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CAMBRIA COMMUNITY SERVICES DISTRICT

REGULAR MEETING

Thursday, April 23, 2015 – 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. ACKNOWLEDGMENTS/PRESENTATIONS

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

- A. Sheriff's Department Report
- B. Cambria Community Services District Fire Dept.
- C. Cal Fire

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 (Estimated time: 15 minutes total)

- A. Manager's Report
- B. Ad Hoc Committee Reports and Other Related Required Board Member Reports (Committee Meetings and meetings attended at CCSD expense)

7. CONSENT AGENDA (Estimated Time: 15 minutes)

All matters on the consent calendar are to be approved by one motion. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be

made. Such items are pulled for separate discussion and action after the consent calendar as a whole is acted upon.

- A. Consideration to Approve the Expenditure Report for March 2015
- B. Consideration to Approve Minutes from the Regular Board Meeting Held on March 26, 2015

8. HEARINGS AND APPEALS (Estimated Time: 15 minutes)

- A. Discussion and Consideration to Fix Water and Wastewater Standby or Availability Charges as Provided in Government Code §61124(b) and Consideration to Adopt Resolution 10-2015 Fixing Water and Wastewater Standby or Availability Charges for Fiscal Year 2015/2016

9. REGULAR BUSINESS (Estimated Time: 15 minutes per item)

- A. Consider Adoption of Resolution 11-2015 Declaring a Public Nuisance For the Annual Fire Hazard Fuel Reduction Program
- B. Discussion and Consideration to Approve a Consulting Services Agreement for \$8500 per month with Balance Public Relations Related to Water and Wastewater
- C. Preliminary Discussion Regarding Response to Grand Jury Reports and Consider the Formation of Ad Hoc Committees to meet with Cal Fire and CCHD
- D. Consideration to Adopt Cash Reserve Policy for the General Fund, Water Fund and Wastewater Fund

10. PUBLIC COMMENT (CONTINUED)

Members of the public who have not had the opportunity to speak on item 5 due to the limitation of time may now address the Board on any item of interest within the jurisdiction of the Board but not on its agenda today. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Each speaker has up to three minutes. Speaker slips (available at the entry) should be submitted to the District Clerk.

11. FUTURE AGENDA ITEM(S) (Estimated Time: 15 minutes)

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

12. ADJOURN TO CLOSED SESSION (Estimated Time 60 minutes)

- A. **CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.8 Agency Designated Representatives: Shelline Bennett and General Manager Jerry Gruber; Employee Organization: Cambria Firefighters/International Association of Firefighters (IAFF)4635**
- B. **CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.8 Agency Designated Representative: Shelline Bennett and General Manager Jerry Gruber; Employee Organization: Services Employee International Union/SEIU Local 620**

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: April 23, 2015

Subject: MANAGER'S REPORT

GENERAL MANAGER:

- Fiscal Year 2015/2016 Budget process.
- EWS- Emergency Water Supply Project Status Update.
- EWS Tours.
- EWS recognition from several media sources.
- EIR and comment letters received
- State Water Board Extends Emergency Water Conservation Regulations.
- California State Water Board Urban Water Suppliers, Cambria's noted conservation efforts.
- Grant Update Relating to Proposition 84 and Department Of Water Resources, second round.
- RWQCB workshop and TMDL draft report.
- Legislative Update relating to Water and Wastewater.
- ACWA – Association of California Water Agencies Update. Upcoming Conference and Round Table Discussion on conservation with General Manager Gruber and other Water Districts.
- Update on development of Phase 1 of the East Ranch Community Park
- Community Events Update.
- Mission Country Disposal Spring Clean-up Dates: April 20 – 24, details are on the CCSD website
- County of San Luis Obispo Update.
- Grand Jury Update.
- Fire update.

ADMINISTRATION:

Human Resources:

Recruitments:

Wastewater Operator I: We have recently hired Stephen Bratset as our newest Wastewater Operator.

Water Treatment Operator I: We continue to work toward hiring another Water Operator to assist with operations.

Maintenance Technician I: We have recently hired Timothy McLaughlin as our newest Maintenance Technician.

FACILITIES AND RESOURCES:

- *Vet's Hall:*
 - a. 37 events were held at Vet's Hall since last regular Board Meeting
 - b. Annual Fire Sprinkler Test was conducted
 - c. A dead and dangerous tree was removed from the parking lot
- *Fiscalini Ranch*
 - a. Dogs off leash

- i. At the April 9th Friends of the Fiscalini Ranch Board of Directors Meeting, the board unanimously voted to support the Ranch Manager's decision to comply with the San Luis Obispo County Leash Ordinance (9.08.020).
 - ii. Signage will be placed at the entrances to the Ranch advising users of the County Ordinance.
- b. Fire breaks:
 - i. Because of the high fire danger, staff has begun mowing fire breaks on the perimeters of the Ranch.
- *Staffing:*
 - a. Tim McLaughlin, our new Maintenance Technician started work on April 13th.
- *Trees:*
 - a. 73 dead and dangerous trees have been removed from District lots and Fiscalini Ranch in the past 8 months.

ENGINEER:

- Continue to work with County & DWR on providing supporting information towards the pending Proposition 84 Grant on Emergency Water Supply Project. A funding agreement was recently completed between DWR and County, which should be followed by a funding agreement between the County and CCSD.
- Reviewed draft RWQCB's Total Maximum Daily Loads (TMDLs) report for San Simeon Creek and attended 4/1/2015 presentation by RWQCB at the Cambria Vet's Hall. TMDL limits are being proposed on Nitrate, Phosphorous, Chlorides, and Sodium. Formal written comments are due to the RWQCB on or before 4/24/2015. The proposed TMDL limits could significantly change water quality requirements within District permits on its wastewater treatment plant (WWTP) effluent.
- Coordinated Enhanced Compliance Action (ECA) project work by Carollo Engineers on Wastewater Treatment Plant 10% Design Improvements. Meeting with Carollo and District staff is planned for 4/20/2015, which will be followed by a submittal to RWQCB staff on or before 4/24/2015. The project improvements will include process upgrades to remove nitrates and address various deficiencies that have been identified by operations and engineering. A CCSD Board discussion item is planned as part of the regular 5/28/2015 meeting.
- Continue to coordinate with CDM Smith and Water Department on the Emergency Water Supply Project. Task Order 6 is being planned for presentation to the Board as part of a special 5/14/2015 meeting. This task order will include a dechlorination system on the product water blending water, which was added to further enhance the project's lagoon water supply in anticipation of the future San Simeon Creek TMDL study completion and resulting limitations. Staff is also planning to attend a 4/21/2015 meeting with RWQCB staff to review proposed adjustments to the evaporation pond operation and mechanical evaporators. The project EIR's NOP comment period also ended on 4/6/2015 with 92 comment letters having been received.

Well Level Reports are attached and are available on the District website located at www.cambriacsd.org

FIRE:

Meetings and Affiliations (March 2015)

- SLO County Chiefs Assn. Meeting Mar. 04 0900 -1200, Paso Robles
- SLO County Board of Supervisors Mar. 11 0900 -1200, SLO
- Cambria Forest Committee Mar. 11 1830 -2200, Cambria
- SLO Fire Safe Council Mar. 18 0900 -1200, Cambria
- FHFRP Pre Meeting w/ Cal Fire Mar. 30 0900 -1100, Cambria
- SLO FSC Chipping Mtg. Mar. 31 1100 -1230, Cambria

Operations:

- Two of the Fire Department’s Reserve Firefighters – Jeremy Mace and James Green leaving department to take full time positions as Firefighters with Santa Maria FD.

Prevention:

- The San Luis Obispo Fire Safe Council hosted their March Board of Directors meeting in Cambria on March 18. A panel discussion was held to inform the community about the current extreme fire conditions brought about by the drought in Cambria’s overgrown and aging Monterey Pine forest.
- Chief Miller and Officers from Cal Fire met with Bruce Gibson and SLO County Staff to address the issue of permitting for removal of dead trees in the area. Issues about who would hold responsibility for blanket permitting were discussed. A future follow up meeting was scheduled to investigate and report on possibilities of CCSD or Cal Fire being the permit holder.
- The Cambria Fire Department, CERT, Cal Fire, SLO County Sheriff, Office of Emergency Services, Cambria Forest Committee and the American Red Cross all delivered a comprehensive Emergency Preparedness Expo on April 9th at the Veterans Hall.
- An emergency services Open House will be hosted at the Fire Station on Burton Drive on May 9th. Information related to emergency planning and preparedness will be available.
- The SLO Fire Safe Council and Cambria Fire Department will be hosting two free chipping events in the near future. The planned dates are May 15th and June 17th
- The Cambria Fire Department is currently hosting a Defensible Space Inspectors course at the Cambria Fire Station. The course is being instructed by members of the California Fire Chiefs Association Fire Prevention Officers - Wildland Urban Interface (WUI) Southern Chapter on April 23 and 24.

Review of the recent meeting with Cal Fire regarding permitting.

Review of the Recent Collaborative Fire Expo Event held at the Veteran’s Hall on April 9, 2015.

Fire Statistics are attached for your review

WASTEWATER:

Wastewater Treatment Plan Operations

- Repairs are being made to Clarifier 2.
- Alpha Electrical Service (AES) completed install on wastewater plant panel alarm upgrade.
- Preferred Pump performed alignments on all blower motors.
- Safety Kleen disposed (pumped out) used diesel and left over fuel tanks and barrels that was stored at WWTF.

Collection Systems & Lift Stations

- FRM and DKal performing work on lift station A1.
- Checked that all alarms are functioning at all lift stations.

- Lift station generators where inspected for operation.

Laboratory

- Samples gathered for FGL.
- Daily Testing for compliance reporting to local and state agencies.
- Gathered and submitted samples to FGL for state semi-annuals compliance reporting, also submitted special sampling for new monitoring well for the EWS to the state as requested by Bob Gresens for spray field.

Administrative

- Completed monthly report to Water Quality Control Board for February, 2015.
- Attended meeting to kick off PG&E, LIA and SLOC energy assessment, with a plant and lift station tour.
- Met with the Finance Manager regarding the budget for FY 2015-2016.
- Reviewed new permit requirements for wells sampling and monitoring.

Work Request outside of WWTF and Collections System

- Weeds mowed and sprayed at San Simeon spray field.

WATER:

The staff has been working diligently to learn key aspects of the EWS/AWTP. I am also requesting that the board approve a proposal to upgrade the control system for the San Simeon well field with Alpha Electric as part of the May agenda. This has two immediate impacts to the operations of the AWTP. First we will gain flow rate alarms for wells 1, 2 and 3 that are required for the continued operations of the advanced water treatment plant. Also it will make the tracer test a lot easier to perform as we will already have a system in place for monitoring runtimes and flow rates from all of the wells. The control system will help to negate some of the costs associated with the project. The monitoring system will also give long term operational data that will help the CCSD to better manage the San Simeon aquifer.

Production data, well level reports, and associated graphs are attached for your review and can be located on the District website, www.cambriacsd.org

BOARD OF DIRECTORS' MEETING – APRIL 23, 2015
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT

ADMINISTRATION

The Water and Wastewater Revenue section reflects invoicing in March for usage in January and February 2015. Meters will be read and invoices produced in early May and updated figures will be provided in the report for May.

Total expenditures for the Emergency Water Supply project are now \$9,680,458 which exceeds the loan amount of \$8,900,000. This is reflected on the "Cash Balance" report as an inter-fund loan from the General Fund.

BUDGET

- A Fiscal Year 2014/2015 Budget was adopted on June 26, 2014.
- A Budget Amendment was adopted on November 20, 2014.
- A Mid-Year Budget Amendment was adopted February 26, 2015.
- Cash held in the Proposition 1A Reserve was transferred to the General Fund on February 26, 2015. The funds are to be used to finance improvements at the East Ranch Park.
- A summary of revenues and expenditures through March 31, 2015 in each fund is provided on the "Budget-At-A-Glance" which is on the next page. The column on the far right shows revenue and expenditures projected by staff for the remainder of the fiscal year.

EXPENDITURES OVER \$100,000 DURING FEBRUARY 2015

There was one disbursements in excess of \$100,000 during March 2015. It was to CDM Smith for \$219,901.38. It was for work performed on the Emergency Water Supply project under Task Orders #3 and #5.

**CAMBRIA COMMUNITY SERVICES
DISTRICT
BUDGET-AT-A-GLANCE
FISCAL YEAR 2014 - 2015**

GENERAL FUND	FISCAL YEAR 2014-2015 BUDGET	ACTUAL THROUGH 3/31/2015	PROJECTED THROUGH 6/30/2015
ADMINISTRATION DEPARTMENT			
REVENUES	\$ 1,448,639	\$ 983,265	\$ 1,448,639
EXPENDITURES	1,360,096	1,013,408	1,372,362
SURPLUS (DEFICIT)	\$ 88,543	\$ (30,144)	\$ 76,277
FIRE DEPARTMENT			
REVENUES	\$ 1,725,635	\$1,183,306	\$ 1,723,718
EXPENDITURES	1,743,268	1,284,947	1,760,138
SURPLUS (DEFICIT)	\$ (17,633)	\$ (101,641)	\$ (36,420)
FACILITIES & RESOURCES DEPARTMENT			
REVENUES	\$ 528,475	\$ 383,278	\$ 526,893
EXPENDITURES	535,553	375,856	551,039
SURPLUS (DEFICIT)	\$ (7,078)	\$ 7,423	\$ (24,145)
PARKS & RECREATION DEPARTMENT			
REVENUES	\$ 19,205	\$ 14,101	\$ 19,374
EXPENDITURES	19,216	5,556	18,448
SURPLUS (DEFICIT)	\$ (11)	\$ 8,546	\$ 926
GRAND TOTAL GENERAL FUND			
REVENUES	\$ 3,721,954	\$2,563,950	\$ 3,718,624
EXPENDITURES	3,658,133	2,679,766	3,701,987
SURPLUS (DEFICIT)	\$ 63,821	\$ (115,816)	\$ 16,637

WATER FUND	FISCAL YEAR 2014-2015 BUDGET	ACTUAL THROUGH 3/31/2015	PROJECTED THROUGH 6/30/2015
REVENUES	\$ 1,674,065	\$1,200,570	\$ 1,720,549
EXPENDITURES	1,896,441	1,259,727	1,819,409
SURPLUS (DEFICIT)	\$ (222,376)	\$ (59,156)	\$ (98,860)

WASTEWATER FUND	FISCAL YEAR 2014-2015 BUDGET	ACTUAL THROUGH 3/31/2015	PROJECTED THROUGH 6/30/2015
REVENUES	\$ 1,859,165	\$1,250,944	\$ 1,858,826
EXPENDITURES	2,048,268	1,363,442	2,112,780
SURPLUS (DEFICIT)	\$ (189,103)	\$ (112,498)	\$ (253,954)

WATER AND WASTEWATER REVENUE

The chart below shows actual water usage and revenue for fiscal years 2013 and 2014. It also shows actual usage and revenue for the current fiscal year (2015) through February 2015 and projected usage and revenue through June 2015.

1	WATER SALES						
2							
3	FY 12/13	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
4	TOTAL	381,951	313,702	250,683	255,453	277,670	333,616
5	BASE	102,586	102,672	102,722	102,809	102,906	102,915
6	USAGE	278,488	210,933	146,434	151,971	173,955	229,755
9	ADJUSTMNTS	877	97	1,527	673	809	946
11	TOTAL CASH						
12	CCF	61,407	51,098	40,051	40,943	44,201	54,173
13	USAGE \$/CCF	4.54	4.13	3.66	3.71	3.94	4.24
14							
15	FY 13/14	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
16	TOTAL	393,622	298,103	242,203	232,597	271,413	231,812
17	BASE	102,895	102,793	102,784	102,907	102,885	102,755
18	USAGE	288,512	192,906	137,197	129,137	97,979	99,313
21	ADJUSTMNTS	2,215	2,404	2,222	553	(157)	(17,035)
22	PENALTIES/SURCHARGES					70,706	46,779
23	TOTAL CASH						
24	CCF	63,113	47,345	38,827	36,576	24,917	25,500
25	USAGE \$/CCF	4.57	4.07	3.53	3.53	3.93	3.89
26							
27						PROJECTIONS	
28	FY 14/15	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
29	TOTAL	315,646	386,085	328,775	347,274	375,487	378,625
30	BASE	102,952	102,867	102,837	102,835	102,835	102,835
31	USAGE	127,246	103,268	83,048	85,496	97,979	99,313
32	EWS BASE		62,097	62,094	61,799	61,799	61,799
33	EWS USAGE		89,005	60,235	61,371	77,101	78,905
34	ADJUSTMNTS	(7,277)	(15,945)	(12,369)	(3,435)	(3,435)	(3,435)
35	PENALTIES/SU	92,725	44,793	32,930	39,208	39,208	39,208
36	TOTAL CASH						
37	CCF	31,592	28,764	23,723	23,967	24,917	25,500
38	PRIOR YR	50%	61%	61%	66%	100%	100%
39	USAGE \$/CCF	4.03	3.59	3.50	3.57	3.93	3.89
40	EWS\$/CCF		3.09	2.54	2.56	3.09	3.09

The chart below shows (on line 51) that actual CCFs billed in the first four billing cycles in fiscal year 2015 were 51%, 56%, 59% and 59% compared to what was billed in fiscal year 2013. The projected billings for the remaining three billing cycles (also shown on line 51) are 56% and 47%.

	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
FY 2013	100%	83%	65%	67%	72%	88%
<i>Each billing cycle compared to Jul/Aug billing cycle</i>						
FY 2014	103%	93%	97%	89%	56%	47%
<i>Each billing cycle compared to fiscal year 2013 billing cycle</i>						
FY 2015	51%	56%	59%	59%	56%	47%
<i>Each billing cycle compared to fiscal year 2013 billing cycle</i>						

WASTEWATER REVENUE

The chart below shows actual Wastewater revenue for fiscal years 2013 and 2014. It also shows actual revenue for the current fiscal year (2015) through February 2015 and projected revenue through June 2015.

58	FY 12/13	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
59	SEWER SALES	353,040	333,530	314,016	316,887	322,690	339,547
60	BASE	248,975	248,931	248,991	249,061	248,917	248,880
61	USAGE	104,065	84,599	65,025	67,826	73,773	90,667
62	<i>PERCENT SALES COMPARED TO JUL/AUG 2013:</i>						
63		100%	81%	62%	65%	71%	87%
65							
66	FY 13/14	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
67	TOTAL	356,678	327,765	312,334	309,020	288,655	288,937
68	BASE	249,916	249,111	249,098	249,489	249,415	249,153
69	USAGE	106,762	78,654	63,236	59,531	39,240	39,784
70							
72	<i>COMPARISON TO SAME PERIOD FY 12/13</i>						
74	TOTAL %	101%	98%	99%	98%	89%	85%
75	USAGE %	103%	93%	97%	88%	53%	44%
76							
77	FY 14/15	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>PROJECTIONS</u> <u>MAR/APR</u>	<u>MAY/JUN</u>
78	TOTAL	298,877	291,469	286,650	287,225	289,438	289,982
79	BASE	250,263	250,012	249,984	250,198	250,198	250,198
80	USAGE	48,614	41,457	36,666	37,027	39,240	39,784
81							
82	<i>COMPARISON TO SAME PERIOD FY 12/13</i>						
82	TOTAL %	85%	87%	91%	91%	90%	85%
83	USAGE %	47%	49%	56%	62%	100%	100%
84							

EXPENDITURES FOR THE EMERGENCY WATER SUPPLY

- The District has undertaken the development of an emergency water supply in response to a declared Stage 3 Drought Emergency. The Finance Department has accounted for expenditures associated with this effort by grouping expenditures into two main categories:

- 1. EWS: Filtration System, SR1/SR3 at Santa Rosa Creek**
- 2. EWS: Brackish Water Treatment at San Simeon Creek**

- Total **invoices** paid to-date for the Emergency Water Supply projects associated with Santa Rosa Creek equal \$354,135. This figure includes costs associated with the rehabilitation of the Filtronics Plant and the SR1 and SR3 wells. An additional \$40,000 will be required to replace the filtronics filter media to complete the project. The District has been notified that it will receive a Public Works System Drought Relief Grant in the amount of \$307,876 to offset the cost of this project.
- With respect to the Brackish Water Treatment at San Simeon Creek project, total commitments made to-date, in the form of issued **purchase orders**, equal \$9,126,647. These relate to Task Orders in the following way:

\$174,495	Task Order 1:	Hydrogeological Modeling
\$299,601	Task Order 2:	Preconstruction Engineering (Phase 1)
\$920,084	Task Order 3:	Preconstruction Services (Phase 2)
\$499,941	Task Order 4:	Engineering; Permitting; Purchase Assistance
\$584,607	Task Order 5:	Permitting & Environmental
<u>\$6,647,919</u>		Design/Build Contract (with CDM Constructors, Inc.)
\$9,126,647	Total	

- Invoices paid to-date to CDM Smith, the Emergency Water Supply Project’s primary design/build contractor, equal \$8,762,375.
 - \$174,495 for a progress billing for Task Order 1
 - \$300,029 for a progress billing for Task Order 2
 - \$897,303 for a progress billing for Task Order 3
 - \$499,942 for a progress billing for Task Order 4
 - \$506,125 for a progress billing for Task Order 5
 - \$6,384,482 for the Design/Build Contract through March 2015
- With respect to the Brackish Water Treatment at San Simeon Creek project, total expenditures to all vendors, meaning checks issued, equal \$9,680,458.
- The first loan payment to TPB Investments, Inc. for \$326,754 for principal and interest on the loan for the Emergency Water System was paid on February 1, 2015. The next payment is due August 1, 2015.

CASH BALANCES

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

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

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

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

It should be noted that revenues and expenditures fluctuate significantly from month to month and that the most appropriate comparison of available cash balances is at the end of the fiscal year on June 30th. Final balance amounts in the Water and Wastewater funds are determined after all other fiscal year activity is recorded, reconciled and audited. Audited cash balances on June 30, 2014 were as shown below. It should be noted that the Emergency Water Supply Project is included in the Water Fund and receipt of funds from a loan of \$8,900,000 for the Water Fund (Emergency Water Supply Project) was anticipated shortly after the end of the fiscal year.

