTENANCE SERVICES, INC.	57346	12/12/2013	1	375.00	WW/SWEEPING UP AFTER SLUDGE PILE REMOVED
STATE WATER RES.CTRL.BRD.	57276	12/5/2013	1	170.00	WD/APPLICATION FOR GRADE 1 CERT J. BLOCK
STRAUTMAN, RICHARD	57295	12/10/2013	1	88.85	WD/CUSTOMER REFUND
TECHXPRESS, INC.	57270	12/5/2013	1	2,940.00	ADM/MONTHLY NETGUARD IT SERVICE DEC. 2013
TECHXPRESS, INC.	57270	12/5/2013	1	36.00	ADM/1 YEAR LICENSE FOR HOSTED SPAM PROTECTION
				<u>2,976.00</u>	
TEMPLETON UNIFORMS	57385	12/18/2013	1	106.37	FD/UNIFORM FOR J. GREEN
TERRAIN	57258	12/3/2013	1	3,995.00	WW/REPAIRS/LFT STA B/ORLANDO/DOVER CT PIPE RPLCMNT
TEXAS REFINERY CORP.	57277	12/5/2013	1	295.67	FD/DZL-PEP FUEL ADDITIVE - ONE CASE
THE BLUEPRINTER	57298	12/10/2013	1	58.32	WW/TREATMENT PLANT AND COLLECTION SYSTEM DRAWINGS
THE DOCUTEAM	57301	12/10/2013	1	298.14	ADM/DOCUMENT STORAGE AND RETRIEVAL NOV 2013
THE GAS COMPANY	57315	12/10/2013	1	(2.34)	ADM/GAS SERVICE 1316 TAMSEN SUITE 203
THE GAS COMPANY	57315	12/10/2013	1	193.26	FD/GAS SVC 2850 BURTON DR 17842700134 NOV 2013
THE GAS COMPANY	57315	12/10/2013	1	121.50	F&R/GAS SVC VETERAN'S HALL 13851540008 NOV 2013
THE GAS COMPANY	57315	12/10/2013	1	0.97	ADM/GAS SVC 1316 TAMSEN #201 18891540108 NOV 2013
THE GAS COMPANY	57315	12/10/2013	1	101.55	WW/GAS SVC 5500 HEATH LN 09031491005 NOV 2013
THE GAS COMPANY	57315	12/10/2013	1	66.46	WW/GAS SVC 5500 HEATH LN #B 09241491001 NOV 2013
				<u>481.40</u>	
THOMPSON, MICHAEL	57278	12/5/2013	1	753.67	ADM/REIMB TRVL EXP TO CSDA CONF NAPA 11/18-19 2013
TORLANO, EMILY	57312	12/10/2013	1	33.24	FD/REIMB TRVL EXP FRESNO SYMPOSIUM 11/17-11/20/13
TORLANO, EMILY	57433	12/26/2013	1	300.00	FD/TRVL ADV E. TORLANO PRVNTN TRNG S. DIEGO
				<u>333.24</u>	
UPTON, DEXTER	57332	12/12/2013	1	50.00	RC/REBATE REPLACE 1.6 GALLON TOILET WITH 1.28
USA BLUE BOOK	57291	12/5/2013	1	201.39	WW/DISPOSABLE WIPES
USA BLUE BOOK	57291	12/5/2013	1	182.31	WD/MAINT & REPAIR DISTRIBUTION
USA BLUE BOOK	57291	12/5/2013	1	123.90	WD/MAINT & REPAIR SR-4
USA BLUE BOOK	57291	12/5/2013	2	68.34	WD/MAINT & REPAIR DISTRIBUTION
USA BLUE BOOK	57347	12/12/2013	1	299.36	WD/PLUMBING SUPPLIES 112613
USA BLUE BOOK	57347	12/12/2013	1	1,304.74	WW/REPLACE WATER DEPTH SOUNDERS & PORTABLE PH MTR
USA BLUE BOOK	57361	12/17/2013	1	834.73	WD/CL2 FEED PUMP FOR SS WELL FIELD
USA BLUE BOOK	57361	12/17/2013	2	-	CONT'D/ PROBE FOR LOCATING WATER METER BOX
USA BLUE BOOK	57361	12/17/2013	1	1,257.79	WD/CHLORINE PUMP FOR SS WELL FIELD PUMP 1
USA BLUE BOOK	57361	12/17/2013	2	-	CONT'D/REBUILD KITS FOR ALL CL2 PUMPS IN SS FIELD
USA BLUE BOOK	57361	12/17/2013	3	-	CONT'D/CL2 FEED SYSTEM TUBING FITTINGS
USA BLUE BOOK	57386	12/18/2013	1	412.00	WD/SR4 SAMPLING KIT AND SUPPLIES
USA BLUE BOOK	57386	12/18/2013	2	122.35	WD/SR4 SAMPLING KIT AND SUPPLIES
USA BLUE BOOK	57386	12/18/2013	1	1,333.00	WD/HACH DR900 COLORIMETER
USA BLUE BOOK	57449	12/31/2013	1	340.56	WW/ODOR CONTROL
				<u>6,480.47</u>	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF DECEMBER, 2013**

<b>VENDOR NAME</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>LINE NO.</b>	<b>LINE AMOUNT</b>	<b>LINE DESCRIPTION</b>
VERIZON WIRELESS	57297	12/10/2013	1	97.52	FD/MONTHLY CELL PHONE SERVICE NOV 2013
VERIZON WIRELESS	57297	12/10/2013	1	25.96	F&R/MONTHLY CELL PHONE SERVICE NOV 2013
VERIZON WIRELESS	57297	12/10/2013	2	28.01	WD/MONTHLY CELL PHONE SERVICE NOV 2013
VERIZON WIRELESS	57297	12/10/2013	3	36.52	WW/MONTHLY CELL PHONE SERVICE NOV 2013
VERIZON WIRELESS	57362	12/17/2013	1	90.72	FD/MONTHLY CELL PHONE SERVICE DEC 2013
VERIZON WIRELESS	57362	12/17/2013	1	27.63	F&R/MONTHLY CELL PHONE SERVICE DEC 2013
VERIZON WIRELESS	57362	12/17/2013	2	29.18	WD/MONTHLY CELL PHONE SERVICE DEC 2013
VERIZON WIRELESS	57362	12/17/2013	3	35.83	WW/MONTHLY CELL PHONE SERVICE DEC 2013
				<u>371.37</u>	
WINSOR CONSTRUCTION, INC.	57314	12/10/2013	1	299.40	F&R/LEACH ROCK
WINSOR CONSTRUCTION, INC.	57314	12/10/2013	1	273.72	F&R/LEACH ROCK
WINSOR CONSTRUCTION, INC.	57348	12/12/2013	1	2,073.75	RC/NON-POTABLE WATER DELIVERY 11/14-12/2/13
WINSOR CONSTRUCTION, INC.	57363	12/17/2013	1	105.00	WD/GREEN WASTE DISPOSAL 11/19-11/22-12/04/13
				<u>2,751.87</u>	
	57356	12/29/2013	9000	(1,756.08)	Ck# 057356 Reversed
	57394	12/29/2013	9000	(351.23)	Ck# 057394 Reversed
				<u>268,423.58</u>	
<b>Accounts Payable Vendor Subtotal</b>				<u>268,423.58</u>	
AFLAC (AMER FAM LIFE INS)	3477	12/6/2013	1	356.43	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3477	12/6/2013	1	76.05	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3493	12/20/2013	1	356.43	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3493	12/20/2013	1	76.05	VOLUNTARY INS-PRETAX
				<u>864.96</u>	
AMERITAS	3471	12/4/2013	1	2,441.10	DENTAL INSURANCE-YER
AMERITAS	3471	12/4/2013	2	(54.60)	DENTAL INSURANCE-YER
AMERITAS	3471	12/4/2013	3	(28.85)	DENTAL INSURANCE-YER
AMERITAS	3471	12/4/2013	4	(28.85)	DENTAL INSURANCE-YER
AMERITAS	3471	12/4/2013	5	14.40	DENTAL INSURANCE-YER
AMERITAS	3471	12/4/2013	1	271.04	DENTAL INSURANCE-YER
AMERITAS	3504	12/30/2013	1	2,684.84	DENTAL INSURANCE-YER
AMERITAS	3504	12/30/2013	2	201.47	DENTAL INSURANCE-YER
AMERITAS	3504	12/30/2013	3	15.60	DENTAL INSURANCE-YER
AMERITAS	3504	12/30/2013	1	365.81	DENTAL INSURANCE-YER
				<u>5,881.96</u>	
CAMBRIA COMMUNITY SERVICES DIS	3478	12/6/2013	1	1,200.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3478	12/6/2013	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3478	12/6/2013	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3478	12/6/2013	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3478	12/6/2013	5	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3478	12/6/2013	6	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3494	12/20/2013	1	1,200.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3494	12/20/2013	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3494	12/20/2013	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3494	12/20/2013	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3494	12/20/2013	5	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	3494	12/20/2013	6	250.00	MEDICAL REIMBURSEMNT
				<u>4,200.00</u>	
CAMBRIA FIRE FIGHTERS LOCAL 46	3480	12/6/2013	1	240.00	DUES-FIRE IAFF
CAMBRIA FIRE FIGHTERS LOCAL 46	3497	12/20/2013	1	240.00	DUES-FIRE IAFF
				<u>480.00</u>	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF DECEMBER, 2013**

<b>VENDOR NAME</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>LINE NO.</b>	<b>LINE AMOUNT</b>	<b>LINE DESCRIPTION</b>
CAMBRIA FIREFIGHTERS ASSN	3496	12/20/2013	1	134.93	RESERVE FIREFTR DUES
EMPLOYMENT DEVELOPMENT DP	3479	12/6/2013	1	3,230.71	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3479	12/6/2013	1	564.11	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3495	12/20/2013	1	4,083.76	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3495	12/20/2013	1	813.84	STATE INCOME TAX
				<u>8,692.42</u>	
H.O.B.-DIRECT DEPOSIT	3481	12/6/2013	1	3,849.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3481	12/6/2013	1	46,823.67	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3498	12/20/2013	1	3,849.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3498	12/20/2013	1	55,640.75	Direct Deposit Flat
				<u>110,162.42</u>	
H.O.B./FEDERAL TAXES	3482	12/6/2013	1	9,068.15	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3482	12/6/2013	1	8,022.28	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3482	12/6/2013	1	2,352.72	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3499	12/20/2013	1	12,391.71	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3499	12/20/2013	1	11,173.66	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	3499	12/20/2013	1	3,232.14	FEDERAL INCOME TAX
				<u>46,240.66</u>	
ICMA-VNTGPT TRSFR AGT 457	3483	12/6/2013	1	2,479.12	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	3483	12/6/2013	1	1,002.89	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	3500	12/20/2013	1	14,479.12	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	3500	12/20/2013	1	1,002.89	457 DEF COMP-INDIV
				<u>18,964.02</u>	
LINCOLN FINANCIAL GROUP	3472	12/4/2013	1	189.31	LIFE INSURANCE
LINCOLN FINANCIAL GROUP	3505	12/30/2013	1	190.24	LIFE INSURANCE
				<u>379.55</u>	
PERS HEALTH BENEFIT SERV	3473	12/4/2013	1	22,177.23	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	2	(275.01)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	3	(275.01)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	4	(2,445.20)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	5	75.96	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	6	575.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	7	460.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	8	920.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	9	690.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	10	690.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	11	81.54	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3473	12/4/2013	1	3,836.56	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	1	19,667.48	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	2	(597.44)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	3	595.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	4	476.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	5	952.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	6	714.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	7	714.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	8	79.04	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	9	82.07	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	3506	12/30/2013	1	5,799.30	MEDICAL INSURANC-YER
				<u>54,992.52</u>	





## **ADDENDA TO MONTHLY EXPENDITURE REPORT**

<b><i>DEPARTMENT CODES</i></b>	
FD	Fire Department
F&R	Facilities and Resources
ADM	Administration
RC	Resource Conservation
WD	Water Department
WW	Wastewater Department
PR	Parks & Recreation

CAMBRIA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
THURSDAY, DECEMBER 19, 2013, 12:30 PM

AGENDA ITEM	DISCUSSION OR ACTION										
1A. CALL TO ORDER	President Thompson called the regular meeting to order at 12:32 PM.										
1B. PLEDGE OF ALLEGIANCE	President Thompson led the pledge of allegiance.										
1C. ESTABLISHMENT OF QUORUM	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">President Thompson</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Vice President Bahringer</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Director Clift</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Director Rice</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Director Robinette</td> <td style="text-align: right;">Present</td> </tr> </table> <p>Staff Present: General Manager Jerry Gruber, Assistant District Counsel David Hirsch, District Engineer Bob Gresens, Interim District Clerk Justine Harris.</p>	President Thompson	Present	Vice President Bahringer	Present	Director Clift	Present	Director Rice	Present	Director Robinette	Present
President Thompson	Present										
Vice President Bahringer	Present										
Director Clift	Present										
Director Rice	Present										
Director Robinette	Present										
1D. REPORT FROM CLOSED SESSION	1D. Assistant District Counsel Hirsh reported there was no action to report from closed session										
1E. ELECTION OF OFFICERS	<p>1E. Election of Officers (President) Director Clift moved to nominate Vice President Bahringer as President for 2014. Director Robinette seconded the motion.</p> <p>Roll Call Vote VP Bahringer – Abstained from voting Director Robinette - Aye Director Clift - Aye Director Rice - Aye President Thompson – Aye</p> <p>Ayes – 4, No’s - 0, Absent – 0. Abstain – 1 (Bahringer) Motion Carried 4-0</p> <p>1E. Election of Officers (Vice President) Director Thompson moved to nominate Director Robinette as Vice President for 2014. Director Clift seconded the motion.</p> <p>Roll Call Vote President Bahringer - Ayes Director Robinette – Ayes Director Thompson - Ayes</p>										



	<p>Director Clift -Ayes  Director Rice – Ayes</p> <p>Ayes – 5, No’s - 0, Absent – 0. Motion Carried 5-0</p> <p>Public Comment: None</p>
<b>2. SPECIAL REPORTS</b>	
A. Sheriff’s Department Report	Sergeant Stuart MacDonald was not present. No report
B. Fire Department Report	<p>Chief Miller presented the Fire Department Report.</p> <p>Public Comment: None</p>
<b>3. ACKNOWLEDGEMENTS/PRESENTATIONS</b>	
A. Proclamation Recognizing Kathy Choate	<p>Kathy Choate was not present to receive and accept her Proclamation</p> <p>Public Comment:  Tina Dickason</p>
<b>4. AGENDA REVIEW</b>	<p>Director Rice would like to pull item 7 C.</p> <p>Public Comment: None</p>
<b>5. PUBLIC COMMENT</b>	<p>Public Comment:  Tina Dickason  Jeff Hellman</p>
<b>6. MANAGER’S AND BOARD REPORTS</b>	
A. GENERAL MANAGER’S REPORT	<p>General Manager Gruber presented the General Manager, Finance Manager, Administrative Services Officer, Conservation, Utilities Manager, and Facilities and Resources Reports.</p> <p>District Engineer Bob Gresens presented Engineer’s Report.</p> <p>Public Comment:  Elizabeth Bettenhausen  Tina Dickason  Mary Webb</p>
B. MEMBER AND COMMITTEE REPORTS	<p>President Bahringer reported on his participation on a conference call with Lobbyist Mike Miller.</p>

	<p>President Bahringer reported on PROS meeting from Dec 2013 meeting</p> <p>Director Rice reported on her attendance in NCAC meeting</p> <p>Vice-President Robinette reported on Water Conservation Ad Hoc committee meeting in December</p> <p>Director Clift reported on a Shared Services Agreement.</p> <p>Director Thompson reported on shared services agreement.</p> <p>Public Comment:  Elizabeth Bettenhausen  Mary Webb  Tina Dickason</p>
<p>7. CONSENT AGENDA</p>	
<p>A. Approve Expenditures for the Month of November 2013</p> <p>B. Approve Minutes of Board of Directors Regular Meeting November 21, 2013</p> <p>C. Discussion and Consideration to Adopt Resolution 47-2013 Approving Deputy District Clerk/District Secretary Salary Range and Designate the Position as Confidential Exempt.</p> <p>D. Consider Adoption of Resolution 46-2013 Approving Assignment of Banking Powers for Cambria Community Services District's Bank and Investment Accounts.</p> <p>E. Consideration to Authorize the General Manager to Provide the CCHD a 30 Day Notice to End the Agreement for Administrative and Management Services by the CCSD.</p> <p>F. Consider Adoption of Resolution 48-2013 Authorizing the Filing of a Proposition 50 Grant Application to the State for a Water Supply Augmentation Project.</p>	<p>Director Clift moved to approve the consent agenda with item 7C pulled. Director Thompson seconded the motion.</p> <p>Ayes5, No's – 0, Absent – 0. Motion Carried unanimously.</p> <p><b>PULLED CONSENT ITEMS</b>  7C was pulled separate consideration. After Board discussion, President Bahringer suggested that item 7C be tabled and brought back next month.</p> <p>Ayes - 0, No's - 0, Absent – 0. No motion was made.</p> <p>Public Comment:  Elizabeth Bettenhausen</p>
<p>8. HEARINGS AND APPEALS</p>	<p>General Manager Gruber introduced item 8A as</p>

<p>A. Public Hearing and Consideration of Adoption of Ordinance 05-2013 Amending Chapter 6.04 of the of the Cambria Community Services District Municipal Code and Adopting and Amending the 2013 Edition of the California Fire Code, the 2012 Edition of the International Wildland Urban Interface Code</p>	<p>follows: Adoption of Ordinance 05-2013 Amending Chapter 6.04 of the of the Cambria Community Services District Municipal Code and Adopting and Amending the 2013 Edition of the California Fire Code, the 2012 Edition of the International Wildland Urban Interface Code Presented the item.  President Bahringer opened the public hearing regarding item 8A. President Bahringer then closed the public hearing.</p> <p>No public testimony</p> <p>Director Rice moved to waive further reading, read by title only and adopt Ordinance 05-2013  Director Clift seconded motion</p> <p>Roll Call Vote  President Bahringer –Ayes  Vice President Robinette-Ayes  Director Clift –Ayes  Director Thompson –Ayes  Director Rice–Ayes</p> <p>Ayes – 5, No’s – 0, Absent – 0. Motion Carried unanimously</p> <p>Public Comment: None</p>
<p>9. REGULAR BUSINESS</p>	
<p>A. Discuss and Consider Existing Proposed Ad Hoc and Standing Committee</p>	<p>9 A.  General Manager Gruber introduced item 9A. No action was taken. Item was tabled to future agenda.</p> <p>Public Comment:  Elizabeth Bettenhausen</p>
<p>10. PUBLIC COMMENT</p>	<p>Public Comment:  Tina Dickason</p>
<p>11. FUTURE AGENDA ITEM(S)</p>	<p>Director Rice officially requested to place the bylaws on the next regular agenda. No second. Motion failed.</p>
<p>12. ADJOURN</p>	<p>President Bahringer adjourned the meeting at 3:52 p.m. to closed session. Closed session commenced at 4:11 pm and adjourned at 5:30 p.m.</p>



CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7. C.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 30, 2013 Subject: Discussion and Consideration to Adopt Resolution 03-2014 Approving Reduction of Executive Assistant District Secretary Salary

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**RECOMMENDATIONS:**

Adopt Resolution 03-2014 approving Executive Assistant/District Secretary Salary Range.

**FISCAL IMPACT:**

The reduction of the Executive Assistant/District Secretary salary range allows the District to capture a ten percent (10%) salary savings. Additional savings will be captured by the resulting lower payroll taxes, retirement and workers' compensation insurance. The exact amount of savings is contingent on the Executive Assistant/District Secretary to be hired, qualifications and family size as these factors affect the beginning salary and benefits.

**DISCUSSION:**

Staff recommends that the Board of Directors approve a revised salary range for the position of Executive Assistant/District Secretary. This is the position that functions as the District Clerk to the Board of Directors. Over the past two (2) years, as Management positions have been vacated, a review of the salary range has occurred. If appropriate, a recommendation to reduce the salary has been brought to the board. Staff recommends that the Board approved the revised salary range for this position. This position is tasked with duties directly supporting the General Manager and the Board of Directors.

Staff recommends adoption of Resolution 03-2014, which includes the revised salary chart attached thereto as Exhibit "A" to the Payment and Compensation Plan, and includes the salary range for the position. The salary range is based upon the duties assigned in relation to other positions within the Administration Department.

Attachments: Resolution 03-2014  
Exhibit "A" (salary chart)  
Executive Assistant/District Secretary position description

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

UNANIMOUS: \_\_\_ BHRINGER \_\_\_ ROBINETTE \_\_\_ THOMPSON \_\_\_ CLIFT \_\_\_ RICE

**RESOLUTION 03-2014  
JANUARY 30, 2014  
A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
APPROVING A REVISED EXECUTIVE ASSISTANT/DISTRICT SECRETARY  
SALARY RANGE**

**WHEREAS**, the Board of Directors (“Board”) of the Cambria Community Services District (“District”) has the authority to create, classify and design job positions and set salary scales/ ranges; and

**WHEREAS**, the District Board desires to amend Exhibit “A” of the CCSD Payment and Compensation Plan to establish a revised salary range for the position of Executive Assistant/District Secretary.

**NOW THEREFORE**, the Board of Directors of the Cambria Community Services District does hereby resolve as follows:

1. That the above recitals are true and correct and are incorporated herein by this reference.
2. That Exhibit “A” of the CCSD Payment and Compensation Plan is hereby amended to establish a revised salary range for the Executive Assistant/District Secretary position, as more particularly set forth in Exhibit “A”, which Exhibit is attached hereto and incorporated herein by reference.

PASSED AND ADOPTED THIS 30<sup>th</sup> day of January 2014.

\_\_\_\_\_  
Jim Bahringer President  
Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Justine Harris  
Interim District Clerk

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

EXHIBIT "A" TO RESOLUTION 03-2014  
**CAMBRIA COMMUNITY SERVICES DISTRICT**  
 MANAGEMENT AND CONFIDENTIAL EMPLOYEES (EXEMPT)  
**EFFECTIVE** *first full pay period* **JULY, 2013**  
 COLA 1.65%

POSITION TITLE	ENTRY				TOP
GENERAL MANAGER	<i>B y C o n t r a c t</i>				
DISTRICT ENGINEER	8768	9206	9666	10150	10657
FIRE CHIEF	8768	9206	9666	10150	10657
FINANCE MANAGER	7736	8123	8529	8956	9404
UTILITIES MANAGER	6341	6659	6991	7341	7708
EXECUTIVE ASSISTANT/DISTRICT SECRETARY	5570	5848	6141	6448	6770
ADMINISTRATIVE SERVICES OFFICER	6189	6499	6824	7165	7523
FACILITIES AND RESOURCES SUPERVISOR	5484	5758	6046	6349	6666
CONFIDENTIAL ADMINISTRATIVE TECHNICIAN III	4442	4664	4898	5143	5400
CONFIDENTIAL ADMINISTRATIVE ASSISTANT	3650	3833	4025	4226	4437

Gray Shaded Positions currently vacant:

ASSISTANT GENERAL MANAGER	8768	9206	9666	10150	10657
WASTEWATER SYS SUPERVISOR	7014	7365	7733	8120	8526
WATER SYSTEM SUPERVISOR	7014	7365	7733	8120	8526
ASSISTANT FIRE CHIEF	7453	7825	8217	8627	9059
PARK & RECREATION MANAGER	7736	8123	8529	8956	9403
ASSISTANT FINANCE MANAGER	6189	6498	6823	7165	7523

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**EXECUTIVE ASSISTANT/DISTRICT SECRETARY**

**DEFINITION**

Under direction of the General Manager, provides highly responsible and varied administrative and executive level assistance in performing essential management support functions of the District, such as public contacts on behalf of the Board of Directors and General Manager, handling of sensitive and confidential matters on behalf of the General Manager, responsibility for Board meeting notices and agenda preparation, drafting legal notices, resolutions, and ordinances. Serves as the District's Records Manager.

This is a management-confidential exempt position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serve as District Clerk. Responsible for the maintenance of official District records including resolutions, ordinances, deeds, contracts, agreements, insurance documents, and minutes, and other files; sign, seal, notarize, certify, record, and transmit official District documents; administer Oaths of Office; participate in organizing and conducting municipal or Special District elections; serves as filing officer and official for campaign statements, and statements of economic interest for designated positions; maintain and update the Conflict of Interest Codes for the District; attend District Board meetings and other public meetings as needed and record actions taken; prepare and disseminate information relative to the Board of Directors action to the appropriate parties; collect information, design, and produce newsletters, brochures, proclamations, commendations, and other specialized documents using designated software.
2. Responsible for the codification and distribution of updates of the Municipal Code.
3. Serves as the District's records manager. Administers the District's records management program; plan, organize, and coordinate the maintenance, disposition, and recording of official District documents. Follow established records retention and destruction guidelines, and operate and maintain the document imaging system. Work with all departments in developing and maintaining a records management program which complies with the District's retention schedule.
4. Respond to complaints and sensitive requests for information and assistance. Prepare comprehensive reports, agendas and minutes of meetings; research information related to District regulations and departmental policies, procedures, systems, and precedents; assist the public and other staff with regard to District policies, procedures, codes, and ordinances.
5. Performs a wide variety of responsible, confidential, and complex administrative, technical, programmatic, and secretarial duties for the Board of Directors and General Manager. Serve as liaison between the Board of Directors, General Manager, District staff, the general public, and outside agencies; screen calls, visitors, and retrieve incoming mail. Provide responsible staff assistance and administrative support to the Board of Directors and District Manager as needed.
6. Coordinate calendar and scheduling of activities, meetings, and various events for the Board of Directors and the District Manager. Coordinate assigned activities with District departments, the public and outside agencies; coordinate and process travel arrangements.

1 23 2014



**Cambria Community Services District  
Executive Assistant District Secretary (Continued)  
Page 2**

7. Utilize various computer and software applications; enter data, maintain, and generate reports from various systems. Create documents and presentations using word processing and presentation software
8. Perform related duties and responsibilities as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Municipal Clerk duties including principles and practices of records management including records retention laws.  
Developing and administering an efficient municipal records management system.  
Executive Secretary principles and practices including, telephone techniques and etiquette including English usage, spelling, grammar and punctuation.  
Operations, services and activities of all District departments.  
Principles and practices of customer service.  
Modern office procedures, methods and computer equipment.  
Techniques of business letter writing and report preparation.  
Principles and procedures of filing.  
Basic mathematical principles.  
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Perform complex and confidential secretarial and administrative support services involving the use of independent judgment and personal initiative.  
Interpret and apply Federal, State, and local policies, laws and regulations.  
Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.  
Interpret and apply administrative and departmental policies and procedures.  
Respond to requests and inquiries from the general public.  
Prioritize work and perform multiple functions at once.  
Supervise assigned lower level staff.  
Independently prepare correspondence and memoranda.  
Operate and use modern office equipment and software including computers, fax machines, printers and copiers. Type and/or enter data on a computer at a speed necessary for successful job performance.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Work cooperatively with other departments, District officials and outside agencies.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
District organization, policies and procedures.