CCSD FINANCIAL AUDIT JUNE 30, 2014									
<u>FUND</u>	<u>CASH BALANCE</u>	<u>INTERFUND LOANS</u>	<u>CASH POSITION</u>						
GENERAL FUND	1,900,666	2,251,907	4,152,573						
WATER FUND	1,674,294	(2,251,907)	(577,613)						
WASTEWATER FUND	302,778		302,778						
TOTAL	3,877,738	-	3,877,738						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px;">2014 LOANS</td> <td style="text-align: right; padding: 5px;">2,094,181</td> </tr> <tr> <td style="padding: 5px;">LOANS PRIOR TO 2014</td> <td style="text-align: right; padding: 5px;">157,726</td> </tr> <tr> <td style="padding: 5px;">TOTAL LOANS</td> <td style="text-align: right; padding: 5px;">2,251,907</td> </tr> </tbody> </table>				2014 LOANS	2,094,181	LOANS PRIOR TO 2014	157,726	TOTAL LOANS	2,251,907
2014 LOANS	2,094,181								
LOANS PRIOR TO 2014	157,726								
TOTAL LOANS	2,251,907								

Cash balances on March 31, 2015 are shown below. While the cash available is easily determined, the inter-fund loans are based on operating revenues and expenditures that have not been audited and are therefore only estimates. Cash balances decreased by \$344,561 in March because there were relatively few utility billing receipts during the month and virtually no tax receipts while expenditures were inflated compared to normal expenditures due to payments for the Emergency Water Supply project.

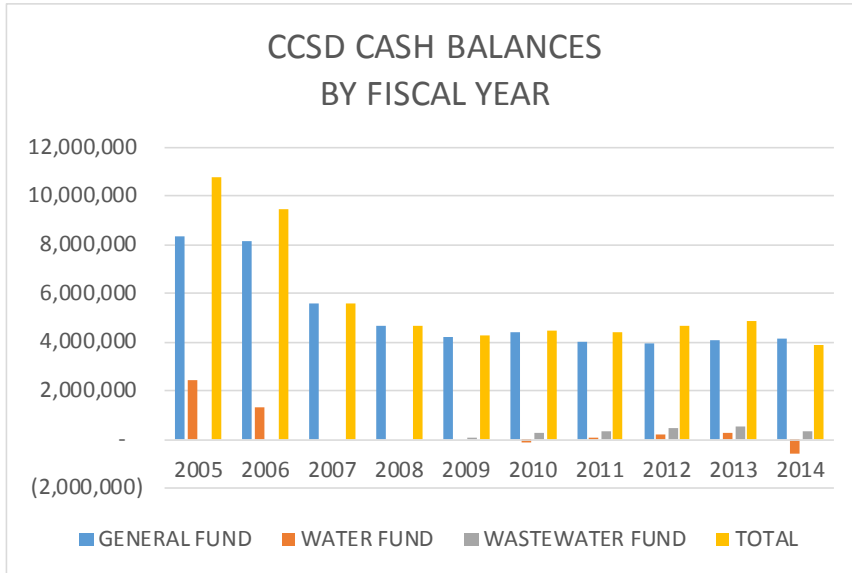
**CCSD
UNAUDITED
MARCH 31, 2015**

<u>ACCOUNT</u>	<u>CASH BALANCE</u>
HERITAGE OAKS BANK MAIN	\$ 241,747
HERITAGE OAKS BANK MONEY MARKET	\$ 502,400
LAIF	\$ 2,451,540
TOTAL CASH BALANCE	<u>\$ 3,195,687</u>

CASH ALLOCATION

<u>FUND</u>	<u>CASH BALANCE</u>	<u>INTERFUND LOANS</u>	<u>CASH POSITION</u>
GENERAL FUND	\$ 2,733,623	\$ 1,417,071	\$ 4,150,694
PROS	\$ 159,286		\$ 159,286
WATER FUND	\$ -	\$ (636,613)	\$ (636,613)
EWS FUND	\$ -	\$ (780,458)	\$ (780,458)
WASTEWATER FUND	\$ 190,778		\$ 190,778
TOTAL	<u>\$ 3,083,687</u>	<u>\$ -</u>	<u>\$ 3,083,687</u>

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



	GENERAL FUND	WATER FUND	WASTEWATER FUND	TOTAL
2005	8,340,086	2,427,867	-	10,767,953
2006	8,172,903	1,290,772	0	9,463,675
2007	5,561,428	0	0	5,561,428
2008	4,658,444	0	0	4,658,444
2009	4,237,597	0	27,551	4,265,148
2010	4,414,366	(157,726)	242,400	4,499,040
2011	4,001,132	39,341	345,804	4,386,277
2012	3,972,897	231,027	450,891	4,654,815
2013	4,096,965	236,601	556,700	4,890,266
2014	4,152,573	(577,613)	302,778	3,877,738

INTERNAL LOANS

The only internal loan is the Army Corp of Engineers matching loan which was made consistent with the District’s practice of maintaining pooled cash available to cover the cash flow needs of the agency and of any individual Fund, to be restored to the General Fund.

<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	Army Corp of Engineers Matching

EXTERNAL LOANS

As of March 31, 2015, the CCSD external debt is as shown in the following two charts, including interest rates and prepayment penalty provisions.

**BOARD OF DIRECTORS' MEETING - MARCH 23, 2015
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT ATTACHMENT
SCHEDULE OF LONG-TERM INFRASTRUCTURE-RELATED DEBT**

DESCRIPTION	State Revolving Fund Loan	Bank Note (Funds 2006 Refund of 1999 Bonds)	Bank Note (2014 Installment Sales Agreement for EWS)
DEBT HOLDER	SWRCB	City National Bank	Western Alliance Bank
ORIGINAL PRINCIPAL	\$2,592,324.38	\$2,245,000.00	\$8,939,000.00
INTEREST RATE	3.00%	4.55%	4.11%
FUND	Wastewater	Wastewater	Emergency Water Supply
DEPARTMENT	Wastewater	Wastewater	Water
FINAL PAYMENT DATE	5/28/2016	9/23/2023	8/1/2034
PRINCIPAL BALANCE @ 8/11/14	\$332,920	\$1,303,000	\$8,939,000
PROJECTED PRINCIPAL PAYMENT(S) FFY 2014/2015	\$164,069	\$109,000	\$149,181
PROJECTED INTEREST PAYMENT(S) FFY 2014/2015	\$9,987	\$56,807	\$177,573
PROJECTED BALANCE @ 6/30/15**	\$168,851	\$1,194,000	\$8,789,819
PROJECTED PRINCIPAL PAYMENT(S) FFY 2015/2016	\$168,851	\$109,000	\$304,246
PROJECTED INTEREST PAYMENT(S) FFY 2015/2016	\$5,066	\$51,847	\$358,137
PROJECTED BALANCE @ 6/30/16**	\$0	\$1,085,000	\$8,485,573
PROJECTED PRINCIPAL PAYMENT(S) FFY 2016/2017	\$0	\$114,000	\$313,861
PROJECTED INTEREST PAYMENT(S) FFY 2016/2017	\$0	\$46,773	\$345,565
PROJECTED BALANCE @ 6/30/17**	\$0	\$971,000	\$8,171,712
PROJECTED PRINCIPAL PAYMENT(S) FFY 2017/2018	\$0	\$118,000	\$326,893
PROJECTED INTEREST PAYMENT(S) FFY 2016/2017	\$0	\$41,496	\$332,533
PROJECTED BALANCE @ 6/30/18**	\$0	\$853,000	\$7,844,819
PROJECTED INTEREST PAYMENTS FFY 14/15-17/18	\$15,053	\$196,923	\$1,213,808
AVERAGE ANNUAL TOTAL (P+I) PAYMENT(S)*	\$173,987	\$161,731	\$659,975
PREPAYMENT PENALTY	No	Yes-3% from 10/1/13-4/1/16, 2% from 10/1/16-4/1/20, none after 10/1/20	Yes - 5% until 8/1/2015; prepayment premium calculation before 8/1/2024; 0% on or after 8/1/2024

*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.

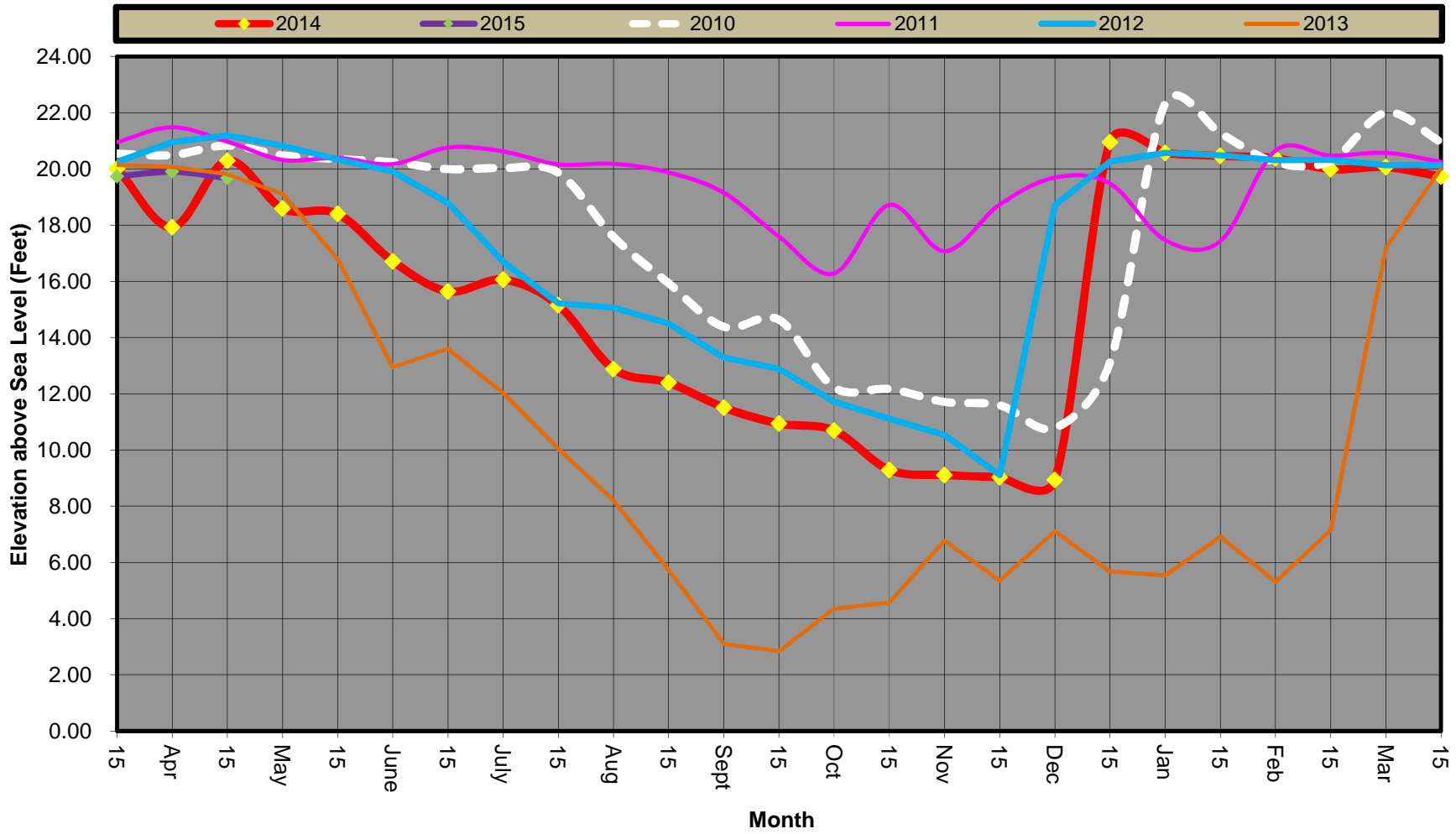
**BOARD OF DIRECTORS' MEETING - MARCH 23, 2015
 ADDENDUM TO GENERAL MANAGER'S REPORT
 FINANCE MANAGER'S REPORT ATTACHMENT
 SCHEDULE OF SHORT-TERM DEBT**

LENDER	CITY NATIONAL BANK
AMOUNT OF ORIGINAL DEBT	\$102,000
DATE LOAN OBTAINED	November 1, 2012
INTEREST RATE	3%
ANNUAL PAYMENT	\$27,605
DATE OF LAST PAYMENT	April 1, 2017
PURPOSE OF DEBT	Purchase of 4 Pick-up Trucks and 1 Office Copier

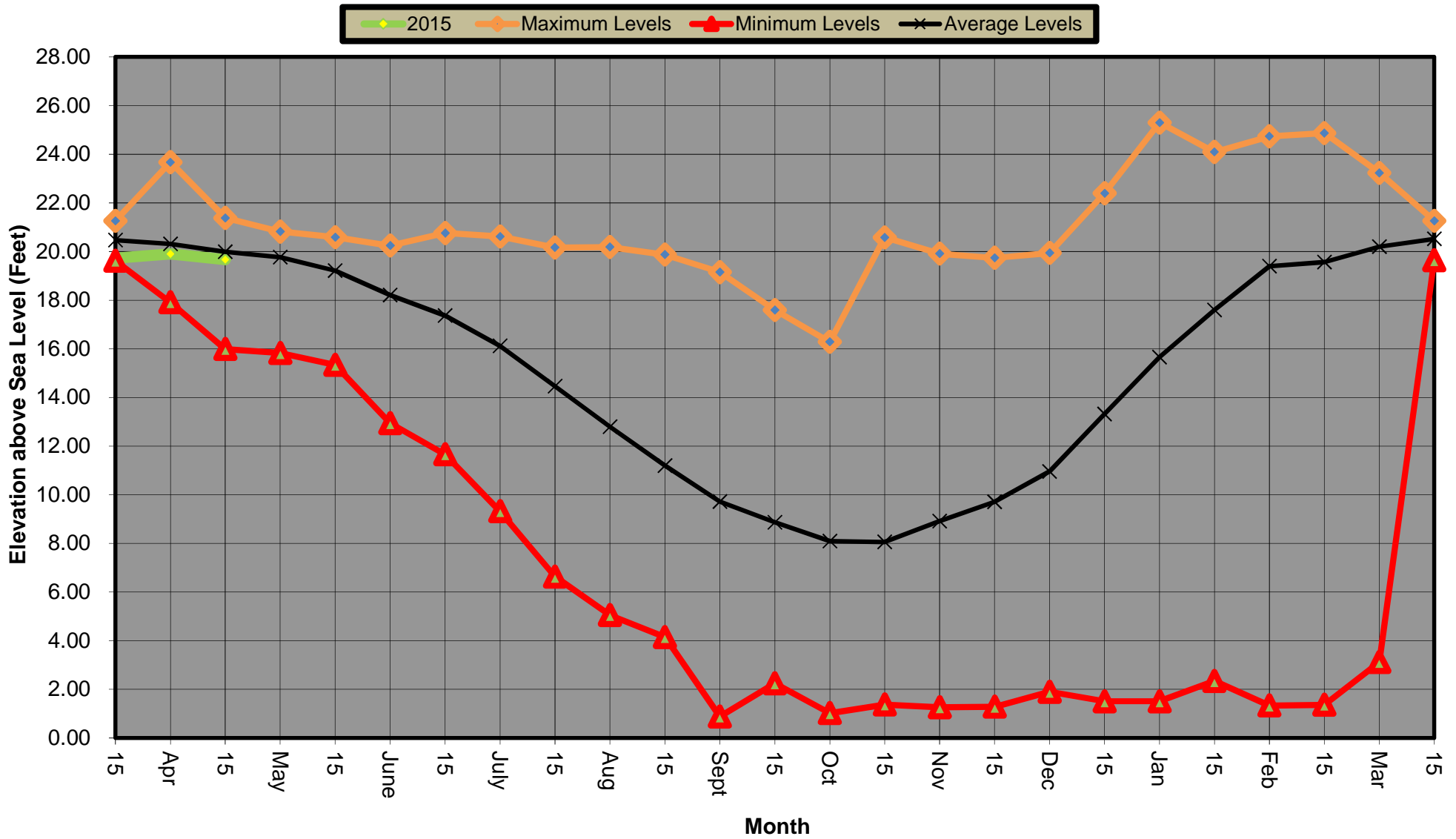
LENDER	MORTON REVOCABLE TRUST
AMOUNT OF ORIGINAL DEBT	\$53,612
DATE LOAN OBTAINED	September 15, 2013
INTEREST RATE	3.5%
ANNUAL PAYMENT	\$14,595
DATE OF LAST PAYMENT	November 20, 2017
PURPOSE OF DEBT	Purchase of 2 Pick-up Trucks

LENDER	JOHN DEERE FINANCIAL
AMOUNT OF ORIGINAL DEBT	\$31,350
DATE LOAN OBTAINED	July 31, 2013
INTEREST RATE	0%
ANNUAL PAYMENT	\$6,270
DATE OF LAST PAYMENT	July 30, 2018
PURPOSE OF DEBT	Purchase of John Deere Tractor

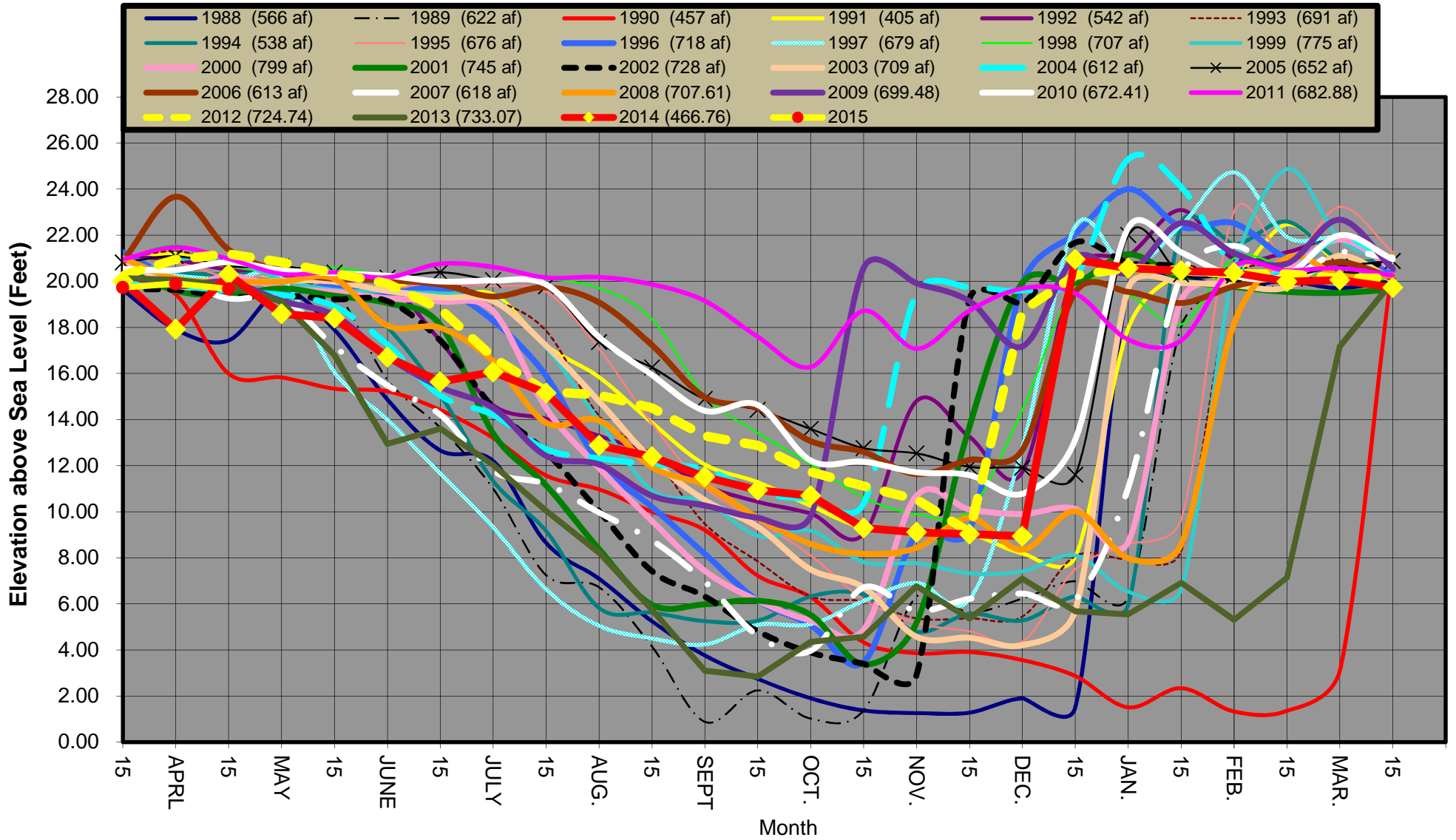
San Simeon Creek Well Levels Last 5 years March, 2010 - Current



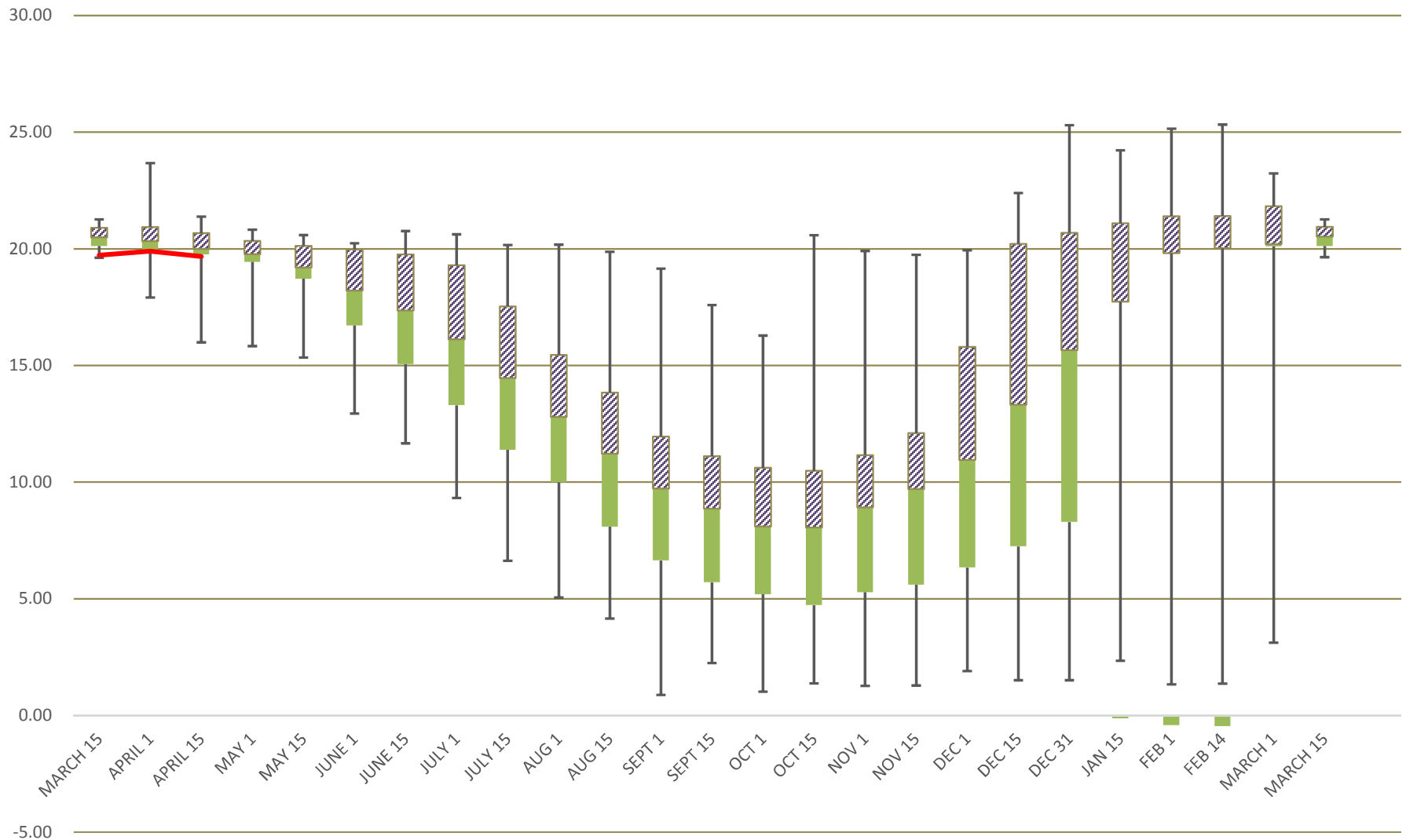
San Simeon Creek Well Levels Water Year 2015/2016 levels to date and 1988 to Current Min, Max, & Average



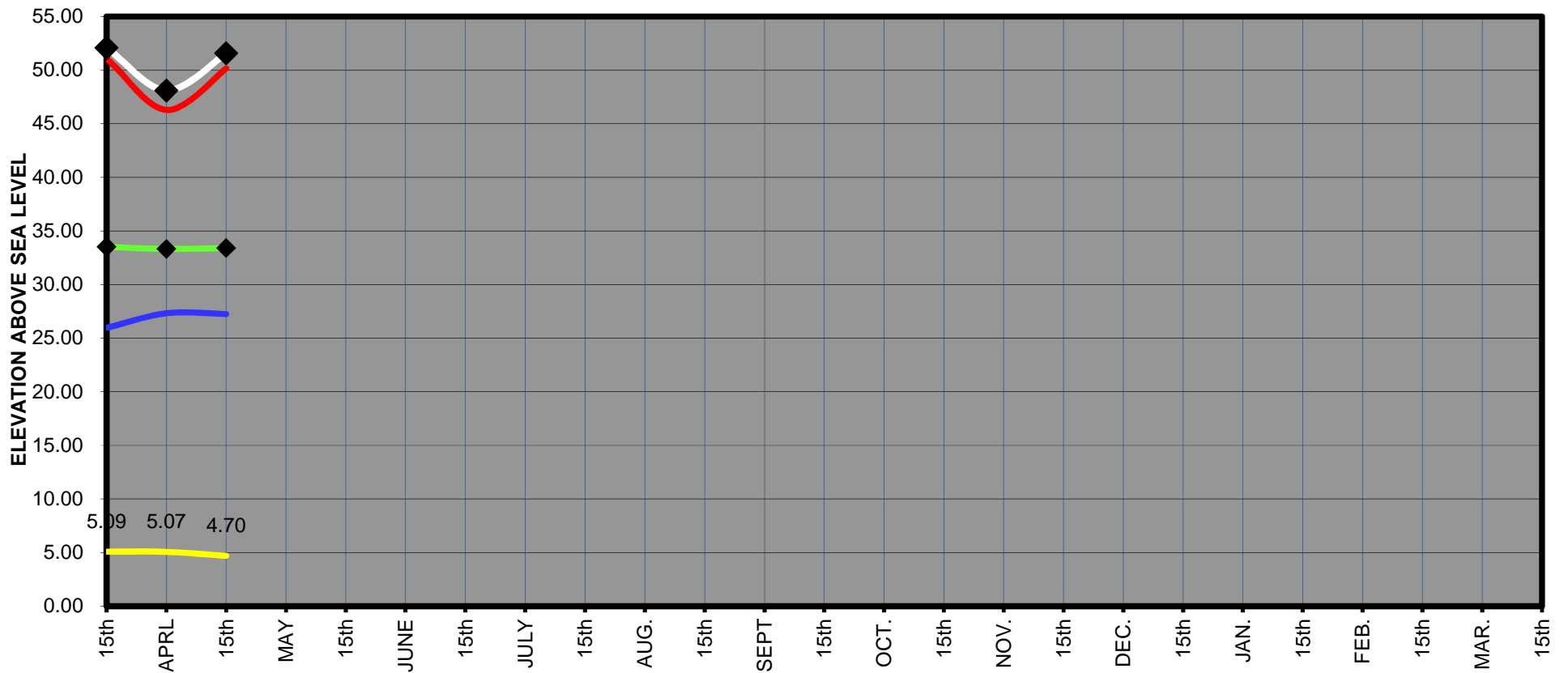
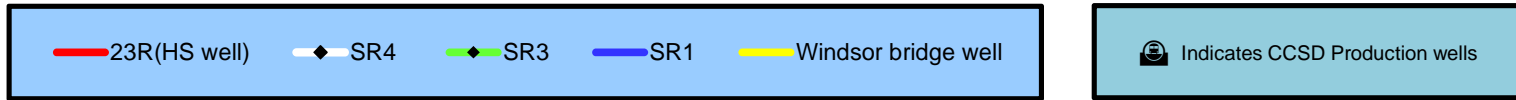
San Simeon Creek Well Levels 1988 - Current



**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**



SANTA ROSA CREEK WELL LEVELS March 15th, 2015 - Current



4/13/15

CAMBRIA COMMUNITY SERVICES DISTRICT
WELL WATER LEVELS FOR 4/13/15

Well Code	Distance Ref. Point to Water Level	Reference Point Distance Above Sea Level	Depth of Water to Sea Level	Remarks
SANTA ROSA CREEK WELLS				
23R	33.27	83.42	50.15	
SR4	30.42	82.00	51.58	
SR3	20.90	54.30	33.40	
SR1	19.15	46.40	27.25	
RP#1	20.84	46.25	25.41	
RP#2		33.11		Not Read
21R3	8.41	12.88	4.47	86983
WBE	12.17	16.87	4.70	
WBW		17.02		Not Read
AVERAGE LEVEL OF CCSD SANTA ROSA WELLS SR1 & SR3 =				30.33 FEET
CCSD SANTA ROSA WELL SR4 =				51.58 FEET

SAN SIMEON CREEK WELLS				
16D1	7.85	11.36	3.51	
MW1		42.11		Not Read
MW2		38.10		Not Read
MW3		49.56		Not Read
9M1		65.63		Not Read
9P2	9.45	19.11	9.66	
9P7		20.69		Not Read
9L1	10.55	27.33	16.78	
RIW		25.41		No Reference Elevation/unreadable
SS4		25.92		SS4 to 9P2 Gradient = - N/A
MIW		29.89		Not Read
SS3	14.05	33.73	19.68	
SS2	13.22	33.16	19.94	
SS1	12.99	32.37	19.38	
11B1		105.43		Not Read
11C1	15.06	98.20	83.14	
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	23.41	55.21	31.80	
9J3		43.45		
AVERAGE LEVEL OF CCSD SAN SIMEON WELLS SS1,SS2 & SS3 =				19.67 FEET

Red Font are the CCSD's Production Wells, as measured on 4/13/15
Reference point on 16d1,miw1,miw2,miw3,9p7,riw,miw1,ss1,ss2 and ss3 updated 2/17/2015

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF MARCH, 2015**

<u>VENDOR NAME</u>	<u>CHECK #</u>	<u>CHECK DATE</u>	<u>LINE NO.</u>	<u>LINE AMOUNT</u>	<u>DESCRIPTION</u>
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	95.00	WW/STORMWATER TESTING 12/10/14
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	95.00	WW/STORMWATER TESTING 12/15/14
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	150.00	EWS/COLIFORM & HETEROTROPHIC PLATE COUNT 01/29/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	25.00	EWS/COLIFORM TESTING 02/03/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	50.00	EWS/COLIFORM TESTING 02/03/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	75.00	EWS/COLIFORM TESTING 02/03/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	50.00	EWS/COLIFORM TESTING 02/04/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	75.00	EWS/COLIFORM TESTING 02/04/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	125.00	EWS/COLIFORM TESTING 02/09/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	150.00	EWS/COLIFORM & HETEROTROPHIC PLATE COUNT
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	25.00	EWS/COLIFORM TESTING 02/09/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	50.00	EWS/COLIFORM TESTING 02/15/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	75.00	EWS/COLIFORM TESTING 02/12/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	50.00	EWS/COLIFORM TESTING 02/23/15
ABALONE COAST ANALYTICAL, INC.	60209	3/2/2015	1	75.00	EWS/COLIFORM TESTING 02/23/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	50.00	EWS/COLIFORM TESTING 02/16/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	75.00	EWS/COLIFORM TESTING 02/16/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	150.00	EWS/COLIFORM TESTING 02/17/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	75.00	EWS/COLIFORM TESTING 02/18/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	25.00	EWS/COLIFORM TESTING 02/18/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	50.00	EWS/COLIFORM TESTING 02/19/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	75.00	EWS/COLIFORM TESTING 02/19/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	100.00	EWS/COLIFORM TESTING 02/24/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	25.00	EWS/COLIFORM TESTING 02/24/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	50.00	EWS/COLIFORM TESTING 02/25/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	75.00	EWS/COLIFORM TESTING 02/25/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	50.00	EWS/COLIFORM TESTING 02/26/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	75.00	EWS/COLIFORM TESTING 02/26/15
ABALONE COAST ANALYTICAL, INC.	60282	3/12/2015	1	50.00	EWS/COLIFORM TESTING 03/02/15
				2,090.00	
ACCURATE MAILING SERVICE	60210	3/3/2015	1	700.00	WD/POSTAGE DEPOSIT UTILITY BILLS 03/2015
ACCURATE MAILING SERVICE	60210	3/3/2015	2	700.00	WW/POSTAGE DEPOSIT UTILITY BILLS 03/2015
ACCURATE MAILING SERVICE	60210	3/3/2015	3	100.00	WD/PREPAY MAILING SERVICES UTIL BILLS 03/2015
ACCURATE MAILING SERVICE	60210	3/3/2015	4	100.00	WW/PREPAY MAILING SERVICES UTIL BILLS 03/2015
				1,600.00	
ADVANTAGE TECH SVCS, INC.	60283	3/12/2015	1	4,185.00	WD/INSPECT & ENG. ON FISCALIN WATER TANK REPLCMNT
ADVANTAGE TECH SVCS, INC.	60283	3/12/2015	1	775.00	WW/ULTRASONIC TESTING
				4,960.00	
AGP VIDEO	60226	3/5/2015	1	868.75	ADM/VIDEO PROD'N & DISTRBTN BRD MTG 02/26/15
AIRGAS USA, LLC	60227	3/5/2015	1	134.55	FD/OXYGEN CYLINDERS
ALL WAYS CLEAN	60228	3/5/2015	1	136.00	WD/WW/MONTHLY CLEANING JANUARY 2015
ALL WAYS CLEAN	60228	3/5/2015	2	136.00	WD/WW/MONTHLY CLEANING JANUARY 2015
				272.00	
ALPHA ELECTRICAL SERVICE	60284	3/12/2015	1	3,922.53	EWS/INSTALLATION OF TURBIDIMETER & SENSOR RADIO
ALPHA ELECTRICAL SERVICE	60284	3/12/2015	1	433.37	EWS/TROUBLESHOOT & REPLACE FAULTY BREAKER
				4,355.90	
ARCHULETA, ORLANDO	60211	3/3/2015	1	45.00	WW/WIRELESS REIMB 03/2015
AT&T	60222	3/5/2015	1	87.52	WW/ALARM LIFT STATION B4 SVC THRU 03/24/15
AT&T	60303	3/18/2015	1	290.54	WD/ALARM VAN GORDON WELL FIELD MAR 2015
				378.06	
BIG TREE	60229	3/5/2015	1	1,500.00	F&R/TREE REMOVAL & CHIPPING
BIG TREE	60302	3/16/2015	1	4,800.00	F&R/(6)TREE REMOVAL AT HUNTINGTON
				6,300.00	
BOLOGNINI, FRANCESCA	60325	3/25/2015	1	66.19	MQ CUSTOMER REFUND

<u>VENDOR NAME</u>	<u>CHECK #</u>	<u>CHECK DATE</u>	<u>LINE NO.</u>	<u>LINE AMOUNT</u>	<u>DESCRIPTION</u>
BRENNTAG PACIFIC, INC.	60285	3/12/2015	1	2,979.04	EWS/CHEMICALS 02/19/15
BRENNTAG PACIFIC, INC.	60285	3/12/2015	1	2,453.90	EWS/CHEMICLAS 02/25/15
BRENNTAG PACIFIC, INC.	60285	3/12/2015	1	343.67	WD/CHEMICALS 02/26/15
				<u>5,776.61</u>	
BRUMIT DIESEL INC	60286	3/12/2015	1	106.93	FD/MAINT & REPAIR VEHICLES- ENG 91
BURTON'S FIRE, INC.	60230	3/5/2015	1	228.06	FD/MAINT & REPAIR VEHICLES
CAL WEST RAIN	60287	3/12/2015	1	832.50	WW/SWAP OUT VHS MOTORS
CAMBRIA HARDWARE CENTER	60304	3/18/2015	1	449.33	WD/HARDWARE SUPPLIES FEBRUARY 2015
CAMBRIA HARDWARE CENTER	60304	3/18/2015	1	97.28	WW/HARDWARE SUPPLIES FEBRUARY 2015
CAMBRIA HARDWARE CENTER	60304	3/18/2015	2	45.54	WW/HARDWARE SUPPLIES FEBRUARY 2015
CAMBRIA HARDWARE CENTER	60304	3/18/2015	3	7.65	WW/HARDWARE SUPPLIES FEBRUARY 2015
CAMBRIA HARDWARE CENTER	60304	3/18/2015	1	3.32	ADM/HARWARE SUPPLIES FEBRUARY 2015
CAMBRIA HARDWARE CENTER	60304	3/18/2015	1	6.43	F&R/HARDWARE SUPPLIES FEBRUARY 2015
CAMBRIA HARDWARE CENTER	60304	3/18/2015	1	(20.02)	FD/HARWARE SUPPLIES FEBRUARY 2015 CREDIT BALANCE
CAMBRIA HARDWARE CENTER	60304	3/18/2015	2	32.30	FD/HARWARE SUPPLIES FEBRUARY 2015
CAMBRIA HARDWARE CENTER	60304	3/18/2015	3	5.36	FD/HARWARE SUPPLIES FEBRUARY 2015
CAMBRIA HARDWARE CENTER	60304	3/18/2015	4	3.54	FD/HARWARE SUPPLIES FEBRUARY 2015
				<u>630.73</u>	
CAMBRIA VILLAGE SQUARE	60221	3/3/2015	1	3,182.13	ADM/MONTHLY OFFICE LEASE PYMT 1316 TAMSEN 03/2015
CARMEL & NACCASHA LLP	60212	3/3/2015	1	10,000.00	ADM/MONTHLY RETAINER 03/2015
CARMEL & NACCASHA LLP	60307	3/19/2015	1	1,896.00	EWS/WATER RIGHTS
				<u>11,896.00</u>	
CDM CONSTRUCTORS INC.	60288	3/12/2015	1	58,414.08	EWS/START UP & COMMISSIONING/PLANT OPER. 1ST MONTH
CDM SMITH INC.	60231	3/5/2015	1	1,889.76	EWS/T-3 TRACER TESTING
CDM SMITH INC.	60231	3/5/2015	2	745.11	EWS/T-8 ENVIRON IS/MND
CDM SMITH INC.	60231	3/5/2015	3	8,520.61	EWS/T-13 O&M MANUAL
CDM SMITH INC.	60231	3/5/2015	4	14,898.51	EWS/T-9 ADD'L PERMIT
CDM SMITH INC.	60231	3/5/2015	1	166,496.00	EWS/T-8 ENIRON IS/MND
CDM SMITH INC.	60231	3/5/2015	2	16,661.88	EWS/T-13 O&M MANUAL
CDM SMITH INC.	60231	3/5/2015	1	7,789.65	EWS/T3 INJECTION WELL DESIGN & BORING
CDM SMITH INC.	60231	3/5/2015	2	2,899.86	EWS/T-11 PROJECT MANAGEMENT
				<u>219,901.38</u>	
CHEMDRY	60232	3/5/2015	1	403.12	WW/YEILD AEROSOL
CHEMSEARCH	60289	3/12/2015	1	403.12	WW/YIELD AEROSOL
CHERMAK, AURA MANTILLA & ANDRE	60326	3/25/2015	1	24.00	MQ CUSTOMER REFUND
COASTAL COPY, LP	60233	3/5/2015	1	264.14	ADM/USACE C350 01/14/15 - 02/13/15
CONATY, JANE	60327	3/25/2015	1	30.94	MQ CUSTOMER REFUND
CORBIN WILLITS SYSTEMS	60213	3/3/2015	1	1,224.12	ADM/MTHLY SUPPORT AGRMT - MOM SOFTWARE 03/2015
CRYSTAL SPRINGS WATER CO.	60234	3/5/2015	1	25.15	WW/SPRING DRINKING WATER
CRYSTAL SPRINGS WATER CO.	60234	3/5/2015	1	19.18	WW/DISTILLED WATER
CRYSTAL SPRINGS WATER CO.	60308	3/19/2015	1	41.93	WW/DISTILLED & SPRING DRINKING WATER
CRYSTAL SPRINGS WATER CO.	60308	3/19/2015	1	2.90	WW/DISTILED WATER
CRYSTAL SPRINGS WATER CO.	60308	3/19/2015	1	27.27	WW/DISTILLED & SPRING DRINKING WATER
CRYSTAL SPRINGS WATER CO.	60308	3/19/2015	1	5.00	WW/DISTILLED WATER
				<u>121.43</u>	
CULLIGAN-KITZMAN WATER	60235	3/5/2015	1	80.00	FD/WATER SOFTENER SERVICES JAN. 2015
DELTA LIQUID ENERGY	60309	3/19/2015	1	1,104.07	F&R/COMMERCIAL LP
ERIC'S EQUIPMENT REPAIR	60310	3/19/2015	1	152.06	FD/PRESSURE SENSOR
EVANS, WAYNE	60328	3/25/2015	1	35.87	MQ CUSTOMER REFUND

<u>VENDOR NAME</u>	<u>CHECK #</u>	<u>CHECK DATE</u>	<u>LINE NO.</u>	<u>LINE AMOUNT</u>	<u>DESCRIPTION</u>
FERGUSON ENTERPRISES, INC #135	60311	3/19/2015	1	1,767.32	EWS/MAINT & REPAIR DISTRIBUTION
FGL ENVIRONMENTAL	60291	3/12/2015	1	232.00	EWS/INORGANIC & ORGANIC ANALYSIS 01/27/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	937.00	WW/INORGANIC, ORGANIC & SUPPORT ANALYSIS 01/06/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	275.00	EWS/INORGANIC, ORGANIC & SUPPORT ANALYSIS 01/22/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	232.00	EWS/INORGANIC & ORGANIC ANALYSIS 01/22/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	245.00	EWS/INORGANIC & ORGANIC ANALYSIS 01/22/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	173.00	EWS/INORGANIC & ORGANIC ANALYSIS 01/27/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	245.00	EWS/INORGANIC & ORGANIC ANALYSIS 01/27/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	232.00	EWS/INORGANIC & ORGANIC ANALYSIS 01/27/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	1,294.00	EWS/INORGANIC, ORGANIC, RADIO & SUB CONTR ANALYSIS
FGL ENVIRONMENTAL	60291	3/12/2015	1	1,294.00	EWS/INORGANIC, ORGANIC, RADIO & SUB CONTR ANALYSIS
FGL ENVIRONMENTAL	60291	3/12/2015	1	1,294.00	EWS/INORGANIC, ORGANIC, RADIO & SUB CONTR ANALYSIS
FGL ENVIRONMENTAL	60291	3/12/2015	1	1,294.00	EWS/ORGANIC, INORGANIC, RADIO & SUB CONTR ANALYSIS
FGL ENVIRONMENTAL	60291	3/12/2015	1	1,294.00	EWS/INORGANIC, ORGANIC, RADIO & SUB CONTR ANALYSIS
FGL ENVIRONMENTAL	60291	3/12/2015	1	42.00	EWS/INORGANIC ANALYSIS 01/29/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	42.00	EWS/INORGANIC ANALYSIS 02/02/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	232.00	EWS/INORGANIC & ORGANIC ANALYSIS 02/03/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	245.00	EWS/INORGANIC & ORGANIC ANALYSIS 02/03/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	173.00	EWS/INORGANIC & ORGANIC ANALYSIS 02/03/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	173.00	EWS/INORGANIC & ORGANIC ANALYSIS 02/10/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	274.00	EWS/INORGANIC & ORGANIC ANALYSIS 02/10/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	42.00	EWS/INORGANIC ANALYSIS 02/05/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	246.00	EWS/INORGANIC & ORGANIC ANALYSIS 02/10/15
FGL ENVIRONMENTAL	60291	3/12/2015	1	42.00	EWS/INORGANIC ANALYSIS 02/05/15
FGL ENVIRONMENTAL	60312	3/19/2015	1	110.00	WD/BACTI & SUPPORT ANALYSIS 02/03/15
FGL ENVIRONMENTAL	60312	3/19/2015	1	20.00	WD/BACTI ANALYSIS 02/03/15
FGL ENVIRONMENTAL	60312	3/19/2015	1	25.00	WD/BACTI ANALYSIS 02/03/15
FGL ENVIRONMENTAL	60312	3/19/2015	1	28.00	WD/INORGANIC ANALYSIS 02/03/15
FGL ENVIRONMENTAL	60312	3/19/2015	1	340.00	WD/ORGANIC ANALYSIS 02/03/15
FGL ENVIRONMENTAL	60312	3/19/2015	1	20.00	WD/BACTI ANALYSIS 02/10/15
FGL ENVIRONMENTAL	60312	3/19/2015	1	90.00	WD/BACTI & SUPPORT ANALYSIS 02/10/15
FGL ENVIRONMENTAL	60312	3/19/2015	1	20.00	WD/BACTI ANALYSIS 02/17/15
				11,205.00	
FIRST BANKCARD	60223	3/5/2015	2	9.17	F&R/C MENDOZA VISA CHARGES FEB 2015
FIRST BANKCARD	60223	3/5/2015	3	864.95	F&R/FIRE SAFE COUNCIL MEETING
FIRST BANKCARD	60223	3/5/2015	4	39.70	F&R/BOARD MEETING EXP LED DISPAY AND CONTROLLER
FIRST BANKCARD	60223	3/5/2015	2	5.93	F&R/MEETING EXPENSE SUPPLIES FOR NEW SPEAKER SYST
FIRST BANKCARD	60223	3/5/2015	3	4.24	ADM/J GRUBER VISA CHARGES FEB 2015
FIRST BANKCARD	60223	3/5/2015	4	10.56	ADM/MEETING EXPENSE
FIRST BANKCARD	60223	3/5/2015	2	59.77	ADM/MEETING EXPENSE
FIRST BANKCARD	60223	3/5/2015	3	369.24	ADM/REVERSE OSMOSIS WATER FILTERS
FIRST BANKCARD	60223	3/5/2015	2	465.99	FD/M MILLER VISA CHARGES FEB 2015
FIRST BANKCARD	60223	3/5/2015	3	40.48	FD/MEETING WITH SLO COUNTY BUILDING OFFICIALS
FIRST BANKCARD	60223	3/5/2015	4	10.30	FD/INSTRUCTIONAL DEVELOP TECHNIQUES COURSE IN SB
FIRST BANKCARD	60223	3/5/2015	5	52.15	ADM/M MADRID VISA CHARGES FEB 2015
FIRST BANKCARD	60223	3/5/2015	6	4.67	WW/ADOBE ACROBAT SOFTWARE PURCHASE
FIRST BANKCARD	60223	3/5/2015	7	110.95	ADM/CLOSED SESSION BOARD MEETING
FIRST BANKCARD	60223	3/5/2015	8	1,470.01	ADM/DELL LATITUDE E540 LAPTOP
FIRST BANKCARD	60223	3/5/2015	9	296.27	ADM/BATTERY REPLACEMENT FOR SMART UPS 2200
FIRST BANKCARD	60223	3/5/2015	10	400.59	WW/VIZIO LED SMART TV
				4,214.97	
FOLLETT, BRANDON	60329	3/25/2015	1	80.00	MQ CUSTOMER REFUND
GRAINGER	60236	3/5/2015	1	161.91	WW/MAINT & REPAIR TREATMENT PLANT
GRESENS, ROBERT C.	60214	3/3/2015	1	45.00	WD/WIRELESS REIMB 03/2015
HENRY SCHEIN, INC.	60292	3/12/2015	1	764.54	FD/MEDICAL SAFETY SUPPLIES
HENRY SCHEIN, INC.	60292	3/12/2015	1	82.51	FD/MEDICAL SAFETY SUPPLIES
				847.05	
INDEPENDENT ELECTRIC SUPPLY IN	60293	3/12/2015	1	121.74	WW/SPLICING TAPE, ELECTRIC TAPE & WIRE LUGS
INDUSTRIAL CHEM LABS &	60238	3/5/2015	1	1,211.31	WW/ELIMINATOR
INNOVATIVE CONCEPTS	60215	3/3/2015	1	25.00	ADM/CIS HOSTING & FIRE WEBSITE HOSTING 03/2015
INNOVATIVE CONCEPTS	60215	3/3/2015	2	25.00	FD/CIS HOSTING & FIRE WEBSITE HOSTING 03/2015