**Experience and Training Guidelines**

*Any combination of experience, training and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include the following experience, training and licenses or certification:*

1/24/2014

**Cambria Community Services District  
Executive Assistant District Secretary (Continued)  
Page 3**

**Experience:**

Five years of increasingly responsible managerial, supervisory, or administrative experience in the fields of records management, office management or a related field, preferably in a District Clerk or City Clerk office.

**Training:**

Training equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, or a related field.

**License or Certificate**

Possession of a Municipal Clerk (CMC) certification, or a Master Municipal Clerk (MCM) certification issued by the International Institute of Municipal Clerks.

Possession of, or ability to obtain within a six (6) months from date of hire, a Notary Public Commission.

Possession of a valid California "C" driver's license. Must maintain satisfactory DMV record and ability to maintain insurability.

TO: Board of Directors

AGENDA NO. **7.D**

FROM: Jerry Gruber, General Manager

Meeting Date: January 30, 2014

Subject: Consideration of Adoption of a Revised Affordable Housing Program Waitlist

**RECOMMENDATIONS:**

It is recommended that the Board of Directors review the status of the Affordable Housing Program and not issue an allocation of six additional residential affordable housing units for the 2013 calendar year.

**FISCAL IMPACT:**

There are no immediate fiscal impacts.

**DISCUSSION:**

This item is presented annually to the Board of Directors.

CCSD Municipal Code Section 8.04.110(B) provides for the allocation of six (6) residential housing units per calendar year under the Affordable Housing Program (AHP). The Municipal Code further provides that unused AHP units are to be carried forward to the next year. The Municipal Code also states that the Board can modify or eliminate the allocation based upon a change in availability of resources, or by a change in ordinances, resolutions, rules or regulation adopted by the Board for the protection of the public health, safety and welfare.

At this time there are currently 57 positions on our Affordable Housing Waitlist (AHP). There have been no requests for AHP Intent to serve letters. Therefore staff recommends that no allocations be added to the AHP waitlist for calendar year 2014.

Attachments:

- Affordable Housing Waitlist for 2013

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

UNANIMOUS: \_\_\_ BAHRINGER \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ THOMPSON \_\_\_ RICE \_\_\_

## Affordable Housing Program Waiting List

As of 12/20/2013

\* Only projects serving project defined as "Low" or "Lower" Income households as defined in Section 50079.5 of the California Health and Safety Code.

POS #	NAME	PARCEL #	EDUS
1-57	Unused	n/a	57

### AFFORDABLE HOUSING PROGRAM ALLOCATION HISTORY:

Year	Annual Allowance	# Used / Project	Balance Available
1993	6	0	6
1994	6	0	12
1995	6	0	18
1996	6	24/ People's Self Help Housing	0
1997	6	5/ Borges	1
1998	6		7
1999	6		13
2000	6		19
2001	6		25
Moratorium established			
2002	6		31
2003	6		36
2004	6		40
2005	6		46
2006	6		52
2007	6		58
2008	6		64
2009	6		70
2010	6		76
2011	6		82
2012	6	22/ People's Self Help Housing	88-22=66
2012	2	Returned by Habitat for Humanity	66+2=68
2013	n/a	18/ People's Self Help Housing	68-18=50
2013	7	Returned by People's Self Help Housing	57

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.E.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 30, 2014 Subject: Consideration of Adoption of Resolution 02 2014 Approving an Agreement Regarding the Refunding of Water and Sewer Connection Fees

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**RECOMMENDATIONS:**

That the Board of Directors adopt Resolution 02-2014 approving an Agreement Regarding the Refunding of Water and Sewer Connection Fees between the CCSD, Cambria Pines Apartments and the San Luis Obispo Housing Trust Fund and authorize the General Manager to sign the Agreement on behalf of the District.

**FISCAL IMPACT:**

The developer will be paying the amount of \$184,450 to connect the project to the CCSD's water and sewer facilities. In accordance with CCSD Municipal Code Section 8.04.110(C) they will be eligible for a refund of fifty percent (50%) of the connection fees once all qualified housing units are completed. The developer has also paid \$ 194,500 in Retrofit in-lieu fees for the project.

**DISCUSSION:**

The Board of Directors previously approved the issuance of intent to serve letters to Peoples' Self Help Housing ("PSHH") in order to allow them to proceed with a 40 unit affordable housing project at 2845 Schoolhouse Lane. This project has been reduced to a 33 unit affordable housing project at 2845 Schoolhouse Lane. CCSD Municipal Code Section 8.04.110(C) provides that affordable housing projects are eligible for a fifty percent (50%) reduction in connection fees in the form of a refund once all qualified housing units are completed. The amount of fees to be paid to connect the project to the CCSD's water and sewer facilities is \$184,450.

Subsequently, PSHH entered into an Agreement Regarding Payment of Water and Sewer Connection Fees with the District, which provides for the manner of payment of the fees in accordance with Section 8.04.110(C).

The project is now being developed by PSHH through a limited partnership called Cambria Pines Apartments and is being funded by a loan from the San Luis Obispo Housing Trust Fund ("Housing Trust Fund"). The Housing Trust Fund has requested that the CCSD enter into the attached Agreement Regarding Refunding of Water and Sewer Connection Fees in order to provide that when the developer becomes eligible to receive any refunds pursuant to Section 8.04.110(C), that if there is an outstanding balance on the loan the refund will be made to the Housing Trust Fund. The Agreement sets out the procedure for making the refunds. Staff

recommends that the Board of Directors adopt Resolution 02-2014 approving the Agreement and authorizing the General Manager to execute it on behalf of the CCSD.

Attachments:

Resolution 02-2014  
Agreement Regarding Refunding of Water and Sewer Connection Fees

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

UNANIMOUS: \_\_\_ THOMPSON \_\_\_ BAHRINGER \_\_\_ CLIFT \_\_\_ ROBINETTE \_\_\_ RICE \_\_\_

RESOLUTION NO. 02-2014  
JANUARY 30, 2014

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
APPROVING AN AGREEMENT REGARDING REFUNDING  
OF WATER AND SEWER CONNECTION FEES

The Board of Directors of the Cambria Community Services District does hereby resolve as follows:

1. To approve the Agreement Regarding Refunding of Water and Sewer Connection Fees, attached hereto and incorporated herein by reference as Exhibit "A".
2. To authorize the General Manager to execute the Agreement on behalf of the Cambria Community Services District.

PASSED AND ADOPTED THIS 30<sup>th</sup> day of January 2014.

---

Jim Bahringer, President  
Board of Directors

APPROVED AS TO FORM:

---

Timothy J. Carmel  
District Counsel

ATTEST:

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Justine Harris  
Interim District Clerk

# EXHIBIT A

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## AGREEMENT REGARDING REFUNDING OF WATER AND SEWER CONNECTION FEES

This Agreement Regarding the Refunding of Water and Sewer Connection Fees (the "Agreement") is entered into this \_\_\_\_ day of December 2013 (the "Effective Date"), by and among the Cambria Community Services District, a California Special District (the "District"), Cambria Pines Apartments, a California Limited Partnership (the "Developer") and San Luis Obispo County Housing Trust Fund, a California Nonprofit Public Benefit Corporation (the "Lender").

WHEREAS, the District is a special district formed pursuant to Government Code Sections 61000 et. seq. and provides, among other things, water and wastewater service within its jurisdictional boundaries; and

WHEREAS, the Developer owns real property located within the District's service boundaries commonly referred to as 2845 Schoolhouse Lane, Cambria, California (the "Property") and wishes to connect the Property to the District's water and wastewater facilities; and

WHEREAS, in order to encourage the development of affordable housing units meeting the District's lower income eligibility requirements, the District in Section 8.04.110(C) of the Cambria Community Services District Code, provides water and sewer connection fee refunds of up to fifty percent (50%) for each unit constructed; and

WHEREAS, the District and Developer have entered into an "Agreement Regarding Payment of Water and Sewer Connection Fees" dated June 1, 2013 in which 1) the Developer has agreed to pay to the District \$184,450 in fees to connect the Property to the District's water and sewer facilities (the "Connection Fees") and 2) the District has agreed to refund to Developer the Connection Fees in full or in part under certain specified circumstances, pursuant to the Agreement Regarding Payment of Water and Sewer Connection Fees; and

WHEREAS, the Lender has provided or will provide the Developer a loan of up to \$184,450 to finance the Connection Fees (the "Loan").

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Refunding of Connection Fees:** Should the Developer be eligible to receive any refund of the Connection Fees, the District shall first notify the Lender prior to refunding any Connection Fees to the Developer. Within five business days of receiving said notice, the Lender shall advise the District of the amount, if any, of the Developer's outstanding balance owed on the Loan. If Lender notifies the District that the Developer has an outstanding balance owed on the Loan, the District shall refund the Connection Fees to the Lender rather than the Developer, up to the outstanding balance owed on the Loan.
2. **Term of Agreement:** This Agreement shall become effective as of the Effective Date and shall terminate upon the termination of the Agreement Regarding Payment of Water and Sewer Connection Fees between the District and the Developer.
3. **Limitation of Obligation:** District's obligations under this Agreement arise solely out of Developer's payment of water and sewer connection fees. Should Developer fail to qualify for a refund of any water and sewer connection fees, District will have no obligation to perform under this Agreement.



## EXHIBIT A

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4. **Administrative and Attorney's Fees:** Developer shall be responsible for all District's fees and costs in connection with the preparation, presentation and implementation of this Agreement including, but not limited to escrow and recording fees, administrative costs, inspection fees and attorney's fees. Such fees and costs shall be paid within thirty (30) days of Developer's receipt of an invoice from the District setting forth such amounts.
5. **Effect of Waiver.** District's waiver of a breach of any one term, covenant or provision of this Agreement shall not be a waiver of a subsequent breach of the same term, covenant or provision of this Agreement or of the breach of any other term, covenant or provision of this Agreement.
6. **Judicial Enforcement.** Enforcement shall be by proceeding at law or in equity, either to restrain a violation or an attempted violation or by suit to recover damages against any person or persons violating or attempting to violate any term, condition, covenant or restriction contained herein.
7. **Attorney's Fees:** In the event that any litigation or other proceeding between the District, Developer and Lender becomes necessary to enforce or interpret all or any portion of this Agreement, the prevailing party or parties therein shall receive from the other party or parties, in addition to such sums as may be awarded by judgment, an amount sufficient to reimburse such prevailing party for reasonable attorney's fees and costs paid or owing as a result of such proceeding.
8. **Governing Law.** This Agreement has been executed and delivered in, and shall be interpreted, construed and enforced pursuant to and in accordance with the laws of the State of California.
9. **Enforceability.** If any term, covenant, condition, or 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.
10. **Notices.** Unless otherwise provided, all notices herein required shall be in writing and delivered in person or sent by United States first class mail, postage prepaid or by facsimile. Notices required to be given as required herein shall be addressed as follows:

Cambria Community Services District  
P.O. Box 65, Cambria, CA 93428  
Facsimile: 805-927-5584 (Attn: Jerry Gruber)

Cambria Pines Apartments  
3533 Empleo Street, San Luis Obispo, CA 93401  
Facsimile: 805-544-1901 (Attn: Ken Trigueiro)

San Luis Obispo County Housing Trust Fund  
71 Zaca Lane, Suite 130, San Luis Obispo, CA 93401  
Facsimile: 805-543-5972 (Attn: Jerry Rioux)

Provided that any party may change such address by notice in writing to the other parties, and thereafter notices shall be addressed and transmitted to the new address.

## EXHIBIT A

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11. **Counterparts.** This agreement may be executed in one or more counterparts. Each shall be deemed an original and all, taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

**Cambria Community Services District**

**Approved As To Form:**

\_\_\_\_\_  
Jerry Gruber, General Manager

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

**Cambria Pines Apartments**, a California Limited Partnership

By: People's Self Help Housing Corporation, a California Public Benefit Corporation, its General Partner

\_\_\_\_\_  
insert name

**San Luis Obispo County Housing Trust Fund**, a California Public Benefit Corporation

\_\_\_\_\_  
Jerry Rioux, Executive Director

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.F.**

FROM: Jerry Gruber, General Manager  
Alleyne LaBossiere, Finance Manager

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Meeting Date: January 30, 2014      Subject: Consideration of Adoption of Resolution 01-2014 Approving Assignment of Banking Powers for the Cambria Community Services District's Bank and Investment Accounts  
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**RECOMMENDATIONS:**

Adopt Resolution 01-2014 authorizing banking powers of authority as listed in Exhibit A- Authorized Banking Powers to CCSD directors and staff.

**FISCAL IMPACT:**

None.

**DISCUSSION:**

Heritage Oaks Bank and the Local Agency Investment Fund (LAIF) requires an approved resolution signifying who has been assigned banking powers. This serves to update the assigned banking powers due to CCSD employee changes, in accordance with established policy.

Attachments: Resolution 01-2014  
"Exhibit A" Authorized Banking Powers

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

UNANIMOUS:    \_\_\_ BAHRINGER \_\_\_ ROBINETTE \_\_\_ THOMPSON \_\_\_ CLIFT \_\_\_ RICE \_\_\_

RESOLUTION 01-2014

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
APPROVING ASSIGNMENT OF BANKING POWERS FOR THE  
CAMBRIA COMMUNITY SERVICES DISTRICT'S BANK  
AND INVESTMENT ACCOUNTS

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

WHEREAS, HOB and LAIF requires an approved resolution stating which banking powers are assigned to CCSD officials and staff.

THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cambria Community Services District that the banking powers are granted as listed within the attached Exhibit "A," superseding Resolution 69-2012, dated December 20, 2012;

PASSED AND ADOPTED this 30<sup>th</sup> day of January, 2014.

\_\_\_\_\_  
Jim Bahringer  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Justine Harris  
Interim District Clerk

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

**CAMBRIA COMMUNITY SERVICES DISTRICT  
EXHIBIT "A" TO RESOLUTION 01-2013  
JANUARY 30, 2014  
AUTHORIZED BANKING POWERS**

## AGENTS

## NAME AND TITLE OR POSITION

A	James Bahringer, President
B	Muril Clift, Director
C	Amanda Rice, Director
D	Gail Robinette, Vice President
E	Michael Thompson, Director
F	Jerry Gruber, General Manager
G	Alleyne LaBossiere, Finance Manager
H	Robert Gresens, District Engineer
I	Kathy Fry, Conf. Administrative Technician III
J	Monique Madrid, Administrative Services Officer
K	Cortney Upthegrove, Administrative Technician III
L	Suzy Rodriguez, Administrative Technician II
M	Alex Palafox, Administrative Technician I

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

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

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

FROM: Jerry Gruber, General Manager  
Timothy J. Carmel, District Counsel

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Meeting Date: January 30, 2014

Subject: PUBLIC HEARING TO  
CONSIDER RESOLUTION  
04-2014 DECLARING A  
STAGE 3 WATER  
SHORTAGE CONDITION  
AND IMPLEMENTING A  
STAGE 3 WATER  
CONSERVATION  
PROGRAM WITH  
ENHANCED WATER  
CONSERVATION  
MEASURES AND  
RESTRICTIONS ON THE  
USE OF POTABLE WATER

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RECOMMENDATIONS:

Staff recommends that the Board of Directors hold a public hearing to consider whether it should declare a Stage 3 Water Shortage Condition and implement a Stage 3 Water Conservation Program with enhanced water conservation measures and restrictions on the use of potable water. As discussed below, staff has made significant efforts to manage the CCSD's water resources. However, due to the continued lack of precipitation and other factors, staff believes a prohibition on certain water uses, including a complete prohibition on outdoor watering or irrigation of landscaping with potable water, and imposing allocation limits with surcharges for violations thereof, is necessary at this time in order to preserve the CCSD's water supply and to protect the health, safety and welfare of the community. Based upon the foregoing staff recommends that the Board of Directors:

1. Open the Public Hearing;
2. Receive public testimony;
3. Close the Public Hearing;
4. Consider Resolution 04-2014 Declaring a Stage 3 Water Shortage Condition and Implementing a Stage 3 Water Conservation Program with Enhanced Water Conservation Measures and Restrictions on the Use of Potable Water

FISCAL IMPACT:

The exact impact of implementing a Stage 3 Water Conservation Program cannot be determined at this time. Historically, when surcharges were put into effect, there was a significant increase in Water Fund revenue during the first billing cycle the surcharges

were in effect. In subsequent billing cycles during surcharge periods, the increase in Water revenue was either significantly less, or a small decrease in revenue occurred. However, the surcharge rate structure under a Stage 3 Water Shortage Condition is different than under previous surcharge periods. Other factors, such as the economy and the weather could affect water sales. Also, some conservation measures have already been instituted. While it appears likely that there would be an increase in Water Revenue, it could actually decrease as a result of less water being used due to the enhanced water conservation measures and as the community becomes more efficient at saving water. Regardless of the effect on Water Revenue, Wastewater Revenue always decreases during surcharge periods because there is no new revenue stream to offset the decreased usage. There would be a small reduction in expenditures for both the Water and Wastewater Departments for such costs as electricity if less water is pumped and put into the wastewater treatment system. Additional staff time will be required to administer the program.

## DISCUSSION:

### Overview

At a Special Meeting on September 9, 2013, the Board of Directors considered the CCSD's water supply conditions. At that time staff presented a report to the Board regarding the status of the San Simeon well field and estimates regarding remaining water supply and demand. In addition, staff provided information about the Santa Rosa SR-4 well, which had been shut down due to concerns over a downstream monitoring well (WBE.)

Based upon staff's reports regarding the District's water supply conditions, the Board of Directors directed staff to schedule a public hearing for September 20, 2013 to consider enhanced water conservation measures and also to consider implementation of water surcharge/penalties for excess water consumption. At the public hearing, staff presented additional information regarding its efforts to continue to evaluate the CCSD's water supply conditions.

At the September 20, 2013 meeting the Board of Directors decided not to implement water surcharge/penalties. The Board did however, approve Resolution 37-2013, adopting enhanced water conservation measures. As was pointed out at the meeting, the CCSD already has in place a comprehensive list of restrictions that parallel the type of regulations other agencies put in place during periods of water shortages (reference CCSD Code Section 04.08.030(B), which sets forth a comprehensive list of conduct that currently constitutes "waste" of water in the CCSD). Accordingly, the enhanced water conservation measures adopted by the Board by Resolution 37-2013 consisted of two additional items: completely prohibiting outdoor watering or irrigation of landscaping with potable water; and requiring that guests in hotels, motels, and other commercial lodging establishments be provided the option of not laundering towels and linens daily.

After the adoption of Resolution 37-2013 staff took steps to notify customers of the new restriction on irrigating landscaping, as well as the availability of non-potable water from the CCSD. A notice was mailed to all utility account holders and property owners on September 24, 2013 notifying them of the Resolution and the water use restrictions. The CCSD also distributed table tents and door hangers to various businesses. These



notices address the laundering of towels and the restriction on automatically serving water. The CCSD also contacted gardeners and landscapers advising them of the non-potable tank locations and the ban on outside irrigating. Staff also placed non-potable water tanks at the Cambria Skate Park and at the Cambria Nursery.

Staff continued to carefully monitor the CCSD's water supply and demand conditions, as well as the level of a key monitoring well (WBE) that had limited operation of the Santa Rosa aquifer production well SR4. Continuous monitoring of the SR4 monitoring well coupled with installation of a state of the art automation system has improved the CCSD's ability to run the SR4 well in accordance with the permitting requirements. In addition, staff worked with the County of San Luis Obispo in reducing its irrigation at Shamel Park, which further assisted in maintaining a minimum monitoring well level, thus maximizing the CCSD's ability to operate well SR-4. As a result of these efforts, and lower seasonal irrigation demands, the San Simeon well field has been recovering. The CCSD was able to resume utilizing the SR4 well, which in turn lowered the demand on the San Simeon well field.

In light of the improvements to the well SR-4 facility and related monitoring, coupled with continued careful management of the CCSD's water resources, on October 24, 2013, the CCSD held a public hearing to consider revising the enhanced water conservation measures. At the October 24, 2013 meeting the Board of Directors adopted Resolution 42-2013. Resolution 42-2013 eliminated the ban on outdoor landscape watering with potable water and replaced it with a limitation on outdoor landscape watering with potable water of one day per week.

Unfortunately, since the adoption of Resolution 42-2013, the CCSD, and the State in general, has continued to be plagued by a lack of precipitation. On January 17, 2014, the Governor of the State of California declared a state of emergency due to the lack of rain and called for every urban water supplier and municipality, "to implement their local water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season." Due to the continued lack of precipitation and the District's need to preserve its limited water supply, staff now recommends that the District declare a Stage 3 Water Shortage Condition and implement a Stage 3 Water Conservation Program with enhanced water conservation measures.

Based upon the foregoing, Resolution 04-2014 has been prepared for Board consideration. Adoption of the Resolution would implement a Stage 3 Water Conservation Program in accordance with CCSD Municipal Code Appendix 4.12C, together with enhanced water conservation measures and restrictions on the use of potable water. The proposed water conservation measures once again prohibits all outdoor watering of landscaping with potable water and maintains the current option regarding washing towels and linens in hotels, motels and other commercial lodging establishments. In addition, the proposed Resolution prohibits washing vehicles, boats and trailers or washing down sidewalks, parking lots, streets, driveways, walkways, porches, patios, windows or buildings with potable water, prohibits emptying and refilling swimming pools and commercial spas (with some exceptions), closes public restrooms and prohibits planting any non native or non drought tolerant plants. The above restrictions on the use of potable water will be effective immediately upon adoption of the proposed Resolution and citations will be issued for violations of such restrictions in

the amounts set forth in the proposed Resolution which are consistent with Appendix 4.12C.

The proposed Resolution also establishes a maximum water use allotment for public uses, commercial uses and residential uses. The maximum water use allotment for commercial uses is 80% of the actual average monthly water usage during the previous twelve months. The maximum water allotment for residential uses is two units (approx. 1496 gallons) per permanent resident. Each residential customer is allotted two units per month and may adjust the allotment by two units per additional permanent resident by submitting a permanent resident certification with the CCSD naming all permanent residents for each property. The certification is signed under penalty of perjury. Customers who exceed the maximum water allotments after March 1, 2014 are subject to citations and/ or surcharges/penalties in the amounts set forth in the proposed Resolution, which are consistent with Appendix 4.12C. The proposed Resolution provides the General Manager the discretion to grant exceptions for public agencies, in the case of undue hardship, an emergency for medical reasons or if the General Manager finds that the exception will not adversely affect the water supply or service to other customers.

As staff has previously advised, since 2002, the adoption of water use restrictions has been based upon the CCSD's existing declared Water Code Section 350 water shortage emergency. In this respect, Water Code Section 353 authorizes the Board to adopt regulations and restrictions on the delivery of water which will conserve the water supply for the greatest public benefit. Also, Water Code Sections 375, et seq., provides the authority for the District to adopt and enforce water conservation measures to reduce the quantity of water being used in order to conserve water supplies. A public hearing is required to be held prior to adopting a resolution under Section 375. In addition to the authority contained in Water Code Section 350 *et seq.*, the District is authorized to declare a Stage 3 Water Shortage Condition pursuant to CCSD Municipal Code section 4.12.060 and implement a Stage 3 Water Conservation Program pursuant to Appendix 4.12C. Due to the current and anticipated drought conditions the proposed Resolution implements with CCSD's Stage 3 Water Conservation Program and includes enhanced water conservation measures and restrictions on the use of potable water in addition to those contained in the CCSD's Stage 3 Water Conservation Program. If Resolution 04-2014 is adopted, it will be effective immediately upon adoption, subject to the publication requirements set forth in Water Code Section 376 which are consistent with the notice requirements of CCSD Municipal Code Section 4.12.060. After publication, violations of the requirements of the water conservation program are a misdemeanor and punishable pursuant to Water Code Section 377.

Attachments:

- Resolution 04-2014 and Exhibit "A"
- Resolution 37-2013 and Exhibit "A"
- Resolution 42-2013 and Exhibit "A"

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

UNANIMOUS: \_\_\_ BAHRINGER \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ THOMPSON \_\_\_ RICE

RESOLUTION NO. 04-2014  
JANUARY 30, 2014

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
DECLARING A STAGE 3 WATER SHORTAGE CONDITION AND  
IMPLEMENTING A STAGE 3 WATER CONSERVATION PROGRAM WITH  
ENHANCED WATER CONSERVATION MEASURES  
AND RESTRICTIONS ON THE USE OF POTABLE WATER

WHEREAS, the Board of Directors of the Cambria Community Services District (“CCSD”) has declared a Water Code Section 350 Water Shortage Emergency; and

WHEREAS, pursuant to Water Code Section 353, the Board of Directors may adopt such regulations and restrictions on the delivery of water which will conserve the water supply for the greatest public benefit; and

WHEREAS, based upon determinations related to the condition of the CCSD’s water supplies, on September 20, 2013 the Board of Directors, after holding a duly noticed public hearing, adopted Resolution 37-2013 approving enhanced water conservation measures and restrictions on the use of potable water; and

WHEREAS, after holding a duly noticed public hearing on October 24, 2013 the Board of Directors adopted Resolution 42-2013 approving revised enhanced water conservation measures and restrictions on the use of potable water; and

WHEREAS, on January 17, 2014, the Governor of the State of California declared a state of emergency (the “Proclamation”) due to record dry conditions and concerns over the State’s dwindling water supplies. The Proclamation states that “[l]ocal urban water suppliers and municipalities are called upon to implement their local water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season”;

WHEREAS, the domestic water supply for the CCSD may be inadequate based upon the continued lack of precipitation and the current water levels in the aquifers that provide the domestic water supply for the CCSD, and specifically that water levels in the San Simeon and Santa Rosa creek aquifers are such that staff has determined that the available water supply may be insufficient to meet demand; and

WHEREAS, after holding a duly noticed public hearing on January 30, 2014 the Board of Directors determined that it is necessary and desirable to adopt further revised enhanced water conservation measures and restrictions on the use of potable water, as further set forth in Exhibit A to this Resolution; and

WHEREAS, in addition to Water Code Section 353, Water Code Section 375 provides that a public entity which supplies water may, after holding a public hearing, adopt and enforce water conservation programs to reduce the quantity

of water used by persons within the entity's service area or jurisdiction for the purpose of conserving the entity's water supplies; and

WHEREAS, although the community of Cambria is already achieving an extraordinary level of water conservation, additional enhanced water conservation use restrictions are necessary and appropriate in order to protect the health, safety and welfare of the community.

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

- 1 Based upon the existing water supply conditions and extreme drought , as described above, and in numerous staff reports and presentations to the Board of Directors, the Board of Directors hereby finds that the demands and requirements of water consumers cannot be satisfied without depleting the water supply of the CCSD to the extent that there would be insufficient water for human consumption, sanitation and fire protection and that, based on this condition and on concerns regarding the anticipated prolonged drought conditions, the Board of Directors hereby declares a Stage 3 Water Shortage Emergency Condition and hereby implements a Stage 3 Water Conservation Program with enhanced water conservation measures, as further set forth herein all of which the Board of Directors finds are necessary and appropriate to protect the health, safety and welfare of the public.
- 2 Resolution 42-2013 is hereby repealed and replaced by this Resolution with the revised Enhanced Water Conservation Measures and Restrictions on the Use of Potable Water set forth in Exhibit "A," including the fines and penalties contained therein, which exhibit is attached hereto and incorporated herein. The revised Enhanced Water Conservation Measures and Restrictions on the use of Potable Water shall be effective immediately and apply within the jurisdictional boundaries of the Cambria Community Services District until rescinded or modified by the Board of Directors. All other CCSD water conservation rules, regulations, restrictions, definitions, enforcement procedures, violation provisions and appeal procedures which are in force shall remain in force, except where they may conflict with the Enhanced Water Conservation Measures and Restrictions set forth in this Resolution.
- 3 CCSD staff is hereby directed to continue to monitor and evaluate current water and drought conditions on an ongoing basis and report back to the Board of Directors on a monthly basis.
- 4 The District Clerk shall publish this Resolution in full within 10 days of its adoption in accordance with the provisions of Water Code Section 376(a). After such publication, and in accordance with the provisions of Water Code Section 377, violation of the Enhanced Water Conservation Measures and Restrictions on the Use of Potable Water set forth in Exhibit "A" is a misdemeanor and punishable as set forth in Water Code Section 377.

- 5 Within fourteen (14) days from the date of this Resolution, the General Manager is hereby directed to provide notice to all water customers of the Stage 3 Water Shortage Emergency Condition and the Enhanced Water Conservation Measures as set forth herein as well as the surcharges/ penalties and other consequences for a violation thereof. The General Manager is further directed to pursue a vigorous public information program about water supply conditions and the need to reduce water consumption, through local newspapers and other media, mailings to customers, by handouts and by such other means deemed appropriate by the General Manager.

PASSED AND ADOPTED THIS 30th day of January, 2014.

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Jim Bahringer, President  
Board of Directors

APPROVED AS TO FORM:

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Timothy J. Carmel  
District Counsel

ATTEST:

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Justine Harris  
Interim District Clerk

EXHIBIT "A" TO RESOLUTION 04-2014  
ENHANCED WATER CONSERVATION MEASURES  
AND RESTRICTIONS ON THE USE OF POTABLE WATER FROM THE CCSD

A. RESTRICTIONS ON USE OF POTABLE WATER:

Effective immediately, outdoor use of potable water is restricted as follows:

1. Outdoor watering of landscaping and gardens with potable water is prohibited. This prohibition applies regardless of whether or not a particular customer uses less than the monthly use allotment set forth in section B herein below. Non-potable water is available free of charge from the CCSD. Customers are welcome to use this non-potable water to irrigate their landscaping.
2. Guests in hotels, motels, and other commercial lodging establishments shall be provided the option of not laundering towels and linens daily. The CCSD will provide lodging establishments notices to advise guests of this option free of charge.
3. Washing vehicles, boats, and trailers with potable water is prohibited.
4. Washing down sidewalks, driveways, streets, walkways, parking lots, windows, buildings, porches, or patios and all other hard-surfaced areas by direct hosing or pressure washers with potable water is prohibited.
5. Emptying and refilling swimming pools and commercial spas is prohibited, except to prevent structural damage and/or to provide for the public health and safety.
6. The use of potable water for fire drills is prohibited.
7. Public restrooms shall be closed and replaced with porta-potties.

B. MAXIMUM WATER USE ALLOTMENT:

The use of potable water in excess of the monthly water use allotment set forth below is prohibited.

1. Public Uses. The CCSD will meet with school districts, public park agencies, and all other public agencies to establish appropriate agreements to reduce water consumption. The objective of such agreements shall be to eliminate irrigation of decorative landscape and reduce irrigation of turf and play areas to the minimum levels necessary to protect the health and safety of school children and park visitors. A five hundred (500) percent surcharge/penalty shall apply to all public water use in excess of three units per EDU per month.



2. Commercial Uses. The maximum water use allotment for all commercial uses shall be 80% of the actual average monthly water usage as measured during the twelve (12) months preceding implementation of this Stage 3 Water Shortage Emergency Condition. In the event a commercial use has not previously had an EDU allocation determined, the general manager shall determine and assign the EDU allocation according to the criteria provided in Title 8 of the CCSD Municipal Code, as subsequently amended or replaced.
  
3. Residential Uses. A maximum monthly use limit of two units per permanent resident is established for separately metered individual residential dwellings and for each separate residence within residential uses with two or more residential dwellings on the same meter (e.g., apartments and mobile homes). Each residential customer account is allotted two units per month. Customers may request an increase in the allotment of units by completing a permanent resident certification form provided by the CCSD. 1 unit (100 cubic feet) equals 748 gallons; 2 units equal 1496 gallons; 4 units equal 2992 gallons. The breakdown by household size is as follows:

Household Size	Units/Month	Units/Bi-monthly
<u>1</u> permanent resident	<u>2</u> Units	4 Units
Each additional permanent resident	<u>2</u> Units each	4 Units each

4. Adjustment of Maximum Water Use Allotment. Each customer shall have the right to request an adjustment of the number of permanent residents in his or her household used to compute the maximum water use allotment by completing the permanent resident certification. The permanent resident certification is a form provided by the CCSD that must be completed by the customer and filed at the CCSD office in order to receive an increased water allotment. It is the consumer's responsibility to complete and file an amended permanent resident certification with the CCSD whenever there is a change in the number of "permanent residents" in the customer's household. Permanent resident certification forms shall be signed under penalty of perjury.

#### C. WATER RATE SCHEDULE:

The amount of water provided by the CCSD for the minimum bi-monthly residential service charge shall be **reduced from six units to four units.** Therefore, the first tier of the CCSD's graduated water rate schedule, as adopted pursuant to Title 3 of the CCSD's Municipal Code, applies to usage of between zero and four units. The second tier of the graduated water rate schedule applies to usage of between five and fifteen (15) units.

#### D. MONITORING:

Meters will be read monthly but bills will be prepared bi-monthly for the duration of this Stage 3 Water Shortage Emergency Condition. Customers with meter readings above the maximum use limits set forth herein shall be notified of a violation. Thirty (30) days after a water bill is mailed, the bill will become delinquent if the bill or any portion thereof which is not in dispute remains unpaid. A delinquent bill shall be increased by penalty of ten (10) percent of the amount of delinquency. If not paid within ten (10) days after receipt of notice of delinquency, service may be disconnected.

**E. SURCHARGES/PENALTIES FOR VIOLATION OF MAXIMUM WATER USE ALLOTMENT:**

Starting March 1, 2014, a surcharge/penalty will be levied on all water use in excess of the maximum water use allotment set forth above. The first violation of the maximum water use allotment shall be subject to a five hundred (500) percent surcharge levied on all usage above the customer's monthly unit allotment. The second violation of the maximum water use allotment shall be subject to a one thousand (1,000) percent surcharge levied on all usage above the customer's monthly unit allotment. Subsequent violations shall be subject to a one thousand (1,000) percent surcharge and discontinuance of service as described in section F herein below. A delinquent bill shall be increased by penalty of ten (10) percent of the amount of delinquency. If not paid within ten (10) days after receipt of notice of delinquency, service may be disconnected.

**F. CITATIONS FOR VIOLATIONS:**

In addition to any other penalty permitted by law, the following fines shall apply to citations for violations of the water use restrictions contained herein: (reference CCSD Municipal Code Section 4.12C Section F(2))

First Violation: The District shall issue a written citation and impose a fine of fifty dollars (\$50.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Second Violation: A fine of one hundred fifty dollars (\$150.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Third Violation: A fine of two hundred fifty dollars (\$250.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Subsequent Violations: A fine of one thousand dollars (\$1000.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.



Failure to pay  
fines:

The District may discontinue water service to any customer who fails to pay fines billed on the regular bi-monthly bill. Service will be restored upon full payment of all outstanding balances and reconnection charges. The charge for reconnection and restoration of normal service shall be twenty-five dollars (\$25.00.)

Discontinuance of  
Service:

Repeated violations (i.e. more than two violations) of the measures adopted by the Board of Directors during the water shortage emergency condition shall be subject to discontinuance of service. The District will send a "Discontinuance Notice" for repeated violation of the measures. The water customer shall have ten (10) days to enter into a mandatory "Water Use and Retrofit Agreement" with the District. The "Water Use and Retrofit Agreement" shall specify mandatory water use restrictions and retrofits that must be implemented by the customer within thirty (30) days. Failure to enter into this agreement within ten (10) days after receipt of the "Discontinuance Notice" shall result in discontinuance of water service.

The general manager or his/her designee may only restore service under a "Water Use and Retrofit Agreement" between the customer and the District. Failure to comply with the "Water Use and Retrofit Agreement" within thirty (30) days from the date water service is restored shall result in discontinuance of water service.

G. EXCEPTIONS:

1. The general manager may, in his or her discretion, grant exceptions to the terms of this chapter not already provided for, if he or she finds and determines that:
  - a. Restrictions herein would cause an undue hardship or emergency condition; or
  - b. That the granting of the exception will not adversely affect the water supply or service to other existing water consumers.

Such exceptions may be granted only upon application in writing. Applications for exceptions from maximum commercial use allotments must be accompanied by a water conservation plan which identifies specific conservation measures to be implemented according to a detailed implementation schedule. Upon granting any such exception, the general manager may impose any conditions he or she determines to be just and proper. The terms of any exception shall be set forth in

writing, the original to be kept on file with the district, and a copy to be furnished to the applicant. All exceptions granted shall be reported to the Board of Directors at a regularly scheduled meeting.

2. Specific Exceptions.

- a. The intent of exceptions for laundromats and restaurants with public restrooms shall be to reduce water consumption and provide for surcharges/penalties at Stage 2 levels.
- b. Medical exceptions shall be allowed based on an additional two units of water a month. The general manager shall issue exceptions consistent with current district policy.
- c. Exceptions for public governmental agencies shall be consistent with water conservation policies of the district.

3. An applicant for an exception under this section may appeal the general manager's decision to the Board of Directors. A request for appeal must be submitted to the district in writing not more than ten (10) days after the general manager's decision. The board of directors shall consider the appeal within thirty (30) days of the request for appeal.

RESOLUTION NO. 37-2013  
SEPTEMBER 20, 2013

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
ADOPTING ENHANCED WATER CONSERVATION MEASURES  
AND RESTRICTIONS ON THE USE OF POTABLE WATER

WHEREAS, the Board of Directors of the Cambria Community Services District has declared a Water Code Section 350 Water Shortage Emergency; and

WHEREAS, pursuant to Water Code Section 353, the Board of Directors may adopt such regulations and restrictions on the delivery of water which will conserve the water supply for the greatest public benefit; and

WHEREAS, the domestic water supply for the Cambria Community Services District may be inadequate based upon the current well levels in the aquifers that provide the domestic water supply for the Cambria Community Services District, and specifically that well levels in the San Simeon well field are such that staff has determined that available water supply may be insufficient to meet demand, and the Santa Rosa SR-4 well has been run intermittently due to concerns over a downstream monitoring well's level being below a minimum level established in an existing State Water Resources Control Board permit condition; and

WHEREAS, in addition to Water Code Section 353, Water Code Section 375 provides that a public entity which supplies water may, after holding a public hearing, adopt and enforce water conservation programs to reduce the quantity of water used by persons within the entity's service area or jurisdiction for the purpose of conserving the entity's water supplies, and may also encourage water conservation through rate structure design; and

WHEREAS, although the community of Cambria is already achieving an extraordinary level of water conservation, additional enhanced water conservation use restrictions are necessary and appropriate.

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

- 1 Based upon the foregoing described existing water conditions the Board of Directors hereby determines that adoption of enhanced water conservation measures set forth herein are necessary and appropriate.
- 2 The Enhanced Water Conservation Measures and Restrictions on the Use of Potable Water set forth in Exhibit "A", including the fines and penalties contained therein, which exhibit is attached hereto and incorporated herein, shall be effective and apply within the jurisdictional boundaries of the Cambria Community Services District until rescinded or modified by the Board of Directors.

- 3 The District Clerk shall publish this Resolution in full within 10 days of its adoption in accordance with the provisions of Water Code Section 376(a). After such publication, and in accordance with the provisions of Water Code Section 377, violations of the Enhanced Water Conservations Measures and Restrictions on the Use of Potable Water set forth in Exhibit "A" is a misdemeanor and punishable as set forth in Water Code Section 377.

PASSED AND ADOPTED THIS 20th day of September, 2013.



Michael Thompson, President  
Board of Directors

APPROVED AS TO FORM.



Timothy J. Carmel  
District Counsel

ATTEST:



Kathy A. Choate  
District Clerk

EXHIBIT "A" To RESOLUTION 37-2013

ENHANCED WATER CONSERVATION MEASURES  
AND RESTRICTIONS ON THE USE OF POTABLE WATER

A. RESTRICTIONS ON USE OF POTABLE WATER:

1. Outdoor watering of landscaping with potable water is prohibited. Non-potable water is available free of charge from the CCSD. Customers are welcome to use this non-potable water to water their landscaping.
2. Guests in hotels, motels, and other commercial lodging establishments shall be provided the option of not laundering towels and linens daily. The CCSD will provide lodging establishments notices to advise guest free of charge.

B. CITATIONS FOR VIOLATIONS:

In addition to any other penalty permitted by law, the following fines shall apply to citations for violations of the water use restrictions contained herein: (reference CCSD Code Section 4.12C Section F(2))

First Violation: The District shall issue a written citation and impose a fine of fifty dollars (\$50.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Second Violation: A fine of one hundred fifty dollars (\$150.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Third Violation: A fine of two hundred fifty dollars (\$250.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Subsequent Violations: A fine of one thousand dollars (\$1000.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Failure to pay  
fines:

The District may discontinue water service to any customer who fails to pay fines billed on the regular bi-monthly bill. Service will be restored upon full payment of all outstanding balances and reconnection charges. The charge for reconnection and restoration of normal service shall be twenty-five dollars (\$25.00.)

Discontinuance of  
Service:

Repeated violations (i.e. more than two violations) of the measures adopted by the Board of Directors during the water shortage emergency condition shall be subject to discontinuance of service. The District will send a "Discontinuance Notice" for repeated violation of the measures. The water customer shall have ten (10) days to enter into a mandatory "Water Use and Retrofit Agreement" with the District. The "Water Use and Retrofit Agreement" shall specify mandatory water use restrictions and retrofits that must be implemented by the customer within thirty (30) days. Failure to enter into this agreement within ten (10) days after receipt of the "Discontinuance Notice" shall result in discontinuance of water service.

The General Manager or his/her designee may only restore service pursuant to a "Water Use and Retrofit Agreement" between the customer and the District. Failure to comply with the "Water Use and Retrofit Agreement" within thirty (30) days from the date water service is restored shall result in discontinuance of water service.

#### C. EXCEPTIONS:

The General Manager may, in his or her discretion, grant exceptions to the provisions contained herein not already provided for, if he or she finds and determines that:

1. Restrictions herein would cause an undue hardship or emergency condition; or
2. That the granting of the exception will not adversely affect the water supply or service to other existing water consumers.

Such exceptions may be granted only upon application in writing. Upon granting any such exception, the General Manager may impose any conditions he or she determines to be just and proper. The terms of any exception shall be set forth in writing, the original to be kept on file with the District, and a copy to be furnished to the applicant. All

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exceptions granted shall be reported to the Board of Directors at a regularly scheduled meeting.

An applicant for an exception under this section may appeal the General Manager's decision to the Board of Directors. A request for appeal must be submitted to the District in writing not more than ten (10) days after the General Manager's decision. The Board of Directors shall consider the appeal within thirty (30) days of the request for appeal.

RESOLUTION NO. 42-2013  
OCTOBER 24, 2013

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
ADOPTING REVISED ENHANCED WATER CONSERVATION MEASURES  
AND RESTRICTIONS ON THE USE OF POTABLE WATER

WHEREAS, the Board of Directors of the Cambria Community Services District has declared a Water Code Section 350 Water Shortage Emergency; and

WHEREAS, pursuant to Water Code Section 353, the Board of Directors may adopt such regulations and restrictions on the delivery of water which will conserve the water supply for the greatest public benefit; and

WHEREAS, based upon determinations related to the current conditions of the CCSD's water supplies, on September 20, 2013 the Board of Directors, after holding a duly noticed public hearing, adopted Resolution 37-2013 approving enhanced water conservation measures and restrictions on the use of potable water; and

WHEREAS, after holding a duly noticed public hearing on October 24, 2013 the Board of Directors has determined that it is necessary and desirable to adopt revised enhanced water conservation measures and restrictions on the use of potable water, as further set forth in Exhibit A to this Resolution; and

WHEREAS, in addition to Water Code Section 353, Water Code Section 375 provides that a public entity which supplies water may, after holding a public hearing, adopt and enforce water conservation programs to reduce the quantity of water used by persons within the entity's service area or jurisdiction for the purpose of conserving the entity's water supplies; and

WHEREAS, although the community of Cambria is already achieving an extraordinary level of water conservation, additional enhanced water conservation use restrictions are necessary and appropriate.

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

- 1 Based upon the existing water conditions, as set forth in Resolution 37-2013 and in staff reports and presentations to the Board of Directors, it is hereby determined that adoption of the revised enhanced water conservation measures set forth herein are necessary and appropriate.
- 2 Resolution 37-2013 is hereby repealed and replaced by the revised Enhanced Water Conservation Measures and Restrictions on the Use of Potable Water set forth in Exhibit "A", including the fines and penalties contained therein, which exhibit is attached hereto and incorporated herein. The revised Enhanced Water Conservation Measures and Restrictions on the use of Potable water shall be effective immediately and apply within the jurisdictional boundaries of



the Cambria Community Services District until rescinded or modified by the Board of Directors.

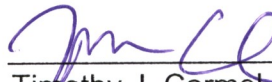
- 3 The District Clerk shall publish this resolution in full within 10 days of its adoption in accordance with the provisions of Water Code Section 376(a). After such publication, and in accordance with the provisions of Water Code Section 377, violations of the Enhanced Water Conservations Measures and Restrictions on the Use of Potable Water set forth in Exhibit "A" is a misdemeanor and punishable as set forth in Water Code Section 377.

PASSED AND ADOPTED THIS 24th day of October, 2013.



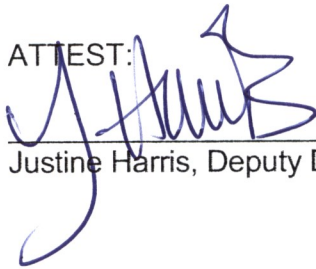
Michael Thompson, President  
Board of Directors

APPROVED AS TO FORM:



Timothy J. Carmel  
District Counsel

ATTEST:



Justine Harris, Deputy District Clerk

EXHIBIT "A" To RESOLUTION 42-2013  
REVISED ENHANCED WATER CONSERVATION MEASURES  
AND RESTRICTIONS ON THE USE OF POTABLE WATER

A. RESTRICTIONS ON USE OF POTABLE WATER:

1. Outdoor watering or irrigation of landscaping with potable water is permitted only once per week, on either Tuesday or Thursday depending on the address of the customers property. Watering shall be allowed on Tuesdays for all properties in the District having a street address ending with an odd number. Watering shall be allowed on Thursdays for all properties in the District having a street address ending with an even number. All watering shall strictly be subject to the requirements of CCSD Municipal Code Sections 4.08.030(B)(1) and (2) which provides as follows:

"1. The watering of grass, lawns, ground-cover, shrubbery, open ground, crops and trees herein after collectively called "landscape or other irrigation," in a manner or to an extent which allows excess water to run-off the area being watered. Every water user is deemed to have under his or her control at all times his or her water distribution lines and facilities and to know the manner and extent of his or her water use and excess run-off;

2. The watering of grass, lawns, ground-cover, shrubbery, open ground, crops or trees or other irrigation within any portion of the district in violation of the following schedule and procedures:

- a. Watering shall be accomplished with a person in attendance;
- b. Watering shall not take place between the hours of ten a.m. and six p.m.; and
- c. Watering shall be limited to the amount of water necessary to maintain landscaping."

2. Guests in hotels, motels, and other commercial lodging establishments shall be provided the option of not laundering towels and linens daily. The CCSD will provide lodging establishments notices to advise guest free of charge.

B. CITATIONS FOR VIOLATIONS:

In addition to any other penalty permitted by law, the following fines shall apply to citations for violations of the water use restrictions contained herein: (reference CCSD Code Section 4.12C Section F(2))

First Violation: The District shall issue a written citation and impose a fine of fifty dollars (\$50.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Second Violation: A fine of one hundred fifty dollars (\$150.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Third Violation: A fine of two hundred fifty dollars (\$250.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Subsequent Violations: A fine of one thousand dollars (\$1000.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Failure to pay fines: The District may discontinue water service to any customer who fails to pay fines billed on the regular bi-monthly bill. Service will be restored upon full payment of all outstanding balances. The charge for reconnection and restoration of normal service shall be twenty-five dollars (\$25.00.)

Discontinuance of Service: Repeated violations (i.e. more than two violations) of the measures adopted by the Board of Directors during the water shortage emergency condition shall be subject to discontinuation of service. The district will send a "Discontinuance Notice" for repeated violation of the measures. The water customer shall have ten (10) days to enter into a mandatory "Water Use and Retrofit Agreement" with the district. The "Water Use and Retrofit Agreement" shall specify mandatory water use restrictions and retrofits that must be implemented by the customer within thirty (30) days. Failure to



enter into this agreement within ten (10) days after receipt of the "Discontinuance Notice" shall result in discontinuance of water service.

The General Manager or his/her designee may only restore service under a Water Use and Retrofit Agreement" between the customer and the district. Failure to comply with the "Water Use and Retrofit Agreement" within thirty (30) days from the date water service is restored shall result in discontinuance of water service.

### C. EXCEPTIONS:

The General Manager may, in his or her discretion, grant exceptions to the provisions contained herein not already provided for, if he or she finds and determines that:

1. Restrictions herein would cause an undue hardship or emergency condition; or
2. That the granting of the exception will not adversely affect the water supply or service to other existing water consumers.

Such exceptions may be granted only upon application in writing. Upon granting any such exception, the General Manager may impose any conditions he or she determines to be just and proper. The terms of any exception shall be set forth in writing, the original to be kept on file with the District, and a copy to be furnished to the applicant. All exceptions granted shall be reported to the Board of Directors at a regularly scheduled meeting.

An applicant for an exception under this section may appeal the General Manager's decision to the Board of Directors. A request for appeal must be submitted to the District in writing not more than ten (10) days after the general manager's decision. The Board of Directors shall consider the appeal within thirty (30) days of the request for appeal.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.A.**

FROM: Jerry Gruber, General Manager  
Alleyne LaBossiere, Finance Manager

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Meeting Date: January 30, 2014

Subject:

Consideration of 2012/2013  
Fiscal Year Financial Audit  
Presentation by Bob Crosby

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**RECOMMENDATIONS:**

Receive Fiscal Year 2012/2013 Comprehensive Annual Financial Report (CAFR) by Crosby Company, Certified Public Accountant.

**FISCAL IMPACT:**

While the final billing has not been received, we have been advised that the cost will not exceed the contract amount of \$14,500 (the contract allows for additional charges if the CCSD's records are not in good order and/or additional audit procedures other than as normally required are needed). \$15,000 was budgeted. It is also noted that Robert (Bob) Crosby, CPA, provided additional services for CCSD Staff at no additional cost during the past year.

**DISCUSSION:**

A draft of the CCSD's CAFR for the fiscal year ended June 30, 2013 is attached for review. Bob Crosby, CPA, will present a brief summary of the audit and respond to questions and comments from the Board of Directors.

The third paragraph of the Independent Auditors' Report is the auditors' opinion of the CCSD's financial statements and adequacy of internal controls. The auditors issued an unqualified opinion, which states that as of June 30, 2013, the financial statements present fairly, in all material respects, the financial position of the governmental and business-type activities of the CCSD.

The CCSD implemented the requirements of the Governmental Accounting Standards Board Statement (GASB) No. 34 as of the fiscal year ended June 30, 2004. A component of GASB 34 is a Management Discussion and Analysis (MD&A), which is incorporated in the CAFR. It is not a required component of the financial statements, but becomes supplemental information required by GASB. While the auditor is not responsible for the MD&A, he does apply certain limited procedures to it.

The CCSD implemented the requirements of the GASB No. 45 as of the fiscal year ended June 30, 2010, which required an OPEB (Other Post Employment Benefits) analysis.

While the General Fund had a surplus of expenditures over revenues of \$36,859, it had an increase in its Cash and Investments balance of \$124,068. The difference is mainly the result of a decrease in receivables and an increase in accounts payables. Both of the CCSD enterprise funds had a net operating loss (Water's was \$642,878 and Wastewater's was \$301,253) and both had a net positive cash flow for the fiscal year ended June 30, 2013 (Water's was \$5,574 and Wastewater's was \$105,809). These surpluses were allocated to the respective fund's reserves. The main reasons for the positive cash flows, while incurring net operating losses, is due to depreciation (an expense not directly related to cash spent during the 2012/2013 fiscal year) and capital and related financing activities (these are detailed on the STATEMENT OF CASH FLOWS on page 12 of the CAFR).

Attachment: Draft FY 2012/2013 CAFR

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

UNANIMOUS: \_\_\_ BAHRINGER \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ RICE \_\_\_ THOMPSON

**CAMBRIA  
COMMUNITY SERVICES DISTRICT**

Independent Auditor's Report  
and  
Financial Statements

For the Year Ended  
June 30, 2013

2nd Draft

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2013

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**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2013**

Our discussion and analysis of the Cambria Community Services District's (CCSD) financial performance provides an overview of the CCSD's financial activities for the fiscal year ended June 30, 2013. The Management's Discussion & Analysis is to be read in conjunction with the CCSD's financial statements, which follow this section.

The Cambria Community Services District is a multi-purpose special district formed on December 9, 1976. Formation took place under the Community Services District Law, Section 61000, et. seq. of the California Government Code. At the time of formation it absorbed and combined the responsibilities of five existing special districts. These independently operated districts were as follows:

- The Cambria Community Services District - Moonstone Beach Drive area
- The Cambria County Water District
- The Cambria Fire Protection District
- The Cambria Garbage Disposal District
- San Luis Obispo County Service Area No. 6 - Street Lighting Service

The CCSD is a political subdivision of the State of California and operates under a Board of Directors-Manager form of government. A five-member Board of Directors governs it with each member serving a four-year term. The CCSD has a population of 6,400 residents within its boundaries. Tourism in the summer months and on holiday weekends creates seasonal increases in the population. The CCSD provides the following services:

- Water
- Wastewater
- Fire Protection
- Facilities and Resources
- Parks and Recreation
- Resource Conservation
- Administration

**Fund Financial Statements**

The accounting system of the CCSD is organized and operated on a fund basis. A fund is considered a separate self-balancing entity with assets, liabilities, fund equity, revenues, and expenditures/expenses.

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The basis of accounting depends on the fund. Basis of accounting refers to “when” revenues and expenses are recognized in the accounts and reported in the financial statements.