<u>VENDOR NAME</u>	<u>CHECK #</u>	<u>CHECK DATE</u>	<u>LINE NO.</u>	<u>LINE AMOUNT</u>	<u>DESCRIPTION</u>
INNOVATIVE CONCEPTS	60239	3/5/2015	1	236.25	ADM/IT SERVICES
				286.25	
J B DEWAR	60240	3/5/2015	1	569.67	FD/200 GLS DIESEL
J B DEWAR	60240	3/5/2015	1	962.58	F&R/87 GLS GASOLINE & 141 GLS DIESEL
J B DEWAR	60294	3/12/2015	1	766.01	FD/270 GLS DIESEL
J B DEWAR	60294	3/12/2015	1	740.48	WW/261 GLS DIESEL
				3,038.74	
JOHN DEERE FINANCIAL	60216	3/3/2015	1	522.49	F&R/MONTHLY PYMT COMPACT UTILITY TRACTOR 03/2015
LAHR ELECTRIC MOTORS	60241	3/5/2015	1	3,608.82	WW/MAINT & REPAIR TREATMENT PLANT
LAHR ELECTRIC MOTORS	60313	3/19/2015	1	2,839.58	WW/MAINT & REPAIR TREATMENT PLANT
				6,448.40	
LIGHTHOUSE LITHO	60295	3/12/2015	1	134.01	WW/BUSINESS CARDS FOR WW SUPERVISOR
LOPEZ, MORTIMER dba	60296	3/12/2015	1	2,286.00	WD/GATE CODES & CLICKERS
MCMASTER-CARR SUPPLY CO	60242	3/5/2015	1	332.05	WW/SHAFT COUPLING & RUBBER CENTER
MENDOZA, CARLOS	60217	3/3/2015	1	22.50	F&R/WIRELESS REIMB 03/2015
MENDOZA, CARLOS	60217	3/3/2015	2	22.50	ADM/WIRELESS REIMB 03/0215
				45.00	
MENGER, GARY	60330	3/25/2015	1	9.00	MQ CUSTOMER REFUND
MILLER, MARK	60218	3/3/2015	1	45.00	FD/WIRELESS REIMB 03/2015
MINER'S ACE HARDWARE	60314	3/19/2015	1	35.63	ADM/MAINT & REPAIR BUILDING
MISSION LINEN SUPPLY	60315	3/19/2015	1	341.93	WD/LINEN SERVICE & UNIFORM CLEANING FEB. 2015
MORRO BAY APPLIANCE	60316	3/19/2015	1	299.84	FD/REPAIR WASHING MACHINE
ORKIN	60243	3/5/2015	1	65.00	FD/PEST CONTROL SERVICE
PACIFIC GAS & ELECTRIC	60225	3/5/2015	1	19.71	ADM/ELEC SVC 1316 TAMSEN #203 FEB 2015
PACIFIC GAS & ELECTRIC	60225	3/5/2015	1	9.86	WD/ELEC SVC 7806 VAN GORDON CRK RD FEB 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	1	24.46	WW/ELECTRIC SERVICE SS CRK RD JAN 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	2	409.57	WD/9110 CHARING LANE FEB 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	3	39.42	WD/1320 SAN SIMEON CREEK ROAD FEB 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	4	1,595.89	WD/1330 SAN SIMEON CREEK ROAD FEB 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	5	395.51	WD/1340 SAN SIMEON CREEK ROAD FEB 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	6	28.16	WD/6425 CAMBRIA PINES ROAD FEB 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	7	1,608.11	WD/988 MANOR WAY FEB 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	8	36.39	WD/2031 RODEO GROUNDS ROAD FEB 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	9	340.29	WD/2499 VILLAGE LANE FEB 2015
PACIFIC GAS & ELECTRIC	60281	3/12/2015	1	1,701.93	WD/1975 STUART STREET FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	1	303.19	WD/ELEC SVC SANTA ROSA CRK WELL PUMP FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	2	137.13	WW/LIFT STATION A FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	3	85.24	WW/LIFT STATION 9 FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	4	209.35	WW/LIFT STATION B-2 FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	5	289.63	WW/LIFT STATION A-1 FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	6	173.97	WW/LIFT STATION B FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	7	266.31	WW/LIFT STATION B-3 FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	8	432.49	WW/LIFT STATION B-4 FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	9	21.71	WD/LIFT STATION WELL PUMP 9P7 FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	10	9,665.61	WW/LIFT STATION 8 FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	11	15.42	WW/LIFT STATION 4 FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	12	107.06	WW/LIFT STATION B1 FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	1	31.06	F&R/WEST VILLAGE ELEC SVC FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	2	18.06	F&R/EAST VILLAGE ELEC SVC FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	3	1,196.76	F&R/ALL STREET LIGHTING FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	4	261.16	F&R/VET'S HALL ELEC SVC FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	5	480.45	FD/2850 BURTON DRIVE ELEC SVC FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	6	21.55	FD/2850 BURTON DRIVE ELEC SVC FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	7	337.21	ADM/ADMIN OFFICE ELEC SVC FEB 2015
PACIFIC GAS & ELECTRIC	60305	3/18/2015	8	86.82	ADM/RADIO SHACK ELEC SVC FEB 2015

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PACIFIC GAS & ELECTRIC	60305	3/18/2015	1	1,155.40	WD/990 S SIMEON CRK EWS EVAP POND SVC FEB 2015
				21,504.88	
PREFERRED PUMP & EQUIPMENT LP	60248	3/6/2015	1	140.58	WW/HATCH COVER ON P06LB CROWN
QUILL CORP	60297	3/12/2015	1	147.88	ADM/OFFICE SUPPLIES 02/19/15
QUILL CORP	60317	3/19/2015	1	66.62	WW/EPSON BLACK INK
QUILL CORP	60317	3/19/2015	1	37.61	WW/OFFICE SUPPLIES
				252.11	
RBF CONSULTING	60318	3/19/2015	1	4,454.00	EWS/PROJECT EIR PROF. SERVICES JANUARY 2015
RBF CONSULTING	60318	3/19/2015	1	6,936.00	EWS/PROJECT EIR PROF. SERVICES NOV.14 - JAN.15
				11,390.00	
RETIREE00	60249	3/11/2015	1	414.78	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE01	60250	3/11/2015	1	700.91	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE02	60251	3/11/2015	1	608.22	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE04	60252	3/11/2015	1	414.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE05	60253	3/11/2015	1	414.78	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE06	60254	3/11/2015	1	146.39	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE07	60255	3/11/2015	1	289.45	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE08	60256	3/11/2015	1	414.78	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE09	60257	3/11/2015	1	146.39	ADM/MONTHLY HEALTH INSUR PREM REIMB FOR APR '15
RETIREE10	60258	3/11/2015	1	289.45	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE11	60259	3/11/2015	1	146.39	FR/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE12	60260	3/11/2015	1	700.91	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE13	60261	3/11/2015	1	195.37	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE14	60262	3/11/2015	1	146.39	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE15	60263	3/11/2015	1	146.39	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE16	60264	3/11/2015	1	414.78	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE17	60265	3/11/2015	1	414.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE19	60266	3/11/2015	1	887.96	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE20	60267	3/11/2015	1	146.39	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE21	60268	3/11/2015	1	146.39	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE22	60269	3/11/2015	1	700.91	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE23	60270	3/11/2015	1	414.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE24	60271	3/11/2015	1	146.39	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE26	60272	3/11/2015	1	947.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE27	60273	3/11/2015	1	700.91	FR/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE28	60274	3/11/2015	1	414.78	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE29	60275	3/11/2015	1	414.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE30	60276	3/11/2015	1	700.91	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE31	60277	3/11/2015	1	289.45	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE32	60278	3/11/2015	1	700.91	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
RETIREE33	60279	3/11/2015	1	289.45	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '15
				12,906.73	
REVELEY, MARY	60331	3/25/2015	1	39.65	MQ CUSTOMER REFUND
RITTERBUSH REPAIR SERVICE	60319	3/19/2015	1	638.50	FD/MAINT & REPAIR ENG. 5791 & 5758
SAN LUIS SECURITY SYSTEMS	60298	3/12/2015	1	126.00	ADM/SECURITY SYSTEM 1316 TAMSEN JUNE-AUGUST 2015
SCOTT O'BRIEN FIRE SAFETY	60244	3/5/2015	1	95.00	FD/FIRE EXTINGUISHER INSPECTIONS AND SERVICE
SDRMA	60320	3/19/2015	1	28,532.00	ADM/QUARTERLY WORKERS COMP PREMIUM APR-JUN 2015
STATE OF CALIFORNIA	60321	3/19/2015	1	98.00	WW/FINGERPRINT PROCESSING
STEWART, YOKO	60332	3/25/2015	1	6.00	MQ CUSTOMER REFUND
STOKES, GWENDOLYN	60322	3/19/2015	1	150.00	F&R/REIMB VH RENTAL PYMT FOR CANCELLED EVENT
STONER, ELLEN	60333	3/25/2015	1	47.37	MQ CUSTOMER REFUND
TEXAS REFINERY CORP.	60245	3/5/2015	1	336.42	FD/PRO-SPEC IV SYNTHETIC BLEND
TGP WEST, INC.	60299	3/12/2015	1	16,754.24	WD/SR3 WELL REBUILD

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THE DOCUTEAM	60290	3/12/2015	1	298.51	ADM/DOCUMENT STORAGE FEBRUARY 2015
THE GAS COMPANY	60224	3/5/2015	1	96.57	F&R/GAS SVC VETERAN'S HALL FEB 2015
THE GAS COMPANY	60224	3/5/2015	1	51.02	ADM/GAS SVC 1316 TAMSEN #201 FEB 2015
THE GAS COMPANY	60280	3/12/2015	1	150.25	FD/GAS SVC 2805 BURTON DRIVE FEB 2015
THE GAS COMPANY	60280	3/12/2015	1	50.48	FD/GAS SVC 5490 HEATH LANE FEB 2015
THE GAS COMPANY	60280	3/12/2015	1	86.92	WW/GAS SVC 5500 HEATH LANE #B FEB 2015
THE GAS COMPANY	60280	3/12/2015	1	84.04	WW/GAS SVC 5500 HEATH LANE FEB 2015
				519.28	
THOMAS S. GRAY	60237	3/5/2015	1	3,000.00	EWS/PUBLIC OUTREACH SERVICE JANUARY 2015
THOMAS S. GRAY	60237	3/5/2015	1	3,000.00	EWS/PUBLIC OUTREACH SERVICE FEBRUARY 2015
				6,000.00	
THOMPSON, MICHAEL	60300	3/12/2015	1	49.95	ADM/REIMB TRVL EXP AVILA BEACH SLO SPEC DIST
USA BLUE BOOK	60246	3/5/2015	1	250.09	WW/CAL GAS
USA BLUE BOOK	60246	3/5/2015	1	317.31	WW/HAZARDOUS MATERIALS SIGNALS
USA BLUE BOOK	60301	3/12/2015	1	82.35	WW/CYLINDER LABELS
USA BLUE BOOK	60301	3/12/2015	1	2,291.60	WW/RUBBER BOOTS,CYLINDERS,BW GAS DETECTORS
USA BLUE BOOK	60301	3/12/2015	1	1,198.46	WW/CALIBRATION ADAPTOR & PUMP PROBE ASSEMBLY
USA BLUE BOOK	60301	3/12/2015	1	5,332.43	WW/SPECTROPHOTOMER
USA BLUE BOOK	60323	3/19/2015	1	680.67	WD/FREE CHLORINE REAGENT SET
				10,152.91	
VERIZON WIRELESS	60306	3/18/2015	1	33.76	FD/MONTLY CELL PHONE SERVICE FEB 2015
VERIZON WIRELESS	60306	3/18/2015	2	59.76	FD/MONTLY CELL PHONE SERVICE FEB 2015
VERIZON WIRELESS	60306	3/18/2015	1	35.59	F&R/MONTLY CELL PHONE SERVICE FEB 2015
VERIZON WIRELESS	60306	3/18/2015	2	65.94	WD/MONTLY CELL PHONE SERVICE FEB 2015
VERIZON WIRELESS	60306	3/18/2015	3	43.59	WW/MONTLY CELL PHONE SERVICE FEB 2015
VERIZON WIRELESS	60306	3/18/2015	4	22.26	ADM/MONTHLY CELL PHONE SERVICE FEB 2015
				260.90	
WILSON BOHANNAN PADLOCK CO	60324	3/19/2015	1	250.96	WW/MAINT & REPAIR LIFT STATION
WINSOR CONSTRUCTION, INC.	60247	3/5/2015	1	20.00	F&R/GREEN WASTE DISPOSAL

Accounts Payable Vendor Subtotal 469,995.37

AFLAC (AMER FAM LIFE INS)	4088	3/13/2015	1	186.43	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4088	3/13/2015	1	36.37	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4102	3/27/2015	1	186.43	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	4102	3/27/2015	1	36.37	VOLUNTARY INS-PRETAX
				445.60	
AMERITAS	4116	3/30/2015	1	2,197.77	DENTAL INSURANCE-YER
AMERITAS	4116	3/30/2015	2	(7.04)	DENTAL INSURANCE-YER
AMERITAS	4116	3/30/2015	3	(7.36)	DENTAL INSURANCE-YER
AMERITAS	4116	3/30/2015	4	(0.06)	DENTAL INSURANCE-YER
AMERITAS	4116	3/30/2015	1	333.41	DENTAL INSURANCE-YER
				2,516.72	
CAMBRIA COMMUNITY SERVICES DIS	4089	3/13/2015	1	900.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4089	3/13/2015	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4089	3/13/2015	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4089	3/13/2015	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4089	3/13/2015	5	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4089	3/13/2015	6	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4103	3/27/2015	1	950.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4103	3/27/2015	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4103	3/27/2015	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4103	3/27/2015	4	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4103	3/27/2015	5	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	4103	3/27/2015	6	250.00	MEDICAL REIMBURSEMNT

<u>VENDOR NAME</u>	<u>CHECK #</u>	<u>CHECK DATE</u>	<u>LINE NO.</u>	<u>LINE AMOUNT</u>	<u>DESCRIPTION</u>
				3,650.00	
CAMBRIA FIRE FIGHTERS LOCAL 46	4091	3/13/2015	1	240.00	DUES-FIRE IAFF
CAMBRIA FIRE FIGHTERS LOCAL 46	4106	3/27/2015	1	240.00	DUES-FIRE IAFF
				480.00	
CAMBRIA FIREFIGHTERS ASSN	4105	3/27/2015	1	124.73	RESERVE FIREFTR DUES
EMPLOYMENT DEVELOPMENT DP	4090	3/13/2015	1	2,586.06	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4090	3/13/2015	1	653.43	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4104	3/27/2015	1	3,537.23	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4104	3/27/2015	1	786.42	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4104	3/27/2015	1	106.88	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4104	3/27/2015	1	33.05	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4114	3/27/2015	1	8.84	SDI
				7,711.91	
H.O.B.-DIRECT DEPOSIT	4092	3/13/2015	1	2,647.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4092	3/13/2015	1	43,316.99	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4107	3/27/2015	1	3,075.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	4107	3/27/2015	1	52,233.59	Direct Deposit Flat
				101,272.58	
ICMA-VNTGPT TRSFR AGT 457	4094	3/13/2015	1	2,131.33	457 DEFERRED COMP
ICMA-VNTGPT TRSFR AGT 457	4094	3/13/2015	1	909.25	457 DEFERRED COMP
ICMA-VNTGPT TRSFR AGT 457	4109	3/27/2015	1	2,131.33	457 DEFERRED COMP
ICMA-VNTGPT TRSFR AGT 457	4109	3/27/2015	1	909.25	457 DEFERRED COMP
				6,081.16	
IRS/FEDERAL PARYOLL TAXES	4093	3/13/2015	1	7,702.89	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4093	3/13/2015	1	9,105.22	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4093	3/13/2015	1	2,129.40	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4108	3/27/2015	1	10,176.40	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4108	3/27/2015	1	10,881.74	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4108	3/27/2015	1	2,544.94	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4108	3/27/2015	1	375.57	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4108	3/27/2015	1	455.40	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4108	3/27/2015	1	106.50	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4115	3/27/2015	1	26.55	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4115	3/27/2015	1	121.84	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4115	3/27/2015	1	28.50	FEDERAL INCOME TAX
				43,654.95	
LINCOLN FINANCIAL GROUP	4117	3/30/2015	1	168.47	LIFE INSURANCE
PERS HEALTH BENEFIT SERV	4118	3/30/2015	1	18,851.20	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	2	(20.00)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	3	77.60	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	4	74.81	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	5	488.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	6	488.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	7	1,342.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	8	732.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	9	732.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	10	(0.05)	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4118	3/30/2015	1	3,993.20	MEDICAL INSURANC-YER
				26,758.76	
PERS RETIREMENT SYSTEM	4095	3/13/2015	1	0.02	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4095	3/13/2015	2	23,440.86	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4110	3/27/2015	1	0.02	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4110	3/27/2015	2	24,852.26	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4110	3/27/2015	3	(0.07)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	4110	3/27/2015	2	1,364.71	PERS PAYROLL REMITTANCE
				49,657.80	
SEIU LOCAL 620	4096	3/13/2015	1	307.51	SEIU UNION DUES
SEIU LOCAL 620	4111	3/27/2015	1	307.51	SEIU UNION DUES
				615.02	
VARIABLE ANNUITY LIFE (VALIC)	4097	3/13/2015	1	50.00	DEFERRED COMP -VALIC
VARIABLE ANNUITY LIFE (VALIC)	4112	3/27/2015	1	50.00	DEFERRED COMP -VALIC
				100.00	

VENDOR NAME

CHECK # CHECK DATE LINE NO. LINE AMOUNT DESCRIPTION

Payroll Payable Vendor Subtotal 243,237.70

TOTAL DISBURSEMENTS FOR MARCH 2015 713,233.07

CAMBRIA COMMUNITY SERVICES DISTRICT
 BOARD OF DIRECTORS REGULAR MEETING MINUTES
 THURSDAY, MARCH 26, 2015 12:30 PM

AGENDA ITEM	DISCUSSION OR ACTION
1A. CALL TO ORDER	President Robinette called the regular meeting to order at 12:32 PM.
1B. PLEDGE OF ALLEGIANCE	President Robinette led the pledge of allegiance.
1C. ESTABLISHMENT OF QUORUM	<p>President Robinette Present Vice President Clift Present Director Bahringer Present Director Thompson Present Director Rice Present</p> <p>Staff Present: General Manager Jerry Gruber, District Counsel Timothy Carmel, Administrative Services Officer/District Clerk Monique Madrid, District Engineer Bob Gresens, Finance Manager Patrick O'Reilly, and Fire Chief Mark Miller. Director Rice arrived at 12:37 p.m.</p>
1D. REPORT FROM CLOSED SESSION	<p>1D. District Counsel stated there was no reportable action from closed session held on February 26, 2015.</p> <p>Public Comment:</p>
2. ACKNOWLEDGEMENTS/PRESENTATIONS	NONE
3. SPECIAL REPORTS	
A. Sheriff's Department Report	<p>Station Commander James Taylor introduced himself as the new commander and updated the board and community on department related matters.</p> <p>Public Comment:</p>
4. AGENDA REVIEW: Additions/Deletions and Pulled Consent Items	None
5. PUBLIC COMMENT	<p>Public Comment:</p> <p>Paul Carlson Mike Lyon Bill Seavey Leslie Richards Dick Moore Elizabeth Bettenhausen Shale Hanson Julie Tacker Jeff Walters Mahala Burton</p>