Governmental funds use the modified-accrual basis of accounting. Revenues are recognized when measurable and available as net current assets. Measurable means the amounts can be estimated or determined. Available means the amounts were collected during the reporting period or soon enough to finance the expenditures accrued for the reporting period.

Enterprise or business-like funds use the accrual basis of accounting. Revenues, expenses, assets and liabilities are recognized when the event happens.

**Financial Statements**

There are two government-wide financial statements that include all of the CCSD's funds. These are:

- STATEMENT OF NET POSITION
- STATEMENT OF ACTIVITIES

The Statement of Net Position was previously the Statement of Net Assets and includes all of the CCSD's assets and liabilities, with the difference between the two reported as net assets. (The governmental Accounting Standards Board (GASB) sets the standards for government entities' financial statement reporting. As stated in NOTE 6: STATEMENT OF NET POSITION, the CCSD adopted GASB 63 and GASB 65 as of June 30, 2013. One effect of adopting the new standards was to change the Statement of Net Assets to the Statement of Net Position.

The Net Position may be displayed in the following categories:

- Invested in Capital Assets, Net of Related Debt
- Restricted
- Unrestricted

The Statement of Net Position provides the basis for computing rate of return, evaluating the capital structure of the CCSD and assessing the liquidity and financial flexibility of the CCSD.

The Statement of Activities includes all of the CCSD's individual functions presented using the accrual basis of accounting. One objective of the Statement of Activities is to report the relative financial burden of each of the CCSD's functions.

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The remainder of the CCSD's financial statements is grouped into 2 categories:

- Governmental Activities
- Business-Type Activities

**Governmental Activities**

Governmental activities include the following fund:

- General Fund

The General Fund includes the following Departments:

- Fire Department
- Administration
- Facilities and Resources
- Parks and Recreation

The CCSD's financial statements for governmental activities include six components:

- BALANCE SHEET
- RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION
- STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
- RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
- NOTES TO THE FINANCIAL STATEMENTS
- STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-Budget and Actual-Governmental Funds (Shown as Other Required Supplemental Information)

The Balance Sheet-Governmental Funds first presents the CCSD's assets (resources it controls that enable it to provide services), liabilities (financial obligations) and fund balance (in essence, what would be left over if the assets were used to satisfy the liabilities). The assets and liabilities are current in nature. Notably absent are capital assets. This is due to the statement being presented using the modified accrual basis of accounting. Fund balance is the difference between assets and liabilities. Fund balance is reported in up to five classifications, which are as follows:

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- Nonspendable-amounts that are not in a spendable form, such as Prepaid Expenses or Deposits.
- Restricted-amounts constrained to specific purposes by their providers through constitutional provisions or legislation.
- Committed-amounts constrained to specific purposes by the government itself using its highest level of decision-making authority.
- Assigned-amounts a government intends to use for a specific purpose.
- Unassigned-amounts that are available for any purpose. These amounts are only found in the general fund.

In prior years, Fund Balance was reported in up to three components; Reserved, Designated and Unreserved. GASB 54 was issued to clarify Fund Balance reported as well as to provide additional information.

The Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position is the final component of the Balance Sheet. The reconciling items explain the differences in the accounting bases (the presence of capital assets and long-term liabilities in the government-wide financial statements, but their absence in the governmental funds).

The Statement of Revenues, Expenditures, and Changes in Fund Balances is the governmental funds' income statement, tracking the flow of resources in as Revenues and out as Expenditures. Revenues and Expenditures are not the only resources that flow in and out. Other financing sources (uses) identify transfers in and out of the governmental funds. Besides the fact that transfers are neither revenues nor expenditures, they are shown separately to assist the statement reader in assessing the balance between ongoing revenues and expenditures related to the basic operations of the CCSD. For this same reason, special items such as prior period adjustments (corrections of material errors related to a prior period or periods) are shown separately.

The Reconciliation of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities describes the differences between change in fund balance and change in governmental activities net assets in the government-wide statement of activities. Items are individually described.

The Notes to the Financial Statements are disclosures presented to assist the reader in understanding the information found in the financial statements.

The Statement of Revenues, Expenditures, and Changes in Fund Balances-Budget and Actual-Governmental Funds compares the budgeted amounts to the actual amounts.

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**Business-Type Activities**

Business-type activities include the following funds:

- Water Fund
- Wastewater (Sewer) Fund

The Water Fund includes the following Departments:

- Water
- Resource Conservation

The CCSD's financial statements for business-type activities include four components:

- STATEMENT OF NET POSITION-Proprietary Funds
- STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION-Proprietary Funds
- STATEMENT OF CASH FLOWS-Proprietary Funds
- NOTES TO THE FINANCIAL STATEMENTS

The Statement of Net Position includes all of the proprietary funds' assets and liabilities, with the difference between the two reported as net assets. Net position may be displayed in the following categories:

- Invested in Capital Assets, Net of Related Debt
- Restricted
- Unrestricted

The Statement of Net Position provides the basis for computing rate of return, evaluating the capital structure of the Water and Wastewater Funds and assessing their liquidity and financial flexibility.

The Statement of Revenues, Expenditures, and Changes in Net Position presents information which shows how the Water and Wastewater Fund's net assets changed during the year. All of the current year's revenues and expenditures are recorded when the underlying transaction occurs, regardless of the timing of the related cash flows. The Statement of Revenues, Expenditures, and Changes in Fund Balance measures the success of the CCSD's operations over the past year and determines whether the CCSD has recovered its costs through user fees, property taxes and other changes.

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The Statement of Cash Flows provides information regarding the Water and Wastewater Fund's cash receipts and cash disbursements during the fiscal year. The statement reports cash activity in three categories:

- Operating Activities
- Capital and Related Financing Activities
- Investing and Non-Operating Activities

**Notes to the Financial Statements**

The Notes to the Financial Statements are disclosures presented to assist the reader in understanding the information found in the financial statements.

NOTE 1 is required in all financial statements, even in cases where only the minimum notes are given. It provides a brief description of the CCSD; which financial statements are provided; how activity is recorded/reported; the accounting basis on which the financial statements are presented; certain financial policies of the CCSD, such as its capitalization policy and some definition of terms.

NOTE 2 provides information related to the CCSD's cash and investments such as how much cash is on-hand, how much is in the CCSD's bank accounts and how much is held in the Local Agency Investment Fund (LAIF). LAIF is a voluntary program offered to California's local governments to allow them to participate in a major portfolio. It is administered by the California State Treasurer. It has the same objectives in its investment policy as does the CCSD (Safety, Liquidity and Yield, in that order). LAIF does not invest in securities or derivatives and no agency has ever lost funds invested in LAIF. It is not subject to seizure by the State of California. On June 30, 2013, the fair market value of LAIF's investments was slightly in excess of the cost plus accrued interest of those assets. Slightly over 61% of LAIF's funds were invested in United States Treasury Bills/Notes.

NOTE 3 provides additional information on the CCSD's Property, Plant and Equipment (Fixed Assets). This is mainly in the form of showing the amounts added and deleted for a given fiscal year by type of asset.

NOTE 4 provides additional information on the CCSD's accrued liabilities.

NOTE 5 provides additional information on the CCSD's Long-Term Debt such as original balances, interest rates and annual amounts due through the end of the terms of the debt.

NOTE 6 discusses the changes resulting from the adoption of GASB 63 and GASB 65.

NOTE 7 provides information related to the CCSD's pension plan such as the actuarial assumptions.

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NOTE 8 is required by the Governmental Accounting Standards Board (GASB) Statements 43 & 45. While the note is titled Post-Employment Benefits, the purpose of the note is to report on Other Post-Employment Benefits (OPEB) with "Other" signifying other than pensions. For the purposes of the CCSD, this means retiree healthcare benefits. The amount shown is based on an actuarial prepared "in-house" as of June 30, 2012. It is required to do an actuarial every other year and the next one will be done for the fiscal year ending June 30, 2014. The actuarial is based on the number of employees, retirees and their spouses as well as their ages (and presumed life spans) and presumed retirement dates as of June 30, 2011. The estimated costs are projected forward through the year 2068. (It should be noted that while there were 30 eligible employees as of June 30, 2009, there were 24 eligible employees as of June 30, 2011 although there were unfilled vacancies).

The CCSD currently operates on a "pay as you go" basis for OPEB. Current retiree costs are fully paid, but nothing is specifically set-aside for future benefits. To account for these future benefits an additional expenditure of \$25,050 was recorded as a future obligation, with no outflow of cash. \$29,737 of this balance is related to the Governmental Funds, \$9,475 is related to the Water Fund and the Wastewater Fund had a credit of (\$14,162). The credit in the Wastewater Fund occurred because of multiple factors. As discussed in the next section, as of January 1, 2013, retirees began paying a greater percentage of their healthcare benefits. In addition, healthcare premiums for retirees on Medicare were reduced by over 22%. Finally, the timing of the valuation affects the computation. Because OPEB is computed for the future, these recent changes are factored in, but they had no effect on the costs as of June 30, 2012. It is important to note that this is not a credit in the sense that any excess funds were expended or will be applied to future costs. It only signifies that future costs would be expected to decrease based on the existing information.

NOTE 9 discusses the changes resulting from the adoption of GASB 65.

NOTE 10 provides information related to agreements with other government entities for mutual aid and the use of property.

**Other Required Supplemental Information**

This is a new section and contains The STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-Budget and Actual-Governmental Funds is found here as is the SCHEDULE OF FUNDING PROGRESS for Other Post Employment Benefits.

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**CAMBRIA COMMUNITY SERVICES DISTRICT  
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**Economic Factors and Budget**

While property valuation and the employment rate remains below what they were before the United States and especially California's economy took a significant turn for the worse in recent years, there were positive developments in the 2012-2013 fiscal year. Ad valorem property tax revenue (net of the County's administrative fee) increased for the first time in four years. However, it is still \$141,000 (7.2%) below its peak in fiscal year 2009-2010. For fiscal year 2013-2014, it is projected to increase by approximately \$36,000. Ad valorem property tax revenue accounts for 72% of the Fire Departments; 93% of Facilities and Resources; 99% of Parks & Recreation and 13% of Administration's revenue in the CCSD's fiscal year 2013-2013 Budget.

Because the Fire Suppression Benefit Assessment is a parcel assessment, it is not impacted by property value fluctuations. If approved by the CCSD Board of Directors, it can increase by the annual increase in the consumer price index, up to a maximum of 5.4%. It increased by \$12,330 (3.1%) from fiscal year 2011-2012 to fiscal year 2012-2013 and it represents 26% of the Fire Department's revenue in the CCSD's fiscal year 2013-2013 Budget. The economic situation also may have been impacting utility sales, although this is not as readily discernable as with property tax revenue. Water and sewer sales decreased at the start of the economic downturn, staying depressed until the 2011-2012 fiscal year at which time they rebounded significantly, although they remained slightly below their highest level, which occurred in fiscal year 2006-2007. Water sales continued to increase in fiscal year 2012-2013 while sewer sales decreased very slightly and both are currently at approximately 98% of their highest point after accounting for any rate increases during the period. Because sales are thought to be partially driven by weather conditions, the exact cause for any increase or decrease is unknown and due to the rate structure, there is a far greater variation in water sales as compared to sewer sales.

Two significant factors other than the general economic situation, impact the financial strength of the CCSD. They are:

- Minimal capacity fee revenue; and
- Stagnate customer base

These conditions present significant fiscal challenges to the CCSD. Having only minimal capital revenue has resulted in most enterprise funds' capital outlays being financed by operating revenue or by transfers from the General Fund after fiscal year 2005-2006. A stagnate customer base results in little or no growth in revenue as well as in lost economies of scale. To meet these challenges, the CCSD increased water fees by 9.75% and sewer fees by 15% as of July 1, 2009 and reduced staffing and employee benefits costs as well as reducing other operating costs. While a hiring freeze was imposed by the Board of Directors has since been reversed, several positions remain vacant including the Assistant General Manager, Assistant Fire Chief, Assistant Finance Manager,



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Administrative Technician (Fire Department) and an Administrative Technicians (Finance). Reduced retirement formulas have been adopted for new employees and all newly hired employees contribute the full employee portion to their pensions. For existing employees, all employee groups are now paying a portion of their retirement benefit and management/confidential employees and SEIU employees will be paying the full employee portion to their pensions within three years. Greater cost-sharing for medical insurance is also being paid by management/confidential employees and SEIU employees. After increasing from \$2,563,201 in fiscal year 2007-2008 to \$2,566,283 in fiscal year 2008-2009, total salaries and wages decreased to \$2,386,305 in fiscal year 2009-2010, to \$2,299,794 (this figure does not include the severance pay paid to the previous General Manager) in fiscal year 2010-2011 and to \$2,228,801 in fiscal year 2011-2012. Total salaries and wages increased to \$2,281,216 in fiscal year 2012-2013, but there is still a net decrease of \$281,985 or 11% over the last five fiscal years. The preceding amounts include all salaries and wages, including any capitalized amounts.

Retirement is the most expensive employee benefit of the CCSD. The annual pension cost decreased from \$675,070 in fiscal year 2007-2008 to \$647,662 in fiscal year 2008-2009, to \$628,216 in fiscal year 2009-2010, and to \$553,184 in fiscal year 2010-2011. While it increased to \$568,541 in fiscal year 2011-2012 and increased to \$598,842 in fiscal year 2012-2013, there was still a decrease of \$76,228, or 11.3% over the five year period. There are various factors that will impact the retirement rates and cost in the future. While such factors as total salaries, inflation rates and returns on investments are always involved and the agreements with employees to institute a second tier of retirement rates for newly hired employees and for current employees to pay a greater portion of their retirement contributions will serve to lower rates, there are 2 other factors that will impact the retirement rates for employees hired under the first tier formula in the short term (one of which will impact the rates permanently). The first item is a recently CalPERS approved methodology for amortization and smoothing. These are outlined in CalPERS Circular Letter 200-019-13. This policy change calls for increasing retirement rates from fiscal year 2015-2016 through fiscal year 2019-2020 with the projected increases for Safety (Fire Department) employees being 2.38% in fiscal year 2015-2016 rising to 11.9% in fiscal year 2019-2020. For Miscellaneous employees (all other departments) being 1.28% in fiscal year 2015-2016 rising to 6.4% in fiscal year 2019-2020. After fiscal year 2019-2020, the increases will be deleted. The second item is the retirement of the CCSD's Side Funds. "Side Fund" is the term used by CalPERS "to account for the difference between the funded status of the (entity's) pool and the funded status of the (entity's) plan, in addition to your existing unfunded liability". It is the 'catch-up' required when a higher formula plan is adopted by an entity. For fiscal year 2013-2014, paying the Safety Side Fund adds 4.343% to the Net Employer Contribution rate of 30.492% and paying the Miscellaneous Side Fund adds 11.484% to the Net Employer Contribution rate of 27.208%. The final year for paying the Safety Side Fund

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is fiscal year 2014/2015 and the final year for paying the Miscellaneous Side Fund is fiscal year 2016/2017 at which time, contribution rates should decrease by the Side Fund rates.

Retiree health insurance had traditionally been the third most expensive employee benefit of the CCSD, but became the second most expensive in fiscal year 2011-2012. In fiscal year 2012-2013, it fell back to the third again. It increased from \$174,820 in fiscal year 2007-2008 to \$178,943 in fiscal year 2008-2009, it decreased to \$148,546 in fiscal year 2009-2010 (approximately \$35,700 of this decrease was due to a two-month premium "holiday" from paying monthly premiums due to excess profits of the provider), it increased to \$209,186 in fiscal year 2010-2011, increased to \$270,349 in fiscal year 2011-2012 and decreased to \$240,734 in fiscal year 2012-2013. This is an overall increase of \$65,914 or 37.7%. Agreements with management/confidential employees and SEIU employees provide for increased premium contributions to be made by retirees and newly hired employees will receive a reduced health insurance premium benefit equal to the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum, which is currently \$115. These changes are expected to result in a great reduction of retiree health insurance costs in the future. In addition, the premium rate for retirees on Medicare was reduced by over 22% as of January 1, 2013.

Employee health insurance is the second most expensive employee benefit of the CCSD. The annual employee medical insurance cost decreased from \$349,459 in fiscal year 2007-2008 to \$341,026 in fiscal year 2008-2009, to \$242,246 in fiscal year 2009-2010 (approximately \$48,400 of this decrease was due to a two-month premium "holiday" from paying monthly premiums due to excess profits of the provider), increased to \$253,951 in fiscal year 2010-2011, decreased to \$244,632 in fiscal year 2011-2012 and increased to \$281,801 in fiscal year 2012-2013. This is an overall decrease of \$67,658 or 19.4%. The CCSD changed the insurance plan from a PPO to a HMO January 1, 2010, which reduced its contribution (employees staying in the PPO paid all of the excess cost). Agreements with management/confidential employees and SEIU employees provide for increased premium contributions to be made by employees.

After decreasing for several years, the CCSD's total Cash and Investments was \$4,265,148 as of June 30, 2009. It increased to \$4,499,040 as of June 30, 2010, decreased to \$4,386,277 as of June 30, 2011 (however, while the balance decreased \$112,763, it would have increased by \$293,084 if the capital lease for the fire pumper had not been paid off early and the severance package for the prior general manager had not occurred), increased to \$4,654,815 as of June 30, 2012 and increased to \$4,890,266 as of June 30, 2013.

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Personnel costs represent 46.5% of the CCSD's operating expenditures for fiscal year 2012-2013. Several steps, the most significant being discussed above, have been taken to control these costs. While some costs will continue to increase, at least in the short-term future, the overall cost structure has been greatly improved and personnel costs appear to be sustainable.

While personnel costs are the largest category of expenditures, another cost area warrants discussion as the costs are rising rapidly plus the underlying exposure has the potential to greatly impact the CCSD's economic viability. These are the maintenance and repair costs. While these costs range from copier repairs to vehicle repairs to pump repairs, the vast majority are related to maintenance and repair costs of the water and sewer infrastructure. The total maintenance and repair costs were \$296,877 in fiscal year 2008-2009, they increased to \$380,638 in fiscal year 2009-2010, increased to \$419,797 in fiscal year 2010-2011, increased to \$530,902 in 2011-2012 and increased to \$798,283 in fiscal year 2012-2013. This is an 170% increase in four years.

Related to the increase in maintenance and repair costs is the increase in capital outlay costs. Capital outlay involves either the purchase of new fixed assets or the betterment of existing fixed assets. As with maintenance and repair costs, these costs can range from the purchase of a copier to a fire engine to a new water or sewer infrastructure and, as with maintenance and repair costs, the vast majority are related to the water and sewer departments. These costs do not include capital improvement projects, which are multi-year projects that usually have very high costs, such as a new water tank. The total capital outlay costs were \$14,224 in fiscal year 2008-2009, they increased to \$82,298 in fiscal year 2009-2010, decreased to \$28,243 in fiscal year 2010-2011, increased to \$182,859 in 2011-2012 and increased to \$200,766 in fiscal year 2012-2013. This is an 1311% increase in four years.

Even with the large increases noted above, a large number of projects necessary to maintain water and sewer services have been identified and these costs have the possibility of creating serious economic consequences for the CCSD. To address this, the CCSD is in the process of conducting a rate study specifically related to these costs.

The Board of Directors approved the operating budget for fiscal year 2013-2014 on June 27, 2013. Projected activity for all funds is as follows: Water-a deficit of \$98,225 (the \$98,225 is expected to be transferred from reserves); Wastewater (Sewer)-a deficit of \$233,178 (the \$233,178 is expected to be transferred from reserves); Governmental (General)-\$7,941 surplus. The Board of Directors also approved the capital budget for fiscal year 2013-2014 on June 27, 2013. Projected activity for all funds is as follows: Water-a deficit of \$192,837 (the \$192,837 is expected to be transferred from reserves).

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
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**Fiscal Year 2012/2013 Financial Highlights**

The following information is provided to give readers of these financial statements further information by providing additional detail, summations and/or by presenting information in a different format than the financial statements as well as by providing narrative comments.

The Governmental Accounting Standards Board sets the standards for government entities' financial statement reporting. As stated in NOTE 6: STATEMENT OF NET POSITION, the CCSD adopted GASB 63 and GASB 65 as of June 30, 2013. The main effect of adopting the new standards was to change the STATEMENT OF NET ASSETS to the STATEMENT OF NET POSITION.

This section is based on the STATEMENT OF NET POSITION (Pg. 4), the RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION (Pg. 7) and the STATEMENT OF NET POSITION Proprietary Funds (Pg. 10). Although the STATEMENT OF NET POSITION was previously titled STATEMENT OF NET ASSETS, the format and activity shown remained consistent, allowing for a year to year comparison.

	FISCAL YEAR 2012/2013	FISCAL YEAR 2011/2012	INCREASE/ (DECREASE)
<b>CASH &amp; INVESTMENTS</b>			
Total Cash & Investments-Gov't Activities	3,939,239	3,815,171	124,068
Total Cash & Investments-Business Activities	951,027	839,644	111,383
<b>TOTAL CASH &amp; INVESTMENTS</b>	<u>4,890,266</u>	<u>4,654,815</u>	<u>235,451</u>
<b>OTHER ASSETS-GOV'T ACTIVITIES</b>			
Current Receivables-Gov't Activities	82,769	174,408	(91,639)
Prepaid Costs-Gov't Activities	191,038	176,998	14,040
Due From Other Funds-Gov't Activities	157,726	157,726	0
<b>TOTAL OTHER ASSETS-GOV'T ACTIVITIES</b>	<u>431,533</u>	<u>509,132</u>	<u>(77,599)</u>
<b>OTHER ASSETS-BUSINESS ACTIVITIES</b>			
Current Receivables-Business Activities	681,445	669,553	11,892
Prepaid Costs-Business Activities	12,044	31,928	(19,884)
Intangible Assets (WMP)-Business Activities	1,611,290	1,611,290	0
Deferred Loss on Bond Refunding-Business	0	95,723	(95,723)
<b>TOTAL OTHER ASSETS-BUSINESS ACTIVITIES</b>	<u>2,304,779</u>	<u>2,408,494</u>	<u>(103,715)</u>
<b>CAPITAL ASSETS</b>			
Capital Assets-Net of Depreciation-Gov't Activities	16,578,593	16,584,011	(5,418)
Capital Assets-Net of Depreciation-Business Activities	19,953,284	21,881,098	(1,927,814)
<b>TOTAL CAPITAL ASSETS</b>	<u>36,531,877</u>	<u>38,465,109</u>	<u>(1,933,232)</u>
<b>TOTAL ASSETS</b>			
Total Assets-Gov't Activities	20,949,365	20,908,314	41,051
Total Assets-Business Activities	23,209,090	25,129,236	(1,920,146)
<b>TOTAL ASSETS</b>	<u>44,158,455</u>	<u>46,037,550</u>	<u>(1,879,095)</u>
<b>CURRENT LIABILITIES-GOV'T ACTIVITIES</b>			
Payables & Accrued Expenses-Gov't Activities	242,706	193,108	49,598
Refundable Deposits-Gov't Activities	7,314	7,274	40
Deferred Revenue-Gov't Activities	5,547	6,840	(1,293)
Loans/Notes/Bonds Payable-Governmental Activities	8,331	0	8,331
<b>TOTAL CURRENT LIABILITIES-GOV'T ACTIVITIES</b>	<u>263,898</u>	<u>207,222</u>	<u>56,676</u>

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	FISCAL YEAR 2012/2013	FISCAL YEAR 2011/2012	INCREASE/ (DECREASE)
<b>CURRENT LIABILITIES-BUSINESS ACTIVITIES</b>			
Payables & Accrued Expenses-Business Activities	280,228	213,891	66,337
Refundable Deposits-Business Activities	41,070	38,900	2,170
Deferred Revenue-Business Activities	38,453	23,183	15,270
Due To Other Funds-Business Activities	157,726	157,726	0
Loans/Notes/Bonds Payable-Business Activities	543,749	505,551	38,198
<b>TOTAL CURRENT LIABILITIES-BUSINESS ACTIVITIES</b>	<u>1,061,226</u>	<u>939,251</u>	<u>121,975</u>
<b>LONG-TERM LIABILITIES (EXTERNAL)-GOV'T ACTIVITIES</b>			
Loans/Notes/Bonds Payable-Gov't Activities	26,653	0	26,653
Compensated Absences-Gov't Activities	217,617	197,089	20,528
<b>TOTAL LONG-TERM LIABILITIES (EXTERNAL)-GOV'T ACTIVITIES</b>	<u>244,270</u>	<u>197,089</u>	<u>47,181</u>
<b>LONG-TERM LIABILITIES (EXTERNAL)-BUSINESS ACTIVITIES</b>			
Loans/Notes/Bonds Payable-Business Activities	1,751,078	2,227,810	(476,732)
Compensated Absences-Business Activities	71,277	98,279	(27,002)
<b>TOTAL L/T LIABILITIES (EXTERNAL)-BUSINESS ACTIVITIES</b>	<u>1,822,355</u>	<u>2,326,089</u>	<u>(503,734)</u>
<b>NET POSITION (ASSETS)-GOV'T ACTIVITIES</b>			
Invested in Capital Assets-Net of Related Debt Unrestricted	16,543,610	16,584,011	(40,401)
	3,897,587	3,919,992	(22,405)
<b>TOTAL NET POSITION (ASSETS)-GOV'T ACTIVITIES</b>	<u>20,441,197</u>	<u>20,504,003</u>	<u>(62,806)</u>
<b>NET POSITION (ASSETS)-BUSINESS ACTIVITIES</b>			
Invested in Capital Assets-Net of Related Debt Unrestricted	17,658,457	19,147,737	(1,489,280)
	2,667,052	2,716,159	(49,107)
<b>TOTAL NET POSITION (ASSETS)-BUSINESS ACTIVITIES</b>	<u>20,325,509</u>	<u>21,863,896</u>	<u>(1,538,387)</u>
<b>NET POSITION (ASSETS)</b>			
Net Position (Assets)-Gov't Activities	20,441,197	20,504,003	(62,806)
Net Position (Assets)-Business Activities	20,325,509	21,863,896	(1,538,387)
<b>TOTAL NET POSITION (ASSETS)</b>	<u>40,766,706</u>	<u>42,367,899</u>	<u>(1,601,193)</u>
<b>TOTAL ASSETS-GOV'T ACTIVITIES</b>			
	20,949,365	20,908,314	41,051
<b>LESS: TOTAL LIABILITIES-GOV'T ACTIVITIES</b>	<u>508,168</u>	<u>404,311</u>	<u>103,857</u>
<b>TOTAL NET POSITION (ASSETS)-GOV'T ACTIVITIES</b>	<u>20,441,197</u>	<u>20,504,003</u>	<u>(62,806)</u>
<b>TOTAL ASSETS-BUSINESS ACTIVITIES</b>			
	23,209,090	25,129,236	(1,920,146)
<b>LESS: TOTAL LIABILITIES-BUSINESS ACTIVITIES</b>	<u>2,883,581</u>	<u>3,265,340</u>	<u>(381,759)</u>
<b>TOTAL NET POSITION (ASSETS)-BUSINESS ACTIVITIES</b>	<u>20,325,509</u>	<u>21,863,896</u>	<u>(1,538,387)</u>
<b>Total Loans/Notes/Bonds Payable-Governmental Activities</b>			
	34,984	0	34,984
<b>Total Loans/Notes/Bonds Payable-Business Activities</b>	<u>2,366,104</u>	<u>2,733,361</u>	<u>(367,257)</u>
<b>Total Loans/Notes/Bonds Payable</b>	<u>2,401,088</u>	<u>2,733,361</u>	<u>(332,273)</u>

As of June 30, 2013, CCSD Cash and Investments exceed all debts owed to external entities by approximately \$1,724,635

As of June 30, 2012, CCSD Cash and Investments exceed all debts owed to external entities by approximately \$1,142,900.