	Tina Dickason Amanda Rice Mary Webb Chair of NCAC Land Use Committee
6. MANAGER'S AND BOARD REPORTS	
A. GENERAL MANAGER'S REPORT	General Manager Jerry Gruber presented the General Manager's report. Public Comment: Elizabeth Bettenhausen Tina Dickason Mahala Burton Jeff Walters
B. AD HOC COMMITTEE REPORTS	Public Comment: None
7. CONSENT AGENDA	
A. Consideration to Approve the Expenditure Report for the Month of February 2015.	General Manager Jerry Gruber introduced the item.
B. Consideration to Approve the Minutes from the Special Board of Directors meeting on February 10, 2015 and the Regular Board of Directors Meeting on February 26, 2015	Vice President Clift moved to approve the consent agenda. Director Rice seconded the motion.
C. Discussion and Consideration to Adopt Resolution 09-2015 Authorizing Execution of an Amended Agreement for the Health Reimbursement Arrangement Employee Benefit Plan	Public Comment: Mary Webb Motion passed unanimously. Ayes-5, No's-0 Absent-0.
8. HEARINGS AND APPEALS	
A. Conduct Scoping Session for Emergency Water Supply Project Environmental Impact Report (EIR)	8A. General Manager Jerry Gruber introduced the item and turned it over to District Engineer Bob Gresens. Bob presented a power point presentation to introduce the project. Bob turned over the second presentation to Rita Garcia of RBF Consulting. The Board received the presentation and opened the meeting to public comment. Public Comment: Leslie Richards Clyde Warren Mahala Burton Crosby Schwartz Elizabeth Bettenhausen Charles Marsh Kim Adams

	Tina Dickason Susan McDonald Jeff Walters
9. REGULAR BUSINESS	
<p>A. Presentation Regarding Piedras Blancas Monument Initiative and Consideration of Adoption of Resolution 07-2015 in Support of Designation as State and National Monument</p> <p>B. Consideration of Resolution 06-2015 Rescinding Resolution 05-2014 Relating to the Use of Emergency Contract Procedures to Develop and Complete an Emergency Water Supply Project</p> <p>C. Discussion and Consideration to Authorize the General Manager to Increase the Salary of Delon Blackburn, A Wastewater Operator II, in Recognition of his Exceptional Service to the District by 5% Pursuant to the CCSD's Payment and Compensation Plan Article 4, Section 4.2 for A Period Not To Exceed One (1) Year</p> <p>D. Consideration of Resolution 08-2015 Declaring a State of Emergency Based Upon the Risk of a Catastrophic Fire and Requesting the County of San Luis Obispo Board of Supervisors to Declare a Local Emergency Pursuant to Government Code Sections 8630 et. Seq.</p>	<p>9A. General Manager Jerry Gruber introduced the item</p> <p>Public Comment: Mary Webb Jeff Walters</p> <p>Director Thompson moved to adopt Resolution 07 2015 in support of designation as State and National Monument for Piedras Blancas.</p> <p>President Robinette seconded the motion Director Thompson-yes President Robinette-yes Director Clift-yes Director Rice-no Director Bahringer-yes</p> <p>Motion passed Ayes-4, Nos-1, Absent-0.</p> <p>9B. District Counsel Timothy Carmel introduced the item</p> <p>Director Bahringer moved to adopt Resolution 06-2015 rescinding Resolution 05-2015 relating to the use of emergency contract procedures to develop and complete an Emergency Water Supply Project.</p> <p>Director Rice Seconded the motion.</p> <p>Roll Call Vote: Director Bahringer-yes Director Rice-yes Vice President Clift-yes Director Thompson-yes President Robinette-yes</p> <p>Motion passed unanimously, Ayes-5, Nos-0, Absent-0</p> <p>Public Comment: Susan Mejia Johnson</p>

	<p>9C. General Manager Jerry Gruber introduced the item</p> <p>Director Rice moved to authorize the General Manager to increase the salary of Delon Blackburn, WW II in recognition of his exceptional service to the District by 5% pursuant to the CCSD Payment and Compensation Plan Article 4 section 4.2 for a period not to exceed one (1) year.</p> <p>Director Clift seconded the motion clarifying the salary to be increased by 5%.</p> <p>Director Rice-yes Vice President Clift-yes Director Thompson-yes Director Bahringer-yes President Robinette-yes</p> <p>Motion passed unanimously, Ayes-5, Nos-0, Absent-0</p> <p>9D. General Manager Jerry Gruber introduced the item.</p> <p>Director Bahringer moved to adopt Resolution 08-2015 declaring a state of emergency based upon the risk of a catastrophic fire and requesting the county of San Luis Obispo Board of Supervisors to declare a local emergency pursuant to Government Code Sections 8630 et. Seq..</p> <p>Vice President Clift seconded the motion.</p> <p>Public Comments: Crosby Schwartz</p> <p>Roll Call Vote:</p> <p>Director Bahringer-yes Vice President Clift – yesB Director Thompson-yes Director Rice-yes President Robinette-yes</p> <p>Motion passed Unanimously, Ayes-5, Nos-0,</p>
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	Absent-0
10. PUBLIC COMMENT	Public Comment: None
11. FUTURE AGENDA ITEM(S)	Public Comment: None
12. ADJOURN TO CLOSED SESSION	
<p>A. Conference with Labor Negotiators pursuant to Government Code section 54957.8 Agency Designated Representatives: Shelline Bennett and General Manager Jerry Gruber; Employee Organization Cambria Firefighters/International Association of Firefighters (IAFF) 4635</p> <p>B. Conference with Labor Negotiator pursuant to Government Code Section 54957.8 Agency Designated Representatives: General Manager Jerry Gruber; Employee Organization: Services International Employee Organization/SEIU Local</p>	<p>President Robinette adjourned the meeting at 4:59 p.m. to closed session.</p> <p>Public Comment: None</p>

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

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

Meeting Date: April 23, 2015

Subject: Discussion and Consideration to Fix Water and Wastewater Standby or Availability Charges as Provided in Government Code §61124(b) and Consideration to Adopt Resolution 10-2015 Fixing Water and Wastewater Standby or Availability Charges for Fiscal Year 2015/2016

RECOMMENDATION:

1. Receive staff report and review the Financial Report on Water and Wastewater Standby or Availability Charges.
2. Open Public Hearing.
3. Take Public Testimony.
4. Close Public Hearing.
5. Discussion.
6. Make appropriate findings and adopt Resolution 10-2015 establishing water and wastewater standby or availability charges for Fiscal Year 2015/2016.

FISCAL IMPACT:

<u>Standby/Availability Charge</u>	<u>Estimated Revenue for FY 2015/2016</u>
Water	\$ 175,000
Wastewater	\$ 115,000

DISCUSSION:

Attached is a Financial Report and proposed Resolution No. 10-2015 for review and adoption after a public hearing is held. Resolution 10-2015 establishes the Water and Wastewater Standby or Availability Charges for FY 2015/16 and directs staff to notify the affected property owners. Action to confirm the charges and authorize collection on the tax roll will take place after a noticed public hearing on May 28, 2015.

Attachments: Water and Wastewater Standby or Availability Charges Financial Report
Resolution 10-2015 Fixing CCSD Water and Wastewater Standby or Availability Charges

BOARD ACTION: Date _____ Approved: _____ Denied:

UNANIMOUS: ___ ROBINETTE ___ CLIFT ___ THOMPSON ___ BAHRINGER ___ RICE

Water and Wastewater Standby or Availability Charges

Financial Report

Legislative Background

State Government Code § 61124 allows the Cambria Community Services (CCSD) to annually levy a maximum of \$45 water standby or availability charges per acre of land within the CCSD, and a maximum of \$30 wastewater standby or availability charges per acre within the CCSD. The CCSD has determined that the following fee schedule is consistent with the legal standard that the fee not be discriminatory or excessive and does not exceed the reasonable cost of the proportional benefit received by each parcel from the improvements funded by the fees:

Water Standby or Availability Charges

- a. For all parcels of one (1) acre or less: \$45.00
- b. For all un-subdivided land of more than one (1) acre:
\$45.00 plus \$1.35 per acre over one acre.
- c. For all subdivided land of more than one (1) acre:
 - (1) For the first ten (10) acres, \$45.00 per acre.
 - (2) For all such land over the first ten (10) acres, \$1.35 per acre.

Wastewater Standby or Availability Charges

- a. For all parcels of one (1) acre or less: \$30.00
- b. For all un-subdivided land of more than one (1) acre:
\$30.00 plus \$0.90 per acre over one (1) acre.
- c. For all subdivided land of more than one (1) acre:
 - (1) For the first ten (10) acres: \$30.00 per acre.
 - (2) For all such land over the first ten (10) acres: \$0.90 per acre.

These charges do not exceed what the CCSD was charging in November 1996. Therefore, the imposition of the fees is exempt from the requirements of Proposition 218.

Estimated revenues from these sources during the CCSD's Fiscal Year 2013/2014 are as follows:

Ø Water	\$ 175,000
Ø Wastewater	\$ 115,000

The revenue projections are based on charging all improved property owners within the CCSD and all unimproved property owners with positions.

CCSD Policy Summary

In 1987 Government Code §61765.12 did not restrict the use of the standby/availability charges, but Proposition 218 indicates they must be used for “the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.” (California Constitution, Article XIII D, § 4.) In 1990, the Board established a policy whereby the standby and availability charges help fund the CCSD’s Capital Improvement Program (CIP). On January 19, 2012, the Board amended this policy so that “Water and Wastewater Standby or Availability revenue is to be spent on maintaining, repairing and/or improving the respective Fund’s infrastructure. Specifically, these funds shall be spent on CIP, Major Maintenance or Capital Outlay Projects.”

FY 2013/2014 Actual and FY 2014/2015 Projected Revenues & Expenditures

A summary follows of FY 2013/2014 actual and 2014/2015 projected Water and Wastewater revenues and expenditures for CIP, Major Maintenance or Capital Outlay projects.

As indicated, standby or availability revenue is needed to finance the maintenance and improvements of the Funds’ infrastructure, particularly since connection fee revenue declined sharply since the implementation of the Water Code 350 Water Moratorium in 2001 and has been virtually non-existent in the most recent years.

Eliminating the standby and availability charges would eliminate a source of funding for infrastructure projects.

Fiscal Year 2013/2014 infrastructure funding sources and expenditures were as follows:

	WATER FUND	WASTEWATER FUND
Standby Availability Revenue	\$ 177,428	\$ 115,432
Revenue from Operations	20,070	71,256
Transfer from Reserves	53,978	35,986
Connection Fee Revenue	7,685	-
Total Funding Sources	<u>\$ 259,161</u>	<u>\$ 222,674</u>
Infrastructure Expenditures*	\$ 259,161	\$ 222,674
Transfer to Reserves	\$ 0	\$ 0

* Represents sum of Capital/Capital Outlay and Major Maintenance projects.

Fiscal Year 2014/2015 estimated infrastructure funding sources and expenditures are as follows:

	WATER FUND	WASTEWATER FUND
Standby Availability Revenue	\$ 175,000	\$ 116,150
Revenue from Operations	2,315	80,300
Transfer from Reserves		150,000
Connection Fee Revenue	<u>7,685</u>	<u>-</u>
Total Funding Sources	\$ 185,000	\$ 346,450
Infrastructure Expenditures*	\$ 185,000	\$ 346,450
Transfer to Reserves	\$ 0	\$ 0

* Represents sum of Capital/Capital Outlay and Major Maintenance proje

The CCSD has identified a number of priority Water and Wastewater CIP, Major Maintenance and Capital Outlay Projects, including:

- Ø Emergency Water Supply
- Ø Fiscalini Water Storage Tank
- Ø WWTP/Collection System Improvements and Upgrades
- Ø Water Distribution System Improvements and Upgrades
- Ø Stuart Street Tank Replacement

The proposed project list underscores the importance of having the maximum standby and availability charges in place. Failure to do further restricts an already slim revenue stream and may result in the inability of the CCSD to support current and future debt service associated with capital projects and/or limits the CCSD's ability to obtain long term financing of its projects in addition to being unable to fund infrastructure maintenance and improvements.

Failure to adopt Resolution 10-2015 will result in an estimated reduction of \$175,000 in Water Enterprise revenues and \$115,000 in Wastewater Enterprise revenues for Fiscal Year 2015/2016.

RESOLUTION 10-2015
APRIL 23, 2015

A RESOLUTION OF THE BOARD OF DIRECTORS FOR
THE CAMBRIA COMMUNITY SERVICES DISTRICT
FIXING CCSD WATER AND WASTEWATER STANDBY
OR AVAILABILITY CHARGES

WHEREAS, pursuant to Government Code Section 61124(b), the Board of Directors may, by resolution, continue to collect water and wastewater standby and availability charges in successive years at the same rate; and

WHEREAS, notice was provided and a public hearing scheduled for April 23, 2015 concerning said water and wastewater standby or availability charges; and

WHEREAS, any person interested, including all persons owning property within the CCSD, were given the opportunity to appear and be heard concerning said CCSD water and wastewater standby or availability charges at the April 23, 2015 CCSD regular Board meeting; and

WHEREAS, it is hereby found that the water and wastewater standby fees charged confer a special benefit upon the property assessed, and the amount being assessed does not exceed the reasonable cost of the proportional benefit received by each parcel from the improvements funded by the fees; and

WHEREAS, it is hereby found and determined that the water and wastewater standby or availability charges and the different rate structure for subdivided and un-subdivided land as set forth hereinafter are not discriminatory or excessive and will be in compliance with the law; and

WHEREAS, it is hereby found and determined that the water and wastewater standby or availability charges hereinafter set forth be fixed by the CCSD Board of Directors as the CCSD's water and wastewater standby or availability charges.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CCSD as follows:

1. The recitals set forth hereinabove are true, correct and valid.
2. The Board of Directors of the CCSD hereby fixes the Water Standby or Availability Charges for the CCSD for the Fiscal Year 2015/2016 as follows:
 - a. For all parcels of one (1) acre or less: \$45.00.
 - b. For all un-subdivided land of more than one (1) acre: \$45.00 plus \$1.35 per acre over one (1) acre.

- c. For all subdivided land of more than one (1) acre:
 - (1) For the first ten (10) acres: \$45.00 per acre,
 - (2) For all such land over the first ten (10) acres: \$1.35 per acre.

Such charges shall be made to all such lands within the CCSD, or outside its territorial limits, to which water is made available by the CCSD for any purpose, whether or not the water is actually used. Unimproved properties that have not been issued an "Intent to Serve" letter or connection permit shall be exempt from this charge.

3. The Board of Directors of the CCSD hereby fixes the Wastewater Standby or Availability Charges for the CCSD for the Fiscal Year 2015/2016 as follows:
 - a. For all parcels of one (1) acre or less: \$30.00.
 - b. For all un-subdivided land of more than one (1) acre: \$30.00 plus \$0.90 per acre over one (1) acre.
 - c. For all subdivided land of more than one (1) acre:
 - (1) For the first ten (10) acres: \$30.00 per acre,
 - (2) For all such land over the first ten (10) acres: \$0.90 per acre.

Such charges shall be made to all such lands within the CCSD, or outside its territorial limits, to which wastewater is made available by the CCSD for any purpose, whether the water is actually used or not. Unimproved properties that have not been issued an "Intent to Serve" letter or connection permit shall be exempt from this charge.

4. The CCSD Board of Directors intends to hold a public hearing confirming the itemized reports describing each parcel and the amount of Water and Wastewater Standby or Availability Charges to be assessed against each parcel on May 28, 2015, at 12:30 p.m. at the following address: Cambria Veteran's Memorial Building, 1000 Main Street, Cambria, California.
5. The CCSD Clerk is hereby authorized and directed to publish a notice of said public hearing prior to the date set for hearing, in a newspaper of general circulation printed and published in the County; and mail to each assessed property owner a notice of the filing of the report.
6. This Resolution shall take effect immediately upon its adoption.

7. This Resolution shall be available for public inspection in the offices of the District Clerk at the following address: Cambria Community Services District, 1316 Tamsen Street, Suite 201, Cambria, California.

PASSED AND ADOPTED THIS 23rd day of April 2015, by the following roll call votes:

Ayes:
Noes:
Absent:

Gail Robinette,
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid
District Clerk

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors
FROM: Mark Miller, Fire Chief

AGENDA NO. **9.A.**

Meeting Date: April 23, 2015 Subject: Consider Adoption of Resolution
11-2015 Declaring a Public Nuisance
for the Annual Fire Hazard Fuel
Reduction Program

RECOMMENDATIONS:

1. Adopt Resolution 11-2015 declaring a public nuisance within the Cambria Community Services District (CCSD).
2. Direct staff to proceed with mailing notices to abate and remove hazardous wildland fuels, in order to maintain community defensible space.

FISCAL IMPACT:

All costs are billed directly to the property owners via the SLO County tax rolls.

DISCUSSION:

Each year the Fire Department conducts a Fire Hazard Fuel Reduction Program (FHFRP) to abate vegetation and hazardous wildland fire fuels. In addition, on March 26, 2015 the CCSD Board of Directors adopted Resolution 08-2015 declaring a state of emergency in Cambria due to the extreme risk of a catastrophic fire.

The FHFRP is carried out pursuant to the authority contained in Government Code Section 61100(d) and (t) and Health and Safety Code Sections 14875 et seq, and is initiated by the Board of Directors adoption of a resolution declaring the vegetation and hazardous wildland fire fuels on the identified properties to be a public nuisance. In this respect it should be noted that the definition of “weeds” in Health and Safety Code Section 14875 includes “Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard.

There are approximately 1,908 vacant parcels within the CCSD that Fire Department staff inspects for compliance. Notices are then sent to those property owners whose properties require fire hazard fuel reduction work. In accordance with the procedures in the Health and Safety Code, a public hearing is being scheduled to be held on July 7, 2015. Thereafter, all parcels that were inspected and found to be either not cleared or non-compliant after the July 1, 2015 deadline, are placed on a contract list and are abated by the CCSD’s contractor. The number of properties requiring annual clearance by the CCSD’s contractor typically varies from 50 to 100 parcels.

Based upon the procedure previously approved by the Board of Directors, non-compliant parcels cleared by the CCSD's contractor will be billed by the CCSD for the actual cost of clearing plus a \$100 administrative fee if paid for after being billed by the District. Billing not collected by November 30, 2015 will be rolled over to the 2016 County tax roll and assessed the entire \$200 administrative fee that is provided in the District's User Fee Schedule (to total the \$200 administrative fee plus actual costs if the billing goes to the County tax roll).

Attachments: Resolution 11-2015
 2015 FHFR Program Schedule
 2015 Notice to Property Owners

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ ROBINETTE ___ CLIFT___ THOMPSON ___ BAHRINGER___RICE___

RESOLUTION 11-2015
DATED: APRIL 23, 2015

RESOLUTION OF THE BOARD OF DIRECTORS
DECLARING A PUBLIC NUISANCE WITHIN THE
CAMBRIA COMMUNITY SERVICES DISTRICT

WHEREAS, the Cambria Community Services District (CCSD) is a duly formed Community Services District which has the power to provide fire protection services; and

WHEREAS, pursuant to the authority in Government Code Section 61100(d) and (t) and Health and Safety Code Sections 14875, et. seq., Community Services Districts may declare vegetation and wildland fire fuels a public nuisance for the purpose of proceeding with Weed Abatement/Fire Hazard/Fuel Reduction Program; and

WHEREAS, on March 26, 2015 the CCSD Board of Directors adopted Resolution 08-2015 declaring a state of emergency in Cambria due to the extreme risk of a catastrophic fire; and

WHEREAS, it is in the public interest that vegetation and hazardous live and dead fire fuels within said Cambria Community Services District be abated as a critical aid to wildfire prevention and community defensible space, as well as for protection of the fragile Cambria ecosystem.

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

Section 1. That the recitals set forth herein above are true, correct and valid.

Section 2. That the vegetation and hazardous wildland fire fuels located on the private properties described on the attached document marked Exhibit A, which is incorporated herein by this reference as though here fully set forth, all of which are located within said District, are hereby declared a public nuisance.

Section 3. In accordance with Health & Safety Code Section 14890, the CCSD Fire Chief is hereby designated as the person to give the notice to destroy, modify, abate and remove vegetation and other fire hazard fuels; said notice shall include that abatement be performed by property owners or locally certified contractors.

Section 4. That said nuisance, unless timely otherwise corrected, shall be abated by the CCSD, with the cost thereof to be assessed upon the parcels from which said nuisance is abated.

Section 5. That a public hearing shall be held on the proposed abatement of vegetation and hazardous wildland fire fuels on the 7th of July, 2015 at 12:30 P.M. at the following address: Cambria Veterans Memorial Building, 1000 Main Street, Cambria, California, to provide an opportunity for all property owners having any objections to the proposed removal of such weeds to be heard and given due consideration.

Section 6. That the District Clerk be, and hereby is authorized and directed to mail notice of

said hearing to property owners as their names and addresses appear from the last equalized assessment role as authorized by Health & Safety Code Section 14896.

By unanimous vote on the motion of Director _____, seconded by Director _____, Resolution No.11-2015 is hereby adopted.

Gail Robinette
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid
District Clerk

Timothy J. Carmel
District Counsel

Parcel	Use
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024.321.005	A

024.321.006	A
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024.321.034	A
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024.322.004	B
024.322.008	B
024.322.010	B
024.322.012	B
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024.372.016	A
024.372.017	A
024.381.008	A
024.382.002	A
024.382.003	A
024.382.014	A
024.382.019	A
024.383.009	A
024.383.011	A
024.383.014	A
024.383.015	A

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

GAIL ROBINETTE, President
MURIL N. CLIFT, Vice President
JIM BAHRINGER
MICHAEL THOMPSON
AMANDA RICE



OFFICERS:

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

1316 Tamsen Street, Suite 201 • P.O. Box 65 • Cambria CA 93428
Telephone (805) 927-6223 • Facsimile (805) 927-5584

2015 **FIRE HAZARD FUEL REDUCTION PROGRAM** **SCHEDULE**

- | | |
|-----------|--|
| 4/23/2015 | Declaration of Public Nuisance |
| 4/24/2015 | Notices sent to lot owners
Lot cutting starts |
| 5/01/2015 | Advertise FHFRP Contract |
| 5/20/2015 | RFP Deadline To Be Submitted by 4PM to CCSD Admin Office
Lot Inspections Start |
| 5/28/2015 | Award Contract |
| 7/01/2015 | Abatement Deadline
Final Inspections |
| 7/06/2015 | CCSD Contract List for Abatement Completed
Submit Contract List to Clerk for Board Packet |
| 7/07/2015 | CCSD Public Hearing/Contract List for Abatement Considered
by Board for Approval |
| 7/08/2015 | CCSD Contractor Starts Lot Clearing |
| 8/24/2015 | CCSD Contractor Deadline
Final Inspections |

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April 23, 2015

APN: <<INSERT APN>>

Owner Name
Mailing Address
City, State, Zip Code

Dear Property Owner:

NOTICE TO DESTROY WEEDS AND/OR DEBRIS

**Per California Health & Safety Code Section 14875 et seq.
CCSD Resolution 11-2015**

Notice is hereby given that on the 23rd day of April, 2015 the Cambria Community Services District ("CCSD") Board of Directors passed Resolution 11-2015 declaring that noxious, dangerous, seasonal and/or recurring weeds were growing upon or in front of your property, and more particularly described in said Resolution and that the same constitute a public nuisance which must be abated by the removal of said noxious, dangerous, seasonal and/or recurring weeds, otherwise they will be removed and the nuisance abated by the CCSD Fire Department authorities, in which case the cost of such removal shall be assessed upon the lots and lands from which or in front of which such weeds are removed and such cost will constitute a lien upon such lots or lands until paid. Reference is hereby made to said Resolution further particulars.