As of June 30, 2011, CCSD Cash and Investments exceed all debts owed to external entities by approximately \$98,500.

As of June 30, 2010, all debts owed to external entities exceeded the CCSD Cash and Investments by approximately \$465,400.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ending June 30, 2013**

This section is based on the BALANCE SHEET-Governmental Funds (Pg. 6) and the RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION (Pg. 7).

	FISCAL YEAR 2012/2013	FISCAL YEAR 2011/2012	INCREASE/ (DECREASE)
TOTAL ASSETS-Governmental Funds	4,370,772	4,324,303	46,469
TOTAL LIABILITIES-Governmental Funds	255,567	207,222	48,345
Fund Balance-Nonspendable	195,586	182,051	13,535
Fund Balance-Assigned	3,919,619	3,935,030	(15,411)
TOTAL FUND BALANCE-Governmental Funds	4,115,205	4,117,081	(1,876)
CAPITAL ASSETS	16,578,593	16,584,011	(5,418)
Loans Payable	34,984	0	34,984
Compensated Absences	217,617	197,089	20,528
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>20,441,197</u>	<u>20,504,003</u>	<u>(62,806)</u>

The Government Accounting Standards Board (GASB) issued Statement #54, which regulates how fund balances are to be reported. Previously, "Reserved, Designated" and "Unreserved" were used as fund balance classifications. GASB # 54 designates that the terms "Nonspendable, Restricted, Committed, Assigned" and "Unassigned" to be used. These classifications signify the spending constraints with Nonspendable having the most constraints and Unassigned having the fewest constraints.

This section is based on the STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-Governmental Funds (Pg. 8) and the STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION-Proprietary Funds (Pg. 11).

TOTAL OPERATING REVENUES			
Total Revenue-Gov't Activities	3,616,897	3,785,564	(168,667)
Total Operating Revenue-Business Activities	4,027,870	3,931,048	96,822
TOTAL REVENUES	<u>7,644,767</u>	<u>7,716,612</u>	<u>(71,845)</u>

The decrease in Total Revenue-Governmental Activities is mainly due to a decrease of \$303,149 in Grant Income. All other revenue streams except for Use of Money and Property increased slightly.

The increase in Total Operating Revenue-Business Activities is entirely in the Water Fund as the Wastewater Fund decreased \$16,026.

TOTAL EXPENDITURES			
Total Expenditures-Gov't Activities	3,653,756	3,623,091	30,665
Total Expenditures-Business Activities	4,972,001	4,418,969	553,032
TOTAL EXPENDITURES	<u>8,625,757</u>	<u>8,042,060</u>	<u>583,697</u>

The largest increase for Governmental Activities is an increase of \$187,277 in Administration Expenditures, which were mainly due to an increase in personnel costs of \$111,343. In addition, there was an \$81,561 decrease in accrued OPEB costs for fiscal year 2011/2012 for which there was no similar decrease in fiscal year 2012/2013 as the OPEB valuation is only done every other year. There was a decrease in Fire Expenditures of \$182,125, which was more than accounted for by the decrease in grant expenditures of \$230,971. Capital Outlay increased \$65,604, Parks and Recreation decreased \$39,708 and Facilities and Resources decreased \$383.

The largest increase for Business Activities is \$128,706 in Payroll Taxes and Benefits Expenditures followed by an increase of \$128,412 in Maintenance & Repairs Expenditures followed by an increase of \$67,412 in Amortized Bond Costs (due to the implementation GASB 65, these costs, which had previously been written off on an annual basis, were all written off in fiscal year 2012/2013), followed by an increase of \$67,059 in Retrofit and Rebate Program Expenditures (these costs were not listed separately on the fiscal year 2011/2012 financial statements, but they were minimal). Other material increases were in Salaries and Wages (\$58,988), General and Administrative Overhead (\$51,713) and Professional Services (\$40,968).

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ending June 30, 2013**

	FISCAL YEAR 2012/2013	FISCAL YEAR 2011/2012	INCREASE/ (DECREASE)
NON-OPERATING REVENUES			
Non-Operating Revenue-Gov't Activities	N/A	N/A	N/A
Non-Operating Revenue-Business Activities	399,515	298,443	101,072
<b>TOTAL NON-OPERATING REVENUES</b>	<u>399,515</u>	<u>298,443</u>	<u>101,072</u>

Almost the entire increase in Non-Operating Revenue-Business Activities is an increase in Connection Fees Revenue.

NON-OPERATING EXPENDITURES			
Non-Operating Expenditures-Gov't Activities	N/A	N/A	N/A
Non-Operating Expenditures-Business Activities	993,771	128,476	865,295
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<u>993,771</u>	<u>128,476</u>	<u>865,295</u>

Non-Operating Expenditures-Business Activities was entirely Interest Expense in fiscal year 2011/2012. While Interest Expense decreased by \$19,864, \$885,157 in obsolete SCADA equipment was written off.

This section is based on the STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-Budget and Actual-Governmental Funds (Pg. 8).

REVENUES			
Property Taxes and Assessments	2,228,421	2,205,140	23,281
Grant Income	718	303,867	(303,149)
Weed Abatement	18,615	7,210	11,405
Franchise Fees	72,324	70,652	1,672
Use of Money & Property	37,298	14,016	23,282
Charges for Administrative Services	1,181,831	1,111,539	70,292
Other	77,690	73,140	4,550
<b>TOTAL REVENUES</b>	<u>3,616,897</u>	<u>3,785,564</u>	<u>(168,667)</u>
EXPENDITURES			
Administration	1,475,692	1,288,415	187,277
Fire	1,563,216	1,745,341	(182,125)
Parks & Recreation	21,666	61,374	(39,708)
Facilities & Resources	478,823	479,206	(383)
Capital Outlay	114,359	48,755	65,604
<b>TOTAL EXPENDITURES</b>	<u>3,653,756</u>	<u>3,623,091</u>	<u>30,665</u>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<u>(36,859)</u>	<u>162,473</u>	<u>(199,332)</u>
Fund Balance at Beginning of Year	4,117,081	3,980,766	
Loan Proceeds	34,983	0	
Transfer Out (Resource Conservation)	0	(26,158)	
<b>Fund Balance at End of Year</b>	<u>4,115,205</u>	<u>4,117,081</u>	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ending June 30, 2013**

This section is based on the STATEMENT OF NET POSITION-Proprietary Funds (Pg. 10).

Current Assets	1,644,516	1,541,125	103,391
Capital Assets	49,712,548	50,393,842	(681,294)
Accum. Depreciation	(29,759,264)	(28,512,744)	(1,246,520)
Other Assets	1,611,290	1,707,013	(95,723)
Total Assets	<u>23,209,090</u>	<u>25,129,236</u>	<u>(1,920,146)</u>
Current Liabilities	1,061,226	939,251	121,975
Non-Current Liabilities	1,822,355	2,326,089	(503,734)
Total Liabilities	<u>2,883,581</u>	<u>3,265,340</u>	<u>(381,759)</u>
Net Assets-Invested in Cap	17,658,457	19,147,737	(1,489,280)
Net Assets-Unrestricted	2,667,052	2,716,159	(49,107)
Total Net Assets	<u>20,325,509</u>	<u>21,863,896</u>	<u>(1,538,387)</u>

The increase in Current Assets is mainly due to an increase in Cash & Investments of \$111,383.

The decrease in Capital Assets is due to writing off obsolete SCADA equipment.

The decrease in Other Assets is due to writing off Deferred Loss on Refunding per GASB 65.

The increase in Current Liabilities is mainly due to an increase in Accounts Payable of \$87,383 plus an increase in Current Portion of Non-Current Liabilities of \$38,198.

The decrease in Non-Current Liabilities is mainly due to a decrease in Notes/Loans/Bonds Payable of \$476,732.

This section is based on the STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION-Proprietary Funds (Pg. 11).

Utility Sales	3,893,002	3,826,975	66,027
Services Charges & Fees	134,868	104,073	30,795
Total Operating Revenues	<u>4,027,870</u>	<u>3,931,048</u>	<u>96,822</u>
Salaries & Wages	725,896	666,908	58,988
Payroll Taxes & Benefits	508,605	379,899	128,706
Maintenance & Repairs	659,108	530,696	128,412
Utilities	314,463	314,104	359
Professional Services	219,647	178,679	40,968
Operating Supplies	83,005	95,910	(12,905)
Licenses & Fees	80,302	72,109	8,193
Depreciation & Amortization	1,267,713	1,268,390	(677)
General & Administrative Overhead	876,324	824,611	51,713
Amortized Bond Costs	95,724	28,312	67,412
Retrofit and Rebate Programs	67,059	0	67,059
Other	74,155	59,351	14,804
Total Operating Expenses	<u>4,972,001</u>	<u>4,418,969</u>	<u>553,032</u>
Operating Income (Loss)	<u>(944,131)</u>	<u>(487,921)</u>	<u>(456,210)</u>



**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ending June 30, 2013**

	FISCAL YEAR 2012/2013	FISCAL YEAR 2011/2012	INCREASE/ (DECREASE)
Availability Charges	292,836	292,536	300
Investment Income	2,646	2,115	531
Other Income	8,444	3,792	4,652
Connection Fees	95,589	0	95,589
Non-Operating Income	<u>399,515</u>	<u>298,443</u>	<u>101,072</u>
Loss on Disposal of Assets	885,157	0	885,157
Interest expense	108,614	128,478	(19,864)
Non-Operating Expenses	<u>993,771</u>	<u>128,478</u>	<u>865,293</u>
Change in Net Assets	(1,538,387)	(317,956)	<u>(1,220,431)</u>
Net Assets @ Beg. of Year	21,863,896	22,155,694	
Transfer In (Resource Conservation)	<u>0</u>	<u>26,158</u>	
Net Assets @ End of Year	<u>20,325,509</u>	<u>21,863,896</u>	

This section is based on the STATEMENT OF CASH FLOWS (Pg. 12).

Net Cash Provided by Operating Activities	484,072	740,816	(256,744)
Net Cash Provided by Noncapital Financing Activities	0	26,158	(26,158)
Net Cash Used by Capital and Related Financing Activities	(450,796)	(476,108)	25,312
Net Cash Provided by Investing & Non-Operating Activities	<u>11,090</u>	<u>5,907</u>	<u>5,183</u>
Net Change in Cash	44,366	296,773	<u>(252,407)</u>
Cash and Cash Equivalents -Beginning of Fiscal Year	<u>839,644</u>	<u>542,871</u>	
Cash and Cash Equivalents -End of Fiscal Year	<u>884,010</u>	<u>839,644</u>	

This section is based on information found in the NOTES TO THE FINANCIAL STATEMENTS (Pg. 20).

**CAPITAL ASSETS-GOVERNMENTAL ACTIVITIES**

Land & Trails	14,990,732	14,990,732	0
Bldgs. & Leasehold Improvements	1,753,270	1,753,270	0
Machinery & Equipment	1,786,614	1,678,509	108,105
Construction In Progress	<u>230,838</u>	<u>224,584</u>	<u>6,254</u>
Total Capital Assets @ Cost	18,761,454	18,647,095	114,359
Less: Accumulated Depreciation	<u>(2,182,861)</u>	<u>(2,063,084)</u>	<u>(119,777)</u>
CAPITAL ASSETS-GOV'T ACTIVITIES (Net of Depreciation)	<u>16,578,593</u>	<u>16,584,011</u>	<u>(5,418)</u>

**CAPITAL ASSETS-BUSINESS ACTIVITIES**

Land	2,274,379	2,274,379	0
Buildings & Facilities	41,398,359	41,398,359	0
Machinery & Equipment	1,486,143	1,422,110	64,033
Construction In Progress	<u>4,553,667</u>	<u>5,298,994</u>	<u>(745,327)</u>
Total Capital Assets @ Cost	49,712,548	50,393,842	(681,294)
Less: Accumulated Depreciation	<u>(29,759,264)</u>	<u>(28,512,744)</u>	<u>(1,246,520)</u>
CAPITAL ASSETS-GOV'T ACTIVITIES (Net of Depreciation)	<u>19,953,284</u>	<u>21,881,098</u>	<u>(1,927,814)</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ending June 30, 2013**

	FISCAL YEAR 2012/2013	FISCAL YEAR 2011/2012	INCREASE/ (DECREASE)
NON-OPERATING REVENUES			
Non-Operating Revenue-Gov't Activities	N/A	N/A	N/A
Non-Operating Revenue-Business Activities	399,515	298,443	101,072
<b>TOTAL NON-OPERATING REVENUES</b>	<b>399,515</b>	<b>298,443</b>	<b>101,072</b>

Almost the entire increase in Non-Operating Revenue-Business Activities is an increase in Connection Fees Revenue.

NON-OPERATING EXPENDITURES			
Non-Operating Expenditures-Gov't Activities	N/A	N/A	N/A
Non-Operating Expenditures-Business Activities	993,771	128,476	865,295
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>993,771</b>	<b>128,476</b>	<b>865,295</b>

Non-Operating Expenditures-Business Activities was entirely Interest Expense in fiscal year 2011/2012. While Interest Expense decreased by \$19,864, \$885,157 in obsolete SCADA equipment was written off.

This section is based on the STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-Budget and Actual-Governmental Funds (Pg. 8).

REVENUES			
Property Taxes and Assessments	2,228,421	2,205,140	23,281
Grant Income	718	303,867	(303,149)
Weed Abatement	18,615	7,210	11,405
Franchise Fees	72,324	70,652	1,672
Use of Money & Property	37,298	14,016	23,282
Charges for Administrative Services	1,181,831	1,111,539	70,292
Other	77,690	73,140	4,550
<b>TOTAL REVENUES</b>	<b>3,616,897</b>	<b>3,785,564</b>	<b>(168,667)</b>
EXPENDITURES			
Administration	1,475,692	1,288,415	187,277
Fire	1,563,216	1,745,341	(182,125)
Parks & Recreation	21,666	61,374	(39,708)
Facilities & Resources	478,823	479,206	(383)
Capital Outlay	114,359	48,755	65,604
<b>TOTAL EXPENDITURES</b>	<b>3,653,756</b>	<b>3,623,091</b>	<b>30,665</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>(36,859)</b>	<b>162,473</b>	<b>(199,332)</b>
Fund Balance at Beginning of Year	4,117,081	3,980,766	
Loan Proceeds	34,983	0	
Transfer Out (Resource Conservation)	0	(26,158)	
<b>Fund Balance at End of Year</b>	<b>4,115,205</b>	<b>4,117,081</b>	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ending June 30, 2013**

This section is based on the STATEMENT OF NET POSITION-Proprietary Funds (Pg. 10).

Current Assets	1,644,516	1,541,125	103,391
Capital Assets	49,712,548	50,393,842	(681,294)
Accum. Depreciation	(29,759,264)	(28,512,744)	(1,246,520)
Other Assets	1,611,290	1,707,013	(95,723)
Total Assets	<u>23,209,090</u>	<u>25,129,236</u>	<u>(1,920,146)</u>
Current Liabilities	1,061,226	939,251	121,975
Non-Current Liabilities	1,822,355	2,326,089	(503,734)
Total Liabilities	<u>2,883,581</u>	<u>3,265,340</u>	<u>(381,759)</u>
Net Assets-Invested in Cap	17,658,457	19,147,737	(1,489,280)
Net Assets-Unrestricted	2,667,052	2,716,159	(49,107)
Total Net Assets	<u>20,325,509</u>	<u>21,863,896</u>	<u>(1,538,387)</u>

The increase in Current Assets is mainly due to an increase in Cash & Investments of \$111,383.

The decrease in Capital Assets is due to writing off obsolete SCADA equipment.

The decrease in Other Assets is due to writing off Deferred Loss on Refunding per GASB 65.

The increase in Current Liabilities is mainly due to an increase in Accounts Payable of \$87,383 plus an increase in Current Portion of Non-Current Liabilities of \$38,198.

The decrease in Non-Current Liabilities is mainly due to a decrease in Notes/Loans/Bonds Payable of \$476,732.

This section is based on the STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION-Proprietary Funds (Pg. 11).

Utility Sales	3,893,002	3,826,975	66,027
Services Charges & Fees	134,868	104,073	30,795
Total Operating Revenues	<u>4,027,870</u>	<u>3,931,048</u>	<u>96,822</u>
Salaries & Wages	725,896	666,908	58,988
Payroll Taxes & Benefits	508,605	379,899	128,706
Maintenance & Repairs	659,108	530,696	128,412
Utilities	314,463	314,104	359
Professional Services	219,647	178,679	40,968
Operating Supplies	83,005	95,910	(12,905)
Licenses & Fees	80,302	72,109	8,193
Depreciation & Amortization	1,267,713	1,268,390	(677)
General & Administrative Overhead	876,324	824,611	51,713
Amortized Bond Costs	95,724	28,312	67,412
Retrofit and Rebate Programs	67,059	0	67,059
Other	74,155	59,351	14,804
Total Operating Expenses	<u>4,972,001</u>	<u>4,418,969</u>	<u>553,032</u>
Operating Income (Loss)	<u>(944,131)</u>	<u>(487,921)</u>	<u>(456,210)</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ending June 30, 2013**

	FISCAL YEAR 2012/2013	FISCAL YEAR 2011/2012	INCREASE/ (DECREASE)
Availability Charges	292,836	292,536	300
Investment Income	2,646	2,115	531
Other Income	8,444	3,792	4,652
Connection Fees	95,589	0	95,589
Non-Operating Income	<u>399,515</u>	<u>298,443</u>	<u>101,072</u>
Loss on Disposal of Assets	885,157	0	885,157
Interest expense	<u>108,614</u>	<u>128,478</u>	<u>(19,864)</u>
Non-Operating Expenses	<u>993,771</u>	<u>128,478</u>	<u>865,293</u>
Change in Net Assets	(1,538,387)	(317,956)	<u>(1,220,431)</u>
Net Assets @ Beg, of Year	21,863,896	22,155,694	
Transfer In (Resource Conservation)	<u>0</u>	<u>26,158</u>	
Net Assets @ End of Year	<u>20,325,509</u>	<u>21,863,896</u>	

This section is based on the STATEMENT OF CASH FLOWS (Pg. 12).

Net Cash Provided by Operating Activities	484,072	740,816	(256,744)
Net Cash Provided by Noncapital Financing Activities	0	26,158	(26,158)
Net Cash Used by Capital and Related Financing Activities	(450,796)	(476,108)	25,312
Net Cash Provided by Investing & Non-Operating Activities	<u>11,090</u>	<u>5,907</u>	<u>5,183</u>
Net Change in Cash	44,366	296,773	<u>(252,407)</u>
Cash and Cash Equivalents -Beginning of Fiscal Year	<u>839,644</u>	<u>542,871</u>	
Cash and Cash Equivalents -End of Fiscal Year	<u>884,010</u>	<u>839,644</u>	

This section is based on information found in the NOTES TO THE FINANCIAL STATEMENTS (Pg. 20).

**CAPITAL ASSETS-GOVERNMENTAL ACTIVITIES**

Land & Trails	14,990,732	14,990,732	0
Bldgs. & Leasehold Improvements	1,753,270	1,753,270	0
Machinery & Equipment	1,786,614	1,678,509	108,105
Construction In Progress	<u>230,838</u>	<u>224,584</u>	<u>6,254</u>
Total Capital Assets @ Cost	18,761,454	18,647,095	114,359
Less: Accumulated Depreciation	<u>(2,182,861)</u>	<u>(2,063,084)</u>	<u>(119,777)</u>
CAPITAL ASSETS-GOV'T ACTIVITIES (Net of Depreciation)	<u>16,578,593</u>	<u>16,584,011</u>	<u>(5,418)</u>

**CAPITAL ASSETS-BUSINESS ACTIVITIES**

Land	2,274,379	2,274,379	0
Buildings & Facilities	41,398,359	41,398,359	0
Machinery & Equipment	1,486,143	1,422,110	64,033
Construction In Progress	<u>4,553,667</u>	<u>5,298,994</u>	<u>(745,327)</u>
Total Capital Assets @ Cost	49,712,548	50,393,842	(681,294)
Less: Accumulated Depreciation	<u>(29,759,264)</u>	<u>(28,512,744)</u>	<u>(1,246,520)</u>
CAPITAL ASSETS-GOV'T ACTIVITIES (Net of Depreciation)	<u>19,953,284</u>	<u>21,881,098</u>	<u>(1,927,814)</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS AND ADMINISTRATION**  
June 30, 2013

BOARD OF DIRECTORS

<u>NAME</u>	<u>TERM EXPIRES</u>
Michael Thompson, President	December 2014
Jim Bahringer, Vice President	December 2014
Muril Clift, Director	December 2016
Amanda Rice, Director	December 2016
Gail Robinette, Director	December 2016

ADMINISTRATION

Jerry Gruber	General Manager
Tim Carmel	District Counsel
Kathy Choate	District Clerk

# CROSBY COMPANY, CERTIFIED PUBLIC ACCOUNTANT

1457 MARSH STREET, SUITE 100 - SAN LUIS OBISPO, CA 93401

PHONE: (805)543-6100 FAX: (805)858-9505

## Independent Auditor's Report

To the Management of  
Cambria Community Services District  
Cambria, California 93428

### **Report on the Financial Statements**

I have audited the accompanying financial statements of the Cambria Community Services District (CCSD), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the CCSD's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the District, as of June 30, 2013, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**INDEPENDENT AUDITOR'S REPORT**  
(Continued)

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages *i* through *xvi*, the budgetary comparison information on page 28, and the schedule of funding progress listed on page 29, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**CROSBY COMPANY**  
**Certified Public Accountant**  
**San Luis Obispo, California**

November 20, 2013

2nd Draft

# CAMBRIA COMMUNITY SERVICES DISTRICT

## STATEMENT OF NET POSITION

June 30, 2013

ASSETS	Primary Government		
	Governmental Activities	Business-type Activities	Total
Cash and investments	\$ 3,939,239	\$ 951,027	\$ 4,890,266
Receivables:			
Interest receivable	2,330		2,330
Taxes	33,551		33,551
Other	42,340	681,445	723,785
Prepaid costs	191,038	12,044	203,082
Note receivable	4,548		4,548
Due from other funds	157,726		157,726
Intangible-water master plan		1,611,290	1,611,290
Capital assets:			
Nondepreciable	15,221,570	6,828,046	22,049,616
Depreciable, net	1,357,023	13,125,238	14,482,261
Total capital assets, net of depreciation	16,578,593	19,953,284	36,531,877
<b>Total assets</b>	<b>\$ 20,949,365</b>	<b>\$ 23,209,090</b>	<b>\$ 44,158,455</b>
<b>LIABILITIES</b>			
Accounts payable	\$ 131,605	\$ 227,470	\$ 359,075
Accrued expenses	111,101	34,404	145,505
Accrued interest payable		18,354	18,354
Refundable deposits	7,314	41,070	48,384
Deferred revenue	5,547	38,453	44,000
Due to other funds		157,726	157,726
Long-term liabilities			
Due within one year	8,331	543,749	552,080
Due within more than one year	244,270	1,822,355	2,066,625
Total liabilities	508,168	2,883,581	3,391,749
<b>NET POSITION</b>			
Invested in capital assets-net of related debt	16,543,610	17,658,457	34,202,067
Unrestricted	3,897,587	2,667,052	6,564,639
<b>Total net position</b>	<b>\$ 20,441,197</b>	<b>\$ 20,325,509</b>	<b>\$ 40,766,706</b>

The accompanying notes are an integral part of these financial statements



# CAMBRIA COMMUNITY SERVICES DISTRICT

STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2013

Net (Expense) Revenue and Change in Net Assets  
Primary Government

Program Revenues

Functions/Programs

	Expenses	Charges for Services	Operating Grants	Governmental Activities	Business-type Activities	Totals
<b>Primary government:</b>						
Governmental activities:						
Administration	\$ 1,482,374	\$ 1,183,481	\$ -	\$ (298,893)		\$ (298,893)
Fire	1,667,991	18,615	718	(1,648,658)		(1,648,658)
Parks and recreation	27,592			(27,592)		(27,592)
Facilities and resources	501,746			(501,746)		(501,746)
Total governmental activities	3,679,703	1,202,096	718	(2,476,889)		(2,476,889)
Business-type activities:						
Water	2,696,148	2,037,280			\$ (658,868)	(658,868)
Wastewater	2,384,467	1,990,590			(393,877)	(393,877)
Total business-type activities	5,080,615	4,027,870			(1,052,745)	(1,052,745)
Total primary government	\$ 8,760,318	\$ 5,229,966	\$ 718	(2,476,889)	(1,052,745)	(3,529,634)
General revenues:						
Taxes:						
Property taxes and assessments				2,228,421		2,228,421
Availability charges					292,836	292,836
Connection fees					95,589	95,589
Franchise taxes					72,324	72,324
Investment income					2,646	2,646
Other income					8,444	8,444
Special - loss on disposal of assets					(885,157)	(885,157)
Total general revenues, investment and other income				2,414,083	(485,642)	1,928,441
Change in net assets				(62,806)	(1,538,387)	(1,601,193)
Net assets - beginning				20,504,003	21,863,896	42,367,899
Net assets - ending				\$ 20,441,197	\$ 20,325,509	\$ 40,766,706

The accompanying notes are an integral part of these financial statements

**CAMBRIA COMMUNITY SERVICES DISTRICT**

BALANCE SHEET  
Governmental Funds  
June 30, 2013

**ASSETS**

Cash and investments  
Receivables:  
    Interest  
    Taxes  
    Grants  
    Other  
Prepaid items  
Note receivable  
Amount due from other funds

Total assets

**LIABILITIES AND FUND BALANCES**

**Liabilities:**

Accounts payable  
Accrued expenses  
Refundable deposits  
Deferred revenue

Total liabilities

**Fund balances:**

Nonspendable  
Assigned

Total fund balances

Total liabilities and fund balances

General Fund
\$ 3,939,239
2,330
33,551
42,340
191,038
4,548
157,726
<b>\$ 4,370,772</b>
\$ 131,605
111,101
7,314
5,547
<b>255,567</b>
195,586
3,919,619
<b>4,115,205</b>
<b>\$ 4,370,772</b>

2nd Draft

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
 June 30, 2013

<b>Total fund balances - government funds</b>	\$ 4,115,205
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	16,578,593
Long-term liabilities and compensated absences have not been included in the governmental funds activity:	
Compensated absences	(217,617)
Loans payable	(34,984)
<b>Net position of governmental activities</b>	<b>\$ 20,441,197</b>

2nd Draft

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES**  
 Governmental Funds  
 For the Year Ended June 30, 2013

	General Fund
<b>Revenues:</b>	
Property taxes and assessments	\$ 2,228,421
Grant income	718
Weed abatement	18,615
Franchise fees	72,324
Use of money and property	37,298
Charges for administrative services	1,181,831
Other	77,690
Total revenues	3,616,897
<b>Expenditures:</b>	
Administration	1,475,692
Fire	1,563,216
Parks and Recreation	21,666
Facilities and Resources	478,823
Capital outlay	114,359
Total expenditures	3,653,756
Excess of revenues over expenditures	(36,859)
<b>Other financing sources:</b>	
Loan payable	34,983
Total other financing sources	34,983
<b>Net change in fund balance</b>	<b>(1,876)</b>
<b>Fund balance at beginning of year</b>	<b>4,117,081</b>
<b>Fund balance at end of year</b>	<b>\$ 4,115,205</b>

The accompanying notes are an integral part of these financial statements

**CAMBRIA COMMUNITY SERVICES DISTRICT**

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
BALANCES OF GOVERNMENT FUNDS TO THE STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2013

<b>Net change in governmental fund balances</b>	\$ (1,876)
Loan proceeds provide current financial resources to governmental funds; however, issuing debt increases long-term liabilities in the statement of net position. In the current period, proceeds were received from a loan payable.	(34,983)
In the statement of activities, compensated absences are measured by the amounts earned during the fiscal year. In governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially the amount paid).	(20,529)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and expensed as depreciation expense. In the current period, these amounts are:	
Capital outlay	\$ 114,359
Depreciation expense	<u>(119,777)</u>
Excess of depreciation expense over capital outlay	<u>(5,418)</u>
<b>Change in Net Assets of Governmental Activities</b>	<u><u>\$ (62,806)</u></u>

2nd Draft

**CAMBRIA COMMUNITY SERVICES DISTRICT**

STATEMENT OF NET POSITION

Proprietary Funds

June 30, 2013

ASSETS	Business-type Activities Enterprise Funds		
	Water Fund	Wastewater Fund	Totals
<b>Current assets:</b>			
Cash and investments	\$ 394,327	\$ 556,700	\$ 951,027
Accounts receivable, net of allowance	312,793	368,652	681,445
Prepaid expense		12,044	12,044
Total current assets	707,120	937,396	1,644,516
<b>Noncurrent assets:</b>			
Capital assets:			
Construction in progress	4,537,255	16,412	4,553,667
Land	898,949	1,375,430	2,274,379
Plant and facilities	17,823,149	23,575,210	41,398,359
Machinery and equipment	522,802	963,341	1,486,143
Less: accumulated depreciation	(11,446,782)	(18,312,482)	(29,759,264)
Total noncurrent assets	12,335,373	7,617,911	19,953,284
<b>Other assets:</b>			
Intangible-water master plan	1,611,290		1,611,290
Total other assets	1,611,290		1,611,290
Total assets	\$ 14,653,783	\$ 8,555,307	\$ 23,209,090
<b>LIABILITIES</b>			
<b>Current liabilities:</b>			
Accounts payable	\$ 185,334	\$ 42,136	\$ 227,470
Accrued expenses	10,572	23,832	34,404
Accrued interest payable	1,621	16,733	18,354
Deferred revenue	22,770	15,683	38,453
Refundable deposits	41,070		41,070
Due to other funds	157,726		157,726
Current portion of noncurrent liabilities	182,530	361,219	543,749
Total current liabilities	601,623	459,603	1,061,226
<b>Noncurrent liabilities:</b>			
Compensated absences	47,805	23,472	71,277
Loan payable, less current portion	67,274	47,884	115,158
Note payable, less current portion		1,635,920	1,635,920
Total noncurrent liabilities	115,079	1,707,276	1,822,355
Total liabilities	\$ 716,702	\$ 2,166,879	\$ 2,883,581
<b>NET POSITION</b>			
Invested in capital assets - net of related debt	\$ 12,085,569	\$ 5,572,888	\$ 17,658,457
Unrestricted	1,851,512	815,540	2,667,052
Total net position	\$ 13,937,081	\$ 6,388,428	\$ 20,325,509

The accompanying notes are an integral part of these financial statements

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
Proprietary Funds  
For the Year Ended June 30, 2013

	Business-type Activities		Totals
	Enterprise Funds		
	Water Fund	Wastewater Fund	
<b>Operating revenues:</b>			
Utility sales	\$ 1,903,236	\$ 1,989,766	\$ 3,893,002
Service charges and fees	134,044	824	134,868
Total operating revenues	2,037,280	1,990,590	4,027,870
<b>Operating expenses:</b>			
Salaries and wages	416,370	309,526	725,896
Payroll taxes and benefits	260,416	248,189	508,605
Maintenance and repairs	383,370	275,738	659,108
Office supplies, publications, and dues	19,962	16,040	36,002
Licenses and fees	19,145	61,157	80,302
Rent	34,592		34,592
Professional services	156,699	62,948	219,647
Operating supplies	49,210	33,795	83,005
Employee travel and training	2,681	880	3,561
Retrofit and rebate program	67,059		67,059
Utilities	136,822	177,641	314,463
General and administrative overhead	509,647	366,677	876,324
Amortized bond costs	48,741	46,983	95,724
Depreciation	575,444	692,269	1,267,713
Total expenses	2,680,158	2,291,843	4,972,001
Net operating loss	(642,878)	(301,253)	(944,131)
<b>Non-operating revenues (expenses):</b>			
Availability charges	176,367	116,469	292,836
Connection fees	48,825	46,764	95,589
Investment income	1,356	1,290	2,646
Other income	8,444		8,444
Loss on disposal of assets	(566,613)	(318,544)	(885,157)
Interest expense	(15,990)	(92,624)	(108,614)
Total non-operating revenues (expenses)	(347,611)	(246,645)	(594,256)
<b>Change in net assets</b>	(990,489)	(547,898)	(1,538,387)
<b>Net position at beginning of year</b>	14,927,570	6,936,326	21,863,896
<b>Net position at end of year</b>	\$ 13,937,081	\$ 6,388,428	\$ 20,325,509

The accompanying notes are an integral part of these financial statements

**CAMBRIA COMMUNITY SERVICES DISTRICT**

STATEMENT OF CASH FLOWS  
Proprietary Funds  
For the Year Ended June 30, 2013

	Business-type Activities		
	Enterprise Funds		Totals
	Water Fund	Wastewater Fund	
<b>Cash flows from operating activities:</b>			
Cash received from operating revenue	\$ 2,031,911	\$ 1,984,067	\$ 4,015,978
Payments to suppliers	(1,540,453)	(1,306,358)	(2,846,811)
Payments to employees	(392,242)	(292,853)	(685,095)
Net cash provided by operating activities	99,216	384,856	484,072
<b>Cash flows from capital and related financing activities:</b>			
Proceeds from capital debt	33,614	33,403	67,017
Principal paid on capital debt	(166,985)	(338,566)	(505,551)
Interest paid on capital debt	(15,990)	(92,624)	(108,614)
Purchase of capital assets	(179,273)	(45,783)	(225,056)
Standby availability	176,367	116,469	292,836
Connection fees	48,825	46,764	95,589
Net cash used by capital and related financing activities	(103,442)	(280,337)	(450,796)
<b>Cash flows from investing and non-operating activities:</b>			
Investment income	4,356	1,290	2,646
Other income	8,444		8,444
Net cash provided by investing and non-operating activities	9,800	1,290	11,090
<b>Net change in cash</b>	5,574	105,809	44,366
<b>Cash and cash equivalents-beginning</b>	388,753	450,891	839,644
<b>Cash and cash equivalents-end</b>	\$ 394,327	\$ 556,700	\$ 884,010
<b>Reconciliation of operating loss to net cash provided by operating activities:</b>			
Operating loss	\$ (642,878)	\$ (301,253)	\$ (944,131)
Adjustments to reconcile operating loss to net cash used by operating activities:			
Depreciation	575,444	692,269	1,267,713
Amortization	48,740	46,983	95,723
Net changes in assets and liabilities:			
Decrease in accounts receivable	(5,369)	(6,523)	(11,892)
Increase in prepaid expense	6,787	13,097	19,884
Increase (decrease) in accounts payable	151,144	(63,761)	87,383
Increase (decrease) in accrued expenses	(24,911)	7,159	(17,752)
Decrease in accrued interest payable	(1,253)	(2,041)	(3,294)
Decrease in deferred revenue	15,270		15,270
Increase in deposits	2,170		2,170
Increase (decrease) in compensated absences	(25,928)	(1,074)	(27,002)
<b>Net cash provided by operating activities</b>	\$ 99,216	\$ 384,856	\$ 484,072

The accompanying notes are an integral part of these financial statements



**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

The Cambria Community Services District (CCSD) is a multi-purpose special district established on December 9, 1976. CCSD is a political subdivision of the State of California and operates under a Board of Directors-Manager form of government. CCSD provides water, wastewater, fire protection, parks and recreation, open space, street lighting, conservation and general administrative services.

There are no component units included in this report which meet the criteria of Governmental Accounting Standards Board (GASB) Statement No. 14, The Financial Reporting Entity as amended by GASB Statement No. 39.

**Basis of Accounting, Measurement Focus, and Financial Statements Presentation**

The basic financial statements of CCSD are composed of the following:

- Government-Wide and Fund Financial Statements
- Fund Financial Statements
- Notes to the Financial Statements

**Government-Wide Financial Statements**

Government-wide financial statements display information about the reporting government as a whole. These Statements include separate columns for the governmental activities and business-type activities of the primary government (including its blended component units), as well as its discreetly presented component units. Eliminations have been made in the Statement of Activities so that certain allocated expenses are recorded only once (by the function to which they were allocated). However, general government expenses have not been allocated as indirect expenses to the various functions of CCSD.

Government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Under the economic resources measurement focus, all (both current and long-term) economic resources and obligations of the reporting government are reported in the government-wide financial statement. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains losses, assets, and liabilities resulting from non-exchange transaction are recognized in accordance with the requirements of GASB Statement number 33.

Program revenues include charges for services, special assessments, and payments made by parties outside of the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(continued)**

**Basis of Accounting, Measurement Focus, and Financial Statements Presentation (continued)**

**Fund Financial Statements**

The underlying accounting system of CCSD is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government are presented after the government-wide financial statements. These statements display information about major funds individually and non-major funds in the aggregate for governmental and enterprise funds.

**Governmental Funds**

In the fund financial statements, governmental funds are presented using the modified – accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Measurable means that the amounts can be estimated, or otherwise determined. Available means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. Revenue recognition is subject to the measurable and availability criteria for the governmental funds in the fund financial statements. Exchange transactions are recognized as revenues in the period in which they are earned (i.e., the related goods or services are provided). Locally imposed derived tax revenues are recognized as revenues in the period in which the underlying exchange transaction upon which they are based takes place. Imposed non-exchange transactions are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues when an enforceable legal claim to the revenues arises or when they are received, whichever occurs first. Government-mandated and voluntary non-exchange transactions are recognized as revenues when all applicable eligibility requirements have been met.

In the fund financial statements, governmental funds are presented using the current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. The reported fund balance (net current assets) is considered to be a measure of “available spendable resources.” Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(continued)**

**Basis of Accounting, Measurement Focus, and Financial Statements Presentation (continued)**

Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, that they should not be considered "available spendable resources," since they do not represent net current assets. Recognition of governmental fund type revenue represented by non-current receivables are deferred until they become current receivables. Non-current portions of other long-term receivables are offset by fund balance reserve accounts. Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the fiscal year that resources were expended, rather than as capital assets. The proceeds of long-term debt are recorded as an other financing sources rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

When both restricted and unrestricted resources are combined in a fund, expenditures/expenses are considered to be paid first from restricted resources, and then from unrestricted resources.

CCSD reports the following major governmental fund:

**General Fund:** is the primary operating fund of CCSD. It is used to account for all financial resources except those required to be accounted for in another fund.

CCSD reports the following major proprietary funds:

**Water Fund:** accounts for the activities of CCSD's water operations.

**Wastewater Fund:** accounts for activities of CCSD's sewer operations.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services, and producing and delivering goods in connection with proprietary funds' principal ongoing operations. The principal operating revenues of the Water and Wastewater Funds are charges to customers. Operating expenses for the Water and Wastewater Funds include non-capital expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(continued)**

**Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Encumbrances**

Encumbrance accounting is used for the General Fund. Encumbrances are recorded when purchase orders are issued but are not considered expenditures until liabilities for payments are incurred. Encumbrances are no longer reported as a separate fund balance category on the balance sheet. Encumbrances do not lapse at the close of the fiscal year but are carried forward until liquidated.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, CCSD considers all highly liquid investments with a maturity of three months or less to be cash and cash equivalents.

**Investments**

Investments are stated at fair value.

**Accounts Receivable**

CCSD water and wastewater charges are billed bimonthly for all residential and commercial customers. Customer accounts receivable are placed on the tax roll when the receivable is deemed uncollectible by CCSD. Management has determined that an allowance for doubtful accounts is zero and not considered necessary since it would not be material.

**Prepaid Expenses**

Payments made to vendors for services that will benefit periods beyond June 30, 2013, are recorded as prepaid expenses.

**Property Taxes**

The County of San Luis Obispo bills and collects property taxes for CCSD. The County charges CCSD for these services. Tax revenues are recognized as soon as the County indicates that they are due to the CCSD.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(continued)**

**Long-term Obligations**

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities or business-type activities fund type statement of net assets. In the fund financial statements, governmental fund types report the face amount of debt issued as other financing sources.

**Property, Plant and Equipment**

General capital assets generally result from expenditures in governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported in the fund financial statements.

All capital assets are valued at historical cost or estimated historical cost, if actual costs are not available. Donated fixed assets are stated at their fair market value on the date donated. CCSD currently maintains a capitalization threshold of \$5,000 and an estimated useful life exceeding two years. Improvements are capitalized and the cost of normal maintenance and repairs that do not add to the value of the net asset or materially extend the asset's life are not.

Capital assets used in operations are depreciated over their estimated useful lives using the straight-line method in the applicable governmental or business-type activity column in the government-wide financial statements. Depreciation is charged as an expense against operations and accumulated depreciation is reported on the respective statement of net assets. The estimated useful lives are as follows:

Equipment	3 to 10 years
Improvements	5 to 20 years

**Compensated Absences**

The accrual for vacation/sick time earned but not taken by staff employees was calculated based on actual vacation/sick days and applied to the individual employees' hourly rate.

**Concentrations**

CCSD will provide water/wastewater services to customers located in the County of San Luis Obispo. Consequently, its ability to collect amounts due from customers may be affected by economic fluctuations, within this region and within the State of California as a whole.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(continued)**

**Interfund Transactions**

Quasi-external transactions are accounted for as revenues and expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenses/expenditures in the reimbursing fund and as reductions of expenses/expenditures in the fund that is reimbursed.

With the exception of the loan between the general fund and the water fund, all other interfund transactions except quasi-external transactions and reimbursements are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

**Intergovernmental Revenues**

For governmental funds, intergovernmental revenues, such as contributions awarded on a non-reimbursement basis, are recorded as receivables and revenues when measurable and available.

**Fund Balances**

Fund balance can now be displayed in the following classifications depicting the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Non-spendable fund balance – amounts that are not in a spendable form are required to be maintained intact.
- Restricted fund balance – amounts constrained to specific purposes by their providers, through constitutional provisions, or by enabling legislation.
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- Unassigned fund balance – amounts that have no specific restrictions, commitments or assignments.

If restricted and unrestricted assets are available for the same purpose, the restricted assets will be used before unrestricted assets.

**Net Position**

Net position presents the difference between assets and liabilities in the statement of net position. Net position invested in capital assets is reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are legal limitations imposed on their use by external restrictions by creditors, grantors, laws or regulations of other governments.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
 June 30, 2013

**NOTE 2: CASH AND INVESTMENTS**

CCSD pools idle cash from all funds for the purpose of increasing income through investment. Earnings from such investments are allocated to the respective funds on the basis of applicable cash balances of each fund.

The values of cash and investments at June 30, 2013 are summarized as follows:

Petty cash	\$	600
Demand deposits		198,783
Cash and investments with:		
Local Agency Investment Fund (LAIF)		4,690,883
 Total cash and investments	 \$	 <u><u>4,890,266</u></u>

The California Government Code requires California banks and savings and loan associations to secure a district's deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of a district's deposits. California law also allows financial institutions to secure district deposits by pledging first trust deed mortgage notes having a value of 150% of a district's total deposits. CCSD may waive collateral requirements for deposits which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC).

**Credit Risk, Carrying Amount, and Market Value**

Cash is classified in three categories of credit risk as follows:

- Category 1 -insured or collateralized with securities held by the entity or by its agent in the entity's name;
- Category 2 -collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name; and
- Category 3 -uncollateralized.

At June 30, 2013, the carrying amounts of the CCSD's cash demand deposits were \$179,783. The bank's balances were \$198,224. This difference is due to the normal deposits in transit and outstanding checks. CCSD cash deposits by category as of June 30, 2013, were as follows:

		Category			Bank	Carrying
	1	2	3		Balance	Amount
Bank accounts	\$ <u>198,224</u>	\$ <u>-0-</u>	\$ <u>-0-</u>	\$ <u>198,224</u>	\$ <u>179,783</u>	

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 3: PROPERTY, PLANT AND EQUIPMENT**

A summary of capital assets by major classifications is as follows:

<b><u>Governmental activities:</u></b>	<b>Balance June 30, 2012</b>	<b>Additions</b>	<b>Obsolete Assets/ Reclassified</b>	<b>Balance June 30, 2013</b>
Non-depreciable capital assets				
Land	\$ 14,990,732	\$ -	\$ -	\$ 14,990,732
Construction in progress	224,584	6,254		230,838
Total nondepreciable Capital assets	15,215,316	6,254		15,221,570
Depreciable capital assets				
Buildings and improvements	1,753,270			1,753,270
Equipment	1,678,509	108,105		1,786,614
Total depreciable capital assets	3,431,779	108,105		3,539,884
Less accumulated depreciation	(2,063,084)	(119,777)		(2,182,861)
Net depreciable capital assets	1,368,695	(11,672)	-	1,357,023
Net capital assets	\$ 16,584,011	\$ (5,418)	\$ -	\$ 16,578,593
 <b><u>Business-type activities:</u></b>				
Non-depreciable capital assets				
Land	\$ 2,274,379	\$ -	\$ -	\$ 2,274,379
Construction in progress	5,298,994	144,314	(889,641)	4,553,667
Total non-depreciable capital assets	7,573,373	144,314	(889,641)	6,828,046
Depreciable capital assets				
Buildings and facilities	41,398,359			41,398,359
Machinery and equipment	1,422,110	85,226	(21,193)	1,486,143
Total depreciable capital assets	42,820,469	85,226	(21,193)	42,884,502
Less accumulated depreciation	(28,512,744)	(1,267,713)	21,193	(29,759,264)
Net depreciable capital assets	14,307,725	(1,182,487)	-	13,125,238
Net capital assets	\$ 21,881,098	\$ (1,038,173)	\$ (889,641)	\$ 19,953,284

Depreciation expense for all funds was \$1,387,490 for the year ended June 30, 2013.



**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
 June 30, 2013

**NOTE 4: ACCRUED EXPENSES**

Accrued expenses as of June 30, 2013, are summarized as follows:

Salaries payable	\$	134,932
Other post employment benefits (OPEB) payable		<u>(10,573)</u>
 Total accrued liabilities	 \$	 <u>145,505</u>

**NOTE 5: LONG-TERM DEBT**

**Loan Payable**

On February 17, 2006, the CCSD entered into a loan agreement for \$1,897,500 with the Municipal Finance Corporation to advance refund its 1995 water and wastewater bonds. The interest rate on the loan is 4.5%. At June 30, 2013, the loan payable principal balance outstanding was \$332,600. The loan is allocated 65% to water operations and 35% to wastewater operations. The loan payable is due May 1, 2015.

On November 1, 2012, the CCSD entered into a loan agreement for \$102,000 with the Municipal Finance Corporation to purchase vehicles. The interest rate on the loan is 3.25%. At June 30, 2013, the loan payable principal balance outstanding was \$102,000. The loan is allocated 34.3% to the general fund, 32.95% to water operations, and 32.75% to wastewater operations. The loan payable is due April 1, 2017.

The loan payments are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2014	\$ 292,790	\$ 18,282	\$ 311,072
2015	89,179	5,410	94,589
2016	25,895	1,710	27,605
2017	<u>26,736</u>	<u>869</u>	<u>27,605</u>
 Totals	 \$ <u>434,600</u>	 \$ <u>26,271</u>	 \$ <u>460,871</u>

**Notes Payable:**

A State Water Resource Control Board (SWRCB) note payable totaling \$2,512,330 was issued on September 13, 1994, with an interest rate at 3 percent. At June 30, 2013, the note payable principal balance outstanding was \$492,210. Note principal payments are due annually on May 28<sup>th</sup> through 2016.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 5: LONG-TERM DEBT (continued)**

A City National Bank note payable totaling \$1,585,000 was issued on September 23, 2010 with an interest rate at 4.5 percent. At June 30, 2013, the note payable principal balance outstanding was \$1,403,000. Note principal payments are due annually on September 23<sup>rd</sup> through 2023.

The note payments are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2014	\$ 259,290	\$ 76,329	\$ 335,619
2015	273,069	66,795	339,864
2016	277,851	56,912	334,763
2017	114,000	46,774	160,774
2018	118,000	41,496	159,496
2019-2023	690,000	118,072	808,072
2024	163,000	3,708	166,708
<b>Totals</b>	<b>\$ 1,895,210</b>	<b>\$ 410,086</b>	<b>\$ 2,305,296</b>

Total future debt service payments by activity are as follows:

Fiscal Year Ending June 30,	<u>Governmental Activities</u>		<u>Business-type Activities</u>		Total
	Principal	Interest	Principal	Interest	
2014	\$ 8,331	\$ 1,137	\$ 543,749	\$ 93,474	\$ 646,691
2015	8,601	866	353,647	71,339	434,453
2016	8,881	587	294,865	58,035	362,368
2017	9,170	298	131,566	47,345	188,379
2018			118,000	41,496	159,496
2019-2023			690,000	118,072	808,072
2024			163,000	3,708	166,708
<b>Totals</b>	<b>\$ 34,983</b>	<b>\$ 2,888</b>	<b>\$ 2,294,827</b>	<b>\$ 433,469</b>	<b>\$ 2,766,167</b>

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 5: LONG-TERM DEBT (continued)**

**Changes in long-term liabilities**

The following is a summary of long-term liabilities activity for the fiscal year ended June 30, 2013:

	<u>Balance</u> <u>June 30, 2012</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>June 30, 2013</u>	<u>Current</u>
<b>Governmental activities:</b>					
Loan payable	\$ -	\$ 34,983	\$ -	\$ 34,983	\$ 8,331
Compensated absences	197,089	20,529		217,618	-
Governmental activity Long-term liabilities	<u>\$ 197,089</u>	<u>\$ 55,512</u>	<u>\$ -</u>	<u>\$ 252,601</u>	<u>\$ 8,331</u>
<b>Business-type activities:</b>					
Loan payable	\$ 589,500	\$ 67,017	\$ (256,900)	\$ 399,617	\$ 284,459
Notes payable	2,143,861		(248,651)	1,895,210	259,290
Compensated absences	98,279		(27,002)	71,277	
Business-type activity Long-term liabilities	<u>\$ 2,831,640</u>	<u>\$ 67,017</u>	<u>\$ (532,553)</u>	<u>\$ 2,366,104</u>	<u>\$ 543,749</u>

**NOTE 6: STATEMENT OF NET POSITION**

The District adopted GASB Statement No.63, *Financial Reporting of Deferred outflows of Resources, Deferred Inflows of Resources, and Net Position* and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities* as of June 30, 2013, which changed the Statement of Net Assets to the Statement of Net Position and provides guidance for reporting deferred outflows and inflows of resources. The adoption of this did not have any financial impact on the financial statements.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 7: PENSION PLAN**

The Cambria Community Services District contributes to the California Public Employees Retirement System (CalPERS), an agent multiple-employer public employee defined benefit pension plan. CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by State statute and CCSD resolutions. Copies of CalPERS' annual financial report may be obtained from their Executive Office (400 P Street, Sacramento, CA 95814).

The CCSD has two retirement plans with CalPERS. The first plan is known as the Safety Plan and covers all full-time and some part-time Fire Department employees. The second plan, known as the Miscellaneous Plan, covers all other CCSD employees. Both plans have required employer and employee contributions. The employer contribution rates are determined by various factors and changes annually. The employee contribution rates are 9% for the Safety Plan and 8% for the Miscellaneous Plan. Currently, Safety Plan employees hired before April 23, 2010 pay 2% of the employee contribution and the full 9% if hired after April 23, 2010. Miscellaneous Plan employees currently pay 4% of the employee contribution if hired before July 22, 2010 (increasing to 6% as of July 1, 2014 and 8% as of July 1, 2015) and the full 8% if hired after July 22, 2010.

CCSD makes the contributions required of CCSD employees on their behalf and for their account. CCSD is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The contribution requirements of the plan members are established by State statute and the employer contribution rate are established and may be amended by CalPERS.

The annual PERS pension cost for the year ended June 30, 2013 was \$598,842 and was equal to CCSD's required and actual contributions. The required contribution was determined as part of the June 30, 2011, actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions included (a) 7.5% investment rate of return (net of administrative expenses), (b) projected annual salary increases that vary by duration of service, and (c) no cost-of-living adjustments. Both (a) and (b) included an inflation component of 2.75%. The actuarial value of CalPERS assets was determined using techniques that smooth the effects of short-term volatility in the market value of investments over a fifteen year period. CalPERS unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis. The three year trend information was not made available to CCSD for both CCSD participants and safety participants

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
 June 30, 2013

**NOTE 8: POST-EMPLOYMENT BENEFITS**

In addition to pension benefits, the District provides post-retirement health care benefits through the California Public Employees' Retirement System (CalPERS). Employees who retire on or after attaining age 50 and are vested, are eligible for District paid health insurance. On June 30, 2012, the District conducted an internal actuarial calculation to determine the required funding for this health care benefits program.

The actuarial liability for the District's retiree health benefits program on this measurement date was determined to be \$4,594,225. This value is based on a discount rate of 5.5%. The District's funding policy is to pay 100% of the current year costs direct. This is the "pay as you go method". As of June 30, 2013, 29 retired employees are receiving 90% paid health care benefits totaling \$18,256 per month. Due to agreements with employees, 50% of the future rate increases will be paid by the CCSD and 50% will be paid by the retirees.

In addition, employees hired after October 1, 2012 will receive retiree health contributions in the amount equal to the CalPERS minimum, which is currently \$115 per month. This is a significant decrease from the current benefit. Actuarial calculations are required to be computed bi-annually and a new calculation was not required for the year ending June 30, 2013. The benefit reduction noted above would be expected to significantly reduce the employer's actuarially required contribution as well as the Actuarial Accrued Liability (AAL).