All property owners having any objections to the proposed removal of such weeds are hereby notified to attend a meeting of the Board of Directors of Cambria Community Services District, to be held **July 7, 2015, 12:30 PM**, Veterans Memorial Building, Cambria, when their objections will be heard and given due consideration.

Dated this 23rdth day of April, 2015

See Guidelines on reverse side of notice to help you comply.

This annual requirement is an effort to reduce the fire hazard caused by the accumulation of combustible materials on vacant parcels. **In addition, on March 26, 2015 the CCSD Board of Directors adopted Resolution 08-2015 declaring a state of emergency in Cambria due to the extreme risk of a catastrophic fire.**

Keep in mind that the forest helps define Cambria and it is important that we reduce the fire hazard without destroying its ability to regenerate. **Make every effort to protect seedlings, young native trees, ferns and bushes by marking them prior to cutting.**

Property owners are required to clear all combustible vegetation and/or debris from their property by the July 1, 2015 deadline. Please be aware that the definition of "weeds" in Health and Safety Code Section 14875 includes "Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard..."

The following are guidelines to help you comply:

- Remove combustible construction materials, and trash from the property.
 - Trim weeds and annual grasses to 4 inches in height. Avoid exposing bare soil or creating a situation that would encourage erosion. Avoid damaging tree trunks with string trimmers and mowers.
- § All Standing dead trees, down trees and rounds, or dead limbs within 30 feet of any structure must be removed. Tree stumps fallen over shall be cut and retain no more than six feet of the log within this 30 foot zone.
- § All down trees beyond 30 feet from any structure 12 inches in diameter or greater may remain on the parcel. However the entire trunk must be completely on the ground. Materials less than 12 inches in diameter shall be cut and removed from the property.
- § Remove ladder vegetation from under trees and shrubs, maintaining 6 feet of vertical clearance for trees greater than 20 feet in height,
- § All Scotch/Irish or other broom type plants, Pampas grass, Jubata grass and (Crocoshmia) also known as Fire Weed shall be removed. Isolated specimens may be left with greater than ten feet (10) separation and all dead material is removed.
- § Please refer to the informational flyer available on-line for additional clearance information at www.cambriacsd.org.

The owner of record at the time of notification is responsible for clearance of the parcel. Lot owners having clearance done by local contractors will need to work closely with their contractor to insure your parcel gets inspected by the CCSD Fire Department. Those parcels not in compliance by the July 1, 2015 deadline will be placed on a list to be abated by the CCSD's contractor. Cost for abatement for each parcel includes the contractor's charge for services, plus a \$200.00 administrative charge. The CCSD is not responsible for the contractor's charges.

If you have property that no longer requires abatement, (e.g., a parcel that has been developed or merged with an improved property,) please call (805) 927-6240 and we will remove the parcel number from our list.

Your cooperation is greatly appreciated. Thank you for doing your part to keep Cambria a fire-safe community with a healthy urban forest.

TO: Board of Directors

AGENDA NO. **9.B.**

FROM: Jerry Gruber, General Manager

Meeting Date: April 23, 2015 Subject: Discussion and Consideration to Approve a Consulting Services Agreement for \$8500 per month with Balance Public Relations Related to Water and Wastewater.

RECOMMENDATIONS:

Discuss and consider the approval of a Consulting Services Agreement with Balance Public Relations relating to Water and Wastewater.

FISCAL IMPACT:

The cost associated with the Consulting Services Agreement for the three month period of April through June, 2015 is \$19,125.00. The amount will be divided equally between the Water Department, Wastewater Department and the Emergency Water Supply Project.

DISCUSSION:

Staff is recommending that the Board of Directors approve a Consulting Services Agreement with Balance Public Relations and Mr. Dean Florez. The following is a brief biography of Mr. Florez:

Senator Dean Florez serves as Chief Executive Officer and President of 20 Million Minds Foundation. Senator Florez served as a Director of Oportun Financial Corporation. He was first elected to the State Assembly in 1998, serving two terms before being elected to the State Senate of 2002. He was elevated to the position of Senate Majority Leader in November of 2008. He served as Chairman of several committees, including: Banking, Finance and International Trade; Governmental Organization; and Food and Agriculture. He attended Bakersfield College. He holds a bachelor's degree in Political Science from the University of California Los Angeles and in 1993 he received his MBA from Harvard.

Attached for your review is a Proposal from Balance Public Relations regarding strategic consulting for water and wastewater. Balance Public Relations would be assisting the CCSD Board of Directors and the CCSD staff with general permitting for both water and wastewater, as well as grant funding opportunities for recycled water projects. Specifically, this will include improvements to the wastewater treatment plant to meet future RWQCB requirements relating to Total Maximum Daily Load (TMDL) and permits for the Emergency Water Supply Project.

Currently CCSD staff is working on multiple water and wastewater related items in addition to the daily operations of the CCSD. Assistance in key area's identified as part of Balance Public Relations Proposal would be extremely helpful as we continue to address and resolve key water and wastewater issues while also capitalizing on grant opportunities.

Attachment: Proposal from Balance Public Relations

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ ROBINETTE ___ CLIFT ___ THOMPSON ___ BAHRINGER ___ RICE



April 15, 2015

Jerry Gruber
General Manager
Cambria Community Services District
P.O. Box 65 1316 Tamsen Drive, Suite 201
Cambria, CA 93428

RE: Engagement for Strategic Consulting: Water and Wastewater

Dear Jerry:

I would like to take this opportunity to thank you for allowing Balance Public Relations (BPR) the opportunity to be your strategic advisor for the remainder of the 2015 year. We are very excited about the opportunity to provide consulting services to the Cambria Community Services District (District) which we believe will be the beginning of a successful, long-term working relationship.

We understand that our engagement will include the scope of work set forth below which will be discussed and evaluated as needed via meetings, conference calls or written reports.

Scope of Work

Strategy Development

BPR will work collaboratively with the Cambria Community Services District to develop a comprehensive strategy that strengthen and support the guiding principles and policies of the District. We plan to assist your mission by focusing our strategic consulting on issues surrounding: (A) General Permitting for both Water and Wastewater (B) Grant Funding Opportunities for Recycled Water Projects, specifically improvements to the Wastewater Treatment Plant to meet RWQCB requirements relating to TMDL; and (C) Emergency Water Supply Project, EWS, Brackish Water Treatment Facility work.

We anticipate several face to face meetings with Legislative, Governor's staff and regulatory agencies in order to ascertain various water bond funding mechanisms and regulatory policies in order to meet the goals and objectives of the Cambria Community Services District. We are prepared to begin those policy and strategy meetings on April 23th with an agenda and developed timeframe to begin via conference call immediately.

Strategic Partnerships

BPR will act as a direct liaison with other water advocates and potential strategic partners of the Cambria Community Services District. BPR will foster and participate in coalition building activities among the stakeholder groups that have an interest in water policy and finance.

Board Interaction and Direct Reporting

BPR will regularly consult with the Cambria Community Services District, and will report at all regularly scheduled Board meetings. BPR will participate in District sponsored events and meetings and assist staff in organizing educational efforts aimed at key decision-makers that have a direct impact on the Cambria Community Services District. BPR will also provide the Cambria Community Services District board members with pertinent legislative information and relevant regulatory reports in electronic and other formats.

Proposed Fee Structure & Terms

Based on the aforementioned scope of work, we propose:

- (A) A **monthly fixed retainer fee of \$8,500 per month.** All out-of-pocket expenses, including travel, phone and other incidental costs will be billed separately and shall not exceed \$1,000 per month without prior approval.

Commencement of the contract begins **April 23, 2015 and ends June 30, 2015.**

Payment Dates: April 24, 2015
 May 24, 2015
 June 30, 2015

This Agreement may be renewed with additional terms by mutual written agreement of the Parties after June 30, 2015.

The contract will be billed on a month-to-month basis, and either party may terminate this agreement by providing thirty-days, written notice. In the event of such termination, BPR will be entitled to all expenses incurred, and any payment due and owing, through the date of termination. Upon termination, we will provide you with all work product, documents, files and any other tangible things related to the work performed under the Agreement.

If an invoice is not paid monthly, we reserve the right to discontinue performing further services at such time. If the Cambria Community Services District is unable to make full payment upon our account within thirty (30) days after presentation of our invoice, you will incur a late fee of 5% of the balance plus 1 ½% per month or 18% annum.

The Cambria Community Services District acknowledges that BPR will be working for other water industry clients in addition to the Cambria Community Services District. Should a suspected conflict of interest arise, BPR agrees to immediately notify the District of the potential conflict and participate in a negotiation to attempt to resolve the conflict to the satisfaction of all parties.

All data and information submitted or made available to BPR by the Cambria Community Services District unless otherwise publicly available or provided for public distribution and dissemination in connection with BPR's services, shall be utilized by BPR only in connection with its services under this Agreement, and shall not be made available or disclosed by BPR or to any other person. All information developed by the Cambria Community Services District or obtained by BPR from the District in connection with the Agreement shall be the property of the Cambria Community Services District.

It is our policy to destroy each client's files in our possession upon the expiration of ten (10) years after the closing of such files. If you desire us to retain any of your files for a longer period, please advise us in writing.

If legal action is necessary to enforce the terms and conditions of this letter, the prevailing party shall receive its reasonable attorney's fees and costs as the court may determine.

Please indicate your agreement with the terms and conditions of this letter by signing and returning via e-mail or fax. Please call me if you have any questions.

On behalf Balance Public Relations, I want to thank you for considering retaining our firm.

Sincerely,



Dean Florez
President, CEO
Balance Public Relations

THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS AGREEMENT AND AGREES ON BEHALF OF THE **Cambria Community Services District** TO BE BOUND BY ITS TERMS AND CONDITIONS.

DATED: _____, 2015

Jerry Gruber
General Manager
Cambria Community Services District

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 9.C.

FROM: Jerry Gruber, General Manager

Meeting Date: April 23, 2015 Subject: Preliminary Discussion Regarding
 Response to Grand Jury Reports and
 Consider the Formation of Ad Hoc
 Committees to Meet with Cal Fire and
 CCHD

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss the required response to the two recently issued Grand Jury reports relating to Cambria and consider the formation of two Ad-Hoc Committees to meet with Cal Fire and the Cambria Community Healthcare District (CCHD).

FISCAL IMPACT:

To be determined based on the recommendations of both Ad Hoc Committees to the CCSD Board of Directors.

DISCUSSION:

On March 17, 2015 the San Luis Obispo Grand Jury released a report titled "In a State of Emergency? Assessing Fire Risk in Cambria." A second report was released on March 31, 2015 by the San Luis Obispo Grand Jury titled "Making the Case for Efficiency: Maximizing Levels of Emergency Services in Cambria." The reports included recommendations relating to contracting with Cal Fire for fire suppression in Cambria, as well as reactivating discussions with the Cambria Community Healthcare District regarding integrating and coordinating activities.

Both reports require a formal response to the Findings and Recommendations from the CCSD Board of Directors within a 90 day period from the date of issuance. The formation of two Ad-Hoc Committees will help facilitate a process in which the Findings and Recommendations can be addressed.

During the time between the April Board Meeting and the May Board meeting, the Ad-Hoc Committees could meet with representatives of Cal Fire and the CCHD to discuss the Findings and Recommendations from the Grand Jury Reports and report back their recommendations to the CCSD Board of Directors in May.

Attachment: Grand Jury reports dated March 17 and March 31, 2015

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ ROBINETTE ___ CLIFT ___ THOMPSON ___ BAHRINGER ___ RICE



GRAND JURY

March 17, 2015

Confidential

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

The San Luis Obispo County Grand Jury has completed the attached report titled **“In a State of Emergency? Assessing Fire Risk in Cambria.”** This revised copy of the report is being provided to you as minor changes were made to the wording of the recommendations, just prior to release.

Responses are due pursuant to California Penal Code section 933(c). Sections 933 through 933.05 of the Penal Code are attached for your reference. Also attached is a form for your responses to Grand Jury findings and recommendations.

Please keep in mind that this report must be kept confidential until its public release by the Grand Jury.

Respectfully,

A handwritten signature in black ink, appearing to read "Larry Herbst".

Larry Herbst, Foreperson
2014-2015 San Luis Obispo County Grand Jury

LH:rr
Enclosures

IN A STATE OF EMERGENCY? ASSESSING FIRE RISK IN CAMBRIA

INTRODUCTION

Cambria is a coastal community long known for water supply issues. As of March 2015, it remains in a Stage 3 (most severe) water emergency. Cambria also faces another severe, but less recognized emergency risk—the potential for a catastrophic fire. The risk level for such a fire is heightened by the town’s combination of geography, urban buildup and current drought.

This investigative report evaluates the current fire risk as assessed by firefighting professionals. It also examines the community’s preparedness for a disastrous fire. It then examines opportunities to mitigate the risk and offers recommendations for responding to the current situation.

ORIGIN

In reviewing a separate issue, the Cities and Special Districts Committee of the 2014-2015 San Luis Obispo County Grand Jury (Grand Jury) identified concerns about the status of local firefighting equipment. This led to inquiries about fire suppression services in general and the level of fire risk in the Cambria area.

AUTHORITY

California Penal Code section 925 authorizes the Grand Jury to investigate and report on the operations, accounts and records of special districts within the county.

METHOD

The Grand Jury conducted the investigation through interviews of relevant staff members and board members of key organizations, including CAL FIRE, Cambria Community Services District (CCSD), CCSD Fire Department (Cambria FD) and San Luis Obispo County Community Firesafe Council (SLO Firesafe Council). It also interviewed two former local fire chiefs. The Grand Jury reviewed a number of relevant documents, including organizational websites, National Fire Protection Association (NFPA) guidelines, Cambria FD planning and strategy documents, Cambria FD general plan, and the wildland-urban interface¹ fire (WUI fire) pre-plan for the Cambria area. In addition, the Grand Jury attended three separate student team presentations at California Polytechnic State University, San Luis Obispo. Cambria was the subject of these students' winter project in a class on WUI Fire Protection and their findings and recommendations were presented to a public audience.²

BACKGROUND

Two organizations provide fire suppression services for Cambria:

- The CCSD provides the community with water and wastewater treatment, parks and recreation, and fire and safety services. It maintains a fire station at 2850 Burton Drive in Cambria. This station is staffed 24 hours a day by a three-person team that includes a captain, engineer and a reservist.
- CAL FIRE³ operates Fire Station 10 at 6126 Coventry Lane in Cambria. During fire season⁴, a team of one captain (or engineer) and three firefighters staff the CAL FIRE station around the clock. During other periods, a team of one captain (or engineer) and

¹ A wildland fire is a fire in a forest, grassland or brushland. A wildland-urban interface fire involves wildland areas but also people and built environments such as homes, businesses and infrastructure.

² Copies of these student reports can be obtained by contacting the Natural Resources Management & Environmental Sciences Department at the university.

³ CAL FIRE is the fire protection arm of the California Department of Forestry and Fire Protection. It protects State Responsibility Areas (SRA) and is the agency with which San Luis Obispo County contracts to provide fire suppression services for certain county areas. All of Cambria is within the SRA. SRAs are defined by the California Public Resources Code Sections 4125 and 4126.

⁴ Fire season generally is considered the summer and autumn months, but exact dates may vary based upon rainfall and other conditions.

one firefighter staff the station. This is a state-funded station. (San Luis Obispo County augments funding during non-fire season through the Amador Plan.⁵)

Cambria FD and CAL FIRE have a mutual/automatic aid agreement. In the case of a larger fire, call for aid may go to Hearst Castle Fire Department (10 minutes away), Cayucos Fire Department (20 minutes away), Morro Bay Fire Department (30 minutes away), Paso Robles County Fire Station (30 minutes away) or additional CAL FIRE or San Luis Obispo County resources elsewhere in the county. Due to budget cuts, the Hearst Castle Fire Department currently may not respond to calls outside the state park. In the event of a major WUI fire, fire suppression resources would come from throughout the state.

NARRATIVE

Cambria is bounded by ocean on one side and otherwise is separated from other communities (and their fire and emergency departments) by miles of open land and ranches. It is nestled in one of only three remaining natural stands of Monterey pine⁶ in the world. Popular with tourists, seasonal homeowners and retirees, its permanent population of approximately 6500 may vary greatly depending on the time of year. A multi-year drought has increased the community's longstanding water-supply issue. It has also increased both the likelihood of a catastrophic WUI fire and the difficulty in suppressing one.

THE RISK OF CATASTROPHIC FIRE

A number of factors place Cambria at particularly high risk for major WUI fires:

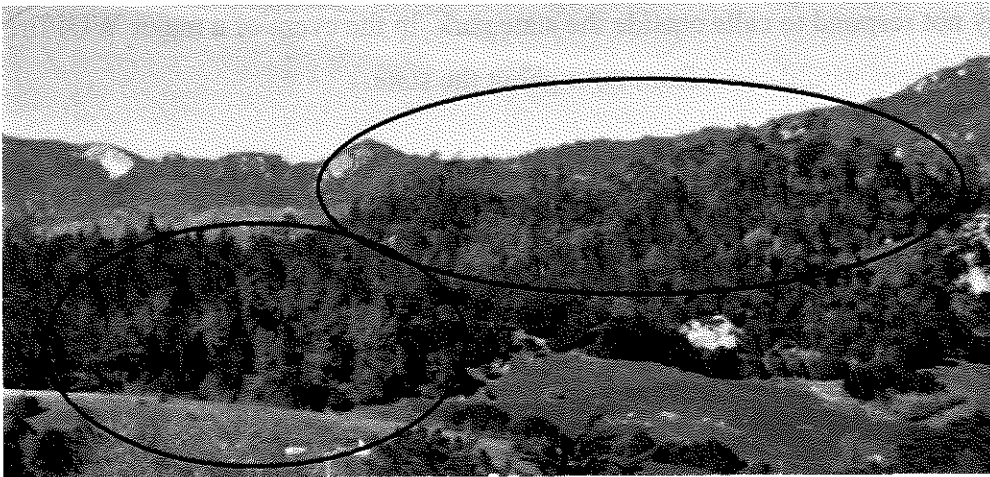
- Unlike most of the developed areas of San Luis Obispo County, Cambria's hilly terrain is forested. Because of the drought, its 3200-acre, native Monterey pine forest is riddled with thousands of dead trees. It has been estimated that 30% to 40% of the overall forest

⁵ The Amador Plan refers to state law that allows the director of CAL FIRE to enter into an agreement with another governmental organization to provide fire suppression services. California Public Resources Code Section 4144 authorizes the Amador Plan.

⁶ The other two natural stands are in Monterey and Ano Nuevo (near Santa Cruz, California). In addition, two populations of a two-needle variety exist on two small Mexican islands called Cedros and Guadalupe, off the coast of Baja California.

is either dead or dying, compared to 10% historically. These dead trees are much more susceptible to burning and they significantly increase the risk of a wildland fire spread.

- A break in the drought will not restore life to these dead trees; until these trees are dealt with, their fire risk will remain. A continuation of the drought will only increase the likelihood of more dead and dying trees. The poor health of the forest has also led to an increased presence of bark beetles, pitch canker and dwarf mistletoe—all of which increase tree mortality. In some individual stands of trees, as many as 70% are dead or dying.



The photo illustrates the extent of dead trees in the Scott Rock area of Cambria (across from Coast Union High School) as of January 2015.

- Much of the area's development (more than 4610 habitable structures) is characterized by small lots, narrow winding streets, steep hillside building sites, and existing structures that don't meet current building standards and fire codes. According to local fire officials, fire can spread easily and quickly in these settings.
- The community has limited water sources; moreover, its existing water infrastructure is aging and subject to service interruptions. Adequate water for a major fire could be an issue.
- The area is serviced by aboveground electrical power lines. Even with tree trimming by PG&E contractors, strong winds may cause falling trees to hit power lines. This increases the risk of a fire starting. Strong winds might also cause trees to fall across roadways, blocking traffic and impeding both evacuation and response.

- Because of Cambria’s isolation, initial response to a fire is limited to the combination of the Cambria FD and CAL FIRE units. In general, additional response is at least 20 minutes away.
- There has been no large fire in the area for the past 70 years. This has resulted in a significant accumulation of highly flammable ground litter and ladder fuels.⁷

Cambria is rated by the state as a High Fire Hazard Zone.⁸ However, all fire professionals that the Grand Jury interviewed describe the current situation in even more vivid language. One said, “Cambria is approaching an extreme fire hazard.” Another former fire captain familiar with the area called the situation “very serious to borderline dangerous.”

Multiple fire professionals liken the Cambria situation to two prior fires in California. One of those is the 1987 Pebble Beach fire in Monterey County (also known as the Morse Fire). This fire occurred in a Monterey pine forest that was less densely developed than Cambria. In that wind-driven fire with winds of 20 miles per hour, 36 homes were lost and 100 families displaced. The other comparison is to the Oakland Hills firestorm of 1991 (also known as the Tunnel Fire). This fire occurred in a forested urban area of older homes with narrow, hilly streets. That fire quickly spread across 1500 urban hillside acres, destroyed 2900 buildings and killed 25 people.

PREPARING FOR THE POTENTIAL OF CATASTROPHIC FIRE

While no government agency can possibly staff resources to deal with every possible catastrophe, it can pre-plan to deal with them effectively and efficiently. In this regard, two key considerations for Cambria’s pre-planning are evacuation plans and fire hazard mitigation.

Alerting and evacuating residents of Cambria is a challenge for a number of reasons, including:

- Reverse 911 calls that alert the need to evacuate or take other actions may have limited impact. Increasingly, local residents do not have land lines which are automatically tied into a reverse 911 system. Residents that rely on mobile phones must register their

⁷ A ladder fuel is a firefighting term for live or dead vegetation that allows a fire to climb from the landscape or forest floor into the tree canopy. This can result in a running crown fire, the most intense and difficult type of wildland fire to control. Common ladder fuels include tall grasses, shrubs and tree branches, both living and dead.

⁸ CAL FIRE uses ratings to express the overall fire risk potential. The highest rating is Very High Fire Hazard Zone. The second highest is High Fire Hazard Zone.

numbers with reverse 911, or they will not receive alerts. The large seasonal and visitor population is unlikely to be registered with reverse 911. Since Cambria is outside the Pacific Gas & Electric Company Early Warning System boundaries, the community cannot be alerted by the sounding of emergency sirens.

- Land entrance and exit to the town is limited to Highway 1 with all streets funneling to that one route. Many of those streets are narrow and winding, creating difficulty both for fire equipment access and residential evacuation. Even under non-emergency conditions, access can be difficult.
- Evacuation plans are available on the CCSD website and in local phonebooks. The plan has been mailed in the past to local addresses, but general awareness of these plans appears limited.
- The population is aging⁹, with many having mobility issues, increasing the difficulty of a rapid evacuation.

In the case of a major fire emergency, the decision to evacuate Cambria would be made by a unified incident command comprising the Cambria FD and CAL FIRE. The anticipated first request would be for the San Luis Obispo County Sheriff (Sheriff's office) to activate the reverse 911 call process and provide evacuation assistance and traffic control.

A number of steps have been taken to prepare for a potential WUI fire in the Cambria area.

These include:

- *Development of a WUI fire pre-plan.* Because of the major concerns for potential WUI fire in the area, CCSD, CAL FIRE, the San Luis Obispo County Office of Emergency Services and the Sheriff's office developed a pre-plan in 2010. It outlines recommended preparation steps, provides a checklist to follow when evacuation is required and identifies emergency travel routes and safe refuge areas.
- *Creation of fire or fuel breaks.* In the past, work has been done on establishing fuel breaks. Currently, community agencies are seeking grants to fund additional work to clear the forest of dead and dying trees, manage the forest and align the work of various

⁹ Nearly one-third of the population is over 65 and the median age is 57.1 years. Source: 2010 U.S. Census.

interested groups¹⁰ in Cambria, but there is no guarantee these funds will be granted nor sufficient. Clearing dead trees would significantly mitigate the fire risk.

- *Enhancement of community response.* This is accomplished through programs such as Community Emergency Response Teams (CERT), use of social media to spread alerts, practice drills and other local outreach.

Additional resources are likely available on a county, state or federal level to augment these activities. If the CCSD were to declare Cambria in a state of emergency regarding fire risk, or request San Luis Obispo County to declare such an emergency, or take other similar public positions, it would raise local awareness of the risk and help in obtaining outside grants or other funding by county, state or federal governments.

The CCSD might also examine how other communities faced similar risk. Some ten years ago, the Lake Arrowhead area of San Bernardino County dealt with a dying forest caused by an extended drought and pine beetle infestation. In that instance, a combination of local government actions encouraged clearing of dead trees and received assistance from inmate crews provided through CAL FIRE.

CONCLUSIONS

Due to its environment, location and population, Cambria is a wildland-urban interface community facing a severe fire threat. There are steps local government should take to raise the public's awareness and understanding of the risk, to reduce the level of fuel in the forest and to prepare for emergency response. An initial step would be for the local governing agency, the CCSD, to declare a state of emergency related to the fire risk in Cambria.

¹⁰ A number of nonprofits and independent groups in Cambria have interests in managing local forests, including Friends of the Fiscalini Ranch, Greenspace-Cambria Land Trust, Covell Ranch/The Nature Conservancy, Beautify Cambria and the Cambria Forest Committee.

FINDINGS

F1. The community of Cambria faces a severe fire threat due to a combination of environmental, geographical and demographic factors.

F2. The plan for public evacuation in the event of a wildland-urban interface fire or other emergency is not well understood or publicized within the community.

F3. While the execution of the emergency evacuation plan is ultimately the responsibility of the Sheriff's Department, the promotion of the plan is the responsibility of the Cambria Community Services District.

F4. Work on improving fire breaks and removing dead trees or other fire hazards would lessen the fire risk.

RECOMMENDATIONS

R1. The Cambria Community Services District should proclaim a state of emergency regarding the fire risk and forward it to the San Luis Obispo County Board of Supervisors for action.

R2. If the Cambria Community Services District fails to proclaim a state of emergency, the San Luis Obispo County Board of Supervisors should do so.

R3. The Cambria Community Services District should take additional action to raise public awareness locally and with relevant county, state and federal emergency management agencies. Such actions might include conducting community drills, conducting a new campaign for reverse 911 sign-ups for mobile phones and mailing the wildfire evacuation plan to residents.

R4. The Cambria Community Services District should obtain funding to improve forest management.

R5. The Cambria Community Services District should use the funding to:

R5(a): Improve existing fuel breaks.

R5(b): Expand fuel break program.

R5(c): Remove dead and dying trees.

R5(d): Remove other fire hazards such as ladder fuels and other flammable materials.

REQUIRED RESPONSES

The Cambria Community Services District is required to respond to Findings 1, 2, 3 and 4, and Recommendations 1, 3, 4 and 5(a, b, c, d).

The San Luis Obispo County Board of Supervisors is required to respond to Findings 1 and 2, and Recommendations 1 and 2.

The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court. Please provide a paper copy and an electronic version of all responses to the Grand Jury.

Presiding Judge	Grand Jury
Presiding Judge Dodie Harman Superior Court of California 1035 Palm Street, Room 355 San Luis Obispo, CA 93408-1000	San Luis Obispo County Grand Jury P.O. Box 4910 San Luis Obispo, CA 93403-4910 grandjury@co.slo.ca.us



GRAND JURY

March 31, 2015

Confidential

Jerry Gruber
Cambria Community Services District
2021 Rodeo Grounds
Cambria, CA 93428

Dear Mr. Gruber:

The San Luis Obispo County Grand Jury has completed the attached report titled "**Making the Case for Efficiency: Maximizing Levels of Emergency Services in Cambria.**" This copy of the report is being provided to you two days in advance of its public release, as required by California Penal Code §933.05 (f), which states:

A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

Please check the last page of text of the report for the timing of your response, if any, as required by the Penal Code. Sections 933 through 933.05 of the Penal Code are attached for your reference. Also attached is a form for your responses to Grand Jury findings and recommendations.

Please keep in mind that this report must be kept confidential until its public release by the Grand Jury.

Respectfully,

A handwritten signature in black ink, appearing to read "Larry Herbst".

Larry Herbst, Foreperson
2014-2015 San Luis Obispo County Grand Jury

LH:rr
Enclosure

MAKING THE CASE FOR EFFICIENCY: MAXIMIZING EMERGENCY SERVICES IN CAMBRIA

INTRODUCTION

Cambria is a coastal community long known for water supply issues and remains in a Stage 3 water emergency as of March 2015. A separate report issued by the 2014-2015 San Luis Obispo County Grand Jury (Grand Jury) found that Cambria also faces another severe, but less recognized emergency risk.

There is an increased risk of catastrophic fire in Cambria because fire suppression and emergency services are characterized by aging equipment, lack of financial reserves, relative isolation and overlapping services provided by different emergency responders.

Cambria residents have consistently shown a willingness to fund key services such as fire suppression, emergency medical services and other types of emergency responses through approval of local fire assessments and healthcare special district taxes. However, the perceived quality of current services may potentially mask other significant shortfalls and inefficiencies. Furthermore, the community may be missing opportunities for improvements.

This investigative report evaluates how current agencies providing emergency services interact and impact Cambria. It examines the current strengths and weaknesses of:

- Local firefighting response and equipment.
- Local ambulance response and equipment.
- The overlapping relationships of the Cambria Community Services District Fire Department, CAL FIRE and the Cambria Community Healthcare District.

Finally, this report recommends potential paths for improvement.

ORIGIN

In reviewing a separate issue, the Grand Jury identified concerns about the status of local firefighting equipment. This led to inquiries about fire suppression services in general, the level of fire risk and the relationship of the Cambria Community Services District Fire Department to other relevant agencies and organizations including CAL FIRE, San Luis Obispo County Fire Department and the Cambria Community Healthcare District.

In a separate report titled "In a State of Emergency? Assessing Fire Risk in Cambria," this Grand Jury addressed the issue of wildland-urban interface fire risk. This report focuses on fire suppression and related services.

AUTHORITY

California Penal Code section 925 authorizes the Grand Jury to investigate and report on the operations, accounts and records of special districts within the county.

METHOD

The Cities and Special Districts Committee of the Grand Jury conducted this investigation. The Grand Jury interviewed key staff members of relevant organizations including CAL FIRE, Cambria Community Services District (CCSD), CCSD Fire Department (Cambria FD), Cambria Community Healthcare District (CCHD) and San Luis Ambulance Service. It also interviewed a representative director of the CCSD, a representative director of the CCHD, the general manager of another community services district that has considered contracting with CAL FIRE, and former fire chiefs of local fire departments. It reviewed a number of organizational websites and pertinent documents including National Fire Protection Association (NFPA) guidelines, Cambria FD planning and strategy documents, Cambria FD general plan, wildland fire pre-plan for the Cambria area and independent fire service studies done for other communities of similar size.

BACKGROUND

Three separate organizations provide emergency services to the Cambria area:

- CCSD provides the community with water, wastewater treatment, parks and recreation, and fire and safety services. Cambria FD, a part of CCSD, maintains a fire station at 2850 Burton Drive in Cambria. This station is staffed 24 hours a day by a three-person team: a captain, an engineer and a reservist.
- CAL FIRE¹ operates Fire Station 10 at 6126 Coventry in Cambria. During fire season², four persons (one captain or engineer and three firefighters) staff the CAL FIRE station around the clock. During other periods, two persons (one captain or engineer and one firefighter) staff the station. This is a state-funded station. San Luis Obispo County augments funding during non-fire season through the Amador Plan.³
- CCHD provides emergency medical services, crisis intervention and health and safety education to a North Coast area that includes, but is larger than, the CCSD boundaries. Local voters approved two separate taxes, one in 1985 and the other in 2006, to fund local ambulance and paramedic services. The CCHD maintains an ambulance station at 2535 Main Street, Cambria, with two ambulances staffed full-time.

NARRATIVE

Cambria is bounded by ocean on one side and is separated from other communities (and their fire and emergency departments) by miles of open land and ranches. It is nestled in one of only three remaining natural stands of Monterey pine in the world⁴. Popular with tourists, seasonal homeowners and retirees, its population of over 6000 may vary greatly depending on the time of year.

¹ CAL FIRE is the fire protection arm of the California Department of Forestry and Fire. It protects State Responsibility Areas (SRA) and is the agency that San Luis Obispo County has contracted with to protect county areas outside of special districts and cities. All of Cambria is within an SRA.

² Fire season generally is considered the summer and autumn months but exact dates may vary based on rainfall and other conditions.

³ The Amador Plan refers to state law that allows the director of CAL FIRE to enter into an agreement with another governmental organization to provide fire suppression services.

⁴ The other two are in Monterey and Ano Nuevo (near Santa Cruz). In addition, two populations of a two-needle variety exist on two small Mexican islands called Cedros and Guadalupe, off the coast of Baja California.

Because of its environment, the current drought, location and population, Cambria is a wildland-urban interface⁵ community facing a severe fire threat. As a result, it is important that its limited emergency resources are managed and deployed as effectively as possible. This report will look at all three agencies involved in providing fire suppression or emergency services to this area.

CAMBRIA COMMUNITY SERVICES DISTRICT FIRE DEPARTMENT

The Cambria FD services an area consistent with the boundaries of CCSD, which includes the urbanized area of the Cambria coast. The Cambria FD is operated by CCSD and its budget of approximately \$1.7 million is funded through local assessments and tax revenues.

Personnel

The Cambria FD employs a fire chief, three captains and three engineers full-time; approximately fifteen reservists are part-time employees. All full-time staff are trained as certified Firefighter I or higher, and also trained as emergency medical technicians or paramedics. There is a high turnover rate among reservists, and their pay is near minimum wage. Most take the position to obtain on-the-job training needed for full-time positions, often at other fire departments, resulting in training and staffing challenges. Support functions such as fire safety, training, preplanning inspections, vehicle maintenance or fire prevention are assigned to full-time staff as additional responsibilities.

In 2014 the current fire chief announced he would retire in July 2015. Recently, he extended that date to October 2015. In late February 2015, the CCSD took the first step in seeking a replacement by initiating a Request for Proposal from a recruitment agency.

Responsibilities

Cambria FD responds to fires and other emergency situations such as vehicle accidents, medical emergencies, public service assists⁶ and the like. In addition to responding to alarms, staff is responsible for local fire prevention activities including code adoption, permitting, plan review

⁵ A wildland-urban interface area is one where human development is close to, or within, natural terrain and flammable vegetation and where high potential for wildland fire exists.

⁶ An example of a public assist is if a person falls and calls for help in getting up.

and inspections. Cambria FD also provides water rescue and may respond to incidents outside its area due to mutual/automatic aid agreements.

Multiple Unit Response

Fire calls generate responses from both Cambria FD and the local CAL FIRE station staff, with whom the Cambria FD has a mutual/automatic aid agreement. This typically results in five or more firefighters on-site, meeting the Occupational Safety and Health Administration (OSHA) requirement for at least four firefighters on-site before a two-person team can enter a structure fire for rescue. Therefore, the combined response of both departments to a fire is appropriate. Industry practice⁷ recommends at least 10 to 12 firefighters on-scene for initial response for structure fires. In such cases, a call for aid would go to other fire departments in the area, all of which are at least 20 minutes away.

In other 911 emergencies, such as medical aids or vehicle accidents, Cambria FD, CAL FIRE and ambulance services of CCHD all respond. This can result in up to seven emergency responders and multiple vehicles on-scene.

Equipment

Cambria FD's primary equipment is a 2006 Pierce Type I fire engine and the reserve engine is a 1988 FMC Type I fire engine⁸. Although no legal requirements govern the length of usage for a fire engine, general guidelines suggest that a 28-year-old engine is well past its recommended service life.⁹ In addition to its age, the 1988 reserve engine has an open rear cab. An open cab exposes firefighters in a wildland fire and therefore does not meet NFPA guidelines. Currently, Cambria FD has no vehicle replacement fund or plan for this reserve engine.

⁷ When this report references general guidelines, it reflects consolidated input received from multiple firefighting professionals and a review of pertinent documents from the National Fire Protection Association (NFPA). *NFPA 1710* standards cover full-time departments, and *NFPA 1720* covers volunteer departments.

⁸ FMC is a model name for fire equipment sold by the FMC Corporation.

⁹ "In general a 10 to 15 year life expectancy is considered normal for first line pumping engines." *National Fire Protection Association (NFPA) Handbook*, 17th Edition.

Strategic Plan

In 2003 Cambria FD developed an initial long-term Master Plan. It detailed an approach to move from a volunteer fire department to a full-time, professional force. In 2011 Cambria FD on its own initiative drafted a new Master Plan for the fire department with a recommendation that the CCSD develop a long-term community strategic plan that encompassed the fire department. Key members of the CCSD leadership acknowledge not being familiar with the details of the 2011 Cambria FD Master Plan recommendations. As of January 2015, despite requests by Cambria FD staff, the 2011 Cambria FD Master Plan still has not been placed on the CCSD Board agenda or discussed with the broader community. Therefore, the Board and community have had no opportunity to debate the adequacy of current coverage or debate relevant trade-offs with other community priorities; or set long-term directions.

CAL FIRE

Cambria is within a designated State Responsibility Area. It is protected by CAL FIRE Station 10 which is located in Cambria and serves the North Coast of the county with fire suppression and emergency services. CAL FIRE has a mutual/automatic aid agreement with Cambria FD.

CAL FIRE Contracts

A variety of government entities contract with CAL FIRE directly (or indirectly through the San Luis Obispo County contract with CAL FIRE) to provide fire services for their respective areas. San Luis Obispo County contracts with CAL FIRE to provide fire suppression services for all county lands outside cities and special districts. In addition, CAL FIRE services the City of Pismo Beach, the special districts of Los Osos and Avila Beach, and Cayucos through the Amador Plan. CAL FIRE also operates dispatch services under contract for a number of additional fire departments including Cambria FD. CAL FIRE enters into negotiating any agreement only upon a request from another government entity. The parties must determine such a contract would be mutually beneficial.

Nature of Contracts

In a CAL FIRE contract, the contracting community retains overall responsibility for setting the requirements of its fire coverage, such as staffing levels. It retains ownership of its fire station(s)

and equipment. Contract agreements vary from one year to multiple years. Fees are quoted on a “not to exceed” basis with refunds when actual costs prove lower. Current employees typically are offered positions at the same rank within CAL FIRE. For the contracting community, benefits may include lower costs, simpler administration, economies of scale¹⁰ and access to specialized roles, such as hazardous materials response, chief officer coverage, fire investigation, fire prevention and safety functions. For the local fire department staff, employment with CAL FIRE may result in a different work schedule and may at the same time provide better training and long-term career opportunities. For CAL FIRE, benefits include opportunities to achieve increased economies of scale and better coordination of resources.

Cambria FD and CAL FIRE Contract

In the past, CCSD asked CAL FIRE to provide an overview presentation on capabilities for contracting fire suppression services. Although this was done, no further detailed conversations occurred. Individuals interviewed from the involved parties acknowledged the potential for improved operations or cost control and said they were open to considering such a contract.

Based on other existing CAL FIRE contracts and on Grand Jury discussions with the potential parties, an agreement between CCSD and CAL FIRE would include CAL FIRE assuming operation of the fire station on Burton Drive while continuing to maintain its station on Coventry Lane. CAL FIRE could offer employment contracts to current employees of Cambria FD and assume administrative, training and operational activities. It may require CCSD to update its equipment to CAL FIRE standards. Dispatch services could roll into the overall contract.

In such a contract, requirements for staffing levels would be determined by CCSD as part of its negotiations with CAL FIRE. CCSD and the community would determine whether to maintain full-time staffing of three, reduce staffing or expand to four as envisioned in the 2003 master plan.

¹⁰ Economies of scale refers to the expectation that a larger organization may be able to reduce unit costs by spreading expenses across a larger base, using buying power to obtain better prices, and balance resources more effectively.

Potential Benefits of Contracting

If CCSD were to contract Cambria FD responsibilities to CAL FIRE, the following benefits would likely occur:

- Reduced costs through lower administrative or management costs, changed staffing levels or economies of scale.
- Added fire prevention resources, especially as it relates to specialized roles such as forestry management that might be shared across CAL FIRE operations in the county through coordination and access with the existing resources of CAL FIRE.
- Increased effectiveness of staff through existing training programs and procedures already in place for the much larger CAL FIRE staff.
- Better pathway to updating outdated equipment as a requirement to entering into a contract.
- Improved and diverse career paths, training and mobility for employees.

CAMBRIA COMMUNITY HEALTHCARE DISTRICT

CCHD is a public, tax- and fee-supported special district located in San Luis Obispo County. It operates an advanced life support ambulance service, maintains a volunteer crisis intervention team, owns a professional medical building and provides community healthcare education. With a budget of approximately \$1.5 million, CCHD employs 5 full-time and 15 part-time paramedics, as well as 4 full-time EMTs and 14 part-time EMTs. It operates two ambulances. Its boundaries extend from north of Cayucos to the northern San Luis Obispo County line. In addition, it provides services to a portion of southern Monterey County.

Financial Status

About two-thirds of CCHD's income is derived from two local citizen-approved measures (AA and B); the remaining one-third is from ambulance revenue. Recently, CCHD has been operating at or near a deficit. The 2014-2015 projected budget is just over \$1.5 million with an operating deficit of \$89,489.

Ambulance Equipment

CCHD operates two 2008 Dodge Sprinter ambulance units, with a 2000 and a 2002 Ford Van Type II as backup ambulances. The agency also operates a 1999 Ford Expedition as a supervisory/command vehicle. Industry standards suggest a typical ambulance service life of 200,000 miles.¹¹ CCHD's primary equipment averages 25,000 miles per year placing the Sprinter units near the end of service life and both Type II ambulances beyond their typical service life. Similar to the situation with the fire engines at Cambria FD, the CCHD has no current replacement fund for these ambulances although the agency has recently submitted an application for a federal grant to replace one unit.

Overlap with Cambria FD and CAL FIRE

In incidents other than fire, personnel from CAL FIRE, Cambria FD and CCHD respond to each emergency call. Typically, this results in six or more people on-scene and multiple vehicles. It should be noted that there are times when more than six people could be needed to deal with an emergency. In 2013, there were 1265 responses with 484 requiring transport to a higher level of medical care. The rest were described as non-transport, stand-by, public assist and other types of calls. Interviewees acknowledged that there may be opportunities for better response coordination.

There are other elements of overlap between CCHD and Cambria FD, including maintaining separate facilities and separate administrative staff. The districts compete for employees with the same set of skills; in fact, several employees work at both CCHD and Cambria FD.

Potential Merger

Over the past two years, the CCSD and the CCHD discussed in detail the potential for integrating the Cambria FD and its emergency response operations with the CCHD emergency response operations through a joint powers authority or other type of merger. Benefits and potential issues were identified, legal documents were drafted and an ad hoc committee was

¹¹ As determined by the benchmark data program of the North Central EMS Institute and reported by the Transportation Research Board of the National Academies (Canada).

formed with representatives from the boards of both districts. However, the discussions were later put on hold. Participants indicated that a focus on the water crisis took precedence.

The initial work identified one major roadblock resulting from the differences between CCHD being a healthcare district and CCSD being a services district. This likely prevents a paramedic employee of the CCHD from being able to do firefighter work. One way to overcome this would be to allow the CCSD and CCHD to enter into a joint powers agreement to coordinate service, or a similar memorandum of understanding. Such work has not yet begun. However, it would be possible, in advance of resolving the final organizational structure issues, to co-locate CCHD personnel and equipment at the existing CCSD Burton Drive facility and achieve some economies of scale.

Benefits identified from an overall merger would likely include:

- Lower costs through lower administrative or management costs, changed staffing levels and roles, economies of scale and elimination of overtime pay through use of a FLSA exemption¹².
- Added coordination of deploying resources especially as it relates to certain types of calls such as public assist through coordination and control of shared staff.
- Greater level of professionalism and training through integrating staff.
- Increased staffing levels for fire response by allowing Emergency Medical Service (EMS) workers to also serve in firefighting functions.