Below are the required disclosures for this plan:

Number of active participants		26
Employer's actuarially required contributions	\$	295,400
Employer's actual contributions	\$	240,734
Actuarial Accrued Liability(AAL)	\$	3,654,534
Actuarial Valuation of Assets(AVA)	\$	-
Unfunded Actuarial Accrued Liability(UAAL)=(AAL less AVL)	\$	3,654,534
Funded Ratio(AVA/AAL)		0%
Estimated Payroll	\$	2,382,141
UAAL as a Percentage of Covered Payroll		153%

**NOTE 9: NEW ACCOUNTING STANDARDS**

The District adopted GASB Statement No.65, *Items Previously Reported as Assets and Liabilities* as of June 30, 2013, which establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously recognized as revenues and expenses.

The adoption of this statement requires that debt issuance costs be recognized as an expense in the period incurred, rather than amortized over the life of the loan. The total debt issuance costs expensed in the current year ending June 30, 2013 were \$95,724.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**NOTE 10: JOINT POWERS AGENCIES**

The Cambria Community Services District participates in a joint venture under a Joint Power Agency (JPA), the Special District Risk Management Authority (SDRMA). The SDRMA was established to provide general liability, workers compensation, automobile, errors and omission, and property loss coverage to special districts. The SDRMA is administered by a Board of Directors, consisting of seven members elected by districts participating. The Board is responsible for establishing premium rates and making budgeting decisions.

Coverage under current policies includes property loss, general liability, auto liability and comprehensive/collision, and public officials' and employees' errors and omissions. Claims over the self-insured amounts are covered by the SDRMA within the limits of the policy. Each member district is assessed a premium in accordance with the JPA agreement creating the agency.

CCSD is also participating in two separate Joint Powers Agreements. The first is an agreement with the City of Morro Bay, the Cayucos Fire District, and the South Bay Fire Department to operate an air fill compressor station for the respective fire departments. CCSD pays their share of the member contributions due on an annual basis, not to exceed \$1,000 per year. There is no contingent liability for CCSD at June 30, 2013.

The second is an agreement with the Coast Unified School District (CUSD) to lease property for the operation of the Santa Rosa Creek Well #4, the CUSD water well, pump, and distribution facilities for the purpose of securing the conveying groundwater. CCSD pays CUSD an annual fee for the easement and access to the site operation and maintenance repairs. On November 15, 2012, a new agreement was subsequently negotiated including a new initial annual payment of \$34,592. The agreement also provides for an annual adjustment for inflation based on the Consumer Price Index (CPI), with a cap on such increases of 4%.

**OTHER REQUIRED  
SUPPLEMENTAL INFORMATION**

2nd Draft

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE**  
 Budget and Actual - Governmental Funds  
 For the Year Ended June 30, 2013

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
Property taxes and assessments	\$ 2,229,157	\$ 2,229,157	\$ 2,228,421	\$ (736)
Grant income	-	3,933	718	(3,215)
Weed abatement	18,147	10,147	18,615	8,468
Franchise fees	71,538	71,726	72,324	598
Use of money and property	35,962	35,284	37,298	2,014
Charges for administrative services	1,120,721	1,166,623	1,181,831	15,208
Other	28,075	43,043	77,690	34,647
<b>Total revenues</b>	<b>3,503,600</b>	<b>3,559,913</b>	<b>3,616,897</b>	<b>56,984</b>
<b>Expenditures:</b>				
Administration	1,396,959	1,463,780	1,475,692	(11,912)
Fire	1,575,101	1,587,995	1,563,216	24,779
Parks and Recreation	22,352	25,084	21,666	3,418
Facilities and Resources	474,123	471,852	478,823	(6,971)
Capital outlay	6,000	45,704	114,359	(68,655)
<b>Total expenditures</b>	<b>3,474,535</b>	<b>3,594,415</b>	<b>3,653,756</b>	<b>(59,341)</b>
Excess of revenues over (under) expenditures	29,065	(34,502)	(36,859)	(2,357)
<b>Other financing sources:</b>				
Loan payable	-	34,983	34,983	-
<b>Total other financing sources</b>	<b>-</b>	<b>34,983</b>	<b>34,983</b>	<b>-</b>
<b>Net change in fund balance</b>	<b>\$ 29,065</b>	<b>\$ 481</b>	<b>(1,876)</b>	<b>\$ (2,357)</b>
<b>Fund balance at beginning of year</b>			4,117,081	
<b>Fund balance at end of year</b>			<b>\$ 4,115,205</b>	

The accompanying notes are an integral part of these financial statements



**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION -**  
**SCHEDULE OF FUNDING PROGRESS**  
For the Year Ended June 30, 2013

**OTHER POST EMPLOYMENT BENEFITS (OPEB) PLAN**

The schedule of funding progress below shows the recent history of the actuarial value of assets, actuarial accrued liability, their relationship, and the relationship of the unfunded actuarial accrued liability (UAAL) to payroll for the District's OPEB plan.

**FUNDED PROGRESS OF THE OPEB PLAN**

<u>Actuarial Valuation Date</u>	<u>Actuarial Accrued Liability (AAL) Entry Age</u>	<u>Actuarial Value of Assets</u>	<u>Unfunded Liability (Excess Assets) (UAAL)</u>	<u>Funded Status</u>	<u>Annual Covered Payroll</u>	<u>UAAL as a Percentage of Payroll</u>
7/1/2012	\$ 3,654,534	\$ -	\$ 3,654,534	0%	\$ 2,202,284	166%
1/1/2010	\$ 4,615,089	\$ -	\$ 4,615,089	0%	\$ 2,386,307	193%

2nd Draft

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9. B.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 30, 2014

Subject:

Consideration of Standing and Ad Hoc Committees and the Appointment of Board Members to those Committees and Director Assignments

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**RECOMMENDATION:**

It is recommended that the Board of Directors discuss and make any necessary appointments for Board Standing, Ad Hoc Committees and Director Assignments.

**FISCAL IMPACT:**

Miscellaneous cost associated with staff time, document preparation and any necessary research required for each Committee.

**DISCUSSION:**

President Bahringer will lead the discussion regarding the Standing Committees, Ad-hoc Committees and the appointment of Directors to each Committee. The following is a review of the various existing Committees and their tasks, and as appropriate, the issues to be considered by the Board:

**2013-14 Budget Committee.**

Task: Review the proposed budget for fiscal year 2014-2015.

Standing Committee or Ad-hoc Committee and Committee assignments: To be determined

**Water Alternative Committee.**

Task: Review issues relating to Water Supply Project EIR/EIS, and related matters.

Standing Committee or Ad-hoc Committee and Committee assignments: To be Determined.

**Conservation Committee.**

Task: Review issues relating to the Water Conservation Plan Program Update, and related matters.

Standing Committee or Ad-hoc Committee and Committee assignments: To be determined.

**Shared Services Between CCSD and CCHD.**

Task: Review issues related to the proposed JPA between the CCSD and CCHD, and related matters.

Standing Committee or Ad-hoc Committee and Committee Assignments” To be determined.

**Utilities, Infrastructure Committee.**

Recommend Ad-hoc Committee be eliminated.

**Administrative Procedure Committee.**

Task: Review matters relating to the following projects: Personnel Policies and Rules update, Municipal Code Update.

Standing Committee or Ad-hoc Committee and Committee assignments: To be determined.

**PRO’S, Parks, Recreation and Open Space and Friends of the Fiscalini Ranch Preserve Liaison.**

Discuss Board Member assignments to PROS and FFRP.

**NCAC, North Coast Advisory Council.**

Discuss status of continued liaison.

**Intergovernmental Relations Liaisons.**

Discuss Board Member assignments as liaisons, as appropriate.

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

UNANIMOUS: \_\_\_BAHRINGER \_\_\_ROBINETTE \_\_\_THOMPSON \_\_\_CLIFT \_\_\_RICE \_\_\_

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.C.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 30, 2014 Subject:

Consideration of CCSD  
Board of Director 2014 Goals  
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**RECOMMENDATION:**

Discuss, review and provide direction to the General Manager regarding goals for 2014.

**FISCAL IMPACT:**

Goals that are being considered by the Board as part of the January 14, 2014 in part have been incorporated into the 2013/2014 Fiscal Year Budget. Once the Goals are agreed upon adjustments to the 2013/2014 fiscal year mid-year budget adjustment will be recommended for consideration by the CCSD Board of Directors. The fiscal year 2013/2014 mid-year budget adjustment will be brought to the Board in February Board meeting. Additional allocations that may be required will be incorporated into the 2014/2015 fiscal year budget for consideration by the Board of Directors as part of the budget process.

**DISCUSSION:**

The following three goals for 2014 are being presented to the CCSD Board of Directors for consideration.

1. Rate adjustments: Task to be assigned, Consultants, Staff, Public Input. Monthly billing software support, Capital Improvement Program support, etc.
2. Alternative Water Supply: Measurement of success, EIR completed, permits secured by November of 2014. Task to be assigned, California Coastal Commission, Staff, Public input, California Parks, State Water Resources Control Board, California Department of Public Health.
3. East Ranch Improvements: Measure of success, 25 parking spots available for use, and 20 children can use the land to play. Task to be assigned, Parks Recreation and Open Space Commission to have the task of permitting, schedule and funding.

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

UNANIMOUS: \_\_\_ BAHRINGER \_\_\_ ROBINETTE \_\_\_ THOMPSON \_\_\_ CLIFT \_\_\_ RICE \_\_\_

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.D.**

FROM: Jerry Gruber, General Manager

-----  
Meeting Date: January 30, 2014

Subject: Discussion of Scope of Services  
for Financial Plan and Rate  
Study by Bartle Wells and  
Associates

**RECOMMENDATION:**

Discuss and approve Bartle Wells Proposal for Water and Sewer Financial Plans and Rate Studies and authorize the General Manager to enter into an Agreement with Bartle Wells and Associates.

**FISCAL IMPACT:**

\$ 30,000.00 dollars was budgeted as part of the fiscal year 2013/2014 water budget under account number 11 6080 M 11 Rate Study and \$ 15,000.00 was budgeted as part of the fiscal year 2013/2014 wastewater budget under account number 12 6080M 12 Rate Study. The larger amount budgeted to the water budget represents that a larger percentage of time will be spent evaluating the Districts current water rates. The proposal from Bartle Wells and Associates is not to exceed \$ 44,000.00 therefore there are sufficient funds within this year's budget to cover the cost of the proposal.

**DISCUSSION:**

The CCSD Board of Directors directed to the General Manager to move forward with and bring back a proposal for consideration regarding a Water and Sewer Plan and Rate Study. The Board directed staff to work on the current Rate structure in a manner that would promote water conservation and also address infrastructure and capital needs. The current Wastewater rate structure is consumption based and a recommended methodology would be to incorporate a strength based system of billing that would better capture the cost to treat Wastewater.

Attached for your review and consideration is a detailed proposal from Bartle Wells and Associates that focuses on the development of a long term Financial Plan, the evaluation of Rate Structure Alternatives, and the incorporation of District input and building a consensus for the recommendations. Bartle Wells has worked successfully with the CCSD on our revised master fee schedule and the Districts revised connection fees for both Water and Wastewater. Bartle Wells and Associates is a recognized industry leader in rate studies and financial planning. Since they have in depth knowledge of the District, they will be able to incorporate their knowledge from the previous two studies into the Water and Sewer Financial Plan and Rate Study.

Attachment: Bartlett Wells

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

UNANIMOUS: \_\_\_BAHRINGER\_\_\_ROBINETTE \_\_\_ THOMPSON \_\_\_ CLIFT \_\_\_RICE \_\_\_



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue  
Berkeley, CA 94703  
510 653 3399 fax: 510 653 3769  
www.bartlewells.com

November 12, 2013

Cambria Community Services District  
1316 Tamsen Street, Suite 201  
Cambria, CA 93428

Attn: Jerry Gruber, General Manager

Re: Proposal for Water & Sewer Financial Plans & Rate Studies

Bartle Wells Associates is pleased to submit this proposal to assist the Cambria Community Services District with development of water and sewer enterprise financial plans and rate studies. Bartle Wells Associates specializes in providing independent financial advisory and utility rate consulting services to California water and wastewater agencies. We have extensive experience developing long-term financial plans and utility rate studies for a wide range of public agencies. And we have a strong track record of building consensus for final recommendations.

We often recommend agencies phase in both overall rate increases as well as any potential rate structure modifications over a few years, if possible, to minimize the annual impact on ratepayers. Key elements of our proposal include:

- **Develop Long-Term Financial Plans:** Develop 10-year financial plans for the District's water and sewer enterprises. The plans will serve as financial roadmaps for funding each utility's operating and capital improvement programs while maintaining long-term financial stability.
- **Evaluate Rate Structure Alternatives:** Evaluate the District's water and sewer rate structures and identify alternatives or modifications to better achieve District objectives while meeting the legal requirements of Proposition 218. BWA has extensive experience helping agencies evaluate and implement a wide range of utility rate structures and/or rate modifications. Final rate recommendations will be designed to a) fund each utility's costs of providing service, b) be fair and equitable to all customers, c) provide a prudent balance of revenue stability and conservation incentive, and d) comply with the substantive requirements of Proposition 218.
- **Incorporate District Input & Build Consensus for Recommendations:** Throughout the project, we will work closely with the District to identify and evaluate key alternatives and their impacts, gain ongoing input, and build consensus for final recommendations. Our proposal includes 2 progress meetings with staff and 2 Board Workshops to obtain District input during the rate study process. We will also draft the required Proposition 218 Notice and participate in the Proposition 218 Rate Hearing to help gain public acceptance.

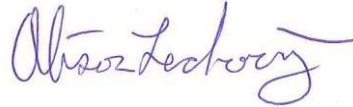
We have enjoyed working with the District on our prior assignments and appreciate the opportunity to assist the District with development of water and sewer financial plans and rate studies. Please contact us if you have any questions or would like any additional information.

Sincerely,

BARTLE WELLS ASSOCIATES

Handwritten signature of Alex T. Handlers in blue ink.

Alex T. Handlers, CIPFA  
Principal/Vice-President

Handwritten signature of Alison Lechowicz in blue ink.

Alison Lechowicz  
Financial Analyst

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# Section 1: Firm & Project Team Qualifications



## **BARTLE WELLS ASSOCIATES**

*Leaders in California Water & Wastewater Finance*

Bartle Wells Associates (BWA) is an independent financial advisor to public agencies with expertise in water and wastewater rates and finance. Our firm was established in 1964 and is owned and managed by its principal consultants. We have over 45 years of experience advising local governments on the complexities and challenges in public finance. We have advised over 500 public agency clients in the western United States. We have a diversity of abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best and most-practical solutions.

Bartle Wells Associates has a stable, well-qualified professional team. Our education and backgrounds include finance, civil engineering, business, public administration, public policy, and economics. The firm is owned and managed by its principal consultants who have been with the firm for many years.

BWA specializes in three professional services: utility rate and fee studies, financial plans, and project financing. We are the only independent financial advisor providing *all three* of these interrelated services to public agencies.



**RATE AND FEE STUDIES** Our *rate studies* employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We develop practical recommendations that are easy to implement and often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development. BWA has completed hundreds of water and wastewater rate and fee studies. We have helped communities implement a wide range of water and sewer rate structures and are knowledgeable about the legal requirements governing rates and impact fees including Proposition 218 and Government Code 66000. We develop clear, effective presentations and have represented public agencies at hundreds of public hearings to build consensus for our recommendations.



Our offices are located in Berkeley, in a circa 1900 Victorian Building.

**FINANCIAL PLANS** Our *financial plans* provide agencies with a flexible roadmap for funding long-term operating and capital needs. We evaluate the wide range of financing options available, develop a plan that recommends the best financing approach, and clearly identify the sources of revenue for funding projects and repaying any debt. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 water and wastewater enterprise financial plans to help public agencies fund their operating and capital programs, meet debt service requirements, and maintain long-term financial health.

**PROJECT FINANCING** Our *project financing* experience includes over 300 bond sales and numerous bank loans, lines of credit, and various state and federal grant and loan programs. We generally recommend issuing debt via a competitive sale process to achieve the lowest cost financing possible. To date, we have helped California agencies obtain over \$5 billion of bond financing, \$350 million in low-rate SRF loans and grants, and hundreds of millions in bank loans and lines of credit. We work only for public agencies; we are independent financial advisors and do not buy, trade, or resell bonds. Our work is concentrated on providing independent advice that enables our clients to finance their projects on the most favorable terms—lowest interest rates, smallest issue size, and greatest flexibility.

Bartle Wells Associates is a charter member of the **National Association of Independent Public Finance Advisors** (NAIPFA), which establishes strict criteria for independent advisory firms. All of our lead consultants are *Certified Independent Public Finance Advisors*.



Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is *quality*—the quality of advice, service, and work we do for all our clients.

## **PROJECT APPROACH & STAFFING**

BWA uses a **team approach** for most projects, typically assigning two consultants to each assignment, including at least one principal consultant. Our general project approach is to work closely with staff and other members of the project team, identify objectives, set milestones, have frequent communication, and remain flexible to resolve unanticipated issues. *BWA has a long track record of completing assignments on-schedule and on-budget.*

BWA proposes to assign Alex Handers, a principal and vice-president of the firm, as project manager and principal-in-charge for this engagement. Alex has consulted for over 100 California public agencies. He has extensive experience developing financial plans and utility rate and fee studies for water and wastewater agencies. He also is experienced evaluating financing alternatives for capital improvement programs and has helped California agencies obtain over \$2 billion of low-cost project funding. He is a Certified Independent Public Finance Advisor.

Alex will be assisted by Alison Lechowicz, a financial analyst with substantial experience assisting in the development of water and wastewater rate and fee studies. Alex and Alison recently assisted the Cambria Community Services District with updates to the District's water and sewer development impact fees and the District's miscellaneous fees and charges. Resumes for Alex and Alison are attached to this proposal. Other BWA staff are available to assist the project team if ever needed.

## Section 2: Proposed Scope of Services

This section presents a draft scope of services that we believe forms a sound basis for completing this assignment. Bartle Wells Associates will work with the Cambria Community Services District to finalize a scope of services that meets the District's objectives and schedule.

### TASK A. PROJECT INITIATION & DATA COLLECTION

#### 1. Project Team Orientation

To initiate our work, hold a conference call with the District to accomplish the following:

- Identify members of District staff, Board Members, engineering consultants, and other consultants/advisors who will participate in the project.
- Determine the roles and responsibilities of all project participants.
- Identify other parties that may have a significant interest in the project, such as community groups, business organizations, and large customers.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the District's project team.

#### 2. Investigation and Data Collection

Assemble the information necessary to understand the District's utility systems, finances, customers and usage, rate and fee structures. Assistance and cooperation of District staff will be needed to assemble the relevant background information. The objectives of investigation and data collection are to develop a complete understanding of the water and sewer enterprises and finances, and to reach an agreement on basic assumptions to be used in the study. A list of preliminary information needs is attached to this proposal.

#### **Task A Deliverables Include:**

- Project kickoff conference call
- List of project goals and objectives
- Project schedule developed with District input
- Project team contact list
- List of key assumptions and alternatives underlying the utility rate and fee studies

### TASK B. 10-YEAR UTILITY ENTERPRISE FINANCIAL PLANS

#### 1. Develop Forecasts and Projections

Based on evaluation of the data assembled and input provided by staff and other members of the project team, prepare forecasts and projections to be used in the development of financial projections for the District's water and sewer utilities. Develop projections for the following areas (and others as appropriate):

**Cost Escalation Factors:** Review historical cost trends and work with project team to develop reasonable cost escalation factors for both operating and capital expenditures. Work with staff to estimate potential new operating costs, such as new O&M costs related to planned capital improvements, or costs for complying with future permit requirements.

**Long-Term Capital Repairs & Replacements:** Based on input from District staff, determine a reasonable amount to include for required near-term capital improvement needs as well as future ongoing repairs

and replacements to aging infrastructure. BWA often recommends that agencies phase in funding for long-term system rehabilitation over a few years, as rates are gradually increased.

**Water Demand & Sales:** With District input, develop forecasts of the overall level of water sales accounting for anticipated growth, future conservation efforts, and price elasticity (the decline in water sales in response to an increase in water rates).

**Other Financial Projections:** With District input, develop reasonable and slightly conservative assumptions for future growth, investment earnings, and other relevant financial variables.

Review projections with District staff for agreements on assumptions, interpretation of data, and completeness of approach.

## **2. Evaluate Financing Alternatives for Capital Improvements**

Evaluate options for financing proposed capital improvement projects. Our evaluation will:

- Estimate the amount and timing of any debt, if needed, to finance capital projects.
- Evaluate the alternative borrowing methods available including bonds, COPs, state and federal loan programs, bank loans and lines of credit, and other options.
- Recommend the appropriate type of debt, its term and structure.
- Evaluate possible combinations of financing methods, such as partial pay-as-you-go cash funding supplemented by debt when needed.

## **3. Allocated Capital Improvement Costs to Existing vs. Future Customers**

Work with District staff, and potentially the consulting engineers who developed the most recent water and sewer master plans, to allocate capital project costs to existing ratepayers vs. future customers, who should generally pay for capacity improvements benefitting new development.

## **4. Establish Prudent Minimum Fund Reserve Targets**

Evaluate the adequacy of the District's current water and sewer enterprise fund reserves. Establish prudent minimum fund reserve targets based on the District's operating and capital funding projections. Develop an implementation plan for achieving and maintaining the recommended reserve fund levels.

## **5. Develop 10-Year Cash Flow Projections**

Develop cash flow projections showing the financial position of the District's water and sewer enterprises over the next 10 years. The cash flows will project fund balances, revenues, expenses, and debt service coverage, and will incorporate the forecasts developed with staff input, including funding needs for future repairs and replacements. After developing a base-case cash flow scenario, we can develop alternatives for additional evaluation such as capital project alternatives, project financing alternatives, the impacts of different levels of conservation and water sales, etc. During this phase, BWA will work closely with the project team to develop and hone financial and rate projections. BWA typically recommends that rate increases be phased in over time to minimize the annual impact on ratepayers.

## **6. Evaluate Rate Increase Options**

Based on the cash flow projections, determine the annual revenue requirements for the District's water and sewer enterprises and project required utility rate increases. Evaluate the financial impact of various rate adjustment alternatives, such as phasing in required rate increases over a number of years. If appropriate, develop a reduced rate alternative for each utility and evaluate impacts on the District's ability to fund capital projects.

## **7. Review Existing Financial Policies & Recommend New Policies as Appropriate**

Review the District's existing financial and/or rate policies, if relevant. Discuss potential policy modifications and/or other policies that the District may want to consider adopting to help provide policy guidance for long-term financial health.

### **Task B Deliverables Include:**

- Summary of 10-year capital improvement funding needs for the District's water and sewer utilities along with identification of capital project alternatives for evaluation
- Evaluation of financing alternatives for capital improvements and recommended financing approach or approaches
- Recommendations for minimum fund reserve targets
- 10-year financial projections and financial plan for the water and sewer utilities
- Identification of alternative rate increase scenarios for District evaluation
- Meet with District to present findings, discuss alternatives, gain input, and develop preliminary recommendations

## **TASK C. WATER & SEWER RATE STRUCTURE ALTERNATIVES**

### **1. Review the District's Existing Water & Sewer Rate Structures**

Review the District's existing water and sewer rate structures and discuss advantages and disadvantages compared to other rate approaches for each utility. Evaluate existing rates for general compliance with the substantive requirements of Proposition 218. Summarize and discuss finding with the District's project team.

### **2. Conduct Rate Survey of Regional Utility Agencies**

Review and summarize water and sewer rates of other regional and/or comparable agencies. Summarize results in easily understandable tables and/or charts.

### **3. Analyze Utility Billing Data**

Analyze current and historical water utility billing data to determine reasonable and conservative estimates of water demand to use in developing rate options. Water use can fluctuate from year to year depending on various factors such as weather, economy, and local conservation efforts. Ideally, we would prefer to analyze 3 years of utility billing data in order to determine slightly conservative demand projections.

Residential sewer flows can be estimated based on historical metered water consumption during the wettest winter months (typically December through March), when customers typically use minimal to no water for landscape irrigation.

Based on the analysis, BWA will develop a) estimates of water consumption patterns that will be used to develop updated tiered water rates, and b) estimates of wastewater flow and strength loadings that will be used to develop sewer rates for each customer class.

### **4. Identify & Evaluate Rate Structure Modifications & Alternatives**

Identify alternative rate structures or modifications to the District's existing water and sewer rates designed to improve equity, conservation, and other District objectives. For each utility, discuss pros and cons of different rate structure options and their general impacts on different types of customers.

Rate structure options will be refined as the study progresses based on input from the District's project team. If appropriate, work with District staff to identify key criteria for evaluating and comparing the rate alternatives and their ability to achieve a balance of District objectives. Some potential rate structure modifications may include the following:

#### **Water Rate Structure Alternatives**

- Changes in the percentage of rate revenues recovered by fixed vs. variable charges
- Revisions to water rate tiers, tier breakpoints, and/or tier steepness
- Potential phase out of the free water allowance included in the base rate
- Modifications to ensure equity between residential and non-residential rates
- Modifications to existing rate classes
- Potential seasonal rates

#### **Sewer Rate Structure Alternatives**

- Changes in the percentage of rate revenues recovered by fixed vs. variable charges
- Modifications to ensure equity between residential and non-residential rates
- Modifications to existing rate classes
- Incorporation of a wastewater strength-based rate component (for example, the variable rate for restaurants with high strength wastewater discharge would be higher than the variable rate for a store or office with much lower wastewater strength)

### **5. Develop Equitable Cost Allocations**

Pursuant to the California Constitution Article 13D, Section 6 (established by Proposition 218), the amount of the fee or charge imposed on any parcel shall not exceed the proportional cost of service attributable to the parcel. In order to comply with this requirement, BWA will allocate the costs of providing water and sewer service to appropriate billing components (e.g. fixed rates, variable rates, rate tiers, wastewater strength loadings, etc.) to ensure equity both *between* customer classes and *within* each class. Unit costs will be developed for each billing component based on the costs allocated to each component divided by the total demand associated with each billing component. These unit costs will then be applied to the water and sewer demand profiles of each customer class.

### **6. Develop Preliminary & Final Rate Recommendations**

Based on the water and sewer financial plans and rate analyses, develop draft rate recommendations. The recommendations can include a multi-year phase in of both overall rate increases and proposed rate structure modifications. Review preliminary recommendations and key alternatives with the District to gain additional input. Based on input received, develop final draft water and sewer rate recommendations.

Final rate recommendations will be designed to a) fund each utility's long-term costs of providing service, b) be fair and equitable to all customers, c) provide a prudent balance of revenue stability and conservation incentive, and d) comply with the substantive requirements of Proposition 218. Based on input from staff, develop a plan for implementing any rate structure modifications and/or rate adjustments.