CONCLUSIONS

Cambria has challenges relating to fire suppression and emergency services. Current providers of these services face several fiscal challenges including funding the replacement of aging, costly and specialized equipment. At the same time, the existence of multiple agencies with overlapping responsibilities offers the potential for efficiency improvements and cost savings through various alternatives for cooperation. Absent the sense of an emergency or the presence

¹² The *Fair Labor Standards Act* is administered by the U.S. Department of Labor.

of any long-term strategic plans to address these issues and opportunities, there are no signs that the relevant agencies in Cambria will act to implement these alternatives.

FINDINGS

F1. Elements of fire equipment, such as a fire engine, owned by CCSD and operated by Cambria FD are outdated by industry standards and CCSD lacks a replacement fund or plan.

F2. Elements of emergency service equipment, such as ambulances, owned and operated by the CCHD are outdated by industry standards and CCHD lacks a replacement fund or plan.

F3. CCSD lacks an overall long-term strategy for improving fire and emergency services including acquiring and maintaining essential equipment, managing costs, public safety and balancing fire suppression with other community needs.

F4. There is an opportunity for improved fire suppression service if the CCSD were to explore contracting Cambria FD responsibilities with CAL FIRE.

F5. There is an opportunity for enhanced career development and training for existing fire and paramedic personnel as part of a larger organization.

F6. There is an opportunity for improved emergency services by aligning Cambria FD, CCHD and CAL FIRE emergency response.

F7. There is an opportunity for improved emergency services if Cambria FD and CCHD were to investigate centralizing ambulance services at the Cambria FD station.

F8. There is an opportunity to reduce overhead by merging organizations and use the savings to establish equipment replacement funds or to pay for other activities such as training, fire prevention and public education.

RECOMMENDATIONS

R1. Cambria Community Services District should, with community input, develop, adopt and implement a strategic plan that addresses a multi-year approach to fire suppression and emergency services.

R2. Cambria Community Services District should request CAL FIRE make a presentation regarding contracting for fire suppression in Cambria and obtain community input.

R3. Cambria Community Services District and Cambria Community Healthcare District should reactivate their ad hoc committee to integrate and coordinate activities and obtain community input.

R4. Cambria Community Services District and Cambria Community Healthcare District should implement the combined organizational structure which most effectively reduces administrative costs and improves services.

R5. Cambria Community Services District and Cambria Community Healthcare District should set in place funding approaches, including reserves, to update or replace fire and emergency equipment.

R6. Cambria Community Services District and Cambria Community Healthcare District should determine how to best utilize firefighters and EMS personnel within a common management structure.

REQUIRED RESPONSES

Cambria Community Services District is required to respond to Findings 1 and 3-8 and Recommendations 1-6.

Cambria Community Healthcare District is required to respond to Findings 2 and 5-8 and Recommendations 3-6.

The responses shall be submitted to the presiding judge of the San Luis Obispo County Superior Court. Please provide a paper copy and an electronic version of all responses to the Grand Jury.

Presiding Judge	Grand Jury
Presiding Judge Dodie Harman Superior Court of California 1035 Palm Street, Room 355 San Luis Obispo, CA 93408-1000	San Luis Obispo County Grand Jury P.O. Box 4910 San Luis Obispo, CA 93403-4910 GrandJury@co.slo.ca.us

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.D.**

FROM: Jerry Gruber, General Manager

Meeting Date: April 23, 2015 Subject: Consideration to Adopt Cash Reserve Policy for the General Fund, Water Fund and Wastewater Fund.

RECOMMENDED ACTION:

It is recommended that the Board of Directors review the draft policy and provide staff with direction concerning the types of reserves to include, amount of reserves to be established, methods for funding reserves and criteria for use of reserves.

FISCAL IMPACT:

No immediate financial impact. Priorities assigned to developing reserves could impact future budgets.

DISCUSSION:

It is prudent for public agencies to have a policy for establishing and maintaining cash reserves. A draft Fund Balance Cash Reserve policy is attached.

Other types of reserves for operating expenses are often maintained, including vehicle replacement reserves, fire truck replacement reserves and water meter replacement reserves. Operating reserves are not included in this policy.

The draft policy was developed using guidelines provided by the Government Finance Officers Association (GFOA). Copies of the GFOA guidelines for "Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund" and for "Replenishing General Fund Balance" are attached. GFOA also provides a detailed worksheet for assisting agencies in developing the amounts to be assigned for the various reserves.

The draft policy establishes different reserve allocations for each CCSD fund: the General Fund, the Water Fund and the Wastewater Fund. This is done because each fund has its own separate sources of revenue from which its expenditures must be funded.

The draft policy establishes three reserves for the General Fund and four reserves for the Water and Wastewater Funds. The reserves in each fund are similar so the discussion that follows pertains to all funds.

Budget Stabilization Reserves are intended to provide a source of funds to be used when economic or operational circumstances occur that were not predicted. An example in the Water Fund would be an unanticipated reduction in water consumption as the CCSD is experiencing this fiscal year. The budget developed in June 2014 anticipated a 20% reduction in water consumption due to the Stage 3 Water Emergency. In fact, the District has experienced a 40% reduction in water consumption. The additional 20% decrease in water sales is going to result in a \$300,000 reduction in revenue for this fiscal year. If a Budget

Stabilization Reserve were available, it could be used to make up that difference in lost revenue.

Another example of a situation where the use of Budget Stabilization Reserves would be appropriate could involve unanticipated expenditures. An example would be when a major piece of equipment suddenly fails and needs to be replaced immediately. If the cost of that replacement exceeds the amount available in the existing operating budget, the funding for the replacement could come from the Budget Stabilization Reserve. During the budget development process, if there is no Budget Stabilization Reserve, staff must try to predict these "unknown" failures and include some amount in the operating budget each year to pay for these random occurrences. With a Budget Stabilization Reserve in place, staff would only need to budget for known maintenance and preventive maintenance requirements during the year.

Liability Contingency and Emergency Disaster Reserves are pretty much what the title says. The agency must determine the most likely events that would create a financial liability and set aside enough funds to at least partially offset those potential costs. The goal is to have enough cash reserves to pay any liability that remains after our insurance pays its share. Liabilities include things such as lost lawsuits or environmental mitigation due to things such as wastewater spills. Emergency disasters would include things like the cost of replacing a water tank after an earthquake or wildfire.

Working Capital Reserves are intended to provide cash to meet operating expenses during times when cash revenues do not cover expenses. For government agencies, the need for this type of reserve is most pressing concerning property taxes. The cost of running a government agency is about the same each month while the bulk of property taxes are received twice a year (in December and April). Public agencies must have adequate cash available to meet expenses from the beginning of the fiscal year on July 1st until property taxes are actually received in December. The alternative to having adequate cash reserves to cover this period of time is to borrow cash on a short term basis.

Rate Stabilization Reserves are intended to help minimize the impact of potentially significant rate increases necessitated by the need to fund future planned capital improvement projects. The concept is to accumulate cash to pay for or at least help pay for future major improvements. In theory the cash in these reserves can be used to fund the projects directly or they can be used to pay all or some of the costs of bonds issued to pay for the improvements.

A sample reserve allocation has been attached.

Most agencies specify that reserves will be funded from excess revenues in the annual operating budget or one-time "windfall" revenues. Other options are available. One is to include a specific contribution to various reserves in the annual operating budget. For enterprise funds (Water and Wastewater), rates can be increased to include an amount for reserve accumulation.

Attachments: Draft CCSD Fund Balance Cash Reserve Policy
GFOA Guideline for "Determining the Appropriate Level of Unrestricted Fund
Balance in the General Fund"
GFOA Guideline for "Replenishing General Fund Balance"
CCSD Fund Balance Cash Reserve Policy Worksheet

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ ROBINETTE ___ CLIFT ___ BAHRINGER ___ THOMPSON ___ RICE ___

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT FUND BALANCE CASH RESERVE POLICY

PURPOSE

Cambria Community Services District provides public service through three independent financial funds:

- the General Fund,
- the Water Fund, and
- the Wastewater Fund.

Essential components of a prudent fiscal policy for the District include formal provisions for managing cash reserve policies and managing rate volatility. This policy is to allow the District to weather economic uncertainty and unexpected situations such as natural disasters, to provide sufficient cash flow to avoid the need for short-term borrowing, and to provide financial resources to minimize the impact on rates of significant capital projects. This policy establishes the appropriate level of reserves which the District will try to maintain in the General Fund, Water Fund and Wastewater Fund balances; how the target fund balances will be funded; and the conditions under which fund balances can be used.

For purposes of this Policy, the definition of "reserves" is limited to the portion of fund balance that is unreserved. Unreserved is to mean not set aside for existing legal obligations of the District.

AMOUNTS HELD IN RESERVE

General Fund Cash Balance. The District will strive to hold the amounts listed below in the General Fund Cash Balance. The amounts will be expressed as a percentage of the District's annual operating expenditures of the General Fund using a three year trend to develop the actual amount. These amounts are expressed as goal ranges to recognize that fund balance levels can fluctuate from year to year due to the normal course of District government operations.

- Budget Stabilization Reserve 10-15% to provide for economic uncertainty where revenues are interrupted or otherwise insufficient to offset operating expenditures and to provide for known or unknown future obligations.
- Liability Contingency and Emergency Disaster Reserve 15-20% to provide for major unforeseen liabilities and events such as natural disasters and catastrophic events.
- Working Capital Reserve 10-15% to provide sufficient cash flow.

Water Fund Cash Balance. The District will strive to hold the amounts listed below in the Water Fund Cash Balance. The Budget Stabilization, Liability Contingency/Emergency Disaster and Working Capital Reserves will be expressed as a percentage of the annual operating expenditures of the Water Fund using a three year trend to develop the actual amount. These amounts are expressed as goal ranges to recognize that fund balance levels can fluctuate from year to year due to the normal course of District government operations.

DRAFT

The Rate Stabilization Reserve will be expressed as a fixed amount based on the projected costs of expected impacts that will be mitigated with these funds.

- Budget Stabilization Reserve: 10-15% for economic uncertainty where revenues are interrupted or otherwise insufficient to offset operating expenditures and to provide for known or unknown future obligations.
- Liability Contingency and Emergency Disaster Reserve 15-20% to provide for major unforeseen liabilities and events such as natural disasters and catastrophic events.
- Working Capital Reserve 10-15% to provide sufficient cash flow.
- Rate Stabilization Reserve: To help minimize the impact of potentially significant rate increases necessitated by the need to fund future planned capital improvement projects.

Wastewater Fund Cash Balance. The District will strive to hold the amounts listed below in the Wastewater Fund Cash Balance. The Budget Stabilization, Liability Contingency/Emergency Disaster and Working Capital Reserves will be expressed as a percentage of the annual operating expenditures of the Wastewater Fund using a three year trend to develop the actual amount. These amounts are expressed as goal ranges to recognize that fund balance levels can fluctuate from year to year due to the normal course of District government operations.

The Rate Stabilization Reserve will be expressed as a fixed amount based on the projected costs of expected impacts that will be mitigated with these funds.

- Budget Stabilization Reserve: 10-15% for economic uncertainty where revenues are interrupted or otherwise insufficient to offset operating expenditures and to provide for known or unknown future obligations.
- Liability Contingency and Emergency Disaster Reserve 15-20% to provide for major unforeseen liabilities and events such as natural disasters and catastrophic events.
- Working Capital Reserve 10-15% to provide sufficient cash flow.
- Rate Stabilization Reserve: To help minimize the impact of potentially significant rate increases necessitated by the need to fund future planned capital improvement projects.

FUNDING TARGET FUND CASH BALANCES

General Fund. Funding of General Fund cash balance targets will generally come from excess revenues over expenditures or one-time revenues. The reserves will be funded in the following priority order:

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- Budget Stabilization Reserve
- Emergency Disaster Reserve
- Working Capital Reserve
- Rate Stabilization Reserves
- GASB 45 unfunded post-employment benefits other than pensions (retiree health-care)

Water Fund. Funding of Water Fund Budget Stabilization, Liability Contingency/Emergency Disaster, and Working Capital Reserve targets will generally come from excess revenues over expenditures or one-time revenues. The reserves will be funded in the following priority order:

- Budget Stabilization Reserve
- Emergency Disaster Reserve
- Working Capital Reserve

The funding for Water Fund Rate Stabilization Reserves will come from Connection Fee Revenues and specifically designated fees included as part of the normal operating fees charged each bi-monthly billing period.

Wastewater Fund. Funding of Wastewater Fund Budget Stabilization, Liability Contingency/Emergency Disaster, and Working Capital Reserve targets will generally come from excess revenues over expenditures or one-time revenues. The reserves will be funded in the following priority order:

- Budget Stabilization Reserve
- Emergency Disaster Reserve
- Working Capital Reserve

The funding for Wastewater Fund Rate Stabilization Reserves will come from Connection Fee Revenues and specifically designated fees included as part of the normal operating fees charged each bi-monthly billing period.

CONDITIONS FOR USE OF RESERVES

The use of Budget Stabilization and Emergency Disaster reserves shall be limited to unanticipated, non-recurring needs, or anticipated future obligations. These Cash Reserves shall not be used for normal or recurring annual operating expenditures. The use of these reserves shall require approval by a majority of the CCSD board of Directors.

The Working Capital Reserve will be used to fund normal or recurring annual operating expenditures in the General Fund when budgeted taxes have not yet been received during a fiscal year. They will be replenished when the taxes are received. The use of these reserves can be authorized by the General Manager.

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Rate Stabilization Reserves will be used to minimize the impact to citizens of potentially significant rate increases due to necessary expenditures on capital projects. The use of these reserves shall require approval by a majority of the CCSD board of Directors.

The District General Manager is authorized to make recommendations to the District Board of Directors for use of reserves. Any recommendation shall be accompanied by a proposal for the replenishment of the reserves.

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Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund

Type: Best Practice

Approved by GFOA's Executive Board: October 2009

Background:

Accountants employ the term *fund balance* to describe the net assets of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net assets of governmental funds calculated on a governments budgetary basis.¹ In both cases, fund balance is intended to serve as a measure of the financial resources available in a governmental fund.

Accountants distinguish up to five separate categories of fund balance, based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts can be spent: *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.² The total of the last three categories, which include only resources without a constraint on spending or for which the constraint on spending is imposed by the government itself, is termed *unrestricted fund balance*.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning.

In most cases, discussions of fund balance will properly focus on a governments general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance (i.e., the total of the amounts reported as committed, assigned, and unassigned fund balance) in the general fund.

Credit rating agencies monitor levels of fund balance and unrestricted fund balance in a governments general fund to evaluate a governments continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unrestricted fund balance for state and local governments.

Those interested primarily in a governments creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens groups, which may view high levels of fund balance as "excessive."

Recommendation:

GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund.³ Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.⁴

The adequacy of unrestricted fund balance in the general fund should be assessed based upon a governments own specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.⁵ The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a governments particular circumstances.⁶ Furthermore, a governments particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time.

In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

- The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
- Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);

- The potential drain upon general fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund);⁷
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained); and
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose).

Furthermore, governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Naturally, any policy addressing desirable levels of unrestricted fund balance in the general fund should be in conformity with all applicable legal and regulatory constraints. In this case in particular, it is essential that differences between GAAP fund balance and budgetary fund balance be fully appreciated by all interested parties.

Committee: Accounting, Auditing, and Financial Reporting
Governmental Budgeting and Fiscal Policy

Notes:

¹ For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.

² These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which must be implemented for financial statements for periods ended June 30, 2011 and later.

³ Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.

⁴ See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).

⁵ In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.

⁶ In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues or expenditures, that decision should be followed consistently from period to period.

⁷ However, except as discussed in footnote 4, not to a level below the recommended minimum.

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Resources

Replenishing General Fund Balance

Best Practices/Advisories

Type: Best Practice

Public Policy Statements

Approved by GFOA's Executive Board; February 2011

E-Books

Background:

Publications

It is essential that governments maintain adequate levels of fund balance to mitigate risks and provide a back-up for revenue shortfalls.

Other Products

The adequacy of unrestricted fund balance¹ in the general fund should be assessed based upon a governments specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, incorporate in its financial policies that unrestricted fund balance in their general fund be no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

Government Finance Review

Research Reports

Yield Advantage

If fund balance falls below a governments policy level, then it is important to have a solid plan to replenish fund balance levels. Rating agencies consider the governments fund balance policy, history of use of fund balance, and policy and practice of replenishment of fund balance when assigning ratings. Thus, a well developed and transparent strategy to replenish fund balance may reduce the cost of borrowing. However, it can be challenging to build fund balances back up to the recommended levels because of other financial needs and various political considerations.

Federal Government Relations

Canadian Finance

News and Announcements

Consulting

Recommendation:

Consulting Services

GFOA recommends that governments adopt a formal fund balance policy that defines the appropriate level of fund balance target levels. Also, management should consider specifying the purposes for which various portions of the fund balances are intended. For example, one portion of the fund balance may be for working capital, one for budgetary stabilization, and one for responding to extreme events. This additional transparency helps decision makers understand the reason for maintaining the target levels described in the fund balance policy.

Custom Research

Training

Search for Training

CPE Guide

Governments should also consider providing broad guidance in their financial policies for how resources will be directed to fund balance replenishment. For example, a policy may define the revenue sources that would typically be looked to for replenishment of fund balance. This might include non-recurring revenues, budget surpluses, and excess resources in other funds (if legally permissible and if there is defensible rationale). Year-end surpluses are an especially appropriate source for replenishing fund balance.

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Finally, a government should consider including in its financial policy a statement that establishes the broad strategic intent of replenishing fund balances as soon as economic conditions allow. This emphasizes fund balance replenishment as a financial management priority.

Governments are subject to a number of factors that could require the use of fund balances. It is therefore incumbent on jurisdictions to minimize the use of fund balance, except in very specific circumstances. Replenishment should take place in a prompt fashion with amounts that have been used to ensure that the jurisdiction is properly prepared for contingencies. With the foundation of a financial policy in place, governments should use their long-term financial planning and budget processes to develop a more detailed strategy for using and replenishing fund balance. With these criteria in mind, the government should develop a replenishment strategy and timeline for replenishing fund balances as soon as possible, and that is still appropriate to prevailing budgetary and economic conditions and that considers the following:

1. The policy should define the time period within which and contingencies for which fund balances will be used. This gives the public a sense for how fund balance is being used as a bridge to ensure stable cash flow and provide service continuity.
2. The policy should describe how the governments expenditure levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge.
3. The policy should describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished. Frequently, a key part of the replenishment plan will be to control operating expenditures and use budget surpluses to replenish fund balance. The replenishment plan might also specify any particular revenue source that will aid in the replenishment of fund balances. For example, if the government has a volatile sales tax yield, it might specify that yields that are significantly above average would be used to replenish fund balances.

Generally, governments should seek to replenish their fund balances within one to three years of use. However, when developing the specifics of the replenishment plan, governments should consider a number of factors that influence the rate and time period over which fund balances will be replenished. Factors influencing the replenishment time horizon include:

1. *The budgetary reasons behind the fund balance targets.* The government should consider special conditions that may have caused it to set its fund balance target levels higher than the GFOA-recommended minimum level. For example, if targets are higher because the community has very volatile cash flows, then the government would want to build the fund balances back up more quickly compared to governments with more stable cash flows.
2. *Recovering from an extreme event.* An extreme event, such as a natural disaster, that has required the government to use a portion of its fund balance, may make it infeasible to replenish the fund balance as quickly as normal, depending upon the severity of the event.
3. *Political continuity.* Replenishing fund balance takes political will, and that will is often strengthened by the memory of the financial challenge that caused the use of fund balances in the first place. If the governing board and/or management are already committed to a particular financial policy, the replenishment strategy should be as consistent as possible with that policy in order to maximize political support.
4. *Financial planning time horizons.* Fund balances should typically be replenished within the time horizon covered by the organization's long-term financial plan. This puts the entire replenishment plan in context and shows the public and decision makers the expected positive outcome of the replenishment strategy.
5. *Long-term forecasts and economic conditions.* Expectations for poor economic conditions may delay the point at which fund balances can be replenished. However, in its replenishment plan the government should be sure to set a benchmark (e.g., after fund balances have dropped to a certain point below desired target levels) for when use of fund balance is no longer acceptable as a source of funds.
6. *Milestones for gradual replenishment.* A replenishment plan will likely be more successful if it establishes replenishment milestones at various time intervals. This is especially important if replenishment is expected to take place over multiple years (e.g., if you are starting from 75% of your target, set a goal to reach 80 percent of target in one year, 90 percent in two years, and 100 percent in three years).
7. *External financing expectations.* A replenishment plan that is not consistent with credit rating agency expectations may increase the government's cost of borrowing. It is important that the logic used by the government to develop the replenishment plan be communicated in an effective fashion to external lenders.

Committee: Accounting, Auditing, and Financial Reporting
Governmental Budgeting and Fiscal Policy

Notes:¹ Unrestricted fund balance comprises the committed, assigned, and unassigned fund balance categories.

References:

- GFOA Best Practice Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009.
 - For a fuller explanation of the concept of "bridging" in financial distress, please visit GFOA's financial recovery website at www.gfoa.org/financialrecovery.
- Download

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**CAMBRIA COMMUNITY SERVICES DISTRICT
FUND BALANCE CASH RESERVE POLICY WORKSHEET
HYPOTHETICAL
April 23, 2015**

	<u>TOTAL</u>	<u>GENERAL FUND</u>	<u>WATER FUND</u>	<u>WASTEWATER FUND</u>	
BUDGET STABILIZATION RESERVE					
10 - 15% of Annual Operating Budget	363,500	363,500			\$3,635K Budge
10 - 15% of Annual Operating Budget	189,600		189,600		\$1,896K Budge
10 - 15% of Annual Operating Budget	204,900			204,900	\$2,049K Budge
LIABILITY CONTINGENCY & EMERGENCY DISASTER RESERVE					
15 - 20% of Annual Operating Budget	727,000	727,000			\$3,635K Budge
15 - 20% of Annual Operating Budget	379,200		379,200		\$1,896K Budge
15 - 20% of Annual Operating Budget	409,800			409,800	\$2,049K Budge
WORKING CAPITAL RESERVE					
10 - 15% of Annual Operating Budget	363,500	363,500			\$3,635K Budge
10 - 15% of Annual Operating Budget	189,600		189,600		\$1,896K Budge
10 - 15% of Annual Operating Budget	204,900			204,900	\$2,049K Budge
RATE STABILIZATION RESERVE					
\$300,000	500,000	500,000			Fire truck
\$300,000	500,000		500,000		Equipment
\$300,000	500,000			500,000	Equipment
TOTAL	<u>4,532,000</u>	<u>1,954,000</u>	<u>1,258,400</u>	<u>1,319,600</u>	
CASH AVAILABLE 3/31/15	3,704,859	4,150,694	(636,613)	190,778	