## 7. Evaluate Rate Impacts on District Customers

Calculate the rate impacts of each rate alternative on a range of utility customers (e.g. different customer classes, customers with different levels of water or sewer use, etc.) Work with the project team to identify customer and usage profiles to use for calculating the rate impacts. Discuss additional rate structure adjustments that may reduce the impact on certain customers if warranted and/or requested by the project team.

### **Task C Deliverables Include:**

- Utility rate surveys
- Independent evaluation of existing water and sewer rate structures
- Analysis of utility billing data
- Identification of rate alternatives and their impacts
- Meet with District to present findings, discuss alternatives, gain input, and develop preliminary rate structure recommendations

## **TASK D. MEETINGS, PRESENTATIONS, REPORTS & PROP. 218 NOTICE**

### **1. Meetings (2 Progress Meetings)**

Meet with the District's project team to present findings, discuss alternatives and their impacts, gain ongoing input, and develop and hone recommendations.

### **2. Board Workshops (2 Workshops)**

Develop a PowerPoint presentation and present findings, recommendations, and alternatives to the District's Board of Directors for input and discussion. The presentation will provide background and study objectives, identify financial challenges facing the water and sewer enterprises, make a clear case why any rate increases are needed, describe the proposed rate structure and key alternatives, show rate impacts on various customer profiles, present findings of the water and sewer rate surveys, and discuss related financial and policy recommendations. Board input will be incorporated into draft and final recommendations.

### **3. Proposition 218 Rate Hearing**

BWA will attend the Prop. 218 Rate Hearing, provide a summary presentation explaining key findings and recommendations, and remain available to respond to questions.

### **4. Prepare Draft & Final Reports**

Submit a draft summary report for District review and feedback. The report will summarize key findings and recommendations, discuss key alternatives when applicable, and provide a sound basis for the proposed rates in conformance with Proposition 218. Receive input on draft report from the District's project team and develop a final report.

### **5. Compliance With Proposition 218**

BWA will assist the District with drafting the required Proposition 218 rate notice. BWA recommends the notice go beyond the minimum legal requirements and provide clear and concise explanation of the reasons for any rate increases or adjustments. We have found that ratepayers are generally much more accepting of rate increases or rate structure modification when they understand the reasons underlying the changes.

## **6. Public Education and Consensus-Building**

Rate adjustments are often controversial. BWA has extensive experience developing clear presentations that facilitate public understanding of the need for rate increases. We understand the importance of building consensus and public acceptance for our recommendations and can assist the District in developing public education materials.

### **Task E Deliverables Include:**

- Draft and final reports summarizing key findings, alternatives, and recommendations
- Draft and final Proposition 218 rate notice
- Attendance at up to 5 meetings at the District including 2 progress meetings, 2 Board workshops, and the Proposition 218 Rate Hearing.
- PowerPoint presentation summarizing key findings, alternatives, and recommendations for Board/Public Workshops
- Summary PowerPoint presentation for the Prop. 218 Rate Hearing
- Assistance with any public outreach efforts



## SECTION 3: AVAILABILITY & FEES

1. Bartle Wells Associates is prepared to begin work upon the District's authorization to proceed.
2. During the project development period, BWA will be available at all reasonable times and on reasonable notice for meetings and for consultation with District staff, attorneys, consulting engineers, and others as necessary.
3. Bartle Wells Associates will perform all work related to the assignment. Alex Handlers, a firm principal and vice president will be assigned as project leader on this assignment. He will serve as the lead contact person for BWA and will be involved with the project a day-to-day basis.
4. The fees for services outlined in this proposal will not exceed \$44,000 including direct expenses.

The fee is based on the following assumptions:

- a. The project will be completed by July 1, 2014 or other mutually agreeable date preferred by the District. BWA will work to meet all District scheduling requirements and deadlines.
  - b. All necessary information will be provided by the District and/or its other consultants in a timely manner.
  - c. Development of a draft, final draft, and final versions of tables. Time and expenses involved in revising tables and assumptions may constitute additional services if not achievable within the budget.
  - d. The fee is based on a total of up to 5 trips to the District for meetings and presentations including 2 progress meetings, 2 Board Workshops, and the Proposition 218 rate hearing.
5. Progress payments and direct expenses are payable monthly on a time and materials basis as the work proceeds as provided in our Billing Rate Schedule 2013, which will remain in effect for the duration of this project.
  6. In addition to the services provided under this proposal, the District may authorize Bartle Wells Associates to perform additional services for which the District will compensate us based on consultants' hourly rates at the time the work is performed, plus direct expenses. Any such authorization will be made in writing by the District's General Manager or other authorized District official. Additional services may include, but are not limited to:
    - Meetings or presentations in excess of five (5)
    - Changes in project scope
    - Delays in project schedule
    - Assistance with obtaining financing for capital improvement projects
    - Any other services not specified
  7. Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance as provided in the Certificate of Insurance attached.
  8. If the project is terminated for any reason, Bartle Wells Associates is to be reimbursed for professional services and direct expenses incurred up to the time notification of such termination is received.
  9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.

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**BARTLE WELLS ASSOCIATES**  
**BILLING RATE SCHEDULE 2013**  
Rates Effective 1/1/2013

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**Professional Services**

Financial Analyst I	\$95 per hour
Financial Analyst II	\$135 per hour
Senior Financial Analyst	\$165 per hour
Senior Consultant	\$195 per hour
Principal Consultant	\$235 per hour

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The professional time rates include all overhead and indirect costs. Bartle Wells Associates does not charge for secretarial support services and internal computer time. Expert witness, legal testimony or other special limited assignment will be billed at one and one-half times the consultant's hourly rate.

*The above rates will be in effect through duration of this project.*

**Direct Expenses**

Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at \$60 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Long distance telephone and fax
- Printing and report binding
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Photocopying
- Graphic design and photography
- Special legal services
- Legal advertisements

**Insurance**

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

**Payment**

Fees will be billed monthly for the preceding month, and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

**Insured: BARTLE WELLS ASSOCIATES**

*Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.*

TYPE OF INSURANCE	COMPANY POLICY NUMBER	COVERAGES AND LIMITS	EXP. DATE
Commercial General Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> <li>■ \$2,000,000 General Aggregate</li> <li>■ \$2,000,000 Products Comp/Op Aggregate</li> <li>■ \$1,000,000 Personal &amp; Advertising Injury</li> <li>■ \$1,000,000 Each Occurrence</li> </ul>	6/1/14
Automobile Liability	Hartford Insurance Company Policy #35-UEC VU2842	<ul style="list-style-type: none"> <li>■ \$1,000,000 Combined Single Limit</li> </ul>	6/1/14
Workers Compensation & Employers' Liability	Hartford Underwriters Insurance Company Policy #35-WEC FG7858	<p>Workers' Compensation: Statutory Limits for the State of California. Employers' Liability:</p> <ul style="list-style-type: none"> <li>■ Bodily Injury by Accident - \$1,000,000 each accident</li> <li>■ Bodily Injury by Disease - \$1,000,000 each employee</li> <li>■ Bodily Injury by Disease - \$1,000,000 policy limit</li> </ul>	6/1/14
Professional Liability	Chubb & Son, Inc. BIND094045	<p>Solely in the performance of services as municipal financing consultants for others for a fee.</p> <p>Limit: \$2,000,000 Per Occurrence &amp; Aggregate (including defense costs, charges, and expenses)</p>	6/1/14

# ATTACHMENTS

**PROJECT TEAM RESUMES**

**LIST OF PRELIMINARY INFORMATION NEEDS**

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## ALEX T. HANDLERS, MPA, CIPFA



### Experience

Alex T. Handlers is a principal and vice president of Bartle Wells Associates with expertise in the areas of water and wastewater rates and finance. He develops long-term financial plans, utility rates, and capacity charges for water and wastewater enterprises. He has managed projects for a wide range of California cities, counties, and special districts and completed over 150 consulting assignments.

Mr. Handlers has helped agencies implement a wide variety of water and sewer rate and fee structures and is knowledgeable about the legal requirements of Prop. 218, AB1600, and Prop. 26. He also specializes in evaluating financing alternatives for capital improvement programs and securing project financing. He is a Certified Independent Public Finance Advisor who has helped California agencies obtain over \$2 billion in financing via bonds, COPs, bank loans, lines of credit, and various state and federal grant and loan programs.

### Education

M.P.A. - University of Washington

B.A. - Lehigh University

### Certifications

CIPFA – Certified Independent Public Finance Advisor

Member – National Association of Independent Public Finance Advisors

### Representative Projects

- **Cambria Community Services District:** Developed updated water and sewer capacity fees designed to recover the full costs of infrastructure and assets benefiting new development. Updated the District's miscellaneous fees and charges.
- **Soquel Creek Water District:** Developed long-term financial plan and water rate recommendations supporting funding of a potential regional seawater desalination plant to be jointly operated with the City of Santa Cruz. Recommended rate modifications designed to increase conservation incentive and developed emergency rates for various levels of required water cutbacks. Served as independent financial advisor on over \$40 million of water revenue bonds, COPs and a bank loan.
- **City of San Carlos:** Developed a 10-year sewer enterprise financial plan and rate study. Evaluated a number of rate alternatives and recommended rate increases needed to fund high-priority Master Plan improvements and debt service requirements for the regional wastewater treatment plant.
- **City of Poway:** Evaluated conservation-oriented water rate structures and assisted City in transitioning from a uniform block rate to a tiered, inclining block rate structure to help meet conservation targets. Developed financial projections accounting for the impacts of conservation.
- **Joshua Basin Water District:** Long-term financial plan and water rate study recommending a gradual increase in water rates coupled with rate structure modifications to provide additional conservation incentive. Worked closely with a community advisory committee throughout process.
- **City of San Mateo:** Long-term sewer enterprise financial plan and rate study supporting over \$180 million of wastewater system capital improvements.
- **City of Santa Clara:** Comprehensive wastewater enterprise financing plan, rate study, and capacity charge update. Developed residential rate options incorporating a variable rate component based on winter water use.

## ALEX T. HANDLERS continued

- **Redwood City:** Developed sewer enterprise financial plan to provide increased funding for sewer collection system rehabilitation and fund the City's share of costs for rebuilding the regional wastewater treatment plant. Sewer rate study recommendations included modifications designed to improve rate equity between customer classes. Developed long-term water and recycled water enterprise financing plan supporting a \$73 million recycled water project with a series of gradual rate adjustments. Recommended a new Water Supply Capacity Fee to recover recycled water facility costs to indirectly provide potable supply for growth.
- **Alameda County Water District:** Comprehensive development fee study; recommended a series of modifications to existing charges to improve revenue recovery, equity and fee administration.
- **City of Port Hueneme:** Developed water and sewer enterprise financial plans and rate studies designed to fully recover the City's costs of service and provide adequate funding for ongoing repairs and replacements. Developed a water rate study that gradually phases in new volumetric water rates. The City previously charged flat monthly rates for water service. Worked with a citizen-based advisory committee to build consensus for final recommendations.
- **City of Palm Springs:** Developed a long-term wastewater enterprise financial plan and sewer rate study supporting an \$80 million capital improvement program.
- **City of Mountain View:** Water and sewer financial plans, rate studies, and capacity charge updates. Recommended rate structure modifications to equitably recover costs of service.
- **South Bayside System Authority:** Developed 10-year financial plan supporting \$400 million of capital improvements to a regional JPA that provides wastewater treatment services to Redwood City, Belmont, San Carlos, and the West Bay Sanitary District (Menlo Park). Served as financial advisor on issuance of over \$120 million via a combination of bonds, State Revolving Fund (SRF) loans, and a line of credit.
- **City of Hesperia:** Developed water and wastewater financing plans, rates, and connection fees to support engineering master plan recommendations. Recommended a phase in of water & sewer rate adjustments including rate structure modifications designed to gradually increase conservation incentive.
- **City of San Bruno:** Water and wastewater financial plans and rate studies. Recommended modifications to both water and sewer rate structures to improve rate equity.
- **Union Sanitary District (Union City/Fremont/Newark):** Developed a long-term financial plan supporting over \$100 million of wastewater system capital improvements. Conducted a comprehensive analysis and update of the District's capacity fees levied on new development.
- **San Francisco Public Utilities Commission:** Developed water and sewer enterprise financial projections supporting over \$1 billion of bonds issued to help fund a 10-year, \$4.3 billion upgrade to the Hetch-Hetchy regional water system and wastewater system capital improvements.
- **Ironhouse Sanitary District (Oakley, CA):** Developed financial plan supporting financing of a new wastewater treatment plant. Assisted District in obtaining a \$50 million SRF loan. Updated the District's capacity fees and charges.
- **City of Fresno:** Developed wastewater enterprise financial plan and rate study. Developed new system of water connection fees designed to recover costs of existing facilities and future supplemental water supply projects benefiting new development.

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## ALISON M. LECHOWICZ, MPA



### Experience

Alison M. Lechowicz is a Financial Analyst with Bartle Wells Associates. She works closely with public agencies, engineers, legal counsel, and other consultants to develop water and sewer rates and assessments, development impact fees, and long-term financial plans for utility enterprises. Alison also helps agencies evaluate financing alternatives for public works projects, coordinates state and federal grant and loan applications, and evaluates bond refinancing opportunities. She has consulted for a range of public agencies throughout California and her background in public administration is helpful in understanding the California legislative and policy setting environment and in conducting analyses tailored to meet the needs of diverse communities. Alison is also an expert witness on electric rate design and has testified before the California Public Utilities Commission.

### Education

M.P.A., Environmental Science and Policy - Columbia University

B.S., Conservation and Resource Studies - University of California, Berkeley

### Representative Projects

- **Cambria Community Services District:** Water and sewer capacity charge updates and development of updated miscellaneous District fees and charges based on a cost of service approach.
- **City of Morgan Hill:** Water and sewer rate and impact fee studies, included sewer rates and impact fees to fund a \$40 million expansion of the regional sewage treatment plant.
- **City of Huntington Park:** Water and sewer rates, financing plan for capital program, assisted City in drafting Prop 218 notices.
- **City of Palmdale:** Developed 3-year schedule of sewer collection system charges, evaluated customer sewerage generation rates as a method for apportioning costs to customer groups, developed multiyear financial plan, reviewed service charge ordinances.
- **Napa Berryessa Resort Improvement District:** Financing plan for \$10.5 million in water and sewer improvements, prepared application for USDA loan, prepared assessment district documents.
- **City of Modesto:** Credit review package for Clean Water State Revolving Fund loan of \$125 million.
- **City of Milpitas:** Water and sewer revenue requirements, evaluation of renewal and replacement reserves, financial master plan.
- **Sewerage Agency of Southern Marin:** Financial master plan, debt financing alternatives, design of private lateral replacement grant program for local homeowners.
- **Stege Sanitary District:** Sewer rate design, cash flow analysis, and financial master plan.
- **Tahoe-Truckee Sanitation Agency:** Policy review of assignment of costs to customer classes, revenue program review.
- **City of Colfax:** Affordability review of sewer rates, drafted policy statement summarizing affordability criteria used in state funding decisions.
- **City of Williams:** Comprehensive impact fee study for water, sewer, fire, police and civic facilities.
- **California City and County Street Light Association:** Expert witness in Southern California Edison's 2012 General Rate case on street light facilities charges and distribution electric rates.
- **Tulare Irrigation District:** Financial advisor for the issuance of nearly \$10 million to fund capital improvements and purchase permanent water supply entitlements from the Central Valley Project.
- **Town of Apple Valley:** Evaluated the financial feasibility of the Town acquisition of a private water system using different valuation methods, estimated results of operations and net revenues under public ownership.

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**Cambria Community Services District  
Water & Sewer Financial Plans & Rate Studies  
Preliminary Information Needs**

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**1) Financial Information**

- a) Adopted water & sewer budgets
- b) Historical financial results in budget format for past 3 years (if available)
- c) Audited financial statements for 3 prior fiscal years
- d) Breakdown of utility fund reserve balances as of June 30, 2013 (and for prior 3 years too if readily available)
- e) Outstanding debt service schedules and debt documents describing legal covenants
- f) Any anticipated changes in future water or sewer operating expenses
- g) Any other financial information or projections that would be helpful

**2) Rates & Financial Policies**

- a) Current water & sewer rate resolutions/ordinances
- b) Historical utility rates for the past 10 years (or more if easily available)
- c) Prior rate studies
- d) Any existing financial policies related to the water or sewer utilities
- e) Any legal agreements that might impact water or sewer finances or obligations

**3) Customer & Usage Information**

- a) Water accounts by customer class and meter size (for past 3 years if available)
- b) Sewer accounts by customer class (for past 3 years if available)
- c) Excel files of water usage & billing data for past 2-3 years (we can discuss)
- d) Historical & projected growth & any anticipated changes in the District's customer base

**4) Capital Improvements**

- a) Latest water & sewer capital improvement programs
- b) Identification of key capital improvement alternatives, if warranted
- c) Water & sewer master plans, if available
- d) History of capital expenditures for each utility for past 3-5 years
- e) Any other information on future capital needs, if relevant
- f) Estimates of future costs for infrastructure repairs and replacements (we can discuss)

**5) Other Information**

- a) Contacts for District project team members
- b) Any other relevant information we should be aware of



CAMBRIA COMMUNITY SERVICES CCSD

TO: Board of Directors

AGENDA NO. **9.E.**

FROM: Bob Gresens, District Engineer

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Meeting Date: January 30, 2013

Subject: Consideration of a Resolution Authorizing the Use of the Emergency Contract Procedures to Develop and Complete an Emergency Water Supply Project, Authorizing the General Manager to Enter Into Agreements Related Thereto, and Authorizing the Transfer of Funds from General Fund Reserves to the Water Fund

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**RECOMMENDATION:**

Staff recommends adoption of a Resolution authorizing the use of emergency contract procedures to develop and complete an emergency water supply project, authorizing the General Manager to enter into agreements related thereto, and authorizing the transfer of funds from General Fund Reserves to the Water Fund.

**FISCAL IMPACT:**

It is estimated that an initial authorization of \$500,000 will be required for the design and permitting, and to develop contracts for acquisition and installation of required water treatment equipment to provide an emergency water supply. To fund this \$500,000 amount, a loan will be needed from General Fund Reserves to the Water Fund. Terms of any loan from the General Fund would require repayment by the Water Fund as soon as it has the ability to repay the loan. The loan will be interest free. It should be noted that the funding for this item does not include funding for the agreement to be considered by the Board in agenda item 9.F.

**DISCUSSION:**

The past year has set a record in the State of California for the least amount of precipitation, which has led to Governor Brown declaring a state emergency on January 17, 2014. Reservoirs statewide are very low, and in some cases are going dry. Prior to the Governor's emergency declaration, the CCSD received a December 26, 2013 letter from the California Department of Public Health directing water agencies to develop contingency plans due to the extremely dry weather pattern, which has persisted with little break in the weather system that has steered the jet stream and typical winter storms away from our area. In addition, as the Board is aware due to the severe and limited water supply conditions being faced by the District, beginning in September the CCSD has instituted enhanced water conservation measures pursuant to the authority in Water Code Section 353 and Water Code Section 375, et seq. Today's agenda also includes recommendations that the Board of Directors declare a Stage 3 Water Shortage

Condition and implement a Stage 3 Water Shortage Conservation Program and additional and more restrictive enhanced water conservation measures and restrictions on the use of potable water.

As a result of these severe drought conditions, staff has been working diligently in developing plans for reducing demand while also making strides towards an emergency water supply. These efforts include meetings with regulatory agency personnel, consultants, planning, and contacting various emergency water equipment suppliers. Staff is recommending funding for and authorization to enter into a contract for development and completion of an emergency water supply project.

The most realistic and expedient solution developed by staff, and with the assistance and input from consultants and regulatory agency staff, is to utilize prefabricated, portable, water treatment facilities to treat a brackish water supply extracted from CCSD-owned property south of San Simeon Creek Road. This approach will consist of advanced water treatment to meet drinking water standards. Any waste side streams from this treatment process will be routed to an existing CCSD-owned holding basin where it will be modified to allow evaporation, with its remaining residue hauled off for disposal.

Under Public Contracts Code Sections 20682.5(g) and 22050, the Board of Directors of a community services district is authorized to award contracts without competitive bidding upon a finding made by four-fifths vote that an emergency exists that requires the immediate expenditure of funds to safeguard life, health and property. District staff estimates that without significant rainfall within the next 2 months, the CCSD will have fully depleted its water supply within 4 to 6 months. Therefore, staff is recommending that the Board utilize the emergency contract procedures described above to develop and complete an emergency water supply project as quickly as possible.

Attachments:

- Resolution 05-2014

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

UNANIMOUS: \_\_\_ BAHRINGER \_\_\_ ROBINETTE \_\_\_ THOMPSON \_\_\_ CLIFT \_\_\_ RICE \_\_\_

**RESOLUTION NO. 05-2014**  
**January 30, 2014**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CAMBRIA COMMUNITY SERVICES DISTRICT AUTHORIZING  
THE USE OF THE EMERGENCY CONTRACT PROCEDURES TO  
DEVELOP AND COMPLETE AN EMERGENCY WATER SUPPLY  
PROJECT, AUTHORIZING THE GENERAL MANAGER TO  
ENTER INTO AGREEMENTS RELATED THERETO, AND  
AUTHORIZING THE TRANSFER OF FUNDS FROM GENERAL  
FUND RESERVES TO THE WATER FUND**

**WHEREAS**, the Cambria Community Services District (the “CCSD”) is a special district charged with the duty and responsibility to provide potable water to the residents of the Cambria community for domestic use and life safety; and

**WHEREAS**, the CCSD has historically suffered from a lack of water supply and in 2000, imposed a moratorium on new water service connections; and

**WHEREAS**, the CCSD, and the State of California in general, have been plagued by lack of precipitation and anticipate continued record drought conditions; and

**WHEREAS**, on January 17, 2014, the Governor of the State of California declared a State of Emergency (the “Proclamation”) due to record dry conditions and concerns over the State’s dwindling water supplies. The Proclamation states “the State of California is experiencing record dry conditions, with 2014 projected to become the driest year on record...dry conditions and lack of precipitation present urgent problems...conditions of extreme peril to safety of persons and property exist in California due to water shortage and drought conditions...”; and

**WHEREAS**, on January 17, 2014, after the Governor made his Proclamation, the State Water Resources Control Board issued a “Notice of Surface Water Shortage and Potential for Curtailment of Water Right Diversions” which states, “If you are in a water short area, you should be looking into alternative water supplies for your water needs.”; and

**WHEREAS**, a reliable water supply is critically necessary for the District to provide potable water to its residents and to provide water for emergency personnel for firefighting purposes; and

**WHEREAS**, due to the lack of precipitation and anticipated drought conditions for the Cambria community for 2014, the CCSD is facing emergency conditions in that, without some alternative supply of water, the CCSD will effectively run out of water in approximately four (4) to six (6) months (the “Emergency”); and

**WHEREAS**, based upon the severe water conditions and limited water supply, beginning in September 2013 the CCSD has instituted enhanced water conservation measures pursuant to the authority in Water Code Section 353 and Water Code Section 375, et seq. and on January 30, 2014 the Board of Directors will also consider a recommendation to declare a Stage 3 Water Shortage Condition and implement a Stage 3 Water Shortage Conservation Program and additional and more restrictive enhanced water conservation measures and restrictions on the use of potable water; and

**WHEREAS**, in response to the Emergency, CCSD staff has identified an emergency water supply project capable of providing the CCSD with critically needed water. However, CCSD staff anticipates that it will take approximately four (4) months for such project to be properly engineered, designed and fully implemented, subject to acquisition of all necessary permits; and

**WHEREAS**, pursuant to Public Contract Code Sections 20682.5(g) and 22050, the Board of Directors deems it is in the public interest, to immediately authorize the expenditure of District funds needed to safeguard the health, safety and welfare of the residents of the Cambria community and immediately develop and implement an emergency water supply project capable of sustaining the community during continued drought conditions; and

**WHEREAS**, the Board of Directors further finds that the need for immediate implementation of an emergency water supply project will not permit a delay resulting from a competitive solicitation for bids and that prompt action, including authorization to expend funds without competitive bidding, is necessary to respond to the Emergency described herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Cambria Community Services District that the public interest and necessity demand the immediate expenditure of approximately \$500,000 of funds of the CCSD to safeguard the public health, safety and welfare, without strict compliance with the provisions of Public Contract Code Section 20682.5(b); the sum of up to \$500,000 shall be used to develop and implement an emergency water supply project.

**BE IT FURTHER RESOLVED**, that the CCSD General Manager is authorized to enter into any contract or agreement in order to develop and implement the emergency water supply project and shall report back to the Board of Directors regarding said activity at its next regularly scheduled meeting and each regular meeting thereafter, pursuant to Public Contracts Code Section 22050.

**BE IT FURTHER RESOLVED**, that this project is exempt from the California Environmental Quality Act ("CEQA"), pursuant to Public Resources Code Section 21080 and CEQA Guidelines Section 15269(c).

PASSED AND ADOPTED THIS 30th day of January, 2014.

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Jim Bahringer, President  
Board of Directors

APPROVED AS TO FORM:

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Timothy J. Carmel  
District Counsel

ATTEST:

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Justine Harris  
Interim District Clerk

CAMBRIA COMMUNITY SERVICES CCSD

TO: Board of Directors

AGENDA NO. **9.F.**

FROM: Bob Gresens, District Engineer

Meeting Date: January 30, 2013

Subject: Consideration of an Agreement for Consultant Services with CDM Smith for Geo-Hydrological Modeling of the Lower San Simeon Creek Aquifer

**RECOMMENDATION:**

Staff recommends approval of an Agreement for Consultant Services with CDM Smith for geo-hydrological modeling of the Lower San Simeon Creek Aquifer to support completion of a water supply project.

**FISCAL IMPACT:**

The estimated cost is \$174,495, which will be allocated to the Water Department. To finance this amount, a loan will be needed from General Fund Reserves to the Water Fund. Terms of any loan from the General Fund would require repayment by the Water Fund as soon as it has the ability to repay the loan with no interest. It should be noted that funding for this item is not included in the funding requested for agenda item 9.E.

**DISCUSSION:**

CDM Smith is a well-established consultant with principal fields of expertise in water, wastewater, and transportation. Ms. Mari Garza-Bird, a Vice President at the firm's San Francisco office, will serve as project manager on the geo-hydrological modeling. Mr. Michael Smith will serve as the project's geologist. District staff is recommending an Agreement for Consultant Services with CDM Smith to model the lower San Simeon Creek aquifer to further support the project design, related environmental analyses, and development of any related mitigation measures. Such geo-hydrological modeling will better answer questions and concerns on avoiding potential impacts to the nearby creek and lagoon areas, particularly as they may relate to using brackish water. A master engineering services agreement with specific task order authorizations is proposed as the most expeditious means to allow continued progress to be made in completing a water supply project. At the time of agenda publication, the agreement was still being negotiated and it will be provided under separate cover, once available. This issue and need was also discussed with the Water Alternatives Ad-Hoc Committee on September 16, 2013, which recommended bringing it forward for the Board's consideration and approval.

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

UNANIMOUS: \_\_\_ BAHRINGER \_\_\_ ROBINETTE \_\_\_ THOMPSON \_\_\_ CLIFT \_\_\_ RICE \_\_\